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COMPTROLLER

# Commonwealth of Massachusetts

## OFFICE OF THE COMPTROLLER

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### MEMORANDUM

**To:** Chief Fiscal Officers, MMARS Liaisons, and MMMARS Chargeback Liaisons  
**From:** Andrew W. Maylor, Comptroller  
**Date:** September 19, 2019  
**Subject:** Comptroller Office's FY20 MMARS and HR/CMS Chargebacks

Comptroller Memo FY2020-07

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#### Executive Summary

This memo provides guidance and information regarding two of the Office of the Comptroller's three chargebacks for FY20:

- The MMARS chargeback to support the operation of the financial accounting and reporting system for the Commonwealth; and
- The HR/CMS chargeback to support the payroll and HR operations of the human resources /compensation management system for the Commonwealth.

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The MMARS chargeback was established to cover the cost of the resources needed to support the operation of the Massachusetts' Management and Reporting System (MMARS) for the Commonwealth and is based on an agency's usage of MMARS, determined by actual transaction lines posted to the general ledger. Agencies are charged a proportional share of the authorized chargeback based on their FY19 actual transaction counts. The FY2020 chargeback will be billed at \$ \$3,742,393.07. The attached spreadsheet has the breakdown for your reference.

The HR/CMS chargeback was established to cover the cost of the business and functional resources needed to support the ongoing maintenance and operations of the Human Resources /Compensation Management System (HR/CMS) for the Commonwealth. Central management activities and oversight of HR/CMS, provided by CTR and HRD include payroll processing, time and attendance, maintenance of positions, budgetary accounting, training, tax reporting, and collective bargaining. The Commonwealth made a commitment to keep current with the product changes so that we would not fall behind in supported versions, and implement new features and functionality on a regular schedule. This work requires that the patches, bundles, tax updates, fixes and enhancements be applied to the system. Maintaining and/or creating of e-learning, job aids, resource documents, new defensive queries, data clean-up, creating of test scripts and testing which are ongoing activities of CTR and HRD.

This chargeback is allocated on actual FY2019 paychecks for your agency as well as Time Collection Device (TCD) costs, if applicable, and is for the period from July 2019 to June 2020. Agencies are charged a proportional share of the authorized HR/CMS chargeback based on their usage. The FY2020

chargeback will be billed at \$2,126,925.42. The attached spreadsheet has the breakdown for your reference.

Bills for each of the chargebacks will be issued quarterly: September, November, March and May. Departments that have bills of less than \$5,000 for a chargeback will be billed once, in the fall. An IE for each of your chargebacks has been established for your FY2020 estimated bills. Please review and approve your department's Intergovernmental Encumbrance (IE) to final status. The first quarterly bill (or single bill for some departments (ITI) has been entered in MMARS. Buyers are required to make payment on undisputed bills **within 30 days from receipt** of an ITI by completing an ITA (Internal Transaction Agreement).

The document ID standard for FY20 will be the following.

**MMARS Chargeback**

IE: CTRMMARSCHARGEBKFY20  
ITI for One Time Billing: CTRMMARSCHARGEBKFY20  
ITI for First Quarterly Billing: CTRMMARSCHARGEFY20Q1

**HRCMS Chargeback**

IE: CTRHRCMSCHARGEBKFY20  
ITI for One Time Billing: CTRHRCMSCHARGEBKFY20  
ITI for First Quarterly Billing: CTRHRCMSCHARGEFY20Q1

Please forward this memo to the appropriate staff at your agency and direct any questions you may have to Tran Truong at 617-973-2690

Enc. [FY20 MMARS Chargeback Estimate](#)  
[FY20 HR/CMS Chargeback Estimate](#)

cc: Payroll Directors  
General Counsels