



STATE OF MISSISSIPPI
GOVERNOR PHIL BRYANT

DEPARTMENT OF FINANCE AND ADMINISTRATION
KEVIN J. UPCHURCH
EXECUTIVE DIRECTOR

To: Payroll and Human Resource Departments, SPAHRS Agencies
From: Jenny Bearss, Chief Systems Information Officer
Date: June 2, 2016
Subject: MMRS Fiscal Year-End Issues for MSPB and Non-MSPB Agencies

Once again MMRS is pleased to assist you with your conversion into the new fiscal year. We would like to address several fiscal year-end functions in order for you to know what to expect for certain processes during this time. The MMRS staff has been following an established preparation plan to ensure a successful transition of current fiscal year issues, including Payroll and Human Resource data, into the new fiscal year. Our intention is to achieve an uneventful transition with minimal interruptions to the user-agency operations.

1. BY2017 Position Default Accounting Distributions - Agency

Payroll users may enter BY2017 Default Accounting Distributions if data is established in SPAHRS for BY2017 and if SPAHRS program budget data is approved for agency and position for FY2017. For MSPB purview/processed agencies, the rollover cannot occur until MSPB FY2017 Conversion processing has concluded on June 30, 2016. Non-MSPB agencies may proceed with the rollover at any time because MMRS staff has already initiated conversion for these agencies. If you are using Validation Tables, BY2017 data must be entered into these tables prior to entering the Default Accounting Distributions.

The quick method of setting up both the SPAHRS Validation Table and the Default Accounting Distributions is by using the Rollover Table (PA GS RT). Enter the agency number and the previous budget fiscal year (2016) and select the desired rollover. The rollover can be done *only when* expiration dates are in the future. If your data does not change much from year to year, it is recommended that you enter "12 31 2069" as the expiration date on both the Validation Table and on the Default Accounting Distributions. Entering this date will enable you to roll your data each year. If there are errors from the submission runs for the rollover, you will need to correct these errors.

2. FY2017 Travel Requirements, Authorizations, Accounting Distributions, and Advances

- Travel Authorization (trip) numbers are valid for **one specific fiscal year** and cannot cross from one fiscal year into the next; they *cannot be rolled over* from one fiscal year to the next. New trip numbers for FY2017 will need to be set up manually by each agency.
- In order for the correct fund allocations to be picked up, the agency PIN/WIN default accounting distributions must be rolled over prior to establishing any new travel accounting distributions.

Note: Travel accounting distributions should **never** be set up unless the travel expenses are to be different from the PIN/WIN *default* accounting distribution. If, however, *travel* accounting distributions are to be used in FY2017, then they must be set up on an individual basis, *as needed*.

- All travel advances issued in FY2016 should be cleared by the last working day of July 2016.
- Travel pay dates for FY2017 will not be posted on the Pay Date table in SPAHRS until after June 30.

3. New Contracts and Contract Renewals

Contract Worker contracts that are to be renewed for FY2017 must be processed and **approved** in SPAHRS by June 30, 2016. **If not renewed and approved by this date, the contracts will be expired by SPAHRS on June 30.** Instructions for renewing contracts can be found on the MMRS website at <http://www.dfa.ms.gov/mmrs> > MMRS Training > Legacy Training Materials > SPAHRS – Legacy Training Materials > Human Resources, Manage Contracts > 6222 Manage Contracts - Maintain Contracts.

No action is required for existing multi-year contracts that were initially scanned in the Award/Contract Interface.

4. Contract WINS in FY2017

If the contract worker is going to continue working in the same contract on July 1, 2016, or afterwards, then existing Contract WINS must be changed to end June 30, FY2017. Instructions for making fiscal year changes to Contract WINS are found on the MMRS website at <http://www.dfa.ms.gov/mmrs> > MMRS Training > Legacy Training Materials > SPAHRS – Legacy Training Materials > Human Resources, WINS > “6008 How to Continue Contract WINS in the New Fiscal Year.”

