
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6232	Occupation Proposal Function	Revision Date: 02/28/2012
		Version: 5

Occupation Descriptive Function Table of Contents

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Objective

Develop an understanding of how to request a new occupation or a modification of an existing occupation.

Outcome

Occupations are created and maintained.

Overview

When an agency wishes to request a new occupation or make modifications to an existing one, the proposal function of the Occupation process is utilized. This is a two-step function. In the first step the agency makes the request either by copying a current occupation and making only necessary changes, or by beginning with a blank screen and entering all data.

The second step is the review process undertaken by the Mississippi State Personnel Board (SPB). Both steps involve many actions. These actions are detailed below.

Propose a New Occupation

The Propose a New Occupation screen is a menu screen which provides three options for the user. The options allow the user to enter basic occupation data, class specific data, or submit the requested occupation data to the SPB. Each option takes the user to the appropriate screen for data entry.

Your Action ...	System Response ...
1. Choose OC (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.

Code	Description	FastPath
D0	Display Occupation	DOCC
BC	Browse on Occupation Code	BROC
BT	Browse on Occupation Title	BROT
OP	Occupation Proposal Menu	PROC
CS	Classification Specifications	CLSP
TM	Occupation Table Maintenance	OCTM
OR	Occupation Reports	OCRE
MO	Misc Occu Browsers	MSOB

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 OP (Occupation Proposal Menu) from the Occupation Menu and press ENTER	The Occupation Proposal Menu will appear.

Code	Description	FastPath
N0	Propose a New Occupation	NEW0
C0	Propose a Change to an Occupation	PRC0
CP	Complete a Proposal	CMPP
SA	Select Approvers	SAPP
RP	Review a Proposal for Approval	RVPA
MP	Modify a Proposal	MDFP
RA	Reassign a SPB Analyst	REAN
FD	Final Disposition of a Proposal	FDSP
BP	Print a Board Package	PRBP
PS	Proposal Status	PRST
PB	Browse Pending Occupations	BPOC

Code: ==

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 NO (Propose a New Occupation) from the Occupation Proposal Menu and press ENTER.	The Propose a New Occupation Menu screen will appear.

FMSAS23 PHV2 PH00P00P PH00P00M	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM Propose a New Occupation	02/21/2012 11:08 AM
Code	Description	
1	Enter Basic Occupation Information	
2	Enter Class Specific Information	
3	Submit Proposal to SPB	
Code: =		
*Prop Occu Code: _____		
Direct Command: _____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Help Main End		Quit

Your Action ...	System Response ...
4. Choose 1 (Enter Basic Occupation Information) from the Propose a New Occupation and press ENTER.	A message window will appear.

Your Action ...	System Response ...
<p>6. Enter the following fields:</p> <p>*ACTION: Enter an A to add the proposal.</p> <p>*Code: The system will generate the occupational code.</p> <p>Title: Enter a new Occupational Title.</p> <p>Status (A/I): Indicates whether the record is active or inactive. This is system generated.</p> <p>Proposed Activation Date: MM DD YYYY.</p> <p>Change Reason: The system will assign the Code as 33 – New.</p> <p>*Type: Code for type of statute salary established.</p> <p>*Origin: Code for origination of the occupation (<i>i.e.</i>, House bill, Senate bill, etc.) - optional.</p> <p>Bill Statute #: Number of bill establishing salary - optional.</p> <p>Bill Year: - Optional.</p>	
Your Action ...	System Response ...
<p>Continue enter the following information:</p> <p>*Start Salary: Enter the proposed Start Salary. When copying an Occupation, the start salary of the current occupation will be displayed.</p> <p>*End Salary: Enter the proposed end salary. When copying an Occupation, the end salary of the current occupation will be displayed.</p> <p>*Additional Compensation: Earning codes to be associated with the proposed occupation - optional.</p>	
<p>7. Press F11.</p>	<p>The second panel will appear.</p>

FMSAS23 CI	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	02/21/2012
PH00P01D PH00P02M	Propose a New Occupation	11:24 AM
< 1 more		
*Action: _ (A,B,C,D,M,N,P)		
Code: _____ Title: _____		
*Job EEO Cat: _	Agency/Mission Crit: _	
*Register Cd: _	Recruit Difficult: N	
*Job Class Series: _____	Military Occupation: N	
*Test Code: _____	*Threshold: _	
*Test Status: _	*DOCT: _____	
PAR Status: _	On Recruitment: N	
*Agency Master: _____		
Benchmark - *Occu: _____		
Direct Command: _____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Help Main End Note Left Right Quit		

Your Action ...	System Response ...
8. Enter the following fields: *Job EEO Category: Code indicating the EEO category for this position. Agency/Mission Crit: Enter Yes or No. *Register Code: The register selection code (i.e., agency-only, open, competitive, etc.). *Job Class Series: Indicates job class of position.	The system will display the Title.

