
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6217	Employment Reports	Revision Date: 06/22/2016
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Table of Contents

Objective	3
Outcome	3
Overview	3
Miscellaneous Reports Menu1.....	3
Produce LOA (Leave of Absence) Report	4
Mailing and Residence Address List per Agency.....	6
Employee Auto Reclassification Eligibility.....	7
Current Employee Report	9
Produce Position Employee Profile (PEP) Information	10
Printing PEP Reports	10
View PEP Information	14
Audit Trail of Debt Deduction Orders	16
Employee address labels-Download.....	18
Miscellaneous Reports Menu2.....	19
Agency Turnover Rate/Job Classification	19
Employee New Hire	20
Employee Separated	22
Employee Reduction in Work Force	23
Salary Below Start Salary of Occu.....	25
Employee Special Duty Pay Time Expiration.....	26
Employee Time Limited Position Expiration.....	27
Employee Emergency Hire Time Expiration	28
Employee Re-employed Retiree Time Expiration	30
Agency Transaction Receive/Outstand/Clear	31

Objective

Produce employee-related reports.

Outcome

Leave of Absence, Current Employee Report, and other employee-related reports are created, reviewed and generated.

Overview

There are numerous available reports in the Employment process. These reports can be accessed from two separate menu options: Miscellaneous Reports Menu1 (**EM R1**) and Miscellaneous Reports Menu2 (**EM R2**). The majority of the reports available from the first menu option relate to current employees. The majority of the reports on the second menu option contain information on the hiring and separation of employees.

Miscellaneous Reports Menu1

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

Code	Description	FastPath
EP	Maintain Employee with PIN	MEWP
EE	Maintain worker within WIN	MEWW
ME	Maintain Employee/worker Information	MEWI
MP	Maintain Payroll Information	MPAY
PA	Process Performance Appraisal	PPAS
R1	Miscellaneous Reports Menu1	MPR1
R2	Miscellaneous Reports Menu2	MPR2
MB	Miscellaneous Browses	MPBR
MT	Miscellaneous Employee Maintenance Programs	EMP

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 R1 (Miscellaneous Reports Menu1) from the Employment Menu and press ENTER.	The Miscellaneous Reports Menu1 will appear.

Code	Description	FastPath
PR	Produce LOA Report	PLOA
EE	Produce EE04 Information	EE04
PP	Produce PEP Information	PEPS
ML	Mailing and Residence Address List Per Agency	MADD
SA	Employee Auto Reclass Eligibility	SEAR
AT	Audit Trail of Debt Deduction Orders	AUDT
M7	Current Employee Report	
AL	Employee address labels-Download	EALB

Code: __

Direct Command: _____

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

Produce LOA (Leave of Absence) Report

The Produce LOA Report is used to generate a Leave of Absence report for the year prior to the date entered.

Your Action ...	System Response ...
1. Choose EM (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose R1 (Miscellaneous Reports Menu1) from the Employment Menu and press ENTER.	The Miscellaneous Reports Menu1 will appear.
3. Choose PR (Produce LOA Report) from the Miscellaneous Reports Menu1 and press ENTER.	The Produce LOA Report screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/26/2016
PHOMPLRP PHOMPLRM Produce LOA Report 02:26 PM

From Date: 01 26 2016 (MM/DD/YYYY)
            (will deduct 11 months from this date)
Select All Agencies: * N
Agency Numbers: * _____
                  _____
                  _____
                  _____
                  _____
                  _____
                  _____
                  _____
                  _____
                  _____

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

Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>From Date: The start date for the selected records. MMDDYYYY. The system will deduct 11 months from this date.</p> <p>Select All Agencies: Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report. The user must have a security level of 3, 4, or 5 to print "ALL" agencies.</p> <p>*Agency Numbers: The agency number to be included on the report is required if the Select All Agencies blank is set to N.</p>	
<p>5. Press ENTER.</p>	<p>The LOA report Batch Job Submission window will appear.</p>
<p>6. Press ENTER.</p>	<p>The system will produce a report for the year prior to the date entered.</p> <p>Information provided includes Agency Number, Agency Name, SSN, PIN, Employee Name, LOA Description, Date on Leave, Date Expected Back, and PIN Vacate.</p>

Mailing and Residence Address List per Agency

The Mailing and Residence Address List per Agency is used to generate a list of mailing and residence addresses for a specified time period for selected agencies or all agencies.

