
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6212	Employment Maintain Employee/Worker Information	Revision Date: 02/15/2012
		Version: 4

**Employment Maintain Employee/Worker Information
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Objective

Capture and maintain employee demographics, agency, and property information

Outcome

Employee information is added to the system

Employee/Worker Demographics

The Maintain Employee/Worker Demographics screen is used to capture and maintain employee/worker demographics, personal information, and state employment information.

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

FMSAS23	PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	02/14/2012
PHIMAINU	PHIMAINM	Employment Menu	01:07 PM
Code	Description	FastPath	
EP	Maintain Employee with PIN	MEWP	
EE	Maintain Worker Within WIN	MEWW	
ME	Maintain Employee/Worker Information	MEWI	
MP	Maintain Payroll Information	MPAY	
PA	Process Performance Appraisal	PPAS	
R1	Miscellaneous Reports Menu1	MPR1	
R2	Miscellaneous Reports Menu2	MPR2	
MB	Miscellaneous Browsers	MPBR	
MT	Miscellaneous Employee Maintenance Programs	EMP	
Code: __			
Direct Command: _____			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---			
Help Main End			Quit

Your Action ...	System Response ...
2. Choose ME (Maintain Employee/Worker Information) from the Employment Menu and press ENTER.	The Maintain Employee/Worker Information Menu will appear.

FMSAS23	PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	02/14/2012
PHIMAINU	PHIMAINM	Maintain Employee/Worker Information Menu	01:09 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

Your Action ...	System Response ...
3. Choose ED (Maintain Employee/Worker Demographics) from the Maintain Employee/Worker Information Menu and press ENTER.	The Maintain Employee/Worker Demographics screen will appear.

FMSAS23	PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	02/14/2012
PHOMDM1D	PHOMDM1M	Maintain Employee/Worker Demographics	01:11 PM
			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:

* EEO 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

Your Action ...	System Response ...
4. Choose Add and enter the employee's social security number (SSN) and press ENTER.	
5. Enter the following information: Last Name: The employee's last name. First Name: The employee's first name. Suffix: The suffix for the name (Jr., Sr., etc.) Middle Name: The employee's middle name. Maiden Name: The employee's maiden name if applicable. Date of Birth: MM DD YYYY. *Gender Code: Enter the code denoting the employee's gender. *Race Code: Enter the code denoting the employee's race. *EEO Change: This field is used to make change to the gender or race code of an individual after it has been added to the system. Enter the code denoting why a change was made (<i>i.e.</i> , Change of Status, Correction Name, etc.). Mailing Address: Street, City, State, and Zip Code. Permanent Address: Street, City, State, and Zip Code. Phone Numbers: Enter the employee's Home and Other phone numbers if applicable.	
6. Press F11 to access the second panel of this screen.	The second panel of the Maintain Employee/Worker Demographics screen will appear with the SSN and Name displayed.

FMSAS23 PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	02/14/2012
PHOMDM1D PHOMDM3M	Contact Information	01:12 PM
< 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		

Your Action ...	System Response ...
<p>7. Enter the following optional fields:</p> <p>*Contact Type: Enter the code denoting whether the contact is Next of Kin, Emergency Only or Beneficiary.</p> <p>*Relationship: Enter the code denoting the contact's relationship to the employee.</p> <p>Name: Enter the name of contact person or company. Required if Contact Type is entered.</p> <p>SSN: Enter the social security number (SSN) of the contact person. Required if contact type is next of kin.</p> <p>Address: Enter the contact person's Street, City, State and Zip Code.</p> <p>Primary Phone/Other Phone: Enter the contact person's primary phone number. Required if the contact type Emergency is selected.</p>	
<p>8. Press F11 to access the third panel of this screen.</p>	<p>The third panel of the Maintain Employee/Worker Demographics screen will appear with the SSN and Name displayed.</p>

FMSAS23 CI	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	02/14/2012
PHOMDM1D PHOMDM4M	Miscellaneous Information	01:13 PM
< 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 ...
<p>9. Enter the following optional fields:</p> <p>State Hire Date: This is completed by the system when an employee's hiring is approved. This field can be modified by SPB.</p> <p>Termination Date: This field will be blank upon original entry; the system will display termination date if one exists. This field can be modified by SPB.</p> <p>Permanent State Serv Status: Set to "Y" by the system if the employee has completed the probationary period. This field can be modified by SPB.</p> <p>From Date: This date will be set by the system at the time the employee has completed the probationary period. This date will come from the Probationary From Date at the time the employee goes into permanent status. This field can be modified by SPB.</p> <p>To Date: The date will be set by the system at the time the employee leaves a Permanent State Service PIN. This field can be modified by SPB.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>Probationary Status: This field will be set to a "Y" by the system at the time the employee goes into probationary status. This field can be modified by SPB.</p> <p>From Date: This date will be set by the system at the time the employee goes into Probationary status. This field can be modified by SPB.</p> <p>To Date: This field will be set by the system when an employee goes into Probationary status, usually one year. This field can be modified by SPB.</p> <p>Veteran's Preference: Indicates whether or not an applicant may receive veterans' preference points.</p> <p>Years of Education: The number of years of education completed by an employee or worker. Agency must populate this field.</p> <p>*Insurance Network: Code denoting insurance network of the state health plan the employee has elected.</p> <p>PERS Entry Date: This is completed by the system when the deduction option is entered.</p>	
10. Press ENTER.	<p>The system will display the following message:</p> <p>Demograph ##### - X added successfully.</p>

