
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6277	SPAHRs HR Wage Salary Fringe Realignment Recommendations	Effective Date: 01/20/2012 Version: 2

**SPAHRS HR Wage Salary Fringe
Realignment Recommendations
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Overview

The purpose of conducting job classification realignment reviews is to determine a competitive salary range for each specified job class. The need for realignments results from national and state economic changes which impact the cost of manpower for a specific job in the labor market.

The State Personnel Board identifies specific job classes that may require realignment, conducts research and salary surveys, and then develops recommendations for the realignment of pay ranges for those specific job classes. After the recommendations receive State Personnel Board approval, they are submitted to the Legislative Budget Office and the Department of Finance and Administration. These entities then forward the recommendations to the Legislature and the Governor during the annual budget and appropriation process.

Realignments generally are appropriated during the legislative budget process. However, there are times when an agency identifies a need for specific class realignment outside of the normal budgetary process. When this realignment need occurs, the agency must provide salary survey data supporting the request for realignment and must justify the need for immediate implementation rather than waiting for the regular legislative appropriation process. Written certifications that funding is available are also required from the agency director and the State Fiscal Officer.

Browse options are also provided which include browsing current realignment information and realignment recommendations by survey fiscal year.

Maintain Benchmark Start Salary Override

The realignment recommendation is populated in SPAHRS on the Maintain Start Salary Override screen when realignment is calculated using the salary survey information for the fiscal year. The Maintain Start Salary override screen allows the user to indicate if the realignment information for this occupation and fiscal year should be considered in the budget projections; or, if the realignment information is NOT to be used, SPB may use this screen to override the salary survey information and enter the dollar amount to be overridden in order to achieve the desired realignment. This screen also displays the average starting salary for the job class and the weighted average starting salary for the entities responding to the salary surveys.

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

FMSAS23	PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	01/18/2012
PHIMAINU	PHIMAINM	Propose Wage, Salary and Fringe Benefits Menu	02:50 PM
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 RR (Realignment Recommendations Menu) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Realignment Recommendations Menu will appear.

FMSAS23	PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	01/18/2012
PHIMAINU	PHIMAINM	Realignment Recommendations Menu	02:51 PM
Code	Description	FastPath	
OR	Maintain Benchmark Start Salary Override	ORIDE	
BC	Browse Realignment Rec by Benchmark Occu		
BR	Browse Realignment Rec by Survey FY		
GO	Generate Occupation from Benchmark		
NA	Non-Appropriated Realignment Mass Update	NARMU	
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 OR (Maintain Benchmark Start Salary Override) from the Realignment Recommendations Menu and press ENTER.	The Maintain Benchmark Start Salary Override screen will appear.

FMSAS23 PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	01/19/2012
PHOWWA1D PHOWWA1M	Maintain Benchmark Start Salary Override	9:45 AM
* Action: _ (C,D,M,N)		
* Survey FY: _____		
Benchmark Occu: _____		
Salary Survey Average Starting Salary:		
Current Starting Salary: _____		
Calculated Difference Based on Alignment Percent: _____		
Override Calculated Difference: _ (Y,N)		
Override Amount: _____		
New Current Starting Salary:		
New Current Ending Salary:		
Alignment Percentage:		
Weighted Average Salary:		Display Occupations?: _
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. Enter the following information: * Survey FY: The date of the fiscal year being surveyed. Benchmark Occu: The occu code of the benchmark occupation.	
5. Press ENTER.	
6. The following information appears on the screen. Salary Survey Average Starting Salary: The starting salary associated with the weighted average of respondents' minimum salary for this occupation. Current Starting Salary: The current starting salary for an SPB classification for a specific benchmark occupation.	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>Calculated Difference base on Alignment. Percent: The difference that exists between the respondents' average salary and the current starting salary.</p> <p>Override Calculated Difference: Yes or No to indicate if the realignment information for this benchmark occupation and fiscal year should be considered in budget projection.</p> <p>Override Amount: The difference (+/-) for realignment if Yes is entered above.</p> <p>New Current Starting Salary: The new current starting salary after realignment.</p> <p>New Current Ending Salary: The benchmark end salary after realignment.</p> <p>Alignment Percentage: The percentage of realignment.</p> <p>Weighted Average Salary: The weighted average of the starting salary for all responding entities.</p> <p>Display Occupations?: Enter "Y" to browse the calculated realignment for occupation codes that are "children" of the benchmark occu.</p>	
7. Press ENTER.	<p>The following message will be displayed:</p> <p>Salary average YYYY-XXX-X modified successfully.</p>

