Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6287	SPAHRS WIN – Time Reporting and Payroll Processing	Revision Date: 10/29/2019
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Time Reporting and Payroll Processing

Objective

Develop an understanding of entering time and processing payroll for workers

Outcome

Time entered successfully and payroll processed

Overview

Several steps must be taken in order for workers to be paid. First, payroll deductions must be established at the time of hire. This process is performed only one time unless the worker requests changes. Secondly, all time worked must be recorded in SPAHRS. Separate timesheets must be created for each payroll period. Finally, the payroll processing can occur. Payroll processing includes both a preliminary and a final process.

Payroll Withholdings

Income Taxes and other withholdings are deducted from the worker's gross pay. The amount of taxes to be withheld is calculated from the employee's filing status and exemptions claimed, entered into SPAHRS from the Employment/Maintain Payroll Information Menu. A Federal and State tax record is required for all workers, including board members. The taxes withheld are reported and remitted for all agencies using the single tax identification number. If the tax records are not created for each worker, the payroll run will return an error and will not process. The federal tax record is entered on the Maintain Federal Taxes screen **(EM MP FT)** and the state tax record is entered on the Maintain State Taxes screen **(EM MP MS)**.

Other possible withholdings include garnishments, child support payments, or other levies. These are recorded as Debt Deductions from the Maintain Deductions screen **(EM MP MD)**. If workers participate in the flower fund, Credit Unions, or Deferred Comp or insurance plans such as dental, these are recorded as Miscellaneous Deduction and Insurance Deductions from the Maintain Deductions screen **(EM MP MD).**

Agencies are encouraged to use direct deposit for workers in WINs, The direct Deposit information is recorded in SPAHRS through the Direct Deposit screen **(EM MP DD).**

All deductions and deposit allowances must be entered prior to processing the WIN payroll. Additional information on deductions and data entry instructions is provided in the Employment workbooks.

Time Reporting

All workers in WINs, with the exception of some Board and Commission members, are paid biweekly on a two week delayed basis (K frequency payroll).

The payroll is calculated based on the actual number of hours worked during the two-week period. When the WIN is established, a positive reporting schedule **(00)** is defaulted by the system. Users may modify this to one of the other six positive reporting schedules, each beginning on a separate day of the week. It is recommended for contract WINs (K frequency payroll) to be set up with positive reporting schedule 85, as the payroll dates match the schedule dates.

The WIN timesheets must be created for the two-week period. This is performed within the Report Time menu of SPAHRS using the create timesheet menu option **(RT CT CS)** and choosing the pay period end date and a pay frequency of K for a contract WIN payroll.

Once the timesheets have been created, time worked can be posted. If a timesheet is not created during the create timesheet process, the timesheet can be created with a **(M)**odify action on the actual timesheet for the worker **(RT ET).**

Time is posted using the **HRWKD** (Hourly Paid, Hours Worked) earnings code on the first line of the timesheet. The actual hours worked are entered on the day of the week worked by the worker. Extra hours may be entered using the EXTWK code or total hours worked in a day may be entered as HRWKD. The system will use the Fair Labor Standards Act **(FLSA)** code and the Extra Hours code for the WIN to calculate the correct payroll amount. WINs should have an Extra Hours code that indicates pay for all extra hours. If the **FLSA** and Extra Hours codes are omitted on the WIN, the payroll will not process even if no extra hours are reported. The Report Time process is detailed in the Report Time workbooks.

Payroll Processing

Once time has been posted for each worker, a preliminary payroll can be processed. The preliminary payroll should be reviewed for errors, omissions and corrections. A preliminary payroll can be processed as many times as needed until the payroll is correct. At that time, a final payroll can be processed.

The K frequency payroll will be charged to a contractual services expenditure code and not a salaries expenditure code. The actual expenditure code utilized is determined by the service type indicated on the WIN.

Numerous edits occur during the payroll process. These edits include both SPAHRS and MAGIC validations for budget authority and cash. The contract must have enough money for the payment, and the cash must be available in MAGIC prior to processing the final payroll. If the payroll does not complete successfully, the Browse Journal Entry/Encumbrance Errors screen should be reviewed **(PA GS BM EE/JE)**.

The payroll processing for both preliminary and final payroll is performed from the Manage Contracts portion of SPAHRS for the WIN pay frequency of **K.** Payroll processing for supplemental processing and payroll payments for WINs with pay frequencies other than **K** are performed from the payroll menu.

