
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6241	Position Establish Position	Effective Date: 01/27/2011
		Version: 3

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Objective

Establish a position.

Outcome

The position information is entered and approved in the system.

Your Action ...	System Response ...
1. Choose PO (Position) from the Main Menu and press ENTER.	The Position Menu will appear.
2. Choose MP (Manage Position) from the Position Menu and press ENTER.	The Manage Position Menu will appear.

PHFNC10 PHV1	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	01/31/2007
PHIMAINU PHIMAINM	Manage Position Menu	01:48 PM
Code	Description	FastPath
MP	Maintain Position Information	MNPI
IA	Intra-Agency Position Transfer	IAPT
RA	Full-time/Part-time Swap	FPTS
AA	Abolish Position	ABPO
TL	FY Time-Limited Position Re-authorization	TLPR
RR	Reallocation/Reclassification	RARC
PB	Program Budget Information	PBUD
P1	Produce PIN/OCCU PAR Indicator Report	PAR1
RP	Produce Program Budget Report By Agency	PINBUD
DP	Download of Position and Position Budget Info	
PE	Download of Position and Employment Details	POEM
PL	Browse Position Log File	POSL
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 MP (Maintain Position Information) from the Manage Position Menu and press ENTER.	The Maintain Position Information screen will appear.

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PHFNC10 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/31/2007
PHOPPN0D PHOPPNOM Maintain Position Information 01:50 PM
1 more >

Action: (A,C,D,M,N,P)

*Agency Nbr: _____
*PIN: _____ Approval: _
*OCCU: _____ *FLSA Status: _
OCCU Title: _____ *PIN County: _
*Start Sal: _____ *End Sal: _____ SPB Process: Y
SSN: - - - - - Org Code: _____
*Exec Service: _____ *Supervision: _
*Service Type: _____ Geo. Location: _____
Service Date: _____ *Type: _
Part/Full: _____ FTE: _____ Exceed Head Sal: _
Months: _____ Hours: _
*Auth: _____ Arrest Authority: _
Auth Dt: _____ End Date: _
Trans Eff Dt: _____ Pos Swapped From: _
Direct Command: _____ Transmit for Approval?: _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End P Bgt Note Hist Bkwd Fwd Left Right Quit
    
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Your Action ...	System Response ...
<p>4. Choose Add and enter the following information to establish the PIN.</p> <p>*Agency Nbr: The agency number XXXX. *PIN: This is assigned by the system if left blank. Approval: Indicates the status of the request: "A" – Approved, "P" – Pending, or "F" - Future date.</p>	
<p>5. Press ENTER.</p>	
<p>6. Enter the following information:</p> <p>*OCCU: The occupation code of the PIN *FLSA Status: Enter the code representing the Fair Labor Standards Act status of the PIN. OCCU Title: This is completed by the system based on the Occu Code. *PIN County: XX indicating the code for the county where the PIN is assigned. Start and End Salary: This is completed by the system based on occupation. SPB Processed: A "Y" indicates that the State Personnel Board processes this position. This is completed by the system based on the agency record. SSN: Cannot be entered when adding a position.</p>	

Your Action ...	System Response ...
<p>Org Code: An identifier of position(s) within an agency. This code can be used to construct an agency's organizational structure.</p> <p>*Exec Service: Executive compensation indicator code.</p> <p>*Supervision: Indicates whether the position is required to supervise others. Valid values are 1 or 2.</p> <p>*Service Type: Enter the code denoting if the position is state service or not.</p> <p>Geo. Location: A 2-digit code indicating the level of organizational structure where the position is located or defined. This field is populated by the agency with codes they have established to indicate their unique organizational structure.</p> <p>Service Date: MM DD YYYY and indicates the effective date of the current position's service date.</p> <p>*Type: Code which indicates whether the position is Permanent or Time Limited.</p> <p>Part/Full: This is completed by the system based on months and hours entered.</p> <p>FTE (Full Time Equivalent): This is completed by the system based on months and hours entered.</p> <p>Exceed Head Sal: Yes or No. A "Y" indicates that the salary of the position exceeds the salary of the agency head.</p> <p>Months: Enter the number of months projected for this position. For time-limited PINs, the number of months entered must be equal to or less than the number of months remaining in the fiscal year.</p> <p>Hours: Enter the number of hours per week required for this position.</p> <p>*Auth: Code denoting whether the position was authorized in an appropriation bill or escalated through DFA.</p> <p>Arrest Authority: The system completes this based on occupation code.</p> <p>*Authorization Dt: The date the position was authorized. This date cannot be greater than the position end date, and it must be in a current or future fiscal year.</p> <p>End Date: If the position is time-limited, it must have an ending date; otherwise, this field remains blank.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>Pos Swapped From: Place an X in the blank and press enter to see position swap data.</p> <p>Trans Eff Dt: Enter the date this transaction is to be effective. It must be in the current or next fiscal year.</p> <p>Transmit for approval?: An indicator for a request to be authorized. Valid values are "Y" or "N." If value is set to "Y," an approval record has been created, and the record cannot be modified unless the approval record is withdrawn.</p>	
<p>7. Press F11.</p>	<p>The second panel of the Maintain Position Information screen will appear with the agency number and PIN displayed.</p>

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PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/05/2007
PHOPPN0D PHOPPN1M Maintain Position Information 11:01 AM
< 1 more
Action: . (A,C,D,M,N,P)

