MISSISSIPPI MANAGEMENT & REPORTING SYSTEM

Meeting the Management Information Needs for the State of Mississippi

MISSISSIPPI Department of DFA FINANCE & ADMINISTRATION

Statewide Payroll & Human Resource System

6002 – SPAHRS Orientation - System Navigation

Department of Finance and Administration

Office of the Mississippi Management and Reporting System

MISSISSIPPI MANAGEMENT & REPORTING SYSTEM

Meeting the Management Information Needs for the State of Mississippi

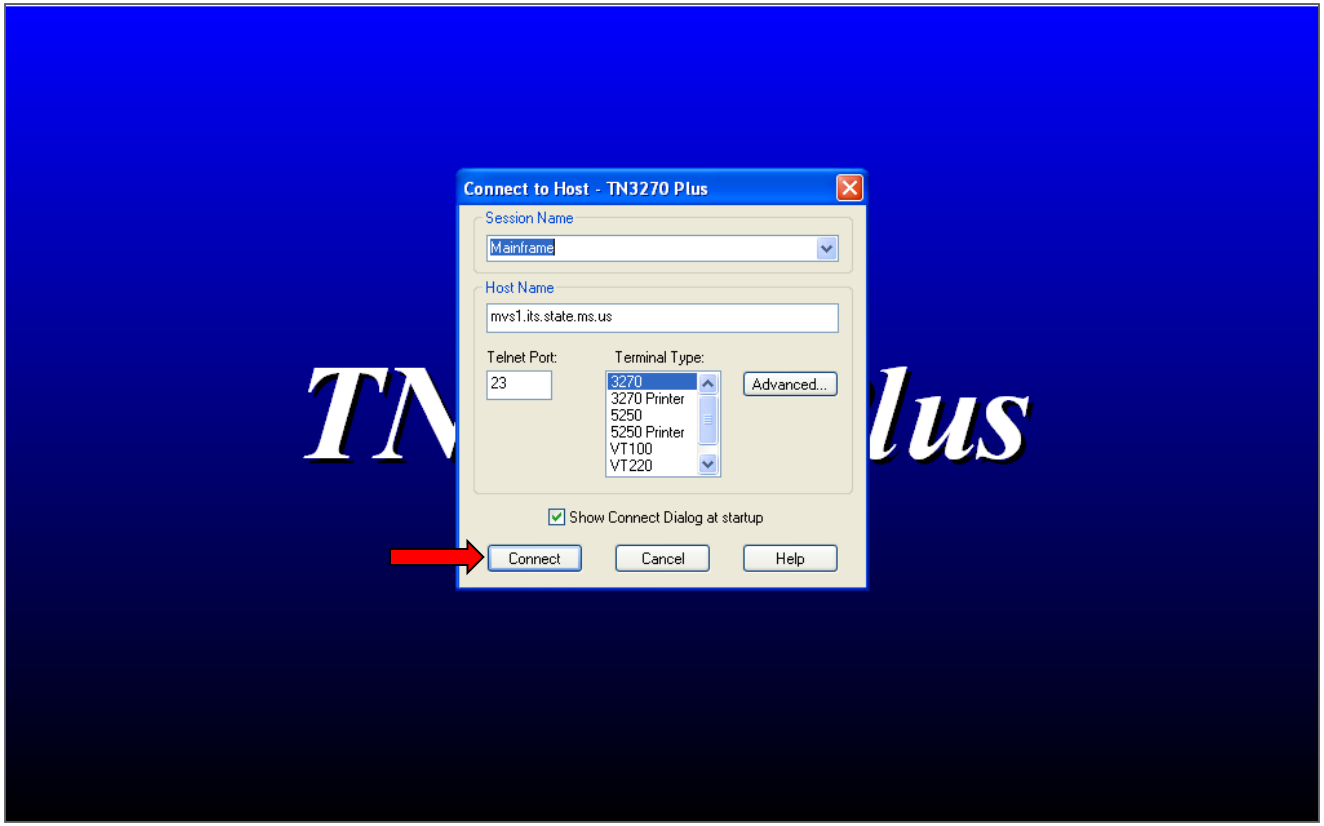
MISSISSIPPI Department of DFA FINANCE & ADMINISTRATION

Logon Procedures

6002 – SPAHRS Orientation - System Navigation

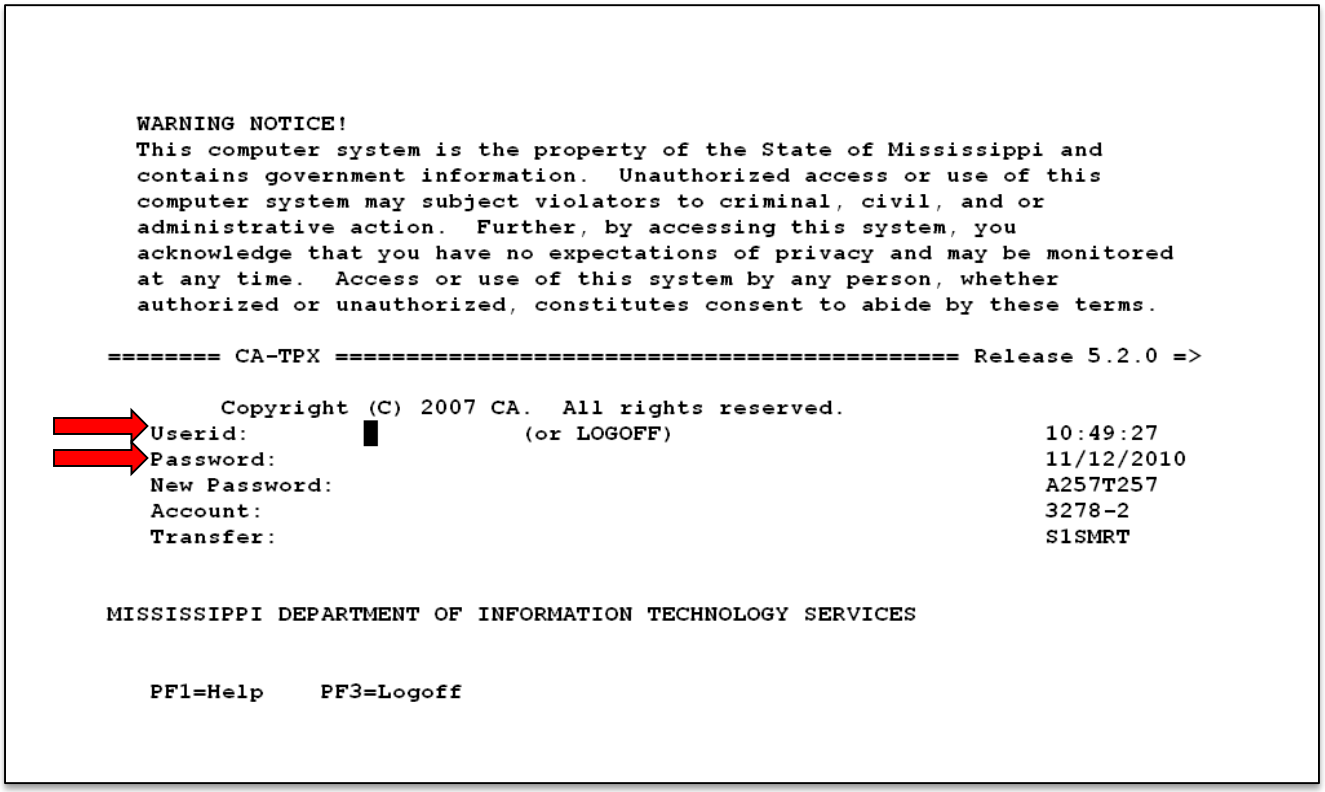
Department of Finance and Administration

Office of the Mississippi Management and Reporting System

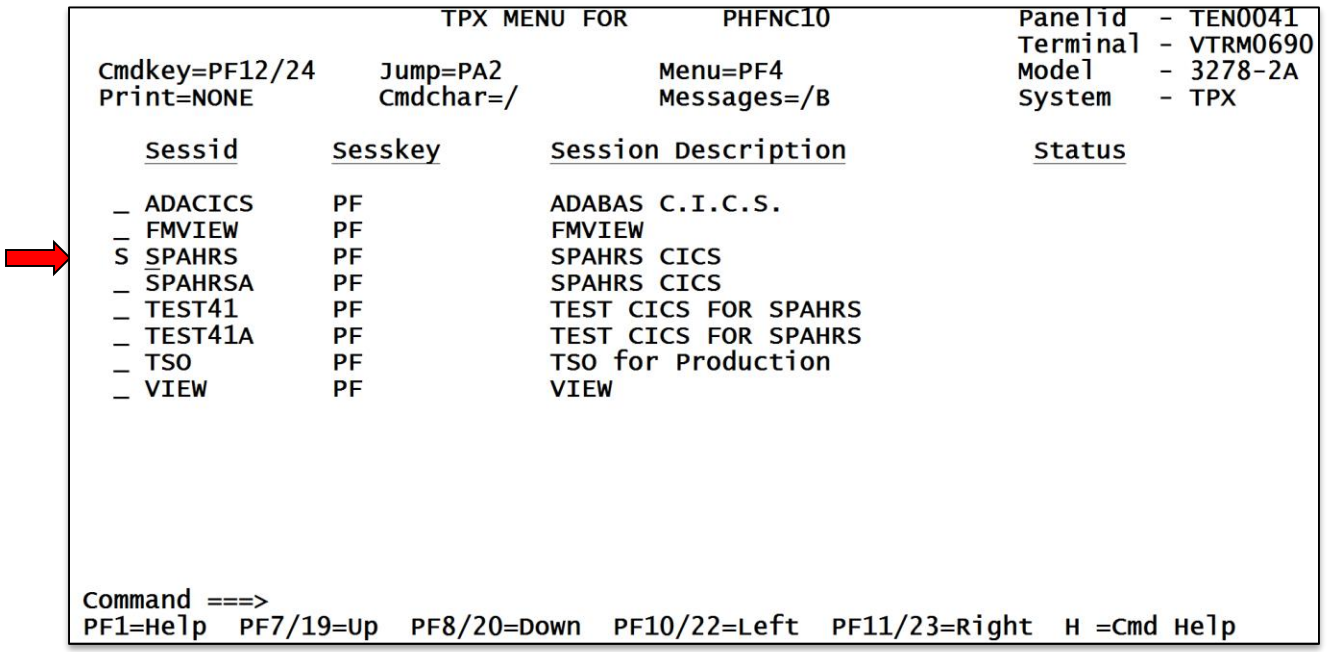


1. Double click on TN3270 Plus icon from desktop.

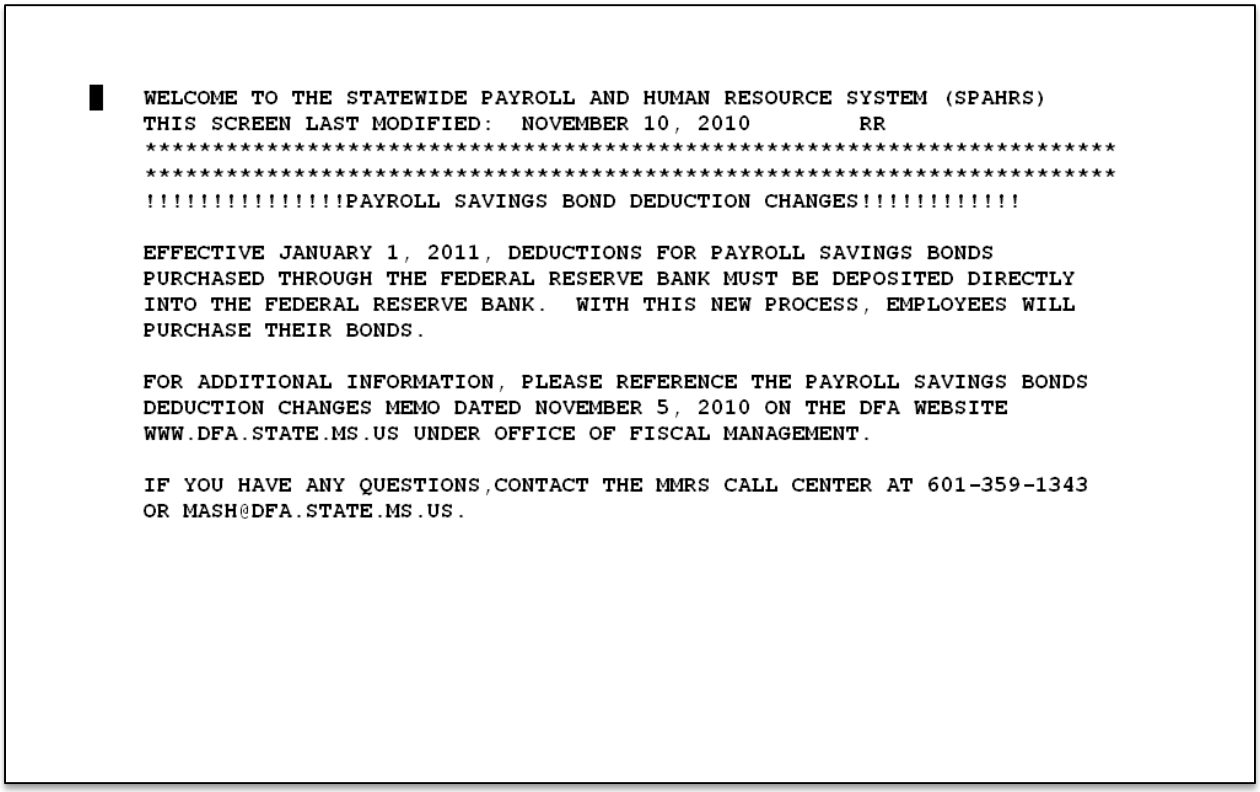
2. Click Connect.



3. Tab down and type in your assigned TPX User ID and Password. Press ENTER.



4. Place an “S” in the space next to SPAHRS. Press ENTER.



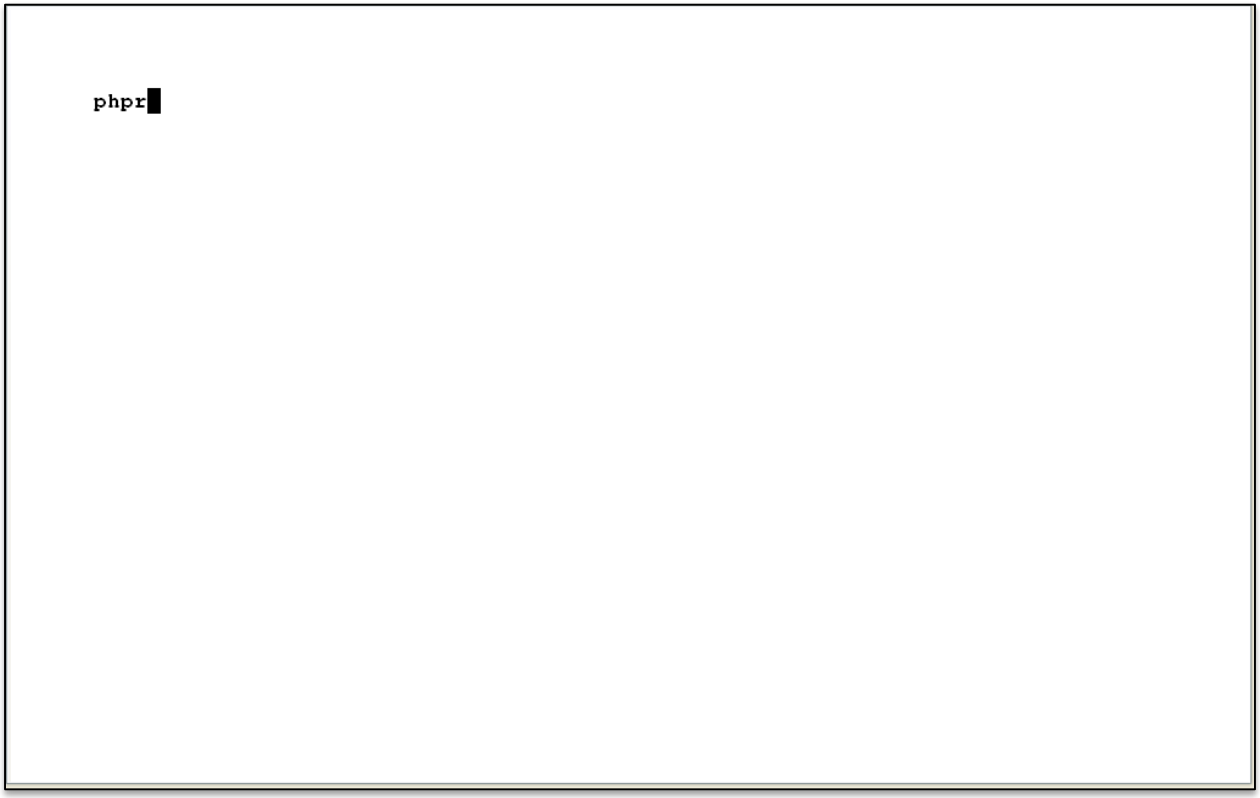
```
WELCOME TO THE STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM (SPAHRS)
THIS SCREEN LAST MODIFIED:  NOVEMBER 10, 2010        RR
********************************************************************************
********************************************************************************
!!!!!!!!!!!!!!!PAYROLL SAVINGS BOND DEDUCTION CHANGES!!!!!!!!!!!!

EFFECTIVE JANUARY 1, 2011, DEDUCTIONS FOR PAYROLL SAVINGS BONDS
PURCHASED THROUGH THE FEDERAL RESERVE BANK MUST BE DEPOSITED DIRECTLY
INTO THE FEDERAL RESERVE BANK.  WITH THIS NEW PROCESS, EMPLOYEES WILL
PURCHASE THEIR BONDS.

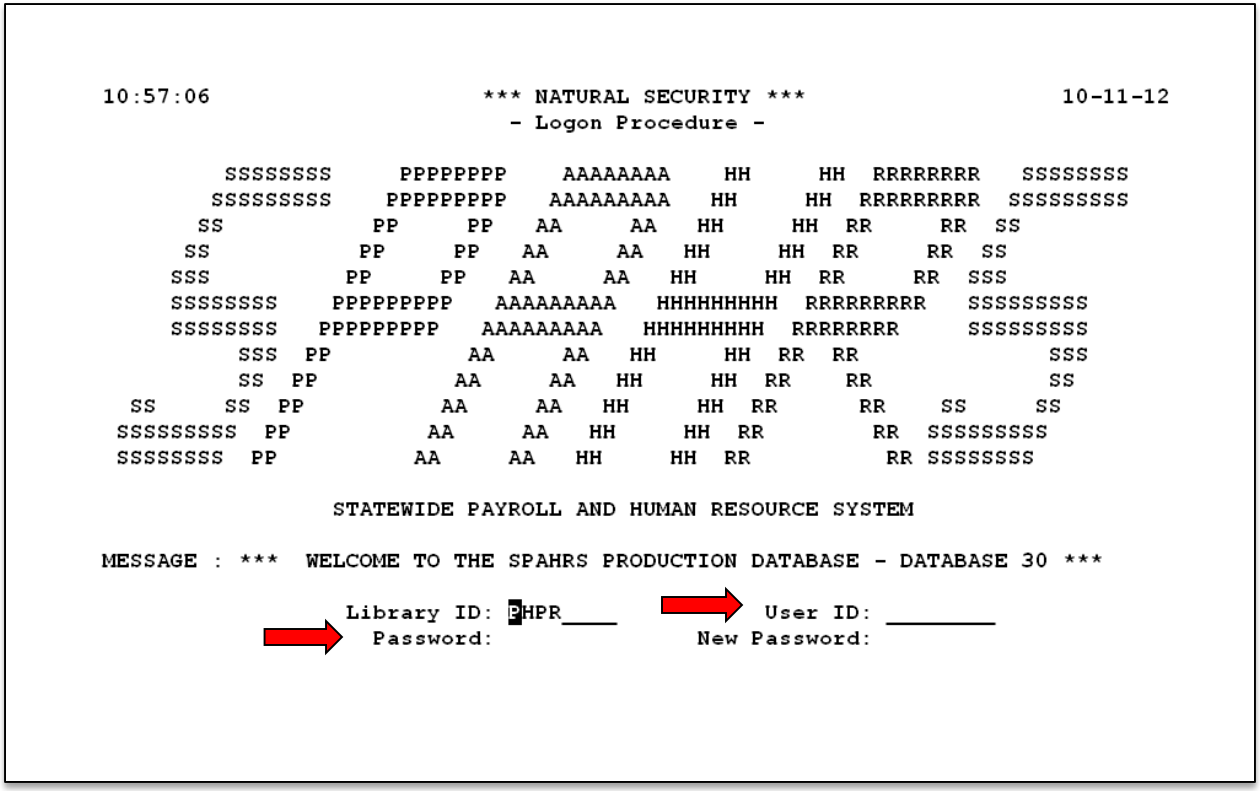
FOR ADDITIONAL INFORMATION, PLEASE REFERENCE THE PAYROLL SAVINGS BONDS
DEDUCTION CHANGES MEMO DATED NOVEMBER 5, 2010 ON THE DFA WEBSITE
WWW.DFA.STATE.MS.US UNDER OFFICE OF FISCAL MANAGEMENT.

IF YOU HAVE ANY QUESTIONS,CONTACT THE MMRS CALL CENTER AT 601-359-1343
OR MASH@DFA.STATE.MS.US.
```

