
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6275	SPAHRs Human Resource	Revision Date: 01/20/2012
	WSF Budget Reports	Version: 3

**SPAHRS Human Resource
Wage Salary Fringe
Reports
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Objective

Produce SPB reports for the Wage, Salary and Fringe processes.

Outcome

Wage, Salary and Fringe Benefits Batch Reports are generated.

Overview

With the exception of the option to create Schedule reports used in the Personal Services Budget process, the reports discussed in this section are available only to State Personnel Board staff. The reports include, but are not limited to, personal services budget reports used in making manpower projections, compensation increase reports, and vacancy runs. Reports for Fiscal Year Conversion and Salary Survey processes are not included in this discussion.

The report menu options contain the selection criteria necessary to produce reports.

Budget Reports

Your Action ...	System Response ...
1. Choose PW (Proposed Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.	The Proposed Wage, Salary, and Fringe Benefits Menu will appear.

FMSAS23	PHV1	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	01/10/2012
PHIMAINU	PHIMAINM	Propose Wage, Salary and Fringe Benefits Menu	09:54 AM
Code	Description	FastPath	
SS	Salary Survey Menu	SALS	
RR	Realignment Recommendations Menu	RLGN	
BR	Budget Recommendations Menu	BUDG	
BP	Budget Projection Menu	BPRO	
RB	Budget Reports Menu	BRPT	
RM	WSF Reports Menu	WSFR	
OP	Occupation Proposal Menu	PROC	
FC	Fiscal Year Conversion	FYCO	
OW	SPB- Earnings Code Table	SPBEC	
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 RB (Budget Reports Menu) from the Proposed Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Budget Reports Menu will appear.

FMSAS23 PHV1	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	01/10/2012
PHIMAINU PHIMAINM	Budget Reports Menu	09:57 AM
Code	Description	FastPath
AD	Agency Detail Budget Request Summary	ADBS
SS	Summary of Schedule by Sub-Agency	SSAG
SR	Schedule Reports	
SP	Projection of Vacancies By Program	POVBP
AP	Projection of Vacancies By Agency	
Code: __		
Direct Command: _____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12----		
Help Main End		Quit

Agency Detail Budget Request Summary

The Agency Detail Budget Request Summary screen allows the user to print a summary of detail budget requests for agency/agencies.

Your Action ...	System Response ...
3. Choose AD (Agency Detail Budget Request Summary) from the Budget Reports Menu and press ENTER.	The Agency Detail Budget Request Summary Screen will appear.

FMSAS23 PHV1	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	01/10/2012
PHOWB10P PHOWB10M	Agency Detail Budget Request Summary	10:00 AM

*Fiscal Year: _____ (YYYY)
 Vacant PINs from: _____ (MM/DD/YYYY)
 *Select ALL Agencies: N (Y/N)
 Statewide Totals: N (Y/N)
 *Agency Numbers: _____

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

Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>Fiscal Year (YYYY): The year that represents the agency's specific 12-month future, current or past financial period.</p> <p>Vacant PINs from (MMDDYYYY): Enter the start month, date and year for the selected records.</p> <p>*Select ALL Agencies (Y/N): Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report. NOTE: The user must have a security level of 3, 4, or 5 to print "ALL" agencies.</p> <p>Statewide Totals (Y/N): Enter "Y" to print only one page which is a summary of all the SPB purview agencies' information together.</p> <p>*Agency Numbers: The 4-digit agency code XXXX.</p>	

Your Action ...	System Response ...
5. Press ENTER.	<p>A Batch Job Submission pop up window appears which directs the generation of the report.</p> <p>When ENTER is pressed, the system will display the following message:</p> <p>XXXXX XXXXXXXX Has Been Submitted Successfully.</p>
6. Information is provided on the Report by Requested/Approved/Denied: New Positions, Reallocations, New Job Class, Total Number of Agencies Requesting New Positions and/or Reallocations, Total Number of Vacant Full-time Positions, Number of Vacant Positions Recommended to be Retained, FY Authorized Full-time Positions, Current Vacancy Rate, and Annualized Cost of Current Vacancies.	

