

# SPRS Agency Conversion Request

Agencies converting to the Standardized Payroll/Personnel Reporting System (SPRS) must complete the checklist\* below, sign the "Agency Certification" section and return the form to the Comptroller's office, Statewide Fiscal Systems.

## Requirements Checklist

- During the minimum three-month parallel period, all employee payments and adjustments made through USPS in the production region were processed successfully by agency staff through SPRS in the conversion region, without generating an override message.
- Our agency staff has demonstrated the ability to successfully process cancellations, callbacks and returned money transactions. If cancellations, callbacks or returned money transactions were not processed in production during the parallel period, our agency staff demonstrated these transactions in the test region.
- Our agency staff has demonstrated that the monthly payroll(s) can be processed within a limited number of cycles – showing that the payroll(s) can be produced prior to the direct deposit deadline.
- The final month of parallel processing (month three) was limited to one cycle per day, which corresponds to production processing.
- Entitlement, deduction and state match amounts have been reconciled by agency staff at the employee level.
- Amounts charged and payroll accounting detail in the production region have been reconciled by agency staff to charges in the conversion region.
- All personnel transactions processed through USPS and TINS (direct deposit) in production were successfully processed by agency staff through SPRS parallel.
- Our agency staff has demonstrated the ability to reconcile personnel and payroll error reports by making required corrections in the test region to keep SPRS in sync with data in our internal system.
- Our agency staff successfully ran the following transactions through either the conversion or test region on a consistent basis without generating an override message:
  - Prior period payments
  - Mid-month salary changes
  - All applicable entitlements
  - All applicable reason codes
  - Short Pay/Dock Pay
  - All employee types (board members)
  - All applicable deductions
  - All applicable record IDs

\*Attach extra pages explaining items not completed.

## Agency Certification

\_\_\_\_\_ has completed all relevant items as required on the "Requirements Checklist" above. Human resource and payment information can be processed and transmitted accurately through our agency's normal business processes using \_\_\_\_\_. We also advise the Texas Comptroller of Public Accounts of our readiness to begin submitting transactions to production SPRS on \_\_\_\_\_.  
New Software/Platform – System Name  
Date

\_\_\_\_\_  
Chief Fiscal Officer  
Date

## Comptroller Authorization

\_\_\_\_\_ is authorized to convert to production SPRS.  
Agency  
\_\_\_\_\_  
Manager, Statewide Fiscal Systems  
Date