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# Mississippi Management and Reporting System

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## Department of Finance and Administration

<b>MMS Policies and Procedures</b>		
6222	Manage Contracts - Maintain Contract Workers	Revision Date: 12/01/2015
		Version: 6

**Table of Contents**

Objective..... 3  
Outcome ..... 3  
Modify a Contract Worker (CW) Contract..... 3  
Maintain Contract Year (CW) .....13  
Renew a Contract .....21  
Terminate a Contract .....23

**Objective**

Perform maintenance actions on contracts, renew contracts, or terminate contracts

**Outcome**

Contracts are **Modified, Renewed, or Terminated**

**Modify a Contract Worker (CW) Contract**

Modifications can be made to contracts any time prior to being submitted for review and approval. Once transactions have been submitted for approval, the requesting agency cannot modify them with the exception of the "Maintain Contract Information" screen, which can be modified while in requested (Q) status. In addition, modifications cannot be made to proposals with a Terminated, Expired or Disapproved fiscal year status.

Modifications can be made on either the Maintain Contract Information screen or on the specific Contract Fiscal Year record. The Maintain Contract information screen is divided into two parts; 1) the contractor information record and 2) the contract year(s) information record(s). If the only changes made are pertaining to the contractor information record, the changes will not affect the information in the contract year(s).

Once the transaction is in Q status, the agency issuing the contract should verify the approver. The approver is listed on the third panel of the "Browse Contract by Agency Number" (**MC MY MA**) or on the "Browse Contract by Fiscal Year" (**MC MY MF**) panel. When the agency requests the approver to return the contract, modifications can be made to the contract any time after the approver returns the contract with no action.

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

```

PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/22/2015
PHIMAINU PHIMAINM Manage Contracts Menu 10:43 AM

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>MC</b> (Maintain Contract Worker) from the Manage Contracts Menu and press ENTER.  Selection Criteria includes Agency and Contractors.	The Browse (CW) Contracts by Agency screen will appear.  Information is displayed by Agency Number, Contract #, Contractor, Approval Route, Current FY Contract Total, Contract Status, Contract Orig Date, and Contract End Date.

**PANEL 1**

PHFNC10	PHV5	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	09/22/2015
PHMCMC1B	PHMCMC2M	Browse (CW) Contracts by Agency	10:47 AM
			1 more >
Actions: (A,D,M,C,S)			
Agcy		Approval	Current FY
Act Num	Contract #	Contractor	Contract Total
-----			
_ 0888	0093489	FRAZURE, JASON MONROE	P1
*** End of Data ***			
*Agency: 0888 *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	PHV5	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	09/22/2015
PHMCMC1B	PHMCMC2M	Browse (CW) Contracts by Agency	11:01 AM
			< 1 more
Actions: (A,D,M,C,S)			
Agcy		Contract	Contract
Act Num	Contract #	Contractor	Contract
		Status	Orig Date
			End Date
-----			
_ 0888	0093489	FRAZURE, JASON MONROE	A 01/01/2015 06/30/2015
*** End of Data ***			
*Agency: 0888 *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. Select the contract to be modified from the Browse Contracts by Agency screen with a <b>Modify</b> and press ENTER.	The Maintain Contract Information screen will appear.

```

PHFNC10 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/22/2015
PHMCMC1D PHMCMC1M Maintain Contract Information 11:01 AM

*Action: M
*Agency #: 0888 CAPITOL CITY DEVELOPMENT DISTRICT *Contract #: 0093489
  Master Agency #: 90482 PEARL RIVER BASIN DEVELOPMENT DISTRICT
  *Approval Route: P1 Contract Status: A *Contractor Type: CW
    *SSN: 000000272 Contractor: FRAZURE, JASON MONROE
  Origin Start Date: 01 01 2015 Origin End Date: 06 30 2015
*Contract Serv Type: ADM ADMINISTRATIVE ASSISTAN Agreement Amt: 10000.00
  Termination Date: Termination Notification Date:
Agency Contract Rep: Phone:
  Agency Contact: DAWSON, JAMES MARK Phone: 601-354-1111
  *Agency office Cd:
  *Agency Project Cd:
      Contract Year(s) Information 1 of 1
  FY Action: _ Fiscal Year: 2015 FY Total: 10,000 Status: A
    -
    -

