
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6242	Position Modify Position Information	Effective Date: 12/01/2011
		Version: 4

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Objective

Perform modification on positions

Outcome

Position modifications, intra-agency (within same master agency) transfers (swaps), full-time/part-time swaps, abolishments, re-authorizations, reallocations, reclassifications, and the non-align indicator modifications are entered into the system.

Position Modifications

The Maintain Position Information screen is used to enter information required to establish a position. The screen has two panels and includes information such as PIN, occupation code and title, start and ending salary, service date and type, and geographic location.

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

FMSAS23	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	11/30/2011
PHIMAINU	PHIMAINM	Position Menu	09:47 AM
Code	Description	FastPath	
MP	Manage Position		
MW	Maintain FY Control Tables		
BA	Browse Active PINs	BRAP	
AP	Browse Active/Pending PINs	BRAPP	
AB	Browse Abolished PINs	BRABP	
BV	Browse Vacant PINs	BRVP	
PR	Produce PEP Report	PREP	
PV	View PEP Information	VPEP	
SV	List of Statewide Vacancies	LOSV	
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 ...
2. Choose MP (Manage Position) from the Position Menu and press ENTER.	The Manage Position Menu will appear.

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/30/2011
PHIMAINU PHIMAINM Manage Position Menu 09:49 AM

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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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/30/2011
PHOPPNOD PHOPPNOM Maintain Position Information 09:49 AM
                                                    1 more >

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

*Agency Nbr: _____
*PIN: _____
*OCCU: _____
OCCU Title: _____
*Start Sal: _____ *End Sal: _____
SSN: - - - - -
*Exec Service: _
*Service Type: _
Service Date: _ _ _ _
Part/Full: FTE:
Months: _
*Auth: _
Auth Dt: _ _ _ _

Trans Eff Dt: _ _ _ _
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

Approval: _
*FLSA Status: _
*PIN County: _
SPB Process: Y
Org Code: _____
*Supervision: _
Geo. Location: _ _ _ _ _
*Type: _
Exceed Head Sal: _
Hours: _
Arrest Authority: _
End Date: _ _ _ _
Pos Swapped From: _
Transmit for Approval?: _
    
```

Your Action ...	System Response ...
<p>4. Choose Modify and enter the following:</p> <p>*Agency Nbr: The agency code xxxx. *PIN: Position Number to be modified. 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 information to be added or changed on the screen.</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 Occupational Code. *PIN County: XX indicating the code of 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 field is completed by the system based on the agency record. SSN: Cannot be entered when adding a position.</p>	

Your Action ...	System Response ...
<p>Continue to enter the information to be added or changed on the screen.</p> <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 whether or not the position is state service.</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>	

Your Action ...	System Response ...
<p>Continue to enter the information to be added or changed on the screen.</p> <p>End Date: If the position is time-limited, it must have an ending date; otherwise, this field remains blank.</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.</p>

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FMSAS23  PHV3          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/30/2011
PHOPPNOD PHOPPN1M      Maintain Position Information          09:53 AM
< 1 more
Action:  _ (A,C,D,M,N,P)

* Agency Nbr:  _____
* PIN:  _____
* 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
    
```

Your Action ...	System Response ...
<p>8. Enter the information to be added or changed on the screen.</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 # of the supervisor.</p> <p>*Schedule: Enter the code for the standard work schedule for the position.</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 (can only be 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 at a national monument.</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>	

Your Action ...	System Response ...
<p>Continue to enter the information to be added or changed on the screen.</p> <p>*Pay Method: Hourly or Salary</p> <p>*Pay Frequency: Hourly or Salary.</p> <p>*Pay Frequency: Bi-Weekly Delayed, K – Contractor WINS (bi-weekly delayed, Legislative, Monthly, P- Supplemental, R- Twice a Month (semi-monthly paid current), Semi-monthly (delayed), Travel, Weekly, X- Legislative Weekly Expense. . 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> <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>	

Your Action ...	System Response ...
<p>Continue to enter the information to be added or changed on the screen.</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 position has been modified and the following message will be displayed:</p> <p>Position aaaa-#-p modified successfully.</p>

Intra-Agency Position Transfer

PINs can only be swapped between sub-agencies within the same master agency. Agency Fiscal Year Records must first be reviewed and/or modified to ensure that authorized PIN counts are sufficient to allow the swap.

