# Mississippi Management and Reporting System

## Department of Finance and Administration

| MMRS MASH/Training Materials | | |
|---|---|---|
| 6308 | SPAHRS Payroll Tables | Effective Date: 10/05/2015 |
| | | Version: 4 |

## Table of Contents

Objective ..... 3
Outcome ..... 3
Overview ..... 3
Maintain Payroll Tables ..... 4
Earnings, Tax, and Deduction Tables ..... 4
Tax Code Table (MMRS ONLY) ..... 5
Tax Rate Table (MMRS ONLY) ..... 9
Earnings Code Table (MMRS ONLY) ..... 11
Deduction Code Table (MMRS ONLY) ..... 14
Browse Deductions by Priority Code ..... 18
Browse Deduction Table by Vendor Code ..... 19
Other Payroll Tables ..... 20
Holiday Table (MMRS ONLY) ..... 20
Leave Accruals Table (MMRS ONLY) ..... 21
Maintain Pay Date Table (MMRS ONLY) ..... 23
Browse Pay Dates ..... 24
Maintain Agency Work Cycle Table (MMRS ONLY) ..... 25
Browse Agency Work Cycles ..... 27
Maintain Pay Parms Table (MMRS ONLY) ..... 28
Maintain Uniform Premiums Table (MMRS ONLY) ..... 30
Maintain Garnishment Rate Table (MMRS ONLY) ..... 31
Life/Health Insurance Coverage Batch Update (MMRS ONLY) ..... 33
Download of Holiday Table ..... 34

**Objective**

Develop an understanding of the information contained in the payroll tables.

**Outcome**

The ability to access necessary information from various payroll tables is gained.

**Overview**

The Maintain Tables process of SPAHRS contains the tables used to record and process data for payroll. These tables include information such as tax codes and rates; earnings codes; deduction codes for insurance, debt, and miscellaneous deductions; worker eligibility types; holidays; leave accrual; work cycles; pay dates; and pay periods. These tables are maintained centrally by a control agency and are available for inquiry only by SPAHRS user agencies.

Other tables may be affected by changes in these tables; for example, changes to FICA or Medicare rates may affect a fringe rate table. Therefore, when a change is made to a table, the user should examine the remaining tables to determine if others may be affected by that change. Because of the importance and impact of these tables, whenever tables are created or updated, one person will be responsible for creating and/or modifying the table; another person must be assigned to verify the changes made.

Agencies may request deduction code changes or additions by submitting a SPAHRS Deduction Code Change Request form to MMRS. The form is located on the MMRS Website (http://www.mmrs.state.ms.us) under SPAHRS.

| KEY CONCEPTS | DESCRIPTION |
|---|---|
| Tax Codes | Codes set up in the Tax Code Table that identify the various types of taxes taken out of payroll; includes retirement (Public Employees, Legislative, and Highway Patrol). Retirement is treated as a tax and is included in these codes. |
| Earnings Codes | Codes established in the Earnings Code Table define the type of work activity for which the employee or contractor is reporting time or authorized to receive payment (not all has to be reported). The earnings codes also include all types of leave and travel expenses. |
| Deduction Codes | Codes set up in the Maintain Deduction Code Table that identify all deductions (insurance, debt, and miscellaneous) that may be selected by an employee. These deductions are prioritized to indicate to the system the order in which they are to be taken from an employee's pay. |

| KEY CONCEPTS | DESCRIPTION |
|---|---|
| Holiday Table | Assigns specific dates to state holidays for use in the Report Time process based on the holiday types: regular (H) or teacher (A/T). |
| Leave Accruals | Establishes accrual guidelines for the system to calculate leave based on type of leave, minimum and maximum allowable amounts, and months of service. |
| Eligibility Type | Defines the benefits for which an employee is eligible by type of employee or worker (*i.e.*, permanent full, part time less than 20 hours, etc.). Includes leave accrual, workers compensation, FICA, PERS, etc. These are identified in the Employment process of Human Resources. |
| Pay Date Table | Defines the pay date and the pay period begin and end dates by frequency; assigns the payroll run number when a preliminary payroll for the pay period is submitted. |
| Work Cycle Table | Defines the work cycles that are utilized by an agency. Work cycles are used to calculate overtime for employees. An agency can have more than one work cycle but each employee can have only one. |

**Maintain Payroll Tables**

The tables used for payroll are found in the Earnings, Tax, and Deduction Tables Menu and the Other Payroll Tables Menu with two exceptions – 1) the Eligibility Type Table, located in the Employment process and 2) the Accrued compensation Absences-Fringe Rates Table, located in the System Administration process. SPAHRS payroll tables are used to validate information entered during transaction processing and to calculate payroll.

**Earnings, Tax, and Deduction Tables**

| Your Action ... | System Response ... |
|---|---|
| 1. Choose **PA** (Payment) from the Main Menu and press ENTER. | The Payment Menu will appear. |

```
FMSAS23  PHV5       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/30/2015
PHIMAINU PHIMAINM                    Payment Menu                     11:08 AM

         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 **PT** (Earnings, Tax, and Deduction Tables) from the Payment Menu and press ENTER. | The Earnings, Tax, and Deduction Tables Menu will appear. |

```
FMSAS23  PHV5       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/30/2015
PHIMAINU PHIMAINM     Earnings, Tax, and Deduction Tables Menu        11:20 AM

         Code      Description                                     FastPath

          TC   Maintain Tax Code Table
          TR   Maintain Tax Rate Table                             TXRT
          EC   Maintain Earnings Code Table                        EART
          DC   Maintain Deduction Code Table                       DEDT
          BD   Browse Deductions by Priority Code                  BRDP
          BV   Browse Deduction Table by Vendor Code





    Code: __

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

**Tax Code Table (MMRS ONLY)**

The Tax Code Table identifies various taxes that may be withheld from income. Some earnings are not subject to certain taxes and some deductions are non-taxable. The tax code from which the earnings or deduction is exempt is coded on the Earnings Code or Deduction Code table, but the earnings or deduction code is reflected on the Tax Code table on the code from which it is exempt.

| Your Action ... | System Response ... |
|---|---|
| 1. Choose **PA** (Payment) from the Main Menu and press ENTER. | The Payment Menu will appear. |
| 2. Choose **PT** (Earnings, Tax, and Deduction Tables) from the Payment Menu and press ENTER. | The Earnings, Tax, and Deduction Tables Menu will appear. |
| 3. Choose **TC** (Maintain Tax Code Table) from the Earnings, Tax, and Deduction Tables Menu and press ENTER. | The Maintain Tax Code Table browse will appear. |

```
FMSAS23  PHV5        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/30/2015
PHPCTC1B PHPCTC1M              Maintain Tax Code Table                 12:32 PM

 Action: (A,D,M,P,C)

    Tax                            Effective  Expiration <-- Last Update -->
Act Code        Description           Date       Date    User Id     Date
--- ----- ---------------------- ---------- ---------- -------  ----------
 _  BKWTH BACKUP WITH IND CONTR   08/27/1997 12/31/2069 PHFNC08  06/01/1999
 _  EIC   EARNED INCOME CREDIT    01/01/1998 12/31/2069 PHFNC47  09/22/2011
 _  FICA  SOCIAL SECURITY-OASDI   01/01/1998 01/01/1999 PHFNC02  07/02/1999
 _  FICA  SOCIAL SECURITY-OASDI   01/01/1999 12/31/1999 PHFNC08  12/17/1999
 _  FICA  SOCIAL SECURITY-OASDI   01/01/2000 01/01/2001 PHFNC02  01/08/2001
 _  FICA  SOCIAL SECURITY-OASDI   01/01/2001 01/01/2002 PHFNC08  12/28/2001
 _  FICA  SOCIAL SECURITY-OASDI   01/01/2002 01/01/2003 PHFNC02  12/18/2002
 _  FICA  SOCIAL SECURITY-OASDI   01/01/2003 01/01/2004 PHFNC02  01/06/2004
 _  FICA  SOCIAL SECURITY-OASDI   01/01/2004 01/01/2005 PHFNC02  01/04/2005
 _  FICA  SOCIAL SECURITY-OASDI   01/01/2005 12/31/2005 PHFNC02  01/03/2006

*Tax Code: _____
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd   Prnt              Quit
```