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 information to be added or modified:</p> <p>Origin End Date: This is the date the original contract is expected to end. This date may be modified if the contract is to be extended.</p> <p>Agreement Amt: The total dollar amount of the contract.</p> <p>Agency Contract Rep: Optional. The name of the person that the requesting agency contacts during the life cycle of the contract.</p> <p>Phone: Optional. The phone number of the Agency Contract Representative.</p> <p>Agency Contact: System will populate based on the information on the second panel of the agency screen.</p> <p>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 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.</p>	
<p>5. Press ENTER.</p>	<p>The system will display the following message:</p> <p>Contract Info ##### modified successfully</p>
<p>6. Press <b>F3</b> to return to the Maintain Contract Information screen.</p>	
<p>7. To modify a fiscal year's information, contract year information, or other data, enter <b>Modify</b> by the fiscal year and press ENTER.</p>	<p>The Maintain Contract Year Budget screen will appear.</p>

```

PHFNC10 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/22/2015
PHMCCY1D PHMCCY2M Maintain Contract Year Budget 11:09 AM
7 more >
*Action:
*Agency: 0888 Contractor: FRAZURE, JASON MONROE Contract #: 0093489
FY: 2015 Agreement Amt: 10000.00 Expenditure Control: T
-----
Category Expenditure Req $ Contract YTD $ Contract Bal $
-----
Personal Services _____ 10000.00
Personal Services FICA _____
PERS Employer Contribution _____
PS sub-total: 10000.00
Travel/Subsistence _____
Travel/Sub FICA _____
TS sub-total: _____
Per-Diem _____
Contractual Services _____
Commodities _____
Subsidies/Loans/Grants _____
Totals: 10000.00 10000.00
*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 to be added or modified:</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>Travel/Subsistence: The amount of contract money requested for travel and subsistence.</p> <p>Travel/Subsistence FICA: The amount of contract money requested for travel and subsistence FICA.</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> <p>Commodities: The amount of contract money requested for commodities.</p> <p>Capital Outlay: The amount of contract money requested for capital outlay, such as equipment.</p> <p>Subsidies/Loans/Grants: The amount of contract money requested for subsidies, loans, and grants.</p>	
<p>9. Press F11 to access the second panel of this screen.</p>	<p>The Maintain Contract Year screen will appear.</p>

```

PHFNC10 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/22/2015
PHMCCY1D PHMCCY1M Maintain Contract Year 11:11 AM
< 1 more 6 more >
*Action:
Agency: 0888 CAPITOL CITY DEVELOPMENT DISTRICT Contract#: 0093489
FY: 2015 Contractor: 000000272 FRAZURE, JASON MONROE
*Approval Route: P1 Apprv Date: 01/13/2015 PSCRB Approver:

Mod/Reqd Start Dt: _ _ _ Apprd Start Dt: 01/01/2015 FY Status: A
Mod/Reqd End Date: _ _ _ Apprd End Date: 06/30/2015 *Req Type.: N
Mod/Reqd Amount...: Apprd Amount...: 10000.00
Mod/Reqd PS Amt...: Apprd PS Amt...: 10000.00 Pend Appr
Termination Date.: _ _ _ Pay Thru Date.: 08 31 2015
Max Unit Cost....: *Pay Frequency.: K Workers Listed: 1
Max Hour Rate....: 25.00 Mod Count.....: Workers Hired.: 1
Gen Fund $ % Fed Fund $ % Other Fund $ %
-----
Reqd/Approved: 10000.00 100
FY Actual....:
Last Fund Upd: Trans for Approval: N 01/13/2015 Approval Stat: A
*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 to be added or modified:</p> <p>Mod/Reqd Start Dt: The system will populate the date the agency is requesting the contract to start.</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>Termination Date.: The termination date of the contract</p> <p>Pay Thru Date: The system will default to 08/31/YYYY.</p> <p>Max Unit Cost....: If the contract is paid by a unit other than hourly, such as number of keystrokes or items processed, enter the maximum unit cost.</p> <p><b>*Pay Frequency:</b> Enter the contract service “K” Pay Frequency if the contract is for contract workers(s).</p> <p>Max Hour Rate....: The maximum requested hourly rate assigned to this contract year record.</p>	

