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# Mississippi Management and Reporting System

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**Department of Finance and Administration**

<b>MMRS MASH/Training Materials</b>		
6274	SPAHRM Human Resources	Revision Date: 01/13/2016
	Wage Salary Fringe	Version: 4
	Basic Projections	

**SPAHRS Human Resources  
Wage Salary Fringe  
Basic Projections**

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## Objective

To produce projections for personal services costs for positions within state agencies under the purview of the State Personnel Board (SPB).

## Outcome

An understanding of the initiation, storage, and maintenance of cost continuation projections will be obtained.

## Overview

Manpower cost projections for state agencies under the purview of the State Personnel Board are run annually during the state budget process. These projections may contain all proposed personnel actions, including recommended realignments and reallocations, deletions of vacancies, additional compensation awards, inservice/cost of living raises, productivity raises, new positions, and reclassifications, or any combination of the above.

## Budget Projection Menu

There are two types of projections done for budget purposes. The first is a basic projection or cost continuation budget projection that reflects the cost of running an agency as it is currently being run for one year. The second type is a complex projection. Complex projections project costs by pulling in the appropriate data for new positions, reallocations, reclassifications, etc., as recommended by SPB (from the Budget Recommendation Schedules of the system).

In order to perform a basic projection, the user enters “No” for each budget item included on the projection panels to direct the system to calculate projected costs based on current costs.

## Maintain Fringe Table

The Maintain Fringe Table is used by the State Personnel Board to project the fringe benefits rates for a specified fiscal year. This table can be accessed by agencies to view projected fringe benefits and their associated rates. This screen is also carried forward in the projection screen as panel two.

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

PHFNC10	PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	12/01/2015
PHIMAINU	PHIMAINM	Propose Wage, Salary and Fringe Benefits Menu	01:17 PM
<b>Code</b>	<b>Description</b>	<b>FastPath</b>	
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 <b>BP</b> (Budget Projection Menu) from the Proposed Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Budget Projection Menu will appear.

PHFNC10	PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	12/01/2015
PHIMAINU	PHIMAINM	Budget Projection Menu	01:18 PM
<b>Code</b>	<b>Description</b>	<b>FastPath</b>	
FT	Maintain Fringe Table	FRNG	
EX	Extract Projection Master file	PREX	
PP	Maintain Budget Projection Parameters	PROJ	
PR	Agency Position Transfer	TRNS	
EP	Exclude Position from Deletion	EXPD	
GD	Generate SPB Download	GEND	
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 <b>FT</b> (Maintain Fringe Table) from the Budget Projection Menu and press ENTER.	The Maintain Fringe Table will appear.

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PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2015
PHOWFR1D PHOWFR1M Maintain Fringe Table 01:19 PM

Action: = (A,B,C,D,M,N,P) Fiscal Year: ____

Social Security Rate : _____
SSN maximum wage : _____
Life insurance per $1000 coverage : _____
Health insurance per employee : _____
Legacy Health insurance per employee : _____ (Hire Date < 1/1/2006)
Unemployment insurance per employee : _____
Medicare rate : _____
Medicare maximum wage : _____
Retirement rate : _____
Retirement maximum wage : _____
Highway Patrol retirement rate : _____
Highway Patrol retirement maximum wage : _____
Legislative retirement rate : _____
Legislative Retirement maximum wage : _____
workers' Compensation : _____ (Varies by Agency)