| Your Action ... | System Response ... |
|---|---|
| 4. Choose **A**dd next to a selected code on the browse screen and press ENTER. | The Maintain Tax Code Table screen will appear. The effective date defaults to the current date, and the end date defaults to 12-31-2069. If a specific set of beginning and ending dates are needed, they must be entered. |
| 5. Enter the following information:<br><br>**Tax Code:** Enter a unique identifier for the code to be established.<br>Effective Date: The system defaults to the current date in MM DD YYYY. This field is modifiable.<br>Expire Date: The system defaults to an expiration date of 12 31 2069. This field is modifiable.<br>**Description**: Enter a free text description of the type of tax. | |

| Your Action ... | System Response ... |
|---|---|
| Continue entering the following information:<br><br>**Priority Code:** Enter the priority code to indicate what sequence the tax, earning or deduction is to be taken.<br>**Calc Cd:** Enter code for the method of tax calculation - **F**lat tax, **T**ax table, or a **P**ercentage.<br>Tax Amount: Enter the dollar amount to be deducted each pay period if tax is a flat amount **OR**<br>Tax Percent %: Enter the percentage of the taxable wage amount to be deducted each pay period if tax is a fixed percent.<br>Maximum Amt: Enter the maximum amount to be deducted in a pay period, if applicable.<br>Maximum Pct %: Enter the maximum percentage to be deducted in a pay period, if applicable.<br>Matching Pct: Enter the percentage of the taxable wage base the employer is required to pay as a match, if applicable.<br>Amt Exemption: Enter the standard amount allowed per exemption. This number will be multiplied by the number of exemptions on the employee's tax record to determine the exemption amount used to calculate taxable income.<br>Max Wage Lim: Enter the maximum wage amount subject to the tax (*i.e*. FICA is only withheld on a set amount of an employee's calendar year taxable income).<br>Max Wage Type: Enter **C**alendar, **F**iscal or **M**onthly to specify how the wage limit is to be accumulated.<br>Negative Ded: The system will default to **N**o. Enter **Y**es if the tax code is allowed to accept a negative deduction amount.<br>Exclude from Pay Stub: The system will default to **N**o indicating the tax will be displayed on the pay stub. Enter **Y**es if the transaction will be excluded from display.<br>Retirement Tax: The system will default to **N**o. Enter **Y**es if the item is a tax for retirement.<br>Paid By: Enter the code to indicate whether tax is paid by **R** for employer, **E** for employee or **B** for both. | |

| Your Action ... | System Response ... |
|---|---|
| Continue entering the following information:<br><br>Employer Object: Enter the object of expenditure code for the employer's payment of this item listed on the SAAS Table 1.<br>Maximum Amount FYTD: The system will default to **N**o. Enter **Y**es if there is a fiscal year maximum amount to be deducted.<br>Contractor Object: Enter the object of expenditure code for the employer's share for contractors, if applicable.<br>Liability Object: Enter the MAGIC liability code to offset the expense.<br>*Vendor Code: Enter the vendor code listed on the SAAS Table Group 2.<br>Tax Bases Affected: Indicates the wage bases of other taxes that are impacted by this tax being withheld. Note: The system will automatically populate this field when tax-exempt indicators are populated on tax codes. If a tax code is missing, it may be entered here.<br>Inelig Employee Type: Indicates what eligibility sequence numbers are exempt from this tax. Only ten entries will be displayed. Completed by the system.<br>Exempt Deductions: Indicates deductions that reduce the wage base for this tax. Entries are made when tax-exempt indicators are set on a deduction code. This field will be completed by the system. Only four are displayed.<br>View More: To view all of the exempt deductions, enter **Y**.<br>History?: To see the history of exempt deductions, enter **Y**.<br>Exempt Earnings: Indicates earnings that are not included in the wage base for this tax. This field will be completed by the system. Entries are made when tax-exempt indicators are set on an earnings code. Only four are displayed.<br>View More: To view all of the exempt earnings, enter **Y**.<br>History?: To see the history of exempt earnings, enter **Y**. | |

| Your Action ... | System Response ... |
|---|---|
| 6. Press ENTER<br><br>**Note**: If a new code is to be added with many of the same values as those of an existing code, **C** (Copy) may be entered beside the existing code and all data is copied as default values into a new record. Those values that should be different are entered as directed above. | The system will display the following message:<br><br>TAX CODE XXXX-YY-MM-DD-YY-MM-DD added successfully |

**Tax Rate Table (MMRS ONLY)**

The Maintain Tax Rate table contains data for calculating federal, state, and advanced earned income credit taxes based on filing statuses. These rates may change annually as mandated by State and Federal regulations.

| Your Action ... | System Response.. |
|---|---|
| 1. Choose **PA** (Payment) from the Main Menu and press ENTER. | The Payment Menu will appear. |
| 2. Choose **PT** (Earnings, Tax, and Deduction Tables) from the Payment Menu and press ENTER. | The Earnings, Tax, and Deduction Tables Menu will appear. |
| 3. Choose **TR** (Maintain Tax Rate Table) from the Earnings, Tax, and Deduction Tables Menu and press ENTER. | The Maintain Tax Rate Table browse will appear. |

```
FMSAS23  PHV5       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/30/2015
PHPCRT1B PHPCRT1M              Maintain Tax Rate Table                 12:06 PM

 Actions: (A,D,M,P,C)

   Tax    <-- Filing Status -->  Effective   Expiration  <-- Last Update -->
Ac Code   Cd     Description        Date        Date     User Id     Date
-- ----- --- ----------------  ----------  ----------  -------- ----------
 _ EIC    M  Married, Both Fi  01/01/1998  12/31/1998  PHFNC02  01/08/1999
 _ EIC    M  Married, Both Fi  01/01/1999  12/31/1999  PHFNC08  01/01/2000
 _ EIC    M  Married, Both Fi  01/01/2000  12/31/2000  PHFNC02  01/08/2001
 _ EIC    M  Married, Both Fi  01/01/2001  12/31/2001  PHFNC02  01/07/2002
 _ EIC    M  Married, Both Fi  01/01/2002  01/01/2002  PHFNC02  01/06/2004
 _ EIC    M  Married, Both Fi  01/02/2002  12/31/2002  PHFNC02  01/06/2004
 _ EIC    M  Married, Both Fi  01/01/2003  12/31/2003  PHFNC02  01/06/2004
 _ EIC    M  Married, Both Fi  01/01/2004  12/31/2004  PHFNC02  01/05/2005
 _ EIC    M  Married, Both Fi  01/01/2005  12/31/2005  PHFNC02  01/03/2006
 _ EIC    M  Married, Both Fi  01/01/2006  12/31/2006  PHFNC02  01/02/2007

Tax Code: _____ Filing Status: _
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd   Prnt              Quit
```