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>Recruit Difficult: Enter "Y" to indicate that it is difficult to recruit for this occupation.</p> <p>*Job Class Series: Indicates job class of position.</p> <p>Military Occupation: Enter "Y" to indicate that this occupation is for military purpose only.</p> <p>*Test Code: Indicates the test to be taken for this position.</p> <p>*Threshold: (linked to Test code) Indicates the threshold type.</p> <p>*Test Status: Code indicates testing requirements.</p> <p>*DOTC (Dictionary of Occupational Titles Code): Indicates the code associated with the appropriate occupational title.</p> <p>PAR Status: Enter "Y" to indicate that all PINs under this occupation will undergo performance evaluation.</p> <p>On Recruitment: Indicates whether or not this occupation is on active recruitment.</p> <p>*Agency Master: Enter the master agency number (9xxxx) for agency specific Occupations.</p> <p>Benchmark - *Occu: Enter the occupation code of the occupation to which this proposal is benchmarked for realignment and salary survey.</p>	
9. Press ENTER.	A Notes and Comments screen will appear.
10. Enter a Subject for the note and a Note Description providing justification for the proposal request.	If the Note Type field is accidentally changed, the system will reset it to the default when ENTER is pressed.
11. Press ENTER.	<p>The Propose a New Occupation screen will be displayed with the following message:</p> <p>Proposed Occupation ##### added successfully.</p> <p>The system will have assigned the next sequential number as the occupation code.</p> <p>NOTE: Write down the code for ease in performing further functions.</p>
12. Press F3.	The Propose a New Occupation Menu screen will appear.

Your Action ...	System Response ...
13. Choose 2 (Enter Class Specific Information) in the Code field and the system assigned occupation code in the *Prop Occu Code field and press ENTER.	The Modify Propose Occupation screen will appear.

```

FMSAS23 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/21/2012
PH00P02D PH00P03M Modify Propose Occupation 12:49 PM
3 more >
*Action: M (M)
Code: Title:
Characteristics of Work: 1 of 30
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
Go To: Ex of Work: _ Essn Func: _ Min Qual: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
14. Enter the Characteristics of Work for the proposed Occupation. If copying a current occupation, make changes to the displayed information.	
15. Press F11.	The second panel - Examples of Work screen will appear.

FMSAS23 PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	02/21/2012
PH00P02D PH00P04M	Modify Propose Occupation	12:51 PM
< 1 more		2 more >
*Action: M (M)		
Code:	Title:	
Examples of Work:		1 of 70
<hr/>		
Go To: Char of Work: _ Essn Func: _ Min Qual: _		
Direct Command: _____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Help Main End Note Bkwd Fwd Left Right Quit		

Your Action ...	System Response ...
16. Enter Examples of Work for the proposed occupation. If copying a current occupation, make changes to the displayed information.	
17. Press F11.	The third panel - Essential Functions screen will appear.

FMSAS23 PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	02/21/2012
PH00P02D PH00P05M	Modify Propose Occupation	12:54 PM
< 2 more		1 more >
*Action: M (M)		
Code:	Title:	
Essential Functions:		1 of 30
<hr/>		
Go To: Char of Work: _ Ex of Work: _ Min Qual: _		
Direct Command: _____		
Enter-PF1---	PF2---	PF3---
PF4---	PF5---	PF6---
PF7---	PF8---	PF9---
PF10--	PF11--	PF12---
Help	Main	End
Note	Bkwd	Fwd
Left	Right	Quit

Your Action ...	System Response ...
18. Enter the Essential Functions for the proposed occupation. If copying a current occupation, make changes to the displayed information.	
19. Press F11.	The fourth panel - Minimum Qualifications screen will appear.

FMSAS23	PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	02/21/2012
PH00P02D	PH00P06M	Modify Propose Occupation	12:56 PM
< 3 more			
*Action: M (M)			
Code:	Title:		
Minimum Qualifications:	1 of 140		
=====			
=====			
=====			
=====			
=====			
=====			
=====			
=====			
Go To: Char of Work: _ Ex of Work: _ Essn Func: _			
Direct Command: _____			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---			
Help Main End Note Bkwd Fwd Left Right Quit			

Your Action....	System Response ...
20. Enter the Minimum Qualifications for the proposed occupation. If copying a current occupation, make changes to the displayed information.	
21. Press ENTER.	The Class Specific Information for the proposed Occupation has been added. The system will display the following message: PROP-OCCU-MIN-QUA ##### modified successfully.
22. Press F3.	The Propose a New Occupation screen will appear.
23. Choose 3 (Submit Proposal to SPB) in the Code field, enter the system assigned Occupation Code in the *Prop Occu Code field and press ENTER.	The Submit Proposal to SPB screen will be displayed. The Code, Title, Change Reason Code, Description, and Proposed Activation Date will be displayed If the proposal is missing any required information, the screen will indicate the items which are missing.

FMSAS23 PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	02/21/2012
PH00SPBP PH00SPBM	Submit Proposal to SPB	01:00 PM
Code:	Title:	
Change Reason Code:	Desc:	
Prop Activation Date:		
<p>Characteristics of work is missing Essential Functions is missing Minimum Qualifications is missing Examples of work is missing</p>		
<p>Submit the Proposal to SPB (Y/N): N</p>		
<p>Direct Command: _____</p>		
Enter-PF1---	PF2---	PF3---
PF4---	PF5---	PF6---
PF7---	PF8---	PF9---
PF10--	PF11--	PF12---
Help	Main	End
	Note	Quit

Your Action ...	System Response ...
<p>24. If the proposal is missing information, exit the Submit Proposal to SPB screen and choose PB - Browse Pending Occupations from the Occupation Menu. Select the proposed occupation with a Modify action.</p> <p>If the proposal is not missing any information, change the Submit Proposal to SPB (Y/N) field from No to Yes.</p>	
<p>25. Press ENTER.</p>	<p>The proposal will have been submitted to SPB and the system will display the following message:</p> <p>Proposal Submitted to SPB Successfully.</p>

Propose a Change to an Occupation

The Propose a Change to an Occupation screen is used to enter occupation change information and submit changes to SPB for approval.

Your Action ...	System Response ...
1. Choose OC (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2. Choose OP (Occupation Proposal Menu) from the Occupation Menu and press ENTER.	The Occupation Proposal Menu will appear.
3. Choose CO (Propose a Change to an Occupation) from the Occupation Proposal Menu and press ENTER.	The Propose a Change to an Occupation Menu screen will appear.

FMSAS23 PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	02/21/2012
PH00P01P PH00P07M	Propose a Change to an Occupation	01:21 PM
Code	Description	
1	Enter Occupation Information	
2	Submit Proposal to SPB	
Code: =		
*Occu Code: _____		
Direct Command: _____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Help Main End		Quit

Your Action ...	System Response ...
4. Choose 1 (Enter Occupation Information) from the Propose a Change to an Occupation screen and press ENTER.	A message window will appear.

