
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Training Materials		
6281	SPAHRs WIN Browsers	Revision Date: 12/30/2015
		Version: 5

**SPAHRS WIN Browsers
Table of Contents**

Objective..... 3
Outcome 3
WIN/Worker Profile 3
Browsers Options..... 5
 Browse Workers by SSN..... 5
 Browse Workers by Name Within Agency 6
 Browse Workers by Name Within State..... 7
 Browse Workers by SSN Within Agency 8
 Browse Active WINS 9
 Browse Vacant WINS.....10

WIN Browsers

Objective

Develop an understanding of the WIN Browsers

Outcome

Obtain an understanding of the WIN/Worker Profile and browse options

WIN/Worker Profile

The WIN/Worker Profile screen provides information on the WIN and the worker, if any, in the WIN. This screen is similar to the View Position Employee Profile (**PEP**) screen for employees.

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

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PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/18/2015
PHIMAINU PHIMAINM Employment Menu 12:15 PM

Code Description FastPath
EP Maintain Employee with PIN MEWP
EE Maintain worker with WIN MEWW
ME Maintain Employee/worker Information MEWI
MP Maintain Payroll Information MPAY
PA Process Performance Appraisal PPAS
R1 Miscellaneous Reports Menu1 MPR1
R2 Miscellaneous Reports Menu2 MPR2
MB Miscellaneous Browsers MPBR
MT Miscellaneous Employee Maintenance Programs EMP

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 EE (Maintain Worker with WIN) from the Employment Menu and press ENTER.	The Maintain Worker with WIN Menu will appear.

PHFNC10	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	11/18/2015
PHIMAINU	PHIMAINM	Maintain Worker within WIN Menu	12:21 PM
Code	Description	FastPath	
EO	Hire within WIN Without Contract	HEWW	
SW	Separate Worker within WIN	SEWW	
CW	Change Compensation of worker within WIN	CCEW	
WC	Maintain WIN Without Contract		
WP	WIN/WORKER PROFILE	VWWP	
WB	WIN Browsers		
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 WP (WIN/Worker Profile) from the Maintain Worker with WIN Menu and press ENTER.	The WIN/Worker Profile screen will appear.

PHFNC10	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	11/18/2015
PHOMWEPD	PHOMWEPM	WIN / worker Profile	12:28 PM
*Action: = (C,D)			
*Agency: ____ *WIN: _____			
WIN DATA			
Service Type:		Geo Location:	
Contract#:		FLSA Status:	
WIN End Dt:		Date WIN Vacant:	
WORKER DATA			
SSN:		Name:	
WIN Entry Date:		Hourly Rate:	Monthly Rate:
Weekly Rate:			
Last Rate Chg Dt:			
Term Date:		Term Code:	
Direct Command: _____			
Enter-PF1---	PF2---	PF3---	PF4---
PF5---	PF6---	PF7---	PF8---
PF9---	PF10--	PF11--	PF12---
Help	Main	End	Quit

Browsers Options

There are six browse options for WINs. The available action on each browse screen is **D** (Display).

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 with WIN) from the Employment Menu and press ENTER.	The Maintain Worker with WIN Menu will appear.
3. Choose WB (WIN Browsers) from the Maintain Worker with WIN Menu and press ENTER.	The WIN Browsers Menu will appear.

Code	Description	FastPath
BS	Browse workers by SSN	BSWS
BN	Browse workers by Name within Agency	BNWS
SN	Browse workers by Name within State	SNWS
AS	Browse workers by SSN within Agency	ASWS
BA	Browse Active WINS	BAWS
BV	Browse Vacant WINS	BVWS

Code: __

Direct Command: _____

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

Browse Workers by SSN

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 with WIN) from the Employment Menu and press ENTER.	The Maintain Worker with WIN Menu will appear.
3. Choose WB (WIN Browsers) from the Maintain Worker with WIN Menu and press ENTER.	The WIN Browsers Menu will appear.
4. Choose BS (Browse Workers by SSN) from the WIN Browsers Menu and press ENTER.	The Browse Workers by SSN screen will appear.
The Selection criteria include SSN and Curr/All.	Information is displayed by Worker's SSN, Name, Agency Number, WIN Indicator, WIN Number, WIN Entry Date, Term Date, and Separation Reason

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PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/18/2015
PHOMWSSB PHOMWSSM Browse workers by SSN 12:36 PM
*Actions: (D)
Act SSN Name Agcy W P WIN Entry Dt Term Dt Separat
Reas
-----
*** End of Data ***

SSN: _____ Curr/All: _
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 ...
5. Choose D Display beside the record to be viewed and press ENTER.	The WIN / Worker Profile screen will appear.

Browse Workers by Name Within Agency

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 with WIN) from the Employment Menu and press ENTER.	The Maintain Worker with WIN Menu will appear.
3. Choose WB (WIN Browsers) from the Maintain Worker with WIN Menu and press ENTER.	The WIN Browsers Menu will appear.
4. Choose BN (Browse Workers by Name Within Agency) from the WIN Browsers Menu and press ENTER. Selection criteria include Agency Number, Name and Curr/All.	The Browse Workers by Name Within Agency screen will appear. Information is displayed by Agency Number, Worker's SSN, Name, WIN Indicator, WIN Number, WIN Entry Date, Termination Date and Separation Reason.

