
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Training Materials		
6009	How to Hire a Worker Within WIN Without Contract – Board Member (Travel and Per Diem Only)	Revision Date: 12/02/2015 Version: 7

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Travel and Per Diem Only

Step 1 – Demographic Record

Check to determine if a demographic record exists for the board member. If not, enter the demographic information into SPAHRS. (Only Panel 1 is required.)

Your Action ...	System Response ...
1. Choose EM (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose ME (Maintain Employee/Worker Information) from the Employment Menu and press ENTER.	The Maintain Employee/Worker Information Menu will appear.
3. Choose ED (Maintain Employee/Worker Demographics) from the Maintain Employee/Worker Information Menu and press ENTER.	The Maintain Employee/Worker Demographics screen will appear.

Panel 1

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/12/2013
PHOMDM1D PHOMDM1M Maintain Employee/worker Demographics 10:29 AM
2 more >

*Action: = (A,B,C,D,M,P) Press PF3 to continue

*SSN: _____
Last Name: _____ First Name: _____ Suffix: _____
Middle Name: _____ Maiden Name: _____
Date of Birth: __ __ ____
*Gender Code: _ *Race Code: _
*EEO Change: _
Mailing Address: Street: _____
City: _____ *State: __ Zip: _____ - ____
Permanent Address: Street: _____
City: _____ *State: __ Zip: _____ - ____
Phone Numbers: Home: __ __ - __ Other: __ __ - __

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

Panel 2

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/12/2013
PHOMDM1D PHOMDM3M Contact Information 10:33 AM
< 1 more 1 more >

*Action: = (A,B,C,D,M,P)
*SSN: _____ 1_ of 10
*Contact Type: _____ *Relationship: _____
Name: _____ SSN: _____
Address: _____
City: _____ *State: _____ Zip Code: _____ - _____
Primary Phone: _____ - _____ Ext: _____ Other Phone: _____ - _____ Ext: _____

*Contact Type: _____ *Relationship: _____
Name: _____ SSN: _____
Address: _____
City: _____ *State: _____ Zip Code: _____ - _____
Primary Phone: _____ - _____ Ext: _____ Other Phone: _____ - _____ Ext: _____

