
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6322	SPAHRs Report Time Schedules	Revised Date: 11/04/2015
		Version: 4

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Objective

Develop an understanding of how schedules for employees, school employees, Arts school teachers, and legislators are established, maintained and processed in SPAHRS.

Outcome

Ability to establish, maintain, and view schedules through the Report Time menu.

Overview

Work schedules are assigned to each PIN on the Maintain Position Information screen (**PO, MP, MP, F11**). Work schedules are assigned to each WIN on the Maintain WIN Within Contract (**MC, CW, WN**) screen or the Maintain WIN Without Contract screen (**EM, EE, WC**).

Schedules

Positive Reporting Schedules are set up for employees/workers who do not work a regular schedule. No hours are reflected on these schedules; they must be manually populated on the timesheet by the user. Schedule 00 is a positive reporting schedule with a start day of Monday. Other positive reporting schedules have been established with other start days. The start day on the schedule is the start day of the work cycle and must be tied to one of the work cycles established for the agency (**PA, OT, BA**).

The Mississippi Management and Reporting System (MMRS) is the control agency responsible for maintaining the default schedule table. If a current default schedule does not meet a specific need, a unique schedule based on a current default schedule can be developed. If a current default schedule is not suitable for multiple employees, an addition to the default schedule table can be requested.

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.

Code	Description	FastPath
EE	Enter Employee Time	
EL	Enter Location Time	
ET	Enter Time	
RP	Report Time Reports	
BR	Report Time Browse by Agency	
RS	Schedules	
BL	Browse Time By Location	
BS	Browse Time By Supervisor	
BI	Batch Online Submission Menu	
CL	Create Leave Balance	
CT	Create Timesheets	
OD	Browse Override Distribution	OVERRIDE

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 RS (Schedules) from the Report Time Menu and press ENTER.	The Schedules Menu will appear.

Code	Description	FastPath
SD	Default schedule	
SE	Maintain Employee schedule	
SB	Browse Employee schedule	
ST	Browse Teachers schedule	
SA	Browse Teacher Arts school schedule	TAS
SL	Browse Legislator's schedule	
DS	Download of Position schedule	PSDL

Code: __

Direct Command: _____

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

Default Schedule (MMRS ONLY)

The default schedule table contains schedule codes identifying various possible work schedules. Schedule 01 is the default schedule assigned to all PINs and WINs. It is a Standard Monday-Friday, 8 hours per day work week and a start day of Monday.

Your Action ...	System Response ...
3. Choose SD (Default Schedule) from the Schedules Menu and press ENTER.	The Default Schedule screen will appear.

```

PHFNC10  FMV5          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      08/24/2015
PHPTTICB PHPTTIKM          Default schedule                          12:36 PM
Actions: (A,D,M,P)
  schedule Holiday start
*Act Number  Type    Day
-----
-      01      H     MON  STANDARD MON - FRI, 8 HRS PER DAY
-      02      H     MON  COMPRESSED, 2 WEEK, 44/36 HRS EACH WEEK
-      03      H     FRI  COMPRESSED, 2 WEEK 45/35 HRS EACH WEEK
-      04      H     SUN  STANDARD MON - FRI, 8 HRS PER DAY
-      05      H     WED  STANDARD MON - FRI, 8 HRS PER DAY
-      06      H     MON  COMPRESSED 2 WEEK 45/35 HOURS EACH WEEK
-      07      H     MON  SCHEDULE PART-TIME 6 HOURS PER DAY
-      08      H     MON  PART-TIME 20 HOURS PER WEEK
-      09      T     MON  TEACHER SCHEDULE 9/12
-      10      T     MON  TEACHER SCHEDULE 10/12
-      11      T     MON  TEACHER SCHEDULE 11/12
-      13      H     SUN  COMPRESSED, 2 WEEK 44/36 HOURS EACH WEEK
*Schedule Number:  _
Direct Command:  _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End   Add                               Bkwd Fwd                               Quit
    
```