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

Your Action ...	System Response ...
<p>4. Choose the desired action and the following information will be displayed.</p> <p><b>Fiscal Year:</b> Enter the four-digit fiscal year.</p> <p><b>Social Security Rate:</b> The percentage of an employee's wages to be paid by the employer as matching social security contribution.</p> <p><b>SSN Maximum Wage:</b> The yearly amount of an employee's wages that is subject to social security contributions.</p> <p><b>Life Insurance per \$1000 coverage:</b> The premium amount paid by the employer per \$1000 of coverage.</p> <p><b>Health Insurance per Employee:</b> The amount in dollars per employee for health insurance.</p> <p><b>Unemployment Insurance per Employee:</b> The amount in dollars per employee for unemployment insurance.</p> <p><b>Medicare Rate:</b> The percentage of an employee's wages to be paid by the employer as matching Medicare contribution.</p> <p><b>Medicare Maximum Wage:</b> The yearly amount of an employee's wages that is subject to Medicare contributions.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>Retirement Rate: The percentage of an employee's wages to be paid by the employer as matching retirement contributions.</p> <p>Retirement Maximum Wage: The yearly amount of an employee's wages that is subject to retirement contributions.</p> <p>Highway Patrol Retirement Rate: The percentage of a Highway Patrol employee's wages to be paid by the employer as matching retirement contributions.</p> <p>Highway Patrol Retirement Maximum Wage: The yearly amount of a Highway Patrol employee's wages that is subject to retirement contributions.</p> <p>Legislative Retirement Rate: The percentage of a Legislator's wages to be paid by the employer as matching retirement contributions.</p> <p>Legislative Retirement Maximum Wage: The yearly amount of a Legislator's wages that is subject to retirement contributions.</p> <p>Workers Comp (Varies by Agency): The percentage paid by the agency for workers compensation</p>	
5. Press ENTER.	The following message will be displayed:  Maintain Fringe yyyy Displayed Successfully.

### Maintain Budget Projection Parameters

This screen is used by the SPB for Budget Projection purposes.

Your Action ...	System Response ...
1. Choose <b>PW</b> (Proposed Wage, Salary, and Fringe Benefits Menu) from the Main Menu and press ENTER.	The Proposed Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose <b>BP</b> (Budget Projection Menu) from the Proposed Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Budget Projection Menu will appear.
3. Choose <b>PP</b> (Maintain Budget Projection Parameters) from the Budget Projection Menu and press ENTER.	The Maintain Budget Projection Parameters screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2015
PHOWPR1D PHOWPR1M Maintain Budget Projection Parameters 01:26 PM
5 more >

Action: = (A,B,C,D,M,N,P) Select New Database: N

Proj Data As Of: Agency: ____ For Fiscal Year: ____

Proj Created by: Proj Req On:
Last Updated:

Select Program Budget Fiscal Year:
Monthly Cost Continuation : __

Include in Projection:
New Positions: - (Y,N)
Recommended Reallocations: - (Y,N)
Recommended Position Swaps: - (Y,N)
Recommended Reclassifications: - (Y,N)
Occupation Set by Statute: - (Y,N)
Include vacant positions: - (Y,N)
Recommended Vacancy Deletes: - (Y,N) Vacant As of: _____ (MMDDYYYY)

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

Your Action ...	System Response ...
<p>4. Choose <b>Add</b> and enter the following information:</p> <p>Select New Database: Enter <b>Yes</b> to access the database to be used. Defaults to No.</p> <p>Projection Data as of: This field is completed by the system depending on the database on which the user chooses to project.</p> <p><b>Agency:</b> Enter the agency number. To project for all agencies, ALL must be entered.</p> <p><b>For Fiscal Year:</b> The fiscal year (YYYY) for which the projection is being run.</p>	
<p>5. Press ENTER</p>	
<p>6. Select (<b>S</b>) the database extract to be used and press ENTER.</p>	
<p>7. Enter the following information:</p> <p>Projection Created By: The name of the person running the projection. The system will provide this based on the current user ID.</p> <p>Select Program Budget Fiscal Year: System defaults to current fiscal year.</p> <p><b>Monthly Cost Continuation:</b> It is the month 01 – 12; select the one you want.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information.</p> <p>Last Updated: The last date and time that this record was updated.</p> <p>Include in Projection: Enter <b>Y</b> (Yes) or <b>N</b> (No) to indicate whether to include the data listed in the projection. (For basic projections do not change N to Y).</p> <p>New Positions (Y, N): This field indicates whether or not recommended new positions are included in this projection.</p> <p>Recommended Reallocations (Y, N): This field indicates whether or not recommended reallocations are included in this projection.</p> <p>Recommended Position Swaps (Y, N): This field indicates whether or not position swaps are included in this projection.</p> <p>Recommended Reclassifications (Y, N): This field indicates whether or not recommended reclassifications are included in this projection.</p> <p>Occupation Set by Statute (Y, N): This field indicates whether or not recommended occupations set by statute are included in this projection.</p> <p>Include Vacant Positions (Y, N): This field indicates whether or not recommended vacant positions are included in this projection.</p> <p>Recommended Vacancy Deletes (Y, N): This field indicates whether or not vacant positions recommended for delete are included in this projection.</p> <p>*Vacant as of: The vacancy effective date of those positions recommended for deletion.</p>	
<p>8. Press F11 to access the next panel.</p>	<p>The second panel of this screen will appear.</p>

