
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6271	SPAHRs Human Resources	Revision Date: 12/29/2015
	Wage Salary Fringe	Version: 5
	Personal Services Budget Requests	

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Objective

Develop an understanding of the personal services budget request submitted by state agencies.

Outcome

On-line capability for agencies to prepare personal service budget requests with appropriate supporting documentation and schedules.

Overview

The budget process of SPAHRS automates the personal services budget request and recommendation process for state agencies and the State Personnel Board (SPB). This budget process includes the preparation of required budget schedules for submission to SPB, review and recommendations by SPB, and final approval or disapproval of the request. This process and the relevant screens are detailed in this workbook.

There are several key processes used in the budget process. Each of these is discussed below.

Budget Requests

This process includes the preparation of the actual personnel budget schedules that are submitted with the agency's budget request for review and recommendation by SPB. The Budget Recommendations Menu contains a Prepare Budget Requests Menu and a Prepare Budget Recommendations Menu. These menus list each schedule by its identifying letter (A, B, C, etc.).

There are multiple data entry panels for each schedule. Schedules A, B, C, D, and J require the following information on the program budget panel: program number, program percentage, general funds percentage, federal funds percentage, and other funds percentage. The remaining schedules (E, F, G, H, I, K) require the actual dollar amount.

The justification panel contains justification for the request, responsibility of position, and consequences of disapproval. It also provides space for the agency to indicate whether hardcopy attachments to the budget such as the organizational chart, Job Content Questionnaire (JCQ), and other related documents will be delivered to the designated SPB analyst for consideration in the review process.

Your Action ...	System Response ...
1. Choose PW (Propose Wage, Salary and Fringe Benefits) from the Main Menu and press ENTER.	The Propose Wage, Salary and Fringe Benefits Menu will appear.

Code	Description	FastPath
SS	Salary Survey Menu	SALS
RR	Realignment Recommendations Menu	RLGN
BR	Budget Recommendations Menu	BUDG
BP	Budget Projection Menu	BPRO
RB	Budget Reports Menu	BRPT
RM	WSF Reports Menu	WSFR
OP	Occupation Proposal Menu	PROC
FC	Fiscal Year Conversion	FYCO
OW	SPB- Earnings Code Table	SPBEC

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 BR (Budget Recommendations Menu) from the Propose Wage, Salary and Fringe Benefits Menu and press ENTER.	The Budget Recommendations Menu will appear.

Code	Description	FastPath
BQ	Prepare Budget Requests	BREQ
BC	Prepare Budget Recommendations	BREC
BS	SPB Browse Budget Schedule Inventory	INVB
SI	Agency Budget Schedule Inventory	IVNT
BA	Browse Schedule A by Fiscal Year	
BB	Browse Schedule B/C by Fiscal Year	
AI	Add Budget sched. Inventory for all Agencies	
AD	Set Board Approved Date for Budget schedules	
SB	Browse SPB Budget Schedule Inventory	

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 BQ (Prepare Budget Requests) from the Budget Recommendations Menu and press ENTER.	The Prepare Budget Requests Menu will appear.

PHFNC10	PHV1	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	11/24/2015
PHOWBR1D	PHOWBR1M	Prepare Budget Requests	11:21 AM

A New Positions
 B Reallocations
 C Reclassifications
 D Educational Benchmark Award
 E Special Compensation Plan Experience Benchmark Award
 F Additional Comp. Currently Authorized-Not Projectable
 G Additional Compensation Not Currently Authorized
 H FLSA Overtime Currently Authorized
 I FLSA Overtime Not Currently Authorized
 J Status Change
 K Standby Pay Currently Authorized

Select schedule: = Show Recommendation: N (Y/N)
 Fiscal Year: ____ *Agency: ____

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

Schedule A - New Positions

This schedule is used by an agency requesting authorization for new positions. SPB policy is to recommend additional positions only for one of the following reasons: 1) there is a new program added to the agency's responsibility, 2) existing programs have been expanded, or 3) there is a need for additional positions for the continuation of existing programs.

There is a field entitled "Qty of PINs Funded" on the New Positions screen (Schedule A), which must be completed after the Legislative Budget process has ended. The agency must enter the number of new positions that were funded to complete the budget request record.

