
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6327	SPAHRs PR Report Time Reports, Uploads, and Downloads	Revised Date: 08/17/2015
		Version: 4

**SPAHRS Report Time Reports, Uploads, and Downloads
Table of Contents**

Report Time Reports	3
Time Reporting Summary.....	3
Specific Leave Balance Report	5
Comp Time	6
Employees With Time Reporting Errors.....	7
Error/Incident Reports.....	8
Monthly Leave Balance Report/Download	9
Report Time Leave Balance Discrepancy Report.....	11
FLSA Comp Taken Comparison	12
Employees with Unpaid Leave Report	13
Batch Online Submission Menu	14
Batch Online Submission	14
Agency Attendance Submission.....	16

Report Time Reports

The Browse Leave Balances screen is used to display employee leave balances by month and by leave type. The available balance is updated by the Actual Accrual run. The personal and major medical accruals for a month are updated when the month end estimate job is run. Hours accrued for leave other than personal and major medical are updated by time sheet entry per completed work cycle. The hours taken are updated from timesheet entries created when the employee is originally paid for a pay period. The update occurs when the Department of Finance and Administration processes the payroll. Hours taken on the leave balance record are also updated through modifications to a paid timesheet.

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose RP (Report Time Reports) from the Report Time Menu and press ENTER.	The Report Time Reports Menu will appear.

Code	Description	FastPath
TR	Time Reporting Summary	TRS
SL	Specific Leave Balance Report	
CT	Comp Time	
ER	Employees with Time Reporting Errors	
LB	Browse Leave Balances	LBAL
EI	Error/Incident Reports	
SB	Set Up Leave Balances	
ML	Monthly Leave Balance Report/Download	
DR	Report Time Leave Balance Discrepancy Report	
AC	Accrued Compensated Absences	
CR	FLSA Comp Taken Comparison	
UL	Employees with Unpaid Leave Report	

Code: __

Direct Command: _____

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

Time Reporting Summary

This gives a summary by earnings code of the hours entered on the timesheet for a pay period. The input information to run the report is agency number, pay frequency, pay period end date, and geo location. If the geo location field is left blank, it will list everyone on the payroll, in geo location order. If you submit it with a geo location entered, it only picks up the employees in that geo location. This report is designed to be run after all time entries have been made in the timesheet.

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose RP (Report Time Reports) from the Report Time Menu and press ENTER.	The Report Time Reports Menu will appear.

Your Action ...	System Response ...
3. Choose TR (Time Reporting Summary) from the Report Time Reports Menu and press ENTER.	The Time Reporting Summary screen will appear.

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FMSAS23  PHV3          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    05/20/2015
PHPTGE1D PHPTGE1M          Time Reporting Summary                    01:18 PM

          *Agency: _____
        *Pay Frequency: _____
*Pay Period End Date: 00 00 2015
          Geo Location: _____ Geo Location can be blank