Generate Occupation from Benchmark

The Generate Occupation from Benchmark option allows SPB to calculate the new start salary for benchmark occus and their "children" occus using the salary survey information captured for the fiscal year. It also provides the option of overriding the calculated realignment if the amount of realignment needs to be less, or more, based on legislative directive.

Your Action...	System Response...
1. Choose PW (Propose Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.	The Propose Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose RR (Realignment Recommendations Menu) from the Propose Wage, Salary, and Fringe Benefits Menu and Press ENTER.	The Realignment Recommendations Menu will appear.
3. Choose GO (Generate Occupation from Benchmark) from the Realignment Recommendations Menu and press ENTER.	The Generate Occupation from Benchmark screen will appear.

Your Action ...	System Response ...
5. 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.

Non-Appropriated Realignment Mass Update

The Non-appropriated Realignment Mass Update option allows SPB to generate realignment for approved job classifications (either for positions in specific agencies or in all agencies) outside of the regular legislative appropriation process.

Your Action ...	System Response ...
1. Choose PW (Propose Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.	The Propose Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose RR (Realignment Recommendations Menu) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Realignment Recommendations Menu will appear.
3. Choose NA (Non-Appropriated Realignment Mass Update) from the Realignment Recommendations Menu. Press ENTER.	The Non-Appropriated Realignment Mass Update screen will appear.

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FMSAS23 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/19/2012
PHOMREAP PHOMREAM Non-Appropriated Realignment Mass Update 11:31 AM

          * OCCU : _____
Occu Realignment Date : _ _ _ _
Pay Change Start Date : _ _ _ _
          * Pay Change Reason : _____
Update Employee Records(Y/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

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Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>*OCCU: The occu code of the occupation being realigned.</p> <p>Occu Realignment Date: The occupation realignment date.</p> <p>Pay Change start Date: The date the pay change will take effect.</p> <p>*Pay Change Reason: A code denoting the reason for the realignment.</p> <p>Update Employee Records(Y/N): Enter "Y" to update employee records.</p> <p>Select all agencies: Yes or No. Defaults to No.</p> <p>Agency numbers: Enter at least one agency number if the Select All Agencies field is set to No.</p>	
<p>5. Press ENTER.</p>	<p>The Batch Job Submission pop up window is displayed. When ENTER is pressed, the system will display the following message:</p> <p>XXXXX XXXXXXXX Has Been Submitted Successfully.</p>

Browse Options

Browse Realignment Records by Benchmark Occupation

The Browse Realignment Records by Benchmark Occupation screen is used to browse or maintain the realignment records by benchmark. Enter "D"isplay or "M"odify at the desired survey information and the Maintain Start Benchmark Salary Override screen is displayed which provides detailed information pertaining to that benchmark salary.