Your Action ...	System Response ...
1. Choose the schedule letter A (New Positions), enter the fiscal year and the agency number, and press ENTER.	The New Positions (Budget) screen will appear. See the following screen.

```

PHFNC10 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/24/2015
PHOWQA1D PHOWQA1M New Positions (Budget) 12:17 PM
3 more >
*Act: = (A,B,C,D,M,P)
FY : 2017 *Agency Nbr: 0161 Seq: ____
Group: _ *Transaction Type: _ View: N

Qty of PINS: ____ Qty of PINS Funded: ____
Copy From PIN: ____ From FY: ____ Projected Eff Date: ____
*FLSA Status: _ *PIN County: _
*OCCU: ____ *Proposed: N (Y/N) SPB Process: _
Title: ____ Org Code: ____
Start Salary: ____ End salary: ____ End Date: ____
*Exec Service: _ *Supervision: _
*Service Type: _ Geo. Location: _
Service Date: _ *Type: _
Part/Full: ____ FTE: ____ Exceed Head Sal: _
Months: ____ Hours: _
*Auth: ____ Arrest Authority: _

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

Your Action ...	System Response ...
<p>2. Choose Add or the desired action. Press ENTER.</p>	
<p>3. Enter the following information:</p> <p>Seq: The system assigned number.</p> <p>Group: The reference ID to identify a group of individual requests that have the same justification. Grouping is at the discretion of the agency.</p> <p>*Transaction Type: Enter the budget transaction type from the following options: F - Funded, M - Amendment, N - New Request, R - Reconsideration, and U - Addendum. Defaults to N.</p> <p>View: Enter Yes to access a pop up window that displays the history of the transaction. Defaults to No.</p> <p>Qty of PINS: Number of PINs being requested.</p> <p>Qty of PINs Funded: Number of PINs funded by Legislature.</p> <p>Copy From PIN: The PIN, which can be copied to the requested PIN.</p> <p>From FY: The fiscal year in which the copy from PIN is being pulled.</p> <p>Press ENTER if the copy feature is used.</p> <p>Projected Effective Date: The projected effective date of the requested new position(s) - 07/01/____.</p> <p>*FLSA Status: Enter the FLSA code for the requested new position(s).</p>	<p>Data from the copied PIN will be populated and may be modified if different for the new requested PIN.</p>

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>*PIN County: Enter the county code for the requested new position(s).</p> <p>*OCCU: Enter the occupational code for the requested new position.</p> <p>*Proposed: (Y/N) Defaults to No. Change to Y (for Yes) if the occupation entered is a proposed new occupation.</p> <p>SPB Process (Y/N): This field indicates if SPB processes the paperwork for the requesting agency regardless of whether or not the agency is a state service or non-state service agency.</p> <p>Title: Occupation title - this is completed by the system based on the occupational code.</p> <p>Org Code: This is usually a 5-, 6-, 7-, or 8-digit number, which corresponds to the number, indicated in each box of an organizational chart but does not correspond to the SAAS organization code.</p> <p>Start Salary: This is completed by the system based on the requested occupation.</p> <p>End Salary: This is completed by the system based on the requested occupation.</p> <p>*Exec Service: Executive compensation indicator code.</p> <p>*Supervision: Indicates whether the position is required to supervise. Valid values are 1 (No supervision) or 2 (Supervisor, Direct/Project).</p> <p>*Service Type: The code denoting if the position is state service or non-state service.</p> <p>Geo Location: The geographical location of the requested new position if applicable.</p> <p>Service Date: MM DD YYYY indicates the effective date of the service type.</p> <p>*Type: Permanent/Time Limited code for the position.</p> <p>Part/Full: This is completed by the system based on months and hours entered.</p> <p>FTE (Full Time Equivalent): This is completed by the system based on months and hours entered.</p> <p>Exceed Head Salary: Yes or No.</p> <p>Months: The number of months per year projected for this position.</p> <p>Hours: The number of hours per week projected for this position.</p>	

Your Action ...	System Response ...
Continue entering the following information: *Auth: Code denoting if this position was authorized in an appropriation bill or escalated through DFA. Arrest Authority: This field indicates if the requested new position has arrest authority.	
4. Press F11 to access the second panel of this screen.	The second panel of this screen will appear.

```

PHFNC10  PHV1          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/24/2015
PHOWQA1D PHOWQA2M          New Positions (Budget)                    12:28 PM
< 1 more                                     2 more >
*Act:   (A,B,C,D,M,P)
FY : 2017 *Agency Nbr: 0161                               Seq:
Group:  _  *Transaction Type:  _  View:  N

Req Occupation:
*wComp Class:  _____  Teacher Months:  _
*Schedule:  _  Number Times To Be Paid:  _
*Retirement Pgm:  _____  *Emolument Type:  _____  Amt:  _____
*PAR Sort Code:  _____  *Leg Mileage Type:  _____  Mileage:  _
*Selection Exempt:  _  *Pay Method:  _  *Pay Frequency:  _
    EE04 Exempt:  _  PERS PIN Code:  _____
PAR Required Ind:  _  *Extra Hours:  _

