
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Policies and Procedures		
6221	Manage Contracts	Revision Date: 12/01/2015
	Set up a Contract Worker	Version: 6

Table of Contents

Objective.....3

Outcome3

Overview.....3

Key Concepts3

Transactions/Approvals.....4

Transactions4

Approval Conditions for Contracts.....4

Approval Routing5

Approval and Fiscal Year Status6

Create a new Contract6

Objective

Set up a Contract Worker (CW) contract.

Outcome

The contract information is entered into the system.

Overview

The Manage Contracts process is used to request, approve and track personal service contracts and to set up Worker Identification Numbers (WINs) for initiating payment to contract workers. There is one type of contractor within the SPAHRS system, which is contract workers (paid through SPAHRS).

All state agencies must enter personal services contracts for contract workers (CW) into SPAHRS. Personal services contracts currently excluded from review by the Personal Services Contract Review Board (PSCRB) must also be entered into SPAHRS, with the exception of those for computer or information technology-related independent contractor services governed by the Mississippi Department of Information Technology Services (ITS).

Payments made to contract workers are accomplished by hiring each contract worker into a WIN. WINs for contract workers are created by SPAHRS from the Manage Contracts process, and each one is tied to a specific contract.

Key Concepts

Key Concepts	Description
SSN	Contract workers use their <i>social security number</i> instead of a vendor number.
Contract Number	A seven-digit sequential number automatically assigned by the system. The number does not contain a contract year or agency indicator.
WIN	A six-digit position number into which a contract worker is hired. The Worker Identification Number (WIN) is similar to the Position Identification Number (PIN), but it is established for contract workers and not for employees.
Agency Office Code	A three-digit code established by the agency to further track the contract. An agency office code can be a location, a division, etc. This code is not tied to the payment process or to the account distribution. The office code is created and maintained on the Office Code Table (MC CT CO) by the agency for its use and reporting.

Key Concepts	Description
Agency Project Code	A three-digit code established by the agency to further track the contract and to group contracts together. An agency project code can be a program, an assignment, etc. This code is not tied to the payment process or to the account distribution. The code is created and maintained by the agency on the Project Code Table (MC CT PO).
Contract Service Type	The type of contractual services to be performed.

Transactions/Approvals

When a contract request is added, the system will assign a Request Type. The Request Type is noted on selected browses or display options. Valid Request Types include:

New, Renewal, Modification

The following transactions need approvals when certain conditions are present:

Transactions	Description
Maintain Contract Year	The transaction that completes the creation or modification of the contract request and transmits it through the appropriate approval routing process.
Maintain WIN Account Distribution	The transaction informs the system how the contract payments are to be distributed in the accounting system.
Hire Contract Worker Within a WIN	The transaction places the worker into a WIN. This transaction is approved by the agency at its discretion.

Approval Conditions for Contracts

Contracts with at least one of the following conditions require approval by various control agencies:

- The contract is for Legal Services;
- The total of all contracts for the vendor or contract worker for a service type is greater than \$75,000 for the fiscal year within a given sub-agency;
- The contract total is changed to be greater than \$75,000 on the *Maintain Contract Year Budget* screen. Agencies may choose to require approvals of their contracts, regardless of the amounts;
- The contract personal services total is changed on the *Maintain Contract Year Budget* screen;
- The start date is changed on the *Maintain Contract Year* screen;
- The end date is changed on the *Maintain Contract Year* screen;
- One or more contract workers are added to the worker list; or,

- The contract is terminated (this does not require PSCRB approval; however, the system provides notification of the termination to PSCRB).

If the contract does not meet at least one of these conditions, the system will automatically bypass the approval process and approve the transaction online. When this online approval occurs, the notes or comment record for the approval process is not required.

Approval Routing

Contracts - Approval Routing

The approval process in Manage Contracts contains special routing instructions. Each contract service type has a pre-set approval route assigned for the following reasons:

- Certain contracts are reviewed and approved by multiple control agencies.
- Some agencies are exempt from rules and regulations of specific control agencies.
- Some service types are exempt from the review process (*i.e.*, architects, dentists, engineers, etc.).

If multiple approvals are required, the routing code determines how the contract is routed. Current approval routes include:

P1	Requires PSCRB approval
E1	Exclude services - route to PSCRB for review only
E2	Exclude services - no PSCRB approval required
C2	Inter-agency contract
L1	Requires Attorney General and SPB approval
L2	Requires only Attorney General approval

When the agency enters the service type on the contract and the service type entered does not correspond to the approval route chosen, SPAHRS will give an error message requiring that the approval route be changed.