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

```

Your Action ...	System Response ...
4. Enter the following information: *Agency: Enter the four digit agency number. *Pay Frequency: Enter the frequency of payroll for the requested information. *Pay Period End Date: Enter the last date in the payroll period of requested the requested information. Geo Location: The physical location of employees/workers to be listed (optional).	
5. Press ENTER.	The Batch Job Submission screen will appear.
6. Press ENTER.	The Time Roster Summary has been submitted successfully.

Specific Leave Balance Report

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose RP (Report Time Reports) from the Report Time Menu and press ENTER.	The Report Time Reports Menu will appear.
3. Choose SL (Specific Leave Balance Report) from the Report Time Reports Menu and press ENTER.	The Specific leave Balance Report screen will appear.

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/28/2012
PHPTALAP PHPTALAM Specific Leave Balance Report 09:49 AM
<p>All Agencies: <u> N </u> (Y/N)</p> <p>*Agency Numbers: _____</p> <p>From Date: ____ (MM/DD/YYYY)</p> <p>To Date: ____ (MM/DD/YYYY)</p> <p>*Accrual code: _____</p>
<p>Direct Command: _____</p> <p>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Main End Quit</p>

Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>All Agencies: Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report. The user must have a security level of 3, 4, or 5 to print "ALL" agencies.</p> <p>*Agency Numbers: Enter the four-digit agency numbers for the requested information.</p> <p>From Date (MM/DD/YYYY): Enter the start date for the selected records.</p> <p>To Date (MM/DD/YYYY): Enter the end date for the selected records.</p> <p>*Accrual Code: Enter the accrual code for the selected records.</p>	
5. Press ENTER.	The Batch Job Submission screen will appear.
6. Press ENTER.	The Specific Leave Balance Report has been submitted successfully.

Comp Time

An agency can request an employee's compensatory time report, "Employees Comp Time," by using the Comp Time screen. The agency report will list by employee the FLSA compensatory hours available, the agency compensatory hours available, the compensatory hours worked, and the compensatory hours taken. The information is dependent on data processed on time sheets and leave adjustments.

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose RP (Report Time Reports) from the Report Time Menu and press ENTER.	The Report Time Reports Menu will appear.
3. Choose CT (Comp Time) from the Report Time Reports Menu and press ENTER.	The Comp Time screen will appear.

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/15/2012
PHPTLB5P PHPTLB5M Comp Time 02:10 PM
<p>As of Date: __ __ ____</p> <p>*Agency: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Direct Command: _____</p> <p>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Main End quit</p>

Your Action ...	System Response ...
4. Enter the following information: As of Date: The date of leave balance to be included on the report. *Agency: Enter the 4-digit SPAHRS agency code.	
5. Press ENTER.	The Batch Job Submission box will appear.
6. Press ENTER.	The job has been submitted successfully.

Your Action ...	System Response ...
5. Press ENTER.	A listing of employees/workers with stored timesheet errors will be displayed. If no data displayed, then no stored timesheets with errors can be found for the specified pay period end date.

Error/Incident Reports

Four different reports can be generated using this method: Check Timesheets against Schedules; Check for Missing/Blank Timesheets; Check for Dangerous Leave Balances; and Check Timesheets against Work Cycle. These first three reports provide a means of timesheet verification and leave balance data, and their use is recommended prior to payroll preliminary processing. Any errors detected should be corrected before processing a final payroll.

The Check Timesheets Against Work Cycle should be run after all time and leave has been entered for a pay period. It was designed especially for employees on a positive reporting schedule. This report will compare the timesheet entries against the standard full time hours associated with the employee. For example, if the employee is scheduled for 40 hours a week, this report checks to see if the timesheet has accounted for 40 hours through time worked, paid leave, or leave without pay. Any discrepancies for hours over or under should be corrected immediately.

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose RP (Report Time Reports) from the Report Time Menu and press ENTER.	The Report Time Reports Menu will appear.
3. Choose EI (Error/Incident Reports) from the Report Time Reports Menu and press ENTER.	The Error/Incident Reports screen will appear.

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FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/28/2012
PHPTTIAD PHPTTIAM Error/Incident Reports 10:32 AM

*Pay Freq: = *PP End Date: _ _ _ _

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

check Timesheets against schedules: _
check for missing/blank Timesheets: _
check for Dangerous Leave Balances: _
check Timesheets against wrk cycle: _

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

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Your Action ...	System Response ...
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Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>*Pay Freq: Enter the Pay Frequency for the requested report.</p> <p>PP End Date: Enter the Pay Period End Date for the requested report.</p> <p>*Agency - multiple sub-agencies may be submitted at one time based on user's level of security.</p> <p>Check Timesheets against Schedules: Enter "Y" to submit a report that will check Timesheets against Schedules.</p> <p>Check for missing/blank Timesheets: Enter "Y" to submit a report that will check for missing/blank Timesheets.</p> <p>Check for Dangerous Leave Balances: Enter "Y" to submit a report that will check for Dangerous Leave.</p> <p>Check Timesheets against Wrk Cycle: Enter "Y" to submit a report that will check Timesheets against Work Cycles.</p>	<p>Information will be displayed on the report by Location, SSN, Name, Employee Type, PIN/WIN, and Error Message.</p> <p>Information will be displayed on the report by Location, SSN, Name, Employee Type, PIN/WIN, and Status.</p> <p>Information will be displayed on the report by SSN, Name, Frequency, Type, Leave Balance, Minimum Allowed, Maximum Allowed, and Direct Deposit.</p> <p>Information will be displayed on the report by Agency, Employee Name, SSN, PIN, FLSA Status, Work Cycle Start Date, Work Cycle End Date, Work Cycle Hours, and Hours Reported.</p>
<p>5. Press ENTER.</p>	<p>The Batch Job Submission box will appear.</p>
<p>6. Press ENTER.</p>	<p>The following message will appear:</p> <p>Job Has Been Submitted Successfully.</p>

Monthly Leave Balance Report/Download

Leave accruals are run from the Actual Accrual menu option on the Approve and Release Pay Menu (**PA PA AA**). A leave balance report is automatically generated when the agency actual accrual is submitted. The agency also has the option to create a download file that can be used for creating agency specific reports.

Your Action ...	System Response ...
<p>1. Choose RT (Report Time) from the Main Menu and press ENTER.</p>	<p>The Report Time Menu will appear.</p>
<p>2. Choose RP (Report Time Reports) from the Report Time Menu and press ENTER.</p>	<p>The Report Time Reports Menu will appear.</p>
<p>3. Choose ML (Monthly Leave Balance Report/Download) from the Report Time Reports Menu and press ENTER.</p>	<p>The Monthly Leave Balance Report/Download screen will appear.</p>

Report Time Leave Balance Discrepancy Report

After posting all time and attendance transactions for a month, it is advisable to run the Report Time Leave Balance Discrepancy Report. This process compares all the transactions that should post to the leave balance file with what has actually been posted. Any discrepancies will be printed on the Report Time Leave Balance Discrepancy Report; MMRS' assistance will be needed to correct the posting. Also, a Report of Missing Leave Balances report will print for any employee not having leave balances.

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose RP (Report Time Reports) from the Report Time Menu and press ENTER.	The Report Time Reports Menu will appear.
3. Choose DR (Report Time Leave Balance Discrepancy Report) from the Report Time Reports Menu and press ENTER.	The Report Time Leave Balance Discrepancy Report screen will appear.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/28/2012
PHPTAL9D PHPTAL9M Report Time Leave Balance Discrepancy Report 02:00 PM

*Agency Number.: _____
*Month End Date: 11 30 2012 (MMDDYYYY)
submit.....: N (Y/N)

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