All WINS (contractual or non-contractual) that are not to be continued into the next Fiscal Year should be ended in SPAHRS, effective on the date the contract expires *and/or* the last payment is made to the Contract Worker, *whichever is later*. If your agency did not complete this task at the end of prior years, please complete it now. An accurate count of the number of contract workers each agency employs can be determined if this process is followed.

5. FY2017 Manage Contract Tables

MMRS staff will systematically establish the generic Manage Contract tables required for processing FY2017 contracts.

6. Mass Change/Cost Reallocation

During the Lapse Period (July 1 through August 31), when processing adjustments on supplemental payrolls in the current year (2017) for the prior year (2016), the agency must set up a “Mass Change Before Posting” (PA GS CM M1) if the payroll is to be applied to the prior budget year. All regular payrolls with a payroll ending date in the prior fiscal year (2016) and a pay date in the current fiscal year (2017) will be charged to the prior budget year’s (2016) second allotment period. If agencies desire to pay from current year funds, they will need to process a “Mass Change Before Posting.”

Cost Reallocation for payrolls paid in the prior budget year may be entered and processed only through August 25, 2016, to ensure time for any corrections.

The Travel Voucher “To Date” is the indicator that determines in which budget year expenses are charged. Travel Vouchers with dates that cross the fiscal year, *i.e.*, the “From Date” is in the prior fiscal year (2016) and the “To Date” is in the current fiscal year (2017), will have expenses charged to the current budget year (2017) unless a “Mass Change Before Posting” (PA GS TC M1) is created to have the payment applied to the prior budget year. If budget authority is not sufficient in the old budget year to post payments for FY2016 travel, the agency must set up a “Mass Change Before Posting” to have the payment applied to the current budget year.

7. Electronic P1s and CP-1 Loads

- Your electronic **P1s** must be approved by OPTFM prior to agency issuance of a purchase order by **5:00 p.m. on Tuesday, June 28, 2016**, to allow for any additional information and/or corrections needed prior to approval.
- ITS must submit all **CP-1** loads to MAGIC by **5:00 p.m. on Tuesday, June 28, 2016**. Should you have any questions regarding a CP-1 or the deadline for submission, please contact the ITS Procurement Help Desk at 601-432-8166.

8. FY Conversion Process for Human Resource (HR) Data

In conjunction with the Mississippi State Personnel Board, MMRS will be implementing Fiscal Year 2017 (FY2017) Conversion of SPAHRS Human Resource data beginning Thursday, June 16, 2016. You can assist us in ensuring accurate and complete conversion of your data for FY2017 by being aware of, and adhering to, the time schedule that follows:

Tuesday, June 14, and Wednesday, June 15, 2016

■ **MSPB Processed/Purview Agencies:**

The Mississippi State Personnel Board (MSPB) will notify MSPB Processed/Purview agencies of the final schedule for conversion. The final day and time to enter

transactions with effective date of June 30, 2016, or before, is close of business (COB) **Tuesday, June 14**. Transactions **may** be entered on Wednesday, June 15, **but only at the request of MSPB staff**. Transactions with effective dates of July 1, or after, will be disapproved, returned without action, or purged by MSPB staff.

■ **Non-MSPB Agencies:**

MMRS staff has initiated mass rollover of FY2016 Agency Program Budget and Position Program Budget records into FY2017 as ACTIVE records for non-MSPB agencies. Non-MSPB agencies are not limited, therefore, to entering transactions with effective dates in fiscal year 2017. Transactions with effective dates on or after July 1 for FY2017 may be entered by non-MSPB agencies without jeopardizing conversion.

■ **SPAHRs Payrolls in June 2016:**

All **human resource record changes** necessary for processing any payroll in June for FY2016 **MUST be approved by close of business Tuesday, June 14, 2016**, or before, if required for a due date prior to that deadline. If not approved, then affected employees cannot be paid until the first supplemental in July 2016. June payrolls falling in the FY Conversion period are listed on the payroll chart following this paragraph.