Your Action ...	System Response ...
<p>1. Choose PO (Position) from the Main Menu and press ENTER.</p>	<p>The Position Menu will appear.</p>

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/30/2011
PHIMAINU PHIMAINM Position Menu 09:57 AM

Code Description FastPath
MP Manage Position
MW Maintain FY Control Tables
BA Browse Active PINs BRAP
AP Browse Active/Pending PINs BRAPP
AB Browse Abolished PINs BRABP
BV Browse Vacant PINs BRVP
PR Produce PEP Report PREP
PV View PEP Information VPEP
SV List of Statewide Vacancies LOSV

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 MP (Manage Position) from the Position Menu and press ENTER.	The Manage Position Menu will appear.

FMSAS23	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	11/30/2011
PHIMAINU	PHIMAINM	Manage Position Menu	09:59 AM
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: <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 IA (Intra-Agency Position Transfer) from the Manage Position Menu and press ENTER.	The Intra-Agency Position Transfer screen will appear.

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/30/2011
PHOPSWOD PHOPSWOM Intra-Agency Position Transfer 10:20 AM

*Action: = (A,C,D,M,N,P)
*Agency#: 0829 Cur FLSA:
*Cur PIN: ____24 FISCAL YEAR: 2012 Service Type:
Cur OCCU:
SSN: - -
*Req Agency#: ____ FLSA:
*Req PIN: ____ (PIN can be auto assigned) Serv Type:
Display Current Program Details: PGM# PGM% GF% FF% OF%
1_ of

Display Proposed 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 Note Hist Bkwd Fwd Quit
    
