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# Mississippi Management and Reporting System

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## Department of Finance and Administration

MMRS MASH/Training Materials		
6273	SPAHRs HR Wage Salary Fringe Budget Schedule Inventory and Browse Options	Effective Date: 01/05/2012 Version: 2

**SPAHRS HR Wage Salary Fringe  
Budget Schedule Inventory and Browse Options  
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**Objective**

To understand the routing and inventory process for personal services budget requests and recommendations

**Outcome**

Ability to submit and access personal services requests and recommendations

**Add Budget Schedule Inventory for All Agencies**

SPB uses a batch job to set up Budget Schedule Inventories for all agencies. This function creates the blank schedules for agencies to enter their personal services budget requests for the coming fiscal year.

Your Action ...	System Response ...
1. Choose <b>PW</b> (Proposed Wage, Salary and Fringe Benefits Menu) from the Main Menu and press ENTER.	The Propose Wage, Salary and Fringe Benefit Menu will appear.

FMSAS23	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	12/14/2011
PHIMAINU	PHIMAINM	Propose Wage, Salary and Fringe Benefits Menu	11:17 AM
Code	Description	FastPath	
SS	Salary Survey Menu	SALS	
RR	Realignment Recommendations Menu	RLGN	
BR	Budget Recommendations Menu	BUDG	
BP	Budget Projection Menu	BPRO	
RB	Budget Reports Menu	BRPT	
RM	WSF Reports Menu	WSFR	
OP	Occupation Proposal Menu	PROC	
FC	Fiscal Year Conversion	FYCO	
OW	SPB-Earnings Code Table	SPBEC	
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>BR</b> (Budget Recommendations Menu) from the Proposed Wage, Salary and Fringe Menu and press Enter.	The Budget Recommendations Menu will appear.

FMSAS23 PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	12/07/2011
PHIMAINU PHIMAINM	Budget Recommendations Menu	01:13 PM
Code	Description	FastPath
BQ	Prepare Budget Requests	BREQ
BC	Prepare Budget Recommendations	BREC
BS	SPB Browse Budget Schedule Inventory	INVB
SI	Agency Budget Schedule Inventory	IVNT
BA	Browse Schedule A by Fiscal Year	
BB	Browse Schedule B/C by Fiscal Year	
AI	Add Budget Sched. Inventory for all Agencies	
AD	Set Board Approved Date for Budget Schedules	
SB	Browse SPB Budget Schedule Inventory	
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>AI</b> (Add Budget Sched. Inventory for All Agencies) from the Budget Recommendations Menu and press ENTER.	The Add Budget Sched. Inventory for All Agencies will appear.

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/14/2011  
 PH0WBS1P PH0WBSCM Add Budget Sched. Inventory for all Agencies 11:23 AM

Create a Budget Schedule Inventory for  
 all valid agencies in Fiscal Year: \_\_\_\_

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

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

Your Action ...	System Response ...
4. Enter the following information:  <b>Create a budget schedule inventory for all valid agencies in Fiscal Year:</b> Enter the fiscal year to be set up.	
5. Press ENTER.	The Job Batch Submission pop up window will appear. If defaults are acceptable, press ENTER.  The system will display the following message:  XXXXX XXXXXXXXX has been submitted successfully.

## Agency Budget Schedule Inventory

The Agency Budget Schedule Inventory is used by agencies to submit completed budget requests to SPB for review. Once agencies submit their budget schedules to SPB, SPB becomes the owner of the schedules and agencies can no longer modify the schedules. The process allows SPB to release the schedules back to agencies when additional information is required, thus giving ownership of the schedules back to the agencies.

FMSAS23 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	12/14/2011
PH0WBS1D PH0WBS0M	Agency Budget Schedule Inventory	12:29 PM
		4 more >
* Action: = (A,B,C,D,M,N)		
* Fiscal Year: _____ * Agency: _____		
Master Agency: _____		
Submit Budget Schedules to the SPB: _		
Submit Funding Schedules to the SPB: _		
Budget Submitted Date: _____		
Board Approved Date: _____		
Funding Submitted Date: _____		
Date Ready for Final System Edit: _____		
Date Approved for Fiscal Year Conversion: _____		
Direct Command: _____		
Enter-PF1---	PF2---	PF3---
PF4---	PF5---	PF6---
PF7---	PF8---	PF9---
PF10---	PF11---	PF12---
Help	Main	End
	Note	
	Left	Right
		Quit

Your Action ...	System Response ...
1. Choose <b>PW</b> (Proposed Wage, Salary and Fringe Benefits Menu) from the Main Menu and press ENTER.	The Propose Wage, Salary and Fringe Benefit Menu will appear.
2. Choose <b>BR</b> (Budget Recommendations Menu) from the Proposed Wage, Salary and Fringe Menu and press Enter.	The Budget Recommendations Menu will appear.
3. Choose <b>SI</b> (Agency Budget Schedule Inventory) from the Budget Recommendations Menu and press ENTER.	The Agency Budget Schedule Inventory screen will appear.

