

MANAGE CONTRACTS

1. How do I set up a contract and pay a contract worker for prior year expenses?

To pay a contract worker for work completed in a prior fiscal year, after the lapse period has ended, you will need to set up a new contract using the Contract Service Type PCW (Prior Year Contract Worker). The contract worker will have to be hired into a WIN in the same manner as all other contract workers, and payroll will be completed and run as it normally is run. Payments will be charged to earnings code 61993 for prior year expenses.

NOTE: Once the contract worker has been PAID for the prior year expense, the worker MUST be separated out of the WIN and the contract must be terminated.

2. The system keeps timing out when I am entering my new contracts or justification for modifying contract. What is wrong?

Remaining in the contract a lengthy period of time without pressing the ENTER key may cause the system to timeout, in which case you will have to begin again. Refrain from using the F11 key while you are entering the contract. Use the ENTER key, as instructed in the training workbook, to prevent losing information.

Once you complete your entries then proof the contract. Modify whatever may be needed. Submit the contract for approval when you are satisfied that everything is correct.

3. How can I determine if the person working for our agency is an Independent Contractor or a Contract Worker and if they should be paid through SAAS or SPAHRs?

If a vendor or third party withholds the taxes and remits the taxes on the person's behalf, the person is an Independent Contractor and is paid through SAAS. If the agency is responsible for withholding the taxes and is liable for the employer's share of employment taxes, the person will be classified as a Contract Worker and must be paid through SPAHRs. For more information go www.spb.state.ms.us, select Procurement Regulations Download (under Contract Review Board), choose "Personal Services Contract Procurement Regulations," and select Appendix C, Independent Contractor/Contract Worker Determination.

4. I am receiving an error on my preliminary payroll stating the contract amount has been exceeded. What must be done?

You should modify the Contract Information to increase the agreement amount; once that action is completed, increase the personal services amount within the contract fiscal year.