Summary of Schedule by Sub-Agency

The Summary of Schedule by Sub-Agency screen allows the user to print a summary of the budget schedules by sub-agency.

Your Action ...	System Response ...
1. Choose PW (Proposed Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.	The Proposed Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose RB (Budget Reports Menu) from the Proposed Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Budget Reports Menu will appear.
3. Choose SS (Summary of Schedule by Sub-Agency) from the Budget Reports Menu and press ENTER.	The Summary of Schedule by Sub-Agency screen will appear.

FMSAS23 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/10/2012
 PH0WB03P PH0WB03M Summary of Schedule by Sub-Agency 10:40 AM

Fiscal Year: ____ (YYYY)

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 Fiscal Year (YYYY) and press ENTER.	<p>A Batch Job Submission pop up window appears which directs the generation of the report.</p> <p>When ENTER is pressed, the system will display the following message:</p> <p>XXXXX XXXXXXXX Has Been Submitted Successfully.</p>
5. Information is provided on the report by Agency Number, Agency Name, and Total Schedules A - I.	

Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>Fiscal Year (YYYY): The year that represents the agency's specific 12-month future, current or past financial period.</p> <p>Select Database: Enter "Y"es.</p> <p>Vacancy Data as of (MM/DD/YYYY): Enter the start month, date and year for the selected records.</p> <p>*Select All Agencies (Y/N): Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report.</p> <p>NOTE: The user must have a security level of 3, 4, or 5 to print "ALL" agencies.</p> <p>*Agency Numbers: The 4-digit agency code XXXX.</p> <p>Full-Time PINs (Y/N): Enter "Y" to request a list of full-time vacant PINs.</p> <p>Permanent PINs (Y/N): Enter "Y" to request a list of permanent PINs.</p> <p>Part-Time PINs: Enter "Y" to request a list of part-time vacant PINs.</p> <p>Time-Limited PINs: Enter "Y" to request a list of time-limited PINs.</p> <p>Full and Part-Time: Enter "Y" to request a list of all full-time and part-time vacant PINs.</p> <p>Permanent and Time-Limited: Enter "Y" to request a list of permanent and time-limited PINs.</p>	.
<p>5. Press ENTER.</p>	<p>A Batch Job Submission pop up window appears which directs the generation of the report.</p> <p>When ENTER is pressed, the system will display the following message:</p> <p>XXXXX XXXXXXXX Has Been Submitted Successfully.</p>
<p>6. Information is provided on the report by Agency Number and Name, PIN, Occu Name, General Fund, Other Fund, Total, FTE, Vacant Date, Days, PT, and Total for This Program</p>	

Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>Fiscal Year (YYYY): The year that represents the agency's specific 12-month future, current or past financial period.</p> <p>Select Database: Enter "Y"es.</p> <p>Vacancy Data as of (MM/DD/YYYY): Enter the start month, date and year for the selected records.</p> <p>*Select All Agencies (Y/N): Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report.</p> <p>NOTE: The user must have a security level of 3, 4, or 5 to print "ALL" agencies.</p> <p>*Agency Numbers: The 4-digit agency code XXXX.</p> <p>Full-Time PINs (Y/N): Enter "Y" to request a list of full-time vacant PINs.</p> <p>Permanent PINs (Y/N): Enter "Y" to request a list of permanent PINs.</p> <p>Part-Time PINs: Enter "Y" to request a list of part-time vacant PINs.</p> <p>Time-Limited PINs: Enter "Y" to request a list of time-limited PINs.</p> <p>Full and Part-Time: Enter "Y" to request a list of all full-time and part-time vacant PINs.</p> <p>Permanent and Time-Limited: Enter "Y" to request a list of permanent and time-limited PINs.</p>	
<p>5. Press ENTER.</p>	<p>A Batch Job Submission pop up window appears which directs the generation of the report.</p> <p>When ENTER is pressed, the system will display the following message:</p> <p>XXXXX XXXXXXXX Has Been Submitted Successfully.</p>
<p>6. Information is provided on the report by Agency Number and Name, PIN, Occu Name, General Fund, Federal Fund, Other Fund, Total, FTE, Vacant Date, Days, and Totals.</p>	

Budget Schedule Reports

Your Action ...	System Response ...
1. Choose PW (Proposed Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.	The Proposed Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose RB (Budget Reports Menu) from the Proposed Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Budget Reports Menu will appear.
3. Choose SR (Schedule Reports) from the Budget Reports Menu and press ENTER.	The Schedule Reports Menu will appear.