Your Action ...	System Response ...
1. Choose EM (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose R1 (Miscellaneous Reports Menu1) from the Employment Menu and press ENTER.	The Miscellaneous Reports Menu1 will appear.
3. Choose ML (Mailing and Residence Address List Per Agency) from the Miscellaneous Reports Menu1 and press ENTER.	The Mailing and Residence Address List Per Agency screen will appear.

```

PHFNC10 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/27/2016
PHOMB07P PHOMB07M Mailing and Residence Address List Per Agency 09:59 AM

      From Date: 01 01 2016 (MM/DD/YYYY)
      To Date: 01 26 2016 (MM/DD/YYYY)
Select All Agencies: * N
      Include SSN: N
      Agency Numbers: * _____
                    _____
                    _____
                    _____
                    _____
                    _____
                    _____
                    _____
                    _____
                    _____

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

Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>From Date: The start date for the selected records. MMDDYYYY</p> <p>To Date: The end date for the selected records. MMDDYYYY.</p> <p>Select All Agencies: Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report. The user must have a security level of 3, 4, or 5 to print "ALL" agencies.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information.</p> <p>Include SSN: Enter "Y" to include social security number in the selection. The user must have a security level of 5 to include SSNs in the report.</p> <p>*Agency Numbers: The agency number to be included on the report is required if the Select All Agencies blank is set to N.</p>	
5. Press ENTER.	The Mailing and residence address Batch Job Submission window will appear.
6. Press ENTER.	<p>The system will produce a report for the date entered.</p> <p>Information is provided by Agency Number, Agency Name, Agency Address, Employee Name, SSN, Residence Address, Mailing Address, and Separation Date and Reason.</p>

Employee Auto Reclassification Eligibility

The Employee Auto Reclassification Eligibility screen is used to generate a report of employees whose positions are eligible for auto reclassification to different occupations (occus) within the reclassification group with approval of the Mississippi State Personnel Board.

Your Action ...	System Response ...
1. Choose EM (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose R1 (Miscellaneous Reports Menu1) from the Employment Menu and press ENTER.	The Miscellaneous Reports Menu1 will appear.
3. Choose SA (Employee Auto Reclass Eligibility) from the Miscellaneous Reports Menu1 and press ENTER.	The Employee Auto Reclass Eligibility screen will appear.

```

PHFNC10  PHV0          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      01/27/2016
PHOMAREP PHOMAREM      Employee Auto Reclass Eligibility          10:13 AM

      Fiscal Year:          _____
Select All Agencies: *  N
      Agency Numbers: *    _____
                          _____
                          _____
                          _____
                          _____
                          _____
                          _____
                          _____
                          _____
                          _____

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

Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>Fiscal Year: The fiscal year for the selected records.</p> <p>Select All Agencies: Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report. The user must have a security level of 3, 4, or 5 to print "ALL" agencies.</p> <p>*Agency Numbers: The agency number to be included on the report is required if the Select All Agencies blank is set to N.</p>	
<p>5. Press ENTER.</p>	<p>The Employee Auto Reclass Eligibility Batch Job Submission window will appear.</p>
<p>6. Press ENTER.</p>	<p>The system will produce a report for the date entered.</p> <p>Information is provided by List Type, List Description, Agency Number, Agency Name, Occu Code, Occu Title, PIN, SSN and Employee Name.</p>

Current Employee Report

Your Action ...	System Response ...
1. Choose EM (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose R1 (Miscellaneous Reports Menu1) from the Employment Menu and press ENTER.	The Miscellaneous Reports Menu1 will appear.
3. Choose M7 (Current Employee Report) from the Miscellaneous Reports Menu1 and press ENTER.	The Current Employee Report Eligibility screen will appear.

```

PHFNC10  PHV0          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      01/27/2016
PHOMPRPP PHOMPRTM          Current Employee Report                      10:18 AM

*Enter Agency Number.:  _____

Select sort Sequence:  _ Sort by PIN
                      (CHOOSE ONE ONLY) _ Sort by GEO LOCATION
                      by marking 'x'    _ Sort by PAR SORT CODE
                                          _ Sort by EMPLOYEE NAME
                                          _ Sort by WIN EMPLOYEE NAME
                                          _ Sort by PID

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

Your Action ...	System Response ...
4. Enter the following information: *Agency Number: The agency number. Select Sort Sequence: Choose only one of the options listed.	
5. Press ENTER.	The Current Employee Report Batch Job Submission window will appear.
6. Press ENTER.	The system will produce a report for the sequence entered. Information is provided by PIN, Employee Name, PAR Code, Geo Location, SSN/PID, Occu Code, Position Title, Certified Salary, and Date of Employment.

Produce Position Employee Profile (PEP) Information

This menu option provides two choices: Select PR to Produce the PEP Report or PV to View PEP Information.

Printing PEP Reports

This option is used to print PEP forms from the system.

Your Action ...	System Response ...
1. Choose EM (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose R1 (Miscellaneous Reports Menu1) from the Employment Menu and press ENTER.	The Miscellaneous Reports Menu1 will appear.
3. Choose PP (Produce PEP Information) from the Miscellaneous Reports Menu1 and press ENTER.	The Produce PEP Information Menu will appear.

Code	Description	FastPath
PR	Produce PEP Report	PREP
PV	View PEP Information	VPEP

Code: __

Direct Command: _____

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

Your Action ...	System Response ...
4. Choose PR (Produce PEP Report) from the Produce PEP Information Menu and press ENTER.	The Produce PEP Report screen will appear.

