



Statewide Payroll & Human Resource System

6002 – SPAHRS Orientation -
System Navigation

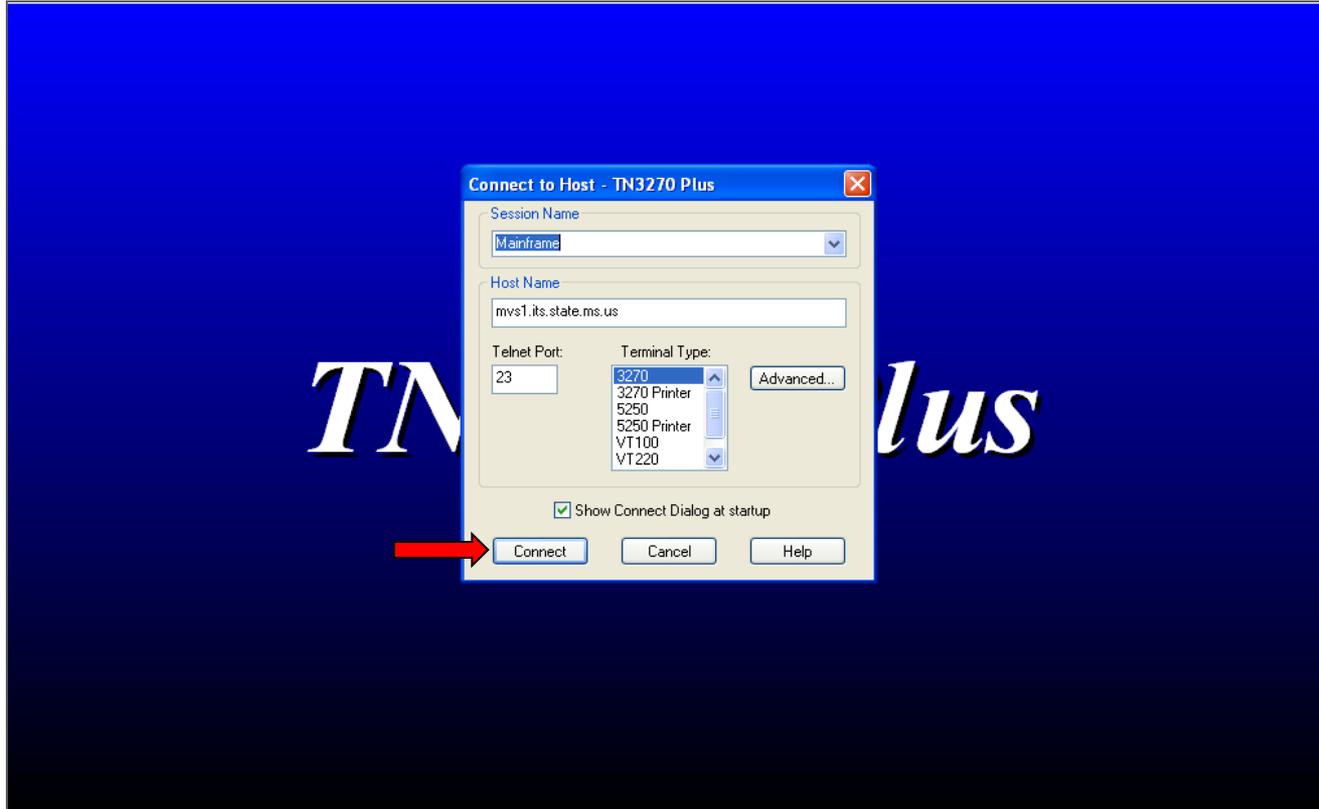
Department of Finance and Administration
Office of the Mississippi Management and Reporting System



Logon Procedures

6002 – SPAHRS Orientation -
System Navigation

Department of Finance and Administration
Office of the Mississippi Management and Reporting System



1. Double click on TN3270 Plus icon  from desktop.
2. Click Connect.

TN3270 Plus.Ink



WARNING NOTICE!

This computer system is the property of the State of Mississippi and contains government information. Unauthorized access or use of this computer system may subject violators to criminal, civil, and or administrative action. Further, by accessing this system, you acknowledge that you have no expectations of privacy and may be monitored at any time. Access or use of this system by any person, whether authorized or unauthorized, constitutes consent to abide by these terms.

===== CA-TPX ===== Release 5.2.0 =>

Copyright (C) 2007 CA. All rights reserved.