Your Action ...	System Response ...
4. Choose Add action and enter beside any record on browse.	
5. Press ENTER.	The schedule screen will appear.

```

PHFNC10  FMV0          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      08/24/2015
PHPTTICD PHPTTICM          (MM/DD/YYYY)                          12:51 PM
*Action: A (A,D,M,P)
*Schedule number.....:  _
Holiday Type.....:  _
Schedule start Day....:  _          schedule start:  _          (MM/DD/YYYY)
+-----Mon-----Tue-----Wed-----Thur-----Fri-----Sat-----Sun+
1 to 6 week sch week 1:  _          _          _          _          _          _
(Hours per Day) week 2:  _          _          _          _          _          _
                  week 3:  _          _          _          _          _          _
                  week 4:  _          _          _          _          _          _
                  week 5:  _          _          _          _          _          _
                  week 6:  _          _          _          _          _          _
Compression start Date:  _          (MM/DD/YYYY)
Compression End Date..:  _          (MM/DD/YYYY)
+-----Mon-----Tue-----Wed-----Thur-----Fri-----Sat-----Sun+
Compressed sch week 1  _          _          _          _          _          _
1 of 4          week 2  _          _          _          _          _          _
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 ...
6. Schedule Number: Enter a two character code. Must be a valid value on the SCHED (Schedule) table.	
7. Press ENTER.	
<p>8. Enter the following information:</p> <p>Holiday Type: Enter "H" for regular holiday schedule, "T" for teacher holiday schedule, or "A" for Arts school holiday schedule. The type is linked to the holiday table.</p> <p>Schedule Start Day: The day of the week, Monday through Sunday, that the schedule starts on. It must match the day of the week on which the Work Cycle begins. This field is included as an extra check to ensure that you have thoroughly researched the schedule start date and the implications thereof. Remember that this date can have a distinct effect on timesheet creation and overtime calculations.</p> <p>Schedule Start (MM/DD/YYYY): Enter the date the schedule starts. If you capture this field, then the starting day must match the captured Schedule Start Day. This date is only required for Schedules of more than one week. Since this is a very important date, be certain that you have thoroughly researched the schedule start date and the implications thereof. Remember that this date will have a distinct effect on timesheet creation and overtime calculations.</p> <p>1 to 6 Week Sch (Hours per Day): This is up to six weeks of hours that employees with this schedule are scheduled to work. Example: The most common schedule is 8 hours a day, Monday through Friday.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>Compression End Date (MM/DD/YYYY): This is the date Compression will end. Compression needs only to be specified for people who will swap between Compression and another set of hours. Example: A person working 8 hours 5 days a week (<i>i.e.</i>, 40 hour week) might for 6 months work a two week cycle of 9-9-9-9-8 in the first week and a second week with 9-9-9-9-off while still averaging 40 hours per week (<i>i.e.</i>, 80 hours in two weeks).</p> <p>Compressed Sch. Week 1-2: These are the actual Compression hours and there must be at least two weeks worth. Compression needs only to be specified for people who will swap between Compression and another set of hours. Example: A person working 8 hours 5 days a week (<i>i.e.</i>, 40 hour week) might for 6 months work a two week cycle of 9-9-9-9-8 in the first week and a second week with 9-9-9-9-off while still averaging 40 hours per week (<i>i.e.</i>, 80 hours in two weeks). Compression is where you have a different set of hours from the regularly scheduled ones.</p>	
9. Press ENTER.	<p>The system will display the following message:</p> <p>Schedule XX MS-XX added successfully.</p>

Maintain Employees Schedule

The Maintain Employees Schedule screen enables a user to customize an employee/worker's established schedule. A unique schedule can be set up for an employee without requesting a new default code. If a week-to-week rotation schedule is required, it allows the establishment of this type of schedule for up to six weeks. Variations of a compressed schedule can be established on this screen. For schedules with more than one week or rotating schedules, the schedule start date must be populated. This allows SPAHRS to know on what date the timesheet should begin populating from this schedule. If a compressed schedule is established for an employee, the compression start and end dates must be populated.

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose RS (Schedules) from the Report Time Menu and press ENTER.	The Schedules Menu will appear.
3. Choose SE (Maintain Employee Schedule) from the Schedules Menu and press ENTER.	The Maintain Employee Schedule screen will appear.