Maintain Employee Agency Information

The Employee Agency record is created by the system at the time of hire and is used to maintain status information on a specific employee. Users may modify certain fields if necessary.

Your Action ...	System Response ...
1. Choose EM (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose ME (Maintain Employee/Worker Information) from the Employment Menu and press ENTER.	The Maintain Employee/Worker Information Menu will appear.
3. Choose EE (Maintain Employee Agency Info) from the Maintain Employee/Worker Information Menu and press ENTER.	The Maintain Employee Agency Information screen will appear.

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/14/2012
 PHOMDM2D PHOMDMAM Maintain Employee Agency Info 01:20 PM

*Action: _ (C,D,M)

*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>4. Choose Modify and enter the following information:</p> <p>*Agency: The agency code xxxx. *SSN: The Social Security Number of the person whose record is to be changed.</p>	
<p>5. Press Enter and enter the following information:</p> <p>I9/E-Verify Status: 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 a citizen of the U.S., in the U.S. on a passport, or an alien. Agencies are required to obtain this form from each employee hired.</p> <p>PIN/WIN: This field is completed by the system with the current PIN number.</p> <p>*Employee/Agency Service Status: This field is completed by the system if available.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>PIN Type: This field is completed by the system, and the code denotes if the position is state service or not.</p> <p>Override Service Status: This field is used at the agency's discretion when an employee's status changes from non-state service to state service while in the same occupation. The override gives the employee credit for the months of service in order to reduce or omit the probationary period. (This not used on a WIN.)</p> <p>Override Service From Date: Override start from date.</p> <p>Agency Hire Date: Date a person was hired into a given agency.</p> <p>Agency Term Dt: The date that a person was terminated from an agency.</p> <p>Employee Status: The status of the employee.</p> <p>From Date: This date will be set by the system at the time the employee has completed the probationary period.</p> <p>To Date: The date will be set by the system at the time the employee leaves a Permanent State Service PIN.</p>	
<p>6. Press ENTER.</p>	<p>The Employee Agency information has been modified and the following message will be displayed:</p> <p>Employee-Agency #####-aaaa-modified successfully.</p>

Maintain Optional Tracking

The Maintain Optional Tracking screen is used to track and maintain state owned assets assigned to an employee.

Your Action ...	System Response ...
<p>1. Choose EM (Employment) from the Main Menu and press ENTER.</p>	<p>The Employment Menu will appear.</p>
<p>2. Choose ME (Maintain Employee/Worker Information) from the Employment Menu and press ENTER.</p>	<p>The Maintain Employee/Worker Information Menu will appear.</p>
<p>3. Choose ET (Maintain Optional Tracking) from the Maintain Employee/Worker Information Menu and press ENTER.</p>	<p>The Maintain Optional Tracking screen will appear.</p>

FMSAS23 PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	02/14/2012
PHOMOT1D PHOMOT1M	Maintain Optional Tracking	01:26 PM
* Action: = (A,C,D,M,N,P)		
* Agency: _____	* SSN: _____	
	Tax Id: _____	
Sequence Nr: __ of		
* Asset Code: _____		
Asset ID: _____		
Acquisition Date: __ __ __		
Return Date: __ __ __	Other date: __ __ __	
Comment: _____		
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 ...
<p>4. Choose Add and enter the following information:</p> <p>*Agency: The agency code xxxx. *SSN: The social security number. OR, Tax ID: The worker/contractor's Tax identification number. Sequence Nbr: Optional field to indicate the number of items being tracked. When adding the first item, the system will set this to 1.</p>	
5. Press ENTER.	
<p>6. Enter the following information:</p> <p>*Asset Code: The code denoting the type of asset being tracked. Asset ID: The identification number of the asset, such as driver's license number, credit card number, vendor identification number, or serial number of the asset.</p>	

Your Action ...	System Response ...
Continue entering the following information: Acquisition Date: MM DD YYYY Return Date: Used to indicate when the item was returned. Other date: May be used to indicate any date the agency wishes to track (e.g., card expiration date, next maintenance date). If used, the agency should notate its use in the comments field. Comment: This is an optional free text field.	
7. Press ENTER.	The item was successfully entered and the following message is displayed: Opt Track #####-aaaa-# added successfully.

