



1. How should I record time for employees who change schedules often?

These employees should be placed on positive reporting schedules. Path: RT > RS > SE.

2. What does the message, “The Emp sche cannot be linked to a different sched num, amend emp sch,” mean?

The timesheet does not match the schedule for the employee. The mismatch could be due to an employee’s schedule change after the timesheets were created. Go to Maintain Employee schedule (RT > RS > SE) and change to positive reporting. This change should allow time to be entered for this employee.

3. How do I set up a schedule for a part-time employee/worker?

Determine if an existing part-time schedule can be used (RT > RS > SD). If not, modify any schedule that closely resembles what is needed. Positive reporting can be used for this purpose also.

If the position is full time but the employee is part time, the timesheet will need to be modified (RT > ET/EL/EE) and ULWOP or RDOFF entered to produce payment for actual hours.

4. How do I change the existing default schedule on the Maintain Employee Schedule screen?

Modify the schedule field of the Maintain Position Information screen (PO > MP > MP). Then display the Maintain Employee Schedule (RT > RS > SE) for the employee/worker. The message “Position Schedule changed-Defaults have been Taken For Modification” will appear. Press the ENTER key to obtain the message “Position Schedule for SSN-NN-NNNN modified successfully.”

5. How do I adjust an employee’s leave balance?

The Maintain Leave Balance screen (PA > AP > OP > ML) should be used for this purpose. With an action of A for the selected SSN and accrual code, input the Increase in Leave Balance or the Decrease in Leave Balance. Apply approvals. An adjustment can be made for the open month (one in which no actual accrual has been run). The leave balance will update after nightly processing.

6. How do I accrue leave for employees?

Choose path PA > PA > AA; enter agency code, accrual date, and Y for submit. Delete the Social Security Number (SSN) to run the accrual for the entire agency. Accruals should run for the prior month end before processing the current month’s end payroll.

7. Can I process a leave balance payment in SPAHRs for a terminated employee with my routine payroll processing?

No. The terminated employee's leave balance will need to be accrued (PA > PA > AA); a separation processed (EM > EP > SE); the leave balance dissolved (PA > AP > SP); and a supplemental payroll produced (PA > PA > AS).

- 8. An employee worked on a Holiday and I'm attempting to record this holiday on the timesheet. I'm getting an error message of "cannot be HOLFL without HOLID." What does this mean?**

HOLID (Holiday) must be shown in the earnings code field before HOLFL (Hours worked on Holiday) can be recorded on the timesheet (RT > ET/EL/EE).

- 9. I'm attempting to enter military leave taken, but there is a message of no leave time available. How do I correct this error?**

A military leave balance must be established. (RT > CL)

- 10. What is the difference between FLSA comp time and agency comp time?**

Agency comp time is anything earned at straight time. Both exempt and non-exempt employees can earn agency comp time. The non-exempt employee earns agency comp time when extra hours are entered on the timesheet but the total hours worked for the week do not exceed the work period total maximum hours (usually 40). The employee could earn extra hours that will accrue at time-and- one-half and some that will accrue as agency or straight time. If an employee's regular hours worked are less than 40 but he has extra hours and the total hours worked are over 40, the difference between 40 and the regular hours worked will accrue as agency comp time. The total extra hours less the hours accrued as agency comp will accrue as FLSA comp time.

- 11. What earnings codes are used for an employee entitled to FMLA?**

The earnings codes Personal Family Medical Leave (PLFAM) and Medical Family Leave (MLFAM) are to be used. PLFAM reduces Personal Leave (BAL1) and Family Medical Leave (BAL6). MLFAM reduces Medical Leave (BAL2) and Family Medical Leave (BAL6). When all personal and medical leave is exhausted use the earnings code UFLMA - unpaid FMLA.

- 12. What earnings code is used for donated leave while an employee is on FMLA?**

The code is DNFAM. This code will work the same as PLFAM and MLFAM, reducing both the 480 hours of Family Medical Leave (BAL6) as well as the Donated Leave (BAL10).

- 13. I'm attempting to adjust a leave balance for a prior month using the Maintain Leave Balances screen; but the error message, "Leave adjustment does not exist," appears and the system replaces the month end date entered.**

Leave balance cannot be modified for a pay period for which the actual accrual process has been completed. Increase or decrease the leave balance (PA > AP > OP > ML) using the month end date for which the actual accrual process has not been performed. The adjustment will be processed during the nightly cycle.

- 14. I was able to enter time for myself but can't enter anything on the other employees.**

To enter time for other employee's use the RT > ET screen or the RT > EL screen. The RT > EE screen is allowed to enter an employee's own time only.

15. I created the timesheets for my agency, but the employees' timesheets for a different pay frequency did not generate.

A separate run (RT > CT > CS) must be submitted for each pay frequency.

