
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6327	SPAHRS PR Report Time Reports, Uploads, and Downloads	Revised Date: 09/17/2019
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**SPAHRS Report Time Reports, Uploads, and Downloads
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Report Time Reports

The Browse Leave Balances screen is used to display employee leave balances by month and by leave type. The available balance is updated by the Actual Accrual run. The personal and major medical accruals for a month are updated when the month end estimate job is run. Hours accrued for leave other than personal and major medical are updated by time sheet entry per completed work cycle. The hours taken are updated from timesheet entries created when the employee is originally paid for a pay period. The update occurs when the Department of Finance and Administration processes the payroll. Hours taken on the leave balance record are also updated through modifications to a paid timesheet.

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.

```

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/17/2019
PHIMAINU PHIMAINM Report Time Menu 01:14 PM

Code Description FastPath
EE Enter Employee Time
EL Enter Location Time
ET Enter Time
RP Report Time Reports
BR Report Time Browses
RS Schedules
BI Batch Online Submission Menu
CL Create Leave Balance
CT Create Timesheets
OD Browse Override Distribution OVRIDE

Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit

```

Your Action ...	System Response ...
2. Choose RP (Report Time Reports) from the Report Time Menu and press ENTER.	The Report Time Reports Menu will appear.

```

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/17/2019
PHIMAINU PHIMAINM Report Time Reports Menu 01:16 PM

Code Description FastPath
TR Time Reporting Summary TRS
SL Specific Leave Balance Report
CT Comp Time
ER Employees With Time Reporting Errors
LB Browse Leave Balances LBAL
EI Error/Incident Reports
SB Set Up Leave Balances
ML Monthly Leave Balance Report/Download
DR Report Time Leave Balance Discrepancy Report
AC Accrued Compensated Absences
CR FLSA Comp Taken Comparison
UL Employees with Unpaid Leave Report

Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit

```

Time Reporting Summary

This gives a summary by earnings code of the hours entered on the timesheet for a pay period. The input information to run the report is agency number, pay frequency, pay period end date, and geo location. If the geo location field is left blank, it will list everyone on the payroll, in geo location order. If you submit it with a geo location entered, it only picks up the employees in that geo location. This report is designed to be run after all time entries have been made in the timesheet.

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose RP (Report Time Reports) from the Report Time Menu and press ENTER.	The Report Time Reports Menu will appear.
3. Choose TR (Time Reporting Summary) from the Report Time Reports Menu and press ENTER.	The Time Reporting Summary screen will appear.

```

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/17/2019
PHPTGE1D PHPTGE1M Time Reporting Summary 01:17 PM

*Agency: _____
*Pay Frequency: _____
*Pay Period End Date: 00 00 2019
Geo Location: _____ Geo Location can be blank

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit

```

Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>*Agency: Enter the four digit agency number.</p> <p>*Pay Frequency: Enter the frequency of payroll for the requested information.</p> <p>*Pay Period End Date: Enter the last date in the payroll period of requested the requested information.</p> <p>Geo Location: The physical location of employees/workers to be listed (optional).</p>	
5. Press ENTER.	The Batch Job Submission screen will appear.
6. Press ENTER.	The Time Roster Summary has been submitted successfully.

Specific Leave Balance Report

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose RP (Report Time Reports) from the Report Time Menu and press ENTER.	The Report Time Reports Menu will appear.
3. Choose SL (Specific Leave Balance Report) from the Report Time Reports Menu and press ENTER.	The Specific leave Balance Report screen will appear.

```

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/17/2019
PHPTALAP PHPTALAM Specific Leave Balance Report 01:19 PM

All Agencies: N (Y/N)

*Agency Numbers: _____
                  _____

From Date: _____ (MM/DD/YYYY)
To Date: _____ (MM/DD/YYYY)

*Accrual Code: _____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit
    
```

Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>All Agencies: Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report. The user must have a security level of 3, 4, or 5 to print "ALL" agencies.</p> <p>*Agency Numbers: Enter the four-digit agency numbers for the requested information.</p>	

Your Action ...	System Response ...
Continue entering the following information. From Date (MM/DD/YYYY): Enter the start date for the selected records. To Date (MM/DD/YYYY): Enter the end date for the selected records. *Accrual Code: Enter the accrual code for the selected records.	
5. Press ENTER.	The Batch Job Submission screen will appear.
6. Press ENTER.	The Specific Leave Balance Report has been submitted successfully.

Comp Time

An agency can request an employee's compensatory time report, "Employees Comp Time," by using the Comp Time screen. The agency report will list by employee the FLSA compensatory hours available, the agency compensatory hours available, the compensatory hours worked, and the compensatory hours taken. The information is dependent on data processed on time sheets and leave adjustments.