If a service type requires a certain approval route, it cannot be overridden by the user. However, if a service type is not required to be approved by a control agency, the user can override the exempt approval route and send it to a control agency for review. In most circumstances, the control agency returns the document with no action taken, but with notes concerning its review.

Certain agencies are exempt from approval by a control agency. For instance, the Department of Transportation is exempt from the regulations of the PSCRB. SPAHRS has an override table that checks to see if an agency is exempt from the normal approval route before it gives an error message. Exempt agencies or agencies requesting exemption for specific service type contracts must send a written request to the MMRS Call Center (mash@dfa.ms.gov). MMRS will verify with the PSCRB that the agency or service type is allowed an exemption and will set up the exemption if approved.

If an agency chooses the approval route C2, signifying an inter-agency contract, the system will verify that the agency issuing the contract and the agency listed on the worker list are both under SPB purview. Contracts meeting these criteria are not subject to approval by the PSCRB.

Approval and Fiscal Year Status

The system records an approval status on each contract. The approval status of a contract is pending, requested, or approved. To denote additional information, a Fiscal Year status indicator is assigned to the contracts. This status is updated as action is taken. The Fiscal Year Status can be:

Approved	Disapproved
Terminated	Pending
ReRequested	Expired

Create a new Contract

Prior to entering contract information in SPAHRS the user must add all contract workers' social security numbers (SSNs) to the SPAHRS demographics (**EM ME ED**), as outlined in the training documentation "6212 - SPAHRS Employment Maintain Employee-Worker Information."

The Browse (CW) Contract by Agency screen (**MC MC**) allows the user to review a listing of contracts by agency including the contract number, contractor name, approval route and the current FY contract total. New contracts may be created in one of two ways: enter "A" to add a new contract OR "C" to copy the same active or inactive contract for a new fiscal year. If Copy is selected, the previous contract information will be displayed on the screen with an Add action and a new contract number; the information will need to be updated for the new contract.

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

PHFNC10	PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	09/15/2015
PHIMAINU	PHIMAINM	Manage Contracts Menu	02:09 PM
Code	Description	FastPath	
MC	Maintain Contract Worker	MCON	
MY	Maintain Contract Year (CW)	MCYR	
AC	Browes used for Analyzing Contracts (CW)	ANZC	
BR	Contract Browes 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 MC (Maintain Contract Worker) from the Manage Contracts Menu and press ENTER.	The Browse (CW) Contracts by Agency screen will appear.

PANEL 1

PHFNC10	PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	09/15/2015
PHMCMC1B	PHMCMC2M	Browse (CW) Contracts by Agency	02:10 PM
			1 more >
Actions: (A,D,M,C,S)			
Act Num	Agcy	Contract #	Contractor
			Approval Route
			Current FY Contract Total

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

PANEL 2

```

PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/15/2015
PHMCMC1B PHMCMC2M Browse (CW) Contracts by Agency 02:11 PM
< 1 more

Actions: (A,D,M,C,S)
  Agcy
Act Num Contract # Contractor Contract Status Contract Orig Date Contract End Date
-----
*** End of Data ***

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

Your Action...	System Response ...
3. Place an (A) dd beside the displayed list of existing contractors and press ENTER .	A blank Maintain Contract Information screen will appear.

```

PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/15/2015
PHMCMC1D PHMCMC1M Maintain Contract Information 02:16 PM

*Action: A
*Agency #: _____ *Contract #: 0096254
  Master Agency #: _____
  *Approval Route: _____ Contract Status: _____ *Contractor Type: _____
    *SSN: _____ Contractor: _____
  Origin Start Date: _____ Origin End Date: _____
*Contract Serv Type: _____ Agreement Amt: _____
  Termination Date: _____ Termination Notification Date: _____
Agency Contract Rep: _____ Phone: _____
  Agency Contact: _____ Phone: - -
*Agency Office Cd: _____
*Agency Project Cd: _____
      Contract Year(s) Information
FY Action: _ Fiscal Year: _____ FY Total: _____ Status: 1 of
-
-

