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# Mississippi Management and Reporting System

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## Department of Finance and Administration

MMRS MASH/Training Materials		
6240	Position Browsers	Effective Date: 01/11/2016
		Version: 5

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**Objective**

Develop an understanding of the Position Browsers

**Outcome**

An understanding of the Position Browsers is obtained.

**Browse Options**

In order to provide detailed information on positions, several browse options have been created. A browse is a method to review information online and select a specific record to review or display. In addition, browse options containing historical information are available from some transaction screens using a function key. For example, an Intra-Agency Position Swap History browse is available from the Intra-Agency Position Transfer transaction screen by pressing F6. Agencies will only be able to browse information for their own agencies. There are four browse options on the Position menu.

Your Action ...	System Response ...
1. Choose <b>PO</b> (Position) from the Main Menu and press ENTER.	The Position Menu will appear.

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PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/23/2015
PHIMAINU PHIMAINM Position Menu 09:34 AM

Code Description FastPath
MP Manage Position
MW Maintain FY Control Tables
BA Browse Active PINS BRAP
AP Browse Active/Pending PINS BRAPP
AB Browse Abolished PINS BRABP
BV Browse Vacant PINS BRVP
PR Produce PEP Report PREP
PV View PEP Information VPEP
SV List of Statewide Vacancies LOSV

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 the two-digit code for the action to be performed.	The selected screen or menu will appear.

**Browse Active PINs**

The Browse Active PINs screen is used to view a listing of active PINs by agency. Information such as PIN, status indicator, occu code and title, start and end salary, and county code is included. This screen contains two panels.

Your Action ...	System Response ...
1. Choose <b>PO</b> (Position) from the Main Menu and press ENTER.	The Position Menu will appear.
2. Choose <b>BA</b> (Browse Active PINs) from the Position Menu and press ENTER.  Selection criteria include Agency Number and PIN. There are no available actions.	The Browse Active PINs screen will appear.  Information is displayed by PIN, Status Indicator, Occupation Code, Occupation Title, Part/Full Time Indicator Social Security Number, Start Salary, End Salary, Position Type, Organization Code, Authorized Date, End Date, Re-Authorization Date, and County Code.

**Panel 1**

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/23/2015	
PHOPPB6B PHOPPB6M Browse Active PINs 09:45 AM	
1 more >	
AGENCY NUMBER:	
Status	
PIN	Ind Occu Title P/F SSN Start salary End salary
-----	
*Agency Number: ____ 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 ...
3. Press F11 to access the second panel of this screen.	The second panel will appear.

**Panel 2**

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/23/2015
PHOPPB6B PHOPPB6M Browse Active PINS 09:47 AM
< 1 more
AGENCY NUMBER: 0161 DFA-FINANCE AND ADMINISTRATION
  PIN   P   F Type           Org Code      Auth Date      End Date      Re-Auth Date      Cnt Cd
-----
*** End of Data ***

*Agency Number: ____ 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 ...
4. Select a record to be viewed by placing the cursor on the line and press ENTER.  <b>NOTE:</b> If the cursor is placed on the PIN number when enter is pressed, the Maintain Program Budget screen will appear.	The Maintain Position Information screen will be displayed.

**Browse Active/Pending PINs**

The Browse Active/Pending PINs screen is used to view a listing of active and pending PINs. Information such as occu code and title, Social Security number, and start and end salary is included.

Your Action ...	System Response ...
1. Choose <b>PO</b> (Position) from the Main Menu and press ENTER.	The Position Menu will appear.
2. Choose <b>AP</b> (Browse Active/Pending PINs) from the Position Menu and press ENTER.  Selection criteria include Agency Number and PIN. There are no available actions.	The Browse Active/Pending PINs screen will appear.  Information is displayed by PIN, Status Indicator, Occupation Code, Occupational Title, Part/Full Time Indicator, Social Security Number, Start Salary, End Salary, Position Type, Organization Code, Authorized Date, End Date, Re-Authorization Date and County Code.

**Panel 1**

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/23/2015
PHOPPB7B PHOPPB7M Browse Active/Pending PINS 10:14 AM
1 more >
AGENCY NUMBER:
Status
PIN Ind Occu Title P/F SSN Start salary End salary
-----
*Agency Number: ____ 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 ...
3. Press F11 to access the second panel of this screen.	The second panel will appear.

**Panel 2**

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/23/2015
PHOPPB7B PHOPPB7M Browse Active/Pending PINS 10:16 AM
< 1 more
AGENCY NUMBER: 0161 DFA-FINANCE AND ADMINISTRATION
P Auth End Re-Auth Cnt
PIN F Type Org Code Date Date Date Cd
-----
*** End of Data ***
*Agency Number: ____ 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 ...
3. Press F11 to access the second panel of this screen.	The second panel will appear.

**Panel 2**

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/23/2015
PHOPPB8B PHOPPB8M Browse Abolished PINS 10:27 AM
< 1 more
AGENCY NUMBER: 0161 DFA-FINANCE AND ADMINISTRATION
Part Auth End Re-Auth
PIN Full Type org code Date Date Date
-----
*** End of Data ***

*Agency Number: ____ 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 ...
4. Select a record to be viewed by placing the cursor on the line and press ENTER.  <b>NOTE:</b> If the cursor is placed on the PIN number when enter is pressed, the Maintain Program Budget screen will appear.	The Maintain Position Information screen will be displayed with available actions of Clear, Display, and Next.

**Browse Vacant PINs**

The Browse Vacant PINs screen is used to view a listing of vacant PINs by agency. Information such as PIN, occu code and title, separation code and date, and vacate PIN indicator is included. Select the desired record and the Maintain Position Information screen will appear.

Your Action ...	System Response ...
1. Choose <b>PO</b> (Position) from the Main Menu and press ENTER.	The Position Menu will appear.
2. Choose <b>BV</b> (Browse Vacant PINs) from the Position Menu and press ENTER.  Selection criteria include Agency Number, PIN, and whether Abolished PINs are to be viewed. There are no available actions.	The Browse Vacant PINs screen will appear.  Information is displayed by PIN, Abolished Indicator, Occupation Code, Occupational Title, Social Security Number (for PINs where the employee is on Leave of Absence), Vacant Date, Vacant PIN Indicator, Full/Part Time Indicator, Position Type, Organizational Code, Authorization Date, Separation Code and Separation Date.

**Panel 1**

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM				11/23/2015																			
PHOPPB9B PHOPPB9M Browse Vacant PINs				10:31 AM																			
				1 more >																			
AGENCY NUMBER: 7210 EMERGENCY MANAGEMENT AGENCY																							
PIN	AB	Occu	Title	SSN	Vacant Date	Vacate PIN																	
-----																							
*** End of Data ***																							
*Agency Number: ____ PIN: _____ View Abolished ? N																							
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 ...
3. Press F11 to access the second panel of this screen.	The second panel will appear.

**Panel 2**

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/23/2015
PHOPPB9B PHOPPB9M Browse Vacant PINS 10:32 AM
< 1 more
AGENCY NUMBER: 0161 DFA-FINANCE AND ADMINISTRATION
      Part
  PIN  AB Full Type          Org Code      Auth      Separate
  -----
                                     *** End of Data ***

*Agency Number: ____ PIN: _____ View Abolished ? N
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 ...
<p>4. Select a record to be viewed by placing the cursor on the line and press ENTER.</p> <p><b>NOTE:</b> If the cursor is placed on the PIN number when enter is pressed, the Maintain Program Budget screen will appear.</p>	<p>The Maintain Position Information screen will be displayed with available actions of Clear, Display, and Next.</p>