



STATE OF MISSISSIPPI
GOVERNOR PHIL BRYANT

DEPARTMENT OF FINANCE AND ADMINISTRATION

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EXECUTIVE DIRECTOR

TO: Agency Readiness Managers
FROM: Cindy Crocker, MAGIC Project Director *C Crocker*
DATE: December 11, 2013
SUBJECT: MAGIC Project Parallel Payroll Testing

As the MAGIC project team prepares for MAGIC to become the State's payroll and personnel system of record on January 1, 2015, plans are being finalized for parallel payroll testing between SPAHRS and MAGIC. *Payroll parallel testing* is the process in which payroll results produced in MAGIC will be compared to payroll results generated from SPAHRS for a specific pay period. This testing is essential in ensuring MAGIC produces correct payroll results prior to MAGIC Phase II Go-Live.

The parallel testing will include each state agency whose payroll is generated in SPAHRS, all agency employees, and every payroll schedule (frequency). Testing across all agencies will help ensure payroll requirements have been identified and any discrepancies between SPAHRS and MAGIC have been addressed. The parallel testing also provides an opportunity for payroll and human resources staff members at each agency to become familiar with basic payroll functions in MAGIC.

Two full payroll cycles will be tested for each payroll schedule and employee. Each test will produce a report showing the variances between SPAHRS and MAGIC. Every agency will be responsible for reviewing the variance reports for its payrolls, accounting for each variance, and signing off on the results generated by MAGIC.

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 will be extracted and saved by the project team so parallel testing can begin in mid-February, 2014. Several weeks prior to the beginning of parallel testing, the project team will conduct training for your agency's payroll and human resources staff who will be involved in the review, reconciliation, and signoff of the payroll results.

Additional details about payroll parallel testing are included on the attachment to this letter. **Please forward the information in this letter and the attachment to the human resources and payroll managers in your agency.** MAGIC leadership team asks that you also convey to agency administration how critical it will be for the

appropriate HR and payroll staff to be available beginning in mid-February to review, validate, and sign off on your agency's payroll reports.

Your agency's participation in this review and testing is critical for the successful transition to MAGIC payroll. Remember that, in MAGIC, each agency remains responsible for the correctness of every payroll and so certifies for each payroll generated. Your careful attention to the parallel payroll results will help ensure that every pay scenario works correctly at your agency on January 1, 2015.

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

Attachment

MAGIC Parallel Payroll Testing

Scope and Strategy for Parallel Payroll Testing:

- Two complete payroll cycles will be tested for each payroll frequency, state agency, and employee.
- Including all agencies and payrolls creates a large test population and increases the probability of identifying new and changed requirements prior to Go Live.
- Using pay periods for November 1 through December 31, 2013 provides consecutive pay periods, eliminating the need to load conversion data twice, and provides test data with multiple holidays.
- Parallel payroll testing will start with time records as recorded in SPAHRS.

Agency responsibilities:

- Communicate information on parallel payroll testing to all agency staff members who will participate in or be impacted by the testing, including agency executives and managers.
- Keep all time entry and personnel action paper documentation for payroll periods in November and December 2013.
- Select payroll contacts who will participate in the parallel testing and sign off on the payroll comparison test results.
- Make the selected staff resources available to attend training and to review/validate payrolls.
- Ensure payroll and human resources staff attend scheduled training on how to review and validate parallel payroll reports.
- Carefully evaluate each discrepancy report provided to your agency for its parallel payroll tests. The reports will calculate each discrepancy between SPARHS and MAGIC payrolls and account for any known discrepancies. Your payroll and HR staff will be responsible for accounting for all other discrepancies, with help from the project team as needed.

Project Team Responsibilities:

- Convert and load payroll data for the parallel pay periods into MAGIC.
- Develop and distribute payroll comparison forms to all agency participants.
- Develop and communicate the process for reviewing and reporting agency status and how to categorize differences in pay results.
- Conduct training for agency personnel responsible for payroll testing validation.
- Provide each agency with the following for performing payroll evaluations for each payroll evaluation period: list of agency employees, showing legacy gross and net pay, MAGIC gross and net pay, the plus/minus gross pay difference, and the plus/minus net pay difference.