

1. What is the advantage of having the reports go through FMVIEW?

FMVIEW allows agencies to view or reprint lost or misplaced reports from SAAS and SPAHRS. Entire reports may be printed, a single page, or a range of pages can be printed. Additionally, agencies no longer have to print and fax the payroll sign-off sheet to OFM/BFC to indicate completion of a final payroll; OFM/BFC has access to view this information in FMVIEW.

2. When are reports available in FMVIEW?

All reports are available in FMVIEW after the job that produces the report completes.

3. Where do I find the list of SAAS and SPAHRS reports available in FMVIEW?

The list of reports can be found on the MMRS Web Site, www.mmrs.state.ms.us, under Applications - FMVIEW - Training Materials.

4. Who should I contact if I have problems logging into or printing reports from FMVIEW?

Contact the MMRS Call Center at 601-359-1343 and press "7" for Operations, or e-mail us at mash@dfa.state.ms.us.

5. Are the FMVIEW Direct Deposit Pay Stubs in the same sequence as the paper stubs we would normally receive?

Yes, the pay stubs available through FMVIEW are in the identical sequence as the paper pay stubs.

6. Can I view and print a range of pay stubs from FMVIEW?

Yes. Each employee's pay stub is on a separate page. As with all other print managed through FMVIEW, a range of pages can be printed. For information on printing from FMVIEW, Please see the FMVIEW User Manual on the MMRS web site at www.mmrs.state.ms.us under Applications – FMVIEW – Training Materials.

7. Can I view and print an individual pay stub from FMVIEW?

Yes. Each employee's pay stub is on a separate page. As with all other print managed through FMVIEW, individual pages can be printed. For information on printing from FMVIEW, Please see the FMVIEW User Manual on the MMRS web site at www.mmrs.state.ms.us under Applications – FMVIEW – Training Materials.

8. Do the reports for all the preliminary runs for every payroll stay in FMVIEW indefinitely? Is there any way to delete the reports that are not needed?

All payroll reports, both preliminary and final, remain in FMVIEW for three months. Agencies do not have the option to delete reports in FMVIEW.

9. How can I get access to FMVIEW?

Access to and security for FMVIEW is maintained by MMRS staff and is tied to the individual user's TPX ID. Each agency using FMVIEW must name an FMVIEW Security Contact for the SAAS and SPAHRS applications using the 1076 MMRS Security Contact Maintenance Form. Additionally, the form, 4103 FMVIEW User Maintenance Form must be completed for each individual needing access to FMVIEW. These forms and these procedures for completing the forms can be found on the MMRS web site, www.mmrs.state.ms.us under Security.

10. I have never used FMVIEW. Where do I find instructions for FMVIEW and who can assist me with using it?

The FMVIEW User Manual can be found on the MMRS web site, www.mmrs.state.ms.us under Applications – FMVIEW – Training Materials. You can also call the MMRS Call Center at 601-359-1343 and select the SAAS or the SPAHRS option for assistance.

11. I see reports from my preliminary payroll but can't find the reports from my final payroll.

Please notice that final has an 'F' in the report name after '730' (XX730F...) instead of a 'P' for preliminary (XX730P...). Note that 'XX' is the first two characters of your SPAHRS ID.

12. We usually receive our employee and vendor payroll reports when we pick up our checks at DFA. When will these reports be available in FMVIEW?

The employee and vendor payroll reports are available in FMVIEW the day after the payrolls are due to DFA.

13. What can be done about the extra banner pages that print with my reports?

Banner pages can and should be set to the minimum of a header and trailer page for each report. If you are receiving more than the minimum, contact the MMRS Call Center at (601) 359-1343 and press option 7 for MMRS Operations.

14. Will all direct deposit pay stubs be available in FMVIEW?

No. Direct deposit pay stubs will be available only for those individuals where a 'Y' has been set for the FMVIEW Pay Stub field on the SPAHRS Direct Deposit set up screen.

15. Do I need any special forms to print the pay stubs?

No, you will not need special forms to print the pay stubs. The pay stubs are designed to print on 8.5" x 11" paper.

16. Will my reports print automatically at my printer?

All SAAS reports are set up to automatically print at the designated printer as authorized by your agency. However, due to the confidential nature of the information in most SPAHRS reports, these reports will not print automatically unless we have received form

4106 FMVIEW Agency Run Payroll Print Declaration from your agency. This form and the procedures for completing the form can be found on the MMRS web site at www.mmrs.state.ms.us under Security – FMVIEW.