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose RP (Report Time Reports) from the Report Time Menu and press ENTER.	The Report Time Reports Menu will appear.
3. Choose CT (Comp Time) from the Report Time Reports Menu and press ENTER.	The Comp Time screen will appear.

```

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/17/2019
PHPTLB5P PHPTLB5M Comp Time 01:24 PM

As Of Date: __ __ ____

*Agency: ____
          ____
          ____
          ____
          ____
          ____
          ____
          ____
          ____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Help Main End Quit

```

Your Action ...	System Response ...
4. Enter the following information: As of Date: The date of leave balance to be included on the report. *Agency: Enter the 4-digit SPAHRS agency code.	
5. Press ENTER.	The Batch Job Submission box will appear.
6. Press ENTER.	The job has been submitted successfully.

Employees With Time Reporting Errors

This on-line report displays a listing of employees with timesheet errors for a specified pay frequency and pay period. All timesheets stored with errors will appear on this screen if no geographical location is specified. If a geographical location is specified, only those timesheets stored with errors for the specified location will be displayed.

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose RP (Report Time Reports) from the Report Time Menu and press ENTER.	The Report Time Reports Menu will appear.

Your Action ...	System Response ...
3. Choose ER (Employees With Time Reporting Errors) from the Report Time Reports Menu and press ENTER	The Employees With Time Reporting Error screen will appear.

```

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/17/2019
PHPTTI5B PHPTTI5M Employees With Time Reporting Errors 01:29 PM

      SSN                      Name                      PIN
-----                      -

```

Agency: 0372 *Freq: M Pay Period End Dt: 09 30 2019 Geo Locatn: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Bkwd Fwd Quit

Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>Agency: Enter the 4-digit agency number. Freq: Enter the frequency of payroll for the requested information. The system defaults to M. Pay Period End Dt: Enter the last date in the payroll period of requested information. The system defaults to last day in current month. Geo Locatn: Enter the physical location of employees/workers to be listed (optional).</p>	
5. Press ENTER.	<p>A listing of employees/workers with stored timesheet errors will be displayed.</p> <p>If no data displayed, then no stored timesheets with errors can be found for the specified pay period end date.</p>

Error/Incident Reports

Four different reports can be generated using this method: Check Timesheets against Schedules; Check for Missing/Blank Timesheets; Check for Dangerous Leave Balances; and Check Timesheets against Work Cycle. These first three reports provide a means of timesheet verification and leave balance data, and their use is recommended prior to payroll preliminary processing. Any errors detected should be corrected before processing a final payroll.

The Check Timesheets Against Work Cycle should be run after all time and leave has been entered for a pay period. It was designed especially for employees on a positive reporting schedule. This report will compare the timesheet entries against the standard full time hours associated with the employee. For example, if the employee is scheduled for 40 hours a week, this report checks to see if the timesheet has accounted for 40 hours through time worked, paid leave, or leave without pay. Any discrepancies for hours over or under should be corrected immediately.

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose RP (Report Time Reports) from the Report Time Menu and press ENTER.	The Report Time Reports Menu will appear.
3. Choose EI (Error/Incident Reports) from the Report Time Reports Menu and press ENTER.	The Error/Incident Reports screen will appear.

```

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/17/2019
PHPTTIAD PHPTTIAM Error/Incident Reports 01:31 PM

*Pay Freq: _ *PP End Date: 08 15 2019

*Agency: _____
          _____
          _____
          _____
          _____

Check Timesheets against Schedules: _
Check for missing/blank Timesheets: _
Check for Dangerous Leave Balances: _
Check Timesheets against Wrk Cycle: _

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Note Prnt Quit
    
```

Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>*Pay Freq: Enter the Pay Frequency for the requested report.</p> <p>PP End Date: Enter the Pay Period End Date for the requested report.</p> <p>*Agency - multiple sub-agencies may be submitted at one time based on user's level of security.</p> <p>Check Timesheets against Schedules: Enter "Y" to submit a report that will check Timesheets against Schedules.</p> <p>Check for missing/blank Timesheets: Enter "Y" to submit a report that will check for missing/blank Timesheets.</p> <p>Check for Dangerous Leave Balances: Enter "Y" to submit a report that will check for Dangerous Leave.</p> <p>Check Timesheets against Wrk Cycle: Enter "Y" to submit a report that will check Timesheets against Work Cycles.</p>	<p>Information will be displayed on the report by Location, SSN, Name, Employee Type, PIN/WIN, and Error Message.</p> <p>Information will be displayed on the report by Location, SSN, Name, Employee Type, PIN/WIN, and Status.</p> <p>Information will be displayed on the report by SSN, Name, Frequency, Type, Leave Balance, Minimum Allowed, Maximum Allowed, and Direct Deposit.</p> <p>Information will be displayed on the report by Agency, Employee Name, SSN, PIN, FLSA Status, Work Cycle Start Date, Work Cycle End Date, Work Cycle Hours, and Hours Reported.</p>
<p>5. Press ENTER.</p>	<p>The Batch Job Submission box will appear.</p>
<p>6. Press ENTER.</p>	<p>The following message will appear:</p> <p>Job Has Been Submitted Successfully.</p>

