
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6301	SPAHRs PR Calculate Pay	Revision Date: 08/12/2015
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SPAHRS Payroll Calculate Pay Table of Contents

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Objective

Develop an understanding of the Calculate Pay process.

Outcome

An understanding of the process, key concepts, and menus is obtained.

Overview

Calculate pay is a function of payroll that consists primarily of a series of batch jobs and internal processing by SPAHRS. The system calculates gross earnings, taxes, deductions, net pay, and overtime pay based on the time reports entered for employees and contract workers, and data contained in numerous tables throughout SPAHRS.

Reading the Employees' Time Reports

The first step in Calculate Pay requires the system to go back to the Position record to find items, such as pay frequency, and authorized earning supplements. Examples of supplements include pilots who fly state airplanes and are paid an additional \$50.00 per month whether or not they fly during that month; special duty pay; duty location pay; etc. The system then goes to each time report and reads time worked, any additional earnings, and leave taken. The system then calculates gross pay for each employee. Gross pay includes all cash payments (salary, overtime), reimbursements, and any imputed income such as state vehicle use, taxable value of life insurance, housing, etc.

From the gross pay data, the system then calculates the adjusted gross pay. This includes all cash payments but does not include the imputed income. If a hire or termination date or a leave of absence is recorded for a salaried employee that falls inside of a pay period, the system will calculate a partial pay period; this is done by calculating the actual hours worked x the hourly rate. All employees have hourly, monthly, and annual rates recorded by the system.

Payroll Deductions and Taxes

All taxes (including retirement) and deductions (insurance, debt, and miscellaneous) have already been established in the appropriate tables in the system. All deductions have been established with a priority assigned to them; this allows the system to perform a calculation on an employee who may not have earned enough money in that specific pay period to pay all of his or her deductions; the system will take the deductions from the worker's pay based on their assigned priority. Deductions for child support, tax liens and garnishments are allocated based on priorities established within the system and by the mandated maximum amounts that may be deducted.

If an employee requests additional tax withholding, the system will first deduct the tax table amount and remaining deductions, then deduct the additional tax withholding if the employee has sufficient earnings. Each deduction has parameters that can be established to govern its use; for example, if the next retirement calculation exceeds the maximum amount allowed, the system will withhold only the amount required to reach that maximum.

SPAHRS has a feature which allows an agency to go into a specific deduction for an employee and temporarily suspend it to enable the Calculate Pay function to bypass that deduction when generating payroll.

Calculate Over Time Hours

SPAHRS has several different options that can be used for tracking and payment of overtime. The Default Work Schedules, FLSA status, and Extra Hours codes set up in the Position process provide work cycles for all types of personnel and also provide direction to the system for handling those hours. Both exempt and non-exempt employees are included; agencies with public safety and emergency response personnel and hospital personnel are also specifically provided for in the system.

The Fair Labor Standards Act allows work cycles to be established that deviate from the 7-day, 40-hour work week. Personnel identified in public safety and emergency response positions may choose a work cycle of 28-days days. Hospital personnel may be placed on a 14 day, 8/80 work cycle.

The system provides the option for an employee to be paid for extra hours or to accrue it as comp time. The Extra Hours field on the Position and WIN record defines whether the worker is to be paid or accrue extra hours worked. If it is desired to pay an employee for all extra hours worked, CALBK must be authorized on the position. Payment for the extra hours that are subject to time and a-half under FLSA only requires the employee to be non-exempt. If the maximum hours allowed for accrual by FLSA are reached, the system will automatically generate payment of the overage time.

Leave Accrued/Taken

Extra hours not paid are updated to the appropriate compensatory leave balances. However, the remainder of leave accruals is recorded separately from Calculate Pay. In SPAHRS, leave accruals are estimated by DFA at the close of the month. When all time and leave has been entered, the agency can submit the actual run online for leave accrual. The actual can only be run once for a month.

Actual leave taken is updated in each payroll run. Also, leave accrued for comp time and holiday worked is also updated in each payroll run for work cycles completed within the pay period.