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PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2015
PHOWPR1D PHOWPR3M Maintain Budget Projection Parameters 01:32 PM
< 1 more 4 more >
Action: = (A,B,C,D,M,N,P)

Proj Data As Of: Agency: ____ For Fiscal Year: ____
Social Security Rate: ____
Social Security Maximum Withholding: ____
Life Insurance per $1000 Coverage: ____
Health Insurance per Employee: ____
Unemployment Insurance per Employee: ____
Medicare Rate: ____
Medicare Maximum Withholding: ____
Retirement Rate: ____
Retirement Maximum Withholding: ____
MHP Retirement Rate: ____
MHP Retirement Rate Maximum Withholding: ____
Legislative Retirement Rate: ____
Legislative Retrmt Max Withholding: ____
Workers' Compensation Pct: ____ (Varies by Agency)

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

```

Your Action ...	System Response ...
9. The data appearing in this panel is carried forward from the Maintain Fringe Benefits table.	
10. Press F11 to access the next panel.	The third panel of this screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2015
PHOWPR1D PHOWPR2M Maintain Budget Projection Parameters 01:33 PM
< 2 more 3 more >
Action: = (A,B,C,D,M,N,P)

Proj Data As Of: Agency: ____ For Fiscal Year: ____

Inservice or Realignment: _ (Y,N)
-----
Include Inservice(COLA): _ (Y,N)
Percent Amount: ____ OR Yearly Amount: ____
** The Greater **
Include Part-time: _ (Y,N) Exceed End Salary: _ (Y,N) PAR Score ____
Include Non-State: _ Award Employed By: ____ (MMDYYYY)
-----
Include Realignment: _ (Y,N) Vacant PINs: _ Exceed End Salary: _ (Y,N)
Min Amt: ____ Max Amt: ____ Annual or Actual: _ (F,A)
-----
Include Longevity: _ (Y,N)
Pay By : ____ (MM/DD/YYYY) Employed By : ____ (MMDYYYY)
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note PRJ Left Right Quit

```

Your Action ...	System Response ...
<p>11. The following information appears on this screen.</p> <p>Projection Data as of: This field is carried forward by the system.</p> <p>Agency: This field is carried forward by the system.</p> <p>For Fiscal Year: This field is carried forward by the system.</p> <p><b>Include Inservice (COLA) (Y, N):</b> This field determines if inservice may be awarded. The greater of the following two can be awarded:</p> <p>Percent Amount: This is the percentage amount of employees' annual salaries to be awarded as inservice.</p> <p>Yearly Amount: This is the dollar amount to be awarded as inservice.</p> <p>Include Part-time (Y, N): This field indicates whether or not to award inservice to part-time employees.</p> <p>Exceed End Salary (Y, N): This field indicates whether or not the award can allow an employee's salary to exceed occu ending salary.</p> <p>PAR Score: This field indicates whether there is a minimum PAR score required in order for an employee to receive an inservice increase.</p> <p>Include Non-State: This field is used to indicate whether or not to award inservice amount to non-state service employees.</p> <p>Award Employed By (MM DD YYYY): This indicates the date by which an employee must be employed to receive an inservice raise.</p> <p><b>Include Recommended Realignment (Y, N):</b> This field indicates if the recommended realignment is included in the cost projection.</p> <p>Vacant PINs (Y, N): This field indicates if vacant PINs are to be realigned in this projection.</p> <p>Exceed End Salary (Y, N): This field indicates whether or not the award can allow an employee's salary to exceed occu ending salary</p>	

Your Action ...	System Response ...
<p>Continued.</p> <p>Min Amt: The minimum amount allowed for realignment increase.</p> <p>Max Amt: The maximum amount allowed for realignment increase.</p> <p>Annual or Actual: (F=Annual, A=Actual). This field indicates whether realignment is figured on the employee's hire date or a whole fiscal year.</p> <p><b>Include Longevity (Y, N):</b> This field indicates if the service amount will be paid in a lump sum to those employees whose salaries would exceed their ending salary if the Exceed Ending Salary field is set to N for No. <b>NOTE:</b> Y is entered only if No is entered in the Exceed Salary fields for Inservice and Productivity.</p> <p>Pay By (MM/DD/YYYY): This field indicates the date by which longevity lump sum payments must be paid to employees.</p> <p>Employed By (MMDDYYYY): This field indicates the date by which employees must be hired into the State to receive an inservice award.</p>	
<p>12. Press F11 to access the next panel.</p>	<p>The fourth panel of this screen will appear.</p>