| Your Action ... | System Response.. |
|---|---|
| 4. Choose **A**dd next to a selected code on the browse screen and press ENTER. | The Maintain Tax Rate Table screen will appear. |

```
FMSAS23  PHV5       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/30/2015
PHPCRT2D PHPCRT2M            Maintain Tax Rate Table                   12:06 PM

Tax Code              Filing Status       Effective Date     Expiration Date
 _____                      _               06 30 2015         12 31 2069


Standard Deduction Amount: _____________

          Lower Limit   Upper Limit     Tax Amount   Tax  %
         ------------- -------------  -------------  -------
         _____________ _____________  _____________  _______
         _____________ _____________  _____________  _______
         _____________ _____________  _____________  _______
         _____________ _____________  _____________  _______
         _____________ _____________  _____________  _______
         _____________ _____________  _____________  _______
         _____________ _____________  _____________  _______
         _____________ _____________  _____________  _______
                                                        _1 of

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

| Your Action ... | System Response.. |
|---|---|
| 5. Enter the following information:<br><br>**Tax Code:** Enter the tax code for which the tax rates are being established.<br>***Filing Status:** Enter a valid filing status for the tax rate being established.<br>Effective Date: The system will enter the current date in MM DD YYYY format. This field is modifiable.<br>Expiration Date: The system will enter an expiration date of 12 31 2069. This field is modifiable.<br>Standard Deduction Amount: This is the standard deduction allowed based on the declared filing status.<br>Lower Limit: The lower limit of the wage range used to determine the employee's tax bracket.<br>Upper Limit: The upper limit of the wage range used to determine the employee's tax bracket.<br>Tax Amount: Annual dollar amount of the tax for the specified bracket.<br>Tax %: Percentage of tax to take for any amount over the lower limit of the specified bracket. | |
| 6. Press ENTER. | The tax rate data has been added to the system. |

**Earnings Code Table (MMRS ONLY)**

The Earnings Code Table establishes the rules and codes for earnings. The earnings included can be wages, hours, overtime, bonuses, shift work, leave, or non-cash earnings. An employee can have multiple earnings codes with only a single warrant being issued. In addition, this table establishes edits for employee records, which also occur in Report Time.

The Earnings Code Table is relatively stable; however, a new code may be initiated by a change in legislation or at the request of an agency to handle a specific need for an agency. When an earnings code is marked exempt from taxes, then taxes that are exempt must be selected. This affects the tax exemption file.

| Your Action ... | System Response ... |
|---|---|
| 1. Choose **PA** (Payment) from the Main Menu and press ENTER. | The Payment Menu will appear. |
| 2. Choose **PT** (Earnings, Tax, and Deduction Tables) from the Payment Menu and press ENTER. | The Earnings, Tax, and Deduction Tables Menu will appear. |
| 3. Choose **EC** (Maintain Earnings Code Table) from the Earnings, Tax, and Deduction Tables Menu and press ENTER. | The Maintain Earnings Code Table browse will appear. |

```
FMSAS23  PHV5       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/30/2015
PHPCEC1B PHPCEC1M           Maintain Earnings Code Table               01:06 PM

 Action: (A,D,M,P,C)

   Earnings                          Effective  Expiration <-- Last Update -->
Ac  Code     Description                Date       Date    User Id     Date
-- ----- -------------------------- ---------- ---------- -------- ----------
 _ ACCTM ACCOUNTANCY BOARD TEST PROC 12/01/1999 12/31/2069 PHFNC08  01/10/2000
 _ ACTGV ACTING GOVERNOR             01/01/1998 12/31/2069 PHFNC08  02/18/2004
 _ ACTSP ACTING SPEAKER OF THE HOUSE 06/01/2004 12/31/2069 PHFNC08  08/02/2004
 _ ADJST ADJUSTED AS DOCK NEXT PAYRO 01/01/1998 12/31/2069 PHFNC08  06/19/2000
 _ ADMIN ADMINISTRATIVE LEAVE WITH P 01/01/1995 12/31/2069 PHFNC08  04/03/1998
 _ ADPER CW ADDTL PERSON             07/01/2009 12/31/2069 PHFNC47  07/28/2009
 _ AMCPA ATTY. GEN. P/T AMERICORE    03/01/2002 12/31/2069 PHFNC08  04/03/2002
 _ AMCRA ATTY. GEN. AMERICORE        12/29/2001 12/31/2069 PHFNC08  01/15/2002
 _ AMCRE EDUCATION AMERICORE         02/01/2001 12/31/2069 PHFNC08  10/24/2003
 _ AMCRN NMRC AMERICORE              01/01/2000 12/31/2069 PHFNC08  02/14/2001

Earnings Code: _____  Show Expired Codes: N
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd   Prnt              Quit
```

| Your Action ... | System Response ... |
|---|---|
| 4. Choose **A**dd next to a selected code on the browse screen and press ENTER. | The Maintain Earnings Code Table screen will appear. |

```
FMSAS23  PHV5       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/30/2015
PHPCEC2D PHPCEC2M                                                      01:06 PM


Earnings Code: _____  Effective Date: 06 30 2015  Expire Date: 12 31 2069
  Description: ____________________________________________________________

 Dollar/Hours/Percent: _
           Dollar Amt: _____________        Max Dollar Amt: _____________
           Percentage: _______ %            Always Paid: _ (Y/N)
      Supplement Base: _                    Variable Proportion: _ (Y/N)
       *Category Code: ___                  FLSA Calc: _
           Tax Method: M                    Projectable: N
            Frequency: __                   Hourly Rate: ______
Old Additnl Comp Code: _                    Report from Report Time: _ (Y/N)

 Accrual Ind: _                  Accrual Code: _____ _____   Earn Accrual: Y
 Agency Authority: N Occu Authority: N Pos Authority: N
Report or Calculate: R  Exclude From Direct Deposit: N  Wage Base Excl: N
Employee Object Code: _____ Contractor Object Code: _____ Contract Cat: ____
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                     Quit
```

| Your Action ... | System Response ... |
|---|---|
| 5. Enter the following information:<br><br>**Earnings Code:** Enter a unique identifier for the code to be established.<br>Effective Date: The system will default the current date in MM DD YYYY format. This field is modifiable.<br>Expire Date: The system will default an expiration date of 12 31 2069. This field is modifiable.<br>**Description:** Enter a free text description of the earnings code.<br>**Dollar/Hours/Percent:** This determines whether the value entered is a flat dollar amount, a percentage to be applied to the base pay, or hours.<br>Dollar Amount: The dollar amount of the earnings.<br>Max Dollar Amt: The maximum dollar amount allowed to be entered.<br>Percentage %: Percent to be applied to base pay.<br>Always Paid (Y/N): The system will default to **N** if no entry is made. Indicates whether the earnings are to be paid each pay period.<br>Supplement Base: The base against which the percent is to be applied (disposable income, gross pay, or hourly rate). | |

| Your Action ... | System Response ... |
|---|---|
| Continue entering the following information:<br><br>Variable Proportion (Y/N): The system will default to **N** if no entry is entered. Indicates whether the earning is prorated when calculating partial pay period amounts.<br>***Category Code:** Indicates the type of earnings.<br>**FLSA Calc:** Indicates for earnings entered in hours if hours will be used in the overtime hour's calculation.<br>Tax Method: Indicates if earnings have a **F**lat tax rate applied, or are to be **M**erged with all other earnings for tax calculation. The system will default to **M**.<br>Projectable: The system will default to **N**. Enter **Y**es if the earnings code is projectable in Wage, Salary and Fringe.<br>**Frequency:** How often the earnings may be reported (monthly, daily, etc.).<br>Hourly Rate: Enter the hourly rate paid for this earnings code if applicable.<br>Old Additnl Comp Code: The code from the old SPB system for this additional compensation.<br>Report from Report Time (Y/N): Indicates if this earnings code is to be reported from Report Time.<br>Accrual Ind: Indicates whether hours entered **I**ncreases or **D**ecreases a leave balance.<br>Accrual Code: Code to identify type of leave balance affected.<br>Earn Accrual: The system will default to **Y**. Indicates if hours entered are used to determine leave accrual earned.<br>Agency Authority: The system defaults to **N**. Specifies if the earnings code must be authorized at the agency level before it can be used.<br>Occu Authority: The system defaults to **N**. Specifies if the earnings code must be authorized at occupation level before it can be used.<br>Pos Authority: The system defaults to **N**. Specifies if the earnings code must be authorized at the position level before it can be used. | |

| Your Action ... | System Response ... |
|---|---|
| Continue entering the following information:<br><br>Report or Calculate: Indicates whether the earnings come into the SPAHRS system through **R**eport time or if it is to be **C**alculated by the system. The system defaults to **R**.<br>Exclude From Direct Deposit: Indicates if an earnings type is excluded from the total for direct deposit. The system will default to **N**.<br>Wage Base Excl: Indicates if there are any wage bases from which this type of earnings is excluded. If there are some to be excluded, enter **Y**. Position cursor on the Y and press ENTER to view the window.<br>Employee Object Code: This is the object of expenditure code for these earnings listed on the SAAS Table 1.<br>Contractor Object Code: This is the object of expenditure code for contractors listed on the SAAS Table 1, if applicable.<br>Contract Cat: The contract category code. | A pop up window appears to make selections. Enter **S** beside any tax codes for which the earnings are excluded. Enter **U** if previously selected ones are to be unselected. |
| 6. Press ENTER.<br><br>**Note**: If a new code is to be added with many of the same values as those of an existing code, **C** (Copy) may be entered beside the existing code and all data will be copied as default values into a new record. Those values that should be different are entered as directed above. | The earnings code data has been added to the system. |

**Deduction Code Table (MMRS ONLY)**

The Deduction Code Table establishes the rules, limits, and codes for deductions. There are three categories of deductions: insurance, debt, and miscellaneous. An employee's individual record will be checked against this table and the rules established in this table will override data in the employee's record, if applicable. For instance, if an employee specifies in payroll to deduct less than required for health insurance, the system will default to the amount established in this table.

The Deduction Code table may be changed if an agency starts a new deduction for their employees or changes the vendor receiving the deduction. The codes will also change when new State Life and health Insurance contracts are executed by the Office of Insurance. The rates may change, or the vendor may change. When a deduction code is marked pre-tax, then taxes that are exempt must be selected. This affects the tax exemption file.

| Your Action ... | System Response ... |
|---|---|
| 1. Choose **PA** (Payment) from the Main Menu and press ENTER. | The Payment Menu will appear. |
| 2. Choose **PT** (Earnings, Tax, and Deduction Tables) from the Payment Menu and press ENTER. | The Earnings, Tax, and Deduction Tables Menu will appear. |
| 3. Choose **DC** (Maintain Deduction Code Table) from the Earnings, Tax, and Deduction Tables Menu and press ENTER. | The Maintain Deduction Code Table browse will appear. |

