



**1. Does cash have to be available in the fund used to issue payroll at the time a preliminary payroll is run?**

Yes. The accounting distribution for each PIN in the payroll contains the coding block required by SAAS (fund, activity, organization, sub-organization, location, project, reporting category, and sub-object). Any errors found during the preliminary payroll MUST be corrected before submitting the final run.

**2. How do I refund a deduction to an employee?**

There are several steps in refunding a deduction. Please refer to the training workbook, *#6307 SPAHRS Payroll Adjust Pay*, located in the SPAHRS Training Materials on the MMRS website, for full instructions.

**3. I submitted a batch job, but the report did not print on my printer. Where is the report?**

Agencies are responsible for maintaining their own printers and print defaults. If you are missing a report created in SPAHRS, contact your agency's IT staff for assistance. For further assistance, your agency's IT staff may contact the MMRS Call Center at 601-359-1343.

**4. Do outstanding positive and negative adjustments impact GAAP reports at the end of the fiscal year?**

No. Outstanding adjustments do not affect any financial reports.

**5. How can I get old adjustments removed from the browse?**

To remove adjustments that have been resolved by entering DOCKA or DOCKH in the next pay period, add an entry in the timesheet to offset the negative pay amount. The earnings code to use is ADJST. The amount entered must be the difference between the gross pay and the adjustment. This amount should offset the earnings overpayment and zero out the adjustment. Use the ADJST code **only** if you made an entry in another pay period to recover the overpayment. MMRS cannot purge adjustments (positive or negative) that still have amounts showing in the net pay.

**6. Will PERS send the agencies a report of their retirement contributions each month?**

No. SPAHRS creates a retirement download each month; the download is accessible to specific agency staff through FMVIEW. Authorized agency staff may view and print payroll reports at their discretion.

**7. How do I set up default accounting distributions for the new fiscal year?**

- Roll over the default accounting distribution tables from the prior fiscal year to the new fiscal year (PA GS RT). The rollover will only work for distributions that have an end date in the distant future, e.g., 12/31/2069. The rollover will not work for distributions that end in the current fiscal year; you will need to either change the end date or manually add a new distribution for the new fiscal year.
- Set up the accounting distributions for all additional PINs authorized for the new budget year
- Make sure that any new org codes established in the SPAHRS default accounting distribution are also correctly established in SAAS

**8. When I run a preliminary payroll for contract workers I get the error message, 'Account Distribution Not Found.' What must I do?**

Check the start date of the account distribution (MC CW CA). Be sure the account distribution start date begins on the first day of the month (e.g., July 1, YYYY). If the account distribution record has a start date beginning on the first day of the month (e.g., July 1, YYYY), then check the beginning date of the CURRENT PAY PERIOD (e.g., July 09, YYYY).

NOTE: If the current pay period starts before the worker's hire date, your account distribution must start on the first day of the prior month (e.g., June 1, YYYY). All account distribution records must be approved records.

**9. The Earned Income Credit (EIC) taxes were not withheld for an employee during the months of January, February, and March. I have created a tax record effective April 1. Will this transaction create an adjustment record?**

No. Since you made the new tax record effective April 1, you will need to create and end a tax record for the months of January through March because the months to be adjusted must fall within the dates of the tax record that includes the EIC on it. Once the tax records are correct, you will need to create and approve an Adjust Pay record for each pay period within those months. Please refer to #6307 SPAHRS Payroll Adjust Pay, located on the MMRS website in the SPAHRS Training Materials, for full instructions.

**10. A worker within our agency is having health insurance taken from his payroll; how is this possible?**

Workers in WINs are not eligible for health insurance.

**11. I ran a preliminary WIN payroll, but the payroll did not process. What might be wrong?**

Check the following items:

- Ensure the FLSA and Extra Hours fields were completed on the WIN;

- Review the Account Distribution for the WIN to ensure it was created to cover the entire payroll period;
- Review the Gen SAAS Errors (PA GS BM JE) to determine if SAAS errors are present.

**12. Are any deductions taken from legislative expense checks?**

Generally, only mandatory taxes are automatically taken out of expense checks. However, a state wage attachment (a state tax levy issued by the MS Tax Commission) is one exception and can be taken out of the expense check.

**13. What are pay method requirements for legislators?**

The pay method requirements for legislative pay are the same as for other employees paid in SPAHRS. If a payment method of direct deposit (EFT) is elected, then all payments (in-session, travel, regular travel) must be EFT for that legislator. If the payment method elected is paper warrant, then paper warrants must be generated for all payments.

**14. What eligibility sequence number is used for legislators?**

The eligibility sequence number must be set to 14 for legislators.

**15. What options do legislators have for payroll deductions (insurance, cafeteria plan amounts, etc.)?**

It is suggested that all deductions be set up to be deducted monthly. Some adjustment to the amount deducted may need to be made to insure adequate amounts have been deducted to meet all premiums for coverage that is payable by the end of the session. Once the out-of-session payments begin, all deductions are treated as regular monthly deduction amounts. This should be accomplished by doubling premiums on the session payments until enough has been deducted to pay for coverage through the first out-of-session month.

**16. What frequency codes should be used when running the payroll for legislative pay?**

- “L” -- in-session checks
- “X” -- mileage and per diem. Per diem is only paid when the legislator is present at roll call; mileage is calculated at one round trip per week.
- “L” -- special session per diem
- “M”-- out-session monthly checks