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

Panel 3

```

FMSAS23 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/12/2013
PHOMDM1D PHOMDM4M Miscellaneous Information 10:35 AM
< 2 more

*Action: = (A,B,C,D,M,P)
*SSN: _____

State Hire Date: _____ Termination Date: _____
Permanent State Serv Status: _____
From Date: _____ To Date: _____

Probationary Status: _____
From Date: _____ To Date: _____

Veteran's Preference: _____
Years of Education: _____
*Insurance Network: _____
PERS Entry Date: _____

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

Step 2 – Create WIN for Board Member(s)

Your Action ...	System Response ...
1. Choose EM (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose EE (Maintain Worker Within WIN) from the Employment Menu and press ENTER.	The Maintain Worker Within WIN Menu will appear.
3. Choose WC (Maintain WIN Without Contract) from the Maintain Worker Within WIN Menu and press ENTER.	The Maintain WIN Without Contract screen will appear.

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/12/2013
PHOMMP1D PHOMMP1M Maintain WIN without Contract 10:46 AM

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

*Agency #: ____
*WIN: _____ Approval: _

*WIN Service Type: ____
SSN: _____ Contract#:
*Wcomp Class: _____
*Schedule: ____
*FLSA Status: _
Geo. Location: _ _ _ _ _
*Pay Method: _ *Extra Hrs: ____
*Pay Frequency: _
WIN End Date: _ _ _ _ _ Warrant Sort Details: _____
*Retirement Pgm: _____ *PERS PIN Code: _____
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 ...
4. Enter the following information: Action: Enter "A" *Agency #: Enter the four digit agency number.	
5. Press Enter.	
6. Enter the following information: *WIN: Assigned by SPAHRS once Enter is pressed; *WIN Service Type: Enter BOA (Board/Comm Mmbrs). *Wcomp Class: Leave blank. SSN: Leave Blank. Contract #: Leave Blank. *Schedule: Enter a positive reporting schedule.	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>*FLSA: Enter code E (Exempt). Geo Location: Use at agency's discretion.</p> <p>*Pay Method: Enter H (Hourly).</p> <p>*Extra Hrs: Enter E2 (Exempt from FLSA, 7 Day, Agency = Pay, FLSA = N/A).</p> <p>*Pay Frequency: Enter T (Travel), unless authorized for a monthly salary, in which case enter an M.</p> <p>WIN End Date: Leave blank. Warrant Sort Details: Leave blank.</p> <p>*Retirement Pgm: Leave blank, unless the worker is a Rehired Retiree, then enter the code RETIR.</p> <p>*PERS PIN Code: Will default to 0000 (Non-Participating PIN/WIN. If Board Member is a Rehired Retiree, enter the code 0010</p> <p>Trans Eff Dt: Enter the date the WIN will become effective (MM DD YYYY).</p> <p>Transmit for Approval: Enter Yes.</p>	
<p>7. Press Enter.</p> <p>Remember the new WIN number to use to Hire Worker into the BOA WIN.</p>	<p>The system will display the following message:</p> <p>WIN W-AAAA-XXXX-P added successfully</p>

Step 3 - Hire Worker into WIN Without Contract (Board Members)

Your Action ...	System Response ...
<p>1. Choose EM (Employment) from the Main Menu and press ENTER.</p>	<p>The Employment Menu will appear.</p>
<p>2. Choose EE (Maintain Worker Within WIN) from the Employment Menu and press ENTER.</p>	<p>The Maintain Worker Within WIN Menu will appear.</p>
<p>3. Choose EO (Hire Within WIN Without Contract) from the Maintain Worker Within WIN Menu and press ENTER.</p>	<p>The Hire Within WIN Without Contract screen will appear.</p>

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/12/2013
PHOMHWPD PHOMHWPM Hire within WIN without Contract 10:52 AM

*Action: _ (A,B,C,D,M,P)
*Agency: _____ *SSN: _____
*WIN: _____
Requested Effective Date: _ _ _ _ Approval: _

*wcomp Class:
*Schedule: *FLSA Status:
Pay Frequency:
Pay Method: *Extra Hrs:
Geo Location:
WIN Hire Date: _ _ _ _
*New hire Reason: HEWWIN
Expected End Date: _ _ _ _
*Retirement Pgm: _____ *PERS PIN Code:
Hourly Rate weekly Rate Monthly Rate
*Proposed Salary: _____ Transmit for Approval: _

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

Your Action ...	System Response ...
4. Enter the following information: Action: Enter "A" *Agency #: Enter the four digit agency number. SSN: Enter the SSN of the Board Member. *WIN: Enter the WIN number assigned by the system in Step #2 above.	
5. Press Enter.	
6. Enter the following information: WIN Hire Date: Enter hire date (MM DD YYYY). *New hire reason: "HEWWIN" is system-generated (no action required by user). Expected End Date: Enter expected end date if applicable (MM DD YYYY) Proposed Salary: Leave all three rates blank. Transmit for Approval: Enter Yes.	
7. Press Enter.	The Eligibility Information screen appear will appear.

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/12/2013
PHOMDM4D PHOMDMFM Maintain Employee/worker Eligibility Info 10:22 AM
1 more >
*Action: _ (A,C,D,M) Press PF3 to continue
*Agency: _____ *SSN: _____

P/W PIN/WIN PIN/WIN PIN/WIN
Ind Nbr Hire Date Term Date *Eligibility Sequence Nbr
-----
- _____
- _____
- _____
- _____
- _____

Agency Hire Date...: Employee Status:
Agency Term Date...: From: To:
I9/E-Verify Status: _ Transaction Date: _ _ _

Last Upd Date/Time: Last Upd UserId:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Hist Left Right Quit
    
```

Your Action ...	System Response ...
8. Enter the following information: I9/E-Verify Status: Enter Yes or No. Transaction Date: Enter the date (MM DD YYYY) the Board Member was hired into the WIN.	
9. Press ENTER.	The following message will be displayed: Employee-Agency XXXXXXXXXXXXX-AAAA added successfully
10. Press F3 to continue (back to the "Hire Within WIN Without Contract" screen).	

Step 4 – Setup Eligibility Sequence Number

Your Action ...	System Response ...
1. Choose EM (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose MP (Maintain Payroll Information) from the Employment Menu and press ENTER.	The Maintain Payroll Information Menu will appear.
3. Choose MI (Maintain Employee/Worker Eligibility Info) from the Maintain Payroll Information Menu and press ENTER.	The Maintain Employee/Worker Eligibility Info screen will appear.

