
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6285	SPAHRs WIN – Hire a Worker in a WIN Without Contract	Revision Date: 08/31/2011 Version: 4

**SPAHRS WIN
Hire a Worker in a WIN Without Contract
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Objective

Hire a worker into a WIN Without Contract.

Outcome

A worker without a contract is hired into the available WIN.

Overview

Workers may be hired into existing WINs. A WIN without a contract must have been established for this to occur.

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

FMSAS23	PHV5	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	08/24/2011
PHIMAINU	PHIMAINM	Employment Menu	09:05 AM
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 Browsers	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 Employee with WIN) from the Employment Menu and press ENTER.	The Maintain Employee with WIN Menu will appear.

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FMSAS23 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/24/2011
PHIMAINU PHIMAINM Maintain Worker with WIN Menu 09:43 AM

Code Description FastPath
EO 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 Browsers
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 EO (Hire Within WIN Without Contract) from the Maintain Employee with WIN Menu and press ENTER.	Hire Within WIN Without Contract screen will appear.

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FMSAS23 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/24/2011
PHOMHWPD PHOMHWPM Hire Within WIN Without Contract 09:52 AM

*Action: _ (B,D)
*Agency: ____ *SSN: _____
*WIN: _____
Requested Effective Date: __ __ ____ Approval: _

*Wcomp Class:
*Schedule: *FLSA Status:
Pay Frequency:
Pay Method: *Extra Hrs:
Geo Location:
WIN Hire Date: __ __ ____
*New hire Reason: HEWWIN
Expected End Date: __ __ ____
*Retirement Pgm: *PERS PIN Code:
Hourly Rate Weekly Rate Monthly Rate
*Proposed Salary: _____ Transmit for Approval: _

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

Your Action ...	System Response ...
<p>4. Choose Add and enter the following information:</p> <p>*Agency #: Enter the agency code XXXX. *SSN: Enter the worker's social security number. *WIN: Enter an established and approved WIN number. Requested Effective Date: The system will default to current date.</p>	
<p>5. Press ENTER.</p>	
<p>6. Enter the following information to hire the worker without a contract:</p> <p>*Wcomp Class: The workers compensation classification code. *Schedule: The system will populate the schedule assigned to the WIN. *FLSA Status: The system will populate the FLSA status assigned to the WIN. Pay Frequency: This will default to K (WINS Bi-weekly Delay). Pay Method: This will default to H (Hourly). *Extra Hrs: The system will populate the extra hour's code assigned to the WIN. Geo. Location: The system will populate the Geo Locations assigned to the WIN. WIN Hire Date: Enter the date the worker is to begin working. NOTE: The hire date must be on or after the date the WIN is established. *New Hire Reason: This will default to HEWWIN (Hire Worker Within Win). Expected End Date: Enter the date the WIN is scheduled to end - optional. *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. *Proposed Hourly Rate/Weekly Rate/Monthly Rate: Enter the hourly rate for all WINS paid on the K frequency. This field may remain blank for WINS paid on other pay frequencies.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>Transmit for Approval: Enter "Y"es to indicate that the information is complete and the request is ready to be sent for approval; enter "N"o to indicate the record is not ready for approval. If the approval has been approved but not processed, the value will be "F" - approved for a future date. If the record has been approved, it cannot be modified unless the user first withdraws the approval record.</p>	
<p>7. Press ENTER.</p>	<p>If the worker demographics have not been created or were not created with all required fields, a Maintain Employee/Worker Demographics screen will appear for completion.</p> <p>Instructions for completing this screen are detailed in 6212 – Employment Maintain Employee/Worker Information. Under Maintain Employee Agency Information.</p> <p>Otherwise, the Maintain Employee/Worker Eligibility Information screen will appear with an action of Add. The system will display information about the WIN which was previously entered in the Maintain WIN process.</p>

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FMSAS23 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/24/2014
PHOMDM4D PHOMDMFM Maintain Employee/worker Eligibility Info 12:29 PM
                                                    1 more >
*Action: _ (A,C,D,M) Press PF3 to continue
*Agency: _____ *SSN: _____

P/W PIN/WIN PIN/WIN PIN/WIN
Ind Nbr Hire Date Term Date *Eligibility Sequence Nbr
-----
- _____
- _____
- _____
- _____

Agency Hire Date...: Employee Status:
Agency Term Date...: From: To:
I9/E-Verify Status: _ Transaction Date: _ _ _

Last Upd Date/Time: Last Upd UserId:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Hist Left Right Quit
    
```

Your Action ...	System Response ...
<p>8. Enter the following information:</p> <p>I9/E-Verify Status: Enter Yes or No. Information and documentation submitted by newly hired employees regarding their U.S. citizenship status, whether a U.S. citizen, in the U.S. on a passport, or is an alien.</p> <p>*Eligibility Sequence Nbr.: Enter a valid code indicating if the worker is a board member, Rehired Retirees WIN, contract worker, etc.</p>	
<p>9. Press ENTER.</p>	<p>Message displayed:</p> <p>Employee-Agency xxxxxxxxx-xxx added successfully.</p>
<p>10. Press F3.</p>	<p>The worker has been placed in the WIN and the following message is displayed:</p> <p>Employee- xxxxxxxxx-xxxx-w-xp modified successfully OR Pending record has been updated - approved by system.</p>