```

Your Action ...	System Response ...
4. Choose Add .	
5. Enter the following information: *Agency #: The agency code xxxx. Cur FLSA: The type of FLSA status assigned to the position. The system will display this information. *Cur PIN: Enter the PIN number to be swapped. It must be an active PIN.	
6. Press ENTER:	
7. Enter the following information: Fiscal Year: The system will display the current fiscal year. Service Type: The service type assigned to the current PIN. The system will display this information. Cur OCCU: The occu code assigned to the position. The system will display this information. SSN: The Social Security Number for the person in this position. The system will display this information.	

Your Action ...	System Response ...
<p>Continue entering the following information.</p> <p>*Req Agency #: The agency number where the PIN is to be swapped. The agency cannot be the same as the current agency. However, both agencies must be within the same master agency</p> <p>*FLSA: The FLSA status for the requested position. The system will display this information.</p> <p>*Req PIN: The system will complete this if left blank. The PIN cannot be an active PIN.</p> <p>*Service Type: The service type for the requested position. The system will display this information.</p> <p>Current Program Details by PGM#, PGM%, GF%, FF%, and OF%: The system will display this information.</p> <p>Proposed Program Details by PGM#, PGM%, GF%, FF%, and OF%: Enter a valid program number and the funding by program and funding source; must equal 100 percent among all programs and funds.</p> <p>Trans Eff Date: MM DD YYYY. This 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>	
8. Press ENTER.	If the employee has not received a performance rating in the past 90 days, the Record Performance Appraisal screen will appear with the Agency, SSN, PIN, Occupation information for the position, and the employee displayed.**
9. Press ENTER.	The following message will appear: Transaction s-aaaa-# added successfully.

**Refer to the PAR workbook for instructions on performing and entering performance appraisal information.

Full-Time/Part-Time Swap

The Full-time/Part-time Swap screen is used by an agency to request that a Full-time and Part-time position be swapped. Information such as PIN, occu code, hours per week, number of months, and effective date of swap is recorded.

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

FMSAS23	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	11/30/2011
PHIMAINU	PHIMAINM	Position Menu	10:33 AM
Code	Description		FastPath
MP	Manage Position		
MW	Maintain FY Control Tables		
BA	Browse Active PINs		BRAP
AP	Browse Active/Pending PINs		BRAPP
AB	Browse Abolished PINs		BRABP
BV	Browse Vacant PINs		BRVP
PR	Produce PEP Report		PREP
PV	View PEP Information		VPEP
SV	List of Statewide Vacancies		LOSV
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 MP (Manage Position) from the Position Menu and press ENTER.	The Manage Position Menu will appear.

FMSAS23	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	11/30/2011
PHIMAINU	PHIMAINM	Manage Position Menu	10:34 AM

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 RA (Full-time/Part-time Swap) from the Manage Position Menu and press ENTER.	The Full-time/Part-time Swap screen will appear.

FMSAS23	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	11/30/2011
PHOPPS2D	PHOPPS2M	Full-time/Part-time Swap	10:34 AM

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

* Agency: 0829

* Full Time Pin: 24 SSN: _____

Occu: _____

Hrs per Week: _____ Num of Months: _____ Service Type: _____

Hrs per Week: Num of Months: *Service Type:

* Part Time Pin: SSN: _____

Occu: _____

Hrs per Week: _____ Num of Months: _____ Service Type: _____

Hrs per Week: Num of Months: *Service Type:

Trans Eff Dt: Transmit for Approval?:

Direct Command: _____

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

Your Action ...	System Response ...
<p>4. Choose Add and enter the following fields:</p> <p>*Agency: Enter the agency number xxxx.</p> <p>*Full-time PIN: Enter the PIN number to be moved from full-time to part-time.</p>	
<p>5. Press ENTER.</p>	
<p>6. Enter the following information:</p> <p>SSN: The Social Security Number for the person in this position. The system will display this information.</p> <p>Hourly Rate: The system will display this information for the current position</p> <p>Monthly Rate: The system will display this information for the current position.</p> <p>Occupation Code: The system will display this information for the current position.</p> <p>Title: The system will display this information for the current position.</p> <p>Hrs Per Week: The number of hours per week an employee is currently working in the current PIN before the full-time/part-time swap takes place. The system will display this information.</p> <p>Number of Months: The number of months an employee is currently working in the related PIN before the full-time/part-time swap takes place. The system will display this information.</p> <p>Service Type: The service type of current PIN. The system will display this information.</p> <p>Hrs Per Week: Enter the new hours per week for the current full-time position.</p> <p>Num of Months: Enter the new hours per month for the current full-time position.</p> <p>*Service Type: Enter the new state service type code for the current full-time position.</p> <p>*Part- Time PIN: Enter the PIN to be swapped from part-time to full-time.</p> <p>Hrs Per Week: Enter the new hours per week for the current part-time position.</p> <p>Num of Months: Enter the new hours per month for the current part-time position.</p> <p>*Service Type: Enter the new state service type code for the current part-time position.</p> <p>Trans Eff Date: MM DD YYYY</p> <p>Trans 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>	

Your Action ...	System Response ...
7. Press ENTER.	If the employee has not received a performance rating in the past 90 days, the Record Performance Appraisal screen will appear with the Agency, SSN, PIN, Occupation information for the position, and the employee displayed.**
8. Press ENTER.	The Full-Time/Part-Time Swap screen will be displayed with the following message: Transaction s-aaaa-# added successfully.

**Refer to the PAR workbook for instructions on performing and entering performance appraisal information.

Abolish Position