Monthly Leave Balance Report/Download

Leave accruals are run from the Actual Accrual menu option on the Approve and Release Pay Menu (**PA PA AA**). A leave balance report is automatically generated when the agency actual accrual is submitted. The agency also has the option to create a download file that can be used for creating agency specific reports.

Your Action ...	System Response ...
<p>1. Choose RT (Report Time) from the Main Menu and press ENTER.</p>	<p>The Report Time Menu will appear.</p>
<p>2. Choose RP (Report Time Reports) from the Report Time Menu and press ENTER.</p>	<p>The Report Time Reports Menu will appear.</p>

Your Action ...	System Response ...
3. Choose ML (Monthly Leave Balance Report/Download) from the Report Time Reports Menu and press ENTER.	The Monthly Leave Balance Report/Download screen will appear.

```

PAFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/17/2019
PHPTAL8D PHPTAL8M Monthly Leave Balance Report/Download 01:32 PM

*Agency number:

Accrual Date: 08 31 2019 (MMDDYYYY)

Produce Report(Y/N): N

Create Download File(Y/N): N

Individual Employee Report(Y/N): N

Exclude Printing of PID(Y/N): N

Include YTD Information(Y/N): N

File that will be Downloaded:

Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Note Prnt Quit

```

Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>*Agency number: Enter the Agency number for which the report or file is needed.</p> <p>Accrual Date: System defaults to the month end date prior to the current month.</p> <p>Produce Report (Y/N): Prints a leave balance report of all employees.</p> <p>Create Download File (Y/N): Creates a file that may be downloaded for agency-created specific reports.</p> <p>Individual Employee Report (Y/N): The report will print one employee to a page to allow distribution to each employee.</p>	

Your Action ...	System Response ...
Continue entering the following information. Exclude Printing of PID (Y/N): If you do not want the PID of each employee printed on the report. Include YTD Information (Y/N): Year-to-date information will be included File that will be Downloaded: The file name will be displayed in this field after the job is submitted.	
5. Press ENTER.	The Batch Job Submission box will appear.
6. Press ENTER	The following message will appear: Job Has Been Submitted.

Report Time Leave Balance Discrepancy Report

After posting all time and attendance transactions for a month, it is advisable to run the Report Time Leave Balance Discrepancy Report. This process compares all the transactions that should post to the leave balance file with what has actually been posted. Any discrepancies will be printed on the Report Time Leave Balance Discrepancy Report; MMRS' assistance will be needed to correct the posting. Also, a Report of Missing Leave Balances report will print for any employee not having leave balances.

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose RP (Report Time Reports) from the Report Time Menu and press ENTER.	The Report Time Reports Menu will appear.
3. Choose DR (Report Time Leave Balance Discrepancy Report) from the Report Time Reports Menu and press ENTER.	The Report Time Leave Balance Discrepancy Report screen will appear.

```

PAFNC10 PAVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/17/2019
PHPTAL9D PHPTAL9M Report Time Leave Balance Discrepancy Report 01:36 PM

*Agency Number.: 0372

*Month End Date: 09 30 2019 (MMDDYYYY)

Submit.....: N (Y/N)

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                               Quit

```

Your Action ...	System Response ...
4. Enter the following information: *Agency number: Agency number for which the report or file is needed. *Month End Date: System defaults to the current month end date. Submit (Y/N): Enter "Y"es to submit the job.	
5. Press ENTER.	The Batch Job Submission box will appear.
6. Press ENTER.	The following message will appear: XX732430 Has Been Submitted Successfully.

FLSA Comp Taken Comparison

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose RP (Report Time Reports) from the Report Time Menu and press ENTER.	The Report Time Reports Menu will appear.
3. Choose CR (FLSA Comp Taken Comparison) from the Report Time Reports menu and press ENTER.	The FLSA Comp Taken Comparison screen will appear.

```

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/17/2019
PHPTTIND PHPTTINM FLSA Comp Taken Comparison 01:37 PM

*Agency: _____
          Pay Period End Date: __ __ ____
          *Pay Frequency: _

Filename:

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Help Main End Quit

```

Your Action ...	System Response ...
4. Enter the following information: *Agency: Enter the 4-digit agency number. Pay Period End Date: Enter the pay period end date for the requested report. *Pay Frequency: Enter the pay frequency for the requested report.	
5. Press ENTER.	The Job Submission screen will appear.
6. Press ENTER.	The system will populate the following message: The FLSA Comp Taken Comparison report has been submitted successfully.