```

PHFNC10 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/27/2016
PHOMPEPP PHOMPEPM Produce PEP Report 10:33 AM

Enter Agency Numbers for PEP to be Printed:

Print PEP Forms (Large Volume) at ITS? (Y)es or (N)o: N
All Current PEPs: X Changed PEPs Only: _
From Date: _ _ _ To Date: _ _ _ select All Agencies: N

Agency# (A,I,R) Agency# (A,I,R)
-----
*  _ _ _ _ _
   _ _ _ _ _
   _ _ _ _ _
   _ _ _ _ _
   _ _ _ _ _
   _ _ _ _ _

Include==> Abolished PINs: N Terminated Data: N Previous Employee: N
PEP Identification Msg: _____
(A= All PINs , I = Individual PINs , R = Range of PINs for an Agency)
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit
    
```

Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>Print PEP Forms (Large Volume) at ITS?: System defaults to No. Only SPB can print at night.</p> <p>All Current PEPs: Enter an "X" to print all current PEPs only. Leave blank to print current and changed PEPs.</p> <p>Changed PEPs Only: Enter "X" to print only changed PEPs. Leave this field blank to print current and changed PEPs.</p> <p>From Date: The start date for the selected records. This is required when the Changed PEPs Only field is indicated.</p> <p>To Date: The start month for the selected records. This is required when the Changed PEPs Only field is indicated.</p> <p>Select All Agencies: Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report. The user must have a security level of 3, 4, or 5 to print "ALL" agencies.</p> <p>*Agency#: Enter at least one agency number if the Select All Agencies field is set to No.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>A,I,R: Enter "A" if all PEP forms for the selected agencies are to be printed, "I" if individual PIN PEPs are to be printed or "R" if a range of PINs is to be printed.</p> <p>Abolished PINs: Enter "Y" to print abolished PINs. Enter "N," and the PEPs will not be printed for those PINs which have been abolished.</p> <p>Terminated Data: Enter "Y" to include information on the employee who was terminated from this position. The position must be vacant to show this data.</p> <p>Previous Employee: Enter "Y" to print information for both the current and previous employee assigned to this position. Enter "N" to print only the information for the current employee in this position.</p> <p>PEP Identification Msg: Enter PEP identification message.</p>	
<p>5. If All is selected, a Batch Job Submission pop up window appears.</p>	

```

PHFNC10  PHV0          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      01/27/2016
PHOMPEPP PHOMPEPM          Produce PEP Report                          10:36 AM

Enter Agency Numbers for PEP to be Printed:

Print PEP Forms (Large Volume) at ITS? (Y)es or (N)o: N
All Current PEPs: X      Changed PEPs Only: _
From Date:  _ _ _      To Date:  _ _ _      select All Agencies: N
-----Batch Job Submission-----
Agency |
-----|
* 0160 |      Job Name: PH726029 *Job Class: A
      |      Job Description: PEP Report
      |      *Destination: R10_____ *Msg Class: Z
      |
Include==> A |      Reports          *Sysout
PEP Identific | PEP Report          Class   Forms   Copies
(A= All PIN |      A           A     _____  1_
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                               Quit
    
```

Your Action ...	System Response ...
6. If Individual is selected, a Browse by PINs for an Agency screen appears.	

```

PHFNC10 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/27/2016
PHOMPESB PHOMPESM Browse by PINs for an Agency 10:34 AM

Action: (S) Press PF3 when selection is completed.

*Act PIN OCCU SSN Name
-----
*** End of Data ***

*PIN: _____ Agency#: 0160 Name: PERSONNEL BOARD - STATE
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Bkwd Fwd Quit
    
```

Your Action ...	System Response ...
7. If Range is selected, a pop up window requesting Range From and Range To appears.	

```

PHFNC10 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/27/2016
PHOMPEPP PHOMPEPM Produce PEP Report 10:37 AM

Enter Agency Numbers for PEP to be Printed:

Print PEP Forms (Large volume) at ITS? (Y)es or (N)o: N
All Current PEPs: X Changed PEPs Only: _
From Date: _ _ _ To Date: _ _ _ select All Agencies: N

  A +-----0160 PERSONNEL BOARD - STATE-----+
  - |                                     |
  * |          RANGE FROM: _____          |
  - |          RANGE TO  : _____          |
  +-----+

  _____ _
  _____ _

Include==> Abolished PINs: N Terminated Data: N Previous Employee: N
PEP Identification Msg: _____
(A= All PINs , I = Individual PINs , R = Range of PINs for an Agency)
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Quit
    
```

Your Action ...	System Response ...
8. Press ENTER.	The Batch Job Submission pop up window is displayed. When ENTER is pressed, the system will display the following message: XXXXX XXXXXXXX Has Been Submitted Successfully.

View PEP Information

Your Action ...	System Response ...
1. Choose EM (Employment) from the Main Menu and pres ENTER.	The Employment Menu will appear.
2. Choose R1 (Miscellaneous Reports Menu1) from the Employment Menu and press ENTER.	The Miscellaneous Reports Menu1 will appear.
3. Choose PP (Produce PEP Information) from the Miscellaneous Reports Menu1 and press ENTER.	The Produce PEP Information Menu will appear.
4. Choose PV (View PEP Information) from the Produce PEP Information Menu and press ENTER.	The first panel of the Position Employee Profile screen will appear.