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PHFNC10  PHV2          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM  12/01/2015
PHOWPR1D PHOWPR4M      Maintain Budget Projection Parameters      01:35 PM
< 3 more
Action: = (A,B,C,D,M,N,P)                                     2 more >

Proj Data As Of: _____ Agency: ____ For Fiscal Year: ____

Include Recommended Productivity: _
  PAR Score  Percent  Amount  Include part Time: _
  _____  _____  _____  Include Non-State: _
  _____  _____  _____  Award employed By: _____ (MMDDYYYY)
  _____  _____  _____  Exceed End Salary : _
-----

Additional Compensation: _
-----

MISC:
Agency Head Cap: _____ (Y,N)      Number of months: ____
Maximum Salary Eligible: _____      Minimum Wage Rate: ____

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

Your Action ...	System Response ...
<p>13. The following information appears on this screen.</p> <p>Projection Data as of: This field is completed by the system.</p> <p>Agency: This field is carried forward by the system.</p> <p>For Fiscal Year: The fiscal year (yyyy) for which the projection is being done. This field is brought forward by the system.</p> <p><b>Include Recommended Productivity: Yes or No.</b></p> <p>PAR Score: The minimum PAR score an employee must have to receive a productivity increase equal to the percent or amount indicated on the same line.</p> <p>Percent: The percentage amount an employee can receive if his/her PAR rating is at least as high as the PAR score indicated on the same line.</p> <p>Amount: The dollar amount an employee can receive if his/her PAR rating is at least as high as the PAR score indicated on the same line.</p> <p><b>Include Part Time: Yes or No.</b></p> <p><b>Include Non-state: Yes or No.</b></p> <p>Award Employed By (MMDDYYYY): This indicates the date by which an employee must be employed to receive a productivity increase.</p> <p><b>Include Part Time: Yes or No.</b></p> <p><b>Include Non-state: Yes or No.</b></p> <p>Award Employed By (MMDDYYYY): This indicates the date by which an employee must be employed to receive a productivity increase.</p> <p><b>Exceed End Salary: Yes or No.</b></p> <p><b>Additional Compensation:</b> Indicates whether or not to project for additional compensation amounts</p> <p><b>MISC:</b></p> <p><b>*Agency Head Cap: Yes or No.</b> This field indicates if salaries can exceed the agency head's salary during calculations for manpower cost projections.</p> <p>Number of Months: The number of months included in this projection.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>Maximum Salary Eligible: The maximum salary allowed after a raise is implemented (e.g., no one can make over \$100,000 in that fiscal year).</p> <p>Minimum Wage Rate: The projected minimum wage amount.</p>	
<p>14. Press F11 to access the next panel.</p>	<p>The fifth panel of this screen will appear.</p>

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PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2015
PHOWPR1D PHOWPR6M Maintain Budget Projection Parameters 01:36 PM
< 4 more 1 more >
Action: _ (A,B,C,D,M,N,P)

Proj Data As of: Agency: ____ For Fiscal Year: ____

select occupation:

_____
_____
_____
_____
_____

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

Your Action ...	System Response ...
<p>15. The following information appears on this screen.</p> <p>Projection Data as of: This field is completed by the system.</p> <p>Agency: This information is carried forward by the system.</p> <p>For Fiscal Year: The fiscal year (yyyy) for which the projection is being done. This field is brought forward by the system.</p> <p><b>Select Occupation:</b> Enter specific occu codes if you desire to run the projection ONLY for these occu codes.</p>	
<p>16. Press F11 to access the next panel.</p>	<p>The sixth panel of this screen will appear.</p>

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2015
PHOWPR1D PHOWPR5M Maintain Budget Projection Parameters 01:37 PM
< 5 more 1:37 PM
Action: = (A,B,C,D,M,N,P)