→	Userid:	█	(or LOGOFF)	10:49:27
→	Password:			11/12/2010
	New Password:			A257T257
	Account:			3278-2
	Transfer:			S1SMRT

MISSISSIPPI DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES

PF1=Help PF3=Logoff

3. Tab down and type in your assigned TPX User ID and Password. Press ENTER.



```

                                TPX MENU FOR      FMSAS10
                                Panelid  - TEN0041
                                Terminal  - A257T257
                                Model     - 3278-2
                                System    - TPX

Cmdkey=PF12/24   Jump=PA2       Menu=PF4
Print=NONE       Cmdchar=/      Messages=/B

   Sessid      Sesskey      Session Description      Status
- ADACICS      PF          ADABAS C.I.C.S.
- ADACICS2     PF          ADABAS C.I.C.S.
- FMDEV        PF          SAAS DEVELOPMENT C.I.C.S.
- FMPROD       PF          SAAS PRODUCTION C.I.C.S.
- FMQA         PF          SAAS QA C.I.C.S.
- FMTEST       PF          SAAS TEST C.I.C.S.
- FMTEST2      PF          SAAS TEST2 C.I.C.S.
- FMTRAN       PF          SAAS TRAINING C.I.C.S.
- FMVIEW       PF          FMVIEW
- S SPAHRS     PF          SPAHRS CICS
- SPAHRSA      PF          SPAHRS CICS
- TEST41       PF          TEST CICS FOR SPAHRS
- TEST41A      PF          TEST CICS FOR SPAHRS
- TSO          PF          TSO for Production

Command ==>
PF1=Help  PF7/19=Up  PF8/20=Down  PF10/22=Left  PF11/23=Right  H =Cmd Help

```

- Place an "S" in the space next to SPAHRS. Press ENTER.



```
■ WELCOME TO THE STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM (SPAHR)
THIS SCREEN LAST MODIFIED: NOVEMBER 10, 2010 RR
*****
*****
!!!!!!!!!!!!!!!!PAYROLL SAVINGS BOND DEDUCTION CHANGES!!!!!!!!!!!!!!

EFFECTIVE JANUARY 1, 2011, DEDUCTIONS FOR PAYROLL SAVINGS BONDS
PURCHASED THROUGH THE FEDERAL RESERVE BANK MUST BE DEPOSITED DIRECTLY
INTO THE FEDERAL RESERVE BANK. WITH THIS NEW PROCESS, EMPLOYEES WILL
PURCHASE THEIR BONDS.

FOR ADDITIONAL INFORMATION, PLEASE REFERENCE THE PAYROLL SAVINGS BONDS
DEDUCTION CHANGES MEMO DATED NOVEMBER 5, 2010 ON THE DFA WEBSITE
WWW.DFA.STATE.MS.US UNDER OFFICE OF FISCAL MANAGEMENT.

IF YOU HAVE ANY QUESTIONS, CONTACT THE MMRS CALL CENTER AT 601-359-1343
OR MASH@DFA.STATE.MS.US.
```

5. A banner screen message will appear. Press the PAUSE/BREAK key to clear the screen.



6. Type PHPR. Press ENTER.
7. The SPAHRS Login screen will appear.



```

10:57:06                *** NATURAL SECURITY ***                10-11-12
                        - Logon Procedure -

      SSSSSSSS  PPPPPPPP  AAAAAAAA  HH  HH  RRRRRRRR  SSSSSSSS
      SSSSSSSS  PPPPPPPP  AAAAAAAA  HH  HH  RRRRRRRR  SSSSSSSS
      SS        PP  PP  AA  AA  HH  HH  RR  RR  SS
      SS        PP  PP  AA  AA  HH  HH  RR  RR  SS
      SSS       PP  PP  AA  AA  HH  HH  RR  RR  SSS
      SSSSSSSS  PPPPPPPP  AAAAAAAA  HHHHHHHHH  RRRRRRRR  SSSSSSSS
      SSSSSSSS  PPPPPPPP  AAAAAAAA  HHHHHHHHH  RRRRRRRR  SSSSSSSS
      SSS  PP          AA  AA  HH  HH  RR  RR          SSS
      SS  PP          AA  AA  HH  HH  RR  RR          SS
      SS  SS  PP          AA  AA  HH  HH  RR  RR  SS  SS
      SSSSSSSS  PP          AA  AA  HH  HH  RR  RR  SSSSSSSS
      SSSSSSSS  PP          AA  AA  HH  HH  RR  RR  SSSSSSSS
  
```

STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM

MESSAGE : *** WELCOME TO THE SPAHRS PRODUCTION DATABASE - DATABASE 30 ***

 Library ID:  User ID:

 Password:  New Password:

- 8. Tab over and type in your assigned SPAHRS User ID and Password; press ENTER.
- 9. The Welcome screen will appear.



```
W E L C O M E  
Carlos Galloway  
T O  
M I S S I S S I P P I  
S T A T E W I D E  
P A Y R O L L A N D H U M A N R E S O U R C E  
S Y S T E M  
User Id: FMSAS10  
Agency: 0161
```

10. Press ENTER. The SPAHRS Main Menu will appear.



MISSISSIPPI MANAGEMENT & REPORTING SYSTEM

Meeting the Management Information Needs for the State of Mississippi



FMSAS23	PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	10/26/2011
PHIMAINU	PHIMAINM	Main Menu	02:19 PM
Code	Description	FastPath	
AG	Agency	AG	
OC	Occupation	OCCU	
PO	Position	POS	
PW	Propose Wage, Salary and Fringe Benefits	WSF	
EM	Employment	EMPL	
PA	Payment	PAY	
RT	Report Time	TIME	
MC	Manage Contracts	CONT	
SA	System Administration	SADM	
MR	MMRS	MMRS	
TR	Travel Menu		
Code: __			
Direct Command: _____			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---			
Help Main			Quit



Menus

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System Navigation

Department of Finance and Administration
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- SPAHRS contains a series of menus designed to allow the user to toggle from one screen to the next.
 - ▶ When a menu is selected, a second or third menu will be displayed.
 - ▶ Usually no more than three layers are displayed before the user reaches a transaction or inquiry.



