

## Chapter 25 - Payroll

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### 25.15 The Central Payroll Systems

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25.15.10	Maine Financial and Administrative Statewide Information System (MFASIS – HR)	March 28, 2005
25.15.20	Maine State Time & Attendance System	March 28, 2005
25.15.30	MFASIS Warehouse – HR	March 28, 2005

## 25.15 Central Payroll Systems

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### 25.15.10 **Maine Financial and Administrative Statewide Information System (MFASIS-HR)**

The Maine Financial and Administrative Statewide Information System (MFASIS-HR) is a biweekly payroll/personnel/position control system that supports all employees in all branches of state government. MFASIS-HR provides flexible functionality for state human resources and payroll administrators and assures conformity to state and federal financial and legal requirements.

MFASIS-HR is comprised of four major subsystems:

- Human Resources – Personnel
- Payroll
- Position Control
- Benefits Administration

The MFASIS-HR payroll interfaces and updates biweekly with the state's accounting system, the Maine Financial and Administrative Statewide Information System (MFASIS-Accounting).

The responsible party – The MFASIS Executive Committee, comprised representation from the Bureau of Human Resources, Office of the State Controller, Bureau of Information Services and the Bureau of Budget, jointly establish/identify and implement the policy on MFASIS.

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## **25.15.20 Maine State Time and Attendance System (MS-TAMS)**

20.15.20.a

The Maine State – Time and Attendance Management System (MS-TAMS) is designed for State employees to record time worked and leave taken. It replaces paper time sheets, for all employees whose agencies have computer access to the State’s Wide Area Network (WAN)

Agencies with employees that do not have access to a computer on the State’s Wide Area Network (WAN) must develop a process for employee’s time to get entered in to MS-TAMS. As an alternative, the State Controller can approve a data entry role within agencies for entering time based on a paper time sheet submitted by the employee.

20.15.20.b

### **TIME SHEET REQUIREMENTS**

1. Each employee that participates with MS-TAMS must complete, electronically sign, and submit a biweekly time sheet at the end of the pay period in order to be paid.
2. Agencies with employees that do not have access to a computer on the State’s Wide Area Network (WAN) must develop a process for employee’s time to get entered in to MS-TAMS. As an alternative, the State Controller can approve a data entry role within agencies for entering time based on a paper time sheet submitted by the employee.
3. If an employee that normally submits time electronically is absent or unable to complete and sign the MS-TAMS time sheet, the supervisor or agency payroll officer must:
  - Complete an automated time sheet for the employee
  - Obtain the employee’s signature upon their return, either on a paper or electronic copy.
4. If a supervisor or alternate supervisor is not available to sign the employee’s time sheet, the payroll officer shall approve the time sheet to ensure the employee’s time gets entered to MS-TAMS. The supervisor or alternate can then sign a paper copy of the time sheet upon their return.

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**25.15.30 MFASIS Warehouse - HR**

The State of Maine Information Warehouse is a centralized, integrated database that gathers data from a variety of source systems.

The Information Warehouse has been the source of Payroll Cost Reporting distribution and earnings data since August 1993. Human Resource data is available from Fiscal Year 1993 to the present fiscal year.

It is important to note that the data available in the Information Warehouse is only accessible with specific authorization by individual Departments through a standard query tool. Unlike standard reports, the Warehouse is designed to answer specific questions put forth by the user.