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# Mississippi Management and Reporting System

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**Department of Finance and Administration**

<b>MMRS MASH/Training Materials</b>		
6010	SPAHRs WIN Processing Guide	Revision Date: 12/02/2015
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**Contract Workers****Step 1 Create a Contract**

- Enter the worker demographic information (EM ME ED).
- Enter the contract information (MC MC).

**Step 2 Browse/Hire Contract Worker within WIN (MC CW BW)**

- Browse/Hire Contract Workers for all eligible workers by contract number.

**Step 3 Complete any demographic/agency information**

- Add/modify any required field not entered when record was first created.
- Verify I-9 status (EM ME EE).
- Add Eligibility Sequence Number (EM MP MI).

**Step 4 Establish Default Account Distribution for WIN**

- Enter the account distribution using the same coding block as used in SPAHRS SAAS Tables. (The path through the Manage Contracts system is MC CW CD or MC CW CU if it contains user fields. The WIN default account distribution may also be added at PA GS MD CD.)

**Step 5 Create withholding records for the worker**

- Maintain Federal Taxes (EM MP FT).
- Maintain State Taxes (EM MP MS).
- Maintain Deductions if applicable (EM MP MD).
- Add Direct Deposit Record if applicable (EM MP DD).

**Workers without Contracts**

(There are ten specific types of Workers without Contracts.)

**Step 1 Create the WIN (EM EE WC)**

The system will assign the next consecutive number for the agency.

**Step 2 Hire the Worker into the Win (EM EE EO)**

- Enter the demographic information (EM ME ED)

**Step 3 Complete any required demographic data**

- Verify Eligibility Sequence Number (EM MP MI).
- Add/modify any required field not entered when record was first created.

**Step 4 Establish Default Distribution for the WIN**

- Enter the WIN account distribution using the same coding block as used in SPAHRS SAAS Tables.  
(MC CW CD or MC CW CU if it contains user fields or PA GS MD CD)

Step 5 Create withholding records for the worker

- Maintain Federal Taxes (EM MP FT).
- Maintain State Taxes (EM MP MS).
- Maintain Deductions if applicable (EM MP MD).
- Add Direct Deposit Record if applicable (EM MP DD).

### **Timekeeping and Payroll Processing**

Step1 Create Timesheets for Workers (RT CT CT)

- A timesheet is generated for each worker for the specified pay period.
- A report is printed listing workers for which a timesheet has been created.

NOTE: If a timesheet has been omitted, input the timesheet (EM ET) for the pay period.

Step 2 Enter the time worked by the contract worker (RT ET)

- Display timesheet for review.
- Modify timesheet to report hours worked.

Step 3 Submit Error Incident Reports (RT RP EI)

- Determine any Schedule Conflicts or Missing Timesheets.
- Review Timesheets with errors online.

Step 4 Submit Preliminary Run (MC CW AP or PA PA AP)

- Enter a **Y** in Pay Detail to receive a breakdown of each worker's pay on a printed report.
- Review Detail/Summary data.

NOTE: If the pay frequency is other than K, this step must be performed from the Payment menu (PA PA AP).

Step 5 Review Reports/Online Screens for Errors

- Review Online Batch Status (PA GS SB).
- Browse for Errors by Run # (PA GS BM EE).

Step 6 Correct any Errors

- Repeat Steps 1-5 as necessary until a successful preliminary has been completed.

Step 7 Submit Final Run (MC CW AP)

- Verify Summary.
- Verify Details.

Step 8 Browse JV Entries/Final Report (PA GS BM JE)

- If Final Run is to be re-submitted, DFA must back out the JVs.

Step 9 DFA completes Payroll Processing

Step 10 On Pay Date pick up printed checks, vendor payments, and remittance advices from DFA.

### **Payroll Adjustments**

Contract payroll adjustments must be made from the Payment menu (PA AP AE/IP) in the same manner as all other payroll adjustments.