16. How do I correct a timesheet that was created prior to changes in the employee's PIN?

If final payroll for the pay period has not been processed, go to the Enter Time (RT > ET) screen and purge the timesheet that has the incorrect PIN. Recreate the timesheet with correct PIN by inputting "M" in action on the same RT > ET screen. Press enter.

If final payroll for the pay period has been processed, modify the timesheet that is incorrect (a paid timesheet cannot be purged). Approve any earnings adjustments (PA > AP > AE).

17. Can I record an independent contractor's time in SPAHRS?

No. The independent contractor's time should be recorded by some other means, and payment for this independent contractor submitted via the Statewide Automated Accounting System (SAAS).

18. Can I create a timesheet for the next pay period, before closing the current pay period?

Yes, but if the next pay period contains a holiday, view the Holiday Table (PA > OT > HO) first to verify that the holiday dates for the month of timesheets to be created have been set up.

19. I did not enter the correct start date on the timesheet for which I want to make changes. Will this affect my modifications?

No. The date only indicates which screen to display. A scroll can be performed to modify the date that needs changes.

20. How do I save timesheets with errors?

Using an action of "M," input a "Y" in the Store with Errors field of the timesheet before pressing the enter key.

21. How do I add a timesheet for an employee hired after the timesheets were created?

Choose RT > ET and display the employee; the message line will say it does not exist. In the action field input "M," press enter, and the message line will say modified successfully.

22. When a modification is performed on a timesheet, what does the message, "adjustment added," mean?

Time has been entered after the pay period has closed. The system is recalculating the pay for the pay period based on the modified timesheet. An adjustment is created if a change in

pay is detected. Review the Browse Adjustments Not Sent Screen to determine if a supplemental check should be issued.

23. I submitted the job for timesheet creation. How do I know if the timesheets were created?

A report listing the timesheets created will be printed, and a browse can be performed from the Report Time Browse by Agency (RT > BR) screen.

24. When should the codes DOCKA and DOCKH be used?

They may be used to make adjustments for a prior pay period, usually when an adjustment to the timesheet has been created.

25. When should the earnings code ULWOP be used?

Use this code when an employee is out during the present pay period and has no leave balance or unapproved time away from work.

26. How do I enter overtime hours on the timesheet?

Modify the timesheet and input a line item for earnings code EXTWK for hours of overtime worked.

27. What is the earnings code to be used on the timesheet for comp time taken?

The earnings code CPTIM should be used for agency comp time.
The earnings code CPTFL should be used for FLSA comp time.

28. Why does the Report Time Browse by Agency screen (RT > BR) contain multiple employee entries for the same pay period?

A paid timesheet cannot be replaced; therefore, the paid timesheet is captured as recorded at payment date, and any modification to the timesheet is captured as a separate item.

29. When an agency's timesheets are uploaded from another time keeping system, is it necessary to send time for everyday in the pay period or just the days in exception?

If an exception is to be reported, time must be uploaded for an entire day. If there is a day when there is no exception, no report time upload is necessary.

30. How do I determine the due date for payroll submission to DFA?

You may go to the MMRS website at www.mmrs.state.ms.us to determine the deadline for payroll submission. Also, the Browse Pay Date Table (PA > OT > BP) contains a listing by pay frequency of pay dates.

31. When running a supplemental payroll, is it necessary to run a preliminary and final run?

Yes. Run a preliminary, check the pay details, and run a final when there are no corrections necessary (PA > PA > AS).

32. When running the payroll for legislative in-session pay, what frequency codes should be used?

The frequency codes used are:

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

33. What are pay method requirements for legislators?

The pay method requirements for legislative pay are the same as for other employees in SPAHRS. If a payment method of EFT (direct deposit) is elected, then all payments (in-session, travel, regular travel) will be EFT for that legislator; if a warrant is elected, then warrants will be generated for all payments. Separate choices for payment cannot be made; for example, a payroll warrant for session pay and an EFT for travel for the same legislator cannot be made.

34. What eligibility sequence number is used for legislators?

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

35. 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 are 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.

Legislators participate in two retirement programs - state and legislative. Retirement is also withheld on per diem pay (but not mileage). Legislators also have their own life insurance deduction codes (SLFLA and SLFLP).

36. Are any deductions taken from legislative expense checks?

Only mandatory taxes are automatically taken out of expense checks. The one exception is for a state wage attachment, which can be taken out of the expense check.

37. How can I make a note on a timesheet about why or how something was posted?

Function key PF5 can be used to add notes to the timesheet. To use this function, press the PF5 key while you are in the timesheet, type in the subject line and description, and press Enter. You should receive a message that the note has been added successfully. Later, when you access the timesheet, press the PF5 key and enter "D" to display the note.