Employee/Worker/Eligibility Type (MMRS ONLY)

This screen is used to maintain a benefits matrix by employee type. This table is centrally controlled and establishes the rules of what each employee type qualifies for in the areas of leave, holidays and other benefits.

Your Action ...	System Response ...
1. Choose EM (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose ME (Maintain Employee/Worker Information) from the Employment Menu and press ENTER.	The Maintain Employee/Worker Information Menu will appear.
3. Choose EW (Employee/Worker/Eligibility Type) from the Maintain Employee/Worker Information Menu and press ENTER.	The Employee/Worker/Eligibility Type browse will appear.

FMSAS23	PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM						02/14/2012	
PHOMET1B	PHOMET3M	Employee/worker/Eligibility Type						01:32 PM	
1 more >									
Act: (A,D,M,P)									
	Wkr	Elig	Seq		Pos	State	Leave		
Act	Type	Type	Nbr	Description	Type	Srvc	Accr	FICA	PERS
---	---	---	---	---	---	---	---	---	---
-	P	X	1	PERMANENT EMPLOYEE--FULL-	PF	00	Y	Y	Y
-	P	X	2	PART-TIME 20+HOURS - PERM	PP		Y	Y	Y
-	P	X	3	PART TIME < 20 HRS			Y	Y	N
-	P	X	4	TEMPORARY FULL-TIME			Y	Y	N
-	P	X	5	TEMPORARY PART-TIME			Y	Y	N
-	P	R	6	REHIRED RETIREES PIN			Y	Y	Y
-	W	T	7	STUDENTS-F/T, PATIENTS, PRI			N	Y	N
-	P	S	8	STUDENTS - HP CADETS			N	Y	N
-	W	R	9	REHIRED RETIREES WIN			N	Y	Y
-	P	X	10	TEACHER - 12 MONTHS			Y	Y	Y
Sequence Number: ____									
Direct Command: _____									
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---									
Help Main End Add Bkwd Fwd Left Right Quit									

Your Action ...	System Response ...
4. Choose "A"dd or M odify next to the selected code on the browse screen and press ENTER.	The Employee/Worker/Eligibility Type screen will appear.

FMSAS23	PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM						02/14/2012	
PHOMET1D	PHOMET1M	Employee/worker/Eligibility Type						01:33 PM	
Worker Type: _ *Eligibility Type: _ Sequence Number:									
Description: _____									
Position Type: _ *State Service Type: _									
Eligible For/Must Pay (Y,N):									
Leave Accrual: _ FICA: _									
PERS: _ Insurance: _									
Worker's Compensation: _ Unemployment Insurance: _									
Federal Tax: _ State Tax: _									
Deferred Compensation: _									
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 ...
<p>5. Enter the following information:</p> <p>Worker Type: A code that identifies the type of record being processed.</p> <p>*Eligibility Type: The code of the employee status such as full time, permanent, teacher, elected official, etc.</p> <p>Sequence Number: The sequence number assigned to the benefit type</p> <p>Description: Description of the Eligibility Type Code.</p> <p>Position Type: The position type/status, "PF" - Permanent Full Time, "PP" - Permanent Part Time, or "TL" - Time Limited Position.</p> <p>*State Service Type: Indicates if the position is state service or non-state service.</p> <p>Eligible For/Must Pay (Y,N):</p> <p>Leave Accrual: A "Y" indicates that leave must be accrued.</p> <p>FICA: A "Y" indicates that a person is eligible for FICA.</p> <p>PERS: A "Y" indicates that this eligibility type is eligible for PERS.</p> <p>Insurance: A "Y" indicates that a person is eligible for insurance.</p> <p>Worker's Compensation: A "Y" indicates that this person is eligible for worker's compensation.</p> <p>Unemployment Insurance: A "Y" indicates that this person is eligible for unemployment insurance.</p> <p>Federal Tax: A "Y" indicates that this person is required to pay federal taxes.</p> <p>State Tax: A "Y" indicates that this person is required to pay state taxes.</p> <p>Deferred Compensation: A "Y" indicates that this person is eligible for deferred compensation.</p>	
<p>6. Press ENTER.</p>	<p>The Employee/Worker/Eligibility Type has been added/modified and is added to the browse screen and the following message will be displayed.</p> <p>Eligibility Type X-X-X added/modified successfully</p>

Maintain Employee/Worker SSN

The Maintain Employee/Worker SSN screen is used to modify (correct) an individual's Social Security Number if there is no duplicate correct number found in the system.