Preliminary Payroll Runs

The preliminary payroll run calculates gross to net pay only and does not create any accounting transactions. This process generates reports which show errors such as employees with no default accounting distributions, deductions that could not be taken from a payroll, employees with time reporting errors, etc. These reports are then used by the agencies to make corrections to their payroll. Multiple preliminary runs may be required in order for the final payroll run to be error free.

Final Payroll Run

Each agency is responsible for running its final payroll. This must occur by the established deadline. Review the websites www.mmrs.state.ms.us or www.dfa.state.ms.us for posting of payroll due dates. When the agencies initiate their payroll runs, electronic approval is automatically applied. DFA will look at the status of each payroll to ensure the final payroll has been run and that the payroll is error free. DFA then uploads all accounting transactions (JV Files) to MAGIC.

The preliminary and final runs are generated from screens appearing on the Approve/Release Pay menu (**PA PA**). Agencies also initiate actual monthly leave accruals from this menu.

If there are problems in an agency's payroll that must be corrected prior to posting to MAGIC, DFA can exclude that agency from further processing. For example, if cash is insufficient, JVs will not be sent to MAGIC nor will warrants/EFTs be written. Also, if an employee on the payroll is found to be without a default accounting distribution, SPAHRS will not stop that agency's payroll from further processing. That employee's payroll does not get calculated if there is no default accounting distribution.

KEY CONCEPTS	DESCRIPTION
Gross Pay	All cash payments (salary, overtime pay, etc.) and all imputed income.
Imputed Income	Income that is not cash but has value to the employee such as being assigned a state vehicle for professional use, housing, taxable value of life insurance, etc.
Adjusted Gross Pay	Actual cash payments. Imputed income is not included.
Prioritized Deductions	All deductions have a priority assigned to them which indicates to the system the order in which the deductions are to be taken from an employee's pay.
Net Pay	Adjusted gross - pretax deductions - taxes - after tax deductions = net pay

Calculate Pay

The calculate pay options are mainly used to view an employee's earnings and resulting records affecting earnings. System generated data can be viewed on screen or data can be printed by requesting batch job submissions.

The Calculate Pay process includes various screens and reports relating to payroll calculations.

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

FMSAS23 PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	06/01/2015
PHIMAINU PHIMAINM	Payment Menu	10:51 AM
Code	Description	FastPath
CP	Calculate Pay	CALC
GS	Generate SAAS Transactions	SAAS
RD	Remit Taxes and Deductions Menu	REMD
DP	Distribute Pay	DISP
PA	Approve/Release Pay	RPAY
FT	File Tax Reports	FIAX
AP	Adjust Pay	ADJP
PT	Earnings, Tax, and Deduction Tables	ETDT
OT	Other Payroll Tables	PAYT
PR	Payroll Reports	
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 CP (Calculate Pay) from the Payment Menu and press ENTER.	The Calculate Pay Menu will appear.

FMSAS23 PHV6	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	04/30/2015
PHIMAINU PHIMAINM	calculate Pay Menu	01:15 PM
Code	Description	FastPath
PC	Pay Period Comparison	PPCM
PD	Pay Details Earnings/Deductions/Tax Summary	PDTL
AC	Additional Compensation	ACMP
OC	Payroll On-Line Calculation	PYOC
PP	Pay Period Comparison Summary Report	
PS	Reprint Pay Detail/Summary Report	RPDR
PB	Browse Pay Details	PDBR
PW	Browse Pay Details by Warrants/EFT's	PDBW
PL	Browse Pay Details by Location	PLBR
QT	Browse Quarter to Date File	QTD
Code: __		
Direct Command: _____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Help Main End Quit		

Calc Pay Reports

Pay Period Comparison

The Pay Period Comparison screen is used to compare a worker's pay information for one pay period to the previous pay period.

Your Action ...	System Response ...
3. Choose PC (Pay Period Comparison) from the Calculate Pay Menu and press ENTER.	The Pay Period Comparison screen will appear.

