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# Mississippi Management and Reporting System

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**Department of Finance and Administration**

<b>MIRS Training Materials</b>		
6016	SPAHRs Payroll Processing Guide	Revision Date: 11/16/2010
		Version: 3

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**Step 1: Determine Payroll Due Date**

- Go to: [www.mmrs.state.ms.us](http://www.mmrs.state.ms.us) on the web and click on SPAHRS in the Applications Access box on the right side of the screen. Click on Payroll Due Dates on the left side of the screen.
- Select the Pay Dates and/or Travel Pay Dates link you wish to view

**Step 2: Set up Payroll Records**

- Verify Human Resource Processing is complete.
- Verify Default (RT RS SD) OR Employee Schedule (RT RS SE) has been set up.
- Verify Eligibility Sequence Number (EM MP MI) has been entered.
- Maintain Deductions (EM MP MD).
- Maintain Federal Tax (EM MP FT).
- Maintain State Taxes (EM MP MS).
- Set up Direct Deposit (EM MP DD) if applicable.
- Maintain Default Accounting Distribution.
  - Position (PA GS MD PD)
  - Worker (PA GS MD CD)

**Proceed with the following for all employees/workers:**

**Step 3: Create Timesheet (RT CT CS/CL)**

- This action generates a timesheet for each employee/worker for the specified pay period.
- A report is printed listing employees/workers for which a timesheet has been created.
- If a timesheet has been omitted for an employee, proceed to Step 4 and input a modified timesheet for the pay period.

**OR**

- **Batch Online Submission (RT BI)**  
Upload time records, including exceptions, into SPAHRS from agency's time keeping system.

**Step 4: Enter Time (RT ET/EL/EE)**

- Display timesheet for review.
- Modify timesheet to report exceptions to employee/worker schedule
- Record an omitted timesheet if applicable.

**Step 5: Submit Error Incident Reports (RT RP EI)**

- Determine any:
  - Schedule Conflicts.
  - Missing Timesheets.
  - Dangerous Leave Balances.
- Online review timesheets with errors.

**Step 6: Browse Leave Balances (RT RP LB)**

- Review for any monthly leave taken recorded on paid timesheet.
- Adjust leave balances using the Maintain Leave Balances Screen (PA AP OP ML).
- Create a leave balance using the Create Leave Balances Screen (RT CL).

**Step 7: Submit Preliminary Run (PA PA AP)**

- Enter Pay Detail “Y” to get a breakdown of each employee’s/worker’s pay on a printed report.
- Review Detail/Summary data.

**Step 8: Review Online Batch Status (PA GS SB)**

- Obtain Payroll Run Number.
- Enter SPAHRS agency and SAAS agency numbers.

**Step 9: Browse for Errors (PA GS BM EE)**

- Determine if any SAAS journal voucher or encumbrance errors have been posted for this payroll.

**Step 10: Correct any Errors**

- Repeat Steps 4 - 10 as necessary.

**Step 11: Submit Leave Accrual (PA PA AA) (Monthly)**

- Submit the actual leave accrual for the prior month. Submission is done prior to running the final.
- Leave the SS# blank to post leave for all employees/workers.
- A Leave Balance Report will print.

**Step 12: Submit Final Run (PA PA AP)**

- Verify summary.
- Verify detail.

**Step 13: Browse JV Entries (PA GS BM JE)**

- If Final Run is to be re-submitted, request Office of Fiscal Management (OFM) to unflag the run.

**Step 14: The Gen SAAS/Calc Pay Distribution Difference Report is printed in FMVIEW.**

- DFA checks FMVIEW for the report, which is verification that the agency's final payroll has been submitted for control agency processing.
- Report should show zero (0.00) in columns.

**Step 15: DFA Processes Payroll****Step 16: On Pay Date pick up printed checks and vendor payments from DFA.****Prepare Adjustments as Necessary****Step 17: Post Any Leave Transfers/Separations**

- Record approved separation record (EM EP SE).
- Dissolve/Transfer leave balances (PA AP SP).

**Step 18: Modify Timesheets/Adjust Earnings**

- Record any changes to paid timesheet (RT ET/EL/EE)
- Record and approve any changes in earnings after a payroll run (PA AP AE).
- View Browse Records (PA AP AB).

**Step 19: Submit Supplemental Payroll (PA PA AS)**

- Review Preliminary Detail/Summary
- Review Final Detail/Summary