The Abolish Position screen is used to enter information in order to abolish a position. Information included on this screen is agency number, PIN, occu code for the position, reason for abolishing (such as Legislature, expired escalation), effective date, and funds to be generated as a result of this action.

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

FMSAS23	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	11/30/2011
PHIMAINU	PHIMAINM	Position Menu	10:39 AM
Code	Description	FastPath	
MP	Manage Position		
MW	Maintain FY Control Tables		
BA	Browse Active PINs	BRAP	
AP	Browse Active/Pending PINs	BRAPP	
AB	Browse Abolished PINs	BRABP	
BV	Browse Vacant PINs	BRVP	
PR	Produce PEP Report	PREP	
PV	View PEP Information	VPEP	
SV	List of Statewide Vacancies	LOSV	
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 MP (Manage Position) from the Position Menu and press ENTER.	The Manage Position Menu will appear.

FMSAS23	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	11/30/2011
PHIMAINU	PHIMAINM	Manage Position Menu	10:40 AM
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 AA (Abolish Position) from the Manage Position Menu and press ENTER.	The Abolish Position screen will appear.

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/30/2011
PHOPPM2D PHOPPM2M Abolish Position 10:41 AM

* Action: = (C,D,M)

* Agency Number: _____
* PIN : _____
Occu Cd : _____

SSN : _____

Dt Pos Vacant: _____ Funds To Be Generated: _____

* Abolish Reason: _____

Abolish Date : __ __ ____ Transmit for Approval?: _

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

Your Action ...	System Response ...
4. Choose Modify and enter the following information: * Agency Number: The agency code xxxx. * PIN: Enter the PIN to be abolished.	
Your Action ...	System Response ...
5. Press ENTER.	
6. Enter the following information: Occu Cd: The code for the particular occupation or job classification. The system will display this information. SSN: This field must be blank. Dt Pos Vacant: The date the position became vacant. The system will display this information. Funds To Be Generated: The percentage of monies allocated from the total amount to General Funds. * Abolish Reason: Enter the code denoting why the position is being abolished. Abolish Date: MM DD YYYY; must be in the current or next fiscal year.	

Your Action ...	System Response ...
Continue entering the following information: Transmit for Approval?: 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.	
7. Press ENTER.	
8. Press ENTER.	The Abolish Reason screen will appear with the following message displayed: Active-pin A-aaaa-# modified successfully.

FY (Fiscal Year) Time-Limited Position Re-authorization

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

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/30/2011	
PHIMAINU PHIMAINM Position Menu 10:45 AM	
Code Description FastPath	
MP Manage Position	
MW Maintain FY Control Tables	
BA Browse Active PINs	BRAP
AP Browse Active/Pending PINs	BRAPP
AB Browse Abolished PINs	BRABP
BV Browse Vacant PINs	BRVP
PR Produce PEP Report	PREP
PV View PEP Information	VPEP
SV List of Statewide Vacancies	LOSV
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 MP (Manage Position) from the Position Menu and press ENTER.	The Manage Position Menu will appear.

FMSAS23 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	11/30/2011
PHIMAINU PHIMAINM	Manage Position Menu	10:46 AM
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 TL (FY Time-Limited Position Re-authorization) from the Manage Position Menu and press ENTER.	The FY Time-Limited Position Re-authorization screen will appear.

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/30/2011
PHOPPM4B PHOPPM4M FY Time-Limited Position Re-authorization 10:47 AM

*Agency Number: _____

New End Date....: __ __ ____ Carried Forward....: Re-Auth Re-Esc
Transmit to SPB?: _ Not Carried Forward:
Re- Auth End
*Act Auth Pin Occu Cd Title Type SSN Mth Hrs Date
-----
*** End of Data ***

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

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Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>*Agency Number: The agency code xxxx. New End Date: This is the date that the time-limited PINs will end after the rollover. Only those PINs that are earmarked to roll over will receive the new end date (entered as MM DD YYYY).</p>	
<p>5. Press ENTER.</p>	All time-limited positions will be displayed.
<p>6. Enter a Yes next to each time-limited position to be carried forward; enter No if it should not be carried forward to the next fiscal year; enter Change to change the PINs from Re-Authorized/Authorized to Escalated and from Re-Escalated/Escalated to Authorized.</p> <p>NOTE: If a Position is not marked with either a Yes or No, its authorization will end on its current end date. Also, the system will not allow an N to be entered in the Action field if the position is still filled.</p>	
<p>7. Change Transmit to SPB from No to Yes.</p>	The numbers to be carried forward and not to be carried forward will be annotated at the top of the screen by the number re-authorized and the number re-escalated.

Reallocation/Reclassification

The Reallocation/Reclassification screen is used to enter information for reallocation or reclassification of a position. Both current and requested information such as occu code, service type, beginning and ending salary, and FLSA status are included. Also, the screen records the annual cost and effective date of the reallocation or reclassification.

Reallocation and Reclassification can be added for vacant or filled positions. If the position is vacant, the requested start salary cannot be greater than the beginning salary.

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

FMSAS23	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	11/30/2011
PHIMAINU	PHIMAINM	Position Menu	10:48 AM
Code	Description	FastPath	
MP	Manage Position		
MW	Maintain FY Control Tables		
BA	Browse Active PINs	BRAP	
AP	Browse Active/Pending PINs	BRAPP	
AB	Browse Abolished PINs	BRABP	
BV	Browse Vacant PINs	BRVP	
PR	Produce PEP Report	PREP	
PV	View PEP Information	VPEP	
SV	List of Statewide Vacancies	LOSV	
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 MP (Manage Position) from the Position Menu and press ENTER.	The Manage Position Menu will appear.

