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## **mPersonnel Software Module**

mPersonnel is a budget preparation and analysis software package that can be used as a stand alone application or fully integrated in the mBudget system. The mPersonnel system is generally updated only by the Budget and Personnel coordinator. Each position can be recalculated upon making a change or the entire database can be recalculated as one command. However, the individual department line item budget (mBudget) is not updated until the instruction is given to the mPersonnel system.

Once the instruction is given, the entire mBudget system is updated with the salary details summarized by line item. The verification that both mPersonnel and mBudget can be made quickly by using a report feature located on both systems called The Big Picture. The grand totals of everything posted can be examined at once. Should there be a difference, the listing by fund; department or budget unit can be check within minutes. Since the two systems are tied together and checked by MDSS as part of the installation process, the two systems will be in agreement and the verification process will be part of the training provided by MDSS.

mPersonnel is built to help you calculate all of the line items that are in your accounting system for salary and benefit accounts. Because of this, each client is customized on an individual system of use.

## **mPersonnel Features**

mPersonnel has the same general security and password control features as does mBudget. Every budget position in mPersonnel is included in the database and its detailed calculations. The database is populated from the City's records which are downloaded from spreadsheets or the City's payroll/personnel system. The information includes: (shown alphabetically)



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Decision  
Support  
Systems

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1. Age
2. Anniversary date
3. Benefit date
4. Canine
5. Car allowance
6. Cell phone expenses
7. Certification pay
8. Clothing allowance
9. Dental codes and pays
10. Department
11. Disability
12. Division
13. Employee ID
14. FICA
15. First name
16. FLSA
17. FTE
18. Fund
19. Gender
20. Health codes and pays
21. Hire date
22. Hours
23. Housing allowance
24. ICMA
25. Incentive pay
26. Individual adjustment (%)
27. Internet access expenses
28. Last name



Life codes and pays

29. Long term disability
30. Lump sum adjustment (\$)
31. Medicare
32. Middle name
33. Miscellaneous pays and expenses
34. Miscellaneous salary adjustments
35. Org unit
36. Overtime hours
37. Part-time / full-time designation
38. Pay Plan grade and step
39. Physicals
40. Position date
41. Position number
42. Position title
43. Projected retirement date
44. Rate (either hard entry or linked to pay plan)
45. Review date
46. Seasonal pay
47. Sick leave hours and amounts
48. Step pay
49. Student / tuition reimbursement expenses
50. Tenure and longevity
51. TMRS / State retirement plan
52. Tools / materials reimbursement expenses
53. Unemployment
54. Vacation hours and amounts
55. Vision codes and pays



## Workers Comp codes and pay

### 56. Unlimited amount of user customizable fields

There are two main tables that are used to calculate the pay components of each individual budgeted position:

A. Table of Assumptions: This includes all of the insurance classification codes and the appropriate rates, the FICA and TMRS rates and limits as well as any other pay rate that can be placed with a code or identifier for the table of assumptions. The task is to compile into one table as many of the variables that are subject to change each year. Any time the table is changed, the entire mPersonnel database is recalculated. Fields that are found in tables:

1. Cost of living adjustment (COLA)
2. TMRS rates
3. FICA rates
4. Medicare / Medicaid rates
5. Longevity rate, date and max ceiling
6. Unemployment rate
7. Long term disability rates
8. Works compensation codes and rates
9. Health codes and rates
10. Life codes and rates
11. Dental codes and rates
12. Vision codes and rates
13. Unlimited amount of user customizable fields

B. Pay Range/Step Table: This table is the pay matrix to be applied to each position based on the pay range and the next step of pay at the next pay anniversary date. If the client does not have a range/step pay system, this table is not used. The user can have as many pay tables as needed.



mPersonnel can handle unlimited amount of employees. Also, you can run hundreds of 'what if' situations before you update the line items accounts in mBudget.

