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# Mississippi Management and Reporting System

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Department of Finance and Administration

<b>MMRS MASH/Training Materials</b>		
6283	SPAHRM Maintain WIN Within Contract	Effective Date: 12/28/2015
		Version: 5

**SPAHRS WIN  
Maintain WIN Within Contract  
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**Objective**

Maintain a Worker Identification Number (WIN) for a contract worker within an approved contract.

**Outcome**

The contract WIN is modified.

Your Action ...	System Response ...
1. Choose <b>MC</b> (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.

Code	Description	FastPath
MC	Maintain Contract worker	MCON
MY	Maintain Contract Year (CW)	MCYR
AC	Browses used for Analyzing Contracts (CW)	ANZC
BR	Contract Browses and Reports (CW)	BRRE
YH	Browse Contract Years History (CW)	CTYH
CT	Maintain Contract Tables (CW)	TBLS
CW	Contract WIN Menu	CWMU

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 <b>CW</b> (Contract WIN Menu) from the Manage Contracts Menu and press ENTER.	The Contract WIN Menu will appear.

Code	Description	FastPath
WN	Maintain WIN within Contract	MWIN
BW	Browse/Hire Contract Worker Within WIN	BRWK
CD	Maintain WIN Account Distribution	MWAD
CA	Browse WIN Default Dist	BWAD
AP	WIN CalcPay GensAAS Prelim/Final Run Release	

Code: \_\_

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 ...
3. Choose <b>WN</b> (Maintain WIN Within Contract) from the Contract WIN Menu and press ENTER.	The Maintain WIN Within Contract screen will appear.

PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/29/2015
PHOMMP0D PHOMMP0M Maintain WIN within Contract 10:04 AM
Action: = (C,D,M,N,P)
*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 ...
4. Choose <b>Modify</b> and enter the following information:  *Agency #: Enter the agency code xxxx. *WIN: Enter the WIN number being modified XXXXXX.	

Your Action ...	System Response ...
5. Press ENTER.	The system will display the current worker's record if the WIN is filled.
<p>6. Enter the following information:</p> <p>Approval: Indicates the status of the request.</p> <p>*WIN Service Type: This field is populated by the system based on the contract type.</p> <p>SSN: This field is populated by the system if the WIN is filled.</p> <p>Contract #: The system will populate the contract number.</p> <p>*Wcomp Class: The workers' compensation classification code.</p> <p>*Schedule: Specific work week start day. For contract workers schedule defaults to 00, Positive Reporting, and may be modified only to another positive reporting schedule code.</p> <p>*FLSA Status: The system defaults to Non-exempt.</p> <p>Geo. Location: Enter up to 6 geographical codes for the WIN - optional.</p> <p>*Pay Method: System will default to Hourly or what was entered when the WIN was created.</p> <p>*Extra Hours: The code used to determine how extra hours are handled. This code must correspond to the FLSA code.</p> <p>*<b>Pay Frequency:</b> Enter <b>K</b> for Contract Worker.</p> <p>WIN End Date: Date the WIN will no longer be valid.</p> <p>Warrant Sort Details: The group number for sorting warrants.</p> <p>*Retirement Pgm: Required if worker is a state retiree, and the value must be <b>RETIR</b>.</p> <p>*PERS PIN Code: System will default to 0000. (<b>NOTE:</b> RETIR requires the 0010 PERS PIN Code.)</p> <p>*<b>Trans Eff Dt:</b> Enter the effective date for the modification of the WIN. This cannot be prior to the start date of the contract.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p><b>Transmit for Approval:</b> 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>The modification of the WIN has been requested, and the following message is displayed on the Maintain WIN Within Contract screen:</p> <p>WIN-W-aaaa-#####-p modified successfully.</p>