



STATE OF MISSISSIPPI
GOVERNOR PHIL BRYANT

DEPARTMENT OF FINANCE AND ADMINISTRATION
KEVIN J. UPCHURCH
EXECUTIVE DIRECTOR

MEMORANDUM

TO: Agency Finance Directors

FROM: Mark Valentine, Director 
Office of Fiscal Management

SUBJECT: Payroll Issues

DATE: April 19, 2016

There are four payroll related issues that we need to address in order to improve our payroll processing.

Since the implementation of MAGIC, we have been allowing agencies to exceed established deadlines for submission of payrolls. Now that we are approaching the end of two years of MAGIC production, it is now time to begin enforcing the deadlines. Therefore, effective July 1, 2016, we will enforce established payroll deadlines. If you do not have your payroll finalized by the deadline, we will remove it and you will need to process it on the next scheduled supplemental payroll.

The next issue is what we refer to as cash/budget problems. Payrolls are delayed frequently due to agencies experiencing either a cash or budget shortfall. It is an agency's responsibility to ensure that both sufficient cash and budget are available for each payroll run. To alleviate these issues, it is imperative that preliminary payroll runs are processed prior to the due date of the payroll to provide adequate time to resolve budget errors. Again, if your agency has either of these problems, which causes your payroll to "kick out", then we will remove you from the group until this is corrected. You will then process it on the next scheduled supplemental payroll. We will no longer hold up the finalizing of payrolls due to agencies' cash or budget problems.

The third issue pertains to the functional and technical side of payroll. OFM is the functional lead for payroll and MMRS is the technical lead. Many agencies have

contacted MMRS for functional issues. MMRS will no longer address functional issues and will redirect agencies to contact OFM.

Lastly, some agencies periodically need to reallocate expenses. This is totally an agency responsibility and task. Neither OFM nor MMRS is involved in this process. If you experience a system related problem when attempting this, we will certainly provide support but beyond that, agencies will need to handle this process.

Thank you for your cooperation.