```

FMSAS23 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/21/2012
PH00P01P PH00P07M Propose a Change to an Occupation 01:21 PM

Code Description

+-----+
| *Enter Occu Code: _____ |
| Enter---PF1---PF3--- |
| Help End |
+-----+

Code: 1
* Occu Code: _____

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

Your Action ...	System Response ...
5. Enter the occupation code to be changed and press ENTER.	The Propose a Change to an Occupation screen will appear.

```

FMSAS23 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/21/2012
PH432COP PH00PD1M Propose a Change to an Occupation 01:27 PM
5 more >

* Action: M (M)

Code: 2_____ Title: ACCOUNTANT/AUDITOR I_____
Occu Origination Date : 01/01/2007
Proposed Activation Date: _ _ _

Status-(A/I): A
* Change Reason: 44 Realigned
          Bill/      Bill      Start      End
*Type *Origin Statute# Year Salary Salary
  E      _      _____ _____ 25866.80_ 45266.90_

* Additional Compensation:
SPDTY CALBK CALEN CALNT _____ _____ _____ _____ _____
_____ _____ _____ _____ _____ _____ _____ _____
_____ _____ _____ _____ _____ _____ _____ _____

Go To: Page2: _ Char of Work: _ Ex of Work: _ Essn Func: _ Min Qual: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
6. Enter all information to be changed on the screen.	
7. Press F11.	<p>If the Change Reason Code field was not changed, a message window will appear with the following message:</p> <p>Is the Change Reason Code Correct? (Y/N). Enter the correct response and/or code and press F11.</p> <p>The second screen panel will appear.</p>

```

FMSAS23 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/21/2012
PH432COP PH00PD2M Propose a Change to an Occupation 01:49 PM
< 1 more 4 more >
*Action: M (M)

Code: 2_____ Title: ACCOUNTANT/AUDITOR I_____

*Job EE0 Cat: B Professional Agency/Mission Crit: N
*Register Cd: P_ Promotional Recruit Difficult: N
*Job Class Series: _____ Military Occupation: N
*Test Code: _____ *Threshold: _
*Test Status: D Education and experience *DOCT: 1__
PAR Status: Y On Recruitment: N