FMSAS23 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2014	
PHPCPD1D PHPCPD1M Pay Period Comparison 11:28 AM	
Action: (B,D,N)	
*Agency: xxxx *SSN: xxxxxxxx [REDACTED]	
*PayEndDate: 10 31 2014 Pay Freq: S Emp Status: A	
PIN: [REDACTED] Pay Dt: 11/14/2014 Pay Rate: 3385.50 SLRY	
EARNINGS:	Type Current Prior Type Current Prior
_1 of 3	REGSH 3385.50 3385.50 CPTIM
	PERLV
GROSS PAY:	3385.50 3385.50
PRE-TAX:	HLCDP 87.50 87.50
_1 of 3	DOTMF 83.50 83.50
	DOTDC 20.83 20.84
TAXES:	RPERS 304.70 304.70 MCARE 46.31 46.31
_1 of 5	FIT 318.03 318.03 MSIT 121.00 121.00
	FICA 198.01 198.01
AFTER TAX:	MPACT 189.50 189.50 WAIVL
_1 of 3	PPLEG 7.97 7.98
NET PAY:	2008.15 2008.13
Direct Command: _____	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---	
Help Main End Bkwd Fwd Prnt Quit	

Your Action ...	System Response ...
4. Choose Display and enter the following information: *Agency: Enter the agency code xxxx. *SSN: Enter the employee's Social Security Number. Pay End Date: Enter the ending date of the pay period. Pay Freq: Enter the frequency code for the record (ex. M=Monthly, T=Travel)	
5. Press ENTER.	The following system message will be displayed: XXXX-XXXXXXXXXX-XX-XX-XX Displayed Successfully.

Pay Details Earnings/Deductions/Tax Summary

The Pay Details Earnings/Deductions/Tax Summary screen is used to review the details of a worker's pay for a specific pay period. The Pay Details Earnings/Deductions/Tax Summary screen lists the details for the current payment, pay period to date, and year to date. Quarter to date values is listed for the Gross and Net pay only. Employees, who accumulate earnings based on a school calendar, will also have a display of the year to date gross school earned and paid.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose CP (Calculate Pay) from the Payment Menu and press ENTER.	The Calculate Pay Menu will appear.
3. Choose PD (Pay Details Earnings/Deductions/Tax Summary) from the Calculate Pay Menu and press ENTER.	The Pay Details Earnings/Deductions/Tax Summary screen will appear.

FMSAS23 PHV7 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/17/2012							
PHPCPD3D PHPCPD3M Pay Details Earnings/Deductions/Tax Summary							12:35 PM
							2 more >
Action: _ (D,N)							
*Agency: 0000 *SSN: 000000001	XXXXXXXX	XXXXXXXX					
Pay End Date: 04 30 2012	Pay Freq: M	Status..: P - PRELIMINARY					
PIN/WIN: 2	Pay Date: 04/30/2012	Pay Rate: 3430.34	SLRY				
	--- E A R N I N G S ---		SCHOOL				
	Period Amt	PPTD Amt	QTD Amt	YTD Amt	YTD Earn/Paid		
Gross Pay:	3430.34	3430.34					
Net Pay..:	2793.80	2793.80					
Adj Gross:	3430.34						
1 of 1							
Type	Curr Amt	PPTD Amt	YTD Amt	Curr Hrs	PPTD Hrs	YTD Hrs	
REGSH	3430.34	3430.34		168.00	168.00		
LastUpdtm: 05/17/2012 12:28:12.6 PM LastUpdtUser/Pgm: PH730P29 PHPCPD3X							
Direct Command: _____							
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---							
Help Main End Bkwd Fwd Prnt Left Right Quit							

Your Action ...	System Response ...
4. Choose Display and enter the following information must be entered: *Agency: Enter the agency code xxxx. *SSN: Enter the employee's Social Security Number. Pay End Date: Enter the ending date of the pay period. Pay Freq: Enter the frequency code for the record (ex. M=Monthly, T=Travel).	This screen contains three panels that can be accessed by pressing F11 for forward panels and F10 for previous panels. NOTE: PPTD = as of pay period to date. QTD = as of pay period calendar year quarter end date. YTD = calendar year as of display date.