PHFNC10	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM				11/18/2015
PHOMWAMB	PHOMWAMB	Browse workers by Name within Agency				12:43 PM
*Actions: (D)						
Act	AGCY	SSN	NAME	P W	WIN Entry Dt	Separat Term Dt Reaso
*** End of Data ***						
Agency Number: _____ Name: _____ curr/All: c						
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 ...
5. Choose D isplay beside the record to be viewed and press ENTER.	The WIN / Worker Profile screen will appear.

Browse Workers by Name Within State

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 with WIN) from the Employment Menu and press ENTER.	The Maintain Worker with WIN Menu will appear.
3. Choose WB (WIN Browsers) from the Maintain Worker with WIN Menu and press ENTER.	The WIN Browsers Menu will appear.
4. Choose SN (Browse Workers by Name Within State) from the WIN Browsers Menu and press ENTER. Selection Criteria include Last Name, First Name and Curr/All.	The Browse Workers by Name Within State screen will appear. Information is displayed by Worker's Name, Agency Number, SSN, WIN Indicator, WIN Number, WIN Entry Date, Termination Date and Separation Reason.

PHFNC10 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM					11/18/2015
PHOMWANB PHOMWANM	Browse workers by Name within State					12:47 PM
*Actions: (D)						
Act NAME	AGCY	SSN	P W	WIN	WIN Entry Dt	Sep Term Dt Rsn
*** End of Data ***						
Last Name: _____ First Name: _____ Curr/All: c						
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 ...
5. Choose D isplay beside the record to be viewed and press ENTER.	The WIN / Worker Profile screen will appear.

Browse Workers by SSN Within Agency

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 with WIN) from the Employment Menu and press ENTER.	The Maintain Worker with WIN Menu will appear.
3. Choose WB (WIN Browsers) from the Maintain Worker with WIN Menu and press ENTER.	The WIN Browsers Menu will appear.
4. Choose AS (Browse Workers by SSN Within Agency) from the WIN Browsers Menu and press ENTER. Selection criteria include Agency Number, SSN and Curr/All	The Browse Workers by SSN Within State screen will appear. Information is displayed by Agency Number, Worker's SSN, Name, WIN Indicator, WIN Number, WIN Entry Date, Termination Date and Separation Reason. See screen on page 11.

PHFNC10	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM				11/18/2015		
PHOMWS2B	PHOMWS2M	Browse workers by SSN within Agency				12:49 PM		
*Actions: (D)								
Act	AGCY	SSN	NAME	P W	WIN	WIN Entry Dt	Separat Term Dt	Reaso

*** End of Data ***								
Agency Number: _____ SSN: _____ curr/All: c								
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 ...
5. Choose D isplay beside the record to be viewed and press ENTER.	The WIN / Worker Profile screen will appear.

Browse Active WINS

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 with WIN) from the Employment Menu and press ENTER.	The Maintain Worker with WIN Menu will appear.
3. Choose WB (WIN Browsers) from the Maintain Worker with WIN Menu and press ENTER.	The WIN Browsers Menu will appear.
4. Choose BA (Browse Active WINS) from the WIN Browsers Menu and press ENTER. Selection Criteria include Agency Number and WIN Number.	The Browse Active WINS screen will appear. Information is displayed by Agency Number and Name, WIN Number, Status, Contract Number, Service Type/Desc, SSN, Effective Date and End Date.

PHFNC10	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	11/18/2015
PHOMBAWB	PHOMBAWM	Browse Active WINS	12:50 PM
ACTION: (D)			
AGENCY NUMBER: 0161 DFA-FINANCE AND ADMINISTRATION			
Act WIN	Stat Contr#	Service Type/Desc	SSN
			Eff Date
			End Date
*** End of Data ***			
*Agency Number: ____ WIN: _____			
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 ...
5. Choose D isplay beside the record to be viewed and press ENTER.	The Maintain Worker Information screen will appear.

Browse Vacant WINS

Your Action ...	System Response ...
1. Choose E M (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose E E (Maintain Worker with WIN) from the Employment Menu and press ENTER.	The Maintain Worker with WIN Menu will appear.
3. Choose W B (WIN Browsers) from the Maintain Worker with WIN Menu and press ENTER.	The WIN Browsers Menu will appear.
4. Choose B V (Browse Vacant WINS) from the WIN Browsers Menu and press ENTER. Selection criteria include Agency Number, WIN Number, and View Inactive (Y/N).	The Browse Vacant WINS screen will appear. Information is displayed by Agency Number and Name, WIN Number, Status, Contract Number, Service Type/Desc, SSN, Effective Date, and Vacant Date.

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PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/18/2015
PHOMBVWB PHOMBVWM Browse Vacant WINS 12:59 PM
ACTIONS: (D)
AGENCY NUMBER: 0161 DFA-FINANCE AND ADMINISTRATION

Act WIN Stat Contr# Service Type/Desc SSN Eff Date Vacant Dt
-----
*** End of Data ***

*Agency Number: ____ WIN: _____ View Inactive(Y/N): N
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 ...
5. Choose D isplay beside the record to be viewed and press ENTER.	The Maintain Worker Information screen will appear.