
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6282	SPAHRs – Hire Contract Worker Within WIN	Effective Date: 12/28/2015
		Version: 6

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Objective

Develop an understanding of hiring a contract worker into a WIN

Outcome

A contract worker is hired into a WIN

Overview

The WIN process is used to establish and maintain WINs (Worker Identification Numbers) for specific agencies, to hire contract workers and other workers not in a contract, and to initiate payments in SPAHRS for these workers.

Contract workers are paid through SPAHRS since these workers are subject to having taxes and other deductions withheld. WINs are used to hire and pay individuals who are not state employees, but who are paid by the state either within a contract or without a contract, and who do not qualify for state benefits. If a board or commission member of an agency receives reimbursement for mileage or a taxable benefit such as taxable meals, the member must be placed in a WIN and have the travel paid through SPAHRS.

Independent contractors are paid through MAGIC since payroll taxes and other withholdings are not taken from the payments.

SPAHRS contracts are required for all workers with the exception of the following six types of workers. These six worker types are hired into WINs that are created without contracts.

- Active duty National Guard members,
- AmeriCorps workers,
- Board and commission members,
- JTPA payroll participants,
- Patients working at Mental Health facilities, and
- Students working at the Schools for the Deaf and Blind.

Since contract WINs are tied to specific contracts, in order to pay a contract worker the agency must first enter a contract in SPAHRS through Manage Contracts. Once the contract is created and approved, the system populates the Browse/Hire Contract Worker Within WIN screen with the names of workers listed on the contract worker list. When the agency is ready to hire the worker, SPAHRS creates the WINs automatically when the worker's name is selected from the Browse/Hire Contract Worker Within WIN screen and allows the agency to complete the hiring process. This method is the **only** way contract workers are hired.

Hire Contract Worker within WIN

To hire a contract worker into a WIN, the contract must have been established and approved in the Contract process. If the contract has a pending status, the worker cannot be hired. Contract workers are selected from the Browse/Hire Contract Worker Within WIN screen.

Your Action ...	System Response ...
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.

Code	Description	FastPath
MC	Maintain Contract Worker	MCON
MY	Maintain Contract Year (CW)	MCYR
AC	Browsets used for Analyzing Contracts (CW)	ANZC
BR	Contract Browsets and Reports (CW)	BRRE
YH	Browse Contract Years History (CW)	CTYH
CT	Maintain Contract Tables (CW)	TBLS
CW	Contract WIN Menu	CWMU

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 CW (Contract WIN Menu) from the Manage Contracts Menu and press ENTER.	The Contract WIN Menu will appear.

Code	Description	FastPath
WN	Maintain WIN within Contract	MWIN
BW	Browse/Hire Contract Worker Within WIN	BRWK
CD	Maintain WIN Account Distribution	MWAD
CA	Browse WIN Default Dist	BWAD
AP	WIN CalcPay GensAAS Prelim/Final Run Release	

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 BW (Browse/Hire Contract Worker Within WIN) from the Contract WIN Menu and press ENTER.	The Browse/Hire Contract Worker Within WIN screen will appear

Panel 1

```

PHFNC10 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/28/2015
PHMCCF1B PHMCCF1M Browse/Hire Contract worker within WIN 02:14 PM
1 more >
Actions: (A,D,M)

  Agcy Fiscal
Act Nbr Year Contract SSN Name Serv Type WIN
-----

```

*Agency: 0000 FY: 2016 *Contract Number: _____

Direct Command: _____

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

Panel 2

```

PHFNC10 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/28/2015
PHMCCF1B PHMCCF1M Browse/Hire Contract worker within WIN 02:15 PM
< 1 more
Actions: (A,D,M)

  Agcy Fiscal
Act Nbr Year Contract SSN WIN Entry Date Separation Separation
Reason Date
-----
*** End of Data ***

```

*Agency: 0000 FY: 2016 *Contract Number: _____

Direct Command: _____

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

Your Action ...	System Response ...
4. Choose Add next to the selected contract worker and press ENTER.	The Hire Contract Worker Within WIN screen will appear.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/28/2015
PHOMMCWD PHOMMCWM Hire Contract Worker within WIN 02:16 PM

*Action: = (B,C,D,M,N,P)
*Agency: _____ *SSN: _____
*WIN: _____ *WIN Service Type: CON
Requested Effective Date: __ __ __ Approval: __

Contract #: 0000000 Fiscal Year: ____ *wcomp Class:
*Schedule: __
WIN Hire Date: __ __ __
*New hire Reason: _____
Expected End Date: __ __ __ Warrant Sort Details:
*Pay Frequency: _____ *FLSA Status: _
*Pay Method: _____ *Extra Hours: __
Geo Location: _____
Hourly Rate Weekly Rate Monthly Rate
*Proposed salary: _____
Trans Effective Date: 07 01 2015 Transmit for Approval: _