5. A banner screen message will appear. Press the PAUSE/BREAK key to clear the screen.



6. Type PHPR. Press ENTER.
7. The SPAHRS Login screen will appear.



8. Tab over and type in your assigned SPAHRS User ID and Password; press ENTER.
9. The Welcome screen will appear.

10. Press ENTER. The SPAHRS Main Menu will appear.

```
FMSAS23  PHV4       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      10/26/2011
PHIMAINU PHIMAINM                    Main Menu                        02:19 PM

          Code      Description                                      FastPath

           AG   Agency                                              AG
           OC   Occupation                                          OCCU
           PO   Position                                            POS
           PW   Propose Wage, Salary and Fringe Benefits            WSF
           EM   Employment                                          EMPL
           PA   Payment                                             PAY
           RT   Report Time                                        TIME
           MC   Manage Contracts                                   CONT
           SA   System Administration                              SADM
           MR   MMRS                                               MMRS
           TR   Travel Menu


     Code: __

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

MISSISSIPPI MANAGEMENT & REPORTING SYSTEM

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Menus

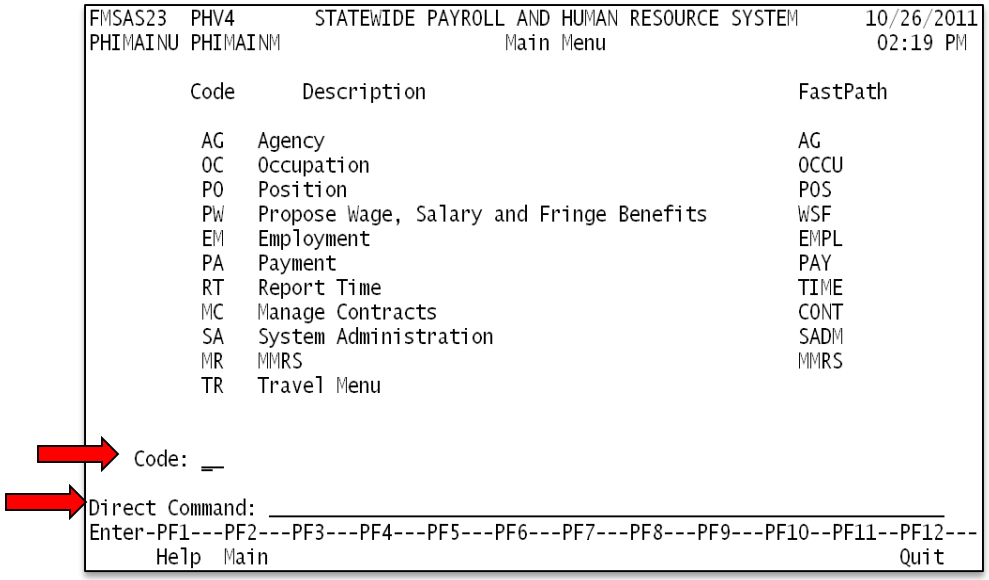
6002 – SPAHRS Orientation - System Navigation

Department of Finance and Administration

Office of the Mississippi Management and Reporting System

- SPAHRS contains a series of menus designed to allow the user to toggle from one screen to the next.
  - When a menu is selected, a second or third menu will be displayed.
  - Usually no more than three layers are displayed before the user reaches a transaction or inquiry.

- **FastPath** commands are used to bypass multiple layers of menus.
  - They are located at the right of the menu item and are typed on the **Direct Command** line**.**
  - If the series of two-digit **menu codes** are known, they can also be typed on the direct command line with a space between each to bypass multiple screens.



Choose **one** of the following to access the desired menu:

- Type the **two-digit** command code into the **Code** field; press ENTER;
- Type the **Fast Path** command, if available, on the **Direct Command** line; press ENTER;
- Type the series of 2-digit menu command codes (space between each) on the **Direct Command** line; press ENTER;
- Place the cursor on the line of the desired menu item; press ENTER.

MISSISSIPPI MANAGEMENT & REPORTING SYSTEM

Meeting the Management Information Needs for the State of Mississippi

MISSISSIPPI Department of DFA FINANCE & ADMINISTRATION

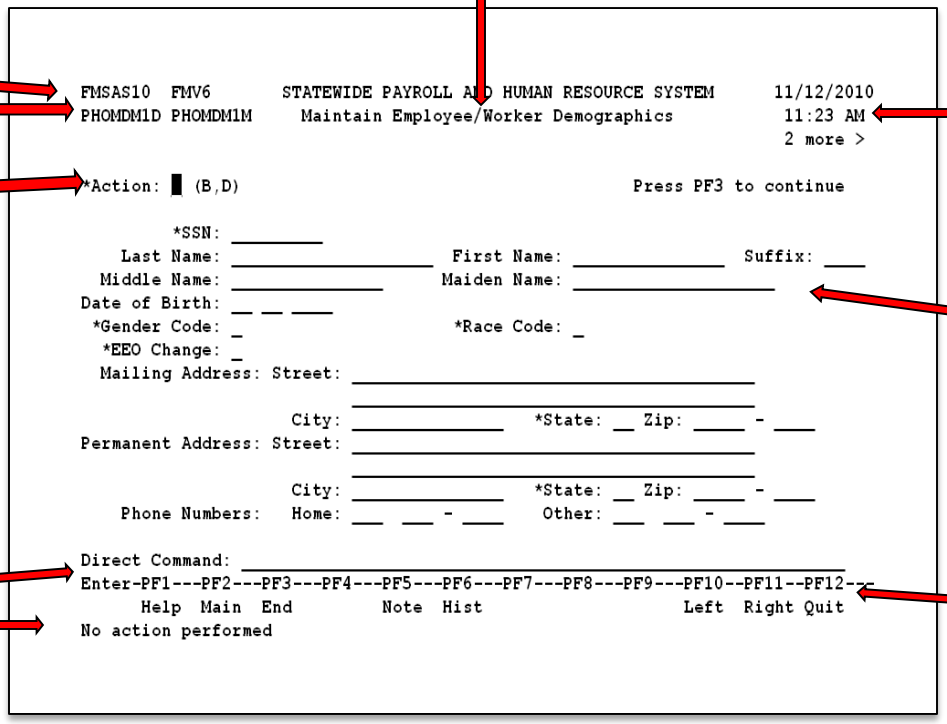
Screen Layout

6002- SPAHRS Orientation- System Navigation

Department of Finance and Administration

Office of the Mississippi Management and Reporting System

Screen Name



User ID

Program Name

Action Line

Date and Time

Fields

Direct Command Line

System Message

Function Keys

- **Action Line -** tells the system what action is to be performed

- **Action codes** include:
  - **A** - Add
  - **B** - Browse
  - **C** - Clear the screen of data in order to have a blank screen
  - **D** - Display a selected record
  - **M** - Modify a selected record
  - **N** - Next; display the next sequential record
  - **P** - Purge; delete the record
  - **S** - Select; used on some browse screens

Note: All users do not have access to all action codes, which are based on security clearance.

- **Field** - place where information is stored; if data can not be entered into the field, the user will not be able to tab to the field.

- **Function Keys** include:
  - **F1** - Help**;** works at the screen level and in fields. Active help is available in fields with an asterisk (*).
  - **F2** - Return to the Main Menu
  - **F3** - Return to the previous menu or screen
  - **F4** - Linking or Update key; goes to another denoted screen or transaction
  - **F5** - Notes and Comments
  - **F6** - Linking key; goes to another denoted screen or transaction
  - **F7** - Scrolls Back a previous screen (Page up)
  - **F8** - Scrolls Forward a screen (Page down)
  - **F9** - Print or Display

- **F10** - Scrolls Left for multiple screens. The screen will also say "<MORE."
- **F11** - Scrolls Right for multiple screens. The screen will also say "MORE>."
- **F12** - Exit from SPAHRS (press twice)

Note: Not all function keys are available on each screen. If available, the description will appear on the bottom of the screen.

System Messages

- **Informative** - "Scrolling performed successfully" or "Added Successfully"

OR

- **Error** - States what is still required to perform the requested action.

MISSISSIPPI MANAGEMENT & REPORTING SYSTEM

Meeting the Management Information Needs for the State of Mississippi

MISSISSIPPI Department of DFA FINANCE & ADMINISTRATION

Navigational Case Studies

6002- SPAHRS Orientation- System Navigation

Department of Finance and Administration

Office of the Mississippi Management and Reporting System

Agency

```
FMSAS23  PHV4       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      10/26/2011
PHIMAINU PHIMAINM                    Main Menu                        02:19 PM

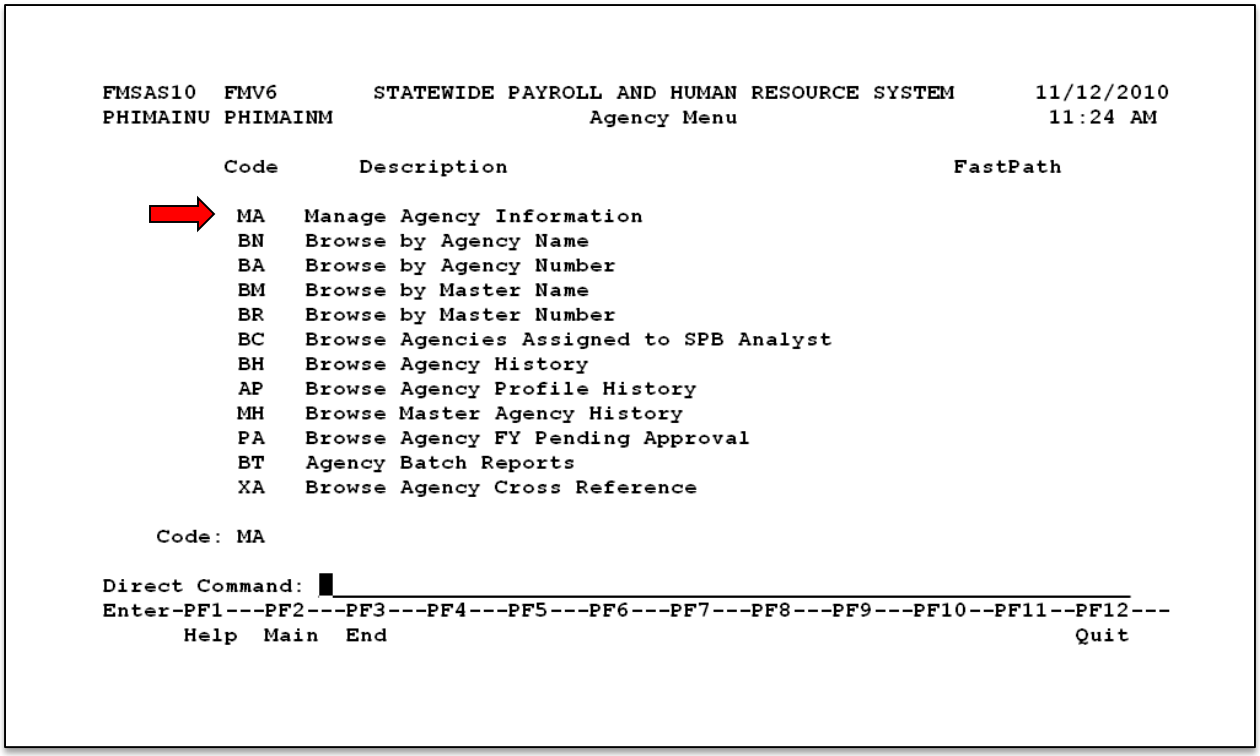
          Code      Description                                      FastPath

          AG    Agency                                               AG
          OC    Occupation                                           OCCU
          PO    Position                                             POS
          PW    Propose Wage, Salary and Fringe Benefits             WSF
          EM    Employment                                           EMPL
          PA    Payment                                              PAY
          RT    Report Time                                          TIME
          MC    Manage Contracts                                     CONT
          SA    System Administration                                SADM
          MR    MMRS                                                 MMRS
          TR    Travel Menu

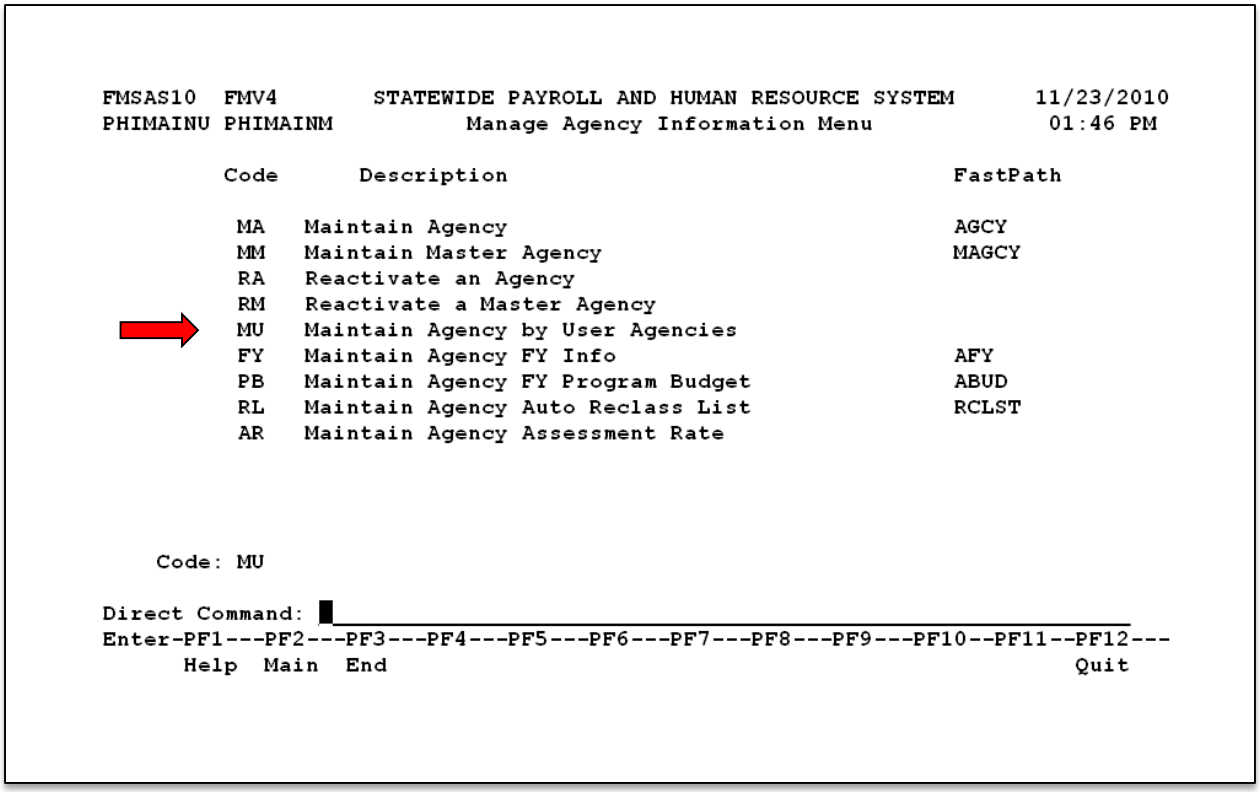

     Code: __

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

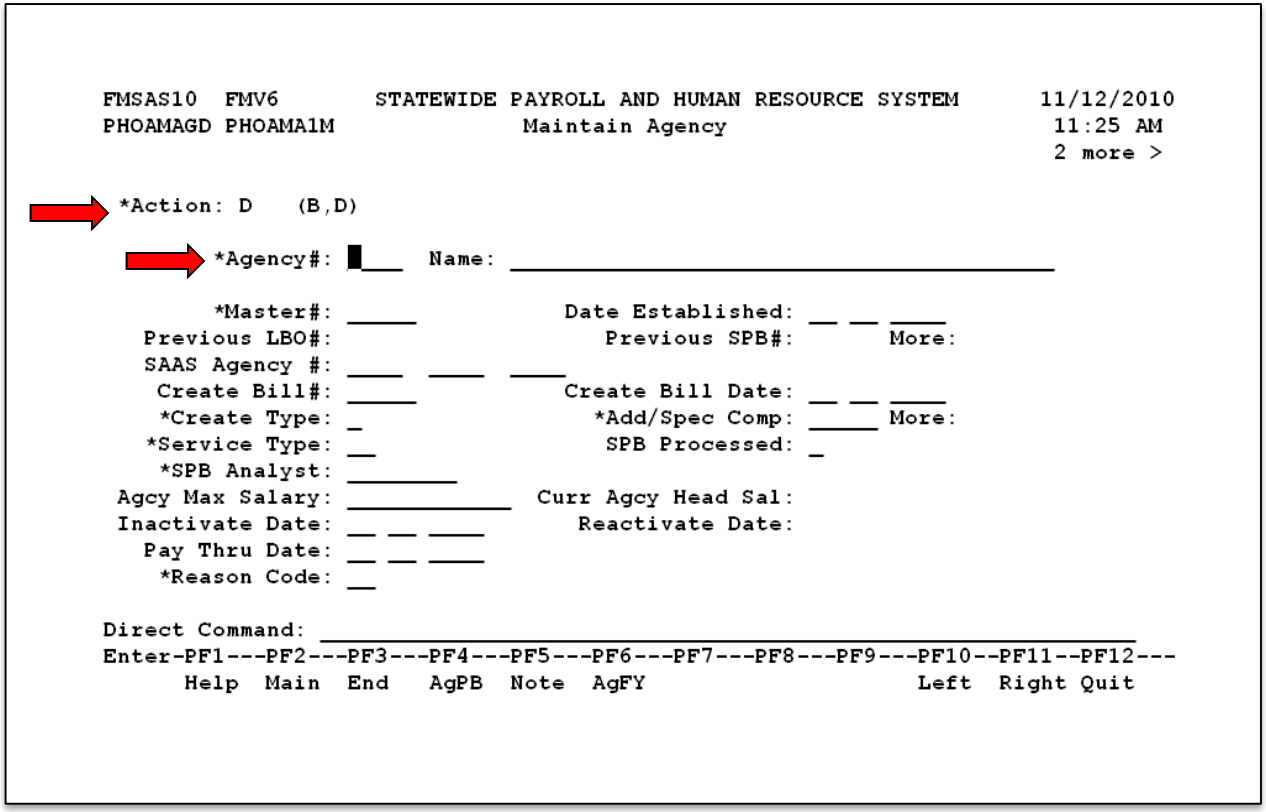
1. Choose AG from the Main Menu. Press ENTER.



