

#### Employee Listing

Information regarding employees and their salaries employed by a specific agency for a designated 'as of month' is provided for the user.

#### Individual Promotion Report

Information for a designated employee (social security number) and a range of 'as of months' provides the user with the job and salary history.

#### Race Sex Report

Employee information including job name, job category, race and sex for a specific agency for a designated 'as of month' is provided for the user. The report can be used to answer questions on the count of employees employed based on any of the variables in the report.

#### Vacancy Report

Job information related to vacant positions for a specific agency for a range of 'as of months' is provided for the user.

### **COGNOS IMPROMPTU TRAVEL FOLDERS**

#### Trip Information

Provides agencies basic details regarding the trip related information from the Travel Authorization screen.

#### Travel Summary

Provides SPAHRS travel expenditure summary information complete with earnings codes and tax codes for each person and trip.

#### Travel Ledger Detail

Provides detail transaction information by accounting coding block, transaction number, agency, budget year and accounting month.

### **COGNOS IMPROMPTU HUMAN RESOURCE FOLDERS**

#### Job Information

Provides job data by occupation code.

#### Position Information

Provides position data by PIN for a SPAHRS sub agency.

#### Employee Information

Provides information on employees for a SPAHRS sub agency.

#### Person Information

Provides information on persons paid in SPAHRS.

### **COGNOS IMPROMPTU PAYROLL FOLDERS**

#### Payroll Accounting Access

Provides account distribution payroll data by person for a SPAHRS sub agency and will include only the gross and fringe records at a summary level.

#### Payroll Summary Access

Provides employee summary payroll data including employee deductions at the accounting code block level as paid in SPAHRS.

#### Payroll Detail Access

Provides employee level payroll detail transaction information by accounting coding block (fund number, project code, orgn code), transaction number, agency, budget year and accounting month.

**MMRS Call Center Support**  
**601-359-1343**  
**8:00a.m. - 5:00 p.m.**



**Mississippi Executive Resource  
Library and Information Network**

**SPAHR  
PAYROLL AND TRAVEL  
REPORTS**

**September 2015**

<http://merlin.state.ms.us/>

## INTRODUCTION

SPAHRS Payroll and Travel data may be accessed via the MERLIN Internet tool, MERLIN.net, or via the analyst tool, Cognos' Impromptu. The MERLIN.net address is <http://merlin.state.ms.us/>. Both ways allow users to run standard/predefined queries or create ad hoc queries against the MERLIN database based on their needs.

MERLIN currently receives Travel data from the SPAHRS system after each Travel Payroll run and Payroll data after each Payroll run.

## HOW TO GET STARTED

For first time template users, the **Template Tutorial** should be your first priority. The tutorial is divided into six lessons taking approximately 20 minutes. The Template Tutorial is found by clicking on Template Queries from the home page and then clicking on Template Tutorial.

## MERLIN.NET TRAVEL REPORTS

### Travel PreDefined

#### Trip Information

This query provides the following trip information based on the trip number entered by the user.

### Travel Templates

#### Travel Summary

Agency SPAHRS travel expenditure summary information complete with earnings codes and tax codes for each person and trip. This information is updated upon completion of a SPAHRS travel payroll run. This information is provided as of July 1, 2000.

#### Travel Transaction Detail

Agency detail transaction information by accounting coding block, transaction number, agency, budget year and accounting month. This information is provided as of July 1, 2000.

## MERLIN.NET PAYROLL REPORTS

### Payroll PreDefined

Provides a summary of cost for an accounting month for an agency based on SPAHRS earnings code.

### Payroll Templates

#### Earnings Code

Provides employee earnings code information as paid in SPAHRS. This query will return data only for users with payroll access.

#### Earnings Code Data for Detail Users

Provides employee earnings code and deduction code information as paid in SPAHRS. This query will return data only for those users with 'payroll detail' level access.

#### Payroll Detail Transaction

Employee level payroll detail transaction information by accounting coding block (fund number, project code, reporting category code), transaction number, agency, budget year and accounting month. This information is updated upon completion of a SPAHRS payroll run. SPAHRS transactions are provided as of July 1, 2002. This query will return data only for those users with 'payroll detail' level access.

#### Payroll Summary for Summary and Detail Users

Provides employee summary payroll data including employee deductions at the accounting code block level as paid in SPAHRS. This query will return data only for those users with 'payroll summary' or 'payroll detail' level access.

#### Payroll Transactions for Accounting Users

Provides employee summary payroll data for adjusted gross and employer matching cost amounts at the accounting code block level as paid in SPAHRS. This query will return data only for users with payroll access.

## COGNOS IMPROMPTU STANDARD REPORTS

### Travel

#### Travel Summary Report

An agency's travel expenditure report for a budget year. This is a summary report by fund number of all major object code "A2" expenditure transactions providing travel type, minor object code and dollar amount.

#### YTD Out of State Travel Report

A year-to-date travel report for agencies; it provides all details for out-of-state travel.

#### Out of State Travel Report From Travel Ledger

Provides agencies SPAHRS travel expenses for out-of-state travel and the associated trip information, *i.e.*, purpose, dates, and destination.

#### Out of State Travel Report for Budget Reporting

A year-to-date travel report for agencies; it provides all detailed expenditures for out-of-state travel initiated in the SPAHRS system for Major Object Code of A2, Travel.

### Payroll

#### Agency Promotion Report

Information detailing the employees who made job changes for a designated agency during a range of months is provided to the user.