```

Your Action ...	System Response ...
4. Enter the following information: *Agency number: Agency number for which the report or file is needed. *Month End Date: System defaults to the current month end date. Submit (Y/N): Enter "Y"es to submit the job.	
5. Press ENTER.	The Batch Job Submission box will appear.
6. Press ENTER.	The following message will appear: XX732430 Has Been Submitted Successfully.

FLSA Comp Taken Comparison

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose RP (Report Time Reports) from the Report Time Menu and press ENTER.	The Report Time Reports Menu will appear.
3. Choose CR (FLSA Comp Taken Comparison) from the Report Time Reports menu and press ENTER.	The FLSA Comp Taken Comparison screen will appear.

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM PHPTTIND PHPTTINM FLSA Comp Taken Comparison	11/28/2012 12:38 PM
<p>*Agency: _____ Pay Period End Date: __ __ ____ *Pay Frequency: _</p> <p>Filename: _____</p> <p>Direct Command: _____ Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Main End Quit</p>	

Your Action ...	System Response ...
4. Enter the following information: *Agency: Enter the 4-digit agency number. Pay Period End Date: Enter the pay period end date for the requested report. *Pay Frequency: Enter the pay frequency for the requested report.	
5. Press ENTER.	The Job Submission screen will appear.
6. Press ENTER.	The system will populate the following message: The FLSA Comp Taken Comparison report has been submitted successfully.

Employees with Unpaid Leave Report

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose RP (Report Time Reports) from the Report Time Menu and press ENTER.	The Report Time Reports Menu will appear.
3. Choose UL (Employees with Unpaid Leave Report) from the Report Time Reports Menu and press ENTER.	The Employees with Unpaid Leave Report screen will appear.

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM PHPSRT7D PHPSRT7M Employees with Unpaid Leave Report	11/28/2012 01:11 PM
<p>*Agency: _____</p> <p>Pay Period End Date: __ __ ____</p> <p>*Pay Frequency: _</p>	
<p>Direct Command: _____</p> <p>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Main End Quit</p>	

Your Action ...	System Response ...
4. Enter the following information: * Agency: Enter the 4-digit agency number. Pay Period End Date: Enter the pay period end date for the requested report. * Pay Frequency: Enter the pay frequency for the requested report.	
5. Press ENTER.	The Job Submission screen will appear.
6. Press ENTER.	The system will populate the following message: The Employees with Unpaid Leave report has been submitted successfully.

Batch Online Submission Menu

Batch Online Submission

The Batch Online Submission screen is used to upload time records into SPAHRS from an agency's time keeping system. The agencies may submit all employees'/workers' time in the file; that data will overlay any schedule-based timesheet entries. In addition, this screen can be used to upload any accounting overrides and download time records.

The batch online submission jobs look for specific file names containing data for the upload process; then it creates a specific file name for the download process. The upload processes are subject to the same edits that would be called if the transactions were being entered online. Reports are generated indicating the number of records processed and the employee/worker processed; it identifies the records with errors. The report time download file contains all data on the timesheet. Agencies can create their own programs to produce reports that are specific for their agency. The download process does not produce a report on the data.