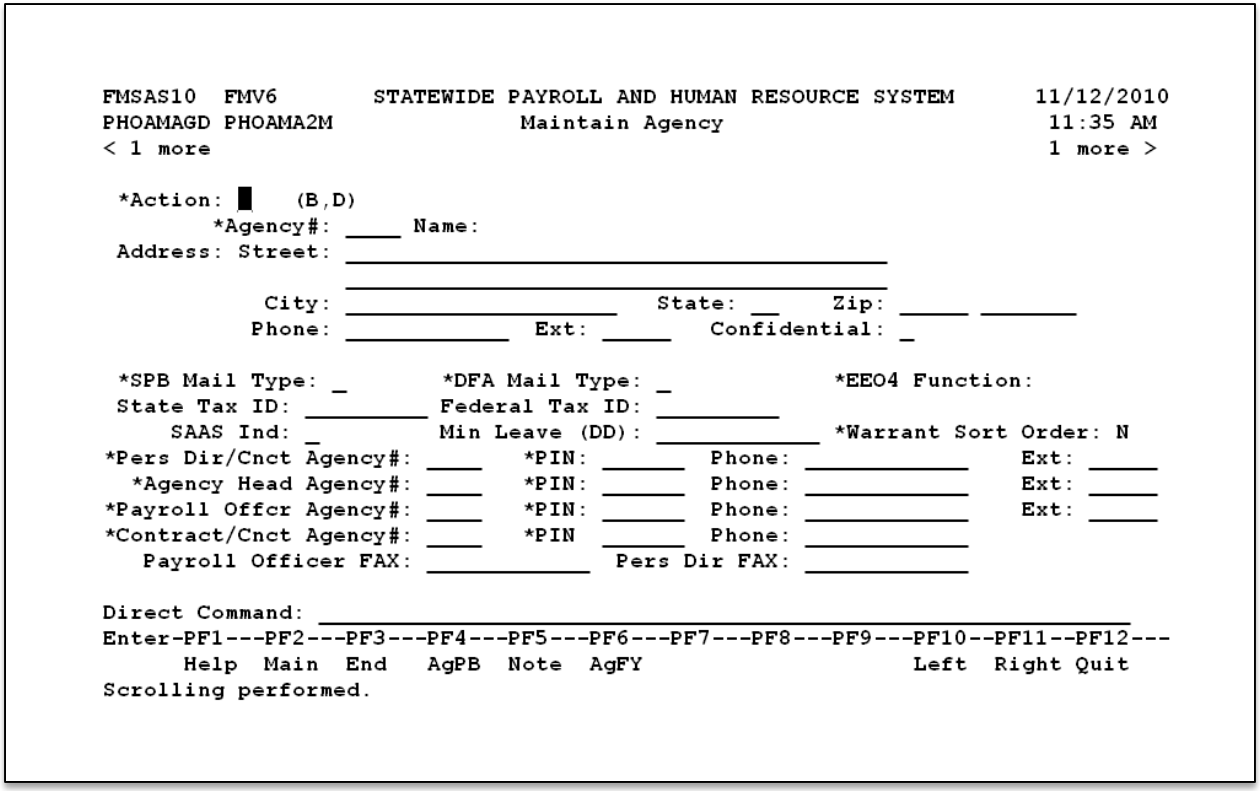
2. Choose MA from the Agency Menu. Press ENTER.



3. Choose MU from the Manage Agency Information Menu. Press ENTER.



4. Enter D (Display) in Action. Enter your four digit Agency Number. Press ENTER. Your agency's information will populate the fields.
5. Press F11 to view more agency information.



```
FMSAS10  FMV6       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/12/2010
PHOAMAGD PHOAMA2M              Maintain Agency                        11:35 AM
< 1 more                                                              1 more >

 *Action: █    (B,D)
        *Agency#: ____ Name:
 Address: Street: ____________________________________
                  ____________________________________
            City: ____________________   State: __    Zip: _____ _______
           Phone: ____________  Ext: _____   Confidential: _

 *SPB Mail Type: _        *DFA Mail Type: _            *EEO4 Function:
 State Tax ID: _________ Federal Tax ID: _________
     SAAS Ind: _          Min Leave (DD): ____________ *Warrant Sort Order: N
*Pers Dir/Cnct Agency#: ____   *PIN: ______  Phone: ____________   Ext: _____
  *Agency Head Agency#: ____   *PIN: ______  Phone: ____________   Ext: _____
*Payroll Offcr Agency#: ____   *PIN: ______  Phone: ____________   Ext: _____
*Contract/Cnct Agency#: ____   *PIN  ______  Phone: ____________
   Payroll Officer FAX: ____________  Pers Dir FAX: ____________

Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End   AgPB  Note  AgFY                     Left  Right Quit
Scrolling performed.
```

6. Press F2 to exit this screen and return to the Main Menu.

Occupation

```
FMSAS23  PHV4       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      10/26/2011
PHIMAINU PHIMAINM                    Main Menu                        02:19 PM

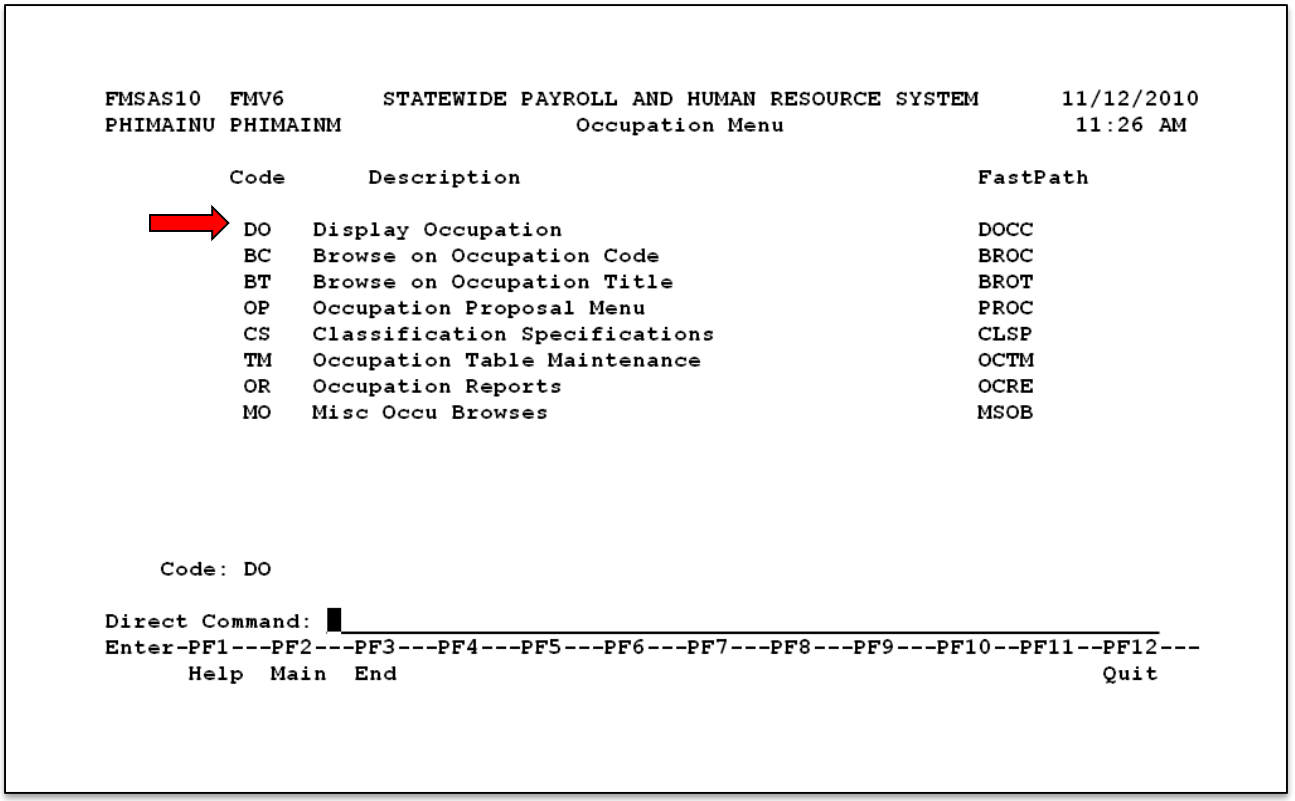
          Code      Description                                      FastPath

           AG   Agency                                              AG
           OC   Occupation                                          OCCU
           PO   Position                                            POS
           PW   Propose Wage, Salary and Fringe Benefits            WSF
           EM   Employment                                          EMPL
           PA   Payment                                             PAY
           RT   Report Time                                        TIME
           MC   Manage Contracts                                   CONT
           SA   System Administration                              SADM
           MR   MMRS                                               MMRS
           TR   Travel Menu

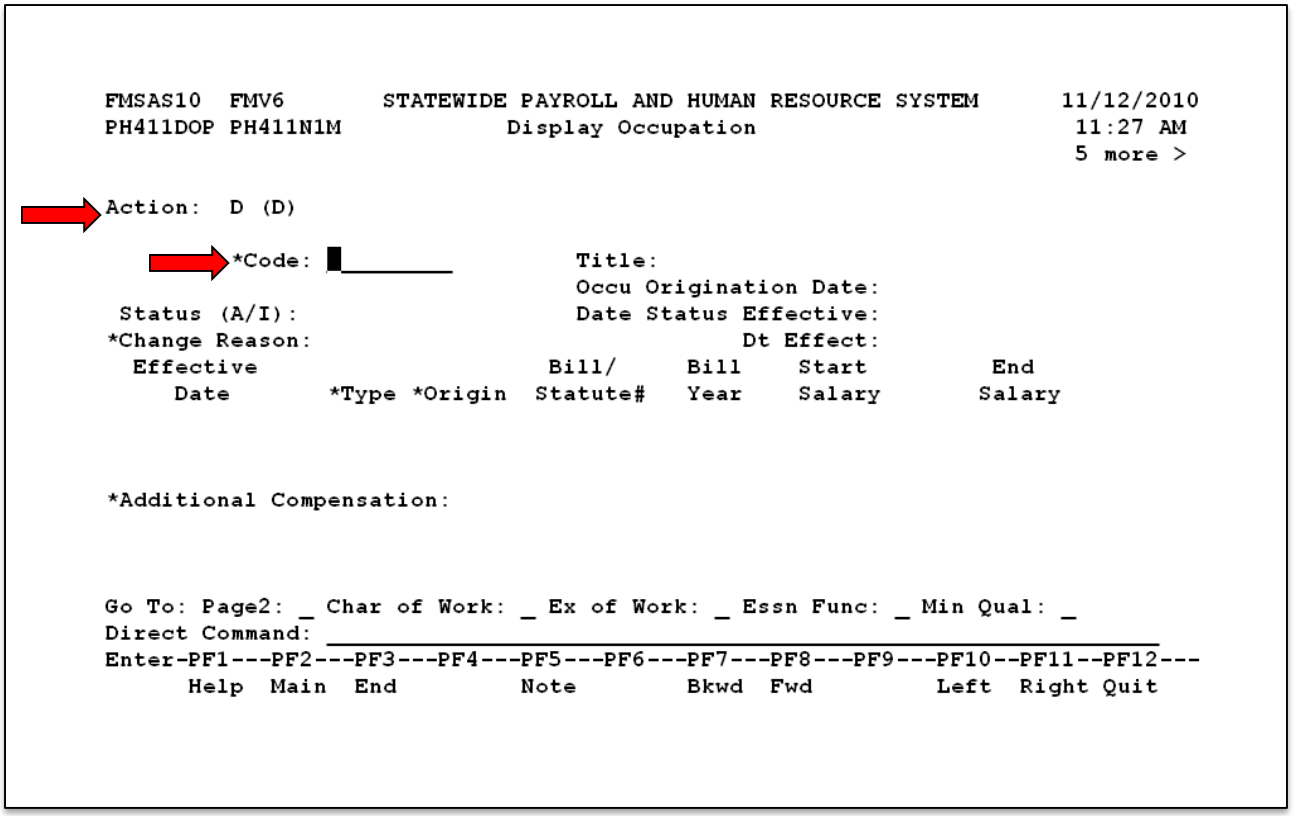

     Code: _

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

1. Choose OC from the Main Menu. Press ENTER.



2. Choose DO from the Occupation Menu. Press ENTER.



3. Enter **D** in Action.
4. Type the desired Occupational Code or press F11 for a list by title or code.
5. Press F3 to exit this screen or F2 to return to the Main Menu.

Position

```
FMSAS23  PHV4       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      10/26/2011
PHIMAINU PHIMAINM                    Main Menu                        02:19 PM

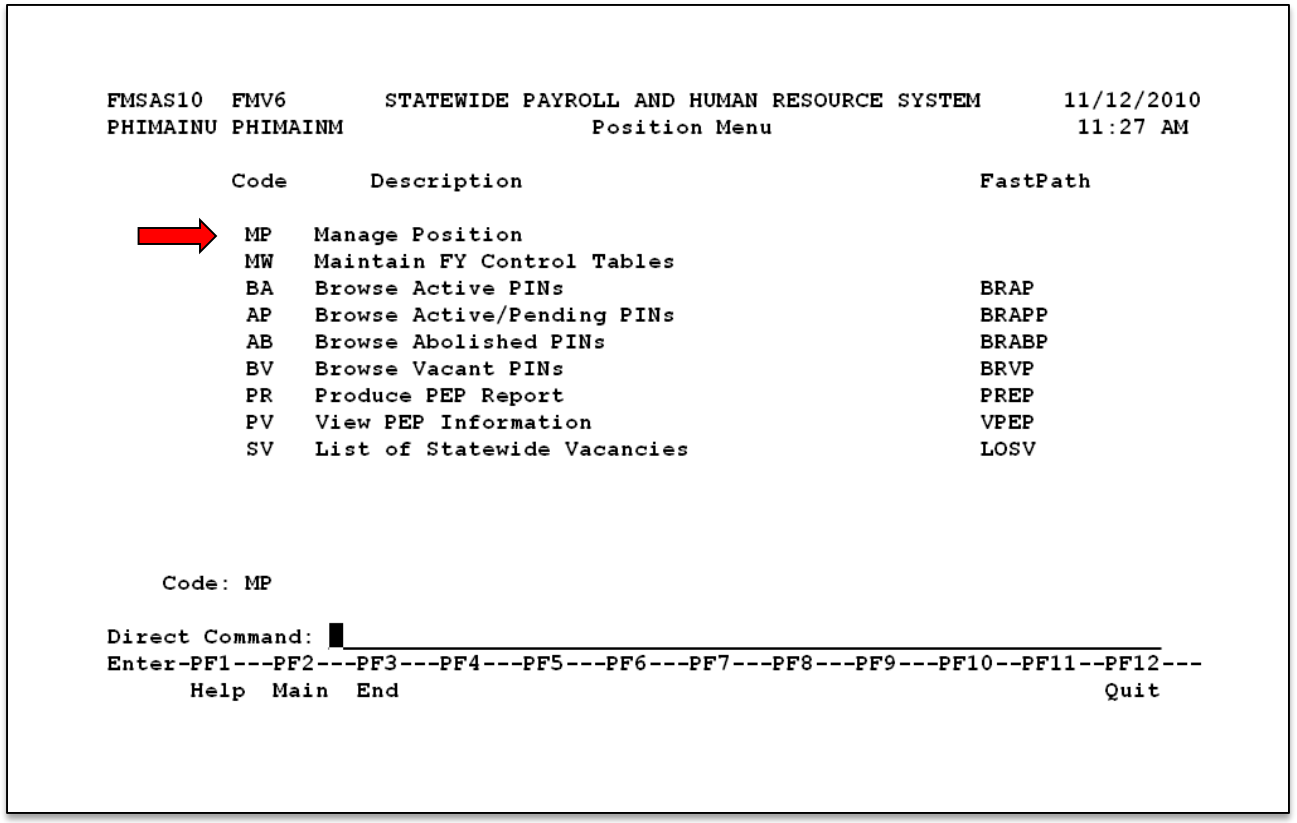
         Code      Description                                      FastPath

           AG   Agency                                             AG
           OC   Occupation                                         OCCU
           PO   Position                                           POS
           PW   Propose Wage, Salary and Fringe Benefits           WSF
           EM   Employment                                         EMPL
           PA   Payment                                            PAY
           RT   Report Time                                        TIME
           MC   Manage Contracts                                  CONT
           SA   System Administration                             SADM
           MR   MMRS                                             MMRS
           TR   Travel Menu

