



STATE OF MISSISSIPPI
GOVERNOR PHIL BRYANT

DEPARTMENT OF FINANCE AND ADMINISTRATION

KEVIN J. UPCHURCH
EXECUTIVE DIRECTOR

TO: Agency Readiness Managers
FROM: Cindy Crocker, MAGIC Project Director *Cindy Crocker*
DATE: February 24, 2014
SUBJECT: Parallel Payroll Testing Plan

The MAGIC project team has finalized dates for parallel payroll testing between MAGIC and SPAHRS. Please review the December 11, 2013 Parallel Payroll Testing memo sent to each ARM for an explanation of the process and intent of parallel payroll testing.

As detailed in the previous memo, selected payroll cycles between the November 1, 2013, and December 31, 2013, pay dates will be included in the parallel tests. The SPAHRS and SAAS data from these payrolls has been extracted and saved by the project team for use in parallel testing.

The project team will provide payroll validation training for your agency's payroll / human resources staff member(s) who will be involved in the review, reconciliation, and signoff of the parallel payroll results. The person at your agency with primary responsibility for certifying your agency's payrolls **must** attend this training. The same material will be covered in each training session; therefore, your staff member(s) will only need to attend one training session.

Because of room limitations, your agency may send at most one additional person to the training, if desired. Listed below are the training dates and times. Please register for only one session in MELMS using the course code **MAGPARLPR**.

Date	Time	Location
Monday, March 10, 2014	8:00 AM – 5:00 PM	Woolfolk Annex 209
Monday, March 17, 2014	8:00 AM – 5:00 PM	Woolfolk Annex 209
Monday, March 24, 2014	8:00 AM – 5:00 PM	Woolfolk Annex 209

Please email the name of the individual at your agency who will attend these training sessions as the payroll contact responsible for you agency's payroll validation to Brenda Thurman, brenda.thurman@dfa.ms.gov, by March 5, 2014. If your agency will be sending a second person to the training, include that person's name in the email as well.

The material to be covered in these training sessions includes basic MAGIC navigation; MAGIC payroll process overview; and information on reviewing and validating the parallel payroll testing reports. You will receive additional details about the location and start times for these payroll validation preparation sessions in a separate communication.

Your agency's full participation in the review and certification of the parallel payroll results is essential for ensuring that different pay scenarios work correctly at your agency on January 1, 2015.

If your agency has additional questions or concerns about the parallel payroll testing process and schedule, please contact Brenda Thurman via email to brenda.thurman@dfa.ms.gov.