
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6289	SPAHRs WIN – Separate Worker within WIN	Revision Date: 10/31/2011
		Version: 4

Table of Contents

Objective	3
Outcome	3

Separate Worker within WIN

Objective

Develop an understanding of how to separate a worker from a WIN.

Outcome

A worker in a WIN is separated.

This screen is used to separate workers from either WINs without Contract or Contract WINs.

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	09/07/2011
PHIMAINU	PHIMAINM	Employment Menu	01:02 PM
Code	Description		FastPath
EP	Maintain Employee with PIN		MEWP
EE	Maintain Worker with WIN		MEW
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	PHV5	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	09/07/2011
PHIMAINU	PHIMAINM	Maintain Worker with WIN Menu	01:09 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 SW (Separate Worker within WIN) from the Maintain Employee with WIN Menu and press ENTER.	The Separate Worker within WIN screen will appear.

FMSAS23	PHV5	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	09/07/2011
PHOME6D	PHOME6M	Separate Worker within WIN	01:34 PM

* Action: (B,C,D,M,N,P)

* Agency: _____ * SSN: _____
* WIN: _____
Effective Date: __ __ ____ Approval: __

Contract#:
Service Type: ____
* Separation Reason: ____
Separation Date: __ __ ____
In Good Standing: _

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 Modify and enter the following information:</p> <p>*Agency: The agency code xxxx. *SSN: Worker's social security number. *WIN: The Worker Identification Number for the worker being separated. Effective Date: This will default to the current date; otherwise, enter the effective date in MM DD YYYY format. Approval: The system will assign a Pending approval status.</p>	
<p>5. Press ENTER.</p>	
<p>6. Enter the following information:</p> <p>Contract #: Populated by the system. Service Type: Populated by the system. *Separation Reason: Code denoting the reason for the separation. Separation Date: MM DD YYYY. In Good Standing: Valid entries include Yes or No. Transmit for Approval: Enter "Y"es to indicate that the information is complete and the request is ready to be sent for approval; "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>The worker will have been separated and the following message will be displayed;</p> <p>WIN ####-aaaa-W-WIN#-# separated successfully OR Pending record has been updated - approved by system.</p>