```

PHFNC10 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/27/2016
PHOMPEPD PHOMPE1M Position Employee Profile - 1 10:38 AM
2 more >
*Action: = (C,D)
*Agency: _____ *PIN: _____

PIN DATA OCCU:
Start Salary: End Salary: Sal Eff Dt:
County Code: FLSA Status: Pos Auth Dt:
Pos End Dt: Emolument Type: Emolunt Amt:
Pos Creation Type: Proj Months: Hrs per week:
Service Type: Service Date:
Retirement Pgm: Teacher Months: Exec Serv:
Org Code: Bill Nbr: Geo Loc:
Abolish Date: *Abolish Reason: *Exempt from sel cd:
EMPLOYEE DATA SSN: 1 of Name:
Annual salary: Hourly Rate: Pos Vacant Dt:
State Hire Date: Last Salary Date: Mthly Rt:
Agency Hire date: Pos Entry Date:
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. Choose Display and enter the following information: * Agency : Enter the agency code xxxx. * PIN : Enter the position number to be displayed.	
6. Press ENTER .	The Position Employee Profile Information for the selected PIN will be displayed with the following message: Position aaaa-pin#-A displayed successfully.
7. Press F11 to view the second panel.	The second panel of the Position Employee Profile – 2.

```

PHFNC10 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/27/2016
PHOMPEPD PHOMPE2M Position Employee Profile - 2 10:39 AM
< 1 more 1 more >

Agency: PIN: OCCU: SSN:

EMPLOYEE DATA Last Name: First Name:
Maiden Name: Middle Name:
Birth Date: Suffix:
Yrs of Educ: Race: Sex:
Employee Status: Status Date:
Max Salary: Realign Max Rate:
Prom Max Salary: Longevity Amt:
Date Pin Vacant: Ed Bench Long Amt:
Add/Spec Comp: 1 of 1

Performance Appr Rating: Last PAR Date:

SEPARATION DATA Term Code: Term Date:

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

Your Action ...	System Response ...
8. Press F11 to view the third panel.	The second panel of the Position Employee Profile – 3.

```

PHFNC10 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/27/2016
PHOMPEPD PHOMPE3M Position Employee Profile - 3 10:39 AM
< 2 more

Agency: PIN: OCCU: SSN:

PROGRAM DATA: Fiscal Year: 2016 1_ of

Program Name PGM# Percent GF % FF % OF %
-----

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

Audit Trail of Debt Deduction Orders

The Audit Trail of Debt Deduction Orders is used to generate a report of all debt deductions for selected agencies or for all agencies.

Your Action ...	System Response ...
1. Choose EM (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose R1 (Miscellaneous Reports Menu1) from the Employment Menu and press ENTER.	The Miscellaneous Reports Menu1 will appear.
3. Choose AT (Audit Trail of Debt Deduction Orders) from the Miscellaneous Reports Menu1 and press ENTER.	The Audit Trail of Debt Deduction Orders screen will appear.

```

PHFNC10 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/27/2016
PHOMB08P PHOMB08M Audit Trail of Debt Deduction Orders 10:40 AM

      From Date:  ==  --  ____  (MM/DD/YYYY)
      To Date:    ==  --  ____  (MM/DD/YYYY)
Select All Agencies: * N
Agency Numbers:  *
                  ____  ____
                  ____  ____
                  ____  ____
                  ____  ____
                  ____  ____
                  ____  ____
                  ____  ____
                  ____  ____
                  ____  ____

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

Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>From Date: The start date for the selected records. MMDDYYYY</p> <p>To Date: The end date for the selected records. MMDDYYYY.</p> <p>Select All Agencies: Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report. The user must have a security level of 3, 4, or 5 to print "ALL" agencies.</p> <p>*Agency Numbers: The agency number to be included on the report is required if the Select All Agencies blank is set to N.</p>	
<p>5. Press ENTER.</p>	<p>The Audit trail of debt deductions Batch Job Submission window will appear.</p>
<p>6. Press ENTER.</p>	<p>The system will produce a report for the date entered.</p> <p>Information provided includes Agency Number, Agency Name, SSN, Name, Deduction Code, Monthly Deduction Amount, Deduction Effective Date, Deduction End Date, and Action.</p>

Employee address labels-Download

Your Action ...	System Response ...
1. Choose EM (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose R1 (Miscellaneous Reports Menu1) from the Employment Menu and press ENTER.	The Miscellaneous Reports Menu1 will appear.
3. Choose AL (Employee address labels-Download) from the Miscellaneous Reports Menu1 and press ENTER.	The Employee address labels-Download screen will appear.