```
FMSAS23  PHV5       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/30/2015
PHPCDC1B PHPCDC1M          Maintain Deduction Code Table              01:15 PM

 Action: (A,D,M,P,C)

    Ded                        Prity S Effective  Expiration <- Last Update -->
Ac  Cde     Description        Code  T   Date       Date     User ID    Date
-- ----- -------------------- ----- - ---------- ---------- ------- ----------
 _ ACSOC AMERICAN CANCER SOCI 09120   04/01/2009 12/31/2069 PHFNC47  08/09/2012
 _ AETNA AETNA LIFE AND CAU C 06100   01/01/1999 12/31/2069 PHFNC47  08/09/2012
 _ AFAMA AFLAC AMERICAN FAMIL 06040   01/01/1995 12/31/2069 PHFNC47  08/09/2012
 _ AFAMP PRE-TAX AFLAC AMERIC 06040   01/01/1995 12/31/2069 PHFNC47  07/28/2014
 _ AFLAA AFLAC ACCIDENT POLIC 06040   01/01/1995 12/31/2069 PHFNC47  12/04/2012
 _ AFLAP PRE-TAX AFLAC ACCIDE 06040   01/01/1995 12/31/2069 PHFNC47  12/04/2012
 _ AFLIA AFLAC PERSONAL SICKN 06040   12/01/2002 12/31/2069 PHFNC47  08/09/2012
 _ AFLIP PRE-TAX AFLAC PERSON 06040   12/01/2002 12/31/2069 PHFNC47  08/09/2012
 _ AGCFG MDAC GIFT FUND       07530   04/01/2001 12/31/2069 PHFNC47  08/09/2012
 _ AGCOC CAREFLEX AGRICULTURE 05030   01/01/2013 12/31/2069 FMSAS08  01/02/2013

Deduction Code: _____  Show Expired Codes: N
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd   Prnt              Quit
```

| Your Action ... | System Response ... |
|---|---|
| 4. Choose **A**dd next to a selected code on the browse screen and press ENTER. | The Maintain Deduction Code Table screen will appear. |

```
FMSAS23  PHV5        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/30/2015
PHPCDC2D PHPCDC2M          Maintain Deduction Code Table                01:16 PM


 Deduction Cd: _____  Effective Date: 06 30 2015  Expire Date: 12 31 2069
  Description: ____________________________________________________________
Priority Code: _____           Temporarily Suspend: _
    *Category: ___                                                  Cafe: _

Dollar/Perc: _              *Perc Base: _
 Dollar Amt: ____________ Maximum Amt: ____________ Minimum Amt: ____________
Percent Amt: ______ %      Max Percent: ______ %      Bond Cost: ____________
  Frequency: __                              Suspension Method: __
     Vendor: ___________
    Paid by: _           Mandatory: _ Pre-tax.: _  Deduct If No Reg Hours: N
 W2 Rpt Cls: __          Group Number Required: N  Multiple Occurrences..: N

Ineligible Tp: ___  ___  ___  ___  ___  ___  ___  ___  ___  ___   _1 of
 -------- Employer Matching ---------
Amount: ____________ Percent: ______ % Exp Object: _____ Liab Object: _____
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 ... |
|---|---|
| 5. Enter the following information:<br><br>**Deduction Cd:** Enter a unique identifier for the code to be established.<br>Effective Date: The system will default the current date in MM DD YYYY format. If a specific date is desired, it should be entered.<br>Expire Date: The system will enter an expiration date of 12 31 2069. If a specific date is desired, it should be entered.<br>**Description:** Enter a free text description of the deduction code.<br>**Priority Code:** Indicates in which order the deduction should be taken.<br>Temporarily Suspend: Indicates if the deduction is being suspended.<br>***Category:** Defines type of deduction.<br>**Cafe:** Indicates whether the deduction code is under a **C**afeteria plan, **E**ligible for placement under a cafeteria plan, or **N**ot eligible for placement under a cafeteria plan.<br>**Dollar/Perc:** Indicates how deduction is to be taken, *i.e.,* fixed amount or percentage of earnings.<br>*Perc Base: Indicates whether percentage amount applies to gross pay, hourly rate or disposable income. | |

| Your Action ... | System Response ... |
|---|---|
| Continue entering the following information:<br><br>Dollar Amt: The fixed amount to be deducted, if applicable.<br>Maximum Amt: The maximum amount that may be deducted per pay period.<br>Minimum Amt: The minimum amount that may be deducted per pay period.<br>Percent Amt %: Percentage to be deducted, if applicable.<br>Max Percent %: Maximum percentage to be deducted.<br>Frequency: Specifies how often the deduction is to be withheld.<br>Suspension Method: Specifies what to do with the deduction if the employee has insufficient income for the deduction to be taken.<br>Vendor: The vendor code for the vendor that will receive the deduction withheld from pay listed on the SASS Table Group 2.<br>**Paid By:** Indicates whether deduction is paid by employee, employer or both.<br>**Mandatory:** Specifies if deduction is **M**andatory, **V**oluntary or **O**ther.<br>Pre-Tax: Enter **Y**es if deduction is pre-tax. Defaults to **N**o. **Note**: If Y is chosen, a pop up window can be accessed to make selections. Position cursor on the Y and press ENTER to view the window.<br>Deduct If No Reg Hours: The system will default to **N**. Indicates whether deduction should be taken if no regular hours are reported.<br>W2 Rpt Cls: Determines where on the W2 the deduction should be reported, if applicable.<br>Group Number Required: The system will default to **N**. Indicates if an insurance group number is required when the deduction is entered for an employee.<br>Multiple Occurrences: The system will default to **N**. Indicates if there could be multiple occurrences of this deduction code for an employee.<br>Ineligible Tp: Indicates eligibility sequence numbers that are ineligible for this deduction. | |

| Your Action ... | System Response ... |
|---|---|
| Continue entering the following information:<br><br>Amount: The dollar amount paid by the employer if applicable.<br>Percent %: The percentage of pay paid by the employer as matching.<br>Exp Object: The object of expense code for the employer paid amount listed on the SAAS Table 1.<br>Liab Object: The liability code to offset the expense for this deduction listed on the SAAS Table 1. | |
| 6. Press ENTER<br><br>**Note**: If a new code is to be added with many of the same values as those of an existing code, **C** (Copy) may be entered beside the existing code and all data is copied as default values into a new record. Those values that should be different are entered as directed above. | The deduction code data has been added to the system. |

