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# Mississippi Management and Reporting System

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## Department of Finance and Administration

| MMRS MASH/Training Materials |                                     |                           |
|------------------------------|-------------------------------------|---------------------------|
| 6214                         | Employment<br>Employee Compensation | Revision Date: 02/15/2012 |
|                              |                                     | Version: 4                |

**Employment Employee Compensation  
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**Objective**

Adjust employee compensation

**Outcome**

Adjustments are made to the employee's compensation

**Overview**

An employee's compensation can be changed for numerous reasons, including promotions, educational benchmarks, realignments, longevity, etc. Compensation changes are completed through the Maintain Employee with PIN Menu of the Employment process. Each compensation function is described below.

**Change Compensation of Employee with PIN**

| Your Action ...  | System Response ...              |
|--|----------------------------------|
| 1. Choose <b>EM</b> (Employment) from the Main Menu and press ENTER. | The Employment Menu will appear. |

| Code | Description                                 | FastPath |
|------|---|----------|
| EP   | Maintain Employee with PIN                  | MEWP     |
| EE   | Maintain Worker Within WIN                  | MEWW     |
| ME   | Maintain Employee/Worker Information        | MEWI     |
| MP   | Maintain Payroll Information                | MPAY     |
| PA   | Process Performance Appraisal               | PPAS     |
| R1   | Miscellaneous Reports Menu1                 | MPR1     |
| R2   | Miscellaneous Reports Menu2                 | MPR2     |
| MB   | Miscellaneous Browses                       | MPBR     |
| MT   | Miscellaneous Employee Maintenance Programs | EMP      |

Code:     

Direct Command: \_\_\_\_\_

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

Help Main End Quit

| Your Action ...  | System Response ...                              |
|--|--|
| 2. Choose <b>EP</b> (Maintain Employee with PIN) from the Employment Menu and press ENTER. | The Maintain Employee with PIN Menu will appear. |

|                       |  |   |            |
|-----------------------|--|---|------------|
| FMSAS23               | PHV4                                     | STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM | 02/14/2012 |
| PHIMAINU              | PHIMAINM                                 | Maintain Employee with PIN Menu             | 02:48 PM   |
| Code                  | Description                              | FastPath                                    |            |
| EP                    | Hire Employee with PIN                   | HEWP  |            |
| SE                    | Separate Employee within PIN             | SEWP  |            |
| CP                    | Change Compensation of Employee with PIN | CCEP  |            |
| AT                    | Intra Agency Employee Transfer           | IAET  |            |
| PP                    | Produce PEP Information                  | PEPS  |            |
| Code: <u>  </u>       |  |   |            |
| Direct Command: _____ |  |   |            |
| Enter-PF1---          | PF2---                                   | PF3---                                      | PF4---     |
| PF5---                | PF6---                                   | PF7---                                      | PF8---     |
| PF9---                | PF10---                                  | PF11---                                     | PF12---    |
| Help                  | Main                                     | End   | Quit       |

| Your Action ...  | System Response ...  |
|--|--|
| 3. Choose <b>CP</b> (Change Compensation of Employee with PIN) from the Maintain Employee with PIN Menu and press ENTER. | The Change Compensation of Employee with PIN screen will appear. |

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FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/14/2012
PHOMCW1D PHOMCW1M Change Compensation of Employee with PIN 02:48 PM

* Action: = (B,C,D,M,P)

* Agency: _____ * PIN: _____ OCCU:
* SSN: _____
Requested Effective Date: __ __ ____ Approval: __

Annual Hourly Monthly Occu Occu
Salary Rate Rate Start Salary End Salary

Current:

State Hire Date:
PIN Entry Date:
* Pay Change Reason: _____

Pay Change Start Date: __ __ ____ Employee History: _

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Quit
    
```

| Your Action ...  | System Response ...                                    |
|--|--|
| 4. Choose <b>Modify</b> and enter the following fields:<br><br>* <b>Agency</b> : The agency code xxxx.<br>* <b>PIN</b> : The PIN to be changed<br>OCCU: This is completed by the system.<br>* <b>SSN</b> : The Social Security Number of the person whose compensation is to be changed.   | The system will display the current employee's record. |
| 5. Press ENTER   |  |
| 6. Enter the following information:<br><br>Requested Effective Date: The system will populate the date of the last active record and change to the current date once the record has been submitted for approval.<br>Approval: The system will populate with an <b>Active</b> and will change to <b>Pending</b> when transmitted for approval.<br>Annual Salary/Hourly Rate/Monthly Rate: The system will display the employee's current salary.<br>Occu Start and End Salaries: This is completed by the system based on the occupation. |  |

| Your Action ...   | System Response ...  |
|---|--|
| <p>Continue entering the following information:</p> <p>State Hire Date: The system displays the date the state employee was hired for the first time.</p> <p>PIN Entry Date: The date the employee was appointed into the current PIN.</p> <p><b>*Pay Change Reason:</b> A code indicating why the employee's compensation is being changed.</p> <p><b>Pay Change Start Date:</b> MM DD YYYY.<br/>The date the pay change is to be effective.</p> <p>Employee History: If anything is entered into this field, a browse on the employee's history will be displayed</p> |  |
| <p>7. Press ENTER.</p>  | <p>The system will display the appropriate screen based on the Pay Change Reason. In most cases, the Miscellaneous Compensation screen will appear. There are four separate reasons, Education Benchmark, Non-Budgeted Realignment Award, Longevity Award and New Hire/Recruitment/Promotional Flex, for which another screen will appear.</p> |

### Miscellaneous Compensation

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/15/2012
PHOMMC1D PHOMMC1M Miscellaneous Compensation 09:17 AM

* Action: M
Agency: 0000 PIN: 1 OCCU: 2357 BUSINESS SYSTEMS ANALYST I
SSN: 000000000 XXXXXXXX, XXXXXXX XXXXX
Requested Effective Date: 02/15/2012 Approval: P Employee History: _

Annual Hourly Monthly Occu Start Occu End
Salary Rate Rate Salary Salary
Current: 41164.13 19.72 3430.34 41164.13 72037.23
* Proposed: _____

PIN Entry Date: 01/01/2012
* Special Comp: _____
Pay Change Reason: BUDREAL Budgeted Realignment
FTE: Performance Appr Rating:
Last PAR Date:
Pay Change Start Date: 02/01/2012 PAR Required: Y
See Minimum Quals?: _
Transmit for Approval: N

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note Quit

```

| Your Action ...  | System Response ...   |
|--|---|
| 1. Enter the following information:<br><br><b>*Proposed:</b> The proposed annual salary.<br><b>Transmit for Approval:</b> Enter "Y"es to indicate that the information is complete and the request is ready to be sent for approval; enter "N"o to indicate the record is not ready for approval. If the approval has been approved but not processed, the value will be "F" - approved for a future date. If the record has been approved, it cannot be modified unless the user first withdraws the approval record. |   |
| 2. Press ENTER.  | The system will display the following information:<br><br>Empl XXXXXXXXXXXX-XXXX-P-XXX-P modified successfully. |

**Educational Benchmark**

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/15/2012
PHOMEB1D PHOMEB1M Educational Benchmark 09:19 AM

*Action: M
Agency: 0000 PIN: 1 OCCU: 2357 BUSINESS SYSTEMS ANALYST I
SSN: 000000000 XXXXXXX, XXXXXXX XXXXX
Requested Effective Date: 02/15/2012 Approval: P Employee History: _
Annual Hourly Monthly Occu Start Occu End
Salary Rate Rate Salary Salary
Current: 41164.13 19.7227180 3430.34 41164.13 72037.23
*Proposed: _____
Educational Longevity Amt: _____
*Degree/Lic/Cert/Reg Code: _____
Educational Institution: _____
Exam Taken: N Classroom Hours: _____ Hours of Study: _____
Educ/Cert Start Date: __ __ __ Educ/Cert End Dt: __ __ __
Documentation Submitted: N Performance Appr Rating:
Date Submitted: __ __ __ Last PAR Date:
PAR Required: Y
Pay Change Start Date: 02/01/2012 Transmit for Approval: N
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Quit
    