FMSAS23 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	12/14/2011
PHOWBS1D PHOWBS0M	Agency Budget Schedule Inventory	12:29 PM
		4 more >
*Action: _ (A,B,C,D,M,N)		
*Fiscal Year: _____ *Agency: _____		
Master Agency: _____		
Submit Budget Schedules to the SPB: _		
Submit Funding Schedules to the SPB: _		
Budget Submitted Date: _____		
Board Approved Date: _____		
Funding Submitted Date: _____		
Date Ready for Final System Edit: _____		
Date Approved for Fiscal Year Conversion: _____		
Direct Command: _____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Help Main End Note Left Right Quit		

Your Action ...	System Response ...
<p>4. Choose <b>Add</b> and enter the following information:</p> <p><b>*Fiscal Year:</b> The fiscal year yyyy.  <b>*Agency:</b> Enter the agency code xxxx.  Master Agency: This field is completed by the system.</p>	
5. Press ENTER.	
<p>6. Enter the following information:</p> <p>Submit Budget Schedules to SPB: Yes or No.  Submit Funding Schedules to SPB: Yes or No.  Budget Submitted Date: The system will display this date once the budget is submitted to SPB.  Board Approved Date: This is displayed only and is populated from the Set Board Approved Date screen.  Funding Submitted Date: This is displayed after those actions funded by the Legislature are submitted to SPB for conversion.</p>	

Your Action ...	System Response ...
Continue entering the following information:  Date Ready for Final System Edit: MM DD YYYY. Date Approved for Fiscal Year Conversion: This is display only.	
7. Press F11 to access the next panel.	The second panel of this screen will appear.

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	12/14/2011
PHOWBS1D PHOWBS1M Agency Budget Schedule Inventory	12:45 PM
< 1 more	3 more >
*Action: <u>A</u> (A,B,C,D,M,N)	
*Fiscal Year: _____ *Agency: _____	
Master Agency: _____	
A-New Positions:	B-Reallocations:
-----	-----
<input type="checkbox"/> No Request Submitted	<input type="checkbox"/> No Request Submitted
<input type="checkbox"/> Organization Chart(s)	<input type="checkbox"/> Organization Chart(s)
<input type="checkbox"/> Job Content Questionnaire(s)	<input type="checkbox"/> Job Content Questionnaire(s)
<input type="checkbox"/> Salary Survey(s)(SPB 411.C-88)	<input type="checkbox"/> Salary Survey(s)(SPB 411.C-88)
<input type="checkbox"/> Copy of Statutory or Regulatory Authority	<input type="checkbox"/> Copy of Statutory or Regulatory Authority
<input type="checkbox"/> Other Documentation	<input type="checkbox"/> Other Documentation
<input type="checkbox"/> Submit to SPB	<input type="checkbox"/> Submit to SPB
Direct Command: _____	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---	
Help Main End Note	Left Right Quit

Your Action ...	System Response ...
8. Indicate the appropriate action to be taken:  <b>A-New Positions:</b> Display only - Indicates the number of new positions requested and the ownership of the schedule. No Request Submitted: Enter N if no new positions were requested for the relevant fiscal year. Organization Chart(s): Enter Y if any organizational chart pages have been submitted in support of new positions budget request.	

Your Action ...	System Response ...
<p>Continue to Indicate the appropriate action to be taken.</p> <p>Job Content Questionnaire(s): Enter Y if any JCQs have been submitted in support of new positions budget request.</p> <p>Salary Surveys (SPB 411.C-88): Enter Y if any salary surveys have been submitted in support of new occupations requested (new positions only).</p> <p>Copy of Statutory or Regulatory Authority: "Y" indicates that this agency is submitting one or more copies of statutory/regulatory authority for this fiscal year schedule.</p> <p>Other Documentation: Enter Y if any other documentation has been submitted in support of new positions request.</p> <p>Submit to SPB: This is used only after the initial total budget has been submitted to SPB. An agency enters Y if the SPB has released a schedule back to the agency (at their request) and the agency is ready to resubmit the schedule to SPB.</p>	
<p>9. Indicate the appropriate action to be taken:</p> <p><b>B-Reallocations:</b> Display only - Indicates the number of reallocations requested and the ownership of the schedule.</p> <p>No Request Submitted: Enter N if no reallocations were requested for the relevant fiscal year.</p> <p>Organization Chart(s): Enter Y if any organizational chart pages have been submitted in support of the reallocations budget request.</p> <p>Job Content Questionnaire(s): Enter Y if any JCQs have been submitted in support of reallocation budget request.</p> <p>Salary Surveys (SPB 411.C-88): This for new positions only.</p> <p>Copy of Statutory or Regulatory Authority: "Y" indicates that this agency is submitting one or more copies of statutory/regulatory authority for this fiscal year schedule.</p>	