FMSAS23 PHV1	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	01/10/2012
PHIMAINU PHIMAINM	Schedule Reports Menu	01:03 PM
Code	Description	FastPath
SA	Schedule A - New Position	SCHEDA
SB	Schedule B - Reallocations	SCHEDB
SC	Schedule C - Reclassifications	SCHEDC
SD	Schedule D - Educational Benchmark Award	SCHEDD
SE	Schedule E - Special Comp. Plan Experience	SCHED E
SF	Schedule F - Additional Comp-Not Projectable	SCHEDF
SG	Schedule G - Addtl. Comp. not curr. Auth.	SCHEDG
SH	Schedule H - FLSA Overtime curr. Authorized	SCHEDH
SI	Schedule I - FLSA Overtime Not curr. Author.	SCHEDI
SJ	Schedule J - Status Change	SCHEDJ
SK	Schedule K - Standby Pay Currently Auth.	SCHEDK
Code: ==		
Direct Command: _____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Help Main End Quit		

Schedule A - New Position

The Schedule A - New Positions screen allows the user to print a list of new positions.

Your Action ...	System Response ...
1. Choose PW (Proposed Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.	The Proposed Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose RB (Budget Reports Menu) from the Proposed Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Budget Reports Menu will appear.
3. Choose SR (Schedule Reports) from the Budget Reports Menu and press ENTER.	The Schedule Reports Menu will appear.
4. Choose SA (Schedule A - New Position) from the Schedule Reports Menu and press ENTER.	The Schedule A - New Position screen will appear.

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FMSAS23  PHV1          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      01/10/2012
PHOWB16P PHOWB16M          Schedule A - New Position                01:11 PM

      *Fiscal Year:  ____ (YYYY)
*Select ALL Agencies:  N (Y/N)
      *Agency Numbers:  ____      ____      Sort by Seq(S) or Group(G): S
                        ____      ____
                        ____      ____
                        ____      ____
                        ____      ____
                        ____      ____
                        ____      ____
                        ____      ____
                        ____      ____
                        ____      ____
Show Recommendation:  N (Y/N)

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

Your Action ...	System Response ...
<p>5. Enter the following information:</p> <p>Fiscal Year (YYYY): The year that represents the agency's specific 12-month future, current or past financial period.</p> <p>Select ALL Agencies Y/N: Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report.</p> <p>NOTE: The user must have a security level of 3, 4, or 5 to print "ALL" agencies</p> <p>Agency Numbers: The 4-digit agency code XXXX.</p> <p>Sort by Seq(S) or Group (G): Determines the sort order of the new position data.</p> <p>Show Recommendation (Y/N). Enter "Y" to view the recommended budget.</p>	
<p>6. Press ENTER.</p>	<p>A Batch Job Submission pop up window appears which directs the generation of the report. When ENTER is pressed, the system will display the following message:</p> <p>XXXXX XXXXXXXX Has Been Submitted Successfully.</p>
<p>7. Information is provided on the report by Agency Number and Name, New Occu, SPB Job Code, SPB Job Title, Start Salary, Number Months, Nbr of Hours Per Week, Number of Positions, Annualized Total Cost with Fringe, App Prg Nbr(s), Program %, General Fund %, Federal Fund %, Other Fund %, Sequence Reference, and Approval Indicator.</p>	

Schedule B – Reallocations

The Schedule B - Reallocations screen allows the user to print a list of reallocations.

Your Action ...	System Response ...
1. Choose PW (Proposed Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.	The Proposed Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose RB (Budget Reports Menu) from the Proposed Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Budget Reports Menu will appear.
3. Choose SR (Schedule Reports) from the Budget Reports Menu and press ENTER.	The Schedule Reports Menu will appear.
4. Choose SB (Schedule B - Reallocations) from the Schedule Reports Menu and press ENTER.	The Schedule B - Reallocations screen will appear.