Proj Data As Of: Agency: ____ For Fiscal Year: ____
Cap Increase Ranges: _ (Y,N)
Range 1: Range 2: Range 3: Range 4: Range 5:
Beg Salary: _____
End Salary: _____
Pct Cap: _____
-----
Header: _____
-----
Review Projection Report: N (Y,N)
Generate Projection Report by Program: N (Y,N)
Generate Projection Report for Remaining FY: N (Y,N)
Update Average and SI Fringe Rates: N (Y,N)
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note PRJ Left Right Quit
    
```

Your Action ...	System Response ...
<p>17. The following information appears on this screen.</p> <p>Projection Data as of: This field is completed by the system.</p> <p>Agency: This information is carried forward by the system.</p> <p>For Fiscal Year: The fiscal year for which the projection is being done. This field is brought forward by the system.</p> <p><b>Cap Increase Ranges (Y, N):</b> This field indicates whether or not the raise should be capped based on set criteria.</p> <p><b>Beg Salary:</b> The beginning salary for each cap range (there are five ranges).</p> <p><b>End Salary:</b> The ending salary for each cap range (there are five ranges).</p> <p><b>Pct Cap:</b> The maximum percentage allowed for each range (there are five ranges).</p> <p><b>Header:</b> This field contains three lines to enter header preferences for the report.</p> <p><b>Review Projection Report (Y, N):</b> Enter Yes to review the projection data.</p> <p><b>Generate Projection Report by Program:</b> Enter Y to generate projection report by program.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p><b>Generate Projection Report for Remaining FY:</b> Enter <b>Y</b> to generate a projection report for the remaining fiscal year.</p> <p><b>Average and SI fringe Rates:</b> Enter <b>Y</b> to generate a projection report for the average and SI fringe rates. Selecting <b>Y</b> will update the fringe rates on the Agency Fiscal Year record.</p>	
<p>18. Press ENTER.</p>	<p>The Browse Project Summary screen will appear.</p>

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PHFNC10 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2015
PHOWPSUB PHOWPSUM Browse Project Summary 01:41 PM

Actions: (S)

Master Agency
Act Number Number Agency Name Projection Data As Of
-----
*** End of Data ***

Master Agency#: _____ Agency#: _____
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>19. Enter <b>S</b> to select the desired projection and press ENTER.</p>	<p>A pop up window entitled Review Projection Report will appear.</p>

## Review Projection Report

- D** - Projection Detail by Agency
- S** - Projection Summary by Agency
- M** - Projection Summary by Master Agency
- T** - Total Projection Summary

Enter Option: =

Press <PF3> To Exit

Your Action ...	System Response ...
20. Select the desired report option from the following:  <b>D</b> - Projection Detail by Agency <b>S</b> - Projection Summary by Agency <b>M</b> - Projection Summary by Master Agency <b>T</b> - Total Projections Summary	The Selected report will be displayed. Press F11 to scroll through the report.
21. If <b>D</b> is selected, another pop up window will appear which provides five options of detailed reports that are available.	The selected report will be displayed. Press F11 to scroll through the report.

## Review Projection Detail Reports

1. Detail Report by Occu Title
2. Detail Report by Name
3. Detail Report by PIN
4. Detail Report by Ascending salary
5. Detail Report by Descending salary

Enter option(1-5): =

Press <PF3> to Exit

Your Action ...	System Response ...
22. Press ENTER.	
23. To print the report, press F9.	

**Request for Position Transfer (Budget)**

The Request for Position Transfer screen is used by SPB to initiate requests for transfers. It is used in the projection process primarily after the appropriate bill authorizing the transfer has been approved by the Legislature; however, projections for transfers can be done at any time.