FMSAS23 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	11/30/2011
PHIMAINU PHIMAINM	Manage Position Menu	10:49 AM

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 RR (Reallocation/Reclassification) from the Manage Position Menu and press ENTER.	The Reallocation/Reclassification screen will appear.

FMSAS23 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	11/30/2011
PHOPPM3D PHOPPM3M	Reallocation/Reclassification	10:50 AM

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

* Realloc/Reclass: __

* Agency#: _____ * PIN: _____

Cur OCCU: _____

SSN: _____

Curr Annual Sal: _____ Start Sal: _____ End Sal: _____

Service Type: _____ Executive Service: _____ FLSA Status: _____ Extra Hrs: _____

* Req OCCU: _____

* Req Annual Sal: _____ Start Sal: _____ End Sal: _____

* Service Type: _____ * Executive Service: _ * Req FLSA: _ * Extra Hrs: __

Selection Exempt: _____ Prom Max Rate: _____

* Gen/Award Reason: _____

Annual Cost Chg: _____ Reallocation Type: Lateral

Trans Effec Dt : __ __ _____ Transmit for Approval?: _

Direct Command: _____

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

Your Action ...	System Response ...
4. Choose Add. (Choose C to clear the screen prior to adding additional transactions.)	
5. Enter the following information: * Realloc/Reclass: Enter RA (Reallocation). RC (Reclassification) OR CL (Career Ladder Reclassification). * Agency#: The agency code XXXX. * PIN: Enter the PIN on which the action is to be performed.	
6. Press ENTER.	The system will display the information on the current PIN and employee in the PIN.
7. Enter the following information: * Req OCCU: Enter the occupation code for which the transaction is requested. * Req Annual Salary: Enter the annual salary for the transaction. If position is vacant, requested salary cannot be greater than the start salary. Start Salary: The system completes this field based on the occupation. End Salary: The system completes this field based on the occupation. * Service Type: The system completes this field based on the requested position. * Executive Service: The system completes this field based on requested position. * Req FLSA: The FLSA status for the requested position. * Extra Hrs: This code must correspond to the FLSA code. Selection Exempt: The system completes this field based on the position or occupation. Prom Max Rate: The system will complete this field based on promotional formula. * Gen/Award Reason: Enter a code denoting the generate funds or award reason. This is only required for reallocations. Annual Cost Chg: The system will calculate the cost based on the current start salary and the proposed start salary. Reallocation Type: The system will complete based on Gen/Award Reason Code. Trans Effec Dt: MM DD YYYY; must be in the current or next fiscal year.	

Your Action ...	System Response ...
Continue entering the following information: 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.	
8. Press ENTER.	If the employee has not received a performance rating in the past 90 days, the Record Performance Appraisal screen will appear with the Agency, SSN, PIN and Occupation information for the position and the employee displayed. **
9. Press ENTER.	The reclassification/reallocation will have been performed, and the following message will be displayed: Reall/Reclass Trans xx-aaaa-PIN# added successfully.

**Refer to the PAR workbook for instructions on performing and entering performance appraisal information.

Browse Position Log File

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

Code	Description	FastPath
MP	Manage Position	
MW	Maintain FY Control Tables	
BA	Browse Active PINs	BRAP
AP	Browse Active/Pending PINs	BRAPP
AB	Browse Abolished PINs	BRABP
BV	Browse Vacant PINs	BRVP
PR	Produce PEP Report	PREP
PV	View PEP Information	VPEP
SV	List of Statewide Vacancies	LOSV

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 MP (Manage Position) from the Position Menu and press ENTER.	The Manage Position Menu will appear.

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
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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 ...
<p>3. Choose PL (Browse Position Log File) from the Manage Position Menu and press ENTER.</p> <p>The selection criteria include Agency Number, PIN/WIN Indicator, PIN/WIN Number, Status and Transaction Effective Date. Available action is Display</p>	<p>The Browse Position Log File will appear.</p> <p>Information is displayed by Agency, P/W Indicator, PIN/WIN Number, PIN, Status Code, Transaction Effective Date, Occu Code, FLSA Status, Active Indicator, Pending Indicator, Pay Frequency and Log Action.</p>

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/30/2011												
PHPOS1B PHPOS1M Browse Position Log File 11:00 AM												
Action: (D,M)												
P/W Pin/Win Status Trans Effect Occu FLSA Act Pend Pay Log												
Act	Agcy	Ind	Number	PIN	Code	Date	Code	Stat	Ind	Ind	Frq	Act

*** End of Data ***												
Agency: ____ P/W Ind: _ P/W Nbr: _____ Status: __ Trans Eff Date: _____												
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 ...
<p>4. Choose Display and press ENTER.</p>	<p>The Maintain Position Log File screen will appear.</p>

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PHPOSL1D ***** STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM ***** PHPOSL2M
Nov 30,11 - Maintain Position Log File - 4 more >

*Action _ (C,D,N) P/W Ind: P *Agency: 0001 P/W Nbr: 16___ Status: A_
PIN Number.....: _____
Occu Code.....: _____ Trans Eff Date.....: _____
SSN.....: _____ Trans Eff Date Comp: 80009471
County Code.....: _____ Transaction Type...: _____
Report to Pin.....: _____ Transaction Reason.: _____
Report to Agcy.....: _____
Supervision.....: _____
Wcomp Class.....: _____ Service Type.....: _____
Organization Code.....: _____ Service Type Date..: _____
Position Auth Type.....: _____ Projected Months...: _____
Date Position Auth.....: _____ Hours Per Week.....: _____
Date Position End.....: _____ Teacher Months.....: _____
Reason Pos Abolished...: _____ Position Type.....: _____
Date Position Abolished: _____ FLSA Status.....: _____
Date Position Vacant...: _____ Position Status....: _____
Date Position Filled...: _____ Exceed Head Salary.: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Left Right Quit
    
```