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

Your Action ...	System Response ...
<p>5. Enter the following information:</p> <p>*Agency: The system will populate the contract agency.</p> <p>*SSN: The system will populate the SSN of the contract worker selected.</p> <p>*WIN: The system assigns WIN number when ENTER is pressed.</p> <p>WIN Service Type: The system will populate the WIN Service Type from the Contract.</p> <p>Requested Effective Date: This defaults to the current date.</p> <p>Approval: Indicates the status of the request.</p>	
<p>6. Press ENTER.</p>	
<p>7. Enter the following information:</p> <p>Contract #: The system will populate the contract number.</p> <p>Fiscal Year: The system displays the contract fiscal year.</p> <p>WCOMP Class: The workers' compensation classification code.</p> <p>*Schedule: Specific work week start day. For contract workers schedule defaults to 00, Positive Reporting, and may be modified only to another positive reporting schedule code.</p> <p>WIN Hire Date: Enter the date the contract worker is to begin work in MM DD YYYY format. NOTE: The Hire date must be on or after the start date of the contract.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>New Hire Reason: System defaults to HEWWIN (Hire Worker with a WIN).</p> <p>Expected End Date: Enter the date the WIN is to end. (MM DD YYYY). The date cannot exceed end date of the contract and it must be within the current fiscal year.</p> <p>Warrant Sort Details: The group number for sorting warrants.</p> <p>*Pay Frequency: The system will default to K for contract worker.</p> <p>*FLSA Status: Enter the code representing the Fair Labor Standards Act status of the WIN.</p> <p>*Pay Method: The system defaults to Hourly for all contract workers with a K pay frequency.</p> <p>*Extra Hours: The code used to determine how extra hours are handled. This code must correspond to the FLSA code.</p> <p>Geo Location: Optional user set-up of six location codes is available.</p> <p>*Proposed Salary/Hourly Rate/ Weekly Rate/ Monthly Rate: Enter the hourly rate for all contract WINs.</p> <p>Trans Effective Date: Enter the date the transaction is to become effective.</p> <p>Transmit for Approval: Enter "Y"es to indicate that the information is complete and the request is ready to be sent for approval; enter "N"o to indicate the record is not ready for approval. If the approval has been approved but not processed, the value will be "F" - approved for a future date. If the record has been approved, it cannot be modified unless the user first withdraws the approval record.</p>	
8. Press ENTER.	The Maintain Employee/Worker Demographics screens will appear.

Panel 1

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/25/2014
PHOMDM1D PHOMDM1M Maintain Employee/worker Demographics 09:57 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: _
*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 11/25/2014
PHOMDM1D PHOMDM3M Contact Information 09:58 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 11/25/2014
PHOMDM1D PHOMDM4M Miscellaneous Information 09:58 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
    
```

Your Action ...	System Response ...
9. When all required data is entered or modified on the demographic screens, press ENTER.	
10. Press F3.	The Maintain Employee Agency Info screen will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/25/2014
PHOMDM2D PHOMDMAM Maintain Employee Agency Info 10:08 AM

*Action: = (A,C,D,M,N,P) PF3 TO CONTINUE WITH HIRE EMPLOYEE

      *Agency: ____ *SSN: _____

      I9/E-Verify Status: _

      1 OF 5 PIN/WIN:

*Emp Agcy/Service Status:

      Override Status: __ Override Service From Date: __ __ __
Agency Hire Date: __ __ __ Agency Term Date:

      Employee Status: From: To:

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

Your Action ...	System Response ...
<p>11. Enter the following information:</p> <p>Agency: The employing agency. This is system populated.</p> <p>SSN: The social security number of the worker being employed. This is system populated.</p> <p>I9/E-Verify Status: Yes or No. Employment Eligibility Verification Form from the US Department of Justice-Immigration and Naturalization Service submitted by newly hired employees regarding their U.S. citizenship status, whether in the U.S. on a passport, or are an alien. Agencies are required to obtain this form for each worker hired.</p> <p>*Emp Agcy/Service Status: This is system generated.</p> <p>Override Status: Not used on a WIN.</p> <p>Override Service From Date: Not used on a WIN.</p> <p>Agency Hire Date: The system will populate this field with the date the worker is employed with the agency.</p> <p>Agency Term Date: This field will remain blank until such time the worker terminates from the agency.</p> <p>Employee Status: The system will populate this field.</p> <p>From Date: Not used on a WIN.</p> <p>To Date: Not used on a WIN.</p>	
<p>12. Press ENTER.</p>	<p>The Maintain Employee Agency Info screen will appear with the following message:</p> <p>Employee-Agency 000000000000-aaaa added/modified successfully</p>
<p>13. Press F3 to continue with hire worker.</p>	<p>The Hire Contract Worker Within WIN screen will appear with the following message:</p> <p>Contract-Agency ###-aaaa-W-win#-# added successfully</p>

NOTE: Once the worker has been hired, the eligibility sequence number **MUST** be assigned as soon as possible (EM MP MI).