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

Your Action ...	System Response ...
5. Enter or modify the following information: Req Occupation: This field is displayed based on the occu entered on the first panel. *Wcomp Class: Code indicating workers' compensation classification. Teacher Months: If the position is classified as a teacher, the number of months an employee in this position would work in a year. *Schedule: The code for the standard work schedule for the position. Number Times To Be Paid: The number of months of the year the position is to be paid - if the requested position is classified as a teacher.	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>*Retirement PGM: Code indicating the retirement program for this PIN. This field is required if the SPB process field is yes. (In the position segment this defaults to regular retirement.)</p> <p>*Emolument Type: Amt: The type and amount, if any, of emoluments tied to this requested new position.</p> <p>*PAR Sort code: The performance appraisal review sort code, which allows grouping of positions and facilities report capabilities in PAR.</p> <p>*Leg Mileage Type: Enter the code for legislative mileage.</p> <p>Mileage: The amount of mileage incurred.</p> <p>*Selection Exempt: Indicates register code.</p> <p>*Pay Method: The method of payment for this position; Hourly or Salary.</p> <p>Pay Frequency: The frequency of pay for this position; Biweekly, Monthly, Semi-monthly, or Weekly.</p> <p>EE04 Exempt: This field indicates if the requested new position is EE04 exempt (Yes or No).</p> <p>PERS PIN Code: Identification number for this position used by the Public Employee Retirement System.</p> <p>PAR Required Ind: Indicates if this position is required to comply with PAR.</p> <p>*Extra Hours: The code used for identifying the type of extra hours authorized. This code is entered into report time and taken into consideration in the payment process. This code must correspond to the FLSA code.</p>	
6. Press F11 to access the third panel of this screen.	The third panel of this screen will appear.


```

PHFNC10 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/24/2015
PHOWQA1D PHOWQAFM New Positions (Budget) 12:33 PM
< 3 more
*Act: (A,B,C,D,M,P)
FY : 2017 *Agency Nbr: 0161 Seq:
Group: *Transaction Type: _ View: N
*Req Reason : _
Justification: View: N 1 of 0

Responsibility: View: N 1 of 0

Consequence of Disapproval: View: N 1 of 0

Attachments--> Org Charts: _ JCQ: _ Other Related Documents: _
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
<p>9. Enter the following information:</p> <p>*Req Reason: Indicates budget request reason code (1 - New Program, 2 - Expanded Program, 3-Continuation). Justification: The justification for the request. View: Yes or No. Provides capability to view all lines in Justification.</p> <p>Responsibility: Duties and responsibilities assigned to the relevant Office, Division, or Branch associated with this position and also those assigned to the position. View: Yes or No. Provides capability to view all lines in Responsibility.</p> <p>Consequence of Disapproval: The consequences to the agency of SPB's disapproval of this request. View: Yes or No. Provides capability to view all lines in Consequence of Disapproval.</p> <p>Attachments - Org Charts: Yes or No. JCQ: Yes or No. Other Related Documents: Yes or No.</p>	
<p>10. Press ENTER.</p>	<p>The system will display the following message:</p> <p>New Position A-Q-yyyy-aaaa-xx added successfully.</p>

Schedule B - Reallocations

Schedule B is used by an agency to request authorization for reallocations of positions. This schedule contains three panels. The third panel is the justification panel.

Your Action ...	System Response ...
1. Choose PW (Propose Wage, Salary and Fringe Benefits) from the Main Menu and press ENTER.	The Propose Wage, Salary and Fringe Benefits Menu will appear.
2. Choose BR (Budget Recommendations Menu) from the Propose Wage, Salary and Fringe Benefits Menu and press ENTER.	The Budget Recommendations Menu will appear.
3. Choose BQ (Prepare Budget Requests) from the Budget Recommendations Menu and press ENTER.	The Prepare Budget Requests Menu will appear.
4. Choose the schedule letter B (Reallocations), fiscal year and agency number and press ENTER.	The Reallocations (Budget) screen will appear.

```

PHFNC10 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/24/2015
PHOWQB1D PHOWQBAM Reallocations (Budget) 12:38 PM
2 more >
*Act: _ (A,B,C,D,M,P)
FY : 2017 *Agency: 0161 Seq: ____
*PIN: _____ SSN:
Group: _ *Transaction Type: _ View: N
Current Requested
-----
*OCCU: _____ *Proposed: N
Title:
Start/End sal: - -
*Service Type: _
*Exec Service: -
*FLSA Status: -

Request Annual Salary:
Annual Cost With Fringe:

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

```

Your Action ...	System Response ...
1. Choose Add and enter the following information: Seq: The system assigned number. *PIN : Enter the PIN number of the position being requested for reallocation. SSN: The system will populate if the PIN is filled.	
2. Press ENTER.	

Your Action ...	System Response ...
<p>3. Enter the following information, as applicable:</p> <p>Group: The reference ID of the group of positions being reallocated with identical justification.</p> <p>*Transaction Type: Enter the budget transaction type from the following options: F - Funded, M - Amendment, N - New Request, R - Reconsideration, and U - Addendum. Defaults to N.</p> <p>View: Enter Yes to access a pop up window that displays the history of the transaction. Defaults to No.</p> <p>Current Position information: All fields are completed by the system.</p> <p>Requested OCCU: The proposed occupation code of the position being requested for reallocation.</p> <p>*Proposed: (Y/N) This defaults to No. Enter Yes if the occupation entered is a proposed new occupation.</p> <p>Title: Occupation Title - this is completed by the system.</p> <p>Start/End Salaries: This is completed by the system based on the requested occupation.</p> <p>*Service Type: The code denoting if the position is state service or non-state service.</p> <p>*Exec Service: Executive compensation indicator code.</p> <p>FLSA Status: Enter the code indicating the FLSA status of this position.</p> <p>Req Annual Salary: The requested salary for this position. This is completed by the system using the promotional formula.</p> <p>Annual Cost With Fringe: The annual cost for the position; this is completed by the system.</p>	
<p>4. Press F11 to access the second panel of this screen.</p>	<p>The second panel of this screen will appear.</p>