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

Your Action	System Response
<p>4. Enter the following information.</p> <p>*Agency: The SPAHRS agency code XXXX. Contract #: This field is automatically generated by the system. Master Agency #: This field is automatically generated by the system. *Approval Route: Enter the correct approval routing code based on the contract service type. Contract Status: This field is completed by the system from the approval process. *Contractor Type: Enter CW (Contract Worker). *SSN: Enter the contract workers nine-digit social security number Contractor: After pressing ENTER, the system populates the name from the SSN. Origin Start Date: Enter the start date of the contract (MM DD YYYY). Origin End Date: Enter the end date of the contract (MM DD YYYY). *Contract Service Type: Enter a valid code indicating the type of service to be rendered. Agreement Amt: Enter the total dollar amount (without commas) of the contract. Termination Date: The termination date of the contract (to be entered at time of contract expiration). Termination Notification Date: The termination date is populated from the Maintain Contract year screen. Agency Contract Rep: Optional. The name of the person that the requesting agency contacts during the life cycle of the contract. Phone: Optional. The telephone number of the person whom the requesting agency contacts during the life cycle of the contract. Agency Contact: System will populate based on the information on the second panel of the agency screen. Phone: Optional. System will populate based on the information on the second panel of the agency screen.</p>	

Your Action	System Response
<p>Continue entering the following information:</p> <p>*Agency Office Cd: Optional. This is a 3-digit code established by the agency to further track the contract. An office can be a location, a division, etc. The code is created and maintained by the agency on the Office Code (MC CT CO) table.</p> <p>*Agency Project Cd: Optional. This is a 3-digit code established by the agency to further track the contract. A project can be a program, assignment, etc., of the agency for which contracts are to be tracked (MC CT PO) table.</p> <p>Contract Year(s) Information FY Action: This field is used to (C)opy, (D)isplay, or (M)odify a fiscal year contract record. Fiscal Year: The system will populate the contract fiscal year. FY Total: The system will populate the contract fiscal year total dollar amount. Status: The system will populate the contract fiscal year status.</p>	
<p>5. Press ENTER.</p>	<p>The Maintain Contract Year Budget Screen will appear.</p>

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/21/2015
PHMCCY1D PHMCCY2M Maintain Contract Year Budget 10:53 AM
7 more >
*Action: A Enter data for next FY contract
*Agency: 0161 Contractor: XXXXXX, XXXXXXXX Contract #: 0096258
FY: 2016 Agreement Amt: 50000.00 Expenditure Control: I
Category Expenditure Req $ Contract YTD $ Contract Bal $
-----
Personal Services _____
Personal Services FICA _____
PERS Employer Contribution _____
PS sub-total: _____
Travel/Subsistence _____
Travel/Sub FICA _____
TS sub-total: _____
Per-Diem _____
Contractual services _____
Commodities _____
Subsidies/Loans/Grants _____
Totals: _____
*Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note Bkwd Fwd Prnt Left Right Quit
    
```

Your Action	System Response
<p>6. Enter the following information:</p> <p>Expenditure Control: Indicator used to track the contract expenditures. The contract can be tracked either by total dollars or by object category. The system will default to Total dollars. Change to Category if the contract is to be tracked by object category amount.</p> <p>Expenditure Req \$: Enter the requested expenditure amount in the following applicable categories:</p> <p>Personal Services: The amount of money requested for personnel salaries.</p> <p>Personal Services FICA: The amount of contract money requested for personnel services benefits such as FICA.</p> <p>PERS Employer Contribution: The matching percentage the employer contributes to PERS on the employee's behalf.</p> <p>PS-Sub-total: The system will calculate and populate the subtotal of the personal services expenditure requested dollars.</p> <p>Travel/Subsistence: The amount of contract money requested for travel and subsistence.</p> <p>Travel/Sub FICA: The amount of contract money requested for travel and subsistence FICA.</p> <p>TS Sub-total: The system will calculate and populate the subtotal of the travel subsistence requested dollars.</p> <p>Per Diem: The amount of contract money requested for expenditures allocated to daily allowances for expenses.</p> <p>Contractual Services: The amount of contract money requested for contract services such as telephone, electrical, utilities, etc.</p>	

Your Action	System Response
<p>Continue entering the following information:</p> <p>Commodities: The amount of contract money requested for commodities.</p> <p>Subsidies/Loans/Grants: The amount of contract money requested for subsidies, loans, and grants.</p> <p>Totals: The system will calculate and populate the total expenditure requested dollar amount.</p>	
<p>7. Press ENTER.</p>	<p>The Maintain Contract Year screen will appear.</p>

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/21/2015
PHMCCY1D PHMCCY1M Maintain Contract Year 11:00 AM
< 1 more 6 more >
*Action: A
Agency: 0161 DFA-FINANCE AND ADMINISTRATION Contract#: 0096258
FY: 2016 Contractor: XXXXXX, XXXXXXXX
*Approval Route: P1 Apprv Date: PSCRB Approver:

Mod/Reqd Start Dt: 07 01 2015 Apprd Start Dt: FY Status: I
Mod/Reqd End Date: 06 30 2016 Apprd End Date: *Req Type.: N
Mod/Reqd Amount...: 50000.00 Apprd Amount...:
Mod/Reqd PS Amt...: 50000.00 Apprd PS Amt...: Pend Appr
Termination Date.: _ _ _ _ Pay Thru Date.: 08 31 2016 _ _ _ _
Max Unit Cost....: _ _ _ _ *Pay Frequency.: _ Workers Listed:
Max Hour Rate....: _ _ _ _ Mod Count.....: Workers Hired.:
                Gen Fund $ % Fed Fund $ % Other Fund $ %
-----
Reqd/Approved: _ _ _ _
FY Actual....:
Last Fund Upd: Trans for Approval: N Approval Stat: P
*Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Note Bkwd Fwd Prnt Left Right Quit
    
```