Your Action ...	System Response ...
<p>Continue to Indicate the appropriate action to be taken</p> <p>Other Documentation: Enter Y if any other documentation has been submitted in support of the reallocations request.</p> <p>Submit to SPB: This is used only after the initial total budget has been submitted to SPB. An agency enters Y if SPB has released a schedule back to the agency (at their request) and the agency is ready to resubmit the schedule to SPB.</p>	
10. Press F11 to access the next panel.	The third panel of this screen will appear.

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/14/2011
PHOWBS1D PHOWBS2M Agency Budget Schedule Inventory 01:00 PM
< 2 more 2 more >
* Action: A (A,B,C,D,M,N)
* Fiscal Year: ____ *Agency: ____
Master Agency:

C-Reclassifications: D-Educ Bench Awards:
-----
_ No Request Submitted _ No Request Submitted
_ Other Documentation _ Other Documentation
_ Submit to SPB _ Submit to SPB

E-Spec Comp Edu Bench: F-Callback Pay (Auth):
-----
_ No Request Submitted _ No Request Submitted
_ Other Documentation _ Other Documentation
_ Submit to SPB _ Submit to SPB

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

```

Your Action ...	System Response ...
<p>11. Indicate the appropriate action to be taken:</p> <p><b>C - Reclassifications:</b> Display only - Indicates the number of reclassifications requested and the ownership of the schedule.</p> <p>No Request Submitted: Enter N if no reclassifications were requested for the relevant fiscal year.</p> <p>Other Documentation: Enter Y if any other documentation has been submitted in support of reclassifications request.</p> <p>Submit to SPB: This is used only after the initial total budget has been submitted to SPB. An agency enters Y if SPB has released a schedule back to the agency (at their request) and the agency is ready to resubmit the schedule to SPB.</p>	
<p>12. Indicate the appropriate action to be taken:</p> <p><b>D - Educ Bench Awards:</b> Display only - Indicates the number of educational benchmark awards requested and the ownership of the schedule.</p> <p>No Request Submitted: Enter N if no educational benchmark awards were requested for the relevant fiscal year.</p> <p>Other Documentation: Enter Y if any other documentation has been submitted in support of reclassifications request.</p> <p>Submit to SPB: This is used only after the initial total budget has been submitted to SPB. An agency enters Y if SPB has released a schedule back to the agency (at their request) and the agency is ready to resubmit the schedule to SPB.</p>	
<p>13. Indicate the appropriate action to be taken:</p> <p><b>E - Spec Comp Edu Bench:</b> Display only - Indicates the number of special compensation educational benchmarks requested and the ownership of the schedule.</p> <p>No Request Submitted: Enter N if no special compensation educational benchmarks were requested for the relevant fiscal year.</p> <p>Other Documentation: Enter Y if any other documentation has been submitted in support of special compensation educational benchmarks request.</p>	

Your Action ...	System Response ...
<p>Continue to Indicate the appropriate action to be taken.</p> <p>Submit to SPB: This is used only after the initial total budget has been submitted to SPB. An agency enters Y if SPB has released a schedule back to the agency (at their request) and the agency is ready to resubmit the schedule to SPB.</p>	
<p>14. Indicate the appropriate action to be taken:</p> <p><b>F - Additional Comp. Currently Authorized-Not Projectable:</b> Display only - Indicates the number of requested additional comp currently authorized, and the ownership of the schedule.</p> <p>No Request Submitted: Enter N if no additional comp currently authorized was requested for the relevant fiscal year.</p> <p>Other Documentation: Enter Y if any other documentation has been submitted in support of additional comp currently authorized request.</p> <p>Submit to SPB: This is used only after the initial total budget has been submitted to SPB. An agency enters Y if SPB has released a schedule back to the agency (at their request) and the agency is ready to resubmit the schedule to SPB.</p>	<p>Note: This schedule was previously entitled, "Callback Pay (Auth)." The designation on the Agency Budget Schedule Inventory has not been changed to reflect the correct title of "Add Comp Currently Authorized."</p>
<p>15. Press F11 to access the next panel.</p>	<p>The fourth panel of this screen will appear.</p>

FMSAS23 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	12/14/2011
PHOWBS1D PHOWBS3M	Agency Budget Schedule Inventory	01:18 PM
< 3 more		1 more >
*Action: <u>A</u> (A,B,C,D,M,N)		
*Fiscal Year: _____ *Agency: _____		
Master Agency: _____		
G-Add'l Comp (Not Auth):		H-FLSA Overtime (Auth):
-----		-----
<input type="checkbox"/> No Request Submitted		<input type="checkbox"/> No Request Submitted
