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# Mississippi Management and Reporting System

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**Department of Finance and Administration**

<b>MMRS MASH/Training Materials</b>		
6244	Position Employee Profile (PEP Forms)	Effective Date: 12/07/2011
		Version: 4

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**Objective**

Display and Print Position Employee Profile (PEP) forms

**Outcome**

PEP information is displayed and printed successfully

**View PEP Information**

The display option provides a method to view Position Employee Profile information online. This information is generated from other processes of the system. No action can be taken when this option is chosen.

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

FMSAS23	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	11/30/2011
PHIMAINU	PHIMAINM	Position Menu	11:21 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 <b>PV</b> (View PEP Information) from the Position Menu and press ENTER.	The Position Employee Profile-1 screen will appear.

FMSAS23 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	11/30/2011
PHOMPEPD PHOMPE1M	Position Employee Profile - 1	11:22 AM
		2 more >
* Action: = (C,D)		
* Agency: _____ * PIN: _____		
PIN DATA OCCU:		
Start Salary:	End Salary:	Sal Eff Dt:
County Code:	FLSA Status:	Pos Auth Dt:
Pos End Dt:	Emolument Type:	Emolunt Amt:
Pos Creation Type:	Proj Months:	Hrs per Week:
Service Type:		Service Date:
Retirement Pgm:	Teacher Months:	Exec Serv:
Org Code:	Bill Nbr:	Geo Loc:
Abolish Date:	* Abolish Reason:	* Exempt from Sel cd:
EMPLOYEE DATA SSN:	1 of Name:	
		Pos Vacant Dt:
Annual Salary:	Hourly Rate:	Mthly Rt:
State Hire Date:	Last Salary Date:	
Agency Hire date:	Pos Entry Date:	
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. Choose Display and enter the following information:  <b>Agency:</b> Enter the agency code xxxx. <b>PIN:</b> Enter the position number to be displayed.	
4. Press ENTER.	The Position Employee Profile Information for the selected PIN will be displayed with the following message:  Position aaaa-pin#-A displayed successfully.
5. Press F11 to view the second panel.	The Position Employee Profile – 2 screen will appear.

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/30/2011
PHOMPEPD PHOMPE2M Position Employee Profile - 2 11:23 AM
< 1 more 1 more >

Agency: PIN: OCCU: SSN:

EMPLOYEE DATA Last Name: First Name:
Maiden Name: Middle Name:
Birth Date: Suffix:
Yrs of Educ: Race: Sex:
Employee Status: Status Date:
Max Salary: Realign Max Rate:
Prom Max Salary: Longevity Amt:
Date Pin Vacant: Ed Bench Long Amt:
Add/Spec Comp: 1 of 1

Performance Appr Rating: Last PAR Date:

SEPARATION DATA Term Code: Term Date:

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 ...
6. Press F11 to view the third panel.	The Position Employee Profile – 3 screen will appear.

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/30/2011
PHOMPEPD PHOMPE3M Position Employee Profile - 3 11:23 AM
< 2 more

Agency: PIN: OCCU: SSN:

PROGRAM DATA: Fiscal Year: 2012 1__ of

Program Name PGM# Percent GF % FF % OF %
-----

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

**Produce PEP Reports**

This option is used to print PEP forms from the system.

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

FMSAS23	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	11/30/2011
PHIMAINU	PHIMAINM	Position Menu	11:23 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 <b>PR</b> (Produce PEP Report) from the Position Menu and press ENTER.	The Produce PEP Report screen will appear.

FMSAS23 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	11/30/2011
PHOMPEPP PHOMPEPM	Produce PEP Report	11:24 AM

Enter Agency Numbers for PEP to be Printed:

Print PEP Forms (Large Volume) at ITS? (Y)es or (N)o: N  
 All Current PEPs: X      Changed PEPs Only: \_  
 From Date: \_ \_ \_ \_      To Date: \_ \_ \_ \_      Select All Agencies: N

Agency#	(A,I,R)	Agency#	(A,I,R)
-----	-----	-----	-----
*	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Include==> Abolished PINs: N      Terminated Data: N      Previous Employee: N

(A= All PINs , I = Individual PINs , R = Range of PINs for an Agency)

