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# Mississippi Management and Reporting System

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**Department of Finance and Administration**

<b>MMRS MASH/Training Materials</b>		
6304	SPAHRs PR Distribute Pay	Revision Date: 08/12/2015
		Version: 5

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## Objective

Develop an understanding of the Distribute Pay function.

## Outcome

An understanding of the process, key concepts, and menus is obtained.

## Overview

The Distribute Pay process begins after the calculation of employee/worker pay. Much of the process occurs through internal processing and a series of batch jobs.

After agencies have completed the final payroll run and DFA has posted it to MAGIC, SPAHRS generates payroll warrants and the electronic funds transfer (EFT) tape that is sent to the banking institutions for direct deposit transactions. Payroll warrants are printed at DFA in the order specified on the Maintain Agency screen in the Agency process: by warrant sort group, alphabetically by last name within geographic location, alphabetically by last name, or alphabetically by last name within zip code. The default selection is alphabetically by last name. The warrant sort details for the group and geographic location are specified on the Maintain Position Information screen in the Position process. The warrants and direct deposit information can then be accessed for viewing in various browse screens located on the Distribute Pay menu.

Direct deposits are automatically established in “P” status to generate a prenote to the financial institution entered. The direct deposit record then goes through a twelve-day waiting period for verification. During this waiting period the status is “N.” At the completion of the waiting period, if no modifications are made to the record, the direct deposit will be updated to an active status, “A”; any future payments will be direct deposited into the employee’s account.

There are options available in the Distribute Pay menu to include Statewide Messages and Agency Specific messages on each paystub or direct deposit advice. If an employee’s warrant or EFT must be re-issued for the same amount with no adjustments required, obtain and complete the “SPAHRS - Void Employee Warrant/EFTs Request Form” from the DFA Office of Fiscal Management/Bureau of Financial Control. This process requires submission of the manually completed printed form to DFA for data entry and approval.

Key Concepts	Description
Direct Deposit Advice	Employees who choose to have payroll sent through Electronic Funds Transfers can view detailed payroll information and messages through the Access Channel for Employees (ACE).
Prenote	The process of establishing a direct deposit using zero balances and submitting it to the bank for processing to verify the accuracy of the account numbers and other information. (This process occurs in the Employee Payroll Information process in Employment.)

## Distribute Pay Menus

The Distribute Pay process includes its own menu that can be accessed from the Payment menu as described below.

Your Action ...	System Response ...
1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.

Code		Description	FastPath
CP		Calculate Pay	CALC
GS		Generate SAAS Transactions	SAAS
RD		Remit Taxes and Deductions Menu	REMD
DP		Distribute Pay	DISP
PA		Approve/Release Pay	RPAY
FT		File Tax Reports	FIAX
AP		Adjust Pay	ADJP
PT		Earnings, Tax, and Deduction Tables	ETDT
OT		Other Payroll Tables	PAYT
PR		Payroll Reports	

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 <b>DP</b> (Distribute Pay) from the Payment Menu and press ENTER.	The Distribute Pay Menu will appear.

Code		Description	FastPath
SM		Browse State-wide Messages	
AM		Browse Agency Specific Messages	
RR		Enter Re-issue Request	
WW		Browse Warrants for Workers	
EW		Browse EFT's for Workers	
SW		Browse Specific Worker	
VW		Browse Pending Voided Warrants/EFT's	
BW		Statewide Browse Warrants by Warrant Number	
BE		Statewide Browse EFT's by EFT Number	
BV		Browse Voided Warrants/EFT's	

Code: \_\_

Direct Command: \_\_\_\_\_

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12----

Help Main End Quit



**Browse EFT's for Workers**

The Browse EFT's for Workers screen is used to view a listing of EFT's for Workers.

Your Action ...	System Response ...
1. Choose <b>PA</b> (Payment) from the Main Menu. Press ENTER.	The Payment Menu will appear.
2. Choose <b>DP</b> (Distribute Pay) from the Payment Menu and press ENTER.	The Distribute Pay Menu will appear.
3. Choose <b>EW</b> (Browse EFT's for Workers) from the Distribute Pay Menu and press ENTER.  The selection criteria include Agency and EFT Number.	The Browse EFT's for Workers screen will appear.  Information displayed includes EFT Number, Pay Period End Date, Pay Freq, SSN/Tax ID, Issue Date, Amount, and FMVIEW Pay Stub.