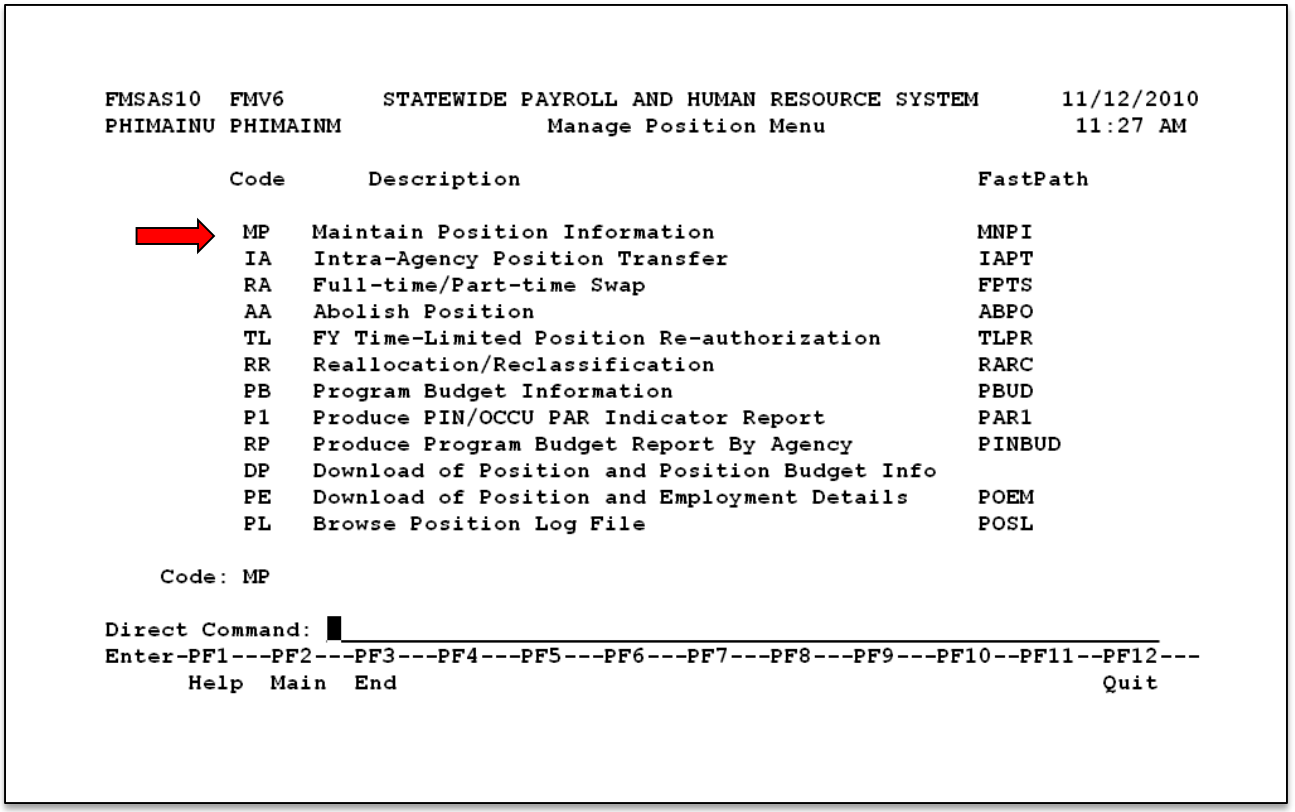

     Code: __

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

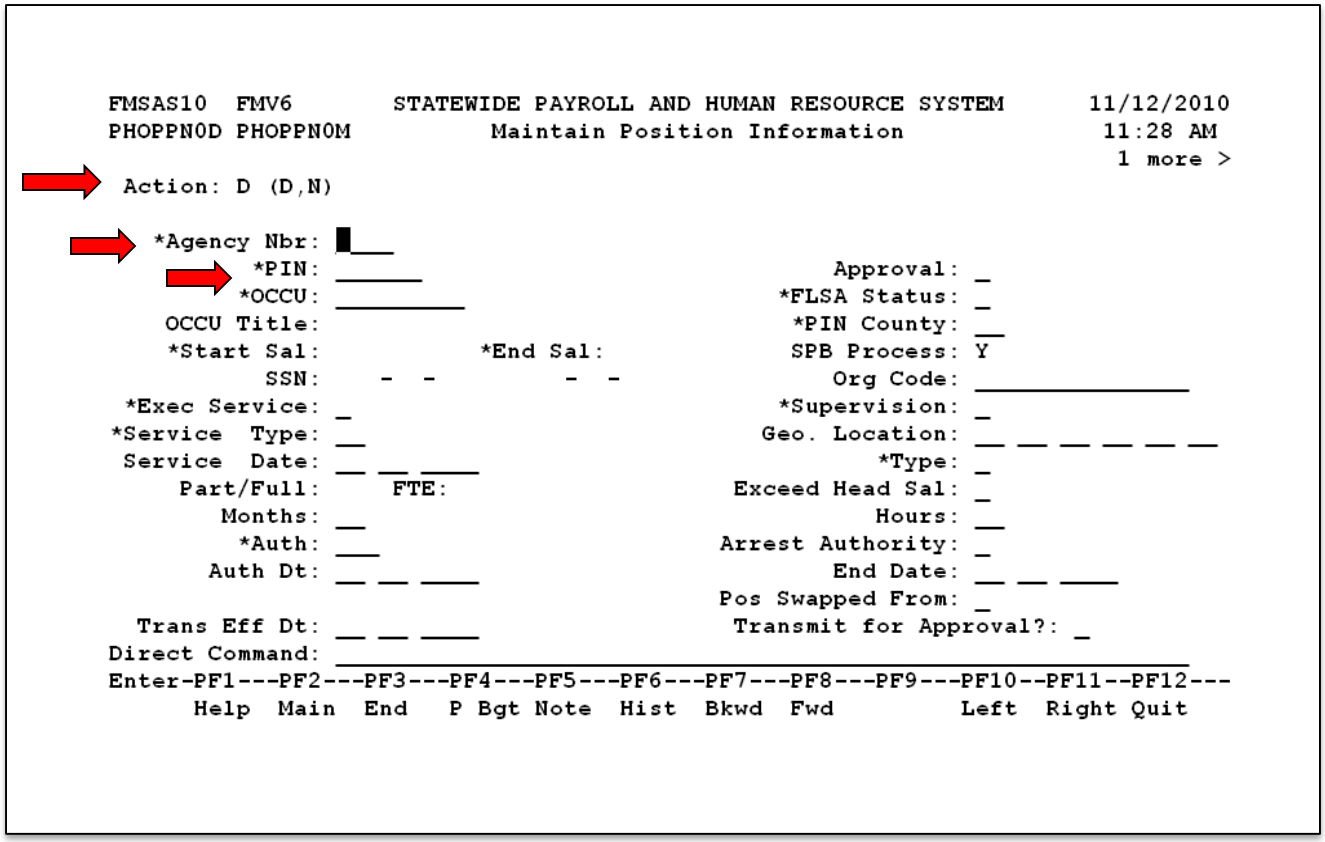
1. Choose PO from the Main Menu. Press ENTER.



2. Choose MP from the Position Menu. Press ENTER.



3. Choose MP from the Manage Position Menu. Press ENTER.

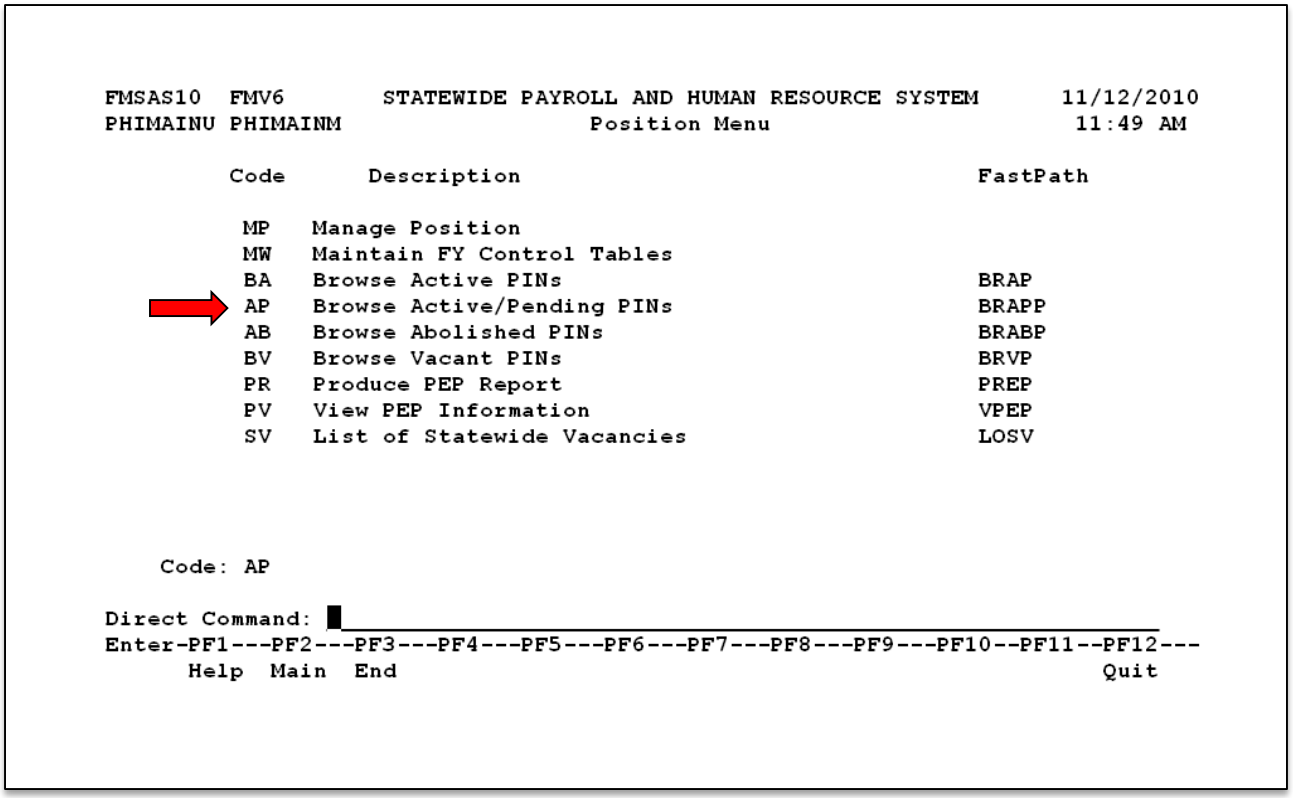


```
FMSAS10  FMV6       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/12/2010
PHOPPN0D PHOPPN0M          Maintain Position Information              11:28 AM
                                                                       1 more >

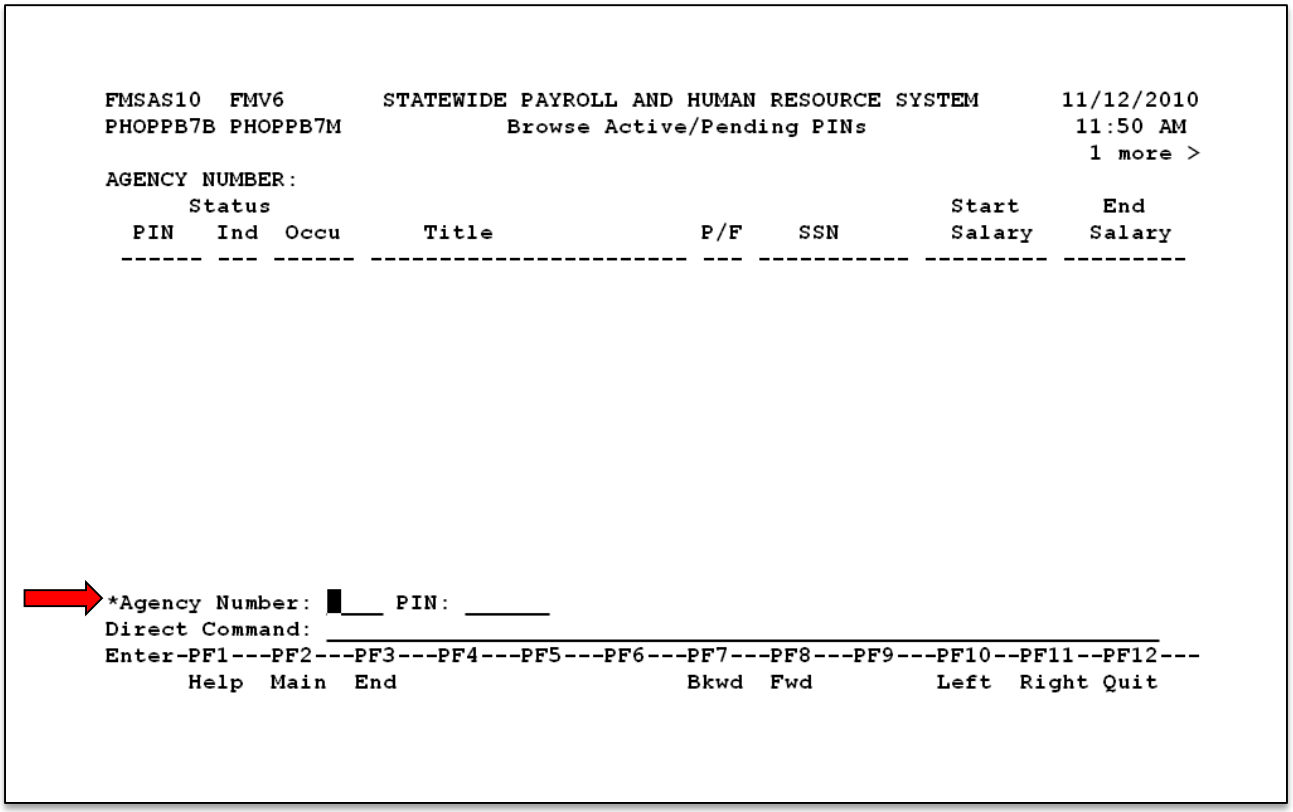
  Action: D (D,N)

  *Agency Nbr: ___
       *PIN: ______                              Approval: _
     *OCCU: _________                        *FLSA Status: _
 OCCU Title:                                 *PIN County: __
  *Start Sal:            *End Sal:           SPB Process: Y
       SSN:    -  -           -  -            Org Code: ________________
 *Exec Service: _                            *Supervision: _
*Service  Type: __                         Geo. Location: __ __ __ __ __ __
 Service  Date: __ __ ____                         *Type: _
     Part/Full:     FTE:                  Exceed Head Sal: _
        Months: __                                 Hours: __
         *Auth: ___                      Arrest Authority: _
       Auth Dt: __ __ ____                      End Date: __ __ ____
                                         Pos Swapped From: _
  Trans Eff Dt: __ __ ____                Transmit for Approval?: _
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End   P Bgt Note  Hist  Bkwd  Fwd         Left  Right Quit
```

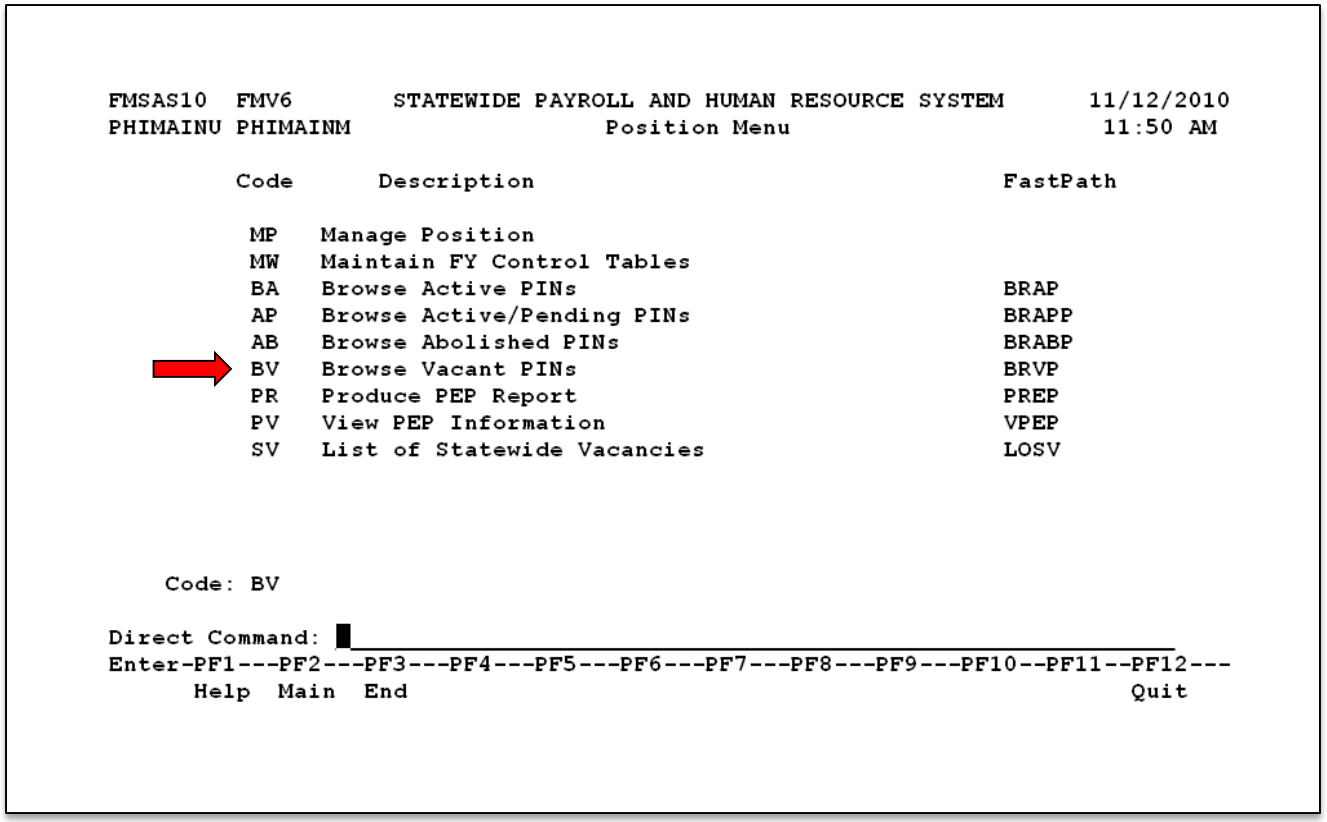
4. Enter **D** in Action, Agency number, and PIN number. Press ENTER. (If you need an employee's PIN number and do not know it, use the Employment Browse screen to locate it - **EM MB NB**.)
5. Press F2 to access the Position Menu again.