FREQUENCY	PAY PERIOD END DATE	PAY PERIOD START DATE	PAY DATE	DUE DATE
Monthly (M)	6/30/2016	6/01/2016	6/30/2016	6/22/2016
Semi-Monthly (non-delayed) (R)	6/30/2016	6/16/2016	6/30/2016	6/24/2016
Semi-Monthly (delayed) (S)	6/15/2016	6/01/2016	6/30/2016	6/08/2016
Contract Worker (K)	5/27/2016	5/14/2016	6/10/2016	6/06/2016
Contract Worker (K)	6/10/2016	5/28/2016	6/24/2016	6/20/2016
Bi-Weekly (B)	5/27/2016	5/14/2016	6/10/2016	6/06/2016
Bi-Weekly (B)	6/10/2016	5/28/2016	6/24/2016	6/20/2016
Weekly (W)	6/23/2016	6/17/2016	7/1/2016	6/28/2016
Weekly (W)	6/30/2016	6/24/2016	7/8/2016	7/5/2016
Supplemental (P)	6/23/2016	6/01/2016	6/23/2016	6/17/2016
Supplemental (P)	6/30/2016	6/01/2016	6/30/2016	6/27/2016

Thursday, June 16 – Thursday, June 30

- MSPB and MMRS staff will complete Fiscal Year 2017 Conversion.
- SPAHRS will be available to all users. *However*, access to human resource functions affecting Agency, Position, Occupation, and Employment for PINs and Change Compensation for PINs will be limited to READ ONLY for all MSPB Processed/Purview users from Thursday, June 16, through Monday, July 4 (inclusive). Access for other SPAHRS segments, including all payroll functions, will not be affected. **Access for Non-MSPB agencies will not be affected.**
- NEOGOV Insight, the Mississippi State Personnel Board's (MSPB's) online application/applicant tracking system, will be available for recruitment purposes; however, processing new hires and/or transfers will not occur during the specified times of conversion. If you need any assistance with the functionality of this system, please contact your agency's MSPB HCCM consultant.
- By Thursday, June 30, SPAHRS will reflect any salary or PIN changes effective July 1, 2016, for MSPB Processed/Purview agencies as a future (pending) record. **Changes for Non-MSPB agencies will not be reflected until your agency staff modifies each individual employee's record.**
- On Thursday, June 30, SPAHRS will be available to all users **from 7:00 a.m. until 12:00 noon**. MMRS Call Center staff and other MMRS staff **will** be available to assist users. As a reminder, SPAHRS Human Resource access will be limited from June 16 - July 4 (inclusive).
- SPAHRS will be available on Saturdays and Sundays - June 4 & 5, June 11 & 12, June 18 & 19, and June 25 & 26 (from 8:00 a.m. until 8:00 p.m.) - to provide additional time for agencies to enter documents for processing. There will be no MMRS Call Center staff support available on Saturdays or Sundays. Users may leave messages on the Call Center, and the calls will be returned first thing the following Monday.
- MERLIN and LSO will not be affected by the above FY Conversion process and will continue to be available to users as usual.

Thursday, 12:00 p.m. (noon) – Monday, July 4

MAGIC and SPAHRS will not be available.

Tuesday, July 5

- Prior to opening of business on Tuesday, July 5, 2016, access for all SPAHRS users will be reset to allow users to resume previously authorized access.
- SPAHRS and MAGIC should be available to users on Tuesday, July 5, 2016. If there is a change to this schedule, users will be notified.

Monday, July 4

The Department of Finance and Administration will be closed Monday, July 4, in observance of Independence Day.

Should there be any changes to the specifics of this memo, you will be notified via the SPAHRS banner screen and the MMRS website. Please contact the MMRS Call Center at (601) 359-1343, or by email at mash@dfa.ms.gov if you have any questions concerning this memo.