Your Action ...	System Response ...
<p>Continue to enter the following information:</p> <p><b>Gen Fund \$ %; Fed Fund \$ %:</b>  <b>Other Fund \$ %:</b>                      Reqd/Approved: The percentage of the total contract amount to be paid from the Gen Fund, Fed Fund or Other Fund.</p>	
<p>11. Press F11 to access the third panel of this screen.</p>	<p>The Maintain Contract Personnel / Vacancy Info screen will appear.</p>

```

PHFNC10 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/22/2015
PHMCCY1D PHMCCY3M Maintain Contract Personnel / vacancy Info 11:30 AM
< 2 more 5 more >
*Action:

*Agency: 0888 Contractor: FRAZURE, JASON MONROE Contract #: 0093489
FY: 2015

CONTRACT PERSONNEL REQUESTED:
# of *serv
Pers. Type Function/Job Title(specify speciality consultant, trainer etc.)
-----
1___ ADM ADMINISTRATIVE ASSISTANTS

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 ...
<p>12. Enter the following information to be added or modified:</p> <p># of Pers.: Enter the number of contract personnel requested by the agency.</p>	
<p>13. Press F11 to access the fourth panel of this screen.</p>	<p>The Maintain Worker List screen will appear.</p>





Your Action	System Response
17. Enter the following information:  Justification: This is a free text field with twenty available lines.	
18. Press F11 to access the seventh panel of this screen.	The Maintain Qualification/Disapproval Consequence screen will appear.

```

PHFNC10 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/22/2015
PHMCCY1D PHMCCY6M Maintain Qualification/Disapproval Consequence 11:33 AM
< 6 more 1 more >
*Action:

*Agency: 0888 Contractor: FRAZURE, JASON MONROE Contract #: 0093489
FY: 2015
Qualifications that make contractor the best suited to perform task: 1 of 10
TRAINING_____
_____
_____
_____

Consequence of contract being disapproved: 1 of 10
TRAINING_____
_____
_____
_____

*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
19. Enter the following information:  Qualifications that make this contractor best suited for the contract: This is a free text field with ten available lines. Consequences that would occur if the contract is disapproved: This is a free text field with ten available lines.	
20. Press F11 to access the eighth panel of this screen.	The Maintain Mod Justification screen will appear.

```

PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/22/2015
PHMCCY1D PHMCCY9M Maintain Mod Justification 11:38 AM
< 7 more
*Action: M

*Agency: 0201 Contractor: ADDISON, JAMES LUKE Contract #: 0095679
FY: 2016

Justification of modification request (if applicable): 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 ...
21. Enter a <b>Note of Justification</b> for the modification and press ENTER. This free text field has twenty available lines.	The following system message is displayed:  Contract Info XXXX-XXXX-P modified successfully.
22. Press the F3 key to return to the Maintain Contract Information screen	The Status will show as P (pending).
23. Change the Transmit for Approval on the Maintain Contract Year screen from <b>No</b> to <b>Yes</b> and press ENTER.	The following system message is displayed:  Contract Year XXXXXXXX-P Modified
24. Press the F3 key to return to the Maintain Contract Information Screen.	The Contract Status will show "A" for Approved once approvals have been applied.
25. Press F2 to return to the Main Menu Screen.	

**Maintain Contract Year (CW)**

**Browse Contract by Agency Number**

The Browse Contract by Agency Number screen allows the user to view a listing of contracts by agency number, contract #, fiscal year, contractor, request type and FY status.

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

```

PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/22/2015
PHIMAINU PHIMAINM Manage Contracts Menu 12:25 PM
    
```

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

```

PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/22/2015
PHIMAINU PHIMAINM Maintain Contract Year (CW) Menu 12:28 PM
    