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FMSAS23  PHV1          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      01/10/2012
PHOWB17P PHOWB17M          Schedule B - Reallocations                01:30 PM

      *Fiscal Year:  ____ (YYYY)
*Select ALL Agencies: N (Y/N)
      *Agency Numbers:  ____      ____      Sort by Seq(S) or Group(G): S
                        ____      ____
                        ____      ____
                        ____      ____
                        ____      ____
                        ____      ____
                        ____      ____
                        ____      ____
                        ____      ____
                        ____      ____
Show Recommendation: N (Y/N)

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

Your Action ...	System Response ...
<p>5. Enter the following information:</p> <p>Fiscal Year (YYYY): The year that represents the agency's specific 12-month future, current or past financial period.</p> <p>Select ALL Agencies Y/N: Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report.</p> <p>NOTE: The user must have a security level of 3, 4, or 5 to print "ALL" agencies</p> <p>Agency Numbers: The 4-digit agency code XXXX.</p> <p>Sort by Seq(S) or Group (G): Determines the sort order of the new position data.</p> <p>Show Recommendation (Y/N). Enter "Y" to view the recommended budget.</p>	
<p>6. Press ENTER.</p>	<p>A Batch Job Submission pop up window appears which directs the generation of the report. When ENTER is pressed, the system will display the following message:</p> <p>XXXXX XXXXXXXX Has Been Submitted Successfully.</p>
<p>7. Information is provided on the report by Agency Number and Name, PIN, Current Job Title, Current Job Code, Program Number, Requested Job Title, Requested Job Code, Annualized Increase with Fringe, Program Number Program %, General Fund %, Federal Fund %, Other %, Sequence Number, and Approval Indicator.</p>	

Schedule C – Reclassifications

The Schedule C - Reclassifications screen allows the user to print a list of reclassifications.

Your Action ...	System Response ...
<p>1. Choose PW (Proposed Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.</p>	<p>The Proposed Wage, Salary, and Fringe Benefits Menu will appear.</p>
<p>2. Choose RB (Budget Reports Menu) from the Proposed Wage, Salary, and Fringe Benefits Menu and press ENTER.</p>	<p>The Budget Reports Menu will appear.</p>
<p>3. Choose SR (Schedule Reports) from the Budget Reports Menu and press ENTER.</p>	<p>The Schedule Reports Menu will appear.</p>

Your Action ...	System Response ...
6. Press ENTER.	A Batch Job Submission pop up window appears which directs the generation of the report. When ENTER is pressed, the system will display the following message: XXXXX XXXXXXXX Has Been Submitted Successfully.
7. Information is provided on the report by Agency Number and Name, PIN, Current Job Title, Current Job Code, Program Number, Requested Job Title, Requested Job Code, Annualized Increase with Fringe, Program Numbers, Program %, General Fund %, Federal Fund %, Other Fund %, Sequence Number, and Approval Indicator.	

Schedule D - Educational Benchmark Awarded

The Schedule D - Educational Benchmark Award screen allows the user to print a list of educational benchmark awards listing.

Your Action ...	System Response ...
1. Choose PW (Proposed Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.	The Proposed Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose RB (Budget Reports Menu) from the Proposed Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Budget Reports Menu will appear.
3. Choose SR (Schedule Reports) from the Budget Reports Menu and press ENTER.	The Schedule Reports Menu will appear.
4. Choose SD (Schedule D - Educational Benchmark Awarded) from the Schedule Reports Menu and press ENTER.	The Schedule D - Educational Benchmark Awarded screen will appear.

Your Action ...	System Response ...
7. Information is provided on the report by Agency Number and Name, PIN, Current Job Code, Current Job Title, Annualized Increase with Fringe, Program Number, General Fund %, Federal Fund %, Other Fund %, Sequence Number, and Approval Indicator.	

Schedule E - Special Comp. Plan Experience

The Schedule E - Special Comp. Plan Experience screen allows the user to print a special compensation plan experience list.