Your Action ...	System Response ...
5. Press ENTER.	The following system message will be displayed: XXXX-XXXXXXXXXX-XX-XX-XX Displayed Successfully.
6. Press F11 to access the second panel of this screen.	The second panel of this screen will appear.

```

FMSAS23  PHV7          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      05/17/2012
PHPCPD3D PHPCPD4M    Pay Details Earnings/Deductions/Tax Summary          12:37 PM
< 1 more                                     1 more >
Action: = (D,N)
*Agency: 0000 *SSN: 000000001  XXXXXXXX XXXXXXXX
Pay End Date: 04 30 2012      Pay Freq: M          Status..: P - PRELIMINARY
PIN/WIN: 2                   Pay Date: 04/30/2012 Pay Rate: 3430.34  SLRY
                               --- D E D U C T I O N S ---
1 of      Seq  Worker  Worker  Worker  Employer  Employer  Employer
Ind Type  Nbr  Curr Amt  PPTD Amt  YTD Amt  Curr Amt  PPTD Amt  YTD Amt

LastUpdtm: 05/17/2012 12:28:12.6 PM  LastUpdtUser/Pgm: PH730P29 PHPCPD3X
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                               Bkwd Fwd Prnt Left Right Quit

```

Your Action ...	System Response ...
7. Press F11 to access the third panel of this screen.	The third panel of this screen will appear.

```

FMSAS23  PHV7          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      05/17/2012
PHPCPD3D PHPCPD5M    Pay Details Earnings/Deductions/Tax Summary          12:38 PM
< 2 more                                     1 more >
Action: _ (D,N)
*Agency: 0000 *SSN: 000000001  XXXXXXXX XXXXXXXX
Pay End Date: 04 30 2012      Pay Freq: M          Status..: P - PRELIMINARY
PIN/WIN: 2                   Pay Date: 04/30/2012 Pay Rate: 3430.34  SLRY
                               --- T A X E S / P E R S ---
1 of 5      Period Amt  PPTD Amt  QTD Amt  YTD Amt
RPERS Worker      308.73    308.73
Employer      443.54    443.54
Wage Base    3430.34   3430.34

FIT Worker
Employer
Wage Base    3121.61   3121.61

FICA Worker      144.07    144.07
Employer      212.68    212.68
Wage Base    3430.34   3430.34

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                               Bkwd Fwd Prnt Left Right Quit

```

Additional Compensation

The Additional Compensation screen is used to submit an online request for a report detailing all additional compensation for a given pay period by a selected agency. Information provided on the report includes Name, Social Security Number, Additional Compensation Code, Description, Dollars, Hours and Percentage.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose CP (Calculate Pay) from the Payment Menu and press ENTER.	The Calculate Pay Menu will appear.
3. Choose AC (Additional Compensation) from the Calculate Pay Menu and press ENTER.	The Additional Compensation screen will appear.

```

FMSAS23  PHV1          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      12/01/2014
PHPCAC1D PHPCAC1M          Additional Compensation                      01:00 PM

                                     *Agency:  ____
                                     *PP End Date:  __  __  ____
                                     *Pay Frequency:  -

Direct Command:  _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Help  Main  End                                           Quit
    
```

Your Action ...	System Response ...
4. Enter the following information: *Agency: Enter the agency code xxxx. *PP End Date: Enter the ending date of the pay period. *Pay Frequency: Enter the frequency code for the record (ex. M=Monthly, T=Travel).	
5. Press ENTER.	The Batch Job Submission pop-up window appears which directs the generation of the report.
6. Press ENTER.	The system will display the following message: XXXXX XXXXXXXX Has Been Submitted Successfully.

Pay Period Comparison Summary Report

The Pay Period Comparison Summary Report screen is used to request a report comparing a summary of payroll information from the last and current pay periods for an agency. Information provided on the Pay Period Comparison Summary report includes Earnings, Current, Prior and Difference. Information provided on the Pay Period Comparison By Employee report includes Employee Name, Social Security Number, Transaction Code, Current, Prior and Difference.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose CP (Calculate Pay) from the Payment Menu and press ENTER.	The Calculate Pay Menu will appear.
3. Choose PP (Pay Period Comparison Summary Report) from the Calculate Pay Menu and press ENTER.	The Pay Period Comparison Summary Report screen will appear.