- **FastPath** commands are used to bypass multiple layers of menus.
 - ▶ They are located at the right of the menu item and are typed on the **Direct Command** line.
 - ▶ If the series of two-digit **menu codes** are known, they can also be typed on the direct command line with a space between each to bypass multiple screens.



```
FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/26/2011
PHIMAINU PHIMAINM Main Menu 02:19 PM

Code Description FastPath
AG Agency AG
OC Occupation OCCU
PO Position POS
PW Propose Wage, Salary and Fringe Benefits WSF
EM Employment EMPL
PA Payment PAY
RT Report Time TIME
MC Manage Contracts CONT
SA System Administration SADM
MR MMRS MMRS
TR Travel Menu

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

Choose **one** of the following to access the desired menu:

- Type the **two-digit** command code into the **Code** field; press ENTER;
- Type the **Fast Path** command, if available, on the **Direct Command** line; press ENTER;
- Type the series of 2-digit menu command codes (space between each) on the **Direct Command** line; press ENTER;
- Place the cursor on the line of the desired menu item; press ENTER.



Screen Layout

6002- SPAHRS Orientation-
System Navigation

Department of Finance and Administration
Office of the Mississippi Management and Reporting System



Screen Name

User ID

Program Name

Action Line

Direct Command Line

System Message

```

FMSAS10 FMV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/12/2010
PHOMDM1D PHOMDM1M Maintain Employee/Worker Demographics 11:23 AM
2 more >

*Action: █ (B,D) Press PF3 to continue

*SSN: _____
Last Name: _____ First Name: _____ Suffix: ____
Middle Name: _____ Maiden Name: _____
Date of Birth: ____-____-____
*Gender Code: ____ *Race Code: ____
*MEO 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
No action performed
  
```

Date and Time

Fields

Function Keys

- **Action Line** - tells the system what action is to be performed

- **Action codes** include:
 - ▶ **A** - Add
 - ▶ **B** - Browse
 - ▶ **C** - Clear the screen of data in order to have a blank screen
 - ▶ **D** - Display a selected record
 - ▶ **M** - Modify a selected record
 - ▶ **N** - Next; display the next sequential record
 - ▶ **P** - Purge; delete the record
 - ▶ **S** - Select; used on some browse screens

Note: All users do not have access to all action codes, which are based on security clearance.



- **Field** - place where information is stored; if data can not be entered into the field, the user will not be able to tab to the field.

- **Function Keys** include:
 - ▶ **F1** - Help; works at the screen level and in fields. Active help is available in fields with an asterisk (*).
 - ▶ **F2** - Return to the Main Menu
 - ▶ **F3** - Return to the previous menu or screen
 - ▶ **F4** - Linking or Update key; goes to another denoted screen or transaction
 - ▶ **F5** - Notes and Comments
 - ▶ **F6** - Linking key; goes to another denoted screen or transaction
 - ▶ **F7** - Scrolls Back a previous screen (Page up)
 - ▶ **F8** - Scrolls Forward a screen (Page down)
 - ▶ **F9** - Print or Display



- ▶ **F10** - Scrolls Left for multiple screens. The screen will also say “<MORE.”
- ▶ **F11** - Scrolls Right for multiple screens. The screen will also say “MORE>.”
- ▶ **F12** - Exit from SPAHRS (press twice)

Note: Not all function keys are available on each screen. If available, the description will appear on the bottom of the screen.

➤ **System Messages**

- ▶ **Informative** - “Scrolling performed successfully” or “Added Successfully”
- OR**
- ▶ **Error** - States what is still required to perform the requested action.



Navigational Case Studies

6002- SPAHRS Orientation- System Navigation

Department of Finance and Administration
Office of the Mississippi Management and Reporting System



Agency

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/26/2011
PHIMAINU PHIMAINM Main Menu 02:19 PM

```

Code	Description	FastPath
→ AG	Agency	AG
OC	Occupation	OCCU
PO	Position	POS
PW	Propose Wage, Salary and Fringe Benefits	WSF
EM	Employment	EMPL
PA	Payment	PAY
RT	Report Time	TIME
MC	Manage Contracts	CONT
SA	System Administration	SADM
MR	MMRS	MMRS
TR	Travel Menu	

Code: __

Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

Help Main Quit

1. Choose AG from the Main Menu. Press ENTER.



FMSAS10 FMV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/12/2010
PHIMAINU PHIMAINM Agency Menu 11:24 AM

Code	Description	FastPath
MA	Manage Agency Information	
BN	Browse by Agency Name	
BA	Browse by Agency Number	
BM	Browse by Master Name	
BR	Browse by Master Number	
BC	Browse Agencies Assigned to SPB Analyst	
BH	Browse Agency History	
AP	Browse Agency Profile History	
MH	Browse Master Agency History	
PA	Browse Agency FY Pending Approval	
BT	Agency Batch Reports	
XA	Browse Agency Cross Reference	

Code: MA

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

2. Choose MA from the Agency Menu. Press ENTER.



FMSAS10 FMV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/23/2010
PHIMAINU PHIMAINM Manage Agency Information Menu 01:46 PM

Table with 3 columns: Code, Description, FastPath. Rows include MA, MM, RA, RM, MU, FY, PB, RL, AR.