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/12/2013
PHOMDM4D PHOMDMFM Maintain Employee/worker Eligibility Info 11:26 AM
1 more >
*Action: _ (C,D,M) Press PF3 to continue
*Agency: _____ *SSN: _____

P/W PIN/WIN PIN/WIN PIN/WIN
Ind Nbr Hire Date Term Date *Eligibility sequence Nbr
-----
- _____
- _____
- _____
- _____
- _____

Agency Hire Date...: Employee Status: Probationary
Agency Term Date...: From: 07/01/2012 To: 06/30/2013
I9/E-Verify Status: _ Transaction Date: _ _ _

Last Upd Date/Time: Last Upd UserId:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note Hist Left Right Quit
    
```

Your Action ...	System Response ...
4. Enter the following information: *Eligibility Sequence Nbr: Enter eligibility sequence number that applies: 15 if Board or Committee Member or 16 if PERS or Legislative Board member. Transaction Date: Enter the date (MM DD YYYY) the Board Member was hired into the WIN.	
5. Press ENTER.	

Step 5 – Setup Tax Records for the Board Member

Federal Taxes

Your Action ...	System Response ...
1. Choose EM (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose MP (Maintain Payroll Information) from the Employment Menu and press ENTER.	The Maintain Payroll Information Menu will appear.
3. Choose FT (Maintain Federal Taxes) from Maintain Payroll Information Menu and press ENTER.	The Maintain Federal Taxes screen will appear.

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/12/2013
PHOMTX1D PHOMTX1M Maintain Federal Taxes 12:35 PM

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

*Agency: _____ *SSN: _____
          Tax Id: _____
          Effective Date: __ __ ____

Fed Tax: I9/E-Verify Status:          EIC: Earned Income Credit: _
          Form W4 Submitted: _        *EIC Filing Status: _
          Tax Exempt Indicator: _      Expiration Date: __ __ ____
          IRS Audit Indicator: _      FICA: Medicare Wages Trans: _____
          Number of Allowances: _     Curr Medicare Rate: _____
          Additional Amount: _____ OASDI Wages Trans: _____
          *Filing Status: _           Curr OASDI Rate: _____
          Expiration Date: __ __ ____ Tax Exempt Ind: _____
                                       Expiration Date: __ __ ____

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. Enter the following information: Action: Enter "A" *Agency #: Enter the four digit agency number. SSN: Enter the SSN of the Board Member. Effective Date: Enter the date the Board Member was hired into the WIN.	
5. Press Enter.	The system will display the following message: Specific Taxes F- XXXXXXXXXXXXX-AAAA-MCARE-XXXXXX added successfully.

State Taxes

Your Action ...	System Response ...
1. Choose EM (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose MP (Maintain Payroll Information) from the Employment Menu and press ENTER.	The Maintain Payroll Information Menu will appear.
3. Choose MS (Maintain State Tax) from Maintain Payroll Information Menu and press ENTER.	The Maintain State Tax screen will appear.

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/12/2013
PHOMTX2D PHOMTX2M Maintain State Tax 12:46 PM

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

*Agency: ____ *SSN: _____
          Tax Id: _____
          Effective Date: __ __ ____

          Tax Code: MSIT Mississippi State Tax
State Tax Form Submitted: _
Tax Exempt Indicator: _
Exempt Amount Claimed: _____
Dependent Exemption Amt: _____
Age/Blindness Exemption Amt: _____
Total Exemption Amt: _____
Additional withholding Amt: _____
*Filing Status: _
Expiration Date: __ __ ____

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. Enter the following information: Action: Enter "A" *Agency #: Enter the four digit agency number. SSN: Enter the SSN of the Board Member. Effective Date: Enter the date the Board Member was hired into the WIN.	
5. Press Enter.	The system will display the following message: Specific Taxes S-XXXXXXXXXXXX-AAAA-MSIT-XXXXXXX added successfully

Step 6 – Request an “S” Vendor Number if the person is a new board member.

1. Complete the Vendor File Maintenance Form (See MAAPP Manual on DFA website).
2. Specify on the form that the request is for a board member.
3. Request that the board member's Pid number be used as the “S” vendor number. (The number = S000, plus the last 6 numbers of the Pid Number, plus another 0).
S000xxxxxx0
4. Submit the request to Bureau of Financial Control (BFC) at DFA.

Accounting Distribution for Board Member (BOA) or Travel (Per Diem)

Before payroll can be processed, each WIN must have an established WIN Account Distribution reflecting the appropriate accounting codes to post an accounting transaction. Before payments can be made on a worker without contract, such as Board Member (BOA) and Travel (Per Diem) WINs, a default accounting distribution must be created for a worker. Accounting distributions enable SPAHRS expenditures to be charged to one or multiple funding sources.

Your Action ...	System Response ...
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose CW (Contract WIN Menu) from the Manage Contracts Menu and Press ENTER.	The Contract WIN Menu will appear.
3. Choose CD (Maintain WIN Account Distribution) from the Contract WIN Menu, OR from the Main Menu on the Direct Command line type MWAD (Maintain WIN Account Distribution) and press ENTER. Note: An alternate path to access this screen is PA-GS-MD-CD .	The Maintain WIN Account Distribution screen will appear.

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/12/2013
PHPSDE2D PHPSDE2M Maintain WIN Account Distribution 01:04 PM
*Action: _ (A,C,D,M,N,P)
*Agency: _____ Budget Fiscal Year: 0000
win#: _____ Last Distributed:
Start Date: _ _ _ End Date: _ _ _ Note : N

1_ of
*F *sb*Rptg*Project Sb Percent
Ln Pgm S*Fund*Actv*Org Org Cat Number *Loc Obj*Agcy-1*Agcy-2*Agcy-3 Dist
1
2
3
4
5
6
7
8
Save with Errors (Y/N): _ Total Percent:
Copy (Y/N): N Paste (Y/N): N Approval: N
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note Bkwd Fwd Quit
    
```