```

| Your Action ...   | System Response ...  |
|---|--|
| <p>1. Enter the following information:</p> <p><b>*Proposed:</b> The proposed annual salary.</p> <p>Educational Longevity Amt: A one-time longevity award due to an increase in salary for an employee receiving an Educational Benchmark. It represents the amount to be given above the pay range of the employee's current PIN.</p> <p><b>*Degree/Lic/Cert/Reg Code:</b> The code denoting the type of benchmark earned.</p> <p>Educational Institution: The place where the education was received.</p> <p>Exam Taken: Whether or not an employee has taken an exam.</p> <p>Classroom Hours: The number of classroom hours an employee/worker has fulfilled.</p> <p>Hours of Study: Number of study hours an employee/worker has fulfilled.</p> <p>Educ/Cert Start Date: The date the education was started in MM DD YYYY format.</p> <p><b>Educ/Cert End Dt:</b> The date the education was completed in MM DD YYYY format.</p> <p>Documentation Submitted: Whether or not documentation was submitted for longevity award.</p> <p>Date Submitted: Date documentation was submitted in the format MM DD YYYY.</p> <p><b>Transmit for Approval:</b> Enter "Y"es to indicate that the information is complete and the request is ready to be sent for approval; enter "N"o to indicate the record is not ready for approval. If the approval has been approved but not processed, the value will be "F" - approved for a future date. If the record has been approved, it cannot be modified unless the user first withdraws the approval record.</p> |  |
| <p>2. Press ENTER.</p>  | <p>The system will display the following information:</p> <p>Empl XXXXXXXXXXXX-XXXX-P-XXX-P modified successfully.</p> |

**Non-Budgeted Realignment Award**

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/15/2012
PHOMNB1D PHOMNB1M Non-Budgeted Realignment Award 09:25 AM

*Action: M
Agency: 0000 PIN: 1 OCCU: 2357 BUSINESS SYSTEMS ANALYST I
SSN: 000000000 XXXXXXXX, XXXXXXXX XXXXX
Requested Effective Date: 02/15/2012 Approval: P Employee History: =

Annual Hourly Monthly Occu Start Occu End
Salary Rate Rate Salary Salary

Current: 41164.13 19.72 3430.34 41164.13 72037.23

*Proposed: _____

Maximum Realignment Dollars: Performance Appr Rating:
Remaining Amount: Last PAR Date:
PAR Required: Y
Pay Change Start Date: 02/01/2012 Transmit for Approval: N

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Quit
    
```

| Your Action ...   | System Response ...   |
|---|---|
| <p>1. Enter the following information:</p> <p><b>*Proposed:</b> The proposed annual salary.<br/> <b>Transmit for Approval:</b> Enter "Y"es to indicate that the information is complete and the request is ready to be sent for approval; enter "N"o to indicate the record is not ready for approval. If the approval has been approved but not processed, the value will be "F" - approved for a future date. If the record has been approved, it cannot be modified unless the user first withdraws the approval record.</p> |   |
| <p>2. Press ENTER.</p>  | <p>The system will display the following information:</p> <p>Empl XXXXXXXXXXXXX-XXXX-P-XXX-P modified successfully.</p> |

**Longevity Award**

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FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/15/2012
PHOMLAWD PHOMLAWM Longevity Award 09:36 AM

*Action: M

Agency: 0000 PIN: 1 OCCU: 2357 BUSINESS SYSTEMS ANALYST I
SSN: 000000000 XXXXXXXX, XXXXXXXX XXXXX
Requested Effective Date: 02/15/2012 Approval: P Employee History: _