<input type="checkbox"/> Other Documentation		<input type="checkbox"/> Other documentation
<input type="checkbox"/> Submit to SPB		<input type="checkbox"/> Submit to SPB
I-FLSA Overtime (Not-Auth):		J-Status Change:
-----		-----
<input type="checkbox"/> No Request Submitted		<input type="checkbox"/> No Request Submitted
<input type="checkbox"/> Other Documentation		<input type="checkbox"/> Other Documentation
<input type="checkbox"/> Submit to SPB		<input type="checkbox"/> Submit to SPB
Direct Command: _____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Help Main End Note Left Right Quit		

Your Action ...	System Response ...
<p>16. Indicate the appropriate action to be taken:</p> <p><b>G - Add'l Comp (Not Auth):</b> Display only - Indicates the number of additional compensation (Not Auth) requested and the ownership of the schedule.</p> <p>No Request Submitted: Enter N if no Additional compensation (Not Auth) was requested for the relevant fiscal year.</p> <p>Other Documentation: Enter Y if any other documentation has been submitted in support of additional compensation (Not Auth) request.</p> <p>Submit to SPB: This is used only after the initial total budget has been submitted to SPB. An agency enters Y if SPB has released a schedule back to the agency (at their request) and the agency is ready to resubmit the schedule to SPB.</p>	

Your Action ...	System Response ...
<p>17. Indicate the appropriate action to be taken:</p> <p><b>H - FLSA Overtime (Auth):</b> Display only - Indicates the number of FLSA Overtime (Auth) requested and the ownership of the schedule.</p> <p>No Request Submitted: Enter X if no FLSA Overtime (Auth) was requested for the relevant fiscal year.</p> <p>Other Documentation: Enter X if any other documentation has been submitted in support of FLSA Overtime (Auth) request.</p> <p>Submit to SPB: This is used only after the initial total budget has been submitted to SPB. An agency enters Y if SPB has released a schedule back to the agency (at their request) and the agency is ready to resubmit the schedule to SPB.</p>	
<p>18. Indicate the appropriate action to be taken:</p> <p><b>I - FLSA Overtime (Not Auth):</b> Display only - Indicates the number of FLSA Overtime (Not Auth) requested and the ownership of the schedule.</p> <p>No Request Submitted: Enter X if no FLSA Overtime (Not Auth) was requested for the relevant fiscal year.</p> <p>Other Documentation: Enter X if any other documentation has been submitted in support of FLSA Overtime (Not Auth) request.</p> <p>Submit to SPB: This is used only after the initial total budget has been submitted to SPB. An agency enters Y if SPB has released a schedule back to the agency (at their request) and the agency is ready to resubmit the schedule to SPB.</p>	

Your Action ...	System Response ...
<p>19. Indicate the appropriate action to be taken:</p> <p><b>J – Status Change:</b> Display only - Indicates the number of status changes requested and the ownership of the schedule.</p> <p>No Request Submitted: Enter X if no status changes were requested for the relevant fiscal year.</p> <p>Other Documentation: Enter X if any other documentation has been submitted in support of status change request.</p> <p>Submit to SPB: This is used only after the initial total budget has been submitted to SPB. An agency enters Y if SPB has released a schedule back to the agency (at their request) and the agency is ready to resubmit the schedule to SPB.</p>	
20. Press F11 to access the next panel.	The fifth panel of this screen will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/14/2011
PHOWBS1D PHOWBS4M Agency Budget Schedule Inventory 01:39 PM
< 4 more
* Action: A (A,B,C,D,M,N)
* Fiscal Year: ____ * Agency: ____
Master Agency:

K-Standby Pay (Auth):
-----
= No Request Submitted
_ Other Documentation
_ Submit to SPB

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

```

Your Action ...	System Response ...
<p>21. Indicate the appropriate action to be taken:</p> <p><b>K - Standby Pay (Auth):</b> Display only - Indicates the number of standby pay (auth) requested and the ownership of the schedule.</p> <p>No Request Submitted: Enter X if no standby pay (auth) was requested for the relevant fiscal year.</p> <p>Other Documentation: Enter X if any other documentation has been submitted in support of standby pay (auth) request.</p> <p>Submit to SPB: This is used only after the initial total budget has been submitted to SPB. An agency enters Y if SPB has released a schedule back to the agency (at their request) and the agency is ready to resubmit the schedule to SPB.</p>	
<p>Press ENTER.</p>	<p>The system will display the following message:</p> <p>Inventory yyyy-aaaa modified successfully.</p>

### SPB Budget Schedule Inventory

The SPB Budget Schedule Inventory function allows SPB to release all or some of the submitted schedules back to the agency and to transfer ownership of the schedules back to the agency.