Your Action ...	System Response ...
1. Choose <b>PW</b> (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 <b>BP</b> (Budget Projection Menu) from the Proposed Wage, Salary, and Fringe Benefits Menu and press Enter.	The Budget Projections Menu will appear.
3. Choose <b>PR</b> (Agency Position Transfer) from the Budget Projection Menu and press Enter.	The Request for Position Transfer Menu will appear. See the following screen.

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PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2015
PHOWPT1D PHOWPT0M Request for Position Transfer 01:59 PM
1 more >

*Action: = (A,C,D,M,N,P) PINS Generated...
FY...: _____ *From Agency: _____
Seq...: _____ *To Agency...: _____

Generate options: ?All: _ ?Range: _____ - _____ ?*Occu: _____ ?List: _
Budget -----> Description *PGM# PGM% GF% FF% OF%
1 of
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

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 the desired action and press ENTER.	

Your Action ...	System Response ...
<p>5. The following information appears on this screen.</p> <p>PINs Generated: This is completed by the system.</p> <p><b>Fiscal Year:</b> The four-digit fiscal year yyyy.</p> <p><b>*From Agency:</b> The agency number from which the positions are being transferred.</p> <p>Seq: The reference ID of the group of positions or occupations being transferred.</p> <p><b>*To Agency:</b> The agency number to which the positions are being transferred.</p> <p><b>All:</b> This field indicates whether all of the PINs in the From Agency should be swapped to the To Agency.</p> <p><b>Range:</b> This field indicates a range of PINs to be swapped from one agency to another</p> <p><b>*Occu:</b> This field indicates the occu code off the PINs in the From Agency being transferred.</p> <p><b>List:</b> Enter X to indicate the list of PINs to be swapped is included.</p> <p><b>Generate Options:</b> A Selection Option is required.</p>	
<p>Continue entering the following information:</p> <p>Budget:</p> <p>Description: The name of the program to which the positions are to be assigned.</p> <p><b>*PGM#:</b> The program number to which the positions are assigned.</p> <p><b>PGM%:</b> The percentage this program is of the entire budget of the position(s).</p> <p><b>GF%:</b> The percentage of general funds from the specific program used to fund these positions.</p> <p><b>FF%:</b> The percentage of federal funds from the specific program used to fund these positions.</p> <p><b>OF%:</b> The percentage of other funds from the specific program used to fund these positions.</p>	
<p>6. Press F11 to access the next panel.</p>	<p>The second panel of this screen will appear.</p>

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PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2015
PHOWPT1D PHOWPTCM Request for Position Transfer 02:01 PM
< 1 more
Actions: (D)
Sched: T Fiscal Year: From Agency: To Agency: 1 of 300

Act PIN Act PIN Act PIN Act PIN Act PIN
= _____ - _____ - _____ - _____ - _____
- _____ - _____ - _____ - _____ - _____
- _____ - _____ - _____ - _____ - _____
- _____ - _____ - _____ - _____ - _____
- _____ - _____ - _____ - _____ - _____
- _____ - _____ - _____ - _____ - _____
- _____ - _____ - _____ - _____ - _____
- _____ - _____ - _____ - _____ - _____
- _____ - _____ - _____ - _____ - _____
- _____ - _____ - _____ - _____ - _____
- _____ - _____ - _____ - _____ - _____

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 ...
7. Enter the following information:  <b>Action:</b> Action (D) associated with that PIN. <b>PIN:</b> The PIN number.	
