
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6284	SPAHRS WIN – Maintain WIN Without Contract	Revision Date: 08/17/2011
		Version: 4

Table of Contents

Objective	3
Outcome	3
Overview	3
Establish a WIN (Worker Identification Number) Without Contract.....	3
Maintain WIN Without Contract.....	6

Objective

Establish or modify a WIN without a contract

Outcome

The WIN - Without Contract is established or modified

Overview

For certain WIN service types that do not require a contract (active duty National Guard members, Americorps workers, board and commission members, JTPA payroll, clients working at Mental Health facilities, and students working at the Blind/Deaf Schools), the user must initiate the WIN creation process. **This screen is NEVER used to hire contract workers.**

Establish a WIN (Worker Identification Number) Without Contract

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

Code	Description	FastPath
EP	Maintain Employee with PIN	MEWP
EE	Maintain Worker with 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 Browses	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 EE (Maintain Worker with WIN) from the Employment Menu and press ENTER.	The Maintain Worker with WIN Menu will appear.

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FMSAS23 PHV9 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/17/2011
PHIMAINU PHIMAINM Maintain Worker with WIN Menu 01:37 PM

Code Description FastPath
E0 Hire Within WIN Without Contract HEWw
Sw Separate Worker within WIN SEWw
Cw Change Compensation of Worker within WIN CCEW
Wc Maintain WIN Without Contract
Wp WIN/WORKER PROFILE VwWP
Wb WIN Browses
Co Create/Upload National Guard Callout
Ce Expire National Guard Callout

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 WC (Maintain WIN Without Contract) from the Maintain Worker with WIN Menu and press ENTER.	The Maintain WIN Without Contract screen will appear.

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FMSAS23 PHV9 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/17/2011
PHOMMPID PHOMMP1M Maintain WIN Without Contract 01:41 PM

Action: _ (D,N)

*Agency #: _____
*WIN: _____ Approval: _

*WIN Service Type: _____
SSN: _____ Contract#: _____
*Wcomp Class: _____
*Schedule: _____
*FLSA Status: _
Geo. Location: _ _ _ _ _
*Pay Method: _ *Extra Hrs: _____
*Pay Frequency: _
WIN End Date: _ _ _ _ _ Warrant Sort Details: _____
*Retirement Pgm: _____ *PERS PIN Code: _____
Trans Eff Dt: _ _ _ _ _ Transmit for Approval: _

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 or the desired action and enter the following information:</p> <p>*Agency #: Enter the agency code xxxx.</p>	
<p>5. Press ENTER.</p>	<p>The system will assign a WIN number and a (P) Pending approval status.</p>
<p>6. Enter the following information to set up the Worker Identification Number:</p> <p>*WIN Service Type: Enter a code describing the type of service to be performed. There can only be one service type per contract. SSN: Will be populated once worker is hired within WIN. Contract#: Will be populated once worker is hired within WIN from a contract. *Wcomp Class: The workers compensation classification code. *Schedule: Enter work schedule for worker. System requires a positive reporting schedule code for all WINs except Board Members. *FLSA Status: The system defaults to Non-exempt. Geo. Location: Enter up to 6 geographical codes for the WIN, optional. *Pay Method: The system defaults hourly for all workers with a K frequency. *Extra Hours: The code used for payment of overtime which tells what to do with the extra hours that are entered into report time. This code must correspond to the FLSA code. *Pay Frequency: All WINS, with the exception of BOA, AME, and TRA types, have a K frequency. WIN End Date: Date the WIN will no longer be valid. (Optional) Warrant Sort Detail: Enter the group number for sorting warrants within group. *Retirement Pgm: This field is required for board members, legislators, Rehired Retirees, or Supreme Court judges receiving retirement. *PERS PIN Code: Identification number for this WIN used by the Public Employees Retirement System. Transaction Eff Dt: Enter the effective date of the transaction. Transmit for Approval: The system will default to No; change to Yes to submit for agency approval.</p>	

Your Action ...	System Response ...
Press ENTER.	The following system message is displayed on the Maintain WIN screen: WIN-aaaa-#####-p added successfully.

Maintain WIN Without Contract

Your Action ...	System Response ...
1. Choose EM (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose EE (Maintain Worker with WIN) from the Employment Menu and press ENTER.	The Maintain Worker with WIN Menu will appear.
3. Choose WC (Maintain WIN Without Contract) from the Maintain Worker with WIN Menu. Press ENTER.	The Maintain WIN Without Contract screen will appear.

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FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/17/2011
PHOMMP1D PHOMMP1M Maintain WIN Without Contract 02:07 PM

Action: M (A,C,D,M,N,P)

*Agency #: 0161 DFA-FINANCE AND ADMINISTRATION
*WIN: ____20 Approval: A

*WIN Service Type: BOA BOARD/COMM MMBRS (Defaults to EC Table Obj.
SSN: Contract#:
*Wcomp Class: _____
*Schedule: 00 SCHEDULE POSTIVE REPORTING
*FLSA Status: _
Geo. Location: _ _ _ _ _
*Pay Method: H Hourly *Extra Hrs: __
*Pay Frequency: T Travel
WIN End Date: 06 25 2007 Warrant Sort Details: _____
*Retirement Pgm: _____ *PERS PIN Code: 0000_
Trans Eff Dt: _ _ _ Transmit for Approval: N

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 ...
4. Choose Modify and enter the following information: *Agency #: Enter the agency code xxxx. *WIN: Enter the WIN number. Approval: The system will default to A; if the record being modified is pending approval, enter the P. 5. Press ENTER.	

Your Action ...	System Response ...
<p>6. Enter the information to be added or modified on the screen.</p> <p>Tran Eff Date: Enter the date this transaction is to be effective.</p> <p>Transmit for Approval: The system will default to No; change to Yes to submit for approval.</p>	
<p>Press ENTER.</p>	<p>The modification of the WIN has been requested and the following message is displayed on the Maintain WIN Without Contract screen:</p> <p>WIN-aaaa-#####-p modified successfully OR Pending record has been updated - approved by system.</p>