Your Action	System Response
<p>8. Enter the following information:</p> <p>Apprv Date: The system will populate the approval date.</p> <p>PSCRB Approver: The system will populate this field through the approval segment as the record passes through the approval process.</p> <p>Mod/Reqd Start Dt: The system will populate the date the agency is requesting the contract to start.</p> <p>Apprd Start Dt: The system will populate the starting date of the contract year record as approved by the appropriate authority. It may be the same as the requested start date.</p>	

Your Action	System Response
<p>Continue to enter the following information:</p> <p>FY Status: The system will populate the status of the contract.</p> <p>Mod/Reqd End Date: The system will populate the month of the date the agency is requesting the contract to end. The date must be within the same fiscal year. The date will change to reflect a new start date if the contract is modified.</p> <p>Apprd End Date: The system will populate the end date of the contract year record as approved by the appropriate authority. It may be the same as the requested end date.</p> <p>*Req Type.: The Request Type (M-Modification, N-New, R-Renew).</p> <p>Mod/Reqd Amount..: The system will populate the total expenditure requested dollar amount.</p> <p>Apprd Amount..: The system will populate the total amount approved by the appropriate authority. (It may be the same as the requested amount.)</p> <p>Mod/Reqd PS Amt..: The system will populate the subtotal of the personal services expenditure requested dollars.</p> <p>Apprd PS Amt..: The system will populate the approved dollar amount for personal services.</p> <p>Termination Date: The termination date of the contract</p> <p>Pay Thru Date.: The system will default to 08/31/YYYY (lapse period).</p> <p>*Pay Frequency.: Enter "K," the contract worker pay frequency.</p> <p>Workers Listed: The number of workers listed on the contract as pending/approved.</p> <p>Max Hour Rate....: The maximum requested hourly rate assigned to this contract year record.</p> <p>Mod Count.....: The number of times a request type of Modification has been initiated and/or approved/disapproved.</p> <p>Workers Hired: The actual number of workers that are pending final hiring approval.</p>	

Your Action	System Response
<p>Continue entering the following information.</p> <p>Gen Fund \$ %; Fed Fund \$ %: Other Fund \$ %: List the total contract percentage to be used for each type of these funds (see next step - Reqd/Approved).</p> <p>Reqd/Approved: The percentage of the total contract amount to be paid from the Gen Fund, Fed Fund or Other Fund.</p> <p>FY Actual....: The actual percentage of year-to-date general, federal, or other funds.</p> <p>Last Fund Upd: The last update to the year-to-date general funds information.</p> <p>Trans for Approval: This field will default to "N"o. Enter "Y"es when the transaction is ready to transmit for approval.</p> <p>Approval Stat: Indicates the current approval status. "A" - Approved, "D" - Disapproved or "P" - Pending.</p>	
<p>9. Press ENTER.</p>	<p>The Maintain Service Description screen will appear.</p>

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/21/2015
PHMCCY1D PHMCCY4M Maintain Service Description 11:01 AM
< 4 more 3 more >
*Action: A

*Agency: 0161 Contractor: XXXXXX, XXXXXXXX Contract #: 0096258
FY: 2016
Detailed description of contractual services to be performed including loca-
tion, program, purpose and condition or regulatory agency establishing the
requirement for services: 1 of 20