Employees with Unpaid Leave Report

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose RP (Report Time Reports) from the Report Time Menu and press ENTER.	The Report Time Reports Menu will appear.

Your Action ...	System Response ...
3. Choose UL (Employees with Unpaid Leave Report) from the Report Time Reports Menu and press ENTER.	The Employees with Unpaid Leave Report screen will appear.

```

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/17/2019
PHPSRT7D PHPSRT7M Employees with Unpaid Leave Report 01:37 PM

*Agency: _____

Pay Period End Date: __ __ ____

*Pay Frequency: _

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit
    
```

Your Action ...	System Response ...
4. Enter the following information: *Agency: Enter the 4-digit agency number. Pay Period End Date: Enter the pay period end date for the requested report. *Pay Frequency: Enter the pay frequency for the requested report.	
5. Press ENTER.	The Job Submission screen will appear.
6. Press ENTER.	The system will populate the following message: The Employees with Unpaid Leave report has been submitted successfully.

Batch Online Submission Menu

Batch Online Submission

The Batch Online Submission screen is used to upload time records into SPAHRS from an agency's time keeping system. The agencies may submit all employees'/workers' time in the file; that data will overlay any schedule-based timesheet entries. In addition, this screen can be used to upload any accounting overrides and download time records.

The batch online submission jobs look for specific file names containing data for the upload process; then it creates a specific file name for the download process. The upload processes are subject to the same edits that would be called if the transactions were being entered online.

Reports are generated indicating the number of records processed and the employee/worker processed; it identifies the records with errors. The report time download file contains all data on the timesheet. Agencies can create their own programs to produce reports that are specific for their agency. The download process does not produce a report on the data.

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear
2. Choose BI (Batch Online Submission Menu) from the Report Time Menu and press ENTER.	The Batch Online Submission Menu will appear.

```

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/17/2019
PHIMAINU PHIMAINM Batch Online Submission Menu 01:40 PM

Code Description FastPath
BI Batch Online Submission
AS Agency Attendance Submission

Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit

```

Your Action ...	System Response ...
3. Choose BI (Batch Online Submission) from the first Batch Online Submission Menu and press ENTER	The Batch Online Submission screen will appear.

```

PHFNC10  PAVG          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      09/17/2019
PHPTTIBD PHPTTIBM          Batch Online Submission              01:41 PM

          *Agency: _____
        *Pay Frequency: _

      Submit Timesheet Upload: _

Submit Override Distribution Upload: _  Pay Period End Date: _ _ _

      Report Time Information Download: _

File Uploaded/Downloaded  :

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End          Note                               Prnt          Quit

```

Your Action ...	System Response ...
4. Enter the following information: *Agency: Enter the agency number. *Pay Frequency: Enter the pay frequency for employee/worker. Submit Timesheet Upload: Enter X to submit a timesheet upload; OR , Submit Override Distribution Upload: Enter X to submit an override distribution upload. Pay Period End Date: Required if Submit Override Distribution Upload is chosen. Report Time Information Download: Enter X to submit a report time information download.	
5. Press ENTER.	The Batch Job Submission box will appear.

Your Action ...	System Response ...
6. Press ENTER.	The following message will appear: XX731030 Has Been Submitted Successfully

Agency Attendance Submission

SPAHRS provides a report that will list all transactions contained in a timesheet for an individual or for all employees within a pay period. This report may be used to double check timesheet entries against a manually prepared timesheet or data produced from another timekeeping system.

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose BI (Batch Online Submission Menu) from the Report Time Menu and press ENTER.	The Batch Online Submission Menu will appear.
3. Choose AS (Agency Attendance Submission) from the Batch Online Submission Menu and press ENTER.	The Agency Attendance Submission screen will appear.

```

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/17/2019
PHPRT01D PHPRT01M Agency Attendance Submission 01:43 PM
    
```

*Agency: _____

Pay Period End Date: _____ (MMDDYYYY)

Pay Frequency: _

SSN: _____ (Optional)

Your Action ...	System Response ...
4. Enter the following information: * Agency: Enter the agency number. Pay Period End Date: Enter the pay period end date. * Pay Frequency: Enter the pay frequency. SSN: Enter the SSN if the report is needed for a specific individual.	
5. Press ENTER.	The Batch Job Submission box will appear.
6. Press ENTER.	The following message will appear: XX731030 Has Been Submitted Successfully.