

Department of Finance and Administration

Mississippi Management and Reporting System

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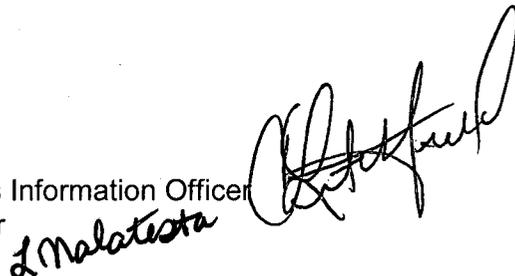
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TO: Agency Accounting Directors
Agency Payroll Officers
Agency Security Contacts

FROM: Cille Litchfield, Chief Systems Information Officer
Leila Malatesta, OFM Director

DATE: January 5, 2009

SUBJECT: Travel Payroll Reports to FMVIEW



Cille Litchfield
Leila Malatesta

Effective February 2, 2009, travel payroll reports from agencies' preliminary and final payroll runs will go to FMVIEW for printing. The reports may be viewed in FMVIEW or printed to an agency printer by an approved agency employee. A listing of the SPAHRS travel reports can be found on the MMRS website at www.mmrs.state.ms.us under FMVIEW > SPAHRS Reports.

To authorize access for your agency staff, please complete # 4103 *FMVIEW User Maintenance Form* for each of your agency's authorized SPAHRS travel payroll users. The form and the procedures for completing it are located on the MMRS website under Security>FMVIEW. When filling out this form, please be sure to mark Agency Run Prelim/Final Payroll under the SPAHRS section.

Agencies may wish to print their agency run payroll reports directly to their printer without user intervention. If this option is desired, complete and submit form #4106 *FMVIEW Agency Run Payroll Print Declaration* found on the MMRS website under Security>FMVIEW. All agency run payroll reports will still be sent to FMVIEW, even if you choose to have them automatically print, and will be available for reprinting for three (3) months.

Questions should be directed to the MMRS Call Center at mash@dfa.state.ms.us or 601-359-1343.