Payroll Processing Instructions

Your Action . . .	System Response . . .
1. Choose **MC** (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.

```
PHFNC10  PHVL       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    10/29/2019
PHIMAINU PHIMAINM               Manage Contracts Menu                 02:01 PM


          Code      Description                         FastPath

           MC    Maintain Contract Worker                 MCON
           MY    Maintain Contract Year (CW)              MCYR
           AC    Browses used for Analyzing Contracts (CW) ANZC
           CT    Maintain Contract Tables (CW)            TBLS
           BR    Contract Browses and Reports (CW)        BRRE
           YH    Browse Contract Years History (CW)       CTYH
           CW    Contract WIN Menu                        CWMU
           DL    Download Contract Worker Data            CWDL






      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 **CW** (Contract WIN Menu) from the Main Menu and press ENTER.	The Contract WIN Menu will appear.

```
PHFNC10  PHVA         STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      10/29/2019
PHIMAINU PHIMAINM                   Contract WIN Menu                     12:41 PM


           Code       Description                              FastPath

            WN    Maintain WIN Within Contract                 MWIN
            BW    Browse/Hire Contract Worker Within WIN       BRWK
            CD    Maintain WIN Account Distribution            MWAD
            CA    Browse WIN Default Dist                      BWAD
            AP    WIN CalcPay GenSAAS Prelim/Final Run Release








       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 **AP** (WIN CalcPay GenSAAS Prelim/Final Run Release) from the Contract WIN Menu and press ENTER.	The WIN CalcPay GenSAAS Prelim/Final Run Release screen will appear. If the payroll is ready for processing, the screen will contain the agency number(s) and name(s).

```
PHFNC10  PHVA       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     10/29/2019
PHOMCP1D PHOMCP1M   WIN CalcPay GenSAAS Prelim/Final Run Release     12:43 PM


   1 of 175 _  0001  SENATE
            _  0002  HOUSE OF REPRESENTATIVES
            _  0003  JOINT LEGISLATIVE OPERATIONS
            _  0004  HOUSE OF REPRESENTATIVES -- MEMBERS
            _  0005  SENATE  - MEMBERSHIP
            _  0021  PEER COMMITTEE
            _  0022  JOINT LEGISLATIVE REAPPORTIONMENT
            _  0025  LEGISLATIVE BUDGET OFFICE
            _  0051  SC-SUPREME COURT
            _  0054  SC-ADMINISTRATIVE OFF OF COURTS
            _  0055  SC-COURT OF APPEALS
            _  0071  ATTORNEY GENERAL
            _  0083  OPTOMETRY BOARD
            _  0091  OFFICE OF STATE PUBLIC DEFENDER


*PP End Date: __  __  ____  (MMDDYYYY)   Pay Freq: K   Prelim/Final (P/F).: P
 Submit (Y/N): Y  Print Pay Details: N  Payroll Certified By:
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 . . .
4. Enter the following information: **Agency**: Enter an X in the space before the agency number and name. ***PP (Pay Period) End Date**: Enter the last day of the two week pay period in MM DD YYYY format. This is not the actual pay date. Pay Freq: The system will default to **K**. **Prelim/Final (P/F)**: The system defaults to **P**reliminary; change to **F**inal to submit the final payroll. **Submit (Y/N)**: The system defaults to **Y**es. **Print Day Details**: The system defaults to **N**o; change to **Yes** to see each worker's payroll details. Payroll Certified By: This is a system generated field.	The system will populate the Pay Frequency with a K to indicate a worker payroll.
5. Press ENTER.	The Job Batch Submission screen indicating the printer to which the payroll is directed will appear.

Your Action . . .	System Response . . .
6. Press ENTER.	The payroll has been submitted and the following message is displayed: xxxxx PH730029 Has Been Submitted Successfully.

Payroll Adjustments

If a worker's payroll needs to be adjusted, the adjustment is processed in the same manner as all payroll adjustments, regardless of pay frequency. If additional time is to be reported for the pay period, the timesheet is modified and the additional time added on the correct day **(RT ET)**. Once the time entry is completed, an adjustment record is automatically added to the Adjust Earnings/Taxes Deductions **(PA AP AE).** The adjustment can be paid through a supplemental payroll by approving it and marking **Y** in the supplemental field or just approving it and paying with the worker's next regular payroll. Once the adjustment record has been approved and marked for supplemental, a preliminary and final supplemental payroll can be processed **(PA PA AS).**

If the worker's pay was not submitted during the normal payroll cycle for the **K** frequency, the Issue Payment Adjustment screen must be used for the payment to be created **(PA AP IP).** The remaining steps are the same: add the record, indicate if it is to be paid on a supplemental run and process the preliminary and final payrolls.

For additional information refer to the Adjust Pay workbooks. **Refer to MMRS Training Documentation #6307 – Adjust Pay workbook.**