```

PHFNC10 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/27/2016
PHHSPP1P PHHSPP1M Employee address labels-Download 10:50 AM

Enter Agency Number _____

Download File (F) or Display (D) D

Direct Command: _____

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

Your Action ...	System Response ...
4. Enter Agency Number and choose either Download File or Display. Press ENTER.	If Download File is selected a report will be generated listing the employees and their addresses. If Display is selected a screen listing the employees and their addresses will appear.

Miscellaneous Reports Menu2

Agency Turnover Rate/Job Classification

The Agency Turnover Rate/Job Classification screens are used to generate reports of the turnover rate for specific occupations within an agency or among all agencies for a selected date range.

Your Action ...	System Response ...
1. Choose EM (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose R2 (Miscellaneous Reports Menu2) from the Employment Menu and press ENTER.	The Miscellaneous Reports Menu2 will appear.

code	Description	FastPath
AG	Transactions Received/outstand/cleared	SPAG
NH	Employee New Hire	NEWH
SE	Employee Separated	SEPE
RI	Employee Reduction in Work Force	RIFE
VP	Salary Below Start Salary of Occu	DVCP
SD	Employee Special Duty Pay Time Expiration	SDTY
SL	Employee Time Limited Position Expiration	SETL
SH	Employee Emergency Hire Time Expiration	SEMH
SR	Employee Re-employed Retiree Time Expiration	SERR
AN	Agency Transaction Receive/outstand/clear	SPAN

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 AG (Transactions Received/Outstand/Cleared) from the Miscellaneous Reports Menu2 and press ENTER.	The Transactions Received/Outstand/Cleared screen will appear.

```

PHFNC10 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/27/2016
PHOMAR1P PHOMAR1M Transactions Received/Outstand/Cleared 11:12 AM

      From date:  _ _ _ _ (MM/DD/YYYY)
      To date:   _ _ _ _ (MM/DD/YYYY)
Select all agencies: * N
      Agency numbers: *
                    _ _ _ _
                    _ _ _ _
                    _ _ _ _
                    _ _ _ _
                    _ _ _ _
                    _ _ _ _
                    _ _ _ _
                    _ _ _ _
                    _ _ _ _

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

Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>From Date: The start date for the selected records. MMDDYYYY</p> <p>To Date: The end date for the selected records. MMDDYYYY.</p> <p>Select All Agencies: Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report. The user must have a security level of 3, 4, or 5 to print "ALL" agencies.</p> <p>*Agency Numbers: The agency number to be included on the report is required if the Select All Agencies blank is set to N.</p>	
<p>5. Press ENTER.</p>	<p>The Agencies Outstand/Clear/Rec Batch Job Submission window will appear.</p>
<p>6. Press ENTER.</p>	<p>The system will produce a report for the date entered.</p> <p>Information provided includes Agency Number, Agency Name, Transaction Code, Occu, PIN/WIN, SSN, Employee Name, Submitted Date, and Approved Date.</p>

Employee New Hire

The Employee New Hire screen is used to generate a report of all new hires for an agency or all agencies in a specified date range.

Your Action ...	System Response ...
1. Choose EM (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose R2 (Miscellaneous Reports Menu2) from the Employment Menu and press ENTER.	The Miscellaneous Reports Menu2 will appear.
3. Choose NH (Employee New Hire) from the Miscellaneous Reports Menu2 and press ENTER.	The Employee New Hire screen will appear.

```

PHFNC10 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/27/2016
PHOMNEHP PHOMNEHM Employee New Hire 11:16 AM

From date:    _ _ _ _ (MM/DD/YYYY)
To date:      _ _ _ _ (MM/DD/YYYY)
select all agencies: * N
Agency numbers: * _ _ _ _
                _ _ _ _
                _ _ _ _
                _ _ _ _
                _ _ _ _
                _ _ _ _
                _ _ _ _
                _ _ _ _
                _ _ _ _
                _ _ _ _

Create Download File(Y/N): N
File Name:
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Quit
    
```

Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>From Date: The start date for the selected records. MMDDYYYY</p> <p>To Date: The end date for the selected records. MMDDYYYY.</p> <p>Select All Agencies: Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report. The user must have a security level of 3, 4, or 5 to print "ALL" agencies.</p> <p>*Agency Numbers: The agency number to be included on the report is required if the Select All Agencies blank is set to N.</p>	
5. Press ENTER.	The New employee hire Batch Job Submission window will appear.

Your Action ...	System Response ...
6. Press ENTER.	The system will produce a report for the date entered. Information provided includes Agency Number, Agency Name, Person ID, SSN, Name, Occu Code, Occupation Title, PIN, State Hire Date, and PIN Entry Date.

Employee Separated

The Employees Separated screen is used to generate a report of all separations for an agency or all agencies in a specified date range.

Your Action ...	System Response ...
1. Choose EM (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose R2 (Miscellaneous Reports Menu2) from the Employment Menu and press ENTER.	The Miscellaneous Reports Menu2 will appear.
3. Choose SE (Employee Separated) from the Miscellaneous Reports Menu2 and press ENTER.	The Employee Separated screen will appear.