**Browse Deductions by Priority Code**

The Browse Deductions by Priority Code screen is used to view the list of all available payroll deductions sorted by the corresponding priority code. The information displayed includes Priority Code, Deduction Code, Description, ST, Effective Date, Expiration Date, and Last Update User ID and Date.

| Your Action ... | System Response ... |
|---|---|
| 1. Choose **PA** (Payment) from the Main Menu and press ENTER. | The Payment Menu will appear. |
| 2. Choose **PT** (Earnings, Tax, and Deduction Tables) from the Payment Menu and press ENTER. | The Earnings, Tax, and Deduction Tables Menu will appear. |
| 3. Choose **BD** (Browse Deductions by Priority Code) from the Earnings, Tax, and Deduction Tables Menu and press ENTER. | The Browse Deductions by Priority Code will appear. |

```
FMSAS23  PHV5        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/30/2015
PHPCDC2B PHPCDC3M         Browse Deductions by Priority Code           01:52 PM

Prity Ded                          S  Effective Expiration  <-- Last Update -->
Code  Cde     Description          T    Date       Date      User ID     Date
----- ----- -------------------- - ---------- ----------  -------  ----------
00030 BOSMF BOSWELL MEDIFLEX       01/01/1995 12/31/2069  PHFNC47  08/09/2012
00400 CLARP PRE-TAX CLARENDON NA   01/01/1998 12/31/2010  PHFNC47  08/09/2012
00400 CLARA CLARENDON NATIONAL I   01/01/1998 12/31/2010  PHFNC47  08/09/2012
00400 CENSP PRE-TAX CENTRAL STAT   01/01/1998 12/31/2069  PHFNC47  08/09/2012
00400 AMRLA AMERITAS DENTAL INSU   01/01/1998 12/31/2069  PHFNC47  11/07/2012
00400 CLIFP PRE-TAX COMMERICAL L   01/01/1998 12/31/2010  PHFNC47  08/09/2012
01010 ALATX DEDUCTION FOR ALABAM   09/30/1996 12/31/1996  PHFNC02  09/30/1999
01010 VIRTX DEDUCT FOR VIRGINIA    01/01/2002 12/31/2010  PHFNC47  08/09/2012
01010 WDCTX DEDUCT FOR WASH DC T   01/01/2002 12/31/2010  PHFNC47  08/09/2012
01020 ALLOC DEDUCTION FOR ALABAM   01/01/1995 08/31/2012  PHFNC47  09/17/2012
01100 PARKA PEARL ST PARKING       01/01/1999 12/31/2010  PHFNC47  08/09/2012
02010 SLIFA STATE LIFE INSURANCE N 01/01/1995 08/31/2004  PHFNC08  09/13/2004
02010 SLIFA STATE LIFE INSURANCE N 09/01/2004 11/30/2013  FMSAS08  11/19/2013
Priority Code: _____
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd                     Quit
```

**Browse Deduction Table by Vendor Code**

| Your Action ... | System Response ... |
|---|---|
| 1. Choose **PA** (Payment) from the Main Menu and press ENTER. | The Payment Menu will appear. |
| 2. Choose **PT** (Earnings, Tax, and Deduction Tables) from the Payment Menu and press ENTER. | The Earnings, Tax, and Deduction Tables Menu will appear. |
| 3. Choose **BV** (Browse Deduction Table by Vendor Code) from the Earnings, Tax, and Deduction Tables Menu and press ENTER. | The Browse Deduction Table by Vendor Code will appear. |

```
FMSAS23  PHV5        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/30/2015
PHPCDC6B PHPCDC6M       Browse Deduction Table by Vendor Code          02:18 PM

  Vendor    Ded                        Effective  Expiration <- Last Update  ->
   Code     Code      Description        Date       Date     User ID    Date
----------- ----- ------------------- ---------- ---------- -------  ----------
V0000034960 CENCF CAREFLEX-CENTRAL MS 01/01/1995 06/30/2012 PHFNC47  09/05/2012
V0000034960 CENCF CAREFLEX-CENTRAL MS 07/01/2012 12/31/2069 PHFNC47  09/05/2012
V0000034960 CENMF MEDIFLEX-CENTRAL MS 01/01/1995 12/31/2069 PHFNC47  08/09/2012
V0000054371 BOSDC BOSWELL CAREFLEX    01/01/1995 12/31/2069 PHFNC47  08/09/2012
V0000054371 BOSMF BOSWELL MEDIFLEX    01/01/1995 12/31/2069 PHFNC47  08/09/2012
V0000062730 EGLAS ELLISVILLE GLASS FU 01/01/2001 06/30/2012 PHFNC47  08/29/2012
V0000076600 IMEPA METROPOLITAN LIFE I 02/01/2006 12/31/2069 PHFNC47  08/09/2012
V0000076600 IMEPP PRE-TAX METROPOLITA 02/01/2006 12/31/2069 PHFNC47  08/09/2012
V0000076604 IMLIA METROPOLITAN LIFE I 11/01/2010 12/31/2069 PHFNC47  08/09/2012
V0000076604 IMLIP PRE-TAX METROPOLITA 11/01/2010 12/01/2069 PHFNC47  08/09/2012
V0000118320 CUDOT MDOT FEDERAL CREDIT 01/01/1995 12/31/2069 PHFNC47  08/09/2012
V0000118320 CUMHD MS HIGHWAY DEPARTME 01/01/1995 10/31/2006 PHFNC08  10/25/2006
V0000118320 CUMHD MS HIGHWAY DEPARTME 01/02/1995 06/30/2012 PHFNC47  08/29/2012
Vendor Code: ___________
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd                     Quit
```

**Other Payroll Tables**

| Your Action ... | System Response ... |
|---|---|
| 1. Choose **PA** (Payment) from the Main Menu and press ENTER. | The Payment Menu will appear. |
| 2. Choose **OT** (Other Payroll Tables) from the Payment Menu and press ENTER. | The Other Payroll Tables Menu will appear. |

```
FMSAS23  PHV4       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      07/08/2015
PHIMAINU PHIMAINM            Other Payroll Tables Menu                09:33 AM

         Code      Description                                     FastPath

          AL   Maintain Leave Accruals Table                       ACCR
          HO   Maintain Holiday Table                              HOLI
          PP   Maintain Pay Parms Table                            PARM
          UP   Maintain Uniform Premiums Table                     UPRM
          GR   Browse Garnishment Rate Table                       GARN
          BP   Browse Pay Dates                                    BRPD
          MP   Maintain Pay Date                                   PYDT
          BA   Browse Agency Work Cycles                           BRAW
          MA   Maintain Agency Work Cycle Dates                    AGWC
          LF   Life/Health Ins. Coverage Batch Update              LFBU
          DH   Download of Holiday Table                           HTDL


    Code: __

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

**Holiday Table (MMRS ONLY)**

The Holiday Table is used to establish the schedule for all state holidays and to populate the time sheets for each pay period. This table also establishes alternate holidays to be used if an employee does not work on the established holiday and must take off another day for the holiday.

| Your Action ... | System Response ... |
|---|---|
| 1. Choose **PA** (Payment) from the Main Menu and press ENTER. | The Payment Menu will appear. |
| 2. Choose **OT** (Other Payroll Tables) from the Payment Menu and press ENTER. | The Other Payroll Tables Menu will appear. |
| 3. Choose **HO** (Maintain Holiday Table) from the Other Payroll Tables Menu press ENTER. | The Maintain Holiday Table will appear. |

```
FMSAS23  PHV4       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      07/08/2015
PHPTHT1D PHPTHT1M              Maintain Holiday Table                 09:07AM