FMSAS23 PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	06/28/2012
PHPDBE1B PHPDBE1M	Browse EFT's for Workers	12:36 PM
Actions: (D)		
*Act EFT Number	Pay Period End Date	Pay Freq
	SSN/Tax Id	Issue Date
		Amount
		FMVIEW Pay Stub
*** End of Data ***		
*Agency: _____ EFT Number: _____		
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 <b>Display</b> in the Action field next to a selected worker and press ENTER.	The Maintain EFT's for Workers screen will appear.

**Statewide Browse Warrants by Warrant Number (DFA USE ONLY)**

The Statewide Browse Warrants by Warrant Number screen is used to view all warrants issued statewide by warrant number.

Your Action ...	System Response ...
1. Choose <b>PA</b> (Payment) from the Main menu. Press ENTER.	The Payment Menu will appear.
2. Choose <b>DP</b> (Distribute Pay) from the Payment Menu and press ENTER.	The Distribute Pay Menu will appear.



*Act	Agency	Warrant Number	Pay Period End Date	Pay Freq.	SSN/Tax Id	Issue Date	Amount
*** End of Data ***							
EFT Number: _____							
Direct Command: _____							
Enter-PF1---	PF2---	PF3---	PF4---	PF5---	PF6---	PF7---	PF8---
HeIp	Main	End			Bkwd	Fwd	Quit

Your Action ...	System Response ...
4. Enter <b>Display</b> in the Action field next to a selected worker and press ENTER.	The Maintain EFT's for Workers screen will appear.

### Browse Specific Worker

The Browse Specific Worker screen is used to view a listing of Warrants and EFT's for a Specific Worker.

Your Action ...	System Response ...
1. Choose <b>PA</b> (Payment) from the Main Menu. Press ENTER.	The Payment Menu will appear.
2. Choose <b>DP</b> (Distribute Pay) from the Payment Menu and press ENTER.	The Distribute Pay Menu will appear.
3. Choose <b>SW</b> (Browse Specific Worker) from the Distribute Pay Menu and press ENTER.  The selection criteria include Agency, SSN and Issue Date.	The Browse EFT's for Workers screen will appear.  Information displayed includes SSN/Tax ID, Issue Date, Warrant/EFT Number, Pay Period End Date, Pay Frequency, Amount, and FMVIEW Pay Stub.

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FMSAS23 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/28/2012
PHPDBS1B PHPDBS1M Browse Specific Worker 12:43 PM
Actions: (D)
-----
*Act SSN/Tax Id Issue Warrant/ Pay Period Pay FMVIEW
Date EFT Number End Date Freq Amount Pay Stub
-----
*** End of Data ***

*Agency: _____ *SSN: _____ Issue Date: __ __ __
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 <b>D</b> isplay in the Action field next to a selected worker and press ENTER.	The Maintain Warrants for Workers screen will appear.

**Browse Pending Voided Warrants/EFT's**

Your Action ...	System Response ...
1. Choose <b>PA</b> (Payment) from the Main Menu. Press ENTER.	The Payment Menu will appear.
2. Choose <b>DP</b> (Distribute Pay) from the Payment Menu and press ENTER.	The Distribute Pay Menu will appear.
3. Choose <b>VW</b> (Browse Pending Voided Warrants/EFT's) from the Distribute Pay Menu and press ENTER.  The selection criteria include Agency and Warrant Number.	The Browse Pending Voided Warrants/EFT's screen will appear.  Information displayed includes Warrant Number, Pay Period End Date, Pay Frequency, SSN/Tax ID, Issue Date and Amount.



FMSAS23	PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM				06/28/2012
PHPDBV3B	PHPDBV3M	Browse Voided Warrants/EFT's				01:13 PM
Actions: (D)						
*Act	Warrant Number	Pay Period End Date	Pay Freq.	SSN/Tax Id	Issue Date	Amount
-----						
*** End of Data ***						
*Agency: _____ Warrant Number: _____						
Direct Command: _____						
Enter-PF1---	PF2---	PF3---	PF4---	PF5---	PF6---	PF7---
Help	Main	End			Bkwd	Fwd
						PF8---
						PF9---
						PF10--
						PF11--
						PF12---
						Quit

Your Action ...	System Response ...
4. Enter <b>Display</b> in the Action field next to a selected worker and press ENTER.	The Employee Voided Warrant/EFT screen will appear.