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear

FMSAS23 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/13/2013 PHIMAINU PHIMAINM Report Time Menu 09:55 AM																																							
<table> <thead> <tr> <th>Code</th> <th>Description</th> <th>FastPath</th> </tr> </thead> <tbody> <tr> <td>EE</td> <td>Enter Employee Time</td> <td></td> </tr> <tr> <td>EL</td> <td>Enter Location Time</td> <td></td> </tr> <tr> <td>ET</td> <td>Enter Time</td> <td></td> </tr> <tr> <td>RP</td> <td>Report Time Reports</td> <td></td> </tr> <tr> <td>BR</td> <td>Report Time Browse by Agency</td> <td></td> </tr> <tr> <td>RS</td> <td>Schedules</td> <td></td> </tr> <tr> <td>BL</td> <td>Browse Time By Location</td> <td></td> </tr> <tr> <td>BS</td> <td>Browse Time By Supervisor</td> <td></td> </tr> <tr> <td>BI</td> <td>Batch Online Submission Menu</td> <td></td> </tr> <tr> <td>CL</td> <td>Create Leave Balance</td> <td></td> </tr> <tr> <td>CT</td> <td>Create Timesheets</td> <td></td> </tr> <tr> <td>OD</td> <td>Browse Override Distribution</td> <td>OVRIDE</td> </tr> </tbody> </table> <p>Code: __</p> <p>Direct Command: _____</p> <p>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Main End quit</p>	Code	Description	FastPath	EE	Enter Employee Time		EL	Enter Location Time		ET	Enter Time		RP	Report Time Reports		BR	Report Time Browse by Agency		RS	Schedules		BL	Browse Time By Location		BS	Browse Time By Supervisor		BI	Batch Online Submission Menu		CL	Create Leave Balance		CT	Create Timesheets		OD	Browse Override Distribution	OVRIDE
Code	Description	FastPath																																					
EE	Enter Employee Time																																						
EL	Enter Location Time																																						
ET	Enter Time																																						
RP	Report Time Reports																																						
BR	Report Time Browse by Agency																																						
RS	Schedules																																						
BL	Browse Time By Location																																						
BS	Browse Time By Supervisor																																						
BI	Batch Online Submission Menu																																						
CL	Create Leave Balance																																						
CT	Create Timesheets																																						
OD	Browse Override Distribution	OVRIDE																																					

Your Action ...	System Response ...
2. Choose BI (Batch Online Submission Menu) from the Report Time Menu and press ENTER.	The Batch Online Submission Menu will appear.

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FMSAS23 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/13/2013
PHIMAINU PHIMAINM Batch Online Submission Menu 09:57 AM

Code Description FastPath
BI Batch Online Submission
AS Agency Attendance Submission

Code: __

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

```

Your Action ...	System Response ...
3. Choose BI (Batch Online Submission) from the first Batch Online Submission Menu and press ENTER	The Batch Online Submission screen will appear.

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/13/2013
PHPTTIBD PHPTTIBM Batch Online Submission 09:58 AM

*Agency: ____
*Pay Frequency: _

Submit Timesheet Upload: _

Submit override Distribution Upload: _ Pay period end date: _ _ ____

Report Time Information Download: _

File uploaded/downloaded :

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

```

Your Action ...	System Response ...
4. Enter the following information: *Agency: Enter the agency number. *Pay Frequency: Enter the pay frequency for employee/worker. Submit Timesheet Upload: Enter X to submit a timesheet upload; OR , Submit Override Distribution Upload: Enter X to submit an override distribution upload. Pay Period End Date: Required if Submit Override Distribution Upload is chosen. Report Time Information Download: Enter X to submit a report time information download.	
5. Press ENTER.	The Batch Job Submission box will appear.
6. Press ENTER.	The following message will appear: XX731030 Has Been Submitted Successfully

Agency Attendance Submission

SPAHRs provides a report that will list all transactions contained in a timesheet for an individual or for all employees within a pay period. This report may be used to double check timesheet entries against a manually prepared timesheet or data produced from another timekeeping system.

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose BI (Batch Online Submission Menu) from the Report Time Menu and press ENTER.	The Batch Online Submission Menu will appear.
3. Choose AS (Agency Attendance Submission) from the Batch Online Submission Menu and press ENTER.	The Agency Attendance Submission screen will appear.

FMSAS23 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	02/13/2013
PHPRT01D PHPRT01M	Agency Attendance Submission	02:12 PM
*Agency: _____		
Pay Period End Date: _____ (MMDDYYYY)		
Pay Frequency: _		
SSN: _____ (optional)		

Your Action ...	System Response ...
4. Enter the following information: *Agency: Enter the agency number. Pay Period End Date: Enter the pay period end date. *Pay Frequency: Enter the pay frequency. SSN: Enter the SSN if the report is needed for a specific individual.	
5. Press ENTER.	The Batch Job Submission box will appear.
6. Press ENTER.	The following message will appear: XX731030 Has Been Submitted Successfully.