Action: _ (A,B,D,M) Year: ____  Holiday Type: _  Regular='H'  Teacher='A','T'
                                                                   1 of 125
Holidays.: __ __ ____   __ __ ____   __ __ ____   __ __ ____   __ __ ____
Alternate: __ __ ____   __ __ ____   __ __ ____   __ __ ____   __ __ ____

Holidays.: __ __ ____   __ __ ____   __ __ ____   __ __ ____   __ __ ____
Alternate: __ __ ____   __ __ ____   __ __ ____   __ __ ____   __ __ ____

Holidays.: __ __ ____   __ __ ____   __ __ ____   __ __ ____   __ __ ____
Alternate: __ __ ____   __ __ ____   __ __ ____   __ __ ____   __ __ ____

Holidays.: __ __ ____   __ __ ____   __ __ ____   __ __ ____   __ __ ____
Alternate: __ __ ____   __ __ ____   __ __ ____   __ __ ____   __ __ ____

Holidays.: __ __ ____   __ __ ____   __ __ ____   __ __ ____   __ __ ____
Alternate: __ __ ____   __ __ ____   __ __ ____   __ __ ____   __ __ ____
LastUpdtTm:                                LastUpdtUser/Pgm:
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. Choose **M**odify and enter the following information:<br><br>**Year:** Enter the year you wish to view.<br>**Holiday Type:** Choose **H** for regular holidays or **T** for teacher holidays. | The Holiday Table will appear with dates for scheduled holidays and alternate dates. |
| 5. Press ENTER. | |
| 6. The dates for holidays may be added and/or changed at this point. When entries have been made, press ENTER. | The system will respond with the message that holidays have been modified successfully. |

**Leave Accruals Table (MMRS ONLY)**

The Leave Accruals Table is used to control the leave balances and accruals for all eligible positions. This table is used to determine the amount of personal and medical leave to give an employee based on the number of hours worked and the state hire date for the employee.

| Your Action ... | System Response ... |
|---|---|
| 1. Choose **PA** (Payment) from the Main Menu and press ENTER. | The Payment Menu will appear. |
| 2. Choose **OT** (Other Payroll Tables) from the Payment Menu and press ENTER. | The Other Payroll Tables Menu will appear. |
| 3. Choose **AL** (Maintain Leave Accruals Table) from the Other Payroll Tables Menu and press ENTER. | The Maintain Leave Accruals Table will appear. |

```
FMSAS23  PHV4        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      07/08/2015
PHPTAL1D PHPTAL1M           Maintain Leave Accruals Table               09:07AM

Action: _ (A,D,M,N,P)
*Accrual Code: _____ Accrual Frequency: _  Agency Specific: N
Description.: ____________________________________________________________
Min Amt: ____________  Max Amt: ____________  Law Max Amt: ____________
Calendar/Fiscal Year Reset Amount: ____________

Max Months Of Service..:        ___  ___  ___  ___  ___  ___  ___  ___
Accrual Hours..........:       ____ ____ ____ ____ ____ ____ ____ ____
Alternate Accrual Hours:
For Actual Hours Worked:    1  ____ ____ ____ ____ ____ ____ ____ ____
                            2  ____ ____ ____ ____ ____ ____ ____ ____
                            3  ____ ____ ____ ____ ____ ____ ____ ____
                            4  ____ ____ ____ ____ ____ ____ ____ ____
                            5  ____ ____ ____ ____ ____ ____ ____ ____
                            6  ____ ____ ____ ____ ____ ____ ____ ____

Step Down Accruals: _____  _____  _____  _____  _____
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. Choose **A**dd and enter the following information:<br><br>***Accrual Code**: Enter a unique identifier for the leave.<br>**Accrual Frequency**: Enter **M**onthly, **D**aily, **P**ay Period or **I**gnore.<br>Agency Specific: Enter **Y**es or **N**o to indicate if the leave accrual is agency specific. The system will default to **N**.<br>**Description**: Enter a free text description of the leave.<br>Min Amt: Minimum amount of leave that must exist for the employee before the employee is placed on a warning list.<br>Max Amt: Maximum balance that may be accrued, if applicable.<br>Law Max Amt: Maximum balance that may be accrued by Law Enforcement Personnel, if applicable.<br>Calendar/Fiscal Year Reset Amount: Yearly accrual amount available to be reset at the beginning of each calendar or fiscal year.<br>Max Months of Service: The number of months of service used to determine leave accrued, if applicable.<br>Accrual Hours: The number of hours accrued based on the months of service obtained that is to be received by an employee paid for a full month. | |

| Your Action ... | System Response ... |
|---|---|
| Continued.<br><br>Alternate Accrual Hours: For Actual Hours Worked: The number of hours accrued based on actual hours worked used to calculate accruals for employees paid for less than a full month.<br>Step Down Accruals: The accrual codes that are to be sequentially decreased if the original accrual code balance is insufficient to meet the requested accrual amount taken. | |
| 5. Press ENTER. | The system will respond with a message that the record has been added or modified successfully. |

**Maintain Pay Date Table (MMRS ONLY)**

The Pay Date Table is only updated by MMRS Operations at the request of Bureau of Financial Control (BFC). Operations will receive a fax or email requesting that the pay dates be set up for a frequency for specific pay periods. This table is updated with run numbers the first time a preliminary payroll is run against the pay period. For supplemental payrolls (frequency P), the pay date is the pay period on the supplemental release. Additions and modifications may also be made by accessing the screen through the Browse Pay Date Table

| Your Action ... | System Response ... |
|---|---|
| 1. Choose **PA** (Payment) from the Main Menu and press ENTER. | The Payment Menu will appear. |
| 2. Choose **OT** (Other Payroll Tables) from the Payment Menu and press ENTER. | The Other Payroll Tables Menu will appear. |
| 3. Choose **MP** (Maintain Pay Date) from the Other Payroll Tables Menu and press ENTER. | The Maintain Pay Date screen will appear. |

```
FMSAS23  PHV4       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      07/08/2015
PHPCCL4D PHPCCL4M                Maintain Pay Date                    10:02 AM

*Action: _   (A,B,C,D,M,N,P)

*Pay Frequency........: _
 Pay Period End Date..: ________   (MMDDYYYY)

 Pay Period Start Date: ________   (MMDDYYYY)
 Pay Date.............: ________   (MMDDYYYY)

 Payroll Run Number...:
 Report Time Creation.:





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

| Your Action ... | System Response ... |
|---|---|
| 4. Choose **A**dd and enter the following information:<br><br>***Pay Frequency:** Enter the frequency the pay date entry is being established for.<br>**Pay Period End Date (MMDDYYYY):** Enter the last date in the pay period.<br>**Pay Period Start Date (MMDDYYYY):** Enter the first date in the pay period.<br>**Pay Date (MMDDYYYY):** Enter the date the payroll is to be paid.<br>Payroll Run Number: System will populate once the first preliminary payroll is run against this pay period.<br>Report Time Creation: Field not used. | |
| 5. Press ENTER. | The pay date entry will be added to the table. |

**Browse Pay Dates**

The Browse Pay Dates screen is used to view the list of pay dates in the system sorted by the pay frequency. The information displayed includes Pay Frequency, Pay Period End Date, Pay Period Start Date, Pay Date, and Payroll Run Number. The Maintain Pay Dates screen may be accessed from this browse screen by selecting one of the available actions next to a pay date and pressing ENTER.