```

PHFNC10  FMV0          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      08/24/2015
PHPTTIHD PHPTTIHM          Maintain Employee schedule                    01:12 PM

*Action: = (A,B,C,D,M,N,P)
*Agency.....: _____ *social sec Num.: _____
worker Type Code.....: -   *PIN/WIN Number.: _____
Holiday Type.....: -     schedule number:  _
work cycle code.....:
schedule start Day....: _____ schedule start.:  _ _ _ _
+-----Mon-----Tue----wed----Thur---Fri-----Sat----Sun+
1 to 6 week Sch week 1: _____
(Hours per Day) week 2: _____
                  week 3: _____
                  week 4: _____
                  week 5: _____
                  week 6: _____
Compression Start Date: _____ Compression End Date:  _ _ _ _
+-----Mon-----Tue----wed----Thur---Fri-----Sat----Sun+
Compressed sch week 1 _____
1 of 4          week 2 _____
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 Add and enter the following information:</p> <p>*Agency: Enter the 4-character SPAHRS agency code.</p> <p>*Social Sec Num.: Enter the social security number of the employee or worker for which the schedule is to be added.</p> <p>*Worker Type Code: Enter PIN or WIN for the employee or worker.</p> <p>*PIN/WIN Number: Enter the PIN or WIN number for the employee or worker.</p> <p>Holiday Type: The system will populate this field, but it can be modified.</p> <p>*Schedule Number: Enter the schedule number to be added for the worker.</p>	

Your Action ...	System Response ...
5. Press ENTER.	<p>The system will display the following message:</p> <p>Schedule to be added has had default values set.</p>
<p>6. Enter the following information if the default values need to be modified:</p> <p>Work Cycle Code: System will populate this information.</p> <p>Schedule Start Day (MM/DD/YYYY): The day of the week, Monday through Sunday, that the schedule starts on. It must match the day of the week that the Schedule Start date starts on (if it was captured). This field is included as an extra check to ensure that you have thoroughly researched the schedule start date and the implications thereof. Remember that this date can have a distinct effect on timesheet creation and overtime calculations.</p> <p>Schedule Start (MM/DD/YYYY): The date the schedule started/will start. If you capture this field, then the starting day must match the captured Schedule Start Day. This date is only required for Schedules of more than one week. This is a very important date so be sure that you have thoroughly researched the schedule start date and the implications thereof. Remember that this date will have a distinct effect on timesheet creation and overtime calculations.</p> <p>1 to 6 Week Sch (Hours per Day): This is up to six weeks of hours that employees with this schedule are scheduled to work. Example: The most common schedule is 8 hours a day, Monday through Friday.</p>	

Your Action ...	System Response ...
<p>Continue modifying the following information:</p> <p>Compression Start Date (MM/DD/YYYY): This is the date Compression will start. Compression needs only to be specified for people who will swap between Compression and another set of hours. Example: A person working 8 hours 5 days a week (<i>i.e.</i>, 40 hour week) might for 6 months work a two-week cycle of 9-9-9-9-8 in the first week and a second week with 9-9-9-9-off while still averaging 40 hours per week (<i>i.e.</i>, 80 hours in two weeks).</p> <p>Compression End Date (MM/DD/YYYY): This is the date Compression will end. Compression needs only to be specified for people who will swap between Compression and another set of hours. Example: A person working 8 hours 5 days a week (<i>i.e.</i>, 40 hour week) might for 6 months work a two-week cycle of 9-9-9-9-8 in the first week and a second week with 9-9-9-9-off while still averaging 40 hours per week (<i>i.e.</i>, 80 hours in two weeks).</p> <p>Compressed Sch. Week 1-2: These are the actual Compression hours, and there must be at least two weeks worth. Compression needs only to be specified for people who will swap between Compression and another set of hours. Example: A person working 8 hours 5 days a week (<i>i.e.</i>, 40 hour week) might for 6 months work a two-week cycle of 9-9-9-9-8 in the first week and a second week with 9-9-9-9-off while still averaging 40 hours per week (<i>i.e.</i>, 80 hours in two weeks). Compression is where you have a different set of hours from the regularly scheduled ones.</p>	
<p>7. Press ENTER.</p>	<p>The system will display the following message</p> <p>Position Schedule for xxxxxxxx aaaa-xxxxxxxxxxx-P-xx-xx added successfully</p>

Browse Employee Schedule

The Browse Employee Schedule is an alternate method of maintaining/viewing the Maintain Employee Schedule. This screen displays multiple records of employees/workers within the agency in social security number sequence. From the Browse Employee Schedule screen, records may be displayed, added, modified, or purged by entering the appropriate action (D, A, M, P) in the action field and pressing enter.