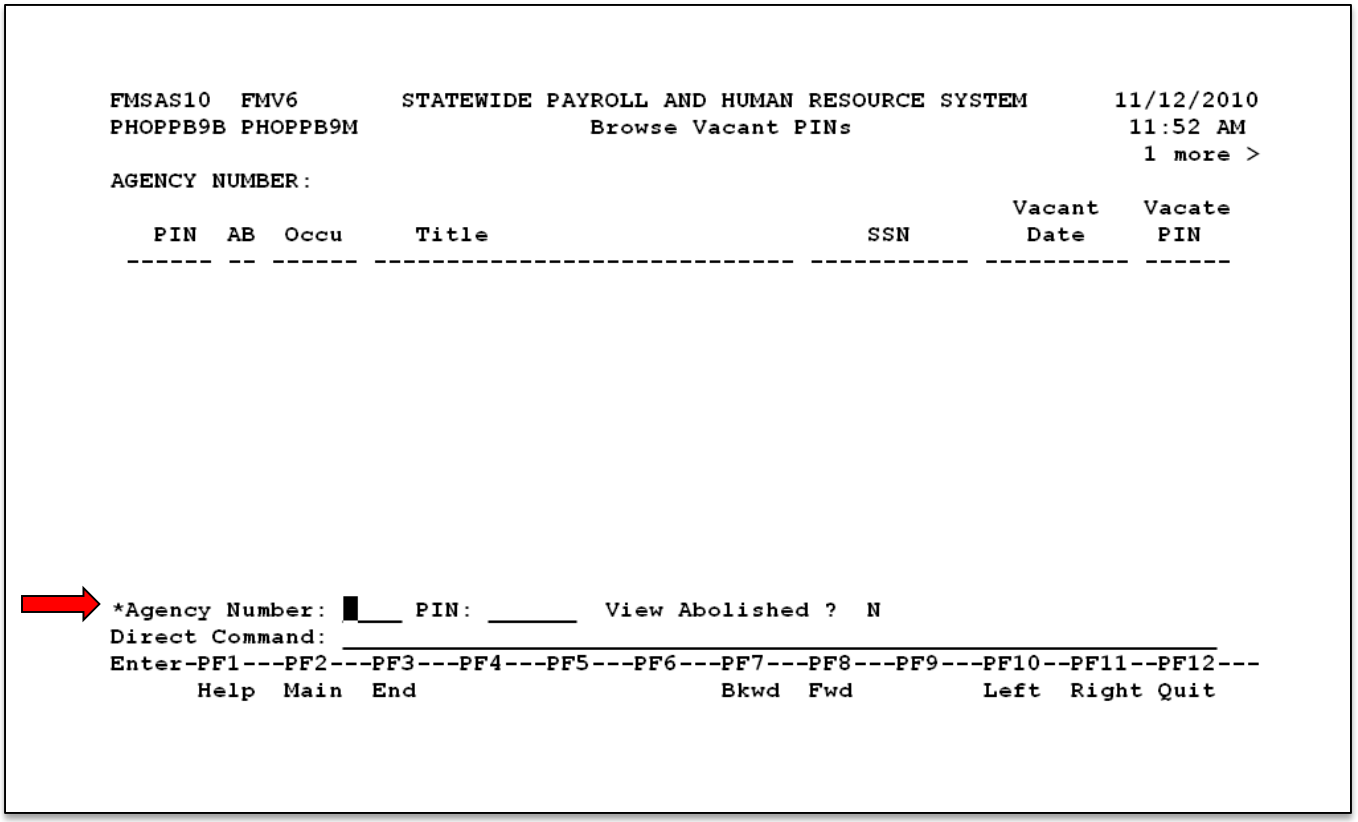
6. Choose AP to Browse Active/Pending Positions. Press ENTER.



7. Enter your Agency Number in the selection criteria on the bottom of the screen. Press ENTER.
8. Use the F8 key to view more records or use F11 to view the next panel.
9. Press F3 to return to the Position Menu.



10. Choose BV to Browse Vacant PINs. Press ENTER.



11. Enter your Agency Number in the selection criteria on the bottom of the screen. Press ENTER.
12. Press F8 to view more records or F11 to view the next panel.
13. Press F2 to return to the Main Menu.

Employment

```
FMSAS23  PHV4       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      10/26/2011
PHIMAINU PHIMAINM                    Main Menu                        02:19 PM

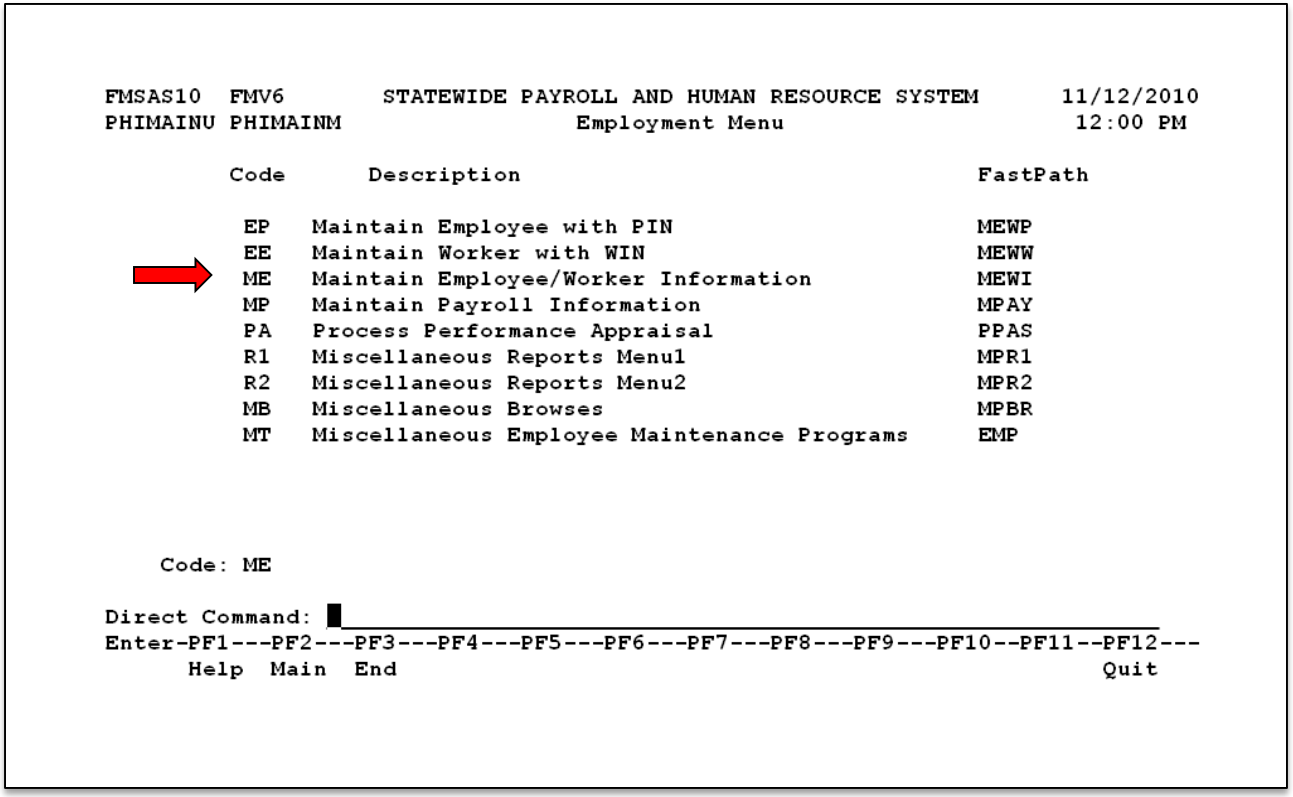
         Code      Description                                  FastPath

          AG   Agency                                            AG
          OC   Occupation                                        OCCU
          PO   Position                                          POS
          PW   Propose Wage, Salary and Fringe Benefits          WSF
          EM   Employment                                        EMPL
          PA   Payment                                           PAY
          RT   Report Time                                       TIME
          MC   Manage Contracts                                  CONT
          SA   System Administration                             SADM
          MR   MMRS                                              MMRS
          TR   Travel Menu

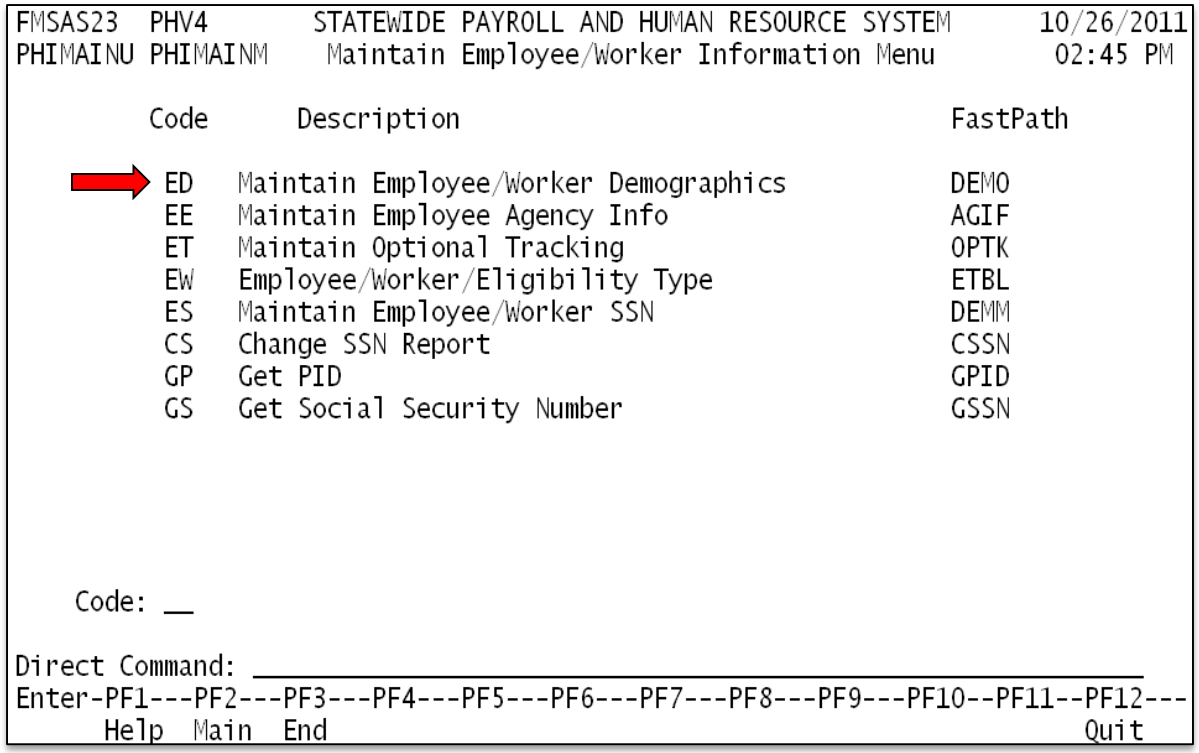

    Code: __

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

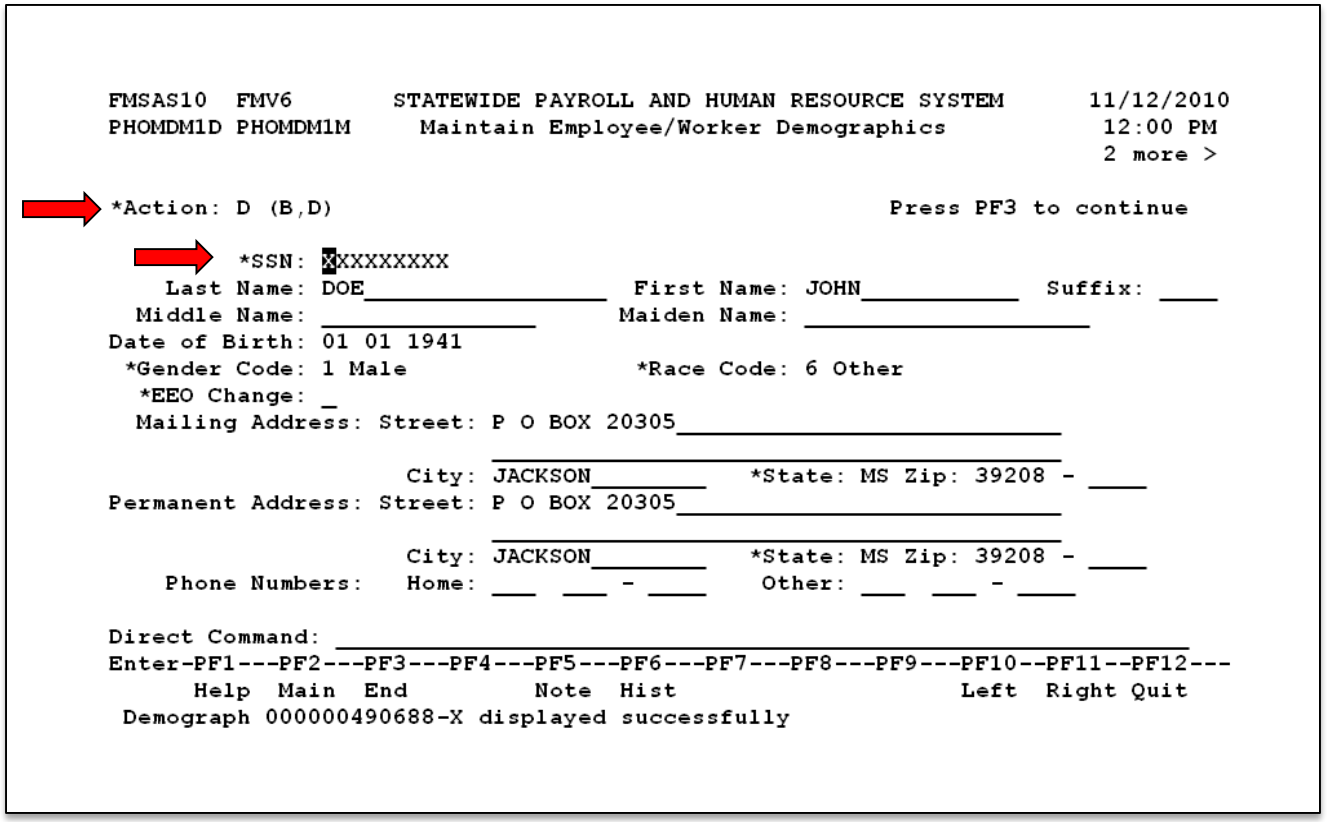
1. Choose EM from the Main Menu. Press ENTER.



2. Choose ME from the Employment Menu. Press ENTER.



3. Choose ED to Maintain Employee/Worker Demographics. Press ENTER.



4. Enter **D** in Action, and SSN. Press ENTER. (Hint: If you do not know the SSN, use F1 for Help.)
5. Determine all data contained on the record is correct.
6. Press F2 to return to the Main Menu.

Payroll

```
FMSAS23  PHV4       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      10/26/2011
PHIMAINU PHIMAINM                    Main Menu                        02:19 PM

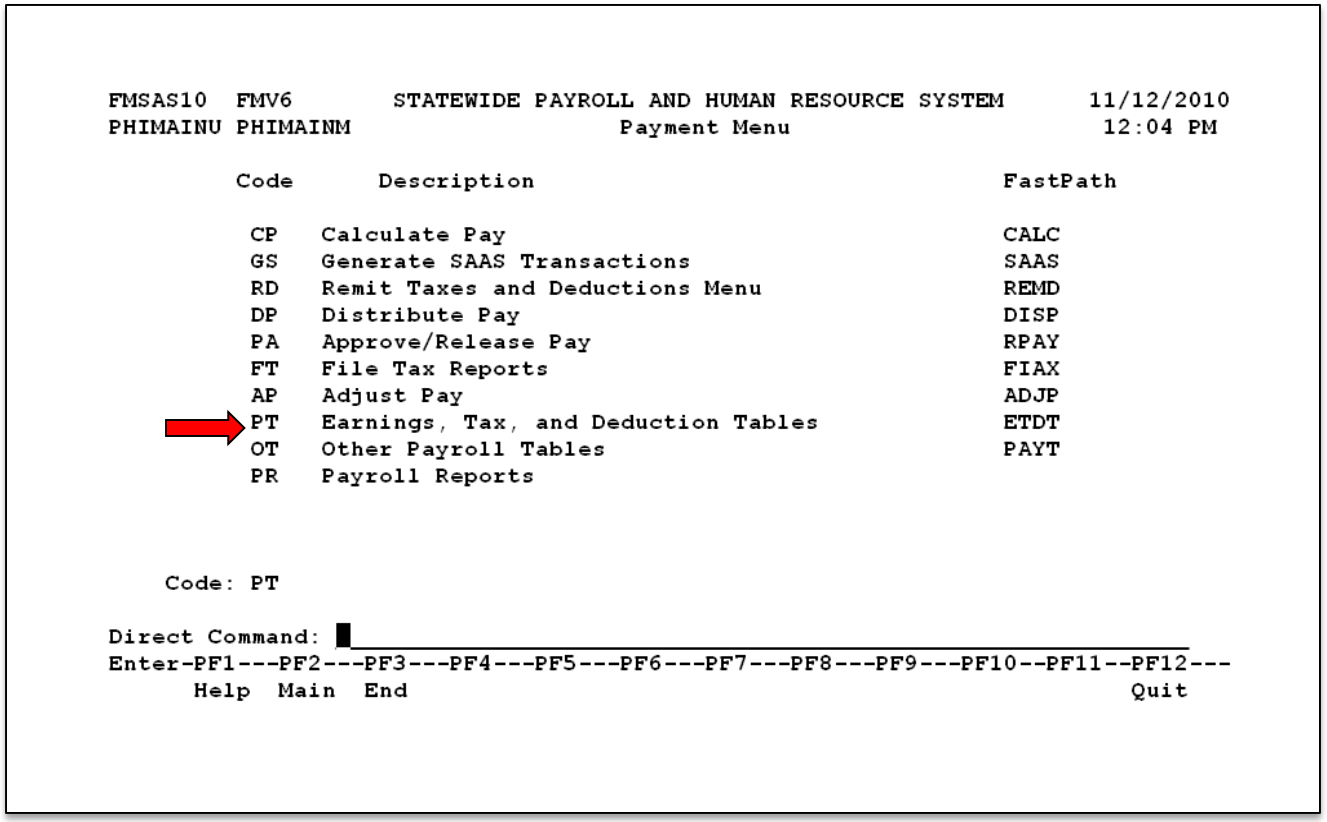
         Code      Description                                  FastPath

          AG   Agency                                            AG
          OC   Occupation                                        OCCU
          PO   Position                                          POS
          PW   Propose Wage, Salary and Fringe Benefits          WSF
          EM   Employment                                        EMPL
          PA   Payment                                           PAY
          RT   Report Time                                       TIME
          MC   Manage Contracts                                  CONT
          SA   System Administration                             SADM
          MR   MMRS                                              MMRS
          TR   Travel Menu