Code: MU

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

3. Choose MU from the Manage Agency Information Menu. Press ENTER.



```

FMSAS10 FMV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/12/2010
PHOAMAGD PHOAMAIM Maintain Agency 11:25 AM
2 more >

*Action: D (B,D)
*Agency#: █ Name: _____
*Master#: _____ Date Established: __ __
Previous LBO#: _____ Previous SPB#: __ More:
SAAS Agency #: _____
Create Bill#: _____ Create Bill Date: __ __
*Create Type: _ *Add/Spec Comp: _____ More:
*Service Type: _ SPB Processed: _
*SPB Analyst: _____
Agcy Max Salary: _____ Curr Agcy Head Sal:
Inactivate Date: __ __ Reactivate Date:
Pay Thru Date: __ __
*Reason Code: _

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

```

4. Enter D (Display) in Action. Enter your four digit Agency Number. Press ENTER. Your agency's information will populate the fields.
5. Press F11 to view more agency information.



FMSAS10 FMV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/12/2010
PHOAMAGD PHOAMA2M Maintain Agency 11:35 AM
< 1 more 1 more >

*Action: (B,D)
*Agency#: Name:
Address: Street:
City: State: Zip:
Phone: Ext: Confidential:

*SPB Mail Type: *DFA Mail Type: *EEO4 Function:
State Tax ID: Federal Tax ID:
SAAS Ind: Min Leave (DD): *Warrant Sort Order: N
*Pers Dir/Cnct Agency#: *PIN: Phone: Ext:
*Agency Head Agency#: *PIN: Phone: Ext:
*Payroll Offcr Agency#: *PIN: Phone: Ext:
*Contract/Cnct Agency#: *PIN Phone:
Payroll Officer FAX: Pers Dir FAX:

Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End AgPB Note AgFY Left Right Quit
Scrolling performed.

6. Press F2 to exit this screen and return to the Main Menu.



Occupation

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/26/2011
PHIMAINU PHIMAINM Main Menu 02:19 PM

```

Code	Description	FastPath
AG	Agency	AG
→ OC	Occupation	OCCU
PO	Position	POS
PW	Propose Wage, Salary and Fringe Benefits	WSF
EM	Employment	EMPL
PA	Payment	PAY
RT	Report Time	TIME
MC	Manage Contracts	CONT
SA	System Administration	SADM
MR	MMRS	MMRS
TR	Travel Menu	

Code: __

Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

Help Main Quit

1. Choose OC from the Main Menu. Press ENTER.



FMSAS10 FMV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/12/2010
PHIMAINU PHIMAINM Occupation Menu 11:26 AM

Code	Description	FastPath
DO	Display Occupation	DOCC
BC	Browse on Occupation Code	BROC
BT	Browse on Occupation Title	BROT
OP	Occupation Proposal Menu	PROC
CS	Classification Specifications	CLSP
TM	Occupation Table Maintenance	OCTM
OR	Occupation Reports	OCRE
MO	Misc Occu Browsers	MSOB

Code: DO

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

2. Choose DO from the Occupation Menu. Press
ENTER.



FMSAS10 FMV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/12/2010
PH411DOP PH411N1M Display Occupation 11:27 AM
5 more >



Action: D (D)



*Code: █

Title:

Occu Origination Date:

Status (A/I):

Date Status Effective:

*Change Reason:

Dt Effect:

Effective

Bill/

Bill

Start

End

Date

*Type *Origin

Statute#

Year

Salary

Salary

*Additional Compensation:

Go To: Page2: _ Char of Work: _ Ex of Work: _ Essn Func: _ Min Qual: _

Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

Help Main End

Note

Bkwd Fwd

Left Right Quit

- 3. Enter D in Action.
4. Type the desired Occupational Code or press F11 for a list by title or code.
5. Press F3 to exit this screen or F2 to return to the Main Menu.

Position

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/26/2011
PHIMAINU PHIMAINM Main Menu 02:19 PM

Code Description FastPath
AG Agency AG
OC Occupation OCCU
PO Position POS
PW Propose Wage, Salary and Fringe Benefits WSF
EM Employment EMPL
PA Payment PAY
RT Report Time TIME
MC Manage Contracts CONT
SA System Administration SADM
MR MMRS MMRS
TR Travel Menu

Code: __

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

1. Choose PO from the Main Menu. Press ENTER.