*Agency Master: _____
Benchmark - *Occu: 2_____

Go To: Page1: _ Char of Work: _ Ex of work: _ Essn Func: _ Min Qual: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Left Right Quit

```

Your Action ...	System Response ...
8. Enter all information to be changed on the screen.	
9. Press F11.	The third panel will appear.

FMSAS23 CI	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	02/21/2012
PH432COP PHOOPD3M	Propose a Change to an Occupation	01:52 PM
< 2 more		3 more >
*Action: M (M)		
Code: 2_____ Title: ACCOUNTANT/AUDITOR I_____		
Characteristics of Work: _____1 of 30		
This is entry-level, professional accounting and auditing work._____		
Accounting functions which may be performed by an incumbent in this_____		
position include: the maintenance of various accounting ledgers_____		
reflecting a variety of funds; the maintenance of controls and_____		
balances on a variety of accounting activities; and the preparation_____		
of fiscal statements and reports from various sources. Auditing_____		
functions which may be performed by an incumbent in this position_____		
include analyses of accounts, transactions, contracts; and testing_____		
of transactions for compliance with established laws, rules and_____		
regulations. Further, the incumbent may conduct and/or participate_____		
Go To: Page1: _ Page2: _ Ex of Work: _ Essn Func: _ Min Qual: _		
Direct Command: _____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Help Main End Note Bkwd Fwd Left Right Quit		

Your Action ...	System Response ...
10. Enter all information to be changed on the screen.	
11. Press F11.	The fourth panel will appear.

FMSAS23 CI	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	02/21/2012
PH432COP PHOOPD4M	Propose a Change to an Occupation	01:54 PM
< 3 more		2 more >
*Action: M (M)		
Code: 2_____ Title: ACCOUNTANT/AUDITOR I_____		
Examples of Work: _____1 of 70		
Examples of work performed in this classification include, but are_____		
not limited to, the following:_____		
Makes routine reports concerning results of examinations and_____		
related information._____		
Conducts cost studies, prepares tabulations and reports conclusions_____		
and recommendations._____		
Maintains purchase orders, registers, and other fiscal records._____		
Independently maintains controls and performs balancing operations,_____		
or assists in similar operations in larger and more complex_____		
accounting activities._____		
Go To: Page1: _ Page2: _ Char of Work: _ Essn Func: _ Min Qual: _		
Direct Command: _____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Help Main End Note Bkwd Fwd Left Right Quit		

Your Action ...	System Response ...
12. Enter all information to be changed on the screen.	
13. Press F11.	The fifth panel will appear.

```

FMSAS23 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/21/2012
PH432COP PH00PD5M Propose a Change to an Occupation 01:55 PM
< 4 more 1 more >
*Action: M (M)

Code: 2_____ Title: ACCOUNTANT/AUDITOR I_____

Essential Functions: _____1 of 30
These essential functions include, but are not limited to, the_____
following. Additional essential functions may be identified and_____
included by the hiring agency._____
1. Performs various accounting activities._____
2. Plans, prepares and performs auditing functions._____
3. Prepares fiscal statements and various reports._____
_____
_____
_____

Go To: Page1: _ Page2: _ Char of Work: _ Ex of Work: _ Min Qual: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Left Right Quit

```

Your Action ...	System Response ...
14. Enter all information to be changed on the screen.	
15. Press F11.	The sixth panel will appear.

```

FMSAS23 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/21/2012
PH432COP PH00PD6M Propose a Change to an Occupation 01:57 PM
< 5 more
*Action: M (M)

Code: 2_____ Title: ACCOUNTANT/AUDITOR I_____

Minimum Qualifications: _____1 of 140
These minimum qualifications have been agreed upon by Subject_____
Matter Experts (SME's) in this job class and are based upon a job_____
analysis and the essential functions. However, if a candidate_____
believes he/she is qualified for the job although he/she does not_____
have the minimum qualifications set forth below, he/she may request___
special consideration through substitution of related education and___
experience, demonstrating the ability to perform the essential_____
functions of positions. Any request to substitute related_____
education or experience for minimum qualifications must be_____
addressed to the State Personnel Board in writing, identifying the____

Go To: Page1: _ Page2: _ Char of Work: _ Ex of Work: _ Essn Func: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Left Right Quit

```

Your Action ...	System Response ...
16. Press ENTER.	A Notes and Comments screen will appear.
17. Enter a Subject for the note and a Note Description providing justification for the proposal request.	
18. Press ENTER.	The Propose a change to an Occupation screen will be displayed with the following message: PROP OCCUPATION added successfully.
19. Press F3.	The Propose a Change to an Occupation screen will appear.
20. Choose 2 (Submit Proposal to SPB) from the Propose a Change to an Occupation Menu screen, enter the Occupation Code in the *Occu Code field and press ENTER.	The Submit Proposal to SPB screen will be displayed. The Code, Title, Change Reason Code, Description, and Proposed Activation Date will be displayed. If the proposal is missing any required information, the screen will indicate the items which are missing.

FMSAS23 PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	02/21/2012
PH00SPBP PH00SPBM	Submit Proposal to SPB	02:03 PM
Code:	Title:	
Change Reason Code:	Desc:	
Prop Activation Date:		
<p>Characteristics of work is missing Essential Functions is missing Minimum Qualifications is missing Examples of work is missing</p>		
<p>Submit the Proposal to SPB (Y/N): <u>N</u></p>		
<p>Direct Command: _____</p>		
Enter-PF1---	PF2---	PF3---
PF4---	PF5---	PF6---
PF7---	PF8---	PF9---
PF10---	PF11---	PF12---
Help	Main	End
	Note	Quit

Your Action ...	System Response ...
<p>21. If the proposal is missing information, exit the Submit Proposal to SPB screen and choose PB - Browse Pending Occupations from the Occupation Menu. Select the proposed occupation with a Modify action.</p> <p>If the proposal is not missing any information, change the Submit Proposal to SPB (Y/N) field from No to Yes.</p>	
<p>22. Press ENTER.</p>	<p>The proposal will have been submitted to SPB and the system will display the following message:</p> <p>Proposal Submitted to SPB Successfully.</p>

Complete a Proposal (SPB USE ONLY)

Your Action ...	System Response ...
1. Choose OC (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2. Choose OP (Occupation Proposal Menu) from the Occupation Menu and press ENTER.	The Occupation Proposal Menu will appear.
3. Choose CP (Complete a Proposal) from the Occupation Proposal Menu and press ENTER.	A message window will appear requesting the proposed occupation code.