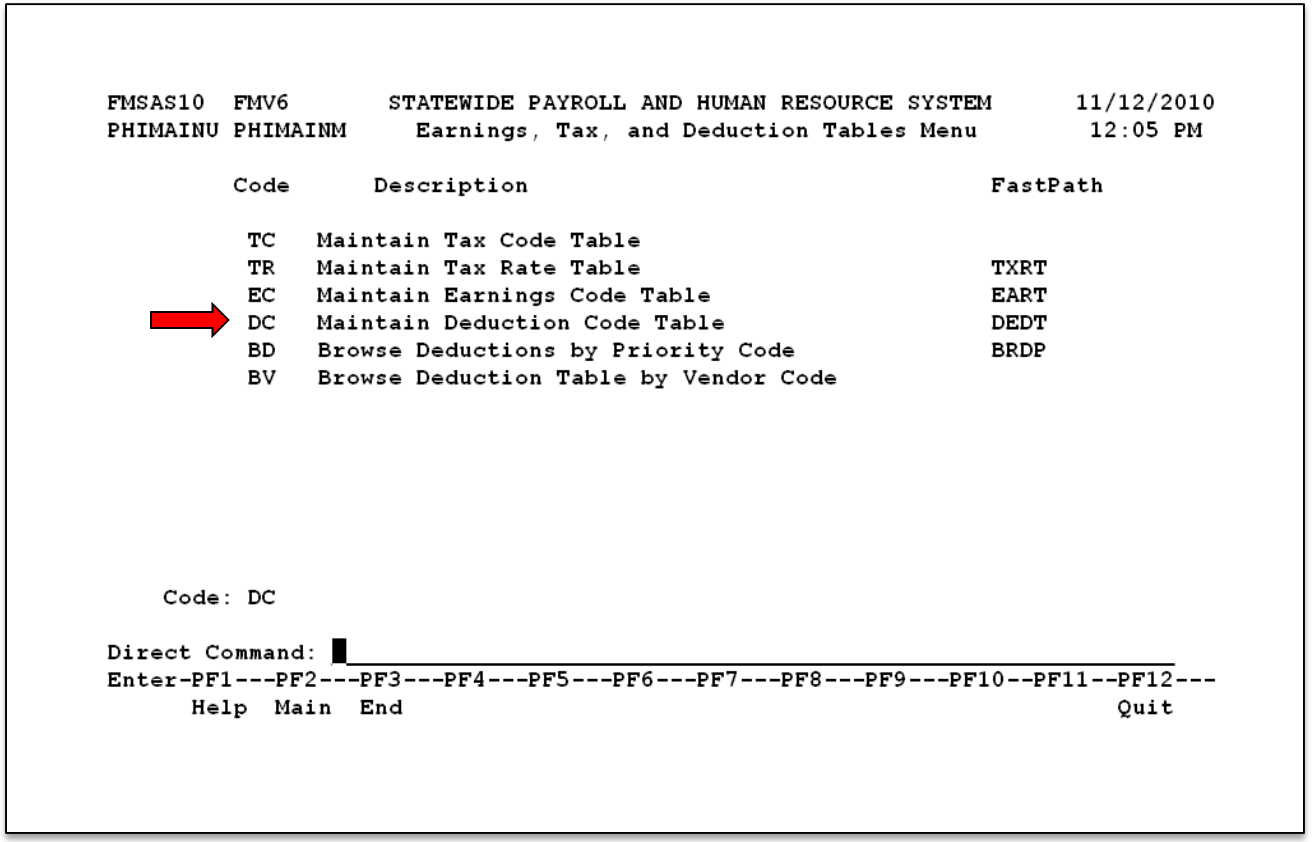

    Code: __

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

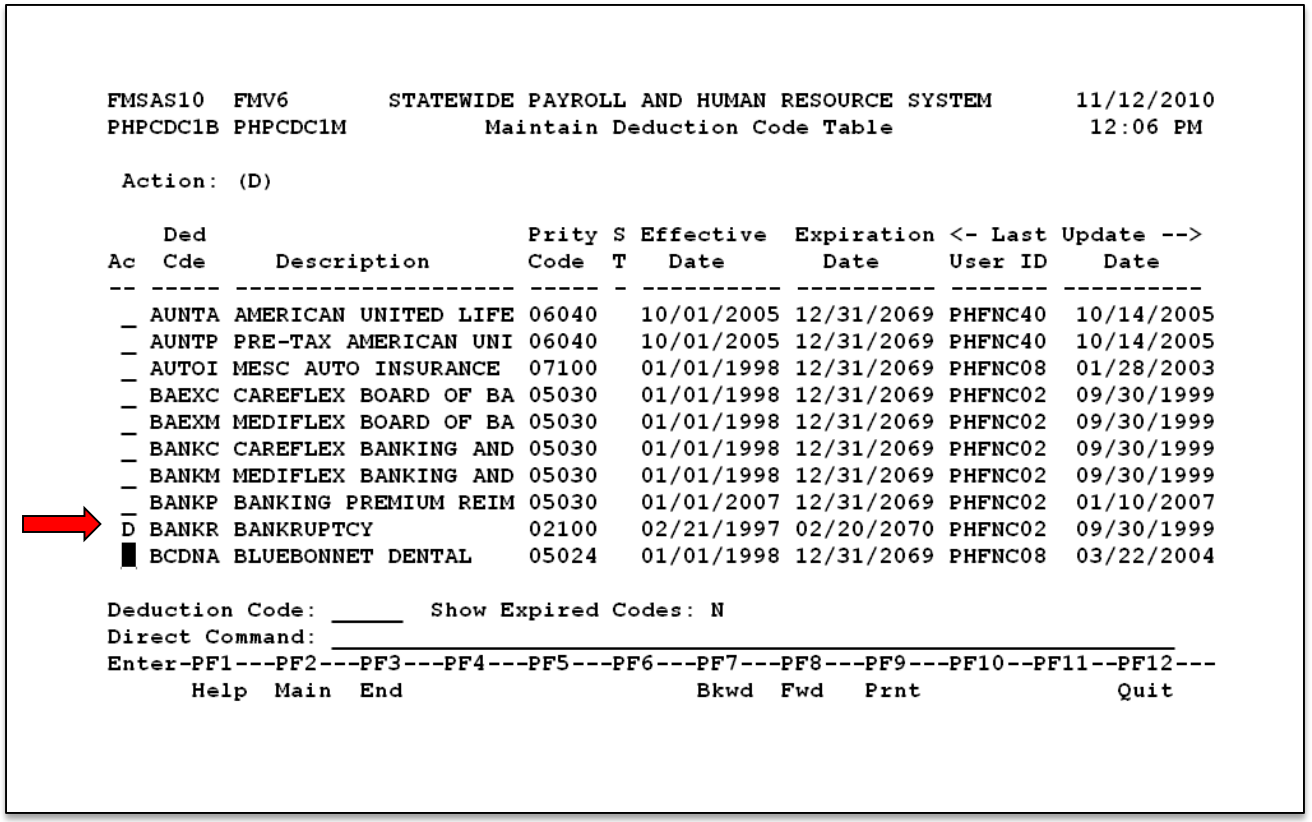
1. Choose PA from the Main Menu. Press ENTER.



2. Choose PT from the Payment Menu. Press ENTER.



3. Choose DC from the Earnings, Tax, and Deductions Menu. Press ENTER.



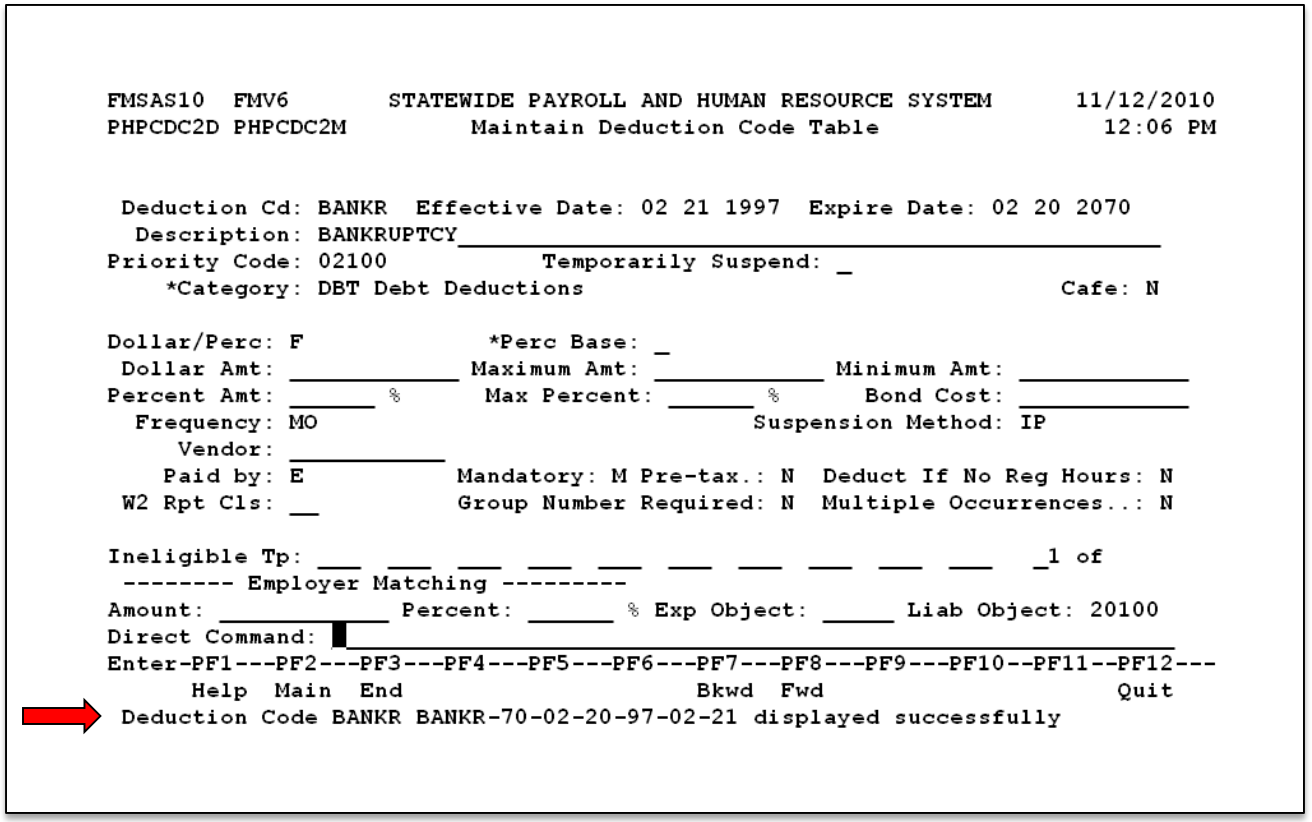
```
FMSAS10  FMV6        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/12/2010
PHPCDC1B PHPCDC1M           Maintain Deduction Code Table              12:06 PM

 Action: (D)

    Ded                          Prity S Effective  Expiration <- Last Update -->
Ac  Cde     Description          Code  T   Date       Date      User ID    Date
-- ----- -------------------- ----- - ---------- ---------- ------- ----------
 _ AUNTA AMERICAN UNITED LIFE 06040   10/01/2005 12/31/2069 PHFNC40  10/14/2005
 _ AUNTP PRE-TAX AMERICAN UNI 06040   10/01/2005 12/31/2069 PHFNC40  10/14/2005
 _ AUTOI MESC AUTO INSURANCE  07100   01/01/1998 12/31/2069 PHFNC08  01/28/2003
 _ BAEXC CAREFLEX BOARD OF BA 05030   01/01/1998 12/31/2069 PHFNC02  09/30/1999
 _ BAEXM MEDIFLEX BOARD OF BA 05030   01/01/1998 12/31/2069 PHFNC02  09/30/1999
 _ BANKC CAREFLEX BANKING AND 05030   01/01/1998 12/31/2069 PHFNC02  09/30/1999
 _ BANKM MEDIFLEX BANKING AND 05030   01/01/1998 12/31/2069 PHFNC02  09/30/1999
 _ BANKP BANKING PREMIUM REIM 05030   01/01/2007 12/31/2069 PHFNC02  01/10/2007
 D BANKR BANKRUPTCY           02100   02/21/1997 02/20/2070 PHFNC02  09/30/1999
 _ BCDNA BLUEBONNET DENTAL    05024   01/01/1998 12/31/2069 PHFNC08  03/22/2004

Deduction Code: _____  Show Expired Codes: N
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                      Bkwd  Fwd   Prnt              Quit
```

4. Display the Deduction Code BANKR. Press ENTER.



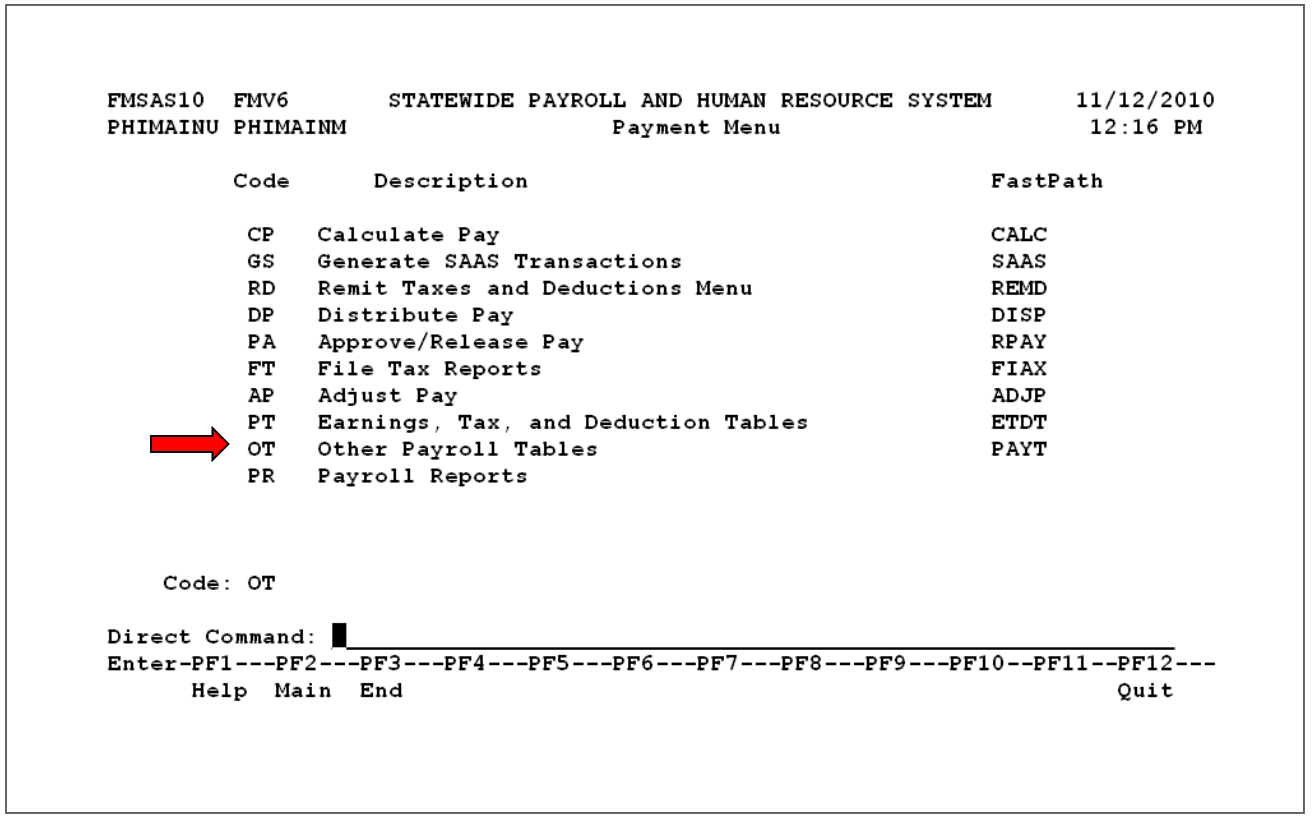
```
FMSAS10  FMV6        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/12/2010
PHPCDC2D PHPCDC2M          Maintain Deduction Code Table                12:06 PM


 Deduction Cd: BANKR  Effective Date: 02 21 1997  Expire Date: 02 20 2070
  Description: BANKRUPTCY_____________________________________________________
Priority Code: 02100           Temporarily Suspend: _
    *Category: DBT Debt Deductions                                    Cafe: N

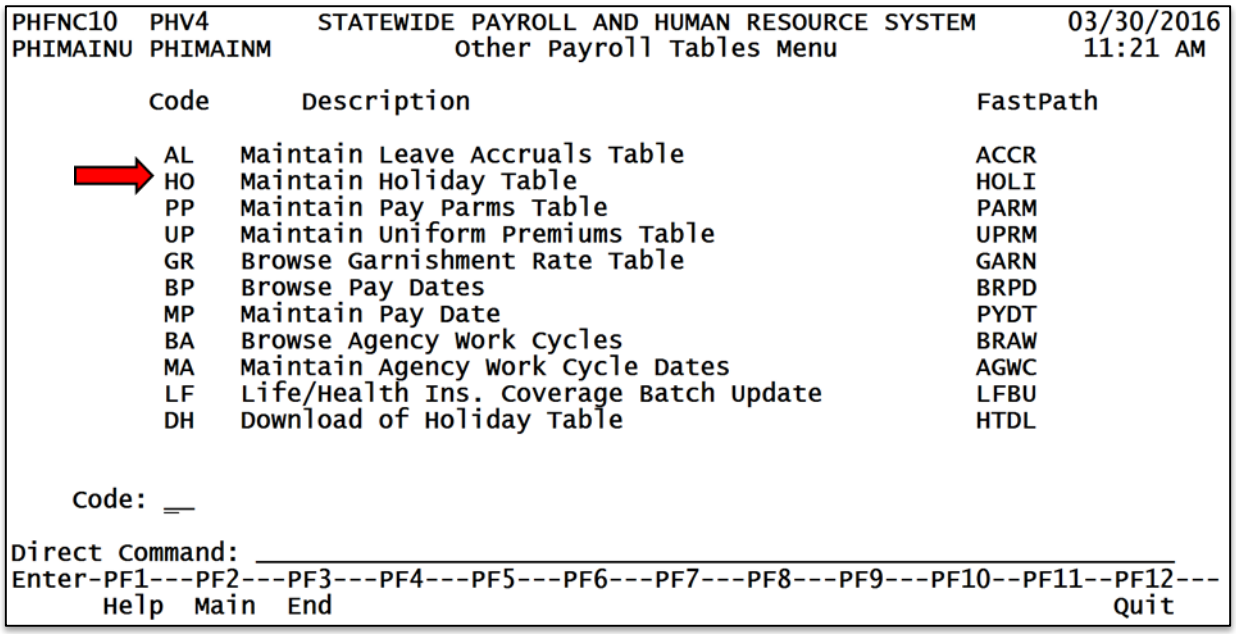
Dollar/Perc: F              *Perc Base: _
 Dollar Amt: _____________ Maximum Amt: _____________ Minimum Amt: _____________
Percent Amt: ______ %       Max Percent: ______ %      Bond Cost: _____________
  Frequency: MO                              Suspension Method: IP
     Vendor: _____________
    Paid by: E           Mandatory: M Pre-tax.: N  Deduct If No Reg Hours: N
 W2 Rpt Cls: __          Group Number Required: N  Multiple Occurrences..: N

Ineligible Tp: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___    _1 of
 -------- Employer Matching ---------
Amount: _____________ Percent: ______ % Exp Object: _____ Liab Object: 20100
Direct Command: _____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                        Bkwd  Fwd                    Quit
 Deduction Code BANKR BANKR-70-02-20-97-02-21 displayed successfully
```

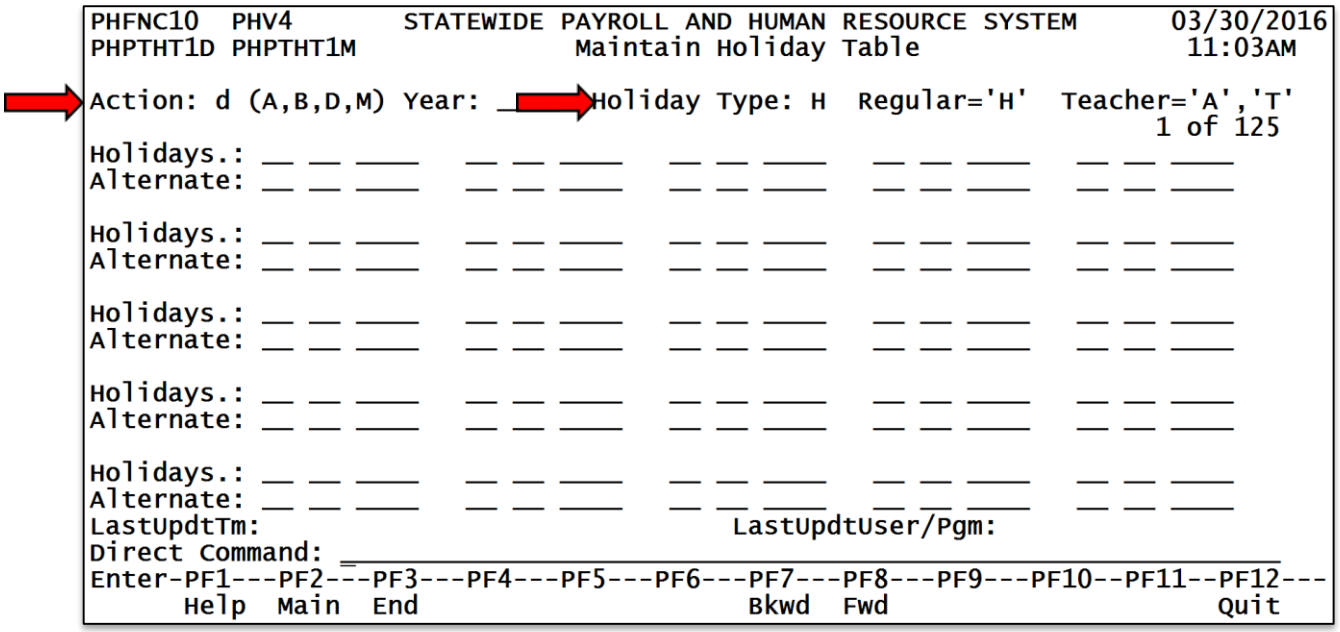
5. The data displayed successfully. Press F3 three times to return to the Payment Menu.



