**MAPs Fiscal Year 2024 Changes/Updates**

Unit 2 – 2.2 SHARE Modules – all changes to SHARE must be approved by the Controller’s Office in advance.

FIN 2.1 (D) (7) (8) – physical copies of checks received by the agency should be destroyed 14 days after deposit. Electronically stored copies of checks must follow NACHA guidelines.

FIN 4.13.1 (B) (6) – SHARE access may be revoked for any user that willfully violates MAPs or the procurement code.

FIN 5.8 (D) (1) – clarified that tip calculations are now based on total cost, not pre-tax.

FIN 5.8 (D) (2) – clarified the time frame required to submit travel reimbursements is 14 business days.

FIN 5.13 (B) (4) – added requirements to reconcile external bank accounts and post journal entries in SHARE monthly.

FIN 6.10 – Updated GASB 87 guidance.

FIN 6.11 – New GASB 96 guidance.

FIN 13.1 (D) (1) (e) (f) – added interfaces to include time collection and voluntary benefits.

Human Capital Management has been reorganized. Previous version information is in a different location.

The following sections have been added:

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| HR 1.3 Recruit Workforce non-HCM Recruitment Module |
| HR 1.4 Recruitment of State Employee (Executive, Legislative and Judicial) |
| HR 2.5 Direct Deposit |
| HR 2.6 Tax Withholding |
| HR 2.7 Mandatory Withholdings |
| PR 1.3 Time Certification and Approval |
| PR 1.4 Timesheet Corrections |
| PR 1.5 Sick Leave Buyback |
| PR 1.6 Terminal Leave Payout |
| PR 1.7 Final Paycheck-Discharged Employees |
| PR 2.2 Overtime Calculations |
| PR 2.3 Compensated Time Awards |
| PR 2.4 Comp Time Buy Back |
| PR 2.5 Deceased Employee Final Pay |
| PR 2.6 Settlements |
| PR 2.7 Lost/stolen Warrants |