```

PHFNC10 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/24/2015
PHOWQB1D PHOWQBFM Reallocations (Budget) 12:44 PM
< 2 more
Act: _ (A,B,C,D,M,P)
FY : 2017 *Agency: 0161 Seq: ____
*PIN: _____ SSN:
Group: _____ *Transaction Type: _ View: N
*Req Reason : _
Justification: View: N 1 of 0

Responsibility: View: N 1 of 0

Consequence of Disapproval: View: N 1 of 0

Attachments--> Org Charts: _ JCQ: _ Other Related Documents: _
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
<p>7. Enter the following information:</p> <p>*Req Reason: Indicates budget request reason code (1 - New Program, 2 - Expanded Program, 3-Continuation). Justification: The justification for the request. View: Yes or No. Provides capability to view all lines in Justification.</p> <p>Responsibility: Duties and responsibilities assigned to the relevant Office, Division, or Branch associated with this position and also those assigned to the position. View: Yes or No. Provides capability to view all lines in Responsibility.</p> <p>Consequence of Disapproval: The consequences to the agency of SPB's disapproving this request. View: Yes or No. Provides capability to view all lines in Consequence of Disapproval.</p> <p>Attachments - Org Charts: Yes or No. JCQ: Yes or No. Other Related Documents: Yes or No.</p>	
<p>8. Press ENTER.</p>	<p>The system will display the following message:</p> <p>Sched (B): B-Q-yyyy-aaaa-xx added successfully.</p>

Schedule C - Reclassifications

Positions can only be requested for reclassification if the Current and Requested Occupations have been previously approved by the SPB as part of the agency's Authorized Reclassification List. When the agency enters the fields entitled "Current Occu" and "Requested Occu," the request is validated against the approved reclassification list. If the relevant occupations are not there, then the user will get an error message.

Your Action ...	System Response ...
1. Choose PW (Propose Wage, Salary and Fringe Benefits) from the Main Menu and press ENTER.	The Propose Wage, Salary and Fringe Benefits Menu will appear.
2. Choose BR (Budget Recommendations Menu) from the Propose Wage, Salary and Fringe Benefits Menu and press ENTER.	The Budget Recommendations Menu will appear.
3. Choose BQ (Prepare Budget Requests) from the Budget Recommendations Menu and press ENTER.	The Prepare Budget Requests Menu will appear.
4. Choose the schedule letter C (Reclassifications), fiscal year, and agency number and press ENTER.	The Reclassifications (Budget) screen will appear.

```

PHFNC10 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/24/2015
PHOWQC1D PHOWQCAM Reclassifications (Budget) 12:47 PM
1 more >
*Act: (A,B,C,D,M,P)
FY : 2017 *Agency: 0161 Seq: ____
*PIN: SSN:
*Transaction Type: _ View: N
Current Requested
-----
*OCCU:
Title:
Start/End Sal: - -
*Service Type:
*Exec Service:
*FLSA Status:
Request Annual Salary:
Annual Cost With Fringe:

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

```

Your Action ...	System Response ...
5. Choose Add and enter the following information: Seq: The system assigned number. *PIN: Enter the PIN number of the position requested for reclassification. SSN: System will populate if the PIN is filled.	

Your Action ...	System Response ...
6. Press ENTER.	
<p>7. Enter the following information, as applicable:</p> <p>*Transaction Type: Enter the budget transaction type from the following options: F - Funded, M - Amendment, N - New Request, R - Reconsideration, and U - Addendum. Defaults to No.</p> <p>View: Enter Yes to access a pop up window that displays the history of the transaction. Defaults to No.</p> <p>Current Position information: All fields are completed by the system.</p> <p>Requested OCCU: The proposed occupation code of the position being requested for reclassification.</p> <p>Title: Occupation Title - this is completed by the system based on the requested OCCU code.</p> <p>Start/End Salaries: This is completed by the system based on the requested occupation.</p> <p>*Service Type: The code denoting if the position is state service or non-state service.</p> <p>*Exec Service: Executive compensation indicator code.</p> <p>FLSA Status: Enter the code indicating the FLSA status of this position.</p> <p>Request Annual Salary: The requested salary for this position. This is completed by the system using the promotional formula.</p> <p>Annual Cost With Fringe: The annual cost for the position; this is completed by the system.</p>	
8. Press F11 to access the second panel of this screen.	The second panel of this screen will appear.