Your Action ...	System Response ...
<p>1. Choose <b>PW</b> (Proposed Wage, Salary and Fringe Benefits Menu) from the Main Menu and press ENTER.</p>	<p>The Propose Wage, Salary and Fringe Benefit Menu will appear.</p>
<p>2. Choose <b>BR</b> (Budget Recommendations Menu) from the Proposed Wage, Salary and Fringe Menu and press Enter.</p>	<p>The Budget Recommendations Menu will appear.</p>
<p>3. Choose <b>SB</b> (Browse SPB Budget Schedule Inventory) from the Budget Recommendations Menu and press ENTER.</p>	<p>The Browse SPB Budget Schedule Inventory Checklist screen will appear.</p>

FMSAS23 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	12/14/2011
PH0WBS2D PH0WBS9M	Browse SPB Budget Schedule Inventory	02:06 PM
		4 more >
*Action: _ (B,C,D,M,N,P)		
*Fiscal Year: ____ *Agency: ____		
Master Agency: _____		
Release Budget Schedules back to Agency: _		
Budget Submitted Date: __ __ ____		
Board Approved Date: __ __ ____		
Funding Submitted Date: __ __ ____		
Date Ready for Final System Edit: __ __ ____		
Date Approved for Fiscal Year Conversion: __ __ ____		
Direct Command: _____		
Enter-PF1---	PF2---	PF3---
PF4---	PF5---	PF6---
PF7---	PF8---	PF9---
PF10--	PF11--	PF12---
Help	Main	End
	Note	Left
		Right
		Quit

Your Action ...	System Response ...
<p>4. Choose <b>Modify</b> and enter the following information:</p> <p><b>*Fiscal Year:</b> The fiscal year yyyy.  <b>*Agency:</b> Enter the agency code xxxx.  Master Agency: This field is completed by the system.</p>	
<p>5. Enter the following information:</p> <p>Release Budget Schedules back to Agency:  Yes or No.</p> <p>Budget Submitted Date: The system will display this date once the budget is submitted to SPB.</p> <p>Board Approved Date: This is display only and is carried from the Set Board Approved Date screen.</p> <p>Funding Submitted Date: This is displayed after those actions funded by the Legislature are submitted to SPB for conversion.</p> <p>Date Ready for Final System Edit: MM DD YYYY</p> <p>Date Approved for Fiscal Year Conversion: This is display only.</p>	
6. Press F11 to access the next panel.	The second panel of this screen will

Your Action ...	System Response ...
	appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/14/2011
PHOWBS2D PHOWBSDM Browse SPB Budget Schedule Inventory 02:11 PM
< 1 more 3 more >
* Action: _ (B,C,D,M,N,P)
* Fiscal Year: ____ * Agency: ____
Master Agency:

A-New Positions: B-Reallocations:
-----
No Request Submitted No Request Submitted
Organization Chart(s) Organization Chart(s)
Job Content Questionnaire(s) Job Content Questionnaire(s)
Salary Survey(s)(SPB 411.C-88) Salary Survey(s)(SPB 411.C-88)
Copy of Statutory or Regulatory Copy of Statutory or Regulatory
Authority Authority
Other Documentation Other Documentation
_ Release back to Agency _ Release back to Agency

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

Your Action ...	System Response ...
<p>6. Indicate the appropriate action to be taken:</p> <p><b>A-New Positions:</b> Display only - Indicates the number of new positions requested and the ownership of the schedule.</p> <p>No Request Submitted: Indicates if no new positions were requested for the relevant fiscal year.</p> <p>Organization Chart(s): Indicates if any organizational chart pages have been submitted in support of new positions budget request.</p> <p>Job Content Questionnaire(s): Indicates if any JCQs have been submitted in support of new positions budget request.</p> <p>Salary Surveys (SPB 411.C-88): Indicates if any salary surveys have been submitted in support of new occupations requested (new positions only).</p> <p>Copy of Statutory or Regulatory Authority: "X" indicates that this agency is submitting one or more copies of statutory/regulatory authority for this fiscal year schedule.</p>	

Your Action ...	System Response ...
<p>Continue to indicate the appropriate action to be taken:</p> <p>Other Documentation: Indicates if any other documentation has been submitted in support of new positions request.</p> <p>Release back to Agency: A "Y" indicates this schedule will be released back to the agency.</p>	
<p>7. Indicate the appropriate action to be taken:</p> <p><b>B-Reallocations:</b> Display only - Indicates the number of reallocations requested and the ownership of the schedule.</p> <p>No Request Submitted: Indicates if no reallocations were requested for the relevant fiscal year.</p> <p>Organization Chart(s): Indicates if any organizational chart pages have been submitted in support of the reallocations budget request.</p> <p>Job Content Questionnaire(s): Indicates if any JCQs have been submitted in support of reallocation budget request.</p> <p>Salary Surveys (SPB 411.C-88): This for new positions only.</p> <p>Copy of Statutory or Regulatory Authority: "X" indicates that this agency is submitting one or more copies of statutory/regulatory authority for this fiscal year schedule.</p> <p>Other Documentation: Indicates if any other documentation has been submitted in support of the reallocations request.</p> <p>Release back to Agency: A "Y" indicates this schedule will be released back to the agency.</p>	
<p>8. Press F11 to access the next panel.</p>	<p>The third panel of this screen will appear.</p>