```

FMSAS23 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/21/2012
PHIMAINU PHIMAINM Occupation Proposal Menu 02:09 PM

Code Description FastPath
NO Propose a New Occupation NEW
PRCO
CMPP
SAPP
RVPA
MDFP
REAN
FDSP
PRBP
PS Proposal Status PRST
PB Browse Pending Occupations BPOC

Code: CP

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

```

Your Action ...	System Response ...
4. Enter the occupation code and press ENTER.	The Modify/Complete Propose Occupation screen will appear.

FMSAS23 PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	02/21/2012
PH435SAP PH435SAM	Select Approvers	02:38 PM
Action: (P)		
Occupation: 4786	Title: XXXX-EXECUTIVE ASSISTANT	
A	Name	Agency Approver Type User Id Sts Date

_ Katie Womack	0161 01-CCB Analyst	FMSAS23 1 02/21/2012
*** End of Data ***		
Status: 1=Pend Rev 2=Apr 3=Disap 4=Req Chg 5=Was apr, chg 6=Was disap, chg		
Direct Command: _____		
Enter-PF1---	PF2---PF3---	PF4---PF5---
Help Main End	Aprv	Bkwd Fwd
		Quit

Your Action ...	System Response ...
10. Press F3.	The proposal has been completed successfully and the following message will be displayed: Proposal completed Successfully.

Select Approvers (SPB USE ONLY)

Your Action ...	System Response ...
1. Choose OC (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2. Choose OP (Occupation Proposal Menu) from the Occupation Menu and press ENTER.	The Occupation Proposal Menu will appear.
3. Choose SA (Select Approvers) from the Occupation Proposal Menu and press ENTER.	A message window will appear requesting the proposed occupation code.

Your Action ...	System Response ...
5. Enter an S (select) next to the name of the person or persons to approve the proposed occupation or change. If the Analyst wishes to have sequential approvers and not simultaneous approvers, each approver will have to be selected separately after the previous approver has reviewed the proposal.	
6. Press ENTER.	The system will display the following message: Total number of Approvers Selected: #
7. Press F3.	The system will display a screen with all selected approvers listed.

FMSAS23 PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	02/21/2012
PH435SAP PH435SAM	Select Approvers	02:38 PM
Action: (P)		
Occupation: 4786	Title: XXXX-EXECUTIVE ASSISTANT	
A	Name	Agency Approver Type User Id Sts Date

_	Katie Womack	0161 01-CCB Analyst FMSAS23 1 02/21/2012
	*** End of Data ***	
Status: 1=Pend Rev 2=Apr 3=Disap 4=Req Chg 5=Was apr, chg 6=Was disap, chg		
Direct Command: _____		
Enter-PF1---	PF2---	PF3---
PF4---	PF5---	PF6---
PF7---	PF8---	PF9---
PF10--	PF11--	PF12---
Help	Main	End
Aprv	Bkwd	Fwd
		Quit

Your Action ...	System Response ...
8. Press ENTER.	The system will display the following message: Assigned Analyst Updated To XXXXXXXX.

Review a Proposal for Approval (SPB USE ONLY)

Your Action ...	System Response ...
1. Choose OC (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2. Choose OP (Occupation Proposal Menu) from the Occupation Menu and press ENTER.	The Occupation Proposal Menu will appear.
3. Choose RP (Review a Proposal for Approval) from the Occupation Proposal Menu and press ENTER.	A message window will appear requesting the proposed occupation code.

Your Action ...	System Response ...
4. Enter the occupation code and press ENTER.	The Review a Proposal for Approval screen will appear.