Your Action ...	System Response ...
3. Choose BQ (Prepare Budget Requests) from the Budget Recommendations Menu and press ENTER.	The Prepare Budget Requests Menu will appear.
4. Choose the Schedule letter D (Educational Benchmark Award) and press ENTER.	The Educational Benchmark (Budget) screen will appear.

```

PHFNC10 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/24/2015
PHOWQD1D PHOWQDAM Educational Benchmark (Budget) 12:53 PM
2 more >
*Act: = (A,B,C,D,M,P)
FY : 2017 *Agency: 0161 Seq: ____
*PIN: _____ SSN: - -
Occu:
*Transaction Type : _ View: N

Current Start End
Salary Salary Salary
current:

Proposed: _____ SI Fringe Rate:
Annual Cost with Fringe :

Educational Longevity Amt:
*Degree/Lic/Cert/Reg Code: _____

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

Your Action ...	System Response ...
5. Choose Add and enter the following information: Seq: The system assigned number. *PIN: Enter the employee's PIN that is requested for the educational benchmark.	
6. Press ENTER.	
7. Enter the following information: SSN: This is completed by the system. Occu: This is completed by the system. *Transaction Type: Enter the budget transaction type from the following options: F - Funded, M - Amendment, N - New Request, R - Reconsideration, and U - Addendum. Defaults to N. View: Enter Yes to access a pop up window that displays the history of the transaction. Defaults to No. Current Salary: This is completed by the system. Current/Start/End Salary: This is completed by the system. Proposed: Enter the proposed salary for this request.	

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

```

PHOWQDBM PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/24/2015
PHOWQD1D PHOWQDBM Educational Benchmark (Budget) 12:59 PM
< 2 more
*Act: _ (A,B,C,D,M,P) D
FY : 2017 *Agency: 0161 Seq: ___
*Transaction Type : _ View: N

Justification: view: N 1 of 0
-----
Responsibility: view: N 1 of 0
-----
Consequence of Disapproval: view: N 1 of 0
-----
Attachments--> Org Charts: _ JCQ: _ Other Related Documents: _
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
<p>11. Enter the following information:</p> <p>Justification: The justification for the request. View: Yes or No. Provides capability to view all lines in Justification.</p> <p>Responsibility: Duties and responsibilities assigned to the relevant Office, Division, or Branch associated with this position and also those assigned to the position. View: Yes or No. Provides capability to view all lines in Responsibility.</p> <p>Consequence of Disapproval: The consequences to the agency of SPB's disapproving this request. View: Yes or No. Provides capability to view all lines in Consequence of Disapproval.</p> <p>Attachments - Org Charts: Yes or No. JCQ: Yes or No. Other Related Documents: Yes or No.</p>	
12. Press ENTER.	<p>The system will display the following message:</p> <p>Budget D, J D-Q-yyyy-aaaa-xx added successfully.</p>

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>View: Enter Yes to access a pop up window that displays the history of the transaction. Defaults to No</p> <p>*Plan ID: The identifying number of the specific special compensation plan pre-authorized and requested for the specified PINs.</p> <p>Quantity of PINs: The number of PINs for which special compensation is being requested.</p> <p>Requested Program Details:</p> <p>*PGM#: The program budget number.</p> <p>General: The amount of general funds to be used for this award (in dollars) relevant to the specific program number.</p> <p>Federal: The amount of federal funds to be used for this award (in dollars) relevant to the specific program number.</p> <p>Other: The amount of other funds to be used for this award (in dollars) relevant to the specific program number.</p>	
7. Press F11 to access the second panel.	The second panel of this screen will appear.

PHFNC10 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	11/24/2015
PHOWQE1D PHOWQEJM Special Comp (Budget)	01:06 PM
< 1 more	
*Act: = (A,B,C,D,M,P)	Seq: ____
FY : 2017 *Agency Nbr: 0161	
*Transaction Type: _ View: N	
Justification:	View: N 1 of 0
Responsibility:	View: N 1 of 0
Consequence of Disapproval:	View: N 1 of 0
Attachments--> Org Charts: _ JCQ: _ Other Related Documents: _	
Direct Command:	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---	
Help Main End Note Bkwd Fwd Left Right Quit	

Your Action ...	System Response ...
<p>8. Enter the following information:</p> <p>Justification: The justification for the request. View: Yes or No. Provides capability to view all lines in Justification.</p> <p>Responsibility: Duties and responsibilities assigned to the relevant Office, Division, or Branch associated with this position and also those assigned to the position. View: Yes or No. Provides capability to view all lines in Responsibility.</p> <p>Consequence of Disapproval: The consequences to the agency of SPB's disapproving this request. View: Yes or No. Provides capability to view all lines in Consequence of Disapproval.</p> <p>Attachments - Org Charts: Yes or No. JCQ: Yes or No. Other Related Documents: Yes or No.</p>	
<p>9. Press ENTER.</p>	<p>The system will display the following message:</p> <p>Schedule E-Q-yyyy-aaaa-xx added successfully.</p>

Schedule F - Additional Compensation Currently Authorized – Not Projectable

Schedule F is used to request additional compensation, other than FLSA overtime, that is currently authorized but non-projectable.