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

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

Your Action	System Response
<p>10. Enter the following information:</p> <p>Service Description: This is a free text field with twenty available lines.</p>	
<p>11. Press ENTER.</p>	<p>The Maintain Request Justification screen will appear.</p>

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/21/2015
PHMCCY1D PHMCCY5M Maintain Request Justification 11:02 AM
< 5 more 2 more >
*Action: A

*Agency: 0161 Contractor: xxxxxx, xxxxxxxx Contract #: 0096258
FY: 2016
Justification of request including assessment of current personnel
resources: 1 of 20
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

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

Your Action	System Response
12. Enter the following information: Justification: This is a free text field with twenty available lines.	
13. Press ENTER.	The Maintain Qualification/Disapproval Consequence screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/21/2015
PHMCCY1D PHMCCY6M Maintain Qualification/Disapproval Consequence 11:03 AM
< 6 more 1 more >
*Action: A

*Agency: 0161 Contractor: xxxxxx, xxxxxxxx Contract #: 0096258
FY: 2016
Qualifications that make contractor the best suited to perform task: 1 of 10
_____
_____
_____
_____

consequence of contract being disapproved: 1 of 10
_____
_____
_____
_____

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

Your Action	System Response
14. Enter the following information: Qualifications that make contractor the best suited to perform task: This is a free text field with ten available lines. Consequence of contract being disapproved: This is a free text field with ten available lines.	
15. Press ENTER.	The Maintain Contract Personnel / Vacancy Info screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/21/2015
PHMCCY1D PHMCCY3M Maintain Contract Personnel / Vacancy Info 11:04 AM
< 2 more 5 more >
*Action: A

*Agency: 0161 Contractor: XXXXXX, XXXXXXXX Contract #: 0096258
FY: 2016

CONTRACT PERSONNEL REQUESTED:
# of *Serv
Pers. Type Function/Job Title(specify speciality consultant, trainer etc.)
-----
_____ PRO PROFESSIONAL - OTHER

VACANCIES IN AGENCY WITH SAME OR RELATED CLASSIFICATION:
____
____
____

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

Your Action	System Response
15. Enter the following information: # of Pers: Enter the number of contract personnel requested by the agency. *Serv Type: The service type will be brought forward by the system from the Maintain Contract Information screen. Function/Job Title (Specify specialty consultant, trainer etc.): The system will populate this information. Vacancies In Agency With Same or Related Classification: User provides comments regarding vacancy information for the agency in a given fiscal year.	

Your Action	System Response
16. Press ENTER.	The Maintain Budget Year screen will appear with the following message: Contract Year XXXXX-YYYY-P added successfully.
17. Press F3 to return to the Maintain Contract Information screen.	
18. Choose Modify next to the FY Action and press ENTER.	
19. F11 to access the Maintain Contract Year screen and enter the following information: Transmit for Approval: Enter a "Y" to transmit the record for approval. The Approval Status will be reflected as a "Q" (approval requested) once the user transmits the request for approval and a higher-level approver is required.	The following system message is displayed: Contract Information ## added successfully.

NOTE: The following screen will be automatically populated by the system if an SSN is entered on the Maintain Contract Information screen. If no SSN is entered on the Maintain contract Information screen, manually enter the SSNs of all contract workers who will be working on the contract.

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM				09/21/2015	
PHMCCY1D PHMCCY8M Maintain Worker List				11:08 AM	
< 3 more				4 more >	
*Action: M					
Agency: 0161		Contractor: XXXXXX, XXXXXXXX		Contract #: 0096258	
FY: 2016		Worker Type: CW		1 of 350	
Service Type: PRO		Individual		worker	
SSN/VIN	Name	Agcy	or Company	Status	
-----	-----	---	-----	-----	
_____				-	
_____				-	
_____				-	
_____				-	
_____				-	
_____				-	
_____				-	
_____				-	
_____				-	
*Direct Command: _____					
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
Help Main End Note Bkwd Fwd Prnt Left Right Quit					

Your Action	System Response
<p>20. If the SSN field is left blank during initial setup, then enter the following information:</p> <p>SSN: Enter the SSN of each worker who will perform services in this contract. Up to 350 workers may be entered into one contract when the same service type is performed by all workers in the contract.</p> <p>Name: The system will populate this information.</p> <p>Individual or Company Status: The valid code is I.</p> <p>Worker Status: The current approval status of a contract worker. The Worker Status field will be system-generated based on the approval process.</p>	