8. Press ENTER.	A pop up window appears which displays the FY, Current Agency and PIN, New Agency and PIN, New Program Number, General, Federal, Other.

**Extract Projection Master File**

Projections are run against a specific extract of data to allow the data to remain static, whereas the parameters of the projection can be changed as needed for comparison. This process allows the user to create or purge extracts or to modify specific PINs within the extract.

Your Action ...	System Response ...
1. Choose <b>PW</b> (Proposed Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.	The Proposed Wage, Salary, and Fringe Menu will appear.
2. Choose <b>BP</b> (Budget Projection Menu) from the Proposed Wage, Salary, and Fringe Menu and press ENTER.	The Budget Projection Menu will appear.
3. Choose <b>EX</b> (Extract Projection Master File) from the Budget Projection Menu and press ENTER.	The Extract Projection Master file screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2015
PHOWPX1B PHOWPXBM Extract Projection Master file 02:07 PM

Action: (P,S) Fiscal Master SPB Total
Act Time Number Year Agency Purview Count
-----
= 09/15/2008 16:27 2009 P-> SPB Processed 38285
- 10/20/2008 16:05 2009 P-> SPB Processed 38339
- 06/15/2009 12:50 2009 P-> SPB Processed 38376
- 06/27/2009 11:03 2009 P-> SPB Processed 38386
- 06/27/2009 15:51 2009 P-> SPB Processed 38386
- 06/30/2009 20:13 2009 P-> SPB Processed 37861
- 07/02/2009 13:42 2010 P-> SPB Processed 38002
- 07/02/2009 16:17 2010 P-> SPB Processed 38009
- 07/02/2009 16:48 2010 P-> SPB Processed 38010
- 07/03/2009 15:54 2010 P-> SPB Processed 38010
- 07/15/2009 14:53 2010 P-> SPB Processed 37710
- 07/22/2009 13:52 2010 P-> SPB Processed 38019

Do you want to Purge database file : N
Do you want to Create new database file : 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 ...
4. Enter a valid action to proceed. Available actions are <b>P</b> urge and <b>S</b> elect	
5. If <b>P</b> urge is chosen, the Do you want to Purge database file must be set to Yes.	The Batch Job Submission screen will appear.
6. If <b>S</b> elect is chosen, the Browse Extract Information screen appears.	

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/02/2015
PHOWEX1B PHOWEXBM Browse Extract Information 09:41 AM

Actions: (A,D,M,P) Extract Time: 09/15/2008 16:27:52.1

Act Agcy SSN PIN Occu Cd Date Auth PIN Rec
-----
*** End of Data ***

*Agency: ____ PIN: ____
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 ...
7. Selection criteria include Agency Number and PIN Number. Available actions are <b>Add</b> , <b>Display</b> , <b>Modify</b> and <b>Purge</b> .	Information is displayed by Agency, SSN, PIN, Occu Code, Date Authorized, Authorization Type, PIN Status and Rec Status
8. Choose <b>Add</b> and press ENTER.	Maintain Extract Database Information screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/02/2015
PHOWEXMD PHOWEX4M Maintain Extract Database Information 10:42 AM
1 more >
*Action: A Extract Time: 06/26/2015 11:21:33.4

Agency: _____ PID: _____ Rec Stat: ___ Agcy/Emp Stat: _ Vacate: _
PIN: _____ SSN(1): _____ SSN(2): _____ Salary: _____
Occu: _____ FTE: _____ PIN Work Week: _ Hourly Rate: _____
FY: _____ Hire Dt: _____ Off Step Ind: _ Pay Rate: _____
PIN/WIN: _____ Eff Dt: _____ Pay Method: _ Prom Max Sal: _____
Trans: _____ PIN Term: _____ Frequency: _ Long Awd Amt: _____
FLSA: _ Pay Chg Dt: _____ Worker Type: _ Long Out Amt: _____
Pos Typ: _ Emp Hire Dt: _____ Months: _ Edu Bench Amt: _____
Pos Stat: _ Eff End Dt: _____ Hrs per Week: _____ Daily Rate: _____
PAR: _____ Term Dt: _____ Exceed Head: _ Monthly Sal: _____
Auth: _____ Pay Start: _____ Retire Pgm: _____
Serv Typ: _ Serv Dt: _____ Applied Tm: _____
Req PAR: _____ End Dt: _____ Req PIN: _____
Req Agcy: _____ RPAR Dt: _____ RChg Reason: _____

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