Your Action ...	System Response ...
<p>1. Choose PW (Propose Wage, Salary and Fringe Benefits) from the Main Menu and press ENTER.</p>	<p>The Propose Wage, Salary and Fringe Benefits Menu will appear.</p>
<p>2. Choose BR (Budget Recommendations Menu) from the Propose Wage, Salary and Fringe Benefits Menu and press ENTER.</p>	<p>The Budget Recommendations Menu will appear.</p>
<p>3. Choose BQ (Prepare Budget Requests) from the Budget Recommendations Menu and press ENTER.</p>	<p>The Prepare Budget Requests Menu will appear.</p>
<p>4. Choose the schedule letter F (Additional Comp. Currently Authorized-Not Projectable) enter the fiscal year and the agency number and press ENTER.</p>	<p>The Add Comp Currently Authorized-Not Projectable screen will appear.</p>


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PHFNC10 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/24/2015
PHOWQF1D PHOWQEJM Add Comp Currently Authorized-Not Projectable 01:10 PM
< 1 more
*Act: = (A,B,C,D,M,P)
FY : 2017 *Agency Nbr: 0161 Seq: ____
*Transaction Type: _ View: N

Justification: View: N 1 of 0
-----
Responsibility: View: N 1 of 0
-----
Consequence of Disapproval: View: N 1 of 0
-----
Attachments--> Org Charts: _ JCQ: _ Other Related Documents: _
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Note Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
<p>8. Enter the following information:</p> <p>Justification: The justification for the request. View: Yes or No. Provides capability to view all lines in Justification.</p> <p>Responsibility: Duties and responsibilities assigned to the relevant Office, Division, or Branch associated with this position and also those assigned to the position. View: Yes or No. Provides capability to view all lines in Responsibility.</p> <p>Consequence of Disapproval: The consequences to the agency of SPB's disapproving this request. View: Yes or No. Provides capability to view all lines in Consequence of Disapproval.</p> <p>Attachments - Org Charts: Yes or No. JCQ: Yes or No. Other Related Documents: Yes or No.</p>	
<p>9. Press ENTER.</p>	<p>The system will display the following message:</p> <p>Schedule F-Q-yyyy-aaaa-xx added successfully.</p>

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>View: Enter Yes to access a pop up window that displays the history of the transaction. Defaults to No.</p> <p>*Number of PINs: The number of PINs for which additional compensation is being requested.</p> <p>*Occu: Occu code for which additional compensation is being requested.</p> <p>Requested Program Details:</p> <p>*PGM#: The program budget number.</p> <p>General: The amount of general funds to be used for this award (in dollars) relevant to the specific program number.</p> <p>Federal: The amount of federal funds to be used for this award (in dollars) relevant to the specific program number.</p> <p>Other: The amount of other funds to be used for this award (in dollars) relevant to the specific program number.</p>	
<p>7. Press F11 to access the second panel.</p>	<p>The second panel of this screen will appear.</p>

PHFNC10 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	11/24/2015
PHOWQG1D PHOWQEJM Addl Comp Not Auth (Budget)	01:14 PM
< 1 more	
*Act: _ (A,B,C,D,M,P)	Seq: ____
FY : 2017 *Agency Nbr: 0161	
*Transaction Type: _ View: N	
Justification: _____	View: N 1 of 0

Responsibility: _____	View: N 1 of 0

Consequence of Disapproval: _____	View: N 1 of 0

Attachments--> Org charts: _ JCQ: _ Other Related Documents: _	
Direct Command: _____	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---	
Help Main End Note Bkwd Fwd Left Right Quit	

Your Action ...	System Response ...
<p>8. Enter the following information:</p> <p>Justification: The justification for the request. View: Yes or No. Provides capability to view all lines in Justification.</p> <p>Responsibility: Duties and responsibilities assigned to the relevant Office, Division, or Branch associated with this position and also those assigned to the position. View: Yes or No. Provides capability to view all lines in Responsibility.</p> <p>Consequence of Disapproval: The consequences to the agency of SPB's disapproving this request. View: Yes or No. Provides capability to view all lines in Consequence of Disapproval.</p> <p>Attachments - Org Charts: Yes or No. JCQ: Yes or No. Other Related Documents: Yes or No.</p>	
<p>9. Press ENTER.</p>	<p>The system will display the following message:</p> <p>Schedule G-Q-yyyy-aaaa-xx added successfully.</p>

Schedule H - FLSA Overtime Currently Authorized

This schedule is used to request funds for FLSA overtime pay for non-exempt FLSA status classifications that are presently authorized to receive such compensation.