Annual Hourly Monthly Occu Start Occu End
Salary Rate Rate Salary Salary
Current: 41164.13 19.72 3430.34 41164.13 72037.23

Total Longevity Award: Longevity Date: 02/01/2012
Longevity Award Amount: _____
Remaining Amount:

Pay Change Start Date: 02/01/2012 Transmit for Approval: N

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Quit
    
```

| Your Action ...   | System Response ...   |
|---|---|
| <p>1. Enter the following information:</p> <p><b>Longevity Award Amount:</b> Enter the amount above the end salary of the occupation to be compensated to the employee. This can be a lump sum amount or can be installment amounts, at the agency's discretion.</p> <p><b>Transmit for Approval:</b> Enter "Y"es to indicate that the information is complete and the request is ready to be sent for approval; enter "N"o to indicate the record is not ready for approval. If the approval has been approved but not processed, the value will be "F" -approved for a future date. If the record has been approved, it cannot be modified unless the user first withdraws the approval record.</p> | <p>The system will complete the Total Longevity Award field from the Wage, Salary and Fringe budget process. The award amount cannot exceed the total amount.</p> |
| <p>2. Press ENTER.</p>  | <p>The system will display the following information:</p> <p>Empl XXXXXXXXXXXXXXX-XXXX-P-XXX-P modified successfully.</p>   |

**New Hire/Recruitment/Promotional Flex**

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/15/2012
PHOMHR1D PHOMHR1M New Hire/Recruitment/Promotional Flex 09:43 AM

Action: M
Agency: 0000 PIN: 1 OCCU: 2357 BUSINESS SYSTEMS ANALYST I
SSN: 000000000 XXXXXXXX, XXXXXXXX XXXXX
Requested Effective Date: 02/15/2012 Approval: P Employee History: _

Annual Hourly Monthly Occu Start Occu End
Salary Rate Rate Salary Salary
Current: 41164.13 19.7227180 3430.34 41164.13 72037.23
*Proposed: _____

Pay Change Reason: NEWNHF
Directly Related Professional Cert: _ Performance Appr Rating:
Years of Directly Related Exp: _ Last PAR Date:
Years of Directly Related Educ: _ PAR Required: Y
Extraordinary Circum: _
Pay Change Start Date: 02/01/2012 See Minimum Quals?: _
Transmit for Approval: N

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Quit
    
```

| Your Action ...  | System Response ... |
|--|---------------------|
| <p>1. Enter the following information:</p> <p><b>*Proposed:</b> The proposed salary.</p> <p>An entry is required in <b>one</b> of the three fields below:</p> <p>Directly related to Cert: Directly related professional certificate. Valid options are Yes or No; <b>OR</b></p> <p>Years of Directly Related Exp: The number of directly related years of experience; <b>OR</b></p> <p>Years of Directly Related Educ: The number of directly related years of education.</p> <p>Extraordinary Circum: This field will be used to bypass the validation against the VCP rules if the field is set to a "Y," the user will have to add a note why these validations have to be bypassed. Valid options are Yes, No, or blank.</p> <p>See Minimum Quals? If Yes is entered, a separate screen is displayed with the minimum qualifications of the occupation.</p> |                     |

| Your Action ...   | System Response ...  |
|---|--|
| <p>Continue entering the following information:</p> <p><b>Transmit for Approval:</b> Enter "Y"es to indicate that the information is complete and the request is ready to be sent for approval; enter "N"o to indicate the record is not ready for approval. If the approval has been approved but not processed, the value will be "F" - approved for a future date. If the record has been approved, it cannot be modified unless the user first withdraws the approval record.</p> |  |
| <p>2. Press ENTER.</p>  | <p>The system will display the following information:</p> <p>Empl XXXXXXXXXXXX-XXXX-P-XXX-P modified successfully.</p> |