FMSAS23 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	12/14/2011
PHOWBS2D PHOWBS6M	Browse SPB Budget Schedule Inventory	02:20 PM
< 2 more		2 more >
*Action: _ (B,C,D,M,N,P)		
*Fiscal Year: _____ *Agency: _____		
Master Agency: _____		
C-Reclassifications:		D-Educ Bench Awards:
-----		-----
No Request Submitted		No Request Submitted
Other Documentation		Other Documentation
_ Release back to Agency		_ Release back to Agency
E-Spec Comp Edu Bench:		F-Callback Pay (Auth):
-----		-----
No Request Submitted		No Request Submitted
Other Documentation		Other Documentation
_ Release back to Agency		_ Release back to Agency
Direct Command: _____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Help Main End Note Left Right Quit		

Your Action ...	System Response ...
<p>9. Indicate the appropriate action to be taken:</p> <p><b>C - Reclassifications:</b> Display only - Indicates the number of reclassifications requested and the ownership of the schedule.</p> <p>No Request Submitted: Indicates if no reclassifications were requested for the relevant fiscal year.</p> <p>Other Documentation: Indicates if any other documentation has been submitted in support of reclassifications request.</p> <p>Release back to Agency: A "Y" indicates this schedule will be released back to the agency.</p>	
<p>10. Indicate the appropriate action to be taken:</p> <p><b>D - Educ Bench Awards:</b> Display only - Indicates the number of educational benchmark awards requested and the ownership of the schedule.</p> <p>No Request Submitted: Indicates if no educational benchmark awards were requested for the relevant fiscal year.</p> <p>Other Documentation: Indicates if any other documentation has been submitted in</p>	

Your Action ...	System Response ...
support of reclassifications request.	

Your Action ...	System Response ...
<p>Continue to indicate the appropriate action to be taken:</p> <p>Release back to Agency: A "Y" indicates this schedule will be released back to the agency.</p>	
<p>11. Indicate the appropriate action to be taken:</p> <p><b>E - Spec Comp Edu Bench:</b> Display only - Indicates the number of special compensation educational benchmarks requested and the ownership of the schedule.</p> <p>No Request Submitted: Indicates if no special compensation educational benchmarks were requested for the relevant fiscal year.</p> <p>Other Documentation: Indicates if any other documentation has been submitted in support of special compensation educational benchmarks request.</p> <p>Release back to Agency: A "Y" indicates this schedule will be released back to the agency.</p>	
<p>12. Indicate the appropriate action to be taken:</p> <p><b>F – Add Comp Currently Authorized:</b> Display only - Indicates the number of Add Comp Currently Authorized requested and the ownership of the schedule.</p> <p>No Request Submitted: Indicates if no Add Comp Currently Authorized was requested for the relevant fiscal year.</p> <p>Other Documentation: Indicates if any other documentation has been submitted in support of Add Comp Currently Authorized request.</p> <p>Release back to Agency: A "Y" indicates this schedule will be released back to the agency.</p>	<p>Note: This schedule was previously entitled, "Callback Pay (Auth)." The designation on the Agency Budget Schedule Inventory has not been changed to reflect the correct title of "Add Comp Currently Authorized."</p>
<p>13. Press F11 to access the next panel.</p>	<p>The fourth panel of this screen will appear.</p>

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/14/2011
PHOWBS2D PHOWBS7M Browse SPB Budget Schedule Inventory 02:42 PM
< 3 more
*Action: _ (B,C,D,M,N,P)
*Fiscal Year: ____ *Agency: ____
Master Agency:

G-Add'l Comp (Not Auth): H-FLSA Overtime (Auth):
-----
No Request Submitted No Request Submitted
Other Documentation Other documentation
_ Release back to Agency _ Release back to Agency

I-FLSA Overtime (Not-Auth): J-Status Change:
-----
No Request Submitted No Request Submitted
Other Documentation Other Documentation
_ Release back to Agency _ Release back to Agency