FMSAS23 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2014 PHPCPD6D PHPCPD6M Pay Period Comparison Summary Report 01:03 PM
*Agency: _____ PP End Date: _ _ _ _ *Pay Frequency: _ Details (Y/N): N
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Main End Quit

Your Action ...	System Response ...
4. Enter the following information: *Agency: Enter the agency code xxxx. PP End Date: Enter the ending date of the pay period. *Pay Frequency: Enter the frequency code for the record (ex. M=Monthly, T=Travel). Details (Y/N): Defaults to N . Change to Y in order to generate the Pay Period Comparison By Employee report.	
5. Press ENTER.	The Batch Job Submission pop-up window appears which directs the generation of the report.

Payroll On-Line Calculation

The Payroll On-Line Calculation screen allows a payroll officer to perform a gross to net calculation on an employee or worker without running a preliminary payroll. The impact on a worker's net pay due to changes in salary, deductions, or taxes can be viewed prior to running payroll.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose CP (Calculate Pay) from the Payment Menu and press ENTER.	The Calculate Pay Menu will appear.
3. Choose OC (Payroll On-Line Calculation) from the Calculate Pay Menu and press ENTER.	The Payroll On-Line Calculation screen will appear.

```

FMSAS23 PHV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/04/2012
PHPCIF1D PHPCIF1M Payroll On-Line Calculation 01:55 PM

*Agency: _____ *SSN: _____
*PP End Date...: __ __ __ *Pay Freq...: _ P/W Ind...: P (P/W)
Hourly Rate...: Salary.....: Pay Methd:
Adjusted Gross: Gross Pay...: Net Pay...: 0.00
School Earned.: School Paid: Contract#:
1 of
Trans Trans PIN/WIN# Pay Period Employee Employer Wage
Code Type or Seq# Hours Amount Amount Base
-----
-----

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. Enter the following information: *Agency: Enter the agency code xxxx. *SSN: Enter the employee's Social Security Number. *Pay Period End Date: Enter the end date in MM DD YYYY. *Frequency: Enter the current frequency of the position (M=Monthly, W=Weekly, etc.) P/W Ind: Enter P for PIN or W for WIN employee.	
5. Press ENTER.	The employee or worker's work cycle hours, dates and overtime information screen will appear.

```

+-----Details of expected overtime-----+
|----- Information linked to Work Cycles to be paid in this Pay Period -----|
|      Start Date  End Date  Work Cyc  Applic  EXTWK  CALBK  Total Agency  FLSA  |
|      Start Date  End Date  Wk + Hrs  Hours  Hours  Hours  Hours  Comp  Ovrtime  |
|-----+-----+-----+-----+-----+-----+-----+-----+-----+-----|
|      11/30/2011 12/06/2011 1   40.00  32.00                32.00  |
|      12/07/2011 12/13/2011 1   40.00  40.00                40.00  |
|      12/14/2011 12/20/2011 1   40.00  40.00                40.00  |
|      12/21/2011 12/27/2011 1   40.00  24.00               24.00  |
|-----+-----+-----+-----+-----+-----+-----+-----+-----+-----|
|----- Applicable Pay Cycle Info -----|
| Current Start Date.: 12/01/2011      Current End Date...: 12/31/2011  |
| Previous Start Dates: 07/01/2011      Previous End Dates.: 07/31/2011  |
|                          06/01/2011      06/30/2011  |
| Total Agency Comp...:                  Total FLSA Overtime:  |
| Holiday Worked Hours:  |
| Additional comments.: No overtime to be paid  |
    
```

Your Action ...	System Response ...
6. Press ENTER.	The system will calculate the employee's detail pay information for the pay period and frequency entered.

```

FMSAS23  PHV4          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      04/04/2012
PHPCIF1D PHPCIF1M          Payroll On-Line Calculation                02:05 PM