```

FMSAS10 FMV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/12/2010
PHIMAINU PHIMAINM Position Menu 11:27 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: MP

```

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

```

2. Choose MP from the Position Menu. Press ENTER.



FMSAS10 FMV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/12/2010
PHIMAINU PHIMAINM Manage Position Menu 11:27 AM

Table with 3 columns: Code, Description, FastPath. Rows include MP (Maintain Position Information), IA (Intra-Agency Position Transfer), RA (Full-time/Part-time Swap), AA (Abolish Position), TL (FY Time-Limited Position Re-authorization), RR (Reallocation/Reclassification), PB (Program Budget Information), P1 (Produce PIN/OCCU PAR Indicator Report), RP (Produce Program Budget Report By Agency), DP (Download of Position and Position Budget Info), PE (Download of Position and Employment Details), PL (Browse Position Log File).

Code: MP

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

- 3. Choose MP from the Manage Position Menu. Press ENTER.



```

FMSAS10  FMV6          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/12/2010
PHOPPNOD PHOPPNOM          Maintain Position Information                11:28 AM
                                                                    1 more >
Action: D (D,N)
*Agency Nbr: █
*PIN: █
*OCCU: █
OCCU Title: █
*Start Sal: █          *End Sal: █
SSN:  -  -  -  -  -  -
*Exec Service: █
*Service Type: █
Service Date: █
Part/Full: █          FTE: █
Months: █
*Auth: █
Auth Dt:  █  █  █
Trans Eff Dt: █  █  █
Direct Command: █
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End P Bgt Note Hist Bkwd Fwd Left Right Quit

```

4. Enter **D** in Action, Agency number, and PIN number. Press ENTER. (If you need an employee's PIN number and do not know it, use the Employment Browse screen to locate it - **EM MB NB.**)
5. Press F2 to access the Position Menu again.



FMSAS10 FMV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/12/2010
PHIMAINU PHIMAINM Position Menu 11:49 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: AP

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

6. Choose AP to Browse Active/Pending Positions.
Press ENTER.



FMSAS10 FMV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/12/2010
PHOPPB7B PHOPPB7M Browse Active/Pending PINs 11:50 AM
1 more >

AGENCY NUMBER:

Status Start End
PIN Ind Occu Title P/F SSN Salary 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

- 7. Enter your Agency Number in the selection criteria on the bottom of the screen. Press ENTER.
8. Use the F8 key to view more records or use F11 to view the next panel.
9. Press F3 to return to the Position Menu.



FMSAS10 FMV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/12/2010
PHIMAINU PHIMAINM Position Menu 11:50 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: BV

Direct Command: █

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

10. Choose BV to Browse Vacant PINs. Press
ENTER.



```

FMSAS10  FMV6          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/12/2010
PHOPPB9B PHOPPB9M          Browse Vacant PINs                          11:52 AM
                                                                1 more >

AGENCY NUMBER:

      PIN  AB  Occu      Title          SSN          Vacant  Vacate
      ----  --  ----  -----  -----  -----  -----
                                                                -----

*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

```

11. Enter your Agency Number in the selection criteria on the bottom of the screen. Press ENTER.
12. Press F8 to view more records or F11 to view the next panel.
13. Press F2 to return to the Main Menu.



Employment

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/26/2011
PHIMAINU PHIMAINM Main Menu 02:19 PM

Code Description FastPath
AG Agency AG
OC Occupation OCCU
PO Position POS
PW Propose Wage, Salary and Fringe Benefits WSF
→ EM Employment EMPL
PA Payment PAY
RT Report Time TIME
MC Manage Contracts CONT
SA System Administration SADM
MR MMRS MMRS
TR Travel Menu

Code: __

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

```

1. Choose EM from the Main Menu. Press ENTER.



FMSAS10 FMV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/12/2010
PHIMAINU PHIMAINM Employment Menu 12:00 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 Browses	MPBR
MT	Miscellaneous Employee Maintenance Programs	EMP

Code: ME

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

2. Choose ME from the Employment Menu. Press ENTER.



```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/26/2011
PHIMAINU PHIMAINM Maintain Employee/Worker Information Menu 02:45 PM

Code Description FastPath
  ED Maintain Employee/Worker Demographics DEMO
  EE Maintain Employee Agency Info AGIF
  ET Maintain Optional Tracking OPTK
  EW Employee/Worker/Eligibility Type ETBL
  ES Maintain Employee/Worker SSN DEMM
  CS Change SSN Report CSSN
  GP Get PID GPID
  GS Get Social Security Number GSSN

Code: __

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

```

3. Choose ED to Maintain Employee/Worker Demographics. Press ENTER.