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose RS (Schedules) from the Report Time Menu and press ENTER.	The Schedules Menu will appear.
3. Choose SB (Browse Employee Schedule) from the Schedules Menu and press ENTER. Selection criteria includes Agency, SSN, Worker Type and PIN/WIN No.	The Browse Employee Schedule screen will appear. Information is displayed by Agency Number, Worker Type, PIN/WIN, SSN, Holiday Type, Schedule Start, Schedule, and Schedule Description.

```

PHFNC10  FMV0          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      08/24/2015
PHPTTIJB PHPTTIJM          Browse Employee Schedule                    01:20 PM
Actions: (A,D,M,P)
  Agency wkr  PIN/      Ho1  sch  sch
*Act Number Typ  WIN      SSN   Typ Start Num      schedule Description
-----
*Agency: ____ *SSN: _____ worker Type: _ PIN/WIN No: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Add          Bkwd Fwd          Quit
    
```

Your Action ...	System Response ...
4. Select the requested record and press ENTER.	The Maintain Employee Schedule will appear.

Your Action ...	System Response ...
<p>4. Choose Add and enter the following information:</p> <p>*Schedule Number: Enter a 9, 10, or 11 for the teacher's schedule number.</p> <p>*School Year: Enter the school year to be added.</p> <p>First Day of School (MMDDYYYY): Enter the first day of school year.</p> <p>Last Day of School (MMDDYYYY): Enter the last day of the school year.</p> <p>Number of School days: Enter the number of days in the school year.</p> <p>First check Percentage: If first check is not a full check, enter the percentage to be paid.</p> <p>Last check Percentage: Enter the percentage of Last Check.</p> <p>Last Payment date (MMDDYYYY): Enter the date last worked.</p> <p>Holiday Type: Enter "T" for teacher holiday schedule, which is linked to the holiday table.</p> <p>Last Update Userid: The system will populate the ID of the user responsible for the last update to this record.</p> <p>Last Update Date/Time: The system will populate the last date and time that this record was updated.</p>	
<p>5. Press ENTER.</p>	<p>The School Schedule appears with the following message:</p> <p>School Schedule TT-XX-YYYY added successfully</p>

Browse Teacher Arts School Schedule

This screen is used to establish the Teacher schedules for School for the Arts.

Your Action ...	System Response ...
<p>1. Choose RT (Report Time) from the Main Menu and press ENTER.</p>	<p>The Report Time Menu will appear.</p>
<p>2. Choose RS (Schedules) from the Report Time Menu and press ENTER.</p>	<p>The Schedules Menu will appear.</p>
<p>3. Choose SA (Browse Teacher Arts School Schedule) from the Schedules Menu and press ENTER.</p>	<p>The Browse Teacher Arts School Schedule screen will appear.</p>

Act	Schedule Number	School Year	First Day	Last Day	Number of School Days
–	46	2014	08/01/2013	05/30/2014	192
–	46	2015	08/01/2014	05/28/2015	192
–	47	2014	08/01/2013	06/26/2014	212
–	47	2015	08/01/2014	06/26/2015	212
*** End of Data ***					

PHFNC10 FMV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/24/2015
 PHPSSA1B PHPSSA1M Browse Teacher Arts School Schedule 01:08 PM

*Schedule Number: __ School Year: ____
 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 Help Main End Add Bkwd Fwd Quit

Your Action ...	System Response ...
<p>4. Choose Add and enter the following information:</p> <p>*Schedule Number: Enter a 46 or 47 for the Arts teacher's schedule number.</p> <p>*School Year: Enter the school year to be added.</p> <p>First Day of School (MMDDYYYY): Enter the first day of school year.</p> <p>Last Day of School (MMDDYYYY): Enter the last day of the school year.</p> <p>Number of School days: Enter the number of days in the school year.</p> <p>First check Percentage: If first check is not a full check, what percentage is paid?</p> <p>Last check Percentage: Enter the percentage of Last Check.</p> <p>Last Payment date (MMDDYYYY): Enter the date last worked.</p> <p>Holiday Type: Enter "A" for Arts holiday schedule, which is linked to the holiday table.</p> <p>Last Update Userid: The system will populate the ID of the user responsible for the last update to this record.</p> <p>Last Update Date/Time: The system will populate the last date and time that this record was updated.</p>	

Your Action ...	System Response ...
5. Press ENTER.	The Maintain Teacher Arts School Schedule screen appears with the following message: School Schedule TA-XX-XXXX added successfully

Legislative Work Schedules

Legislators are set up separately in SPAHRS because their unique work schedules and travel expense pay vary significantly from regular state employees. House and Senate members are established in their own sub-agencies: the House is agency 0004, and the Senate is agency 0005. (**NOTE:** These sub-agencies are separate from the House and Senate employee sub-agencies 0001 and 0002.)