Your Action ...	System Response ...
1. Choose PW (Proposed Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.	The Proposed Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose RB (Budget Reports Menu) from the Proposed Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Budget Reports Menu will appear.
3. Choose SR (Schedule Reports) from the Budget Reports Menu and press ENTER.	The Schedule Reports Menu will appear.
4. Choose SE (Schedule E - Special Comp. Plan Experience) from the Schedule Reports Menu and press ENTER.	The Schedule E - Special Comp. Plan Experience screen will appear.

Your Action ...	System Response ...
agencies to be included on the report. NOTE: The user must have a security level of 3, 4, or 5 to print "ALL" agencies Agency Numbers: The 4-digit agency code XXXX. Show Recommendation (Y/N). Enter "Y" to view the recommended budget.	
6. Press ENTER.	A Batch Job Submission pop up window appears which directs the generation of the report. When ENTER is pressed, the system will display the following message: XXXXX XXXXXXXX Has Been Submitted Successfully.
7. Information is provided on the report by Agency Number and Name, PIN, Requested Job Title, Requested Job Code, Program Numbers, General, Federal and Other Funds, Total Funds, Sequence Number, and Approval Indicator.	

Schedule G - Additional. Compensation Not Currently Authorized

The Schedule G - Additional Compensation not currently authorized screen allows the user to print a list of job code, job title and programs.

Your Action ...	System Response ...
1. Choose PW (Proposed Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.	The Proposed Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose RB (Budget Reports Menu) from the Proposed Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Budget Reports Menu will appear.
3. Choose SR (Schedule Reports) from the Budget Reports Menu and press ENTER.	The Schedule Reports Menu will appear.
4. Choose SG (Schedule G - Addtl. Comp. not curr. Auth.) from the Schedule Reports Menu and press ENTER.	The Schedule G - Addtl. Comp. not curr. Auth. screen will appear.

Your Action ...	System Response ...
<p>5. Enter the following information:</p> <p>Fiscal Year (YYYY): The year that represents the agency's specific 12-month future, current or past financial period.</p> <p>Select ALL Agencies Y/N: Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report.</p> <p>NOTE: The user must have a security level of 3, 4, or 5 to print "ALL" agencies</p> <p>Agency Numbers: The 4-digit agency code XXXX.</p> <p>Show Recommendation (Y/N). Enter "Y" to view the recommended budget.</p>	
<p>6. Press ENTER.</p>	<p>A Batch Job Submission pop up window appears which directs the generation of the report. When ENTER is pressed, the system will display the following message:</p> <p>XXXXX XXXXXXXX Has Been Submitted Successfully.</p>
<p>7. Information is provided on the report by Agency Number and Name, Requested Job Code, Requested Job Title, Program Numbers, General Funds, Federal Funds, Other Funds, Total Funds, Sequence Number, and Approval Indicator.</p>	

Schedule H - FLSA Overtime Currently Authorized

The Schedule H - FLSA Overtime Currently Authorized screen allows the user to print a list of job code, job title and hours expected for program overtime numbers.

Your Action ...	System Response ...
<p>1. Choose PW (Proposed Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.</p>	<p>The Proposed Wage, Salary, and Fringe Benefits Menu will appear.</p>
<p>2. Choose RB (Budget Reports Menu) from the Proposed Wage, Salary, and Fringe Benefits Menu and press ENTER.</p>	<p>The Budget Reports Menu will appear.</p>
<p>3. Choose SR (Schedule Reports) from the Budget Reports Menu and press ENTER.</p>	<p>The Schedule Reports Menu will appear.</p>
<p>4. Choose SH (Schedule H - FLSA Overtime curr. Authorized) from the Schedule Reports Menu and press ENTER.</p>	<p>The Schedule H - FLSA Overtime curr. Authorized screen will appear.</p>

Your Action ...	System Response ...
7. Information is provided on the report by Agency Number and Name, Requested Job Code, Requested Job Title, Number Hours Expected Overtime, Program Numbers, General Funds, Federal Funds, Other Funds, Total Funds, Sequence Number, and Approval Indicator.	

Schedule I - FLSA Overtime Not Currently Authorized

The Schedule I - FLSA Overtime Not Currently Authorized screen allows the user to print a list of job title, job code and hours expected for program overtime numbers.