```

Code	Description	FastPath
MA	Browse Contract by Agency Number	MCMA
MF	Browse Contract by Fiscal Year	MCMF

Code: \_\_

Direct Command: \_\_\_\_\_

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

Your Action ...	System Response ...
<p>3. Choose <b>MA</b> (Browse Contract by Agency Number) from the Maintain Contract Year (CW) Menu and press ENTER.</p> <p>Selection criteria include *Agency Number, Fiscal Year Status, and Fiscal Year. Available actions are Display and Modify.</p>	<p>The Browse Contract by Agency Number screen will appear.</p> <p>Information is displayed by Agency Number, Contract #, Fiscal Year, Contractor, Request Type, FY Status, Mod/Reqd. Amount, Approved Amount, Lvl Type, Approver 1 User ID and Name, Approver 2 User ID and Name, Approver 3 User ID and Name, Approver 4 User ID and Name, Approver 5 User ID and Name, and Approver 6 User ID and Name.</p>

**PANEL 1**

PHFNC10	CI	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM			09/22/2015
PHMCYB1B	PHMCYB1M	Browse Contract by Agency Number			12:29 PM
Actions: (D,M,P,C)					4 more >
Act Num	Agcy Contract #	Fiscal Year	Contractor	Request Type	FY Status
-----					
*Agency: ____ FY Status: _ (A,D,T,E,P,Q,' ') FY: 2016					
Direct Command: _____					
Enter-PF1---	PF2---	PF3---	PF4---	PF5---	PF6---
Help	Main	End	Bkwd	Fwd	Left
			Right	Quit	

**PANEL 2**

PHFNC10	CI	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM			09/22/2015						
PHMCYB1B	PHMCYB1M	Browse Contract by Agency Number			01:01 PM						
< 1 more					3 more >						
Actions: (D,M,P,C)											
Act Num	Agcy Contract #	Fiscal Year	Contractor	Mod/Reqd. Amount	Approved Amount						
-----											
*** End of Data ***											
*Agency: 0888 FY Status: _ (A,D,T,E,P,Q, ' ') FY: 2016											
Direct Command: _____											
Enter-PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10	PF11	PF12
Help	Main	End				Bkwd	Fwd		Left	Right	Quit

**PANEL 3**

PHFNC10	CI	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM			09/22/2015						
PHMCYB1B	PHMCYB1M	Browse Contract by Agency Number			01:02 PM						
< 2 more					2 more >						
Actions: (D,M,P,C)											
Act Num	Agcy Contract#	FY	Lvl Typ User Id	Approver 1 Name	Approver 2 User Id Name						
-----											
*** End of Data ***											
*Agency: 0888 FY Status: _ (A,D,T,E,P,Q, ' ') FY: 2016											
Direct Command: _____											
Enter-PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10	PF11	PF12
Help	Main	End				Bkwd	Fwd		Left	Right	Quit

**PANEL 4**

PHFNC10	CI	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM					09/22/2015
PHMICYB1B	PHMICYB1M	Browse Contract by Agency Number					01:02 PM
< 3 more						1 more >	
Actions: (D,M,P,C)							
Act Num	Agcy Contract#	FY	Lvl Typ	Approver 3 User Id	Name	Approver 4 User Id Name	
-----							
*** End of Data ***							
*Agency: 0888 FY Status: _ (A,D,T,E,P,Q,' ') FY: 2016							
Direct Command: _____							
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---							
Help Main End Bkwd Fwd Left Right Quit							

**PANEL 5**

PHFNC10	CI	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM					09/22/2015
PHMICYB1B	PHMICYB1M	Browse Contract by Agency Number					01:03 PM
< 4 more							
Actions: (D,M,P,C)							
Act Num	Agcy Contract#	FY	Lvl Typ	Approver 5 User Id	Name	Approver 6 User Id Name	
-----							
*** End of Data ***							
*Agency: 0888 FY Status: _ (A,D,T,E,P,Q,' ') FY: 2016							
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 ...
4. Choose <b>D</b> isplay or <b>M</b> odify by the selected record and press ENTER.	The Maintain Contract Year Budget screen will appear.

**Browse Contract by Fiscal Year**

Your Action ...	System Response ...
1. Choose <b>MC</b> (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will Appear.
2. Choose <b>MY</b> (Maintain Contract Year (CW)) from the Manage Contracts Menu and press ENTER.	The Maintain Contract Year (CW) Menu will appear.
3. Choose <b>MF</b> (Browse Contract by Fiscal Year) from the Maintain Contract Year (CW) Menu and press ENTER.  Selection criteria include *Agency Number, Fiscal Year, and Fiscal Year Status. Available actions are Display and Modify.	The Browse Contract by Fiscal Year screen will appear.  Information is displayed by Agency Number, Contract #, Fiscal Year, Contractor, Request Type, FY Status, Mod/Reqd. Amount, Approved Amount, Lvl Type, Approver 1 User ID and Name, Approver 2 User ID and Name, Approver 3 User ID and Name, Approver 4 User ID and Name, Approver 5 User ID and Name, and Approver 6 User ID and Name.

**PANEL 1**

PHFNC10	CI	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	09/22/2015
PHMCYB2B	PHMCYB2M	Browse Contract by Fiscal Year	01:19 PM
Actions: (D,M,P,C)			4 more >
Agcy	Fiscal	Request	FY
Act Num	Contract #	Type	Status
-----			
*** End of Data ***			
*Agency: 0888 FY: 2016 FY Status: _ (A,D,T,E,P,Q, ' ')			
Direct Command: _____			
Enter-PF1---	PF2---	PF3---	PF4---
PF5---	PF6---	PF7---	PF8---
PF9---	PF10---	PF11---	PF12---
Help	Main	End	Bkwd
			Fwd
		Left	Right
			Quit

**PANEL 2**

PHFNC10	CI	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM			09/22/2015						
PHMCYB2B	PHMCYB2M	Browse Contract by Fiscal Year			01:20 PM						
< 1 more					3 more >						
Actions: (D,M,P,C)											
Act Num	Agcy Contract #	Fiscal Year	Contractor	Mod/Reqd. Amount	Approved Amount						
-----											
*** End of Data ***											
*Agency: 0888 FY: 2016 FY Status: _ (A,D,T,E,P,Q, ' ')											
Direct Command: _____											
Enter-PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10	PF11	PF12
Help	Main	End				Bkwd	Fwd		Left	Right	Quit

**PANEL 3**

PHFNC10	CI	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM			09/22/2015						
PHMCYB2B	PHMCYB2M	Browse Contract by Fiscal Year			01:20 PM						
< 2 more					2 more >						
Actions: (D,M,P,C)											
Act Num	Agcy Contract#	FY	Lvl Typ	Approver 1 User Id Name	Approver 2 User Id Name						
-----											
*** End of Data ***											
*Agency: 0888 FY: 2016 FY Status: _ (A,D,T,E,P,Q, ' ')											
Direct Command: _____											
Enter-PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10	PF11	PF12
Help	Main	End				Bkwd	Fwd		Left	Right	Quit

**PANEL 4**