The House and Senate members each have two default work schedules (one with taxable subsistence per diem and one with non-taxable subsistence per diem). The separate schedules enable the House or Senate to convene individually when necessary; for example, only the Senate convenes to confirm appointments. In SPAHRS the Lt. Governor, Speaker of the House, and President Pro Tem are treated as members of the Legislature; each has a default work schedule for in-session pay.

The default schedules provided for in-session legislative report time do not populate days of the week. Instead, they carry the dates of the first, second and third paychecks and a flag indicating whether or not the per diem is taxable. (**NOTE:** Legislators, Lt. Governor, Speaker of the House, and President Pro Tem are treated in SPAHRS as employees of the House and Senate for their regular monthly payroll.)

The in-session payments, paid in three installments, are issued according to statute as follows:

- 1) the first is issued the first day of the session (first Tuesday after first Monday in January)
- 2) the second is issued 30 days after session starts (in February)
- 3) the final is issued at *sine die*, which is the last day of the session

Browse Legislator's Schedule

The Browse Legislator's Schedule is used to establish the legislative session dates for the House and Senate. The schedule is created each year by MMRS based on the session pay time table established in Mississippi Code and any special session called by the Governor.

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose RS (Schedules) from the Report Time Menu and press ENTER.	The Schedules Menu will appear.
3. Choose SL (Browse Legislator's Schedule) from the Schedules Menu and press ENTER.	The Browse Legislator's Schedule screen will appear.

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM						11/07/2012
PHPTTIMB PHPTTIMM Browse Legislator's Schedule						12:11 PM
Ac	Session Year	Schedule Number	First check	Second check	Third Check	Per Diem Taxable
-	2010	20	01/05/2010	02/04/2010	04/02/2010	N
-	2010	21	01/05/2010	02/04/2010	04/02/2010	Y
-	2010	22	01/05/2010	02/04/2010	04/02/2010	N
-	2010	23	01/05/2010	02/04/2010	04/02/2010	N
-	2010	25	01/05/2010	02/04/2010	04/02/2010	N
-	2010	26	01/05/2010	02/04/2010	04/02/2010	Y
-	2010	27	01/05/2010	02/04/2010	04/02/2010	N
-	2011	20	01/04/2011	02/04/2011	04/01/2011	N
-	2011	21	01/04/2011	02/04/2011	04/01/2011	Y
-	2011	22	01/04/2011	02/04/2011	04/01/2011	N
-	2011	23	01/04/2011	02/04/2011	04/01/2011	N

Session Year: 2010 *Schedule Number:

Direct Command: _____

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

Your Action ...	System Response ...
<p>4. Choose Add and enter the following information:</p> <p>*Session Year: Enter the session year for the Legislature.</p> <p>*Schedule Number: Enter a 20, 21, 22, 23, 25, 26, or 27 for the Legislature's schedule number.</p> <p>Date of First Check (MMDDYYYY): Enter the date for the first check to be issued.</p> <p>Date of Second Check (MMDDYYYY): Enter the date for the second check to be issued.</p> <p>Date of Third Check (MMDDYYYY): Enter the date for the third check to be issued.</p> <p>Extended Third Check Date (MMDDYYYY): Enter the date for the extended third check to be issued.</p> <p>Per Diem Taxable (Y/N): Enter Yes or No to indicate if their per diem is taxable.</p> <p>Special Session Start Date: Enter the start date for the special session to begin.</p> <p>Special Session End Date: Enter the end date for the special session to end.</p>	

Your Action ...	System Response ...
5. Press ENTER.	The Maintain Legislator Schedule appears with the following message: Legislation Schedule LL-XX-YYYY displayed successfully.