*Agency: _____ *SSN: _____
*PP End Date...: 12 31 2011  *Pay Freq...: M          P/W Ind...: P (P/W)
Hourly Rate...: 20.34        Salary.....: 3538.75      Pay Methd: S
Adjusted Gross: 3538.75      Gross Pay...: 3541.55     Net Pay...: 2316.61
School Earned.:              School Paid:          Contract#:
  1 of 11
Trans   Trans   PIN/WIN#  Pay Period  Employee   Employer   Wage
Code    Type    or Seq#   Hours      Amount     Amount     Base
-----+-----+-----+-----+-----+-----+-----
REGSH  EARNINGS    64        152.00     3538.75
HOLID  EARNINGS    64         24.00
LIFEI  EARNINGS    64          2.80
XDCSP  PRE-TAX     2          593.00     356.00
SLIFP  PRE-TAX     1          10.20     10.20
MWHTP  PRE-TAX     1          74.66
RPERS  TAXES       1          318.49     424.65     3538.75
FIT    TAXES       1           2545.20
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Main End                               Bkwd Fwd                               Quit
    
```

Calculate Pay Browse

There are 4 screens available for browse features within the Calculate Pay Menu. These screens allow for displaying of the Pay Details Earnings/Deductions/Tax Summary screens and for the viewing of calendar year, quarter-to-date records.

Your Action ...	System Response ...
<p>3. Choose PW (Browse Pay Details by Warrants/EFT's) from the Calculate Pay Menu and press ENTER.</p> <p>Selection criteria includes Agency Number, SSN, Warrant/EFT Number, and Pay Period End Date</p>	<p>The Browse Pay Details by Warrants/EFT's screen will appear.</p> <p>Information is provided by Agency, SSN, Warrant/EFT Number, F/P Indicator, Payroll Run Number, Pay Period End Date, Supplemental Run Number, Supplemental Run Date and Adjustment Type in Warrant/EFT Number order.</p>

FMSAS23 PHV5	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	04/09/2012
PHPCPD9B PHPCPD9M	Browse Pay Details by Warrants/EFT's	09:38 AM
(D)	Warrant/	F/P
Act Agcy	SSN	Ind
	EFT Nbr	Payroll
		Run Nbr
		Pay Period
		End Date
		Suppl
		Run Nbr
		Suppl
		Run Date
		Adj
		Typ

*** End of Data ***		
*Agency: 0000 *SSN: _____ Warrant/EFT No.: _____		
PP End Date: __ __ __ (MMDDYYYY)		
Direct Command: _____		
Enter-PF1---	PF2---	PF3---
Help	Main	End
	Note	Bkwd
	Fwd	Prnt
		Quit
		PF12---

Your Action ...	System Response
<p>4. Enter Display in the action field next to the record to be viewed and press ENTER.</p>	<p>The Pay Details Earnings/Deductions/Tax Summary screen will appear.</p>

Browse Pay Details by Location

Your Action ...	System Response
<p>1. Choose PA (Payment) from the Main Menu and press ENTER.</p>	<p>The Payment Menu will appear.</p>
<p>2. Choose CP (Calculate Pay) from the Payment Menu and press ENTER.</p>	<p>The Calculate Pay Menu will appear.</p>
<p>3. Choose PL (Browse Pay Details by Location) from the Calculate Pay Menu and press ENTER.</p> <p>Selection criteria includes Agency Number, SSN, and Pay Period End Date</p>	<p>The Browse Pay Details by Location screen will appear.</p> <p>Information is provided by Agency, SSN, F/P Indicator, Payroll Run Number, Pay Period End Date, Supplemental Run Number, Supplemental Run Date and Adjustment Type.</p>

FMSAS23	PHV5	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM					04/09/2012	
PHPCPD0B	PHPCPD0M	Browse Pay Details by Location					09:49 AM	
Location: 6600								
(D)			F/P	Payroll	Pay Period	Supplement	Supplement	Adj
Act	Agcy	SSN	Ind	Run Number	End Date	Run Number	Run Date	Typ
---	---	-----	---	-----	-----	-----	-----	---
<p>*Agency: ____ *SSN: _____ PP End Date: __ __ ____ (MMDDYYYY)</p> <p>Direct Command: _____</p> <p>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12----</p> <p>Help Main End Note Bkwd Fwd Prnt Quit</p>								

Your Action ...	System Response
4. Enter D isplay in the action field next to the record to be viewed and press ENTER.	The Pay Details Earnings/Deductions/Tax Summary screen will appear.

Browse Quarter to Date File

Your Action ...	System Response
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose CP (Calculate Pay) from the Payment Menu and press ENTER.	The Calculate Pay Menu will appear.
3. Choose QT (Browse Quarter to Date File) from the Calculate Pay Menu and press ENTER.	The Browse Quarter to Date File screen will appear.
A selection criterion includes Calendar Year, Agency Number, and SSN.	Information is provided by Calendar Year, Agency, SSN, and Employee Name.