```

Your Action ...	System Response ...
9. Enter the information required.	
10. Press F11 to access the next panel.	The second panel of this screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/02/2015
PHOWEXMD PHOWEX5M Maintain Extract Database Information 10:43 AM
< 1 more
*Action: A Extract Time: 06/26/2015 11:21:33.4

Auth Dt: _____ Position End Dt: _____ Abolish Dt: _____
Trans Eff Dt: _____ Position Vacant Dt: _____ Position Fill: _____
Eff Dt Comp: _____ Pay Step-Semi MO: _____ Pay Step-MO: _____
Pay Step-WK: _____ Pay Step-BIWK: _____ Pay Step-HR: _____
Last Upd Tm: _____ Upd User: _____ Pay Step-YR: _____

1 of 15 Program Budget Information
Pgm #: _ Pgm Pct: _____ Fed Pct: _____ Gen Pct: _____ Oth Pct: _____
_____
_____

1 of 10 Special comp Information
Add Comp: _____ Eff Dt: _____ End Dt _____ Pct: _____
_____

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

```

Your Action ...	System Response ...
11. Enter the information required.	
12. Press ENTER.	The system will display the following message:  Extract Projection XXXXXXXX-XXXX added successfully.

**Exclude Position from Deletion**

This process enables the user to flag specific PINs to exclude them from being counted for deletion in the projection process.

Your Action ...	System Response ...
1. Choose <b>PW</b> (Proposed Wage, Salary, and Fringe) from the Main Menu and press ENTER.	The Proposed Wage, Salary, and Fringe Menu will appear.
2. Choose <b>BP</b> (Budget Projection Menu) from the Proposed Wage, Salary, and Fringe Menu and press ENTER...	The Budget Projection Menu will appear.
3. Choose <b>EP</b> (Exclude Position from Deletion) from the Budget Projection Menu and press ENTER.	The Maintain Exempt Deletion screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/02/2015
PHOWED1D PHOWED1M Maintain Exempt Deletion 10:48 AM

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

*Agency#: _____
Fiscal Year: _____
*Exception Type: -
*PIN No: _____
*Occu Code: _____
*Exception Code: -
Exception Comments: _____

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. Choose Add. Press ENTER.	
5. Enter the following information:  <b>Agency#:</b> The agency code xxxx. <b>Fiscal Year:</b> The fiscal year xxxx. <b>*Exception Type:</b> Agency, Occupation, or Position. <b>*PIN No:</b> The PIN number xxxx. <b>*Occu Code:</b> The Occu Code. <b>*Exception Code:</b> Miscellaneous, Certification, Not Yet Defined, Federal Regulations or Guidelines, Health Care Standards, Medicare, Licensure, Accreditation, Medicaid, Court Order, State Statute. Exception Comments: Reserved for any comments.	
6. Press ENTER.	The system will display the following message:  Exempts yyyy-aaaa-E-P-O added successfully.

### Generate SPB Download

Your Action ...	System Response ...
1. Choose <b>PW</b> (Proposed Wage, Salary, and Fringe) from the Main Menu and press ENTER.	The Proposed Wage, Salary, and Fringe Menu will appear.
2. Choose <b>BP</b> (Budget Projection Menu) from the Proposed Wage, Salary, and Fringe Menu and press ENTER.	The Budget Projection Menu will appear.
3. Choose <b>GD</b> (Generate SPB Download) from the Budget Projection Menu.	The Select Extract Master File per Download File screen will appear.

PHFNC10 PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM				12/02/2015
PHOWSX1B PHOWSXBM	Select Extract Master File per Download File				11:15 AM
<b>Action: (s)</b>		<b>Fiscal</b>	<b>Master</b>	<b>SPB</b>	<b>Total</b>
<b>Act</b>	<b>Time</b>	<b>Number</b>	<b>Year</b>	<b>Agency</b>	<b>Purview</b>
-----					
-	09/15/2008 16:27		2009		P-> SPB Processed 38285
-	10/20/2008 16:05		2009		P-> SPB Processed 38339
-	06/15/2009 12:50		2009		P-> SPB Processed 38376
-	06/27/2009 11:03		2009		P-> SPB Processed 38386
-	06/27/2009 15:51		2009		P-> SPB Processed 38386
-	06/30/2009 20:13		2009		P-> SPB Processed 37861
-	07/02/2009 13:42		2010		P-> SPB Processed 38002
-	07/02/2009 16:17		2010		P-> SPB Processed 38009
-	07/02/2009 16:48		2010		P-> SPB Processed 38010
-	07/03/2009 15:54		2010		P-> SPB Processed 38010
-	07/15/2009 14:53		2010		P-> SPB Processed 37710
-	07/22/2009 13:52		2010		P-> SPB Processed 38019
Date: _____ (MMDDYYYY)					
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 Select and press Enter	A pop up window will be displayed. Enter the date to create Download flat file.

Please enter data to create Download flat file.

Master Agency Number : \_\_\_\_\_ More: N

Agency Number : \_\_\_\_\_ More: N

SPB Purview (Y/P) : P

OCCU Code : \_\_\_\_\_ More: N

OCCU set by statute (Y/N) : N

PF3 - EXIT

Your Action ...	System Response ...
<p>5. Enter the following information:</p> <p><b>Master Agency Number:</b> The master agency number XXXXX.</p> <p><b>Agency Number:</b> The agency number XXXX.</p> <p><b>SPB Purview (Y/P):</b> A "Y" indicates that this Agency's positions are under the purview of the State Personnel Board and fall under state service. A "P" indicates that SPB only processes the positions for an agency that is not under their purview.</p> <p><b>Occu Code:</b> The occu code XXXX.</p> <p><b>OCCU Set by Statute (Y/N):</b> Indicates whether this occu is set by statute or not.</p>	
6. Press F3	The Batch Job Submission window will appear.