Your Action ...	System Response ...
<p>1. Choose PW (Propose Wage, Salary and Fringe Benefits) from the Main Menu and press ENTER.</p>	<p>The Propose Wage, Salary and Fringe Benefits Menu will appear.</p>
<p>2. Choose BR (Budget Recommendations Menu) from the Propose Wage, Salary and Fringe Benefits Menu and press ENTER.</p>	<p>The Budget Recommendations Menu will appear.</p>
<p>3. Choose BQ (Prepare Budget Requests) from the Budget Recommendations Menu and press ENTER.</p>	<p>The Prepare Budget Requests Menu will appear.</p>
<p>4. Choose the schedule letter H (FLSA Overtime Currently Authorized) and press ENTER.</p>	<p>The FLSA Overtime Currently Authorized (Budget) screen will appear.</p>

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

PHFNC10 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/24/2015 PHOWQH1D PHOWQEJM FLSA OT CURR AUTH (BUDGET) 01:18 PM < 1 more *Act: _ (A,B,C,D,M,P) FY : 2017 *Agency Nbr: 0161 Seq: ____ *Transaction Type: _ View: N	
Justification:	View: N 1 of 0
Responsibility:	View: N 1 of 0
Consequence of Disapproval:	View: N 1 of 0
Attachments--> Org Charts: _ JCQ: _ Other Related Documents: _ Direct Command: _____ Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Main End Note Bkwd Fwd Left Right Quit	

Your Action ...	System Response ...
8. Enter the following information: Justification: The justification for the request. View: Yes or No. Provides capability to view all lines in Justification. Responsibility: Duties and responsibilities assigned to the relevant Office, Division, or Branch associated with this position and also those assigned to the position. View: Yes or No. Provides capability to view all lines in Responsibility. Consequence of Disapproval: The consequences to the agency of SPB's disapproving this request. View: Yes or No. Provides capability to view all lines in Consequence of Disapproval. Attachments - Org Charts: Yes or No. JCQ: Yes or No. Other Related Documents: Yes or No.	
9. Press ENTER.	The system will display the following message: Schedule H-Q-yyyy-aaaa-xx added successfully.

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>*Number of Hours: The number of hours for which FLSA is being requested.</p> <p>*Occu: Occu code for which FLSA is being requested.</p> <p>Requested Program Details:</p> <p>*PGM#: The program budget number.</p> <p>General: The amount of general funds to be used for this award (in dollars) relevant to the specific program number.</p> <p>Federal: The amount of federal funds to be used for this award (in dollars) relevant to the specific program number.</p> <p>Other: The amount of other funds to be used for this award (in dollars) relevant to the specific program number.</p>	
<p>7. Press F11 to access the second panel.</p>	<p>The second panel of this screen will appear.</p>

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PHFNC10 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/24/2015
PHOWQI1D PHOWQEJM FLSA OT Not Auth (Budget) 01:21 PM
< 1 more
*Act: _ (A,B,C,D,M,P)
FY : 2017 *Agency Nbr: 0161 Seq: ____
*Transaction Type: _ View: N

Justification: View: N 1 of 0
-----
Responsibility: View: N 1 of 0
-----
Consequence of Disapproval: View: N 1 of 0
-----
Attachments--> Org Charts: _ JCQ: _ other Related Documents: _
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
<p>8. Enter the following information:</p> <p>Justification: The justification for the request. View: Yes or No. Provides capability to view all lines in Justification.</p> <p>Responsibility: Duties and responsibilities assigned to the relevant Office, Division, or Branch associated with this position and also those assigned to the position. View: Yes or No. Provides capability to view all lines in Responsibility.</p> <p>Consequence of Disapproval: The consequences to the agency of SPB's disapproving this request. View: Yes or No. Provides capability to view all lines in Consequence of Disapproval.</p> <p>Attachments - Org Charts: Yes or No. JCQ: Yes or No. Other Related Documents: Yes or No.</p>	
<p>9. Press ENTER.</p>	<p>The system will display the following message:</p> <p>Schedule I-Q-yyyy-aaaa-xx added successfully.</p>

Schedule J - Status Change

This schedule is used to indicate a status change for a position, either from part-time to full-time or vice versa; or from permanent to time-limited or vice versa. This schedule contains three panels.