*Agency Nbr: _____
*PIN: _____ Approval: A
*WComp Class: _____ Report to: *Agcy: _____ *PIN: _____
*Schedule: _____ Teacher Months: _____ Nbr be paid: _____
*Retirement Pgm: _____ *Emolument Type: _____ Amt: _____
Recruitment Flex: _____ *Leg Mileage Type: _____ Mileage: _____
*Selection Exempt: _____ *Pay Method: _____ *Pay Frequency: _____
EE04 Exempt: N *PERS PIN Code: _____ *Extra Hrs: _____
PAR Required Ind: _____ Workers Comp Sub Agcy: _____ *RIF: _____
PAR Sort Code: _____ Warrant Sort Dtls: _____

Display *Addl Comp Effect Date End Date Pct
1_of _____

Trans Eff Dt: _____ Transmit for Approval?: N
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End P Bgt Note Hist Bkwd Fwd Left Right Quit
    
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Your Action ...	System Response ...
<p>8. Enter the following information:</p> <p>*WComp Class: The workers compensation classification code.</p> <p>Report to:</p> <p>*Agcy: This field is used only when the supervisor to whom the employee reports is in a different agency.</p> <p>*PIN: The PIN.</p> <p>*Schedule: Enter the code for the standard work schedule for the position.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>Teacher Months: The number of months for which a school position is authorized. Correct responses are 9, 10, 11, or 12. The number of months also creates the report time record for the school year that is used by Calculate Pay each month to determine what the worker has earned versus what they are being paid.</p> <p>Nbr be paid: Determines the number of times a teacher is paid per year (only entered if Teacher Months field is entered).</p> <p>*Retirement Pgm: (RPERS is the default.) This field is required if the SPB process field is Yes. Defaults to regular retirement but may be changed if necessary.</p> <p>*Emolument Type: Enter the code indicating the type of emolument.</p> <p>Amt: Enter the tangible tax value of a provided service or benefit to a person, which is taxable but not paid in cash form, e.g., caretaker housing.</p> <p>Recruitment Flex: Indicates if a position has been approved for recruitment flex by the SPB.</p> <p>*Leg Mileage Type: Enter the code indicating the type of mileage incurred.</p> <p>Mileage: Required if the Leg (legislative) Mileage Type has been entered; otherwise, it must be zero. Contains the number of miles for a roundtrip (home to work place and back home) claimed.</p> <p>Selection Exempt: The system completes this field based on the position or occupational code.</p> <p>*Pay Method: Hourly or Salary.</p> <p>*Pay Frequency: Bi-Weekly, K - Contractor WINs (bi-weekly delayed); Bi-weekly Delayed, Legislative, Monthly, P - Supplemental, R - Twice a Month (semi-monthly paid current), Semi-monthly, Travel, Weekly, X- Legislative Weekly Expense.</p> <p>EE04 Exempt: This defaults to N(o).</p> <p>*PERS PIN Code: Identification number for this position used by the Public Employee Retirement System.</p> <p>*Extra Hrs: The code used for payment part. It tells the system what to do with the extra hours that are entered into report time. This code must correspond to the FLSA code.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>PAR Required Indicator: Indicates whether the position is required to comply with requirements for Performance Appraisal Review (PAR). A "Y" indicates that the position is under the salary setting authority of the State Personnel Board</p> <p>Workers Comp Sub Agency: Allows employees in a master agency to be grouped by workers compensation contributions.</p> <p>*RIF: Indicates the code for the type of reduction in force.</p> <p>*PAR Sort Code: Performance Appraisal Review sort code - indicates how employee performance reviews are to be sorted. PAR Sort Code is a 1-4 alphanumeric code selected by the user to categorize agency positions.</p> <p>Warrant Sort Dtls: The group number for sorting warrants.</p> <p>*Addl Comp: Indicates the earnings code for additional compensation.</p> <p>Effect Date: Effective date of compensation.</p> <p>End Date: Ending date of compensation.</p> <p>PCT: Percentage of compensation. (Must be a decimal value).</p> <p>Transaction Eff Date: Enter the date this transaction is to be effective.</p> <p>Transmit for Approval?: An indicator for a request to be authorized. Valid values are "Y" or "N." If value is set to "Y," an approval record has been created, and the record cannot be modified unless the approval record is withdrawn.</p>	
<p>9. Press ENTER.</p>	<p>The Maintain Program Budget screen will appear with the Agency Number, PIN, Cur FLSA, Occupation Code, Service Type and Approval status displayed.</p>

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PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/05/2007
PHOPBG0D PHOPBG0M Maintain Program Budget 11:18 AM

*Action: D (C,D,N)
*Agency Nbr: _____ Cur Fiscal Year: 2007 Cur FLSA:
*PIN: _____ Service Type:
OCCU: _____ APPROVAL: A
SSN: - -

Display Requested Program Details: *PGM# PGM% GF% FF% OF%
1_ of
      _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____

Trans Eff Date: _ _ _ _ _ Transmit For Approval: N
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Agcy Note Hist Bkwd Fwd Quit
    
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Your Action ...	System Response ...
<p>10. Enter the following information:</p> <p>*PGM#: Enter at least one program number for the PIN.</p> <p>PGM %: Must equal 100 percent among all programs.</p> <p>GF%, FF%, OF%: Must equal 100 percent among all funds for each program.</p> <p>Transaction Eff Date: Enter the date this transaction is to be effective.</p>	
<p>11. Press ENTER.</p>	<p>The Position Budget for the Position has been entered and the following message is displayed:</p> <p>Pos-Budget aaaa-pin-yyyy-p added successfully.</p>
<p>12. Press F3.</p>	<p>The Maintain Position Information screen will appear.</p>
<p>13. Choose Modify and change the Transmit for Approval? to Yes and press ENTER.</p>	<p>The position has been established and the Maintain Position Information screen will appear with the following message displayed:</p> <p>Position aaaa-pin-p modified successfully.</p>