```

PHFNC10 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/27/2016
PHOMSE1P PHOMSE1M Employee Separated 11:24 AM

      From date:    =  -  ____ (MM/DD/YYYY)
      To date:      -  -  ____ (MM/DD/YYYY)
Select all agencies: * N
Agency numbers:  *  ____  ____
                  ____  ____
                  ____  ____
                  ____  ____
                  ____  ____
                  ____  ____
                  ____  ____
                  ____  ____
                  ____  ____
                  ____  ____

Create Download File(Y/N): N
File Name:
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                               Quit
    
```

Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>From Date: The start date for the selected records. MMDDYYYY</p> <p>To Date: The end date for the selected records. MMDDYYYY.</p> <p>Select All Agencies: Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report. The user must have a security level of 3, 4, or 5 to print "ALL" agencies.</p> <p>*Agency Numbers: The agency number to be included on the report is required if the Select All Agencies blank is set to N.</p> <p>Create Download File(Y/N): Defaults to No.</p> <p>File Name: System will create the file name if create download file is requested.</p>	
<p>5. Press ENTER.</p>	<p>The Separated employees Batch Job Submission window will appear.</p>
<p>6. Press ENTER.</p>	<p>The system will produce a report for the date entered.</p> <p>Information provided includes Agency Number, Agency Name, SSN, Name, Occu Code, Occupation Title, PIN, Separation Reason, and Separation Date.</p>

Employee Reduction in Work Force

The Employee Reduction in Work Force screen is used to generate a report of employees who have been separated due to a reduction in the work force for selected agencies or for all agencies in a specified date range.

Your Action ...	System Response ...
<p>1. Choose EM (Employment) from the Main Menu and press ENTER.</p>	<p>The Employment Menu will appear.</p>
<p>2. Choose R2 (Miscellaneous Reports Menu2) from the Employment Menu and press ENTER.</p>	<p>The Miscellaneous Reports Menu2 will appear.</p>
<p>3. Choose RI (Employee Reduction in Work Force) from the Miscellaneous Reports Menu2 and press ENTER.</p>	<p>The Employee Reduction in Work Force screen will appear.</p>

```

PHFNC10 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/27/2016
PHOMRIFP PHOMRIFM Employee Reduction in Work Force 11:55 AM

      From date:    =  _  _  (MM/DD/YYYY)
      To date:      =  _  _  (MM/DD/YYYY)
Select all agencies: * N
Agency numbers:  *
                  _  _
                  _  _
                  _  _
                  _  _
                  _  _
                  _  _
                  _  _
                  _  _
                  _  _
                  _  _

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

Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>From Date: The start date for the selected records. MMDDYYYY</p> <p>To Date: The end date for the selected records. MMDDYYYY.</p> <p>Select All Agencies: Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report. The user must have a security level of 3, 4, or 5 to print "ALL" agencies.</p> <p>*Agency Numbers: The agency number to be included on the report is required if the Select All Agencies blank is set to N.</p>	
<p>5. Press ENTER.</p>	<p>The Reduction in Work Force Batch Job Submission window will appear.</p>
<p>6. Press ENTER.</p>	<p>The system will produce a report for the date entered.</p> <p>Information provided includes Agency Number and Name, PIN, SSN, First Name, Last Name, Occu, Occupation Title, Separation Reason, and Separation Date.</p>

Salary Below Start Salary of Occu

The Salary Below Start Salary of Occu screen is used to generate a report of all employees with salaries below the designated starting salary for the applicable occupation.