```

FMSAS23 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/21/2012
PHIMAINU PHIMAINM Occupation Proposal Menu 02:40 PM

Code Description FastPath
NO Propose a New Occupation NEW0
-----+-----+
*Enter Prop Occu Code: _____ PRC0
Enter---PF1---PF3--- CMPP
Help End RVPA
-----+-----+ MDFP
PS Proposal Status REAN
PB Browse Pending Occupations FDSP
PRBP
PRST
BPOC

Code: rp

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

```

Your Action ...	System Response ...
4. Enter the occupation code and press ENTER.	The Review a Proposal for Approval screen will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/22/2012
PH436RPP PH00PD1M Review a Proposal for Approval 09:54 AM
5 more >

*Action: _ (D)

Code: 4786_____ Title: XXXX-EXECUTIVE ASSISTANT_____
Occu Origination Date : 07/01/2010
Proposed Activation Date: 07 01 2010
Status-(A/I): A
*Change Reason: 33 New
Bill/ Start End
*Type *Origin Statute# Year Salary Salary
E _ _____ _____ 30503.98_ 53381.96_

*Additional Compensation:
_____
_____
_____

Go To: Page2: _ Char of Work: _ Ex of Work: _ Essn Func: _ Min Qual: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Aprv Note Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
5. Review each screen by pressing F11.	
6. Press F4, twice.	The system will display an Approve/Disapprove a Proposal window.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/22/2012
PH436RPP PH00PD1M Review a Proposal for Approval 09:54 AM
5 more >

*Action: _ (D)
+-----Approve/Disapprove a Proposal-----+
|
| Please select one of the following actions: | 10
| Stat | 1. Approve this proposal. | 10
| *Chang | 2. Disapprove this proposal. |
| *Type | 3. Proposal should be modified for further review. |
| E | Action: _ |
| *Addit | |
| _____ |
| _____ |
| _____ |
+-----+

Go To: Page2: _ Char of Work: _ Ex of Work: _ Essn Func: _ Min Qual: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Aprv Note Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
7. Select one of the following actions: <ol style="list-style-type: none"> 1. Approve this proposal 2. Disapprove this proposal 3. Proposal should be modified for further review 	
8. Press ENTER.	A Notes and Comments screen will appear.
9. Enter a Subject for the note and a Note Description providing justification for the action taken.	
10. Press ENTER.	The Review a Proposal for Approval screen will appear with the following message: Proposal reviewed Successfully.

Modify a Proposal (SPB USE ONLY)

This option is used by the SPB Analyst to make modification requested and/or recommended by the approvers.

Your Action ...	System Response ...
1. Choose OC (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2. Choose OP (Occupation Proposal Menu) from the Occupation Menu and press ENTER.	The Occupation Proposal Menu will appear.
3. Choose MP (Modify A Proposal) from the Occupation Proposal Menu and press ENTER.	A message window will appear requesting the proposed occupation code.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/22/2012
PHIMAINU PHIMAINM Occupation Proposal Menu 10:24 AM

Code Description FastPath
NO Propose a New Occupation NEWO
-----+-----+
*Enter Prop Occu Code: _____ PRCO
Enter---PF1---PF3--- CMPP
Help End MDFP
-----+-----+
PS Proposal Status PRST
PB Browse Pending Occupations BPOC

Code: mp

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

Your Action ...	System Response ...
4. Enter the occupation code and press ENTER.	The Modify/Complete a Propose Occupation screen will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/22/2012
PH433MPP PH00PD1M Modify/Complete Propose Occupation 10:31 AM
5 more >

*Action: (M)

Code: 4786_____ Title: XXXX-EXECUTIVE ASSISTANT_____
Occu Origination Date : 07/01/2010
Proposed Activation Date: 07 01 2010

Status-(A/I): A
*Change Reason: 33 New
Bill/ Bill Start End
*Type *Origin Statute# Year Salary Salary
E _ _____ 30503.98_ 53381.96_

*Additional Compensation:
_____
_____
_____

Go To: Page2: _ Char of Work: _ Ex of Work: _ Essn Func: _ Min Qual: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Updt Note Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
5. Review each screen by pressing F11 and change data as needed.	
6. Press F4, twice.	The proposal has been modified and the following message will be displayed: Proposal modified Successfully.

Reassign A SPB Analyst (SPB USE ONLY)

The Reassign an SPB Analyst screen is used by SPB to Reassign a SPB Analyst to a specific occupation code.

Your Action ...	System Response ...
9. Choose OC (Occupation) from the Maine Menu and press ENTER.	The Occupation Menu will appear.
10. Choose OP (Occupation Proposal Menu) from the Occupation Menu press ENTER.	The Occupation Proposal Menu will appear.
11. Choose RA (Reassign a SPB Analyst) from the Occupation Proposal Menu and press ENTER.	The Reassign a SPB Analyst screen will appear.

FMSAS23 CI	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	02/22/2012		
PH434AAP PH434AAM	Reassign a SPB Analyst	10:43 AM		
Action: (S)				
Act	Code	Title	Analyst	Create Date
---	---	-----	-----	-----
_	4786	XXXX-EXECUTIVE ASSISTANT	FMSAS23	08/06/2009
		*** End of Data ***		
Proposed Occupation Code: _____				
Direct Command: _____				
Enter-PF1---	PF2---	PF3---	PF4---	PF5---
PF6---	PF7---	PF8---	PF9---	PF10---
PF11---	PF12---			
Help	Main	End	Bkwd	Fwd
				Quit

Your Action ...	System Response ...
12. Enter S next to requested record and press Enter.	The Assign SPB Analyst window will appear. The currently assigned SPB Analyst's userid will be displayed.

