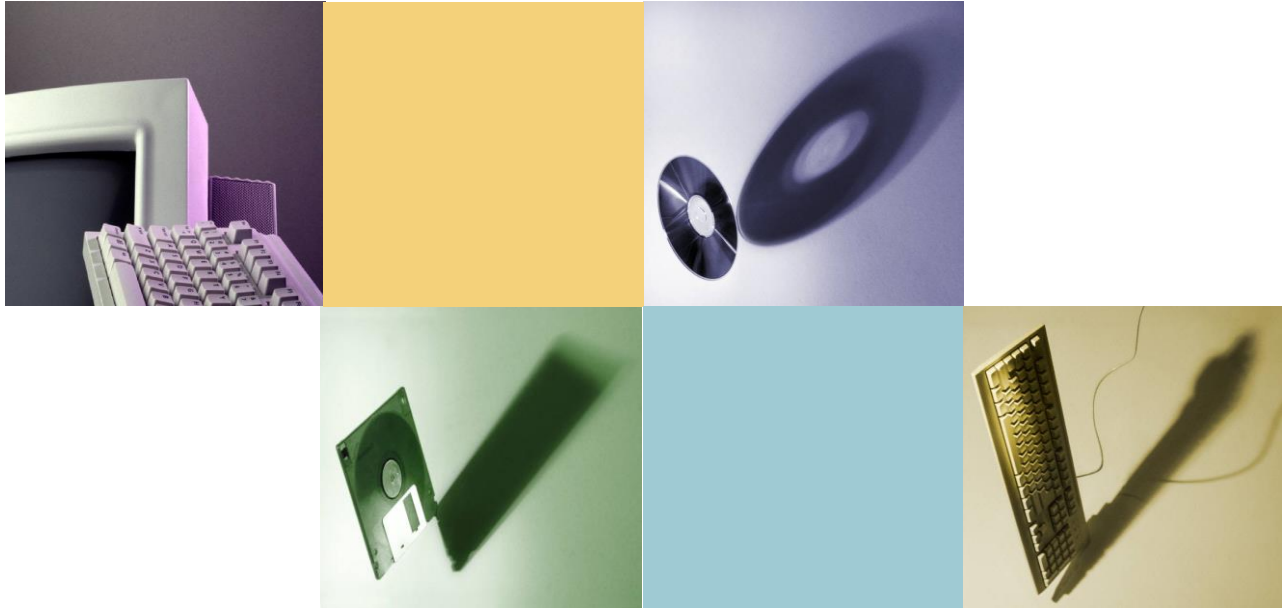# Department of Finance and Administration
Mississippi Management and Reporting System

MMRS Legacy Course Catalog

Robert Clark Building
301 North Lamar Street, Suite 400
Jackson, MS 39201

MMRS Call Center
601-359-1343

MMRS Training Documentation may be found on the **MMRS Website**.

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Overview

About MMRS:	Mississippi Management and Reporting System (MMRS) is a component of the Department of Finance Administration (DFA). MMRS provides timely, accurate financial management and human resource information to state agencies, elected officials, and the public at large. MMRS uses the Learning Solution (LSO) application, which includes an Employee Self Service that is available to all state employees. You may register for any scheduled MMRS class through the LSO Employee Self Service. Non-state employees must contact the Agency's Training Administrator/Coordinator who is offering the course(s).
MMRS Scheduled Training:	MMRS may provide semi-annual compressed training in the following areas: • SPAHRS Payroll A to Z • SPAHRS Human Resources • SPAHRS Manage Contracts • SPAHRS Travel
Semi-annual Schedule:	Notices are posted at least 2 weeks prior to the scheduled dates for semi-annual compressed training. Please check the MMRS Website (www.dfa.ms.gov/mmrs/) for training dates. Scheduled classes will also be posted in Learning Solution (LSO).
Training by Request:	MMRS will review requests for special training, outside of our semi-annual training schedule, on any of our applications. Group training outside of our semi-annual schedule may be held at your agency's site or at the Woolfolk Annex. Individual training may be scheduled at MMRS at the convenience of the user and MMRS.

General Information

Facilities*:*	MMRS is located in the Robert G Clark Building at 301 North Lamar Street, Suite 400, in Jackson, MS. Our training facilities are also located in this building. These rooms are configured with a variety of PC applications and have communications capabilities with the mainframe at the State Data Center.
Parking:	Parking is available on the 5th floor and above of the Robert E. Lee Parking Garage, the lot at the corner of High Street and Lamar Street (behind the old funeral home), or metered parking on the street. DFA does not validate or pay for parking.
Instructors:	Instructors are MMRS employees who are knowledgeable in the many applications that are established and maintained by DFA/MMRS.
Registration:	State employees are encouraged to register for classes through LSO. If you are a non-state employee, you must contact the Agency's Training Administrator/Coordinator who is offering the course(s)

Class Size:	Class enrollment will be on a first come, first served basis. MMRS reserves the right to establish class size and cancel classes due to under-enrollment or other reasonable cause.
More Information:	If you have questions concerning this catalog or MMRS training, please contact: The MMRS Call Center at 601-359-1346 and choose Option 3, or email questions to MASH@dfa.ms.gov.