```

FMSAS10 FMV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/12/2010
PHOMDM1D PHOMDM1M Maintain Employee/Worker Demographics 12:00 PM
                                                    2 more >

*Action: D (B,D) Press PF3 to continue

*SSN: ██████████
  Last Name: DOE First Name: JOHN Suffix:
  Middle Name: Maiden Name:
Date of Birth: 01 01 1941
*Gender Code: 1 Male *Race Code: 6 Other
  *EEO Change:
  Mailing Address: Street: P O BOX 20305
                        City: JACKSON *State: MS Zip: 39208 -
Permanent Address: Street: P O BOX 20305
                        City: JACKSON *State: MS Zip: 39208 -
  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
Demograph 000000490688-X displayed successfully

```

4. Enter **D** in Action, and SSN. Press ENTER. (Hint: If you do not know the SSN, use F1 for Help.)
5. Determine all data contained on the record is correct.
6. Press F2 to return to the Main Menu.



Payroll

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/26/2011
PHIMAINU PHIMAINM Main Menu 02:19 PM

Code Description FastPath
AG Agency AG
OC Occupation OCCU
PO Position POS
PW Propose Wage, Salary and Fringe Benefits WSF
EM Employment EMPL
→ PA Payment PAY
RT Report Time TIME
MC Manage Contracts CONT
SA System Administration SADM
MR MMRS MMRS
TR Travel Menu

Code: __

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

```

1. Choose PA from the Main Menu. Press ENTER.



FMSAS10 FMV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/12/2010
PHIMAINU PHIMAINM Payment Menu 12:04 PM

Code	Description	FastPath
CP	Calculate Pay	CALC
GS	Generate SAAS Transactions	SAAS
RD	Remit Taxes and Deductions Menu	REMD
DP	Distribute Pay	DISP
PA	Approve/Release Pay	RPAY
FT	File Tax Reports	FIAX
AP	Adjust Pay	ADJP
 PT	Earnings, Tax, and Deduction Tables	ETDT
OT	Other Payroll Tables	PAYT
PR	Payroll Reports	

Code: PT

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

2. Choose PT from the Payment Menu. Press ENTER.



FMSAS10 FMV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/12/2010
PHIMAINU PHIMAINM Earnings, Tax, and Deduction Tables Menu 12:05 PM

Code	Description	FastPath
TC	Maintain Tax Code Table	
TR	Maintain Tax Rate Table	TXRT
EC	Maintain Earnings Code Table	EART
 DC	Maintain Deduction Code Table	DEDT
BD	Browse Deductions by Priority Code	BRDP
BV	Browse Deduction Table by Vendor Code	

Code: DC

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

3. Choose DC from the Earnings, Tax, and Deductions Menu. Press ENTER.



FMSAS10 FMV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/12/2010
PHPCDC1B PHPCDC1M Maintain Deduction Code Table 12:06 PM

Action: (D)

Table with columns: Ac, Cde, Description, Prity, S, Effective Date, Expiration Date, Last User ID, Update Date. Includes rows for AMERICAN UNITED LIFE, MESC AUTO INSURANCE, CAREFLEX BOARD OF BA, CAREFLEX BANKING AND, BANKRUPTCY, and BLUEBONNET DENTAL.



Deduction Code: Show Expired Codes: N
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Bkwd Fwd Prnt Quit

4. Display the Deduction Code BANKR. Press ENTER.



FMSAS10 FMV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/12/2010
PHIMAINU PHIMAINM Payment Menu 12:16 PM

Code	Description	FastPath
CP	Calculate Pay	CALC
GS	Generate SAAS Transactions	SAAS
RD	Remit Taxes and Deductions Menu	REMD
DP	Distribute Pay	DISP
PA	Approve/Release Pay	RPAY
FT	File Tax Reports	FIAX
AP	Adjust Pay	ADJP
PT	Earnings, Tax, and Deduction Tables	ETDT
OT	Other Payroll Tables	PAYT
PR	Payroll Reports	



Code: OT

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

6. Choose OT from the Payment Menu. Press ENTER.



FMSAS10 FMV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/12/2010
PHIMAINU PHIMAINM Other Payroll Tables Menu 12:18 PM

Code	Description	FastPath
AL	Maintain Leave Accruals Table	ACCR
HO	Maintain Holiday Table	HOLI
PP	Maintain Pay Params Table	PARM
UP	Maintain Uniform Premiums Table	UPRM
GR	Browse Garnishment Rate Table	GARN
BP	Browse Pay Dates	BRPD
MP	Maintain Pay Date	PYDT
BA	Browse Agency Work Cycles	BRAW
MA	Maintain Agency Work Cycle Dates	AGWC
LF	Life/Health Ins. Coverage Batch Update	LFBU