```

FMSAS23 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/22/2012
PH434AAP PH434AAM Reassign a SPB Analyst 10:43 AM

Action: (S)

Act Co +-----Assign SPB Analyst-----+
--- ---
s | Please enter the userid for the SPB analyst to be assigned
  | to this occupation.
  |
  | Occupation: 4786 XXXX-EXECUTIVE ASSISTANT
  | *Analyst: FMSAS23_
  |
+-----+

Proposed Occupation Code: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Bkwd Fwd Quit

```

Your Action ...	System Response ...
13. Enter the userid of the Analyst to be assigned and press ENTER.	The Reassign a SPB Analyst screen will appear with the new userid displayed.
14. Press ENTER.	The system will display the following message: Assigned Analyst Updated To XXXXXXXX.

Final Disposition of a Proposal (SPB USE ONLY)

Your Action ...	System Response ...
1. Choose OC (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2. Choose OP (Occupation Proposal Menu) from the Occupation Menu and press ENTER.	The Occupation Proposal Menu will appear.
3. Choose FD (Final Disposition of a Proposal) from the Occupation Proposal Menu and press Enter.	A message window will appear requesting the proposed occupation code.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/22/2012
PHIMAINU PHIMAINM Occupation Proposal Menu 11:01 AM

Code Description FastPath
NO Propose a New Occupation NEW0
-----+-----+
*Enter Prop Occu Code: _____ PRCO
CMPP
Enter---PF1---PF3--- SAPP
RVPA
Help End MDFP
REAN
-----+-----+
PS Proposal Status FDSP
PB Browse Pending Occupations PRBP
PRST
BPOC

Code: fd

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

```

Your Action ...	System Response ...
4. Enter Prop Occu Code and press ENTER.	The Final Disposition of a Proposal screen will appear.

FMSAS23 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	02/22/2012
PH437FDP PH437FDM	Final Disposition of a Proposal	11:08 AM

Occupation Code: 4786 Title: XXXX-EXECUTIVE ASSISTANT

Proposal to Add occupation. Effective date: 07/01/2010
Has not been reviewed by all approvers

Please select one of the following actions:

Action	Description
1	Show proposal status
2	Return to previous menu
3	Approve, move to active file on effective date and notify all reviewers
4	Disapprove and notify all reviewers

Action: =

Direct Command: _____

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

Your Action ...	System Response ...
5. Enter the disposition code in the Action field and press ENTER. 1. Show proposal status 2. Return to previous Menu 3. Approve, move to active file on effective date and notify all reviewers 4. Disapprove and notify all reviewers	The system will display a message stating the action taken. For example, if the proposal had been reviewed by all approvers the message will state: Occupation will be changed on Effective Date. If the date is a past date or the current date, the system will denote the Occupation is active.

Print a Board Package (SPB USE ONLY)

Your Action ...	System Response ...
1. Choose OC (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2. Choose OP (Occupation Proposal Menu) from the Occupation Menu and press ENTER.	The Occupation Proposal Menu will appear.
3. Choose BP (Print a Board Package) from the Occupation Proposal Menu and press ENTER.	A message window will appear requesting the proposed occupation code.


```

FMSAS23 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/22/2012
PH00POCB PH00POCM Browse Pending Occupations 12:21 PM

Action: (D,M,P)

A Occu Cd Title Start Salary End Salary Test Stat EE0 Cat
-----
_ 4786 XXXX-EXECUTIVE ASSISTANT 30,503.98 53,381.96 D F
*** End of Data ***

*Occupation Code: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Bkwd Fwd Quit

```

Your Action ...	System Response ...
4. The selection criteria include *Occupation Code. The available actions are Display and Modify.	
5. Choose the action to be performed next to the selected record and press ENTER.	The Display Proposed Occupation screen will appear.

Proposal Status

Your Action ...	System Response ...
1. Choose OC (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2. Choose OP (Occupation Proposal Menu) from the Occupation Menu and press ENTER.	The Occupation Proposal Menu will appear.
3. Choose PS (Proposal Status) from the Occupation Proposal Menu and press ENTER.	The Proposal Status Menu will appear.

Code	Description	FastPath
PD	Proposals by Submission Date	PSSD
PA	Proposals by Analyst	PSAN
PR	Proposals by Change Reason	PSCR
SP	Summary of Proposal	SUMP
AS	Approvers and Status	APST

Code: __

Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Help Main End Quit

Proposals by Submission Date

The Proposals by Submission Date screen is used to access proposals by the date they were submitted to SPB.

Your Action ...	System Response ...
1. Choose PD (Proposals by Submission Date) from the Proposal Status Menu and press ENTER. Selection criteria include Creation Date. The available actions are Display and Select.	The Proposals by Submission Date screen will appear. Information is displayed by Occupation Code, Occupation Title, Change Reason Code, Analyst, Creation Date, and Status Code.

