
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6288	SPAHRs Change Compensation Within WIN	Revision Date: 09/07/2011
		Version: 4

Table of Contents

Objective	3
Outcome	3

Objective

Develop an understanding of how to change compensation of a worker.

Outcome

Compensation of a worker in a WIN is changed.

This screen is used to change compensation for workers in either WINs without Contracts or Contract WINs.

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

FMSAS23	PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	09/07/2011
PHIMAINU	PHIMAINM	Employment Menu	09:15 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 Worker with WIN) from the Employment Menu and press ENTER.	The Maintain Worker with WIN Menu will appear.

FMSAS23	PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	09/07/2011
PHIMAINU	PHIMAINM	Maintain Worker with WIN Menu	09:17 AM
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 CW (Change Compensation of Worker within WIN) from the Maintain Worker with WIN Menu and press ENTER.	The Change Compensation of Worker within WIN screen will appear

FMSAS23 PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	09/07/2011
PHOMCN1D PHOMCN1M	Change Compensation of Worker within WIN	09:20 AM
* Action: _ (B,C,D,M,N,P)		
* Agency: _____	* WIN: _____	* SSN: _____
Requested Effective Date: _ _ _ Approval: _		
Contract #:	Fiscal Year:	
Hire Date:		
Pay Frequency:		
Pay Method:		
	Hourly Rate	Weekly Rate
* Proposed Salary: _____	_____	_____
Pay Change Reason: CCOMWIN Change Compensation on a WIN		
Pay Change Start Date: _ _ _		
Transmit for Approval: N		
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. Choose Modify and enter the following fields:</p> <p>*Agency: The agency code xxxx. *WIN: The WIN to be changed. *SSN: The Social Security Number.</p>	
5. Press ENTER.	The system will display the current worker's record.
<p>6. Enter the following fields:</p> <p>Requested Effective Date: The system will populate the date of the last active record and will change to the current date once the record has been submitted for approval. Approval: The system will populate with an Active and will change to Pending when transmitted for approval. Contract #: The system will populate the contract number, if applicable. Fiscal Year: The system will populate the current fiscal year. Hire Date: The system will populate the worker's hire date. Pay Frequency: The system will populate the K frequency if worker is in a contract WIN.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>Pay Method: The system will populate the Hourly pay method.</p> <p>Proposed Salary Hourly Rate/Weekly Rate/Monthly Rate: Enter the hourly rate for all WINs paid on the K frequency.</p> <p>Pay Change Reason: System defaults to CCOMWIN - Change Compensation on a WIN</p> <p>Pay Change Start Date: MM DD YYYY. The Date the pay change is to be effective.</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>Approval code will be assigned. The following message will be displayed:</p> <p>Employee #####-aaaa-W-#-# modified successfully OR Pending record has been updated - approved by the system.</p>