| Your Action ... | System Response ... |
|---|---|
| 1. Choose **PA** (Payment) from the Main Menu and press ENTER. | The Payment Menu will appear. |
| 2. Choose **OT** (Other Payroll Tables) from the Payment Menu and press ENTER. | The Other Payroll Tables Menu will appear. |
| 3. Choose **BP** (Browse Pay Dates) from the Other Payroll Tables Menu and press ENTER. | The Browse Pay Dates screen will appear. |

```
FMSAS23  PHV4        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      07/08/2015
PHPCCL5B PHPCCL5M                  Browse Pay Dates                    11:17 AM
Actions: (A,D,M,P)
         Pay     Pay Period Pay Period            Payroll
*Act Frequency  End Date  Start Date  Pay Date  Run Number
---- --------- ---------- ---------- ---------- ----------

 _       X     04/03/2015 03/28/2015 04/08/2015 5512
 _       X     03/27/2015 03/21/2015 04/01/2015 5508
 _       X     03/20/2015 03/14/2015 03/25/2015 5503
 _       X     03/13/2015 03/07/2015 03/18/2015 5493
 _       X     03/06/2015 02/28/2015 03/11/2015 5486
 _       X     02/27/2015 02/21/2015 03/04/2015 5479
 _       X     02/20/2015 02/14/2015 02/25/2015 5472
 _       X     02/13/2015 02/07/2015 02/18/2015 5464
 _       X     02/06/2015 01/31/2015 02/11/2015 5460
 _       X     01/30/2015 01/24/2015 02/04/2015 5451
 _       X     01/23/2015 01/17/2015 01/28/2015 5442
 _       X     01/16/2015 01/10/2015 01/21/2015 5435
*Pay Frequency: _   Pay Period End 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. Choose **D**isplay next to the selected record and press ENTER. | The Maintain Pay Date screen will appear. |

**Maintain Agency Work Cycle Table (MMRS ONLY)**

The Agency Work Cycle Table is used by an agency for calculations of overtime based on the work start date of the work cycle and the length of the work cycle. Sample work cycles would be a standard 7-day week, a 28-day cycle for law enforcement personnel or a 14-day cycle for hospital personnel. Additions and modifications may also be made by accessing the screen through the Browse Agency Work Cycle.

| Your Action… | System Response… |
|---|---|
| 1. Choose **PA** (Payment) from the Main Menu and press ENTER. | The Payment Menu will appear. |
| 2. Choose **OT** (Other Payroll Tables) from the Payment Menu press ENTER. | The Other Payroll Tables Menu will appear. |
| 3. Choose **MA** (Maintain Agency Work Cycle Dates) from the Other Payroll Tables Menu and press ENTER. | The Maintain Agency Work Cycle Dates screen will appear. |

```
FMSAS23  PHV4        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      07/08/2015
PHPCECSD PHPCECSM          Maintain Agency Work Cycle Dates            11:24 AM

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

  *Agency Number..: ____
  *Work Cycle Code: __
   Start Date.....: __ __ ____
   End Date.......: __ __ ____

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

| Your Action… | System Response… |
|---|---|
| 4. Choose **A**dd and enter the following information:<br><br>***Agency number:** Enter the agency number the work cycle is being established for<br>***Work Cycle Code:** Select the work cycle code.<br>**Start Date:** Enter the date the work cycle takes effect.<br>**End Date:** Enter the last date the work cycle will be in effect. When setting this up, default the end date to 12/31/2069, then count backwards to select an end date in the future that will be correct for this work cycle. | |
| 5. Press ENTER. | The work cycle will be added to the table. |

**Browse Agency Work Cycles**

The Browse Agency Work Cycle screen is used to view various work cycle needs of the agencies. Work cycles are used in the overtime calculation process and are used by the Report Time and Calculate Pay processes.

| Your Action… | System Response… |
|---|---|
| 1. Choose **PA** (Payment) from the Main Menu and press ENTER. | The Payment Menu will appear. |
| 2. Choose **OT** (Other Payroll Tables) from the Payment Menu press ENTER. | The Other Payroll Tables Menu will appear. |
| 3. Choose **BA** (Browse Agency Work Cycle) from the Other Payroll Tables Menu and press ENTER. | The Browse Agency Work Cycle screen will appear. |

```
FMSAS23  PHV4       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      07/08/2015
PHPCECTB PHPCECUM             Browse Agency Work Cycles               12:17 PM

Actions: (A,D,M,P)
     Agency Wk Cyc
*Act Number  Code  Start Date  End Date          Work Cycle Description
---- ------ ------ ---------- ---------- ------------------------------------
                          *** End of Data ***









*Agency: ____   *Work Cycle Code: __   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. Choose **D**isplay next to the selected record and press ENTER. | The Maintain Agency Work Cycle Dates screen will appear. |

**Maintain Pay Parms Table (MMRS ONLY)**

The Pay Parms Table identifies earnings codes used in converting extra hours worked into extra hours for overtime and extra hours for agency time. This table is also used to identify certain other unique earnings codes and to set the number of hours for edits.

| Your Action… | System Response… |
|---|---|
| 1. Choose **PA** (Payment) from the Main Menu press ENTER. | The Payment Menu will appear. |
| 2. Choose **OT** (Other Payroll Tables) from the Payment Menu and press ENTER. | The Other Payroll Tables Menu will appear. |
| 3. Choose **PP** (Maintain Pay Parms Table) from the Other Payroll Tables Menu and press ENTER. | The Maintain Pay Parms Table screen will appear. |

```
FMSAS23  PHV4        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      07/08/2015
PHPWPA1D PHPWPA1M              Maintain Pay Parms Table                 01:07PM

Action: _ (D,M)

Regular Earnings - Scheduled: _____  Unscheduled: _____  Holiday: _____

Hours Per Week: __  Max Dollars: _________

Hours Per Day Warning: __  Max Perc Related Deductions: _______

Earnings Code: Extra Hours..: _____
               Agency Comp..: _____  Max Agency Comp Forward: ______
               FLSA   Comp..: _____
               Over Time....: _____  Agency Time............: _____
               Life Imputed : _____
After Tax Life Deduction....: _____

Tax Codes: _____  _____  _____  _____  _____

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

| Your Action… | System Response… |
|---|---|
| 4. Choose **M**odify and enter the following information:<br><br>**Regular Earnings – Scheduled:** Enter the earnings code used to populate timesheets with regular hours worked.<br>**Unscheduled:** Enter the earnings code used to enter hours worked for hourly paid individuals.<br>**Holiday:** Enter the earnings code that identifies the day as a paid holiday.<br>**Hours Per Week:** Enter the standard number of work hours per week.<br>**Max Dollars:** Enter the maximum amount of earnings in dollars that can be entered at one time. | |

| Your Action… | System Response… |
|---|---|
| Continue entering the following information:<br><br>**Hours Per Day Warning:** Enter the maximum number of hours that may be entered for a day. If total hours entered for a day exceed this amount, a warning message will be returned.<br>**Max Perc Related Deductions:** Enter the maximum percent that may be entered for a deduction code (This parm is not used by SPAHRS)<br>**Earnings Code:**<br>**Extra Hours..:** Enter the earnings code used to identify extra hours worked on the timesheet<br>**Agency Comp..:** Enter the earnings code used in the calculation process to identify hours as agency comp time earned.<br>**Max Agency Comp Forward:** Enter the maximum number of hours of agency comp that may be carried over from one fiscal year to the next.<br>**FLSA Comp:** Enter the earnings code used in the calculation process to identify hours as comp time earned for FLSA overtime.<br>**Over Time:** Enter the earnings code used in the calculation process to identify hours and dollars paid for FLSA overtime.<br>**Agency Time:** Enter the earnings code used in the calculation process to identify hours and dollars earned for extra hours due at straight time.<br>**Life Imputed:** Enter the earnings code used in the calculations process to identify the calculated value of group term life insurance in excess of $50,000.<br>**After Tax Life Deduction:** Enter the deduction code used for the after tax state life insurance deduction. (This code used by regular state employees, not members of the legislature)<br>**Tax Codes:** Enter the tax codes available. | |
| 5. Press enter. | Entries will be updated to the Pay Parms Table. |

**Maintain Uniform Premiums Table (MMRS ONLY)**

The Uniform Premiums Table stores the Uniforms Premiums Table as published by the IRS. This table is used to calculate the taxable value of providing group term life insurance in excess of $50,000.