Your Action ...	System Response ...
5. Press F11 to access the second panel.	The second panel of Maintain Position Log File screen will appear.

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PHPOSL1D ***** STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM ***** PHPOSL3M
< 1 more - Maintain Position Log File - 3 more >

*Action _ (C,D,N)
SPB Process.....: _____ Previous Information
Justification Hold.....: _____ Num Pos Prev Num Pos Agcy
Hold EFT Date.....: _____
Hold End Date.....: _____
Pos Reauth Date.....: _____
Executive Service.....: _____
Spec Code Select Exempt: _____
Spec Code EE04 Exempt...: _____ GEO Location: _____
Spec Code Arrest Auth...: _____ Geo Level...: _____
Authorization Requested: _____
Trans Group Code...: _____
Active Ind.....: _____ Exceed Head Salary Amd...: _____
Pending Ind.....: _____ Spec Code Arrest Auth Amd: _____
Status Code.....: A_ FLSA Status Amd.....: _____
County Code Amd.....: _____ Executive Service Amd.....: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Left Right Quit
    
```

Your Action ...	System Response ...
6. Press F11 to access the third panel.	The third panel of Maintain Position Log File screen will appear.

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PHPOSL1D ***** STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM ***** PHPOSL4M
< 2 more                - Maintain Position Log File -                2 more >

*Action = (C,D,N)
Spec Code Select Exem Amd: _
Organization Code Amd.....: _
Projected Months Amd.....: _
Hours Per Week Amd.....: _
Date Position Auth Amd....: _
Date Position End Amd....: _
Position Auth Type Amd....: _
Position Status Amd.....: _
Addl Comp Amd.....: _
EE04 Exempt Amd.....: _
Re Auth Date.....: _____
New End Date.....: _____
Carry Over Ind.....: _
Re Auth Date Amd.....: _
Reason Pos Abolished Pend: ___
Date Pos Abolished Pend...: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                                Left Right Quit
    
```

Your Action ...	System Response ...
7. Press F11 to access the fourth panel.	The fourth panel of Maintain Position Log File screen will appear.

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PHPOSL1D ***** STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM ***** PHPOSL5M
< 3 more - Maintain Position Log File - 1 more >

*Action _ (C,D,N)
Service Type Amd.....: _          Position Emp1 Add1 Comp Info
Abolish Apprv Req Ind..: _          Comp   Eff Date  End Date  Person Id
Emolument Amt.....: _____
Emolument Type Code....: _____
Par Sort Code.....: _____
Pay Frequency.....: _____
Pay Method.....: _____
Pin Win Ind.....: P
Pin Win Number.....: 16_____
Contract Service Type..: _____
Budget Flag.....: _____
Report Time Schedule...: _____ Recruitment Flex Ind.: _ Max Pct: _____
Number Cycles to be Paid _____ Leg Round Trip Milage: ___ Non Align...: _
Extra Hours.....: _____ Pers Pin Code.....: _____ Rif Ind...: _
Pin Par Required.....: _____ Warrant Sort Details.: _____
Leg Milage Code.....: _____ Wkr Comp Sub Agcy.....: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                               Left Right Quit
    
```

Your Action ...	System Response ...
8. Press F11 to access the fifth panel.	The fifth panel of Maintain Position Log File screen will appear.

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PHPOSL1D ***** STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM ***** PHPOSL6M
< 4 more - Maintain Position Log File - 11:03 AM

*Action _ (C,D,N)

Last Upd Tm Comp...: 369049689155

Log Action.....: _
Log Time.....: _____
Log Terminal Id...: _____
Log User.....: _____

Master Agcy Number: _____
Loc Sec Code 1....: _____
Loc Sec Code 2....: _____
Loc Sec Code 3....: _____
Loc Sec Code 4....: _____
Loc Sec Code 5....: _____
Loc Sec Code 6....: _____

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