ACE – Access Channel for Employees

ACE Web Tutorial

Brief Course Description:

Access Channel for Employees (ACE) is a secure web-based system that currently hosts a number of state employee payroll-related services and is accessible through the state portal at www.ms.gov.

The PowerPoint tutorial, 1901 ACE Web Tutorial, teaches students how to:
- establish a password and a security question
- change their password using the security question
- update their Personal Profile
- register, access, and print their W-2s online
- access and print electronic pay stubs online
- access leave balances online
- access time taken online

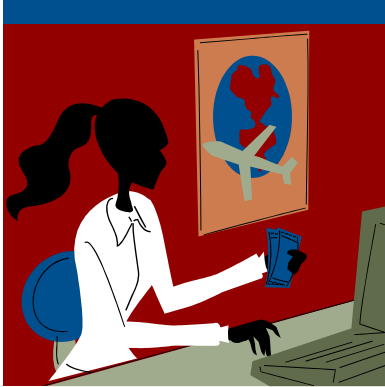|	
Prerequisites:	None
Materials:	None
Costs:	None

This online course can be taken anywhere, anytime.

SPAHRS Travel Sub-system Web Tutorial

Brief Course Description:

The SPAHRS Travel Sub-System is an automated, mainframe-based, centrally controlled enterprise resource system.

This online course, 6901 SPAHRS Travel Process Tutorial, teaches students how to:
- sign in to the travel system
- create/modify travel authorizations
- create/modify travel distributions
- create/modify travel advances/PTEs
- create/modify travel vouchers
- create/modify travel summaries

Prerequisites:

None

Materials:

None

Costs:

None

This online course can be taken anywhere, anytime.

SPAHRS Payroll A to Z

Brief Course Description:

The Statewide Payroll and Human Resource System (SPAHRS) is an automated, mainframe-based, centrally controlled enterprise payroll and human resource system.

This course teaches students how to:
- enter human resource functions
- enter time sheets
- enter payroll functions
- enter and modify journal entries

Prerequisites: None

Materials: None

Costs: None

The SPAHRS Compressed Training is a 1-1/2-day course with hands-on activities.
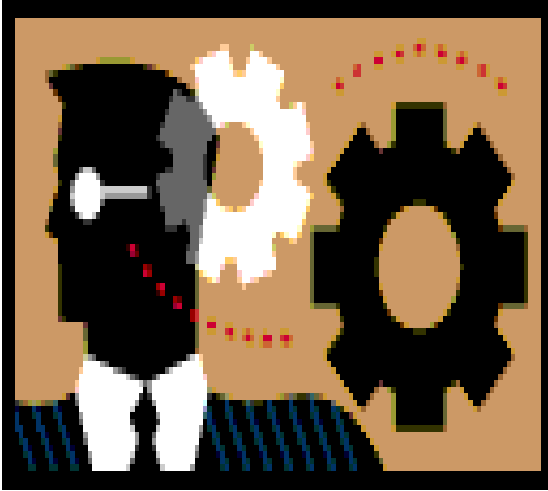
Date & Time Info: Refer to the MMRS Training Schedule

Location: Robert Clark Building
301 North Lamar Street
Jackson, MS

Instructors: MMRS Training Staff

SPAHRS Human Resources

Brief Course Description:

Statewide Payroll and Human Resource System (SPAHRS) is an automated, mainframe-based, centrally controlled enterprise payroll and human resource system.

This course teaches students how to:
- navigate through the human resource system
- enter human resource functions
- correct/modify human resource information
- set up WINs for initiating payment to workers without a contract

Prerequisites: None

Materials: None

Costs: None

Date & Time Info: Refer to the MMRS Training Schedule

Location: Robert Clark Building
301 North Lamar Street
Jackson, MS

Instructors: MMRS Training Staff

SPAHRS Travel Training

Brief Course Description:

The SPAHRS Travel module is an automated, mainframe-based, centrally controlled enterprise resource system.

This course teaches students how to:
- navigate through the travel system
- enter travel information
- correct/modify travel information

Prerequisites: None

Materials: None

Costs: None

Date & Time Info: Refer to the MMRS Training Schedule

Location: Robert Clark Building
301 North Lamar Street
Jackson, MS

Instructors: MMRS Training Staff

SPAHRS Manage Contracts

Brief Course Description:

The SPAHRS Manage Contracts module is an automated, mainframe-based, centrally controlled enterprise resource system.

This course teaches students how to:
- request, approve, and track personal service contracts
- set up WINs for initiating payment to contract workers

Prerequisites: None

Materials: None

Costs: None

Date & Time Info: Refer to the MMRS Training Schedule

Location: Robert Clark Building
301 North Lamar Street
Jackson, MS

Instructors: MMRS Training Staff