
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Training Materials		
6318	SPAHRs Monthly Report Of Wages And Contributions Reported To PERS	Date: 06/09/2020
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Overview

After the close of each month, SPAHRS creates a Wage and Contributions file for PERS, containing specific information used to update employee records. SPAHRS compiles all employee and contract worker contributions for the month and identifies any discrepancies or missing data that is required before sending the file to PERS. Reports are reviewed and errors corrected, then the actual file for PERS is created.

Verifying Your Data

Each agency is responsible for balancing your PERS payments for each payroll run back to the PERS contributions listed on your Payroll Summary Report for that run. Discrepancies should be researched and documented for later review. Any unusual transactions should also be documented for later review.

Remember, any transactions processed for a month that is more than 18 months in the past does not go on the monthly PERS file to be reported. You are responsible for completing PERS Form 10 to send to PERS for update to the employee's record.

When the PERS data is compiled after the close of the month, new FMVIEW reports will be available for your review. These new reports are:

PH3400M-AGY# Retirement Download Summary Report: This report is a summary of the wages and contributions for each retirement type for each SPAHRS agency.

PH3400N-AGY# Download Error Listing Retirement: This report will list any errors encountered in building the work file. Examples of errors might be: missing PERS reporting code on the PIN, incorrect demographic information, etc. Any errors listed must be corrected in SPAHRS before the 10th of each month.

PH3400O-AGY# Retirement Download Contribution Comparison: This report compares the total contributions withheld based on the pay details being reported on the file for the month to the vendor payment details on the payments sent to PERS. Differences will show up here. Differences could be due to credits from a previous month, wages/contributions adjustments for months more than 18 months in the past, among other things. Determine why you have a difference.

PH3400P-AGY# Retirement Download Contribution Comparison by Agency: This report compares the total contributions withheld based on the pay details being reported to PERS for the month to the SPAHRS file called Payroll Paid which is vendor payments. Differences will show up here.

PH3400Q-AGY# Pay Detail/Vendor Payment: Detail Listing of Non-Matching Retirement Contributions: This report will identify employees whose payments being reported to PERS does not match the vendor payment details made to PERS. Differences are usually due to adjustments processed for pay periods over 18 months in the past.

Currently, FMVIEW reports are generated for each agency when the final Wage and Contributions file is created for PERS. Those reports are:

PH3400L-AGY# Adjustment Greater Than 18 Months: This report lists anyone with a payment made in the month that was an adjustment for a pay period more than 18 months in the past. This requires a PERS Form 10 to be completed and sent to PERS. It will not send the employee's record on the PERS file.

PH340530-AGY# Retirement Download Report: This report lists all transactions on the Wage and Contribution file sent to PERS. For large agencies, it is a large file to print. You might want to download the report into a file you can save.

If PERS contacts your agency about overpayments, credits you need to take, or asking about issues they have with your data, it is your responsibility to know what caused the issue and be able to explain it to PERS. If they ask to delete a record from the file, it is usually because their system cannot accept it. Allow them to delete it, then advise MMRS of the transaction. MMRS will still assist you with anything you cannot resolve after you have researched all issues.

It is not the responsibility of MMRS to resolve issues between the agency and PERS. MMRS does not know what transactions have been processed at your agency that might have caused a discrepancy. We will assist you whenever possible.