Your Action ...	System Response ...
1. Choose PW (Proposed Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.	The Proposed Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose RB (Budget Reports Menu) from the Proposed Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Budget Reports Menu will appear.
3. Choose SR (Schedule Reports) from the Budget Reports Menu and press ENTER.	The Schedule Reports Menu will appear.
4. Choose SI (Schedule I - FLSA Overtime Not curr. Author.) from the Schedule Reports Menu and press ENTER.	The Schedule I - FLSA Overtime Not curr. Author. screen will appear.

FMSAS23 PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	01/17/2012
PH0WB24P PH0WB21M	Schedule I - FLSA Overtime Not curr. Author.	10:30 AM
<p>* Fiscal Year: _____ (YYYY)</p> <p>* Select ALL Agencies: N (Y/N)</p> <p>* Agency Numbers: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Show Recommendation: N (Y/N)</p>		
<p>Direct Command: _____</p> <p>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Main End Quit</p>		

Your Action ...	System Response ...
<p>5. Enter the following information:</p> <p>Fiscal Year (YYYY): The year that represents the agency's specific 12-month future, current or past financial period.</p> <p>Select ALL Agencies Y/N: Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report.</p> <p>NOTE: The user must have a security level of 3, 4, or 5 to print "ALL" agencies</p> <p>Agency Numbers: The 4-digit agency code XXXX.</p> <p>Show Recommendation (Y/N). Enter "Y" to view the recommended budget.</p>	
<p>6. Press ENTER.</p>	<p>A Batch Job Submission pop up window appears which directs the generation of the report. When ENTER is pressed, the system will display the following message:</p> <p>XXXXX XXXXXXXX Has Been Submitted Successfully.</p>

Your Action ...	System Response ...
7. Information is provided on the report by Agency Number and Name, Requested Job Title, Requested Job Code, Number Hours Expected Overtime, Program Numbers, General Funds, Federal Funds, Other Funds, Total Funds, Sequence Number, and Approval Indicator.	

Schedule J - Status Change

The Schedule J – Status Change screen allows the user to print a list of job title being requested for change.

Your Action ...	System Response ...
1. Choose PW (Proposed Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.	The Proposed Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose RB (Budget Reports Menu) from the Proposed Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Budget Reports Menu will appear.
3. Choose SR (Schedule Reports) from the Budget Reports Menu and press ENTER.	The Schedule Reports Menu will appear.
4. Choose SJ (Schedule J – Status Change) from the Schedule Reports Menu and press ENTER.	The Schedule J – Status Change screen will appear.

Your Action ...	System Response ...
7. Information is provided on the report by Agency Number and Name, PIN, Current Job Code, Current Job Title, Start Salary, Request Hours, Request Months, Request Type, Annual cost Change, Program Numbers, Program %, General Fund %, Federal Fund %, Other Fund %, Sequence Number, and Approval Indicator.	

Schedule K - Standby Pay Currently Authorized

The Schedule K – Standby Pay Currently Authorized screen allows the user to print a list of job title being requested authorization.

Your Action ...	System Response ...
1. Choose PW (Proposed Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.	The Proposed Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose RB (Budget Reports Menu) from the Proposed Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Budget Reports Menu will appear.
3. Choose SR (Schedule Reports) from the Budget Reports Menu and press ENTER.	The Schedule Reports Menu will appear.
4. Choose SK (Schedule K - Standby Pay Currently Auth.) from the Schedule Reports Menu and press ENTER.	The Schedule K - Standby Pay Currently Auth. screen will appear.

Your Action ...	System Response ...
7. Information is provided on the report by Agency Number and Name, Requested Job Title, Requested Job Code, Program Numbers, Program %, General Fund %, Federal Fund %, Other Fund %, Sequence Number, and Approval Indicator.	