Direct Command: \_\_\_\_\_

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

Your Action ...	System Response ...
<p>3. Enter the following information:</p> <p>Print PEP Forms (Large Volume) at ITS?:            System defaults to <b>No</b>. <b>Only SPB can print at night.</b></p> <p><b>All Current PEPs:</b> Enter an "X" to print all current PEPs only. Leave blank to print current and changed PEPs.</p> <p><b>Changed PEPs Only:</b> Enter "X" to print only changed PEPs. Leave this field blank to print current and changed PEPs.</p> <p><b>From Date:</b> The start date for the selected records. This is required when the Changed PEPs Only field is indicated.</p> <p><b>To Date:</b> The start month for the selected records. This is required when the Changed PEPs Only field is indicated.</p> <p><b>Select All Agencies:</b> Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report. The user must have a security level of 3, 4, or 5 to print "ALL" agencies.</p> <p>*<b>Agency#:</b> Enter at least one agency number if the Select All Agencies field is set to No.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information.</p> <p><b>A,I,R:</b> Enter "A" if all PEP forms for the selected agencies are to be printed, "I" if individual PIN PEPs are to be printed or "R" if a range of PINs is to be printed.</p> <p>Abolished PINs: Enter "Y" to print abolished PINs. Enter "N" and the PEPs will not be printed for those PINs which have been abolished.</p> <p>Terminated Data: Enter "Y" to include information on the employee that was terminated from this position. The position must be vacant to show this data.</p> <p>Previous Employee: Enter "Y" to print information for both the current and previous employee assigned to this position. Enter "N" to print only the information for the current employee in this position.</p> <p>PEP Identification Msg: Enter PEP identification message.</p>	
<p>4. If All is selected, a Batch Job Submission pop up window appears.</p>	

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/30/2011
PHOMPEPP PHOMPEPM Produce PEP Report 11:24 AM

Enter Agency Numbers for PEP to be Printed:

Print PEP Forms (Large Volume) at ITS? (Y)es or (N)o: N
All Current PEPs: X Changed PEPs Only: _
From Date: _ _ _ _ To Date: _ _ _ _ Select All Agencies: N

+-----Batch Job Submission-----+
Agency |
-----|
* 0160 | Job Name: FM726029 *Job Class: A
| Job Description: PEP Report
| *Destination: R10_____ *Msg Class: Z
| *Sysout
Include==> A | Reports Class Forms Copies
| PEP Report E _____ 1_ |
(A= All PIN +-----+
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit

```

Your Action ...	System Response ...
5. If Individual is selected, a Browse by PINs for an Agency screen appears.	

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/30/2011
PHOMPESB PHOMPESM Browse by PINs for an Agency 11:52 AM

Action: (S) Press PF3 when selection is completed.

*Act PIN OCCU SSN Name
-----
*** End of Data ***

*PIN: _____ Agency#: 0160 Name: PERSONNEL BOARD - STATE
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 ...
6. If Range is selected, a pop up window requesting Range From and Range To appears.	

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/30/2011
PHOMPEPP PHOMPEPM Produce PEP Report 11:53 AM

Enter Agency Numbers for PEP to be Printed:

Print PEP Forms (Large Volume) at ITS? (Y)es or (N)o: N
All Current PEPs: X Changed PEPs Only: _
From Date: _ _ _ _ To Date: _ _ _ _ Select All Agencies: N

  A +-----0160 PERSONNEL BOARD - STATE-----+
  - |
  * |          RANGE FROM: _____
    |          RANGE TO  : _____
  - |
  +-----+

  _____ - _____ -
  _____ - _____ -

Include==> Abolished PINs: N Terminated Data: N Previous Employee: N

(A= All PINs , I = Individual PINs , R = Range of PINs for an Agency)
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                               Quit

```

Your Action ...	System Response ...
7. Press ENTER.	The Batch Job Submission pop up window is displayed. When ENTER is pressed, the system will display the following message:  XXXXX XXXXXXXX Has Been Submitted Successfully.

### Download of Position and Employment Details

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

FMSAS23	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	11/30/2011
PHIMAINU	PHIMAINM	Position Menu	11:54 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 <b>MP</b> (Manage Position) from the Position Menu and press ENTER.	The Manage Position Menu will appear.

FMSAS23	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	11/30/2011
PHIMAINU	PHIMAINM	Manage Position Menu	11:55 AM

  

Code	Description	FastPath
MP	Maintain Position Information	MNPI
IA	Intra-Agency Position Transfer	IAPT
RA	Full-time/Part-time Swap	FPTS
AA	Abolish Position	ABPO
TL	FY Time-Limited Position Re-authorization	TLPR
RR	Reallocation/Reclassification	RARC
PB	Program Budget Information	PBUD
P1	Produce PIN/OCCU PAR Indicator Report	PAR1
RP	Produce Program Budget Report By Agency	PINBUD
DP	Download of Position and Position Budget Info	
PE	Download of Position and Employment Details	POEM
PL	Browse Position Log File	POSL

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>PE</b> (Download of Position and Employment Details) from the Manage Position Menu and press ENTER.	The Download of Position and Employment Details screen will appear.

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/30/2011
PHOPPNAD PHOPPNAM Download of Position and Employment Details 11:55 AM

*Agency: _____
          _____

WINS Only: N

File 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 <b>*Agency Number</b> and press ENTER.	The Batch Job Submission pop up window will appear.  The system will populate the File Name.