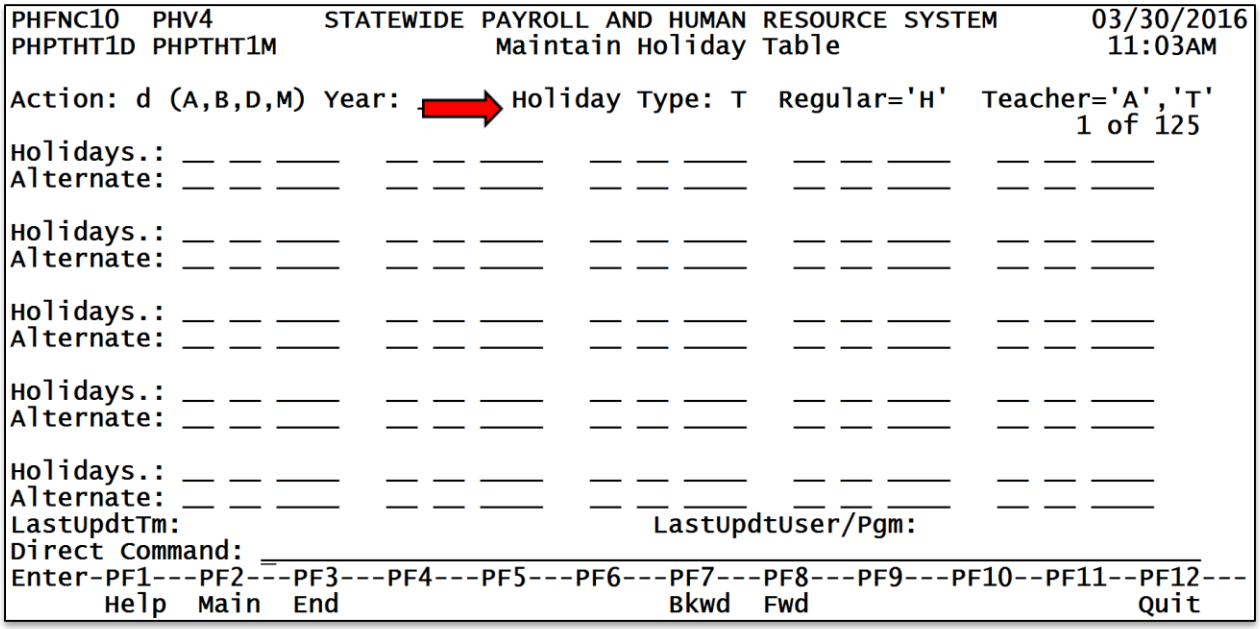
6. Choose OT from the Payment Menu. Press ENTER.



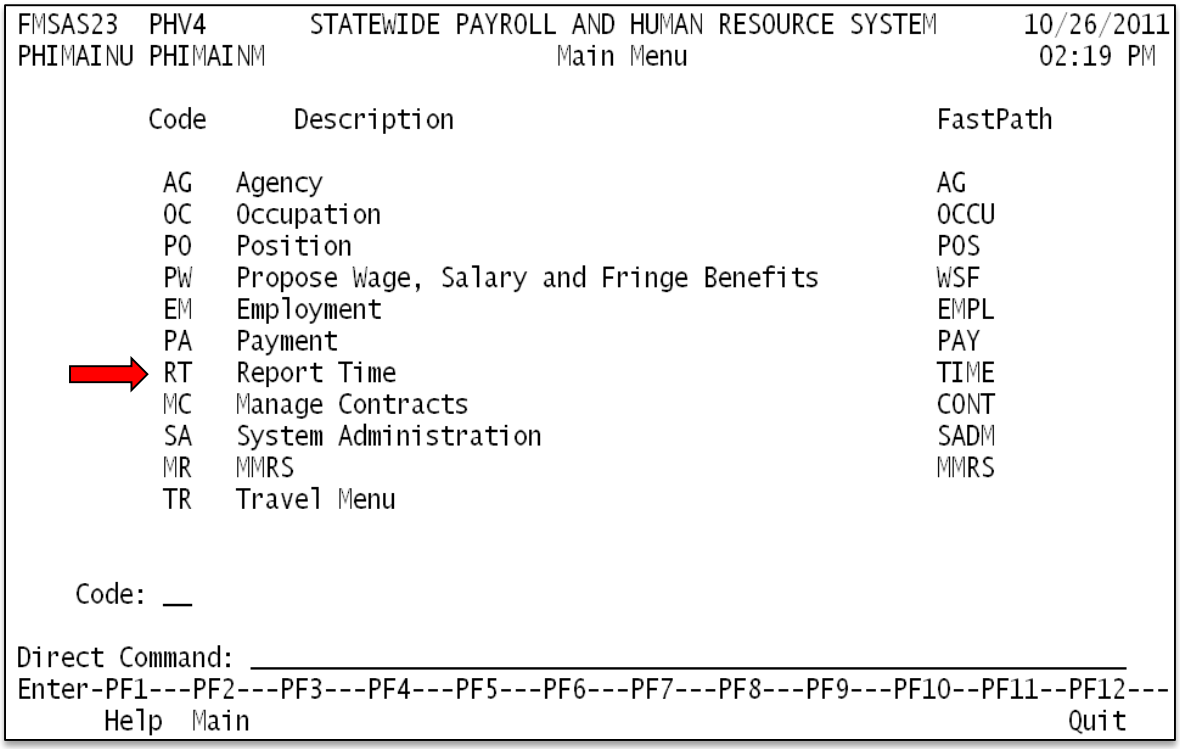
7. Choose HO from the Other Payroll Tables Menu. Press ENTER.



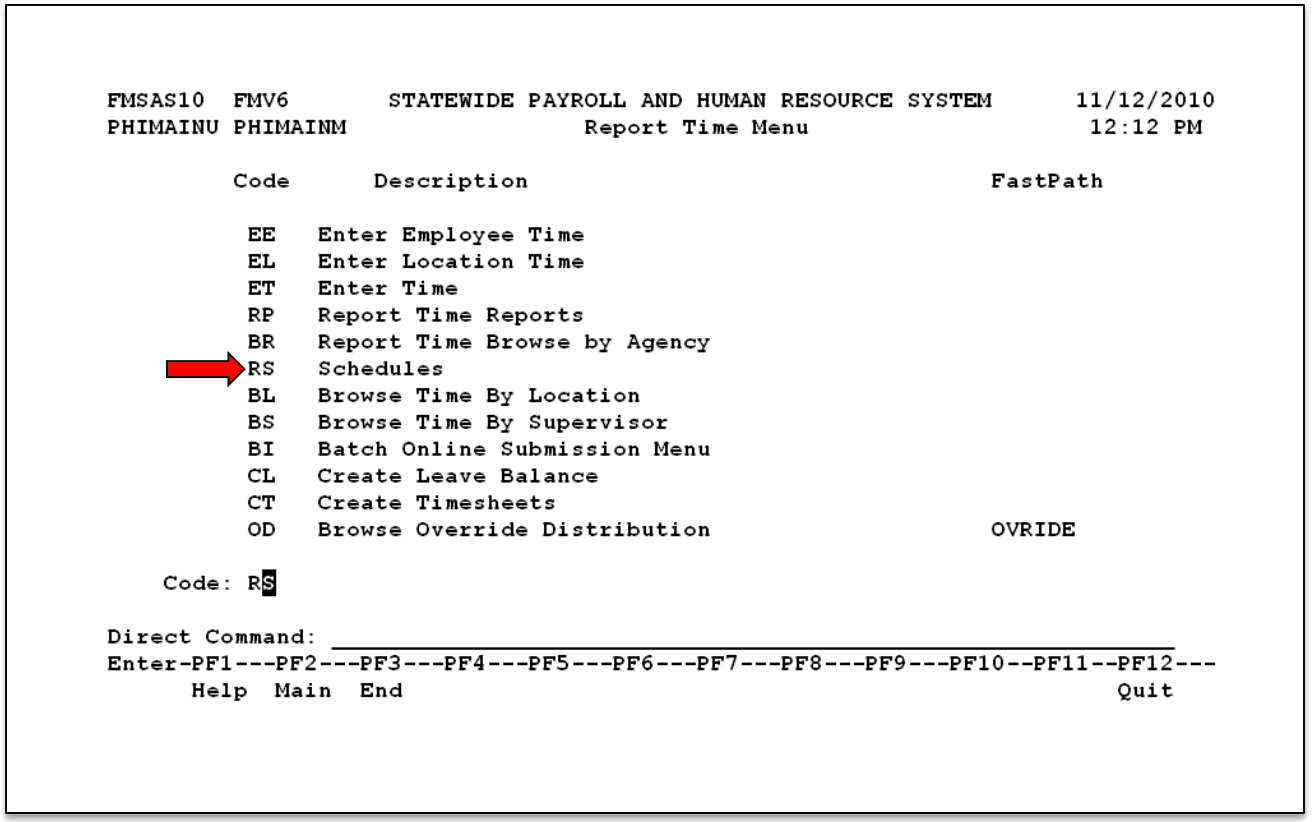
8. Enter **D** in Action. Enter the Year, **H** in the Holiday Type field, and press ENTER. Review the holiday information.
9. Press F8 to see additional information. Press F7 to go back to the top of screen.



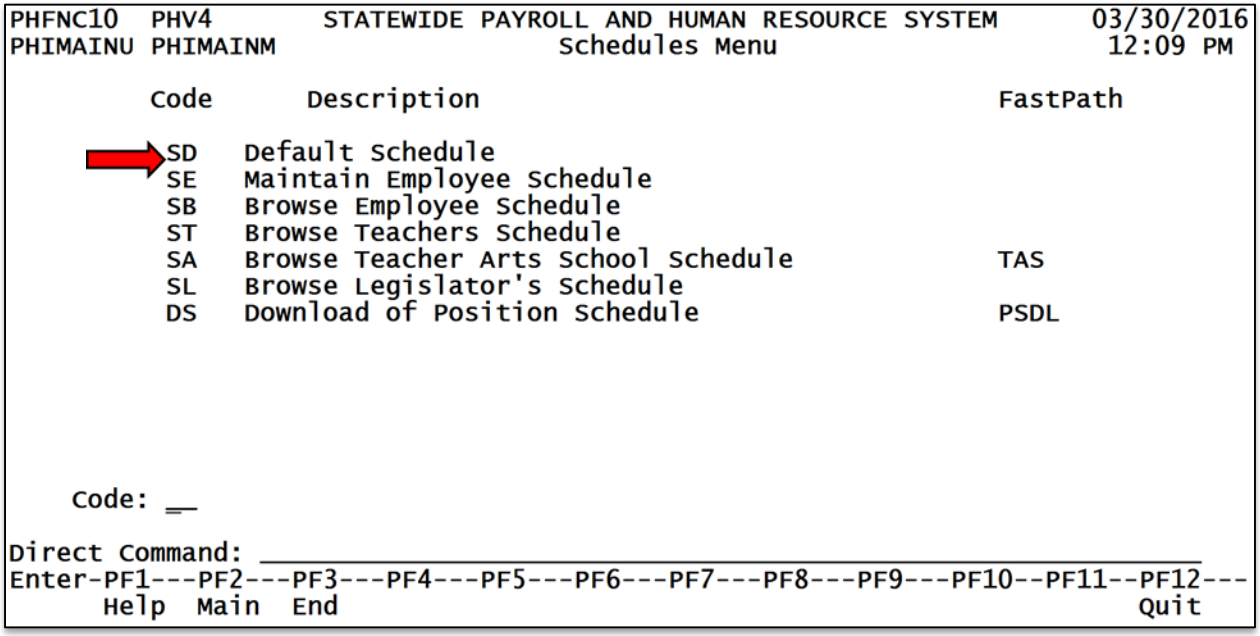
10. Type **T** (Teacher) or **A** (Arts School Teacher) in the Holiday Type field and press ENTER.
11. Press F8 to see additional information. Press F7 to go back to the top of the screen.
12. Press F2 to exit the screen and return to the Main Menu.



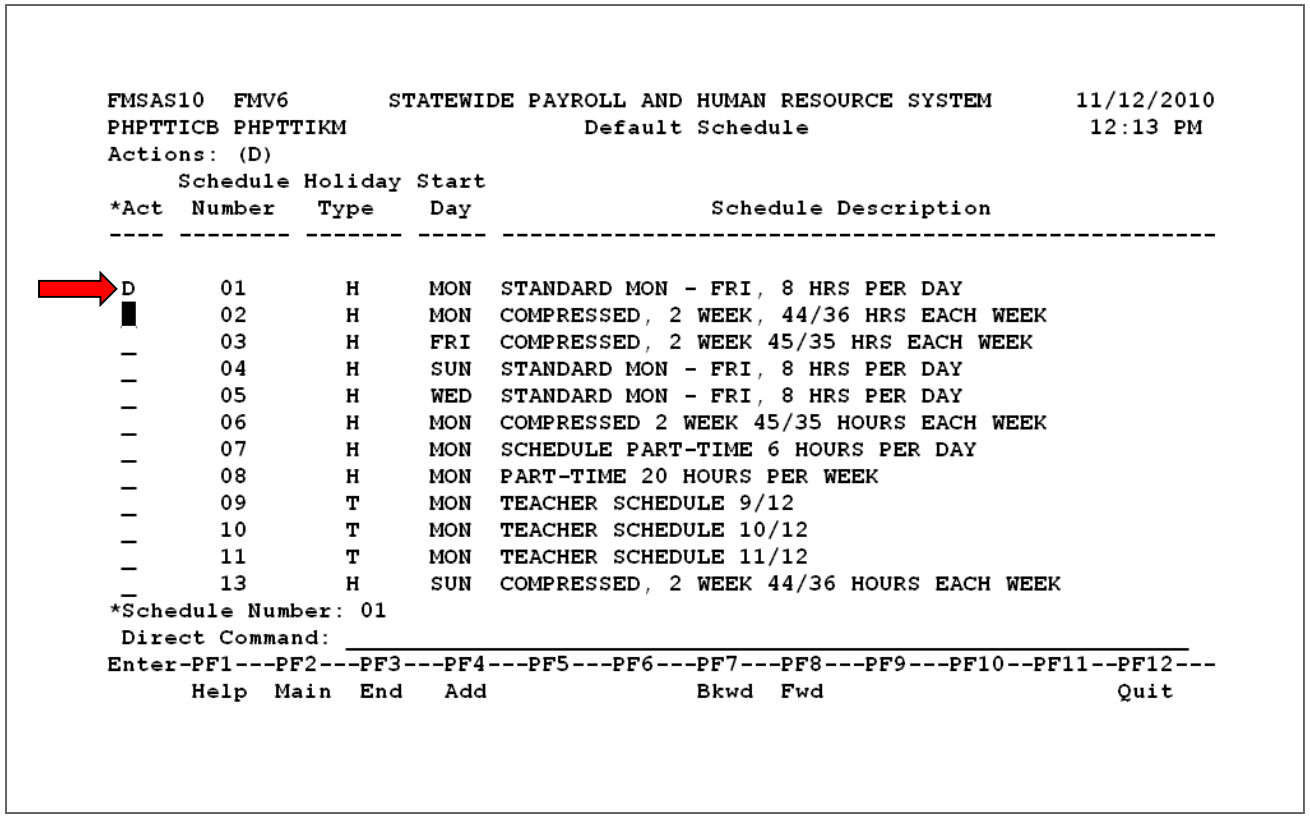
13. Choose RT from the Main Menu. Press ENTER.