### Browse State-Wide Messages

The Distribute Pay process includes an option to create messages to be printed on payroll warrants and direct deposit advices on a statewide or agency-specific basis. These messages can include such information as changes in tax laws or insurance premiums that affect payroll.

Your Action ...	System Response ...
1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose <b>DP</b> (Distribute Pay) from the Payment Menu and press ENTER.	The Distribute Pay Menu will appear.
3. Choose <b>SM</b> (Browse State-Wide Messages) from the Distribute Pay Menu and press ENTER.	The Browse State-Wide Messages screen will appear.

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FMSAS23 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/28/2012
PHPDSM1B PHPDSMOM Browse State-Wide Messages 01:21 PM

Actions: (A,D,M,P)
*Act Start Date End Date State Wide Message
-----
= 09/01/2004 09/30/2004 AS OF OCT 1 DFA WILL NO LONGER PRINT DIR
- 08/01/2005 08/31/2005 IRS PROBLEM? CALL TAS AT 1-877-777-4778
- 09/30/2005 10/31/2005 IN OCTOBER SSN REPLACED BY PID - YOUR
- 11/01/2005 11/30/2005 VERIFY YOUR ADDRESS WITH YOUR HR/PAYROLL
- 12/01/2005 12/31/2005 FOR AN ELECTRONIC W2 IN ACE SIGN UP BY 1
- 12/01/2007 12/31/2007 Verify your address with your HR/payroll
- 01/01/2008 02/15/2008 PERS Board Election-Petitions for State
- 03/01/2008 03/31/2008 VOTE for PERS Board Representative-more
- 12/01/2008 12/31/2008 W-2s will be available on ACE by 1/23/09
- 05/01/2009 06/02/2009 VOTE for PERS Board Representative-more
- 07/01/2009 07/31/2009 VOTE for PERS Board Representative- more
- 11/01/2009 11/30/2009 Verify your address with your HR/payroll

Start Date: 09 01 2004
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Add Bkwd Fwd Quit
    
```

Your Action ...	System Response ...
<p>4. Control Agency (DFA) may choose options to <b>Add, Display, Modify,</b> or <b>Purge</b> next to any of the displayed messages.</p> <p>User agencies choose <b>Display</b> next to any of the displayed messages and press ENTER.</p>	<p>The Maintain State-Wide Messages screen will appear.</p>

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FMSAS23 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/28/2012
PHPDSM1D PHPDSM1M Maintain State Wide Messages 01:24 PM

*Action: _ (A,D,M,P)

Start Date: 09 01 2004

End Date: 09 30 2004

State Wide Message: AS OF OCT 1 DFA WILL NO LONGER PRINT DIR
                    ECT DEPOSIT STUBS. THEY WILL BE IN ACE._

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Note Quit
    
```

Your Action ...	System Response ...
5. Control Agency Only (DFA): Enter the following information to Add a message:  <b>Start Date:</b> Enter the start date for the message in MM DD YYYY format.	
6. Press ENTER.	
7. Enter the following information:  <b>End Date:</b> Enter the end date for the message in M DD YYYY format. <b>State-Wide Message:</b> Enter a free text message to be printed on warrants and direct deposit advices. NOTE: If the message continues onto the second line, a blank space must be left at the beginning of the second line for message to print correctly.	
8. Press ENTER.	The system will display the following message:  XXXXXXXX XXXX-#- added successfully.

### Browse Agency Specific Messages

The Browse Agency Specific Messages screen is used to view a listing of Agency Specific Messages.

Your Action ...	System Response ...
1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose <b>DP</b> (Distribute Pay) from the Payment Menu and press ENTER.	The Distribute Pay Menu will appear.
3. Choose <b>AM</b> (Browse Agency Specific Messages) from the Distribute Pay Menu and press ENTER.	The Browse Agency Specific Messages screen will appear.