Your Action ...	System Response ...
1. Choose EM (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose R2 (Miscellaneous Reports Menu2) from the Employment Menu and press ENTER.	The Miscellaneous Reports Menu2 will appear.
3. Choose VP (Salary Below Start Salary of Occu) from the Miscellaneous Reports Menu2 and press ENTER.	The Salary Below Start Salary of Occu screen will appear.

```

PHFNC10 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/27/2016
PHOMVCP PHOMVCPM salary Below Start salary of occu 11:56 AM

select all agencies: * N

Agency numbers: * _____
                  _____
                  _____
                  _____
                  _____
                  _____
                  _____
                  _____
                  _____

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

Your Action ...	System Response ...
4. Enter the following information: Select All Agencies: Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report. The user must have a security level of 3, 4, or 5 to print "ALL" agencies. *Agency Numbers: The agency number to be included on the report is required if the Select All Agencies blank is set to N .	
5. Press ENTER.	The Employee Salary Decrease Batch Job Submission window will appear.

Your Action ...	System Response ...
6. Press ENTER.	The system will produce a report for the date entered. Information provided includes Agency Number and Name, Occu, Occupation Title, SSN, First Name, Last Name, PIN, Current Yearly Salary, Occu Start, Occu End, Below Amount, and Total of Employees Whose Salary is Below Start Salary of Occu.

Employee Special Duty Pay Time Expiration

The Employee Special Duty Pay Time Expiration screen is used to generate a report of employees receiving special duty pay and the date of expiration for the special duty pay for selected agencies or for all agencies over a specified date range.

Your Action ...	System Response ...
1. Choose EM (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose R2 (Miscellaneous Reports Menu2) from the Employment Menu and press ENTER.	The Miscellaneous Reports Menu2 will appear.
3. Choose SD (Employee Special Duty Pay Time Expiration) from the Miscellaneous Reports Menu2 and press ENTER.	The Employee Special Duty Pay Time Expiration screen will appear.

```

PHFNC10  PHV0          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      01/27/2016
PHOMSDPP PHOMSDPM     Employee Special Duty Pay Time Expiration          11:58 AM

      From date:      =  -  -  (MM/DD/YYYY)
      To date:       =  -  -  (MM/DD/YYYY)
Select all agencies: * N
      Agency numbers: *
                    _____
                    _____
                    _____
                    _____
                    _____
                    _____
                    _____
                    _____
                    _____
                    _____

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

Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>From Date: The start date for the selected records. MMDDYYYY</p> <p>To Date: The end date for the selected records. MMDDYYYY.</p> <p>Select All Agencies: Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report. The user must have a security level of 3, 4, or 5 to print "ALL" agencies.</p> <p>*Agency Numbers: The agency number to be included on the report is required if the Select All Agencies blank is set to N.</p>	
<p>5. Press ENTER.</p>	<p>The Expiring special duty pay Batch Job Submission window will appear.</p>
<p>6. Press ENTER.</p>	<p>The system will produce a report for the date entered.</p> <p>Information provided includes Agency Number and Name, PIN, SSN, Name, Occupation Code, Occupation Title, Special Duty Effective Date, and Special Duty End Date.</p>

Employee Time Limited Position Expiration

The Employee Time-Limited Position Expiration screen is used to generate a report of employees with time-limited position expirations for an agency or all agencies in a specified date range. This would include employees whose position is funded through grants or other funding that has a time expiration date.

Your Action ...	System Response ...
<p>1. Choose EM (Employment) from the Main Menu and press ENTER.</p>	<p>The Employment Menu will appear.</p>
<p>2. Choose R2 (Miscellaneous Reports Menu2) from the Employment Menu and press ENTER.</p>	<p>The Miscellaneous Reports Menu2 will appear.</p>
<p>3. Choose SL (Employee Time Limited Position Expiration) from the Miscellaneous Reports Menu2 and press ENTER.</p>	<p>The Employee Time Limited Position Expiration screen will appear.</p>

```

PHFNC10 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/27/2016
PHOMTLAP PHOMTLAM Employee Time Limited Position Expiration 12:00 PM

      From date:    =  _  _  _  (MM/DD/YYYY)
      To date:      =  _  _  _  (MM/DD/YYYY)
Select all agencies: * N
      Agency numbers: *
                    _  _
                    _  _
                    _  _
                    _  _
                    _  _
                    _  _
                    _  _
                    _  _
                    _  _
                    _  _

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

Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>From Date: The start date for the selected records. MMDDYYYY</p> <p>To Date: The end date for the selected records. MMDDYYYY.</p> <p>Select All Agencies: Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report. The user must have a security level of 3, 4, or 5 to print "ALL" agencies.</p> <p>*Agency Numbers: The agency number to be included on the report is required if the Select All Agencies blank is set to N.</p>	
<p>5. Press ENTER.</p>	<p>The Expiring Time Limited Position Batch Job Submission window will appear.</p>
<p>6. Press ENTER.</p>	<p>The system will produce a report for the date entered.</p> <p>Information provided includes Agency Number and Name, Funding Percentage Fed/Gen/Other, Occu, Occupation Title, PIN, Name, SSN, Begin Date, and End Date</p>

Employee Emergency Hire Time Expiration

The Employee Emergency Hire Time Expiration screen is used to generate a report of employees hired under a time-limited emergency appointment under State Personnel Board guidelines.

Your Action ...	System Response ...
1. Choose EM (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose R2 (Miscellaneous Reports Menu2) from the Employment Menu and press ENTER.	The Miscellaneous Reports Menu2 will appear.
3. Choose SH (Employee Emergency Hire Time Expiration) from the Miscellaneous Reports Menu2 and press ENTER.	The Employee Emergency Hire Time Expiration screen will appear.