FMSAS23 CI	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	02/22/2012				
PH438PDP PH438PDM	Proposals by Submission Date	12:34 PM				
Action: (D,S)						
Act	Occu Cd	Title	CR	Analyst	Create Dt	St

*** End of Data ***						
Status: 1=Pend Rev 2=Apr 3=Disap 4=Req Chg 5=Was apr, chg 6=Was disap, chg						
Creation Date: 02 22 2012						
Direct Command: _____						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---						
Help Main End Bkwd Fwd Quit						

Your Action ...	System Response ...
2. Choose the action to be performed next to the selected record and press ENTER.	If Display is chosen, the Approvers and Status screen will appear. If Select is chosen the Proposal Summary Screen will appear.

Proposals by Analyst (SPB USE ONLY)

Your Action ...	System Response ...
1. Choose PA (Proposals by Analyst) from the Proposal Status Menu and press ENTER. Selection Criteria includes Analyst. The available actions are Display and Select.	The Proposals by Analyst screen will appear. Information is displayed by Occupation Code, Occupation Title, Change Reason Code, Analyst, Creation Date, and Status Code.

```

FMSAS23 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/22/2012
PH438PAP PH438PAM Proposals by Analyst 12:45 PM

Action: (D,S)

Act Occu Cd Title CR Analyst Create Dt St
-----
_ 4786 XXXX-EXECUTIVE ASSISTANT 33 Katie Womack 08/06/2009 3
*** End of Data ***

Status: 1=Pend Rev 2=Apr 3=Disap 4=Req Chg 5=Was apr, chg 6=Was disap, chg
*Analyst: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Quit

```

Your Action ...	System Response ...
2. Choose the action to be performed next to the selected record and press ENTER.	If D isplay is chosen, the Approvers and Status screen will appear. If S elect is chosen the Proposal Summary Screen will appear.

Proposals by Change Reason

Your Action ...	System Response ...
1. Choose PR (Proposals by Change Reason) from the Proposal Status Menu and press ENTER. Selection Criteria includes Change Reason Code. The available actions include Display and Select.	The Proposals by Change Reason screen will appear. Information is displayed by Occupation Code, Occupation Title, Change Reason Code, Analyst, Creation Date, and Status Code.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/22/2012
PH438PRP PH438PRM Proposals by Change Reason 12:50 PM

Action: (D,S)

A  Occu Cd          Title          CR          Analyst          Create Dt St
-----
_  4786 XXXX-EXECUTIVE ASSISTANT 33 Katie Womack 08/06/2009 3
*** End of Data ***

Status: 1=Pend Rev 2=Apr 3=Disap 4=Req Chg 5=Was apr, chg 6=Was disap, chg
*Change Reason: =
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                      Bkwd Fwd                               Quit

```

Your Action ...	System Response ...
2. Choose the action to be performed next to the selected record and press ENTER.	If D isplay is chosen, the Approvers and Status screen will appear. If S elect is chosen the Proposal Summary Screen will appear.

Summary of Proposal

Your Action ...	System Response ...
1. Choose SP (Summary of Proposals) from the Proposal Status Menu and press ENTER.	A message window will appear requesting the Occupation Code.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/22/2012
PHIMAINU PHIMAINM Proposal Status Menu 12:52 PM

Code Description FastPath
PD Proposals by Submission Date PSSD
-----+-----+ PSAN
| *Enter Prop Occu Code: _____ | PSCR
| Enter---PF1---PF3--- | SUMP
| Help End | APST
|-----+-----+

Code: sp

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

Your Action ...	System Response ...
2. Enter the proposed occupation code and press ENTER.	The summary of Proposal screen will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/22/2012
PH438SPP PH438SPM Summary of Proposal 01:02 PM

Occupation Code: 4786 Title: XXXX-EXECUTIVE ASSISTANT
Date Entered: 08/06/2009
Total Approvers: 1
Number of Responses: 1
Outstanding Approvals

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

Approvers and Status

The approvers and Status screen is used to review the approval status of a selected occupation.

Your Action ...	System Response ...
1. Choose AS (Approvers and Status) from the Proposal Status Menu and press ENTER.	A message window will appear requesting the Occupation Code.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/22/2012
PHIMAINU PHIMAINM Proposal Status Menu 01:06 PM

Code Description FastPath
PD Proposals by Submission Date PSSD
+-----+ PSAN
| *Enter Prop Occu Code: _____ | PSCR
| Enter---PF1---PF3--- | SUMP
| Help End | APST
+-----+

Code: as

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

```

Your Action ...	System Response ...
2. Enter the proposed occupation code and press ENTER.	The Approvers and Status screen will appear.

FMSAS23 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/22/2012
 PH438ASP PH438ASM Approvers and Status 01:08 PM

Occupation: 4786 Title: XXXX-EXECUTIVE ASSISTANT

Name	Title	St	Date
Katie Womack	01-CCB Analyst	4	02/21/2012
*** End of Data ***			

Status: 1=Pend Rev 2=Apr 3=Disap 4=Req Chg 5=was apr, chg 6=Was disap, chg

Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Help Main End Note Bkwd Fwd Quit