Wage, Salary and Fringe Benefits Reports

Your Action ...	System Response ...
1. Choose PW (Proposed Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.	The Proposed Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose RM (WSF Reports Menu) from the Proposed Wage, Salary, and Fringe Benefits Menu and press ENTER.	The WSF Reports Menu will appear

FMSAS23 PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	01/17/2012
PHIMAINU PHIMAINM	WSF Reports Menu	01:11 PM
Code	Description	FastPath
CA	Compensation Increase Annual Report	CIAR
PC	Projection Comparison by Agency	PCBA
PJ	Proposed Job Class Realignment	BRD1
BC	Browse CAPPs Audit File	
Code: ==		
Direct Command: _____		
Enter-PF1---	PF2---	PF3---
PF4---	PF5---	PF6---
PF7---	PF8---	PF9---
PF10--	PF11--	PF12---
Help	Main	End
		Quit

Compensation Increase Annual Report

Your Action ...	System Response ...
1. Choose PW (Proposed Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.	The Proposed Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose RM (WSF Reports Menu) from the Proposed Wage, Salary, and Fringe Benefits Menu and press ENTER.	The WSF Reports Menu will appear.
3. Choose CA (Compensation Increase Annual Report) from the WSF Reports Menu and press ENTER.	The Compensation Increase Annual Report screen will appear.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/17/2012
PHOWFY7P PHOWFY7M Compensation Increase Annual Report 01:16 PM

All Agencies: N (Y/N)
*Agency Numbers: _____

From Date: __ __ ____ (MM/DD/YYYY)
To Date: __ __ ____ (MM/DD/YYYY)

From Header Date: __ ____ (MM/YYYY)
To Header Date: __ ____ (MM/YYYY)

Fringe Rate: _ (If 'Y', SI Fringe Rate will be used)