FMSAS23 PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	06/28/2012
PHPDSM2B PHPDSM3M	Browse Agency Specific Messages	01:34 PM

Actions: (A,D,M,P)  
 \*Act Agency Start Date End Date Agency Specific Message  
 -----  
 \*\*\* End of Data \*\*\*

\*Agency: \_\_\_\_ Start Date: \_\_ \_\_ \_\_\_\_  
 Direct Command: \_\_\_\_\_  
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
 Help Main End Add Bkwd Fwd Quit

Your Action ...	System Response ...
4. Enter the following information to view messages for an agency:  *Agency: Enter the agency code XXXX. Start Date: Enter the start date of the messages to be displayed in MM DD YYYY format if known.	
5. Press ENTER.	The messages for the selected Agency will be displayed in chronological order.
6. Choose Add, Display, Modify, or Purge next to any of the displayed messages and press ENTER.	The Maintain Agency Specific Messages screen will appear.

FMSAS23 PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	06/28/2012
PHPDSM2D PHPDSM2M	Maintain Agency Specific Messages	01:41 PM

\*Action: \_ (A,D,M,P)

\*Agency: \_\_\_\_\_

Start Date: 09 01 2001

End Date: 09 30 2001

Agency Message: OPEN ENROLLMENT FOR INSURANE IN OCTOBER.  
SEE ATTACHMENT FOR DETAILS. \_\_\_\_\_

Direct Command: \_\_\_\_\_

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
Help Main End Quit

Your Action ...	System Response ...
7. To Add a message, enter the following information:  <b>Start Date:</b> Enter the start date for the message in MM DD YYYY format.	
8. Press ENTER.	
9. Enter the following information:  <b>End Date:</b> Enter the end date for the message in MM DD YYYY format. <b>Agency Message:</b> Enter a free text message to be printed on warrants and direct deposit advices for the specified agency. NOTE: If the message continues onto the second line, a blank space must be left at the beginning of the second line for message to print correctly.	
10. Press ENTER.	The system will display the following message:  XXXXXXXXX XXXX-X-Start Date added successfully.

### Re-Issue Requests (DFA Only)

If a warrant or EFT is to be re-issued without any changes, an agency uses the “SPAHR – Void Employee Warrant/EFT(s) Request Form” as a manual request to replace a lost or stolen warrant. This form is found in the MAAPP Manual located on DFA’s website. The agency will complete the form, obtain the agency’s authorized signature, and submit the form to DFA with a notarized surety bond signed by the employee. DFA will not approve the re-issue until receipt of the notarized surety bond to verify the loss. DFA will input and process the request.

#### Enter Re-Issue Request - DFA ONLY

Your Action ...	System Response ...
1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose <b>DP</b> (Distribute Pay) from the Payment Menu and press ENTER.	The Distribute Pay Menu will appear.
3. Choose <b>RR</b> (Enter Re-issue Request) from the Distribute Pay Menu and press ENTER.	The Enter Re-issue Request screen will appear.

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FMSAS23 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/28/2012
PHPDVR1D PHPDVR1M Enter Re-issue Request 01:51 PM
*Action: C (A,C,D,M,P) NOTE : N

*Agency: _____
Warrant/EFT Number: _____ Amount: _____

Employee Name:
SSN/Tax Id: - -
Warrant Issue Date:
Amount:

When Required?: _ (I)mmediately or (N)ext
Not Before Date: _ _ ____

Comments: _____
Approval: N

LastUpdtTm: LastUpdtUser:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Quit

```

Your Action ...	System Response ...
4. Choose <b>Add</b> and enter the following information:  <b>*Agency:</b> Enter the agency code xxxx. <b>Warrant/EFT Number:</b> Enter the number of the warrant or EFT to be re-issued. NOTE: Warrant numbers must begin with "8," and EFT numbers must begin with "3."	
5. Press ENTER.	

Your Action ...	System Response ...
<p>6. Enter the following information:</p> <p><b>When Required?:</b> Enter Immediately to re-issue Immediately. System defaults to <b>Next</b> for re-issue on the next supplemental payroll run.</p> <p><b>Not Before Date:</b> If the warrant/EFT should not be issued before a specified date, enter the date in MM DD YYYY format.</p> <p><b>Comments:</b> Enter a free text comment.</p> <p><b>Approval:</b> The system will default to <b>No</b>. Enter <b>Yes</b> if the request is ready to be sent for approval.</p>	<p>If additional notes are required, press the F5 key.</p>
<p>7. Press ENTER.</p>	<p>The system will display the following message:</p> <p>XXXXXXXXXXXXX XXX added successfully.</p>