14. Choose RS from the Report Time Menu. Press ENTER.



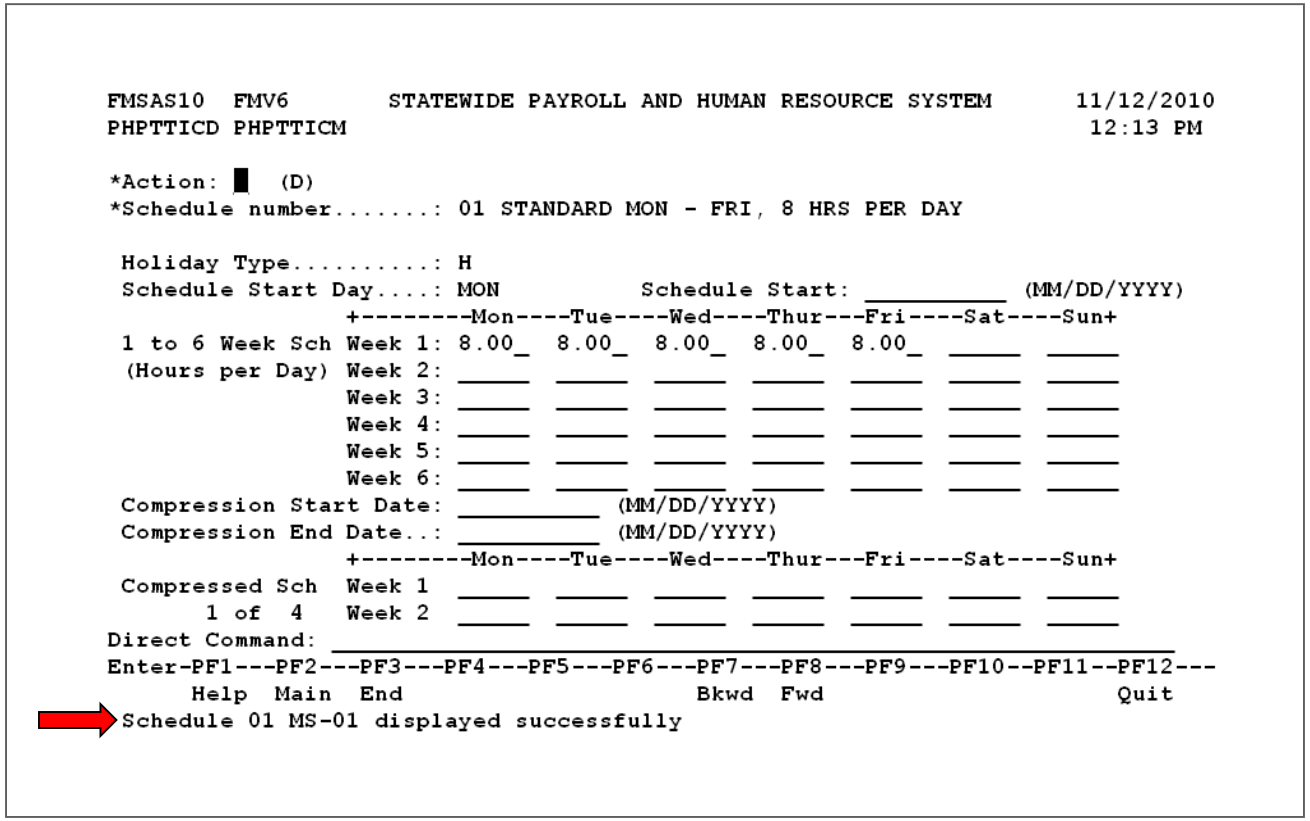
15. Choose SD from the Schedules Menu. Press ENTER.



```
FMSAS10  FMV6        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/12/2010
PHPTTICB PHPTTIKM                 Default Schedule                     12:13 PM
Actions: (D)
     Schedule Holiday Start
*Act  Number   Type    Day                 Schedule Description
---- -------- ------- ----- ------------------------------------------------

 D      01       H     MON  STANDARD MON - FRI, 8 HRS PER DAY
 _      02       H     MON  COMPRESSED, 2 WEEK, 44/36 HRS EACH WEEK
 _      03       H     FRI  COMPRESSED, 2 WEEK 45/35 HRS EACH WEEK
 _      04       H     SUN  STANDARD MON - FRI, 8 HRS PER DAY
 _      05       H     WED  STANDARD MON - FRI, 8 HRS PER DAY
 _      06       H     MON  COMPRESSED 2 WEEK 45/35 HOURS EACH WEEK
 _      07       H     MON  SCHEDULE PART-TIME 6 HOURS PER DAY
 _      08       H     MON  PART-TIME 20 HOURS PER WEEK
 _      09       T     MON  TEACHER SCHEDULE 9/12
 _      10       T     MON  TEACHER SCHEDULE 10/12
 _      11       T     MON  TEACHER SCHEDULE 11/12
 _      13       H     SUN  COMPRESSED, 2 WEEK 44/36 HOURS EACH WEEK
*Schedule Number: 01
 Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End   Add               Bkwd  Fwd                    Quit
```

16. Display Schedule Number 01. Press ENTER.



17. Schedule has displayed successfully. Press F2 to exit this screen and return to the Main Menu.

MISSISSIPPI MANAGEMENT & REPORTING SYSTEM

Meeting the Management Information Needs for the State of Mississippi

MISSISSIPPI Department of DFA FINANCE & ADMINISTRATION

Logoff Procedures

6002- SPAHRS Orientation-System Navigation

Department of Finance and Administration

Office of the Mississippi Management and Reporting System

Main Menu Logoff

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FMSAS23  PHV4       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      10/26/2011
PHIMAINU PHIMAINM                    Main Menu                        02:19 PM

        Code      Description                                  FastPath

         AG   Agency                                            AG
         OC   Occupation                                        OCCU
         PO   Position                                          POS
         PW   Propose Wage, Salary and Fringe Benefits          WSF
         EM   Employment                                        EMPL
         PA   Payment                                           PAY
         RT   Report Time                                       TIME
         MC   Manage Contracts                                  CONT
         SA   System Administration                             SADM
         MR   MMRS                                              MMRS
         TR   Travel Menu


    Code: _

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

1. Press F12 once.

Logoff from Other Screens

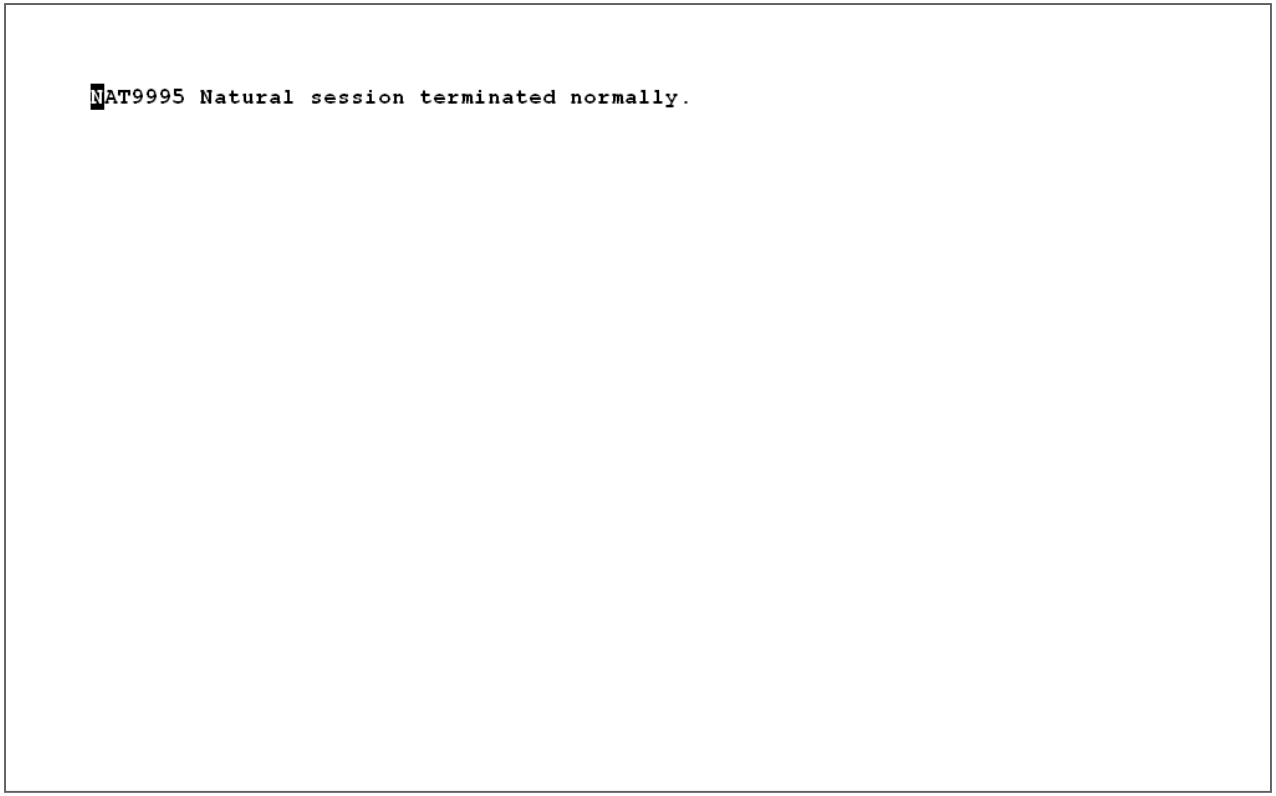
```
FMSAS10  FMV6       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/12/2010
PHOMDM1D PHOMDM1M     Maintain Employee/Worker Demographics           12:22 PM
                                                                      2 more >

*Action: _ (B,D)                                      Press PF3 to continue

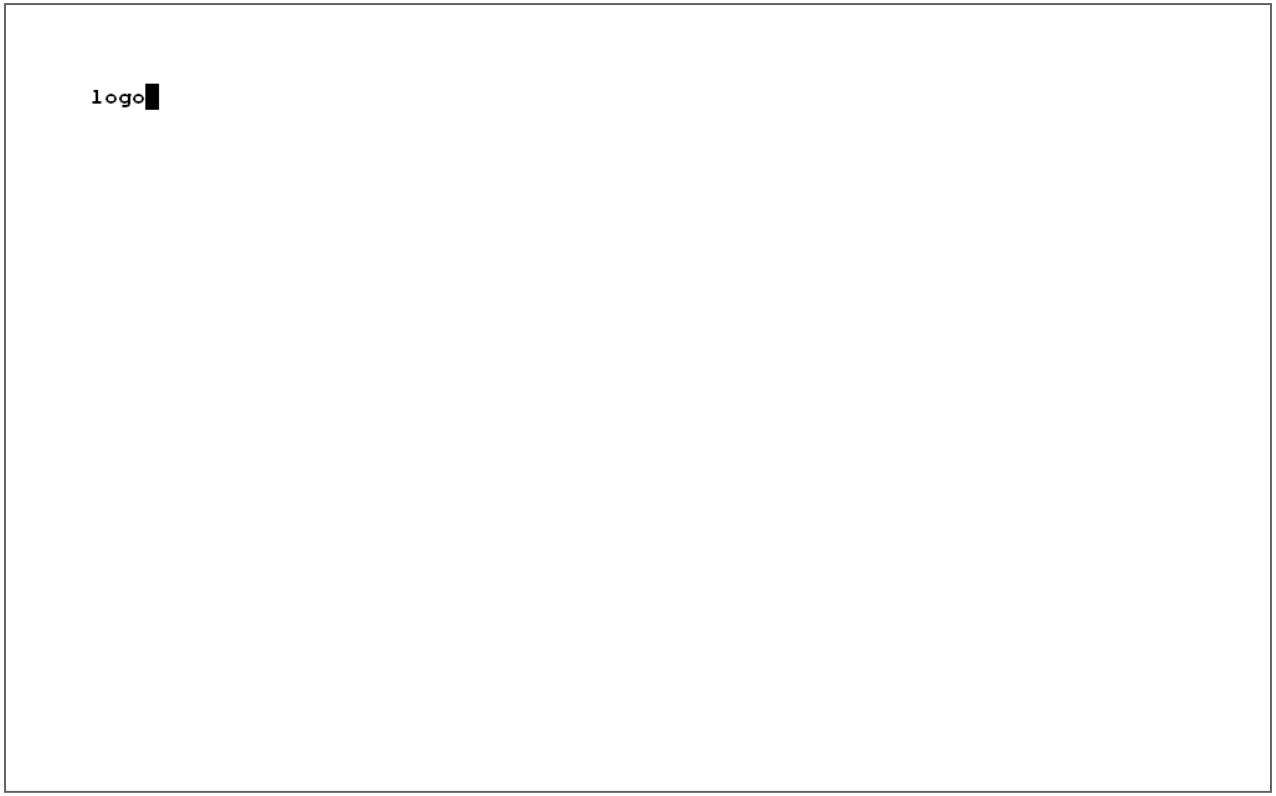
         *SSN: 123456789
    Last Name: DOE_______________   First Name: JOHN__________   Suffix: ___
  +-------------------------------------------------------------------------+
Da | PHIQUIT        *** Confirmation of Termination ***                     |
 * | Nov 12,10                                                   12:22 PM |
   |                                                                         |
   | PF12 was pressed...                                                     |
   | Press PF12 again to quit entirely out of SPAHRS                         |
   | Press PF3 to resume where you left off                                  |
Pe | Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11 |
   |                   End                                                   |
   |                                                                         |
   +-------------------------------------------------------------------------+

Direct Command: ____________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note  Hist                    Left  Right Quit
 Demograph 000000490688-X displayed successfully
```

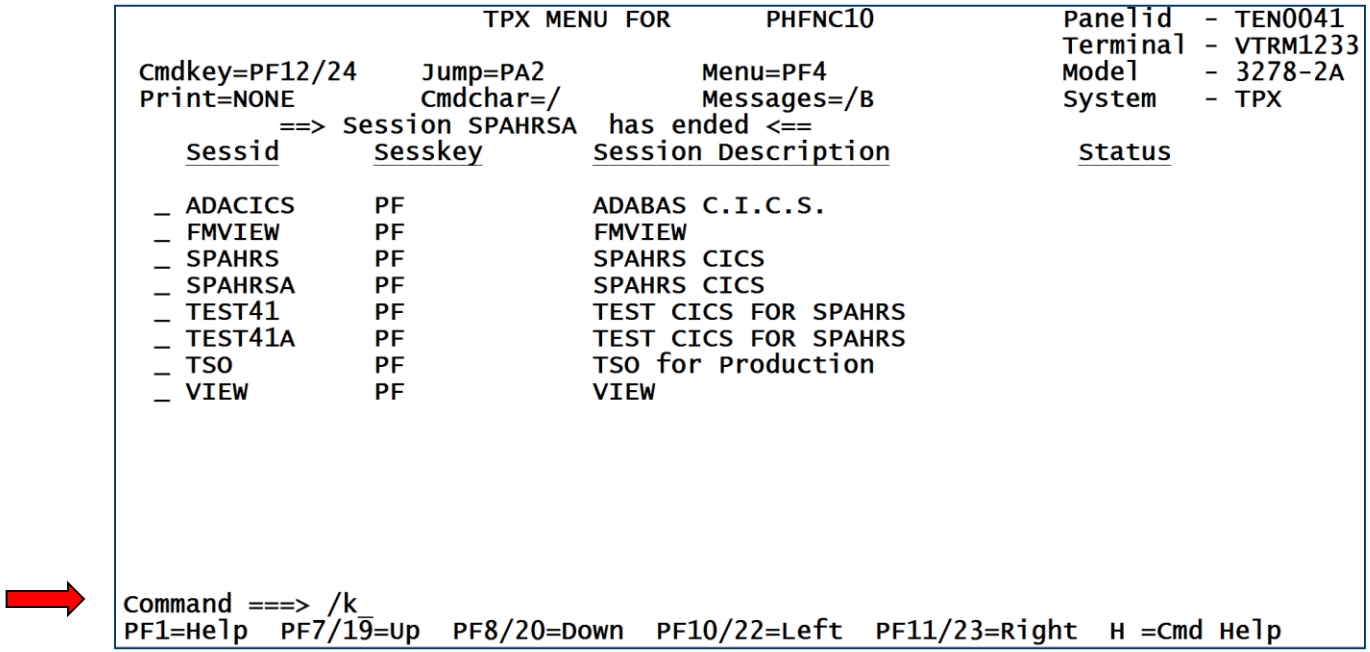
1. Press F12 twice.



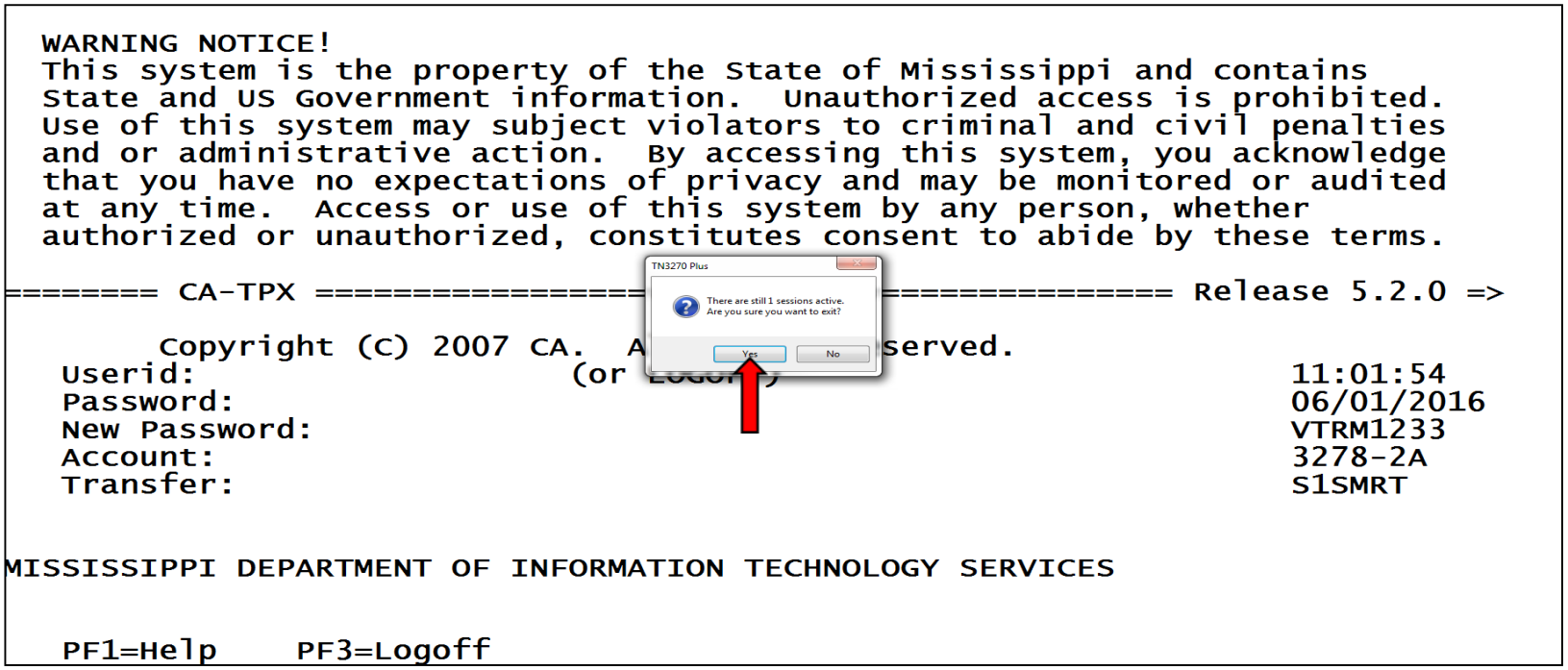
2. This system message will appear. Press the PAUSE/BREAK key.



3. Type LOGO. Press ENTER.



4. On the Command line type “/K” and press ENTER. The log in screen will appear. Close the session with the X at the top of page.



5. Click “YES” when asked or Are you sure you want to exit.

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MMRS Fax # (601) 359-6551

mash@dfa.ms.gov

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