Code: HO

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

7. Choose HO from the Other Payroll Tables Menu.
Press ENTER.



```

FMSAS10  FMV6          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/12/2010
PHPHTHT1D PHPHTHT1M      Maintain Holiday Table                          12:11PM

Action: █ (A,B,D, ) Year: █ Holiday Type: H Regular='H' Teacher='T'

Holidays.: 12 24 2009   12 24 2009   12 24 2009   12 24 2009   12 24 2009
Alternate: 12 24 2009   12 26 2009   12 27 2009   12 28 2009   12 29 2009

Holidays.: 12 24 2009   12 25 2009   12 25 2009   12 25 2009   12 25 2009
Alternate: 12 30 2009   12 25 2009   12 26 2009   12 27 2009   12 28 2009

Holidays.: 12 25 2009   12 25 2009   12 31 2009   12 31 2009   12 31 2009
Alternate: 12 29 2009   12 30 2009   12 31 2009   01 02 2010   01 03 2010

Holidays.: 12 31 2009   12 31 2009   12 31 2009   12 31 2009   01 01 2010
Alternate: 01 04 2010   01 05 2010   01 07 2010   01 08 2010   01 01 2010

Holidays.: 01 01 2010   01 01 2010   01 01 2010   01 01 2010   01 01 2010
Alternate: 01 02 2010   01 03 2010   01 04 2010   01 05 2010   01 06 2010
LastUpdtTm: 11/02/2010 11:14:49.4 AM      LastUpdtUser/Pgm: PHFNC02 PHPHTHT1X
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Main End                      Bkwd Fwd                               Quit
2010 Regular Holidays 2010-H displayed successfully

```

8. Enter **D** in Action. Enter the Year, **H** in the Holiday Type field, and press ENTER. Review the holiday information.
9. Press F8 to see additional information. Press F7 to go back to the top of screen.



```

FMSAS10  FMV6          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/12/2010
PHPTHT1D PHPTHT1M          Maintain Holiday Table                          12:11PM

Action: D (A,B,D,M)      Year: 2010 → Holiday Type: T   Regular='H'   Teacher='T'

Holidays.: 09 07 2009    11 23 2009    11 24 2009    11 25 2009    11 26 2009
Alternate: 09 07 2009    11 23 2009    11 24 2009    11 25 2009    11 26 2009

Holidays.: 11 27 2009    12 21 2009    12 22 2009    12 23 2009    12 24 2009
Alternate: 11 27 2009    12 21 2009    12 22 2009    12 23 2009    12 24 2009

Holidays.: 12 25 2009    12 28 2009    12 29 2009    12 30 2009    12 31 2009
Alternate: 12 25 2009    12 28 2009    12 29 2009    12 30 2009    12 31 2009

Holidays.: 01 01 2010    01 18 2010    03 15 2010    03 16 2010    03 17 2010
Alternate: 01 01 2010    01 18 2010    03 15 2010    03 16 2010    03 17 2010

Holidays.: 03 18 2010    03 19 2010    05 31 2010    _ _ _ _ _    _ _ _ _ _
Alternate: 03 18 2010    03 19 2010    05 31 2010    _ _ _ _ _    _ _ _ _ _

LastUpdtTm: 08/13/2009 10:04:56.4 AM      LastUpdtUser/Pgm: PHFNC02  PHPTHT1X
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Main End                      Bkwd Fwd                                Quit
2010 Teacher Holidays 2010-T displayed successfully

```

10. Type **T** (Teacher) in the Holiday Type field and press ENTER.
11. Press F8 to see additional information. Press F7 to go back to the top of the screen.
12. Press F2 to exit the screen and return to the Main Menu.



```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/26/2011
PHIMAINU PHIMAINM Main Menu 02:19 PM

Code Description FastPath
AG Agency AG
OC Occupation OCCU
PO Position POS
PW Propose Wage, Salary and Fringe Benefits WSF
EM Employment EMPL
PA Payment PAY
RT Report Time TIME
MC Manage Contracts CONT
SA System Administration SADM
MR MMRS MMRS
TR Travel Menu

Code: __

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

```

13. Choose RT from the Main Menu. Press ENTER.



FMSAS10 FMV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/12/2010
PHIMAINU PHIMAINM Report Time Menu 12:12 PM

Table with 3 columns: Code, Description, FastPath. Rows include EE (Enter Employee Time), EL (Enter Location Time), ET (Enter Time), RP (Report Time Reports), BR (Report Time Browse by Agency), RS (Schedules), BL (Browse Time By Location), BS (Browse Time By Supervisor), BI (Batch Online Submission Menu), CL (Create Leave Balance), CT (Create Timesheets), OD (Browse Override Distribution) with OVRIDE in the FastPath column.

Code: RS

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

14. Choose RS from the Report Time Menu. Press ENTER.



FMSAS10 FMV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/12/2010
PHIMAINU PHIMAINM Schedules Menu 12:12 PM

Code	Description	FastPath
 SD	Default Schedule	
SE	Maintain Employee Schedule	
SB	Browse Employee Schedule	
ST	Browse Teachers Schedule	
SL	Browse Legislator's Schedule	