| Your Action… | System Response… |
|---|---|
| 1. Choose **PA** (Payment) from the Main Menu press ENTER. | The Payment Menu will appear. |
| 2. Choose **OT** (Other Payroll Tables) from the Payment Menu press ENTER. | The Other Payroll Tables Menu will appear. |
| 3. Choose **UP** (Maintain Uniform Premiums Table) from the Other Payroll Tables Menu and press ENTER. | The Maintain Uniform Premiums Table will appear. |

```
FMSAS23  PHV4        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      07/08/2015
PHPTUP1D PHPTUP1M          Maintain Uniform Premiums Table              01:07PM

Action: _ (A,B,C,D,M,N)

     Uniform Premium Type.....: _

     Starting Age Range.......: 0__
     Ending Age Range.........: 0__
     Monthly Cost Per Thousand: ______
     Effective Date...........:
     Expiration Date..........: ________









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. Choose **A**dd and enter the following information:<br><br>**Uniform Premium Type:** Enter **U** to indicate the Uniform Premiums Table. There is no other type.<br>**Starting Age Range:** Enter the lower limit of the age group.<br>**Ending Age Range:** Enter the upper limit of the age group.<br>**Monthly Cost Per Thousand:** Enter the value associated with this age group.<br>**Effective Date:** Enter the date this entry goes into effect.<br>**Expiration Date:** Enter the date this entry is no longer in effect for the age group. | |
| 5. Press ENTER. | Entries will be added to the table. |

**Maintain Garnishment Rate Table (MMRS ONLY)**

The Maintain Garnishment Rate Table is used to limit the amount of disposable earnings that may be garnished. This table records the limitations set forth by Title III of the Consumer Credit Protection Act, administered by the U.S. Department of Labor.

| Your Action… | System Response… |
|---|---|
| 1. Choose **PA** (Payment) from the Main Menu and press ENTER. | The Payment Menu will appear. |
| 2. Choose **OT** (Other Payroll Tables) from the Payment Menu and press ENTER. | The Other Payroll Tables Menu will appear. |
| 3. Choose **GR** (Browse Garnishment Rate Table) from the Other Payroll Tables Menu and press Enter. | The Browse Garnishment Rate Table screen will be displayed. |

```
FMSAS23  PHV4        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      07/08/2015
PHPCGA1B PHPCGA1M           Browse Garnishment Rate Table              01:52 PM

(A,D,M)  Effective     Pay     Expiration   <---------- Last Update ----------- >
  Act      Date        Freq       Date      User Id          Date & Time
  ---    ----------    ----    ----------   --------  ------------------------ -
   _     08/01/2009     X                   YYP1526U  09/14/2009 11:10:46.7 PM
   _     08/01/2009     W                   YYP1526U  09/14/2009 11:10:46.7 PM
   _     08/01/2009     S                   YYP1526U  09/14/2009 11:10:46.7 PM
   _     08/01/2009     R                   YYP1526U  09/14/2009 11:10:46.7 PM
   _     08/01/2009     M                   YYP1526U  09/14/2009 11:10:46.7 PM
   _     08/01/2009     L                   YYP1526U  09/14/2009 11:10:46.7 PM
   _     08/01/2009     K                   YYP1526U  09/14/2009 11:10:46.7 PM
   _     08/01/2009     B                   YYP1526U  09/14/2009 11:10:46.7 PM
   _     07/01/1997     X    07/31/2009     YYP1526U  09/14/2009 11:10:46.7 PM
   _     07/01/1997     W    07/31/2009     YYP1526U  09/14/2009 11:10:46.7 PM
   _     07/01/1997     S    07/31/2009     YYP1526U  09/14/2009 11:10:46.7 PM
   _     07/01/1997     R    07/31/2009     YYP1526U  09/14/2009 11:10:46.7 PM
   Effective Date: ________  *Pay Frequency: _  Expiration Date: ________
                  (MMDDYYYY)                                    (MMDDYYYY)
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. Choose **A**dd or **M**odify next to the selected record and press ENTER | The Maintain Garnishment Rate Table screen will appear. |

```
FMSAS23  PHV4        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      07/08/2015
PHPCGA1D PHPCGA2M          Maintain Garnishment Rate Table            01:07 PM

     Action M (A,C,D,M,N,P)

     Pay Freq: X  Effective Date.: 08012009  Expiration Date: 12312069
                                (MMDDYYYY)                 (MMDDYYYY)


                  Lower Limit       Upper Limit
                  -----------       -----------
                   _____0.00         ___217.50
                   ___217.50         ___290.00




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

| Your Action… | System Response… |
|---|---|
| 5. Enter the following information:<br><br>**Pay Frequency:** Enter the payroll frequency the information is being established for.<br>**Effective Date (MMDDYYYY):** Enter the effective date of the table value.<br>**Expiration Date (MMDDYYYY):** Enter the expiration date of the table value.<br>**Lower Limit:** Enter the lower limit of disposable earnings, which indicates no earnings may be garnished.<br>**Upper Limit:** Enter the upper limit of disposable earnings, which indicates no earnings may be garnished.<br>**Lower Limit** (second line): Enter the lower limit of disposable earnings, which indicates a limited amount of garnishment may be withheld.<br>**Upper Limit** (second line): Enter the upper limit of disposable earnings, which indicates a limited amount of garnishment may be withheld. Disposable earnings above this limit may be garnished at the prevailing rate, based on the type of garnishment. | |
| 6. Press ENTER. | The Garnishment Rate Table will be updated with the entries. |

**Life/Health Insurance Coverage Batch Update (MMRS ONLY)**

The Life Insurance Coverage Batch Update screen is used to make changes to life insurance coverage.

| Your Action… | System Response… |
|---|---|
| 1. Choose **PA** (Payment) from the Main Menu and press ENTER. | The Payment Menu will appear. |
| 2. Choose **OT** (Other Payroll Tables) from the Payment Menu and press ENTER. | The Other Payroll Tables Menu will appear. |
| 3. Choose **LF** (Life/Health Ins. Coverage Batch Update) from the Other Payroll Tables Menu and press ENTER. | The Life/Health Ins. Coverage Batch Update screen will appear. |

```
FMSAS23  PHV4        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      07/08/2015
PHOMLF1P PHOMLF1M      Life/Health Ins. Coverage Batch Update          01:58 PM


                        Date        Factor
                      ----------   --------
   Previous Values:   11/21/1997    2.00000    Life Ins Coverage =
                      09/01/2004    2.00000      Annual Salary * Factor
                                                 Rounded up to nearest $1000


             New Value: Date   : __  __  ____
                        Factor: ________

             New / Amended life Insurance Deductions : _

  Health Insurance Batch Update : Submit(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:<br><br>Previous Values:<br>Date: The system will display the effective date of previous information entered.<br>Factor: The system will populate the previous information entered.<br>**New Value:**<br>**Date:** Enter the date the new factor will become effective.<br>**Factor:** Enter the new factor.<br>**New/Amended Life Insurance Deductions:** Enter "**Y**" if there are new amended life insurance deductions.<br>**Health Insurance Batch Update: Submit (Y/N):** Enter "**Y**" to submit the job.<br>*****Warning**… This action updates all records both Active and Expired.* | The Life/Health Ins. Coverage Batch Update will have been submitted. |

**Download of Holiday Table**

| Your Action… | System Response… |
|---|---|
| 1. Choose **PA** (Payment) from the Main Menu and press ENTER. | The Payment Menu will appear. |
| 2. Choose **OT** (Other Payroll Tables) from the Payment Menu and press ENTER. | The Other Payroll Tables Menu will appear. |
| 3. Choose **DH** (Download of Holiday Table) from the Other Payroll Tables Menu and press ENTER. | The Download of Holiday Table screen will appear. |

```
FMSAS23  PHV4        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      07/08/2015
PHPTTHTD PHPTTHTM             Download of Holiday Table                02:00 PM




                     Holiday Type: _ (Regular='H'  Teacher='T')

                     Holiday Year: ____




                  File Name:

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:<br><br>**Holiday Type:** Enter "**H**" for Regular and "**T**" for Teachers.<br>**Holiday Year**: Enter the year to be downloaded. | |
| 5. Press ENTER. | The batch job submission screen will appear. |
| 6. Press ENTER. | The system will populate the following message:<br><br>The job has been submitted successfully. |
| 7. The system will populate the **File Name** to be downloaded. | |