Create Download (Y/N): N
Print Report (Y/N): _

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

```

Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>All Agencies (Y/N): Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report.</p> <p>NOTE: The user must have a security level of 3, 4, or 5 to print "ALL" agencies.</p> <p>*Agency Numbers: The 4-digit agency code XXXX.</p> <p>From Date (MM/DD/YYYY): The start date for the selected records.</p> <p>To Date (MM/DD/YYYY): The end date for the selected records.</p> <p>From Header Date (MM/YYYY): The header start date for the selected records.</p> <p>To Header Date (MM/YYYY): The header end date for the selected records.</p> <p>Fringe Rate: If 'Y', SI Fringe Rate will be used</p> <p>Create Download (Y/N): Enter "Y" to generate a download file for this report.</p> <p>Print Report (Y/N): Enter "Y" to print the report.</p>	
<p>5. Press ENTER.</p>	<p>A Batch Job Submission pop up window appears which directs the generation of the report. When ENTER is pressed, the system will display the following message:</p> <p>XXXXX XXXXXXXX Has Been Submitted Successfully.</p>
<p>6. Information is provided on the report by Agency Number and Name, Name, Effective Date, Employee Name, From PIN, To PIN, Yearly Compensation Before, Yearly Compensation After, and Compensation Difference. Other provided information: Agency Summary Data (count of E Rents and Total Increase).</p>	

Projection Comparison by Agency

The Projection Comparison by Agency screen allows the user to select and to compare two fiscal budget projections.

Your Action ...	System Response ...
1. Choose PW (Proposed Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.	The Proposed Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose RM (WSF Reports Menu) from the Proposed Wage, Salary, and Fringe Benefits Menu and press ENTER.	The WSF Reports Menu will appear.
3. Choose PC (Projection Comparison by Agency) from the WSF Reports Menu and press ENTER.	The Projection Comparison by Agency screen will appear.

FMSAS23 PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	01/17/2012
PH0WB28P PH0WB28M	Projection Comparison by Agency	01:46 PM
From Projection:		
_ (C/T)		
To Projection:		
_ (C/T)		
Direct Command: _____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Help Main End Quit		

Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>From Projection: Press F1 to access the Browse Budget Projection Parameters screen of available projections.</p> <p>Choose "S" by the selected projection and indicate the Fiscal Year and Agency Number.</p> <p>Press ENTER to return to the screen.</p> <p>From Projection: Press F1 to access the Browse Budget Projection Parameters screen of available projections.</p> <p>Choose "S" by the selected projection and indicate the Fiscal Year and Agency Number.</p> <p>Press ENTER to return to the screen.</p>	
<p>5. Press ENTER.</p>	<p>A Batch Job Submission pop up window appears which directs the generation of the report. When ENTER is pressed, the system will display the following message:</p> <p>XXXXX XXXXXXXX Has Been Submitted Successfully</p>
<p>6. Information is provided by Agency Name and Number, Current Projection (Base and Fringe) for Master, Master Current, from Total to Total, and Over/(Under) by General, Federal, Other, and Total Funds; and Vacant Positions Base Salaries by Master, Master Current, from Total to Total, Over/(Under), and Impact of Change to New Projection.</p>	

Proposed Job Class Realignment

The Proposed Job Class Realignment screen allows the user to request a report of job realignments for a fiscal year. Information is provided by Occu, Title, Current Start Salary, New Start Salary, Difference Amount, Increase Percentage, and Number of Positions.

Your Action ...	System Response ...
1. Choose PW (Proposed Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.	The Proposed Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose RM (WSF Reports Menu) from the Proposed Wage, Salary, and Fringe Benefits Menu and press ENTER.	The WSF Reports Menu will appear.
3. Choose PJ (Proposed Job Class Realignment) from the WSF Reports Menu and press ENTER.	The Proposed Job Class Realignment screen will appear.

FMSAS23 PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	01/17/2012
PH0WB29P PH0WB29M	Proposed Job Class Realignment	02:06 PM
*Fiscal Year: ____ (YYYY)		
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 following information: * Fiscal Year: (YYYY): The year that represents the agency's specific 12-month future, current or past financial period.	

Your Action ...	System Response ...
5. Press ENTER.	A Batch Job Submission pop up window appears which directs the generation of the report. When ENTER is pressed, the system will display the following message: XXXXX XXXXXXXX Has Been Submitted Successfully
6. Information is provided on the report by Occu, Title, Old Start Step, Current Start Salary, New Start Salary, Difference Amount, Increase %, and Number of Positions, and Number of Employees.	

Browse CAPPS Audit File (SPB ONLY)

The Browse CAPPS Audit File is not a report, but a browse option available only to SPB. SPB staff may (D) display or (M) modify specific records included in the extract used to create the Compensation Increase Annual Report.

Your Action ...	System Response ...
1. Choose PW (Proposed Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.	The Proposed Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose RM (WSF Reports Menu) from the Proposed Wage, Salary, and Fringe Benefits Menu and press ENTER.	The WSF Reports Menu will appear.
3. Choose BC (Browse CAPPS Audit File) from the WSF Reports Menu and press ENTER. Selection criteria includes Effective Date, Agency, and Last Name	The Browse CAPPS Audit File screen will appear. Information is displayed by Action, Effective date, Current Agency, Name, Current PIN, From PIN, and CAPPS Category.

FMSAS23 PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	01/18/2012
PHOWCR1B PHOWCR2M	Browse CAPPs Audit File	09:35 AM

Action (D,M)

Act	Eff Date	Curr Agcy	Name	Curr PIN	From PIN	CAPPs Category
*** End of Data ***						

Effective Dt: __ __ __ Agency: __ Last Name: _____

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. Choose (D) display or (M) modify to select the desired record and press ENTER.	The Maintain CAPPs Audit File screen will appear

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FMSAS23 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/18/2012
PHOWCR2D PHOWCR1M Maintain CAPPs Audit File 09:47 AM

*Action: m (D,M,N,P)

PID: 000000372194 Applied Time Chg: 11/11/1997 7:39:29.7 PM

SSN.....:
Last Name.....: _____
First Name.....: _____ Middle Name...: _____
Current Agency.....: _____ From Agency...: _____
Current PIN.....: _____ From PIN.....: _____
Curr Occu Code.....: _____ From Occu Code: _____
After Salary.....: _____ Before Salary.: _____
Salary Change Reason: _____ CAPPs Category: _____
Effective Date.....: _____ (MMDDYYYY)

Last UPD UID.....: FMSAS23
Last UPD Tm.....: 01/18/2012 9:47:16.8 AM

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

Your Action ...	System Response ...
5. Modify the fields as desired and press ENTER.	The information has been added or modified and the following message will be displayed. Audit Trail 000000xxxxxx-00:00:0 modified successfully