Your Action ...	System Response ...
1. Choose EM (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose ME (Maintain Employee/Worker Information) from the Employment Menu and press ENTER.	The Maintain Employee/Worker Information Menu will appear.
3. Choose ES (Maintain Employee/Worker SSN) from the Maintain Employee/Worker Information Menu and press ENTER.	The Maintain Employee/Worker SSN screen will appear.

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FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/14/2012
PHOMDM3D PHOMDMEM Maintain Employee/Worker SSN 01:44 PM

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

*SSN: _____ NEW SSN: _____
Last Name: _____ First Name: _____ Suffix:
Middle Name: _____ Maiden Name:
Date of Birth:
* Gender Code: * Race Code:
* EEO Change:

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

```

Your Action ...	System Response ...
4. Choose Modify ; enter the Social Security Number to be changed and press ENTER.	The system will display all available information for the employee.
5. Enter the new Social Security Number for the employee and press ENTER.	The new Social Security Number will be displayed in the first field. Note: If another "New SSN" is found in the system, an error message will notify the user that an SSN merge will have to be done. (In this case MMRS can make the change.)

Change SSN Report

Your Action ...	System Response ...
1. Choose EM (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose ME (Maintain Employee/Worker Information) from the Employment Menu and press ENTER.	The Maintain Employee/Worker Information Menu will appear.
3. Choose CS (Change SSN Report) from the Maintain Employee/Worker Information Menu and press ENTER.	The Change SSN Report screen will appear.

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FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/14/2012
PH0MSSRP PH0MSS5M Change SSN Report 01:52 PM

Select option A,B or C by entering the required parameters, You can only
select one option.

A) Request report for a period From date:  _ _ _ _ (MM/DD/YYYY)
    To date:  _ _ _ _ (MM/DD/YYYY)

B) Request report using Current SSN*  _____

C) Request report using Previous SSN  _____

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

```

Your Action ...	System Response ...
4. Follow the instructions on the screen and press ENTER.	The Employee With SSN Changes Report Batch Job Submission screen will appear.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/14/2012
PHOMSSRP PHOMSS5M Change SSN Report 01:53 PM

Select option A,B or C by entering the required parameters, You can only
select one option.

A) Request +-----Batch Job Submission-----+
           |
           | Job Name: FM756629 *Job Class: A
           |
           | Job Description: Employee With SSN changes
B) Request |
           | *Destination: R10_____ *Msg Class: Z
           |
           | *Sysout
C) Request | Reports Class Forms Copies
           | SSN changes - Current SSN Sequ E _____ 1__
           | SSN changes _ Previous SSN Seq E _____ 1__
Direct Comman +-----+
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
           Help Main End Quit

```

Your Action ...	System Response ...
5. Press ENTER.	The system will display the following message: XXXXXXXXX Has Been Submitted Successfully.
6. There are two reports generated and they are as follows: SSN Changes - Current SSN Sequence SSN Changes - Previous SSN Sequence	The information is displayed by Current SSN; Pervious SSN; Employee Name; Date Changed; Agency Number; PIN Number; Hire Date; and Term Date. The information is displayed by Previous SSN; Current SSN; Employee Name; Date Changed; Agency Number; PIN Number; Hire Date; and Term Date.

Get PID

Your Action ...	System Response ...
1. Choose EM (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose ME (Maintain Employee/Worker Information) from the Employment Menu and press ENTER.	The Maintain Employee/Worker Information Menu will appear.
3. Choose GP (Get PID) from the Maintain Employee/Worker Information Menu and press ENTER.	The Get PID screen will appear.

FMSAS23 PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	02/14/2012
PHIGPIDD PHIGPIDM	Get PID	01:56 PM
Enter SSN: _____		
PID: Name:		
Direct Command: _____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Help Main End Quit		

Your Action ...	System Response ...
4. Enter the SSN of the Employee/Worker and press ENTER.	The system will display the PID and Name of the Employee/Worker.

Get Social Security Number

Your Action ...	System Response ...
1. Choose EM (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose ME (Maintain Employee/Worker Information) from the Employment Menu and press ENTER.	The Maintain Employee/Worker Information Menu will appear.
3. Choose GS (Get Social Security Number) from the Maintain Employee/Worker Information Menu and press ENTER.	The Get Social Security Number screen will appear.

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FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/14/2012
PHIGSSND PHIGSSNM Get Social Security Number 02:00 PM

Enter Pid: _____

SSN:
NAME:

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

```

Your Action ...	System Response ...
4. Enter the PID Number of the Employee/Worker and press ENTER.	The Social Security Number and Name of the Employee/Worker will appear.