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

Your Action ...	System Response ...
<p>14. Indicate the appropriate action to be taken:</p> <p><b>G – Addl Comp (Not Auth):</b> Display only - Indicates the number of additional compensation (not authorized) requested and the ownership of the schedule.</p> <p>No Request Submitted: Indicates if no additional compensation (not authorized) was requested for the relevant fiscal year.</p> <p>Other Documentation: Indicates if any other documentation has been submitted in support of additional compensation (not auth) request.</p> <p>Release back to Agency: A "Y" indicates all schedules will be released back to the agency.</p>	

Your Action ...	System Response ...
<p>15. Indicate the appropriate action to be taken:</p> <p><b>H - FLSA Overtime (Auth):</b> Display only - Indicates the number of FLSA overtime (auth) requested and the ownership of the schedule.</p> <p>No Request Submitted: Indicates if no FLSA overtime (auth) was requested for the relevant fiscal year.</p> <p>Other Documentation: Indicates if any other documentation has been submitted in support of FLSA overtime (auth) request.</p> <p>Release back to Agency: A "Y" indicates all schedules will be released back to the agency.</p>	
<p>16. Indicate the appropriate action to be taken:</p> <p><b>I - FLSA Overtime (Not-Auth):</b> Display only - Indicates the number of FLSA overtime (not auth) requested and the ownership of the schedule.</p> <p>No Request Submitted: Indicates if no FLSA overtime (not auth) was requested for the relevant fiscal year.</p> <p>Other Documentation: Indicates if any other documentation has been submitted in support of FLSA overtime (not auth) request.</p> <p>Release back to Agency: A "Y" indicates all schedules will be released back to the agency.</p>	
<p>18. Indicate the appropriate action to be taken:</p> <p><b>J- Status Change:</b> Display only - Indicates the number of status changes requested and the ownership of the schedule.</p> <p>No Request Submitted: Indicates if no status changes were requested for the relevant fiscal year.</p> <p>Other Documentation: Indicates if any other documentation has been submitted in support of status change request.</p> <p>Release back to Agency: A "Y" indicates all schedules will be released back to the agency.</p>	
<p>19. Press F11 to access the next panel</p>	<p>The fifth panel of this screen will appear.</p>

FMSAS23 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	01/03/2012
PH0WBS2D PH0WBS8M	Browse SPB Budget Schedule Inventory	09:29 AM
< 4 more		
*Action: _ (B,C,D,M,N,P)		
*Fiscal Year: ____ *Agency: ____		
Master Agency:		
K-Standby Pay (Auth):		
-----		
No Request Submitted		
Other Documentation		
_ Release back to Agency		
Direct Command: _____		
Enter-PF1---	PF2---	PF3---
PF4---	PF5---	PF6---
PF7---	PF8---	PF9---
PF10---	PF11---	PF12---
Help Main End	Note	Left Right Quit

Your Action ...	System Response ...
<p>20. Indicate the appropriate action to be taken:</p> <p><b>K - Standby Pay (Auth):</b> Display only - Indicates the number of standby pay (auth) requested and the ownership of the schedule.</p> <p>No Request Submitted: Indicates if no standby pay (auth) was requested for the relevant fiscal year.</p> <p>Other Documentation: Indicates if any other documentation has been submitted in support of standby pay (auth) request.</p> <p>Release back to Agency: A "Y" indicates this schedule will be released back to the agency.</p>	
21. Press Enter.	<p>The system will display the following message:</p> <p>Inventory XXXX-XXXX modified successfully.</p>



Your Action ...	System Response ...
4. Enter the following information:  <b>Board Approved Date:</b> MM DD YYYY. <b>For Fiscal Year:</b> The fiscal year yyyy.	
5. Press ENTER.	The Batch Job Submission window is displayed.
6. Enter the desired information in the window and press ENTER.	The Inventory Board Approved Date and Set Board Approved Date for FY Budget are generated.

## Browse Options

### SPB Browse Budget Schedule Inventory

The SPB Browse Budget Schedule Inventory screen is used by SPB to view the status of budget schedules for agencies.

Your Action ...	System Response ...
1. Choose <b>PW</b> (Propose Wage, Salary and Fringe Benefits Menu) and press ENTER.	The Propose Wage, Salary and Fringe Benefits Menu will be displayed.
2. Choose <b>BR</b> (Budget Recommendations Menu) from the Propose Wage, Salary and Fringe Benefits Menu and press ENTER.	The Budget Recommendations Menu will be displayed.
3. Choose <b>BS</b> (SPB Browse Budget Schedule Inventory) from the Budget Recommendations Menu and press ENTER.  Selection criteria include Fiscal Year and Agency Number.	The SPB Browse Budget Schedule Inventory screen will appear.  Information is displayed by Fiscal Year, Agency Number, Agency Name, Date Budget Submitted, Funding Submit Date, Final Edit Date, and Date Approved for Conversion.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/03/2012
PHOWBS5B PHOWBS5M SPB Browse Budget Schedule Inventory 10:38 AM
  Actions: (D)
    Fisc Agcy          Date Budget Funding Final Edit Date Appr
 *Act Year Num      Agency Name      Submitted Submt Date   Date   For Cnvrnsn
-----
                                     *** End of Data ***