```

FMSAS23 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2012
PHPQTD1B PHPQTD1M Browse Quarter to Date File 9:59 AM

Actions: (D)
Act Year Agency SSN Name
--- ---- -

Year: ____ *Agency: ____ *SSN: _____

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

Your Action ...	System Response
4. Enter Display in the action field next to the record to be viewed and press ENTER.	The Maintain Quarter to Date File screen will appear. This is a 5 panel screen displaying information by quarter for Gross and Net pay, Amount per earnings code, Hours per earnings code, Employer share of State Health and Life deductions, Employer share of Social Security and Retirement contributions, and Wage Bases for all taxes and retirement. All frequency types are included in the amounts.

```

FMSAS23 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2012
PHPQTD1D PHPQTD2M Maintain Quarter to Date File 10:04 AM
4 more >
*Action: _ (C,D,N) Name:
Year: ____ Agency: ____ *SSN: _____

Gross Pay Net Pay
-----
Quarter-1: _____
Quarter-2: _____
Quarter-3: _____
Quarter-4: _____

LastUpdDtTm: LastUpdtUser/Pgm:

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

Your Action ...	System Response
5. Press F11 to access the second panel of this screen.	

```

FMSAS23 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2012
PHPQTD1D PHPQTD3M Maintain Quarter to Date File 10:06 AM
< 1 more 3 more >
*Action: _ (C,D,N) Name:
Year: ____ Agency: ____ *SSN: _____

Trans  Trans  Quarter-1  Quarter-2  Quarter-3  Quarter-4
Type  Code   Seq      Amount     Amount     Amount     Amount
-----
1 Earngs
2 Earngs
3 Earngs
4 Earngs
5 Earngs
6 Earngs
7 PreTax
8 PreTax
9 PreTax
10 PreTax

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

Your Action ...	System Response
6. Press F11 to access the third panel of this screen.	

```

FMSAS23 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2012
PHPQTD1D PHPQTD4M Maintain Quarter to Date File 10:06 AM
< 2 more 2 more >
*Action: _ (C,D,N) Name:
Year: ____ Agency: ____ *SSN: _____

Trans Trans Quarter-1 Quarter-2 Quarter-3 Quarter-4
Type Code Seq Hours Hours Hours Hours
-----
1 Earngs
2 Earngs
3 Earngs
4 Earngs
5 Earngs
6 Earngs
7 PreTax
8 PreTax
9 PreTax
10 PreTax

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

Your Action ...	System Response
7. Press F11 to access the fourth panel of this screen.	

```

FMSAS23 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2012
PHPQTD1D PHPQTD5M Maintain Quarter to Date File 10:07 AM
< 3 more 1 more >
*Action: = (C,D,N) Name:
Year: ____ Agency: ____ *SSN: _____

Trans Trans Quarter-1 Quarter-2 Quarter-3 Quarter-4
Type Code Seq Employer Amt Employer Amt Employer Amt Employer Amt
-----
1 Earngs
2 Earngs
3 Earngs
4 Earngs
5 Earngs
6 Earngs
7 PreTax
8 PreTax
9 PreTax
10 PreTax

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

Your Action ...	System Response
8. Press F11 to access the fifth panel of this screen.	

```

FMSAS23 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2012
PHPQTD1D PHPQTD6M Maintain Quarter to Date File 10:08 AM
< 4 more
*Action: = (C,D,N) Name:
Year: ____ Agency: ____ *SSN: _____

  Trans  Trans  Quarter-1  Quarter-2  Quarter-3  Quarter-4
  Type  Code   Seq      Wage Base  Wage Base  Wage Base  Wage Base
-----
 1 Earngs
 2 Earngs
 3 Earngs
 4 Earngs
 5 Earngs
 6 Earngs
 7 PreTax
 8 PreTax
 9 PreTax
10 PreTax

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