```

PHFNC10 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/27/2016
PHOMEMHP PHOMEMHM Employee Emergency Hire Time Expiration 12:01 PM

      From date:  _ _ _ _ (MM/DD/YYYY)
      To date:   _ _ _ _ (MM/DD/YYYY)
select all agencies: * N
Agency numbers: *  _ _ _ _
                  _ _ _ _
                  _ _ _ _
                  _ _ _ _
                  _ _ _ _
                  _ _ _ _
                  _ _ _ _
                  _ _ _ _
                  _ _ _ _
                  _ _ _ _

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

Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>From Date: The start date for the selected records. MMDDYYYY</p> <p>To Date: The end date for the selected records. MMDDYYYY.</p> <p>Select All Agencies: Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report. The user must have a security level of 3, 4, or 5 to print "ALL" agencies.</p> <p>*Agency Numbers: The agency number to be included on the report is required if the Select All Agencies blank is set to N.</p>	
5. Press ENTER.	The Expiring Emergency Hire Batch Job Submission window will appear.

Your Action ...	System Response ...
6. Press ENTER.	The system will produce a report for the date entered. Information provided includes Agency Number and Name, TP, Description, Occu, Title, PIN, First Name, Last Name, SSN, PIN Entry Date, and PIN Termination Date.

Employee Re-employed Retiree Time Expiration

The Employee Re-employed Retiree Time Expiration screen is used to generate a report of retired state employees rehired for a time-limited period under the Mississippi State Personnel Board guidelines.

Your Action ...	System Response ...
1. Choose EM (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose R2 (Miscellaneous Reports Menu2) from the Employment Menu and press ENTER.	The Miscellaneous Reports Menu2 will appear.
3. Choose SR (Employee Re-employed Retiree Time Expiration) from the Miscellaneous Reports Menu2 and press ENTER.	The Employee Re-employed Retiree Time Expiration screen will appear.

```

PHFNC10 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/27/2016
PHOMRERP PHOMRERM Employee Re-employed Retiree Time Expiration 12:03 PM

From Date: __ __ ____ (MM/DD/YYYY)
To Date..: __ __ ____ (MM/DD/YYYY)

Agency#...: ____
              ____
              ____
              ____
              ____
              ____
              ____
              ____
              ____
              ____

Select All Agencies: N

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

Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>From Date: The start date for the selected records. MMDDYYYY</p> <p>To Date: The end date for the selected records. MMDDYYYY.</p> <p>*Agency Numbers: The agency number to be included on the report is required if the Select All Agencies blank is set to N.</p> <p>Select All Agencies: Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report. The user must have a security level of 3, 4, or 5 to print "ALL" agencies.</p>	
<p>5. Press ENTER.</p>	<p>The Re-employed Retirees Batch Job Submission window will appear.</p>
<p>6. Press ENTER.</p>	<p>The system will produce a report for the date entered.</p> <p>Information provided includes Agency Number and Name, Eligibility Type, Occu, Occupation Title, PIN/WIN Indicator, PIN/WIN, First Name, Last Name, SSN, Hire Date, and Termination Date.</p>

Agency Transaction Receive/Outstand/Clear

Your Action ...	System Response ...
<p>1. Choose EM (Employment) from the Main Menu and press ENTER.</p>	<p>The Employment Menu will appear.</p>
<p>2. Choose R2 (Miscellaneous Reports Menu2) from the Employment Menu and press ENTER.</p>	<p>The Miscellaneous Reports Menu2 will appear.</p>
<p>3. Choose AN (Agency Transaction Receive/Outstand/Clear) from the Miscellaneous Reports Menu2 and press ENTER.</p>	<p>The Agency Transaction Receive/Outstand/Clear screen will appear.</p>

```

PHFNC10 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/27/2016
PHOMAR2P PHOMAR2M Agency Transaction Receive/Outstand/Clear 12:04 PM

      From date:    =  _  _  _  (MM/DD/YYYY)
      To date:      =  _  _  _  (MM/DD/YYYY)
Select all agencies: * N
      Agency numbers: *
                    _  _  _
                    _  _  _
                    _  _  _
                    _  _  _
                    _  _  _
                    _  _  _
                    _  _  _
                    _  _  _
                    _  _  _
                    _  _  _

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

Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>From Date: The start date for the selected records. MMDDYYYY</p> <p>To Date: The end date for the selected records. MMDDYYYY.</p> <p>Select All Agencies: Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report. The user must have a security level of 3, 4, or 5</p> <p>*Agency Numbers: The agency number to be included on the report is required if the Select All Agencies blank is set to No, print "ALL" agencies.</p>	
<p>5. Press ENTER.</p>	<p>The Statewide Agencies Outstand/Clear/Rec Batch Job Submission window will appear.</p>
<p>6. Press ENTER.</p>	<p>The system will produce a report for the date entered.</p> <p>Information provided includes analyst, Agency Number, Agency Name, Transaction Code, Occu Code Service, PIN/WIN, SSN, Employee Name, Submitted Date and Approved Date.</p>