Your Action ...	System Response ...
<p>4. Choose Add for the action and enter the following information:</p> <p>*Agency: Enter the 4-digit SPAHRS agency code xxxx.</p> <p>Budget Fiscal Year: Enter the budget fiscal year (yyyy) for the default schedule being established.</p> <p>WIN #: Enter the WIN number.</p> <p>Last Distributed: The system populates the date of the last distribution for this worker.</p> <p>Note: Once a last distributed date has been posted, the only field on this screen that may be modified is the End Date.</p> <p>Start Date: Enter the start date of the distribution in MM DD YYYY format.</p>	
<p>5. Press Enter.</p>	
<p>6. Enter the following information:</p> <p>End Date: Enter the end date for the distribution in MM DD YYYY format. The end date may be any time within the current fiscal year or future-dated into successive fiscal years. If the end date is after 6/30 of the current budget fiscal year, the system will roll this table over to the next budget fiscal year. Note: If the distribution is related to a grant, the end date should be equal to the grant expiration date, or the last day that payment or accounting adjustments can be made to the grant.</p> <p>Note: Yes indicates that notes have been attached to this record; to view, press PF5.</p> <p>Copy: The system defaults to No. Enter Yes to copy all entries on this screen to another position.</p> <p>Paste: The system defaults to No. Enter Yes to paste entries from a previous screen.</p> <p>Approval: Enter Yes to request approval. The entry will change to Approved when the default distribution has been approved. The system defaults to No, meaning the request is not to be sent for approval.</p>	

Your Action ...	System Response ...
<p>7. Continue to enter the WIN Accounting information</p> <p>Pgm: Enter the two-digit SPB program number.</p> <p>*FS: Enter Federal, General or Other to indicate the funding source.</p> <p>*Fund: Enter the four-digit fund code.</p> <p>*Actv: Enter the four-digit activity code.</p> <p>*Org: Enter the four-digit organization code.</p> <p>*Sb Org: Enter the two-digit sub-organization code if applicable.</p> <p>*Rptg Cat: Enter the four-digit reporting category code if applicable.</p> <p>*Project Number: Enter the eight-digit project number if applicable.</p> <p>*Loc: Enter the location code if desired.</p> <p>Sb Obj: Enter the two-digit sub-object code if applicable.</p> <p>*Agcy – 1, Agcy – 2, Agcy – 3: Enter an agency-defined code in any or all fields if desired.</p> <p>Percent Dist: Enter the percentage of the cost to be posted to the codes defined on this line.</p> <p>Enter additional accounting lines as necessary.</p> <p>Save With Errors: The system defaults to No. Enter Yes, if you choose to save the record with errors.</p> <p>Total Percent: The system sums this column.</p> <p>Note: The total must equal 100%.</p>	
<p>8. Press ENTER when all information has been added.</p>	<p>The following message is displayed:</p> <p>Date Effective Account Distribution added successfully.</p>