Code: SD

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

15. Choose SD from the Schedules Menu. Press ENTER.



```

FMSAS10  FMV6          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/12/2010
PHPTTICB PHPTTIKM          Default Schedule                          12:13 PM
Actions: (D)
      Schedule Holiday Start
*Act  Number  Type  Day          Schedule Description
-----
D      01      H    MON  STANDARD MON - FRI, 8 HRS PER DAY
█      02      H    MON  COMPRESSED, 2 WEEK, 44/36 HRS EACH WEEK
-      03      H    FRI  COMPRESSED, 2 WEEK 45/35 HRS EACH WEEK
-      04      H    SUN  STANDARD MON - FRI, 8 HRS PER DAY
-      05      H    WED  STANDARD MON - FRI, 8 HRS PER DAY
-      06      H    MON  COMPRESSED 2 WEEK 45/35 HOURS EACH WEEK
-      07      H    MON  SCHEDULE PART-TIME 6 HOURS PER DAY
-      08      H    MON  PART-TIME 20 HOURS PER WEEK
-      09      T    MON  TEACHER SCHEDULE 9/12
-      10      T    MON  TEACHER SCHEDULE 10/12
-      11      T    MON  TEACHER SCHEDULE 11/12
-      13      H    SUN  COMPRESSED, 2 WEEK 44/36 HOURS EACH WEEK
*Schedule Number: 01
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Main  End  Add          Bkwd  Fwd          Quit
  
```

16. Display Schedule Number 01. Press ENTER.



FMSAS10 FMV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/12/2010
PHPTTICD PHPTTICM 12:13 PM

*Action: (D)
*Schedule number: 01 STANDARD MON - FRI, 8 HRS PER DAY

Holiday Type: H
Schedule Start Day: MON Schedule Start: (MM/DD/YYYY)

Table with 7 columns (Mon-Sun) and 6 rows (Week 1-6) showing hours per day for a standard schedule.

Compression Start Date: (MM/DD/YYYY)
Compression End Date: (MM/DD/YYYY)

Table with 7 columns (Mon-Sun) and 2 rows (Week 1-2) showing compressed schedule.

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

Schedule 01 MS-01 displayed successfully

17. Schedule has displayed successfully. Press F2 to exit this screen and return to the Main Menu.



Logoff Procedures

6002- SPAHRS Orientation-
System Navigation

Department of Finance and Administration
Office of the Mississippi Management and Reporting System



```
NAT9995 Natural session terminated normally.
```

2. This system message will appear. Press the PAUSE/BREAK key.



logo█

3. Type LOGO. Press ENTER.



```

                                TPX MENU FOR      FMSAS10
                                Panelid - TEN0041
                                Terminal - A178T178
                                Model    - 3278-2
                                System   - TPX

Cmdkey=PF12/24   Jump=PA2           Menu=PF4
Print=NONE       Cmdchar=/          Messages=/B
==> Session SPAHRS has ended <==

  Sessid      Sesskey      Session Description      Status
  - ADACICS    PF          ADABAS C.I.C.S.
  - ADACICS2   PF          ADABAS C.I.C.S.
  - FMDEV      PF          SAAS DEVELOPMENT C.I.C.S.
  - FMPROD     PF          SAAS PRODUCTION C.I.C.S.
  - FMQA       PF          SAAS QA C.I.C.S.
  - FMTEST     PF          SAAS TEST C.I.C.S.
  - FMTEST2    PF          SAAS TEST2 C.I.C.S.
  - FMTRAN     PF          SAAS TRAINING C.I.C.S.
  - FMVIEW     PF          FMVIEW
  - SPAHRS     PF          SPAHRS CICS
  - SPAHRSA    PF          SPAHRS CICS
  - TEST41     PF          TEST CICS FOR SPAHRS
  - TEST41A    PF          TEST CICS FOR SPAHRS
  - TSO        PF          TSO for Production

Command ==> /K
PF1=Help PF7/19=Up PF8/20=Down PF10/22=Left PF11/23=Right H =Cmd Help

```

4. On the Command line type “/K” and press ENTER.

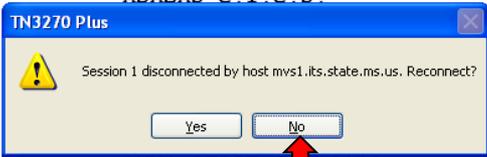


```
TPX MENU FOR      FMSAS10      Panelid - TEN0041
Terminal - A45VLT45
Model - 3278-2
System - TPX

Cmdkey=PF12/24   Jump=PA2       Menu=PF4
Print=NONE       Cmdchar=/      Messages=/B

  Sessid   Sesskey   Session Description   Status
  - ADACICS   PF        ADABAS C.I.C.S.
  - ADACICS2  PF
  - FMDEV     PF
  - FMPROD    PF
  - FMQA      PF
  - FMTEST    PF
  - FMTEST2   PF
  - FMTRAN    PF        SAAS TRAINING C.I.C.S.
  - FMVIEW    PF        FMVIEW
  - SPAHRS    PF        SPAHRS CICS
  - SPAHRSA   PF        SPAHRS CICS
  - TEST41    PF        TEST CICS FOR SPAHRS
  - TEST41A   PF        TEST CICS FOR SPAHRS
  - TSO       PF        TSO for Production

Command ==> /k
PF1=Help PF7/19=Up PF8/20=Down PF10/22=Left PF11/23=Right H =Cmd Help
```



5. Click “NO” when asked to Reconnect.

Contact Us:



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Other MMRS Training Materials may be accessed via

<http://www.mmrs.state.ms.us>