```

PHFNC10 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/22/2015
PHMCYB2B PHMCYB2M Browse Contract by Fiscal Year 01:20 PM
< 3 more 1 more >
Actions: (D,M,P,C)

      Agcy
Act Num Contract# FY Lvl Typ User Id Name User Id Name
-----
*** End of Data ***

*Agency: 0888 FY: 2016 FY Status: _ (A,D,T,E,P,Q, ' ')
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Bkwd Fwd Left Right Quit
    
```

**PANEL 5**

```

PHFNC10 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/22/2015
PHMCYB2B PHMCYB2M Browse Contract by Fiscal Year 01:21 PM
< 4 more
Actions: (D,M,P,C)

      Agcy
Act Num Contract# FY Lvl Typ User Id Name User Id Name
-----
*** End of Data ***

*Agency: 0888 FY: 2016 FY Status: _ (A,D,T,E,P,Q, ' ')
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 ...
4. Choose <b>Display</b> or <b>Modify</b> by the selected record and press ENTER.	The Maintain Contract Year Budget screen will appear.

**Renew a Contract**

Your Action ...	System Response ...
1. Choose <b>MC</b> (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose <b>MC</b> (Maintain Contract) from the Manage Contracts Menu and press ENTER.	The Browse Contracts (CW) by Agency screen will appear.

```

PHFNC10 PHV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/23/2015
PHMCMC1B PHMCMC2M Browse (CW) Contracts by Agency 01:09 PM
< 1 more

Actions: (A,D,M,C,S)
Agcy
Act Num Contract # Contractor Contract Status Contract Orig Date Contract End Date
-----
- 0888 0093489 FRAZURE, JASON MONROE A 01/01/2015 06/30/2016
- 0888 0093493 FRAZURE, JASON MONROE A 07/01/2015 09/30/2015
- 0888 0093492 FRAZURE, JASON MONROE I 07/01/2015 09/30/2015
*** End of Data ***

*Agency: 0888 *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. Select the contract to be renewed from the displayed list with a <b>Modify</b> and press ENTER.	The Maintain Contract Information screen will appear.

```

PHFNC10 PHV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/23/2015
PHMCMC1D PHMCMC1M Maintain Contract Information 01:10 PM