Your Action ...	System Response ...
<p>1. Choose PW (Propose Wage, Salary and Fringe Benefits) from the Main Menu and press ENTER.</p>	<p>The Propose Wage, Salary and Fringe Benefits Menu will appear.</p>
<p>2. Choose BR (Budget Recommendations Menu) from the Propose Wage, Salary and Fringe Benefits Menu and press ENTER.</p>	<p>The Budget Recommendations Menu will appear.</p>
<p>3. Choose BQ (Prepare Budget Requests) from the Budget Recommendations Menu and press ENTER.</p>	<p>The Prepare Budget Requests Menu will appear.</p>
<p>4. Choose the schedule letter J (Status Change) and press ENTER.</p>	<p>The Change Status (Budget) screen will appear.</p>

```

PHFNC10 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/24/2015
PHOWQJ1D PHOWQJAM Change Status (Budget) 01:56 PM
2 more >
*Act: (A,B,C,D,M,P) J
FY : 2017 *Agency: 0161 Seq: _____
*PIN: _____ SSN: - -
Occu:
*Transaction Type : _ View: N

Exec Service: FLSA Status:
*Service Type: _ End Date: _ _ _

Current:Part/Full: FTE: Hours: Months: Type:
Request:Part/Full: _ FTE: Hours: _ Months: _ *Type: _

Annual Cost chg:

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

Your Action ...	System Response ...
<p>5. Choose Add and enter the following information:</p> <p>Seq: The ID# assigned by the system in sequential order.</p> <p>*PIN: The PIN for which a status change is being requested.</p>	
<p>6. Press ENTER.</p>	
<p>7. Enter the following information:</p> <p>SSN: This is completed by the system for filled positions. For vacant positions, it is left blank.</p> <p>OCCU: This is completed by the system.</p> <p>*Transaction Type: Enter the budget transaction type from the following options: F - Funded, M - Amendment, N - New Request, R - Reconsideration, and U - Addendum. Defaults to N.</p> <p>View: Enter Yes to access a pop up window that displays the history of the transaction. Defaults to No.</p> <p>*Exec Service: Executive service indicator code. This is completed by the system.</p> <p>*FLSA Status: The FLSA status code of this PIN. This is completed by the system.</p> <p>*Service Type: Enter the code denoting the appropriate service type.</p> <p>End Date: This field is only used for time-limited positions. If the request is to change a permanent position to time-limited, an end date is required.</p>	


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PHFNC10 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/24/2015
PHOWQJ1D PHOWQJBM Change Status (Budget) 02:26 PM
< 2 more
*Act: = (A,B,C,D,M,P) J
FY : 2017 *Agency: 0161 Seq: ____
*PIN: _____
*Transaction Type : _ View: N
*Req Reason : _
Justification: View: N 1 of 0
-----
Responsibility: View: N 1 of 0
-----
Consequence of Disapproval: View: N 1 of 0
-----
Attachments--> Org Charts: _ JCQ: _ Other Related Documents: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
<p>11. Enter the following information:</p> <p>Justification: The justification for the request. View: Yes or No. Provides capability to view all lines in Justification.</p> <p>Responsibility: Duties and responsibilities assigned to the relevant Office, Division, or Branch associated with this position and also those assigned to the position. View: Yes or No. Provides capability to view all lines in Responsibility.</p> <p>Consequence of Disapproval: The consequence to the agency of SPB's disapproving this request. View: Yes or No. Provides capability to view all lines in Consequence of Disapproval.</p> <p>Attachments - Org Charts: Yes or No. JCQ: Yes or No. Other Related Documents: Yes or No.</p>	
<p>12. Press ENTER.</p>	<p>The system will display the following message:</p> <p>Budget D, J J-Q-yyyy-aaaa-xx added successfully.</p>

Your Action ...	System Response ...
<p>Continue entering the following information.</p> <p>View: Enter Yes to access a pop up window that displays the history of the transaction. Defaults to No.</p> <p>*Number of PINs: The number of PINs for which Stand By pay is being requested.</p> <p>*Occu: Occu code for which FLSA is being requested.</p> <p>Requested Program Details:</p> <p>*PGM#: The program budget number.</p> <p>General: The amount of general funds to be used for this award (in dollars) relevant to the specific program number.</p> <p>Federal: The amount of federal funds to be used for this award (in dollars) relevant to the specific program number.</p> <p>Other: The amount of other funds to be used for this award (in dollars) relevant to the specific program number.</p>	
<p>7. Press F11 to access the second panel.</p>	<p>The second panel of this screen will appear.</p>

<p>PHFNC10 PHV3 PHOWQK1D PHOWQEJM < 1 more</p>	<p>STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM Standby Pay Curr Auth (Budget)</p>	<p>11/30/2015 09:47 AM</p>
<p>*Act: _ (A,B,C,D,M,P) FY : 2017 *Agency Nbr: 0161 *Transaction Type: _ View: N</p>		<p>Seq: ____</p>
<p>Justification:</p>	<p>view: N</p>	<p>1 of 0</p>
<p>Responsibility:</p>	<p>view: N</p>	<p>1 of 0</p>
<p>Consequence of Disapproval:</p>	<p>view: N</p>	<p>1 of 0</p>
<p>Attachments--> Org Charts: _ JCQ: _ Other Related Documents: _</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 Left Right Quit</p>	

Your Action ...	System Response ...
<p>8. Enter the following information:</p> <p>Justification: The justification for the request. View: Yes or No. Provides capability to view all lines in Justification.</p> <p>Responsibility: Duties and responsibilities assigned to the relevant Office, Division, or Branch associated with this position and also those assigned to the position. View: Yes or No. Provides capability to view all lines in Responsibility.</p> <p>Consequence of Disapproval: The consequence to the agency of SPB's disapproving this request. View: Yes or No. Provides capability to view all lines in Consequence of Disapproval.</p> <p>Attachments - Org Charts: Yes or No. JCQ: Yes or No. Other Related Documents: Yes or No.</p>	
<p>9. Press ENTER.</p>	<p>The system will display the following message:</p> <p>Schedule K-Q-yyyy-aaaa-xx added successfully.</p>