Your Action ...	System Response ...
<p>1. Choose PW (Propose Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.</p>	<p>The Propose Wage, Salary, and Fringe Benefits Menu will appear.</p>
<p>2. Choose RR (Realignment Recommendations Menu) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.</p>	<p>The Realignment Recommendations Menu will appear.</p>
<p>3. Choose BC (Browse Realignment Rec by Benchmark Occu) from the Realignment Recommendations Menu and press ENTER.</p>	<p>The Browse Realignment Rec by Benchmark Occu screen will appear.</p>

FMSAS23 PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	01/19/2012
PH0wwA9B PH0wwA9M	Browse Realignment Rec by Benchmark Occu	11:44 AM
Jan 19,12		11:39 AM
Actions: (D,M,P)		
Benchmark Act Occu	Occu Title	Fiscal Year Average Salary Current Salary New Start Salary Total Num
-----	-----	-----
- 1		2003 27,320 5
- 2	ACCOUNTANT/AUDITOR I	1998 22,918 21,685 23,021 449
- 2	ACCOUNTANT/AUDITOR I	1999 22,918 21,685 23,021 449
- 2	ACCOUNTANT/AUDITOR I	2000 22,832 22,953 22,622 378
- 2	ACCOUNTANT/AUDITOR I	2001 23,238 22,953 23,238 357
- 2	ACCOUNTANT/AUDITOR I	2002 24,840 22,953 23,640 358
- 2	ACCOUNTANT/AUDITOR I	2003 25,590 23,826 25,589 217
- 2	ACCOUNTANT/AUDITOR I	2004 26,621 23,826 26,621 810
- 2	ACCOUNTANT/AUDITOR I	2005 26,925 23,826 26,926 977
- 2	ACCOUNTANT/AUDITOR I	2006 25,840 23,826 25,840 587
Benchmark Occu Code: _____ Starting From Current FY: 2012		
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 ...
4. Selection criteria includes Benchmark Occu Code and Starting from Current FY.	Information is displayed by Benchmark Occu Code, Occu Title, Fiscal Year, Average Salary, Current Salary, New Start Salary, and Total Number of Employees.

Browse Realignment Records by Survey FY

The Browse Realignment Records by Survey FY screen is used to browse or maintain the realignment records by fiscal year. Enter "D"isplay or "M"odify at the desired survey information and the Maintain Start Benchmark Salary Override screen is displayed which provides detailed information pertaining to that benchmark salary.

Your Action...	System Response...
1. Choose PW (Propose Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.	The Propose Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose RR (Realignment Recommendations Menu) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Realignment Recommendations Menu will appear.

3. Choose BR (Browse Realignment Rec by Survey FY) from the Realignment Recommendations Menu) and press ENTER.	The Browse Realignment Rec by Survey FY screen will appear.
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FMSAS23	PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM					01/19/2012
PHOWWA8B	PHOWWA8M	Browse Realignment Rec by Survey FY					11:52 AM
Jan 19,12						11:52 AM	
Actions: (D,M,P)							
Act	Fiscal Year	Benchmark Occu	Occu Title	Average Salary	Current Salary	New start Salary	Total Num
-	1998	2	ACCOUNTANT/AUDITOR I	22,918	21,685	23,021	449
-	1998	15	TC-TAX DEPT SECTION SUPV	30,062	26,214	30,138	140
-	1998	35	LIVESTOCK PROD MKT REPTR	19,653	18,951	19,723	13
-	1998	58	COSMETOLOGIST/BARBER	13,030	11,980	13,044	9
-	1998	63	COOK/BAKER I	12,202	11,625	12,230	533
-	1998	65	THERAPIST, RESPIRATORY	23,536	23,605		178
-	1998	96	VOLUNTEER SERVICES, COORD	17,425	17,156	17,427	22
-	1998	98	CHEMIST I	23,716	23,501	23,730	78
-	1998	107	NUTRITIONIST SENIOR	26,707	28,113		11
-	1998	108	INVESTIGATOR PERMIT, CHIEF	27,438	26,882	27,550	2
Survey FY: _____ Benchmark Occu Code: _____							
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...
4. Selection criteria include Survey FY and Benchmark Occu Code.	Information is displayed by Fiscal Year, Bench Occu code, Occu Title, Average Salary, Current Salary, New Start Salary, and Total Number of Employees.