*Action: M
*Agency #: 0888 CAPITOL CITY DEVELOPMENT DISTRICT *Contract #: 0093493
  Master Agency #: 90482 PEARL RIVER BASIN DEVELOPMENT DISTRICT
  *Approval Route: P1 Contract Status: A *Contractor Type: CW
    *SSN: 000000272 Contractor: FRAZURE, JASON MONROE
  Origin Start Date: 07 01 2015 Origin End Date: 09 30 2015
*Contract Serv Type: ADM ADMINISTRATIVE ASSISTAN Agreement Amt: 10000.00
  Termination Date: Termination Notification Date:
Agency Contract Rep: Phone:
  Agency Contact: DAWSON, JAMES MARK Phone: 601-354-1111
  *Agency Office Cd:
  *Agency Project Cd:
  Contract Year(s) Information 1 of 1
  FY Action: _ Fiscal Year: 2016 FY Total: 10,000 Status: A
  -
  -
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 ...
4. Enter the following information:  Change the origin end date to the new origin end date.  Add the new contract amount to the old amount to get the new up-to-date total contract amount.	
5. Press ENTER.	The following system message is displayed:  Contract Info modified successfully.
6. Enter the following information:  FY Action: Place a <b>C</b> opy in the appropriate FY Action Field.	
7. Press <b>ENTER</b> .	The Maintain Contract Year Budget screen will appear.
8. Enter any changes. Press F11 until all changes applicable to the new FY are made.	
9. Change the Transmit for Approval from <b>No</b> to <b>Yes</b> .	
10. Press ENTER.	The Maintain Mod Justification screen will appear.

```

PHFNC10 PHV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/23/2015
PHMCCY1D PHMCCY9M Maintain Mod Justification 01:22 PM
< 7 more
*Action: M

*Agency: 0888 Contractor: FRAZURE, JASON MONROE Contract #: 0093493
FY: 2016

Justification of modification request (if applicable): 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 ...
11. Enter the renewal justification as free text. Twenty lines are available.	
12. Press ENTER.	The renewal request has been entered and the system will display the following Message:  Contract Year#-yyyy-p modified successfully.
13. Press F2 to return to the Main Menu Screen.	

**Terminate a Contract**

Your Action ...	System Response ...
1. Choose <b>MC</b> (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose <b>MY</b> (Maintain Contract Year (CW)) from the Manage Contracts Menu and press ENTER.	The Maintain Contract Year (CW) Menu will appear.
3. Choose <b>MA</b> (Browse Contract by Agency Number) or <b>MF</b> (Browse Contract by Fiscal Year) and press ENTER.	The Browse Contract by Agency Number or the Browse Contract by Fiscal Year screen will appear.
4. Select a contract from the displayed list with a <b>Modify</b> and press ENTER.	The Maintain Contract Year Budget screen will appear.

```

PHFNC10 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/23/2015
PHMICYB2B PHMICYB2M Browse Contract by Fiscal Year 01:27 PM
4 more >
Actions: (D,M,P,C)
-----
Agcy Fiscal Request FY
Act Num Contract # Year Contractor Type Status
-----
M 0888 0093493 2016 FRAZURE, JASON MONROE M A
*** End of Data ***

*Agency: 0888 FY: 2016 FY Status: _ (A,D,T,E,P,Q, ' ')
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.	The Maintain Contract Year screen will appear.

```

PHFNC10 PHV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/23/2015
PHMCCY1D PHMCCY1M Maintain Contract Year 01:29 PM
< 1 more 6 more >
*Action: M
Agency: 0888 CAPITOL CITY DEVELOPMENT DISTRICT Contract#: 0093493
FY: 2016 Contractor: 000000272 FRAZURE, JASON MONROE
*Approval Route: P1 Apprv Date: 09/23/2015 PSCRB Approver:

Mod/Reqd Start Dt: 07 01 2015 Apprd Start Dt: 07/01/2015 FY Status: P
Mod/Reqd End Date: 09 30 2015 Apprd End Date: 09/30/2015 *Req Type.: M
Mod/Reqd Amount...: 40000.00 Apprd Amount...: 40000.00
Mod/Reqd PS Amt...: 40000.00 Apprd PS Amt...: 40000.00 Pend Appr
Termination Date.: _ _ _ _ Pay Thru Date.: 08 31 2016
Max Unit Cost..... *Pay Frequency.: K workers Listed: 1
Max Hour Rate.....: 25.00 Mod Count.....: 3 workers Hired.:
Gen Fund $ % Fed Fund $ % Other Fund $ %
-----
Reqd/Approved: 40000.00 100
FY Actual....:
Last Fund Upd: Trans for Approval: N 09/23/2015 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 ...
6. Enter the following information:  Termination Date: Enter the date the contract is to terminate. Trans for Approval: Change from <b>No</b> to <b>Yes</b> .	

Your Action ...	System Response ...
7. Press ENTER.	The contract has been terminated and the system will display the following message:  Contract Year #-YYYY-P modified successfully.