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# Mississippi Management and Reporting System

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**Department of Finance and Administration**

<b>MMRS MASH/Training Materials</b>		
6247	Position Reports	Effective Date: 06/23/2011
		Version: 3

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## Objective

Produce Reports

## Outcome

List of Statewide Vacancies, Produce PIN/OCCU PAR Indicator Report and Produce Budget Report by Agency

## Overview

This section contains reporting requirements and selection criteria for the following reports.

### List of Statewide Vacancies

The List of Statewide Vacancies screen allows the user to print a list of statewide vacancies.

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>SV</b> (List of Statewide Vacancies) from the Position Menu and press ENTER	The List of Statewide Vacancies screen will appear.

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PHFNC10  PHV2          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    02/23/2007
PHOWB07P PHOWB07M          List of Statewide Vacancies              02:54 PM

      Full-Time PINs:  N (Y/N)          Permanent PINs:  N (Y/N)
      Part-Time PINs:  N                Time-Limited PINs:  N
      Full- and Part-Time:  N Permanent and Time-Limited:  N

*Select All Agencies:  N (Y/N)
  *Agency Numbers:    _____
                      _____
                      _____
                      _____
                      _____
                      _____
                      _____
                      _____
                      _____
                      _____

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

```

Your Action ...	System Response ...
3. Enter the following information:  Full-Time PINs: System defaults to No. Enter "Y" to request a list of full-time vacant PINs.	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>Permanent PINs: System defaults to No. Enter "Y" to request a list of Permanent vacant PIN's.</p> <p>Part-Time PINs: System defaults to No. Enter "Y" to request a list of part-time vacant PIN's.</p> <p>Time-Limited PINs: System defaults to No. Enter "Y" to request a list of Time-Limited vacant PINs.</p> <p>Full- and Part-Time: System defaults to No. Enter "Y" to request a list of all full-time and part-time vacant PINs.</p> <p>Permanent and Time-Limited: System defaults to No. Enter "Y" to request a list of all permanent and time-limited vacant PINs.</p> <p>*Select ALL Agencies: System defaults to NO. Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report. The user security level must be a 4 or 5 to print ALL.*Agency Numbers: Enter at least one agency number if the Select All Agencies field is set to No.</p>	
4. Press Enter.	The Batch Job Submission pop up window will appear.

### Produce PIN/OCCU PAR Indicator Report (For SPB Only)

The Produce PIN/Occu PAR Indicator Report is used to request a report listing all PIN's that have either "Y"es or "N"o as the PAR indicator on the Occu file or all Occu's that have either "Y"es or "N"o in the PAR indicator field. NOTE: A "Y"es indicates that a Performance Appraisal Review is required for that PIN or OCCU.

In addition, a report may be requested listing all records that have conflicting indicators, for example, the PIN indicates a PAR is required and the Occu indicates a PAR is not required.

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>MP</b> (Manage Position) from the Position Menu and press ENTER.	The Manage Position Menu will appear.

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PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/20/2011
PHIMAINU PHIMAINM Manage Position Menu 12:31 PM

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 PARI
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>P1</b> (Produce PIN/OCCU PAR Indicator Report) from the Manage Position Menu and press ENTER.	The Produce PIN/OCCU PAR Indicator Report screen will appear.

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PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/23/2007
PHOPPARP PHOPPARM Produce PIN/OCCU PAR Indicator Report 03:02 PM

Report : _ 1 - All PIN'S with PAR Indicator set to 'Y' on Occu File
           2 - All PIN'S with PAR Indicator set to 'N' on Occu File
           3 - PAR Indicator on PIN file NOT MATCHING Occu File
           4 - All Occu's with PAR Indicator set to 'Y'
           5 - All Occu's with PAR Indicator set to 'N'

*Select All Agencies: N

*Agency Numbers:  ___  ___  ___  ___
                  ___  ___  ___  ___
                  ___  ___  ___  ___
                  ___  ___  ___  ___

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 following information:  <b>Report:</b> Enter the number corresponding to the desired option. <b>*Select All Agencies:</b> System defaults to No.	

Your Action ...	System Response ...
Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report. The user security level must be a 4 or 5 to print ALL. *Agency Numbers: Enter at least one agency number if the Select All Agencies field is set to No.	
5. Press ENTER.	The Batch Job Submission pop up window will appear.

### Produce Budget Report by Agency

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>MP</b> (Manage Position) from the Position Menu and press ENTER.	The Manage Position Menu will appear.
3. Choose <b>RP</b> (Produce Budget Report By Agency) from the Manage Position Menu and press ENTER.	The Produce Budget Report By Agency screen will appear.

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PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 02/23/2007
PHOWFY4P PHOWFY4M Produce Program Budget Report By Agency 03:13 PM

Fiscal Year: ____

Program Number(s): ____

All Agencies (Y/N): _

Specific Agencies: ____
                  ____
                  ____

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

```

Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>Fiscal Year: Enter the fiscal year for the information being requesting. System defaults to current fiscal year.</p> <p><b>Program Numbers:</b> Enter the program budget number or numbers to be matched.</p> <p><b>All Agencies (Y/N):</b> Enter "Y" to select all agencies or "N" to specify agencies to be included on the report. The user security level must be a 4 or 5 to print ALL.</p> <p>Specific Agencies: Enter at least one agency number if the All Agencies field is set to No.</p>	
<p>5. Press ENTER.</p>	<p>The Batch Job Submission pop up window will appear.</p>