Fiscal Year: ____ *Agency Number: ____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                               Bkwd Fwd                               Quit

```

### Browse Schedule A by Fiscal Year

The browse Schedule A by Fiscal Year screen is used to view all schedules A's sent in by the agencies. There is an option to see only the **Q** (reRequested) or **C** (reCommended) records for a particular fiscal year and agency. This screen will show the actual dollar amounts instead of the percentages.

Your Action ...	System Response ...
1. Choose <b>PW</b> (Propose Wage, Salary and Fringe Benefits Menu) and press ENTER.	The Propose Wage, Salary and Fringe Benefits Menu will be displayed.
2. Choose <b>BR</b> (Budget Recommendations Menu) from the Propose Wage, Salary and Fringe Benefits Menu and press ENTER.	The Budget Recommendations Menu will be displayed.
3. Choose <b>BA</b> (Browse Schedule A by Fiscal Year) from the Budge Recommendations Menu and press ENTER.  Selection criteria include Record Type (Q/C), Fiscal Year, and Agency.	The Browse Schedule A by Fiscal Year screen will appear.  Information is provided by Sequence Number, Group, Occu Code, New Occu, Number of PINs, PINs Funded, Projected Months, Hours per Week, Program Number(s) and Percentages, Transaction Type, Approval Indicator, Annual Cost with Fringe, General Funds,



FMSAS23 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	01/03/2012			
PHOWQA5B PHOWQA5M	Browse Schedule A by Fiscal Year	10:54 AM			
< 1 more					
Actions:					
Seq Grp Occu	Ann.cost W Fringe	General	Federal	Other	App TT Ind
-----	-----	-----	-----	-----	-----
-----					
*** End of Data ***					
Record Type (Q/C): _      FY: _____      Agency: _____					
Direct Command: _____					
Enter-PF1---	PF2---	PF3---	PF4---	PF5---	PF6---
Help	Main	End	Bkwd	Fwd	Left
					Right
					Quit

### Browse Schedule B/C by Fiscal Year

The Browse Schedule B/C by Fiscal Year screen is used to view all schedules B/C's sent in by the agencies. There is an option to see only the **Q** (reRequested) or **C** (reCommended) records for a particular fiscal year and agency. This screen will show the actual dollar amounts instead of the percentages.

Your Action ...	System Response ...
1. Choose <b>PW</b> (Propose Wage, Salary and Fringe Benefits Menu) and press ENTER.	The Propose Wage, Salary and Fringe Benefits Menu will be displayed.
2. Choose <b>BR</b> (Budget Recommendations Menu) from the Propose Wage, Salary and Fringe Benefits Menu and press ENTER.	The Budget Recommendations Menu will be displayed.
3. Choose <b>BB</b> (Browse Schedule B/C by Fiscal Year) from the Budget Recommendations Menu and press ENTER.  Selection criteria include Schedule Type B/C, Record Type (Q/C), Fiscal Year, and Agency.	The Browse Schedule B/C by Fiscal Year screen will appear.  Information is provided by Sequence Number, Group, PIN, Current Occu Code, Current Occu Title, Proposed Occu Code, Proposed Occu Title, New Occu, Program Number(s) and Percentages, Annual Cost with Fringe, General Funds, Federal Funds, and Other Funds, Transaction Type and Approval Indicator.



**PANEL 1**

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/03/2012
PH0WQB5B PH0WQB5M Browse Schedule B/C by Fiscal Year 11:04 AM
1 more >

```

Seq	Grp	PIN	Current Occu Cd	Current Occu Title	Proposed Occu cd	Proposed Occu Title	New Occ
---	---	---	---	-----	---	-----	---

Schedule Type(B/C): \_ Record Type (Q/C): \_ FY: \_\_\_\_ Agency: \_\_\_\_  
 Direct Command: \_\_\_\_\_  
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
 Help Main End Bkwd Fwd Left Right Quit

**PANEL 2**

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/03/2012
PH0WQB5B PH0WQB5M Browse Schedule B/C by Fiscal Year 11:08 AM
< 1 more

```

Seq	Program Num	Pct	Ann.cost W Fringe	General	Federal	Other	Trn App Typ Ind
---	---	---	-----	-----	-----	-----	---

\*\*\* End of Data \*\*\*

Schedule Type(B/C): \_ Record Type (Q/C): \_ FY: \_\_\_\_ Agency: \_\_\_\_  
 Direct Command: \_\_\_\_\_  
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
 Help Main End Bkwd Fwd Left Right Quit