

---

# Mississippi Management and Reporting System

---

**Department of Finance and Administration**

<b>MMRS MASH/Training Materials</b>		
6279	SPAHR5 HR Wage, Salary, Fringe Fiscal Year Conversion	Effective Date: 10/06/2016
		Version: 3

### Table of Contents

Overview .....	3
Monthly Salary Increase Report.....	4
Pre-Conversion Rollover.....	6
Agency Program Budget Transmittal Form .....	7
PRE-Conversion Reports.....	8
Schedule B-Funded Reallocations .....	9
Positions with Invalid Program Budget .....	11
Authorization Position Counts Report.....	12
Time-limited Reauthorization Report .....	13
Employees Exceed Agency Max Salary .....	14
Agency Program Budget Information .....	15
Approval Records with Pending Status .....	16
Schedule A-Funded New Position .....	17
Positions with Status Change .....	18
Schedule C-Funded Reclassifications.....	20
Maintain Excluded PINs from FY Conversion .....	21
Check Actual/Filled Position Counts.....	22
FY Conversion Implementation .....	23
Approve PINs' Program Budget.....	24
Propose Salary Adjustment to an Occupation.....	25
Approve OCCU New Salary.....	26
Validate All Funded New Positions (Schedule-A) .....	26
Assign PIN to Funded Positions (Schedule-A).....	27
Realignment Process.....	27
Inservice and Longevity Process .....	28
List of PINs Without Salary Adjustment.....	28
Populate Actual/Filled Position Count per New Fiscal Year.....	29
Delete (P)ending Employee/Position/FY Agency/Agcy FY Pgm Budg .....	29
FY Conversion - NON SPB Agencies (MMRS Only) .....	30

**Overview**

The Fiscal Year Conversion Menu options allow for the transition of human resource data from one fiscal year to the next fiscal year in accordance with agency appropriation bills authorized by the Legislature. FY Conversion for agencies that do not come under State Personnel Board purview is implemented by MMRS staff. FY Conversion for SPB purview agencies is implemented by SPB staff, with the assistance of MMRS staff.

All options contained in this section of Wage, Salary, and Fringe (with the exception of FY Conversion - NON SPB Agencies (**PW FC CN**)), are used by the State Personnel Board during the Fiscal Year Conversion.

Included in this process is the rollover of existing agency, position, occupation, and employment data; creation of new agencies, new positions, or new occupation codes requested by agencies during the budget process and authorized during the legislative process; reallocation of specific positions as authorized by the legislature; abolishment or transfer of positions or inactivation of agencies as mandated by the legislature; and award of salary increases by utilizing realignment or cost of living processes (or any other means) as authorized by the legislature.

Fiscal Year Conversion menu options utilize the data input by agencies and SPB staff during the Salary Survey process, the Realignment Recommendations process, the Budget Recommendations process, and the Budget Projection process.

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

PHFNC10	PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	10/06/2016
PHIMAINU	PHIMAINM	Propose Wage, Salary and Fringe Benefits Menu	12:20 PM
Code	Description	FastPath	
SS	Salary Survey Menu	SALS	
RR	Realignment Recommendations Menu	RLGN	
BR	Budget Recommendations Menu	BUDG	
BP	Budget Projection Menu	BPRO	
RB	Budget Reports Menu	BRPT	
RM	WSF Reports Menu	WSFR	
OP	Occupation Proposal Menu	PROC	
FC	Fiscal Year Conversion	FYCO	
OW	SPB- Earnings Code Table	SPBEC	
Code: __			
Direct Command: _____			
Enter	PF1	PF2	PF3
	PF4	PF5	PF6
	PF7	PF8	PF9
	PF10	PF11	PF12
Help	Main	End	Quit

Your Action ...	System Response ...
2. Choose <b>FC</b> (Fiscal Year Conversion) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Fiscal Year Conversion Menu will appear.

Code	Description	FastPath
MR	Monthly Salary Increase Report	MORE
RO	Pre-Conversion Rollover	OWFYR
FI	FY Conversion Implementation	FYIMP
BT	Agency Program Budget Transmittal Form	PBTRN
CN	FY Conversion - NON SPB Agencies	FYNBP
FX	Maintain Excluded PINS From FY Conversion	FYEXP
FC	Pre-Conversion Reports	FYRE
CC	Check Actual/Filled Position Counts	PINCNT

Code: \_\_

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

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

### Monthly Salary Increase Report

This report displays a listing of employees due an INSERVICE pay increase as authorized by the legislature.

**NOTE:** The current FY Variable Compensation Table (VCP) record for Inservice2 (INS2) must have the field for "amount" or "percent increase" populated in order for this report to run.

Your Action ...	System Response ...
3. Choose <b>MR</b> (Monthly Salary Increase Report) from the Fiscal Year Conversion Menu and press ENTER.	The Monthly Salary Increase Report screen will appear.

```

PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/06/2016
PHOWC01P PHOWC01M Monthly Salary Increase Report 12:25 PM

      Hire Date      Fiscal      Percentage      PAR      Minimum
      -----      -----      -----      -----      -----
      11 November      2016                        Requirement      Hire Date
                                          06/30/2003

Report Sequence : P ( P = PIN sequence, N = Employee name sequence)

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 Hire date month and report order of either <b>P</b> (PIN) or <b>N</b> (Name) and press ENTER.	The system will display the following message:  Process Month Has been changed, ENTER to Continue.
5. Press ENTER.	A Batch Job Submission pop up window appears and directs the generation of the report.  When ENTER is pressed, the system will display the following message:  XXXXX XXXXXXXX Has Been Submitted Successfully.

**Pre-Conversion Rollover**

Pre-Conversion Rollover allows SPB to rollover existing Agency, PIN (including Program Budget), and other specific FY data to the new fiscal year without affecting the current FY data. In addition to allowing changes to the new FY data in preparation for the actual FY– end Conversion process, rollover is necessary for agencies to enter budget requests for future fiscal year cycles.

Your Action ...	System Response ...
1. Choose <b>PW</b> (Propose Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.	The Propose Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose <b>FC</b> (Fiscal Year Conversion) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Fiscal Year Conversion Menu will appear.
3. Choose <b>RO</b> (Pre Conversion Rollover) from the Fiscal Year Conversion Menu and press ENTER.	The Pre-Conversion Rollover screen will appear.

```

PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/06/2016
PHOWFY1P PHOWFY1M Pre-Conversion Rollover 12:28 PM

New Fiscal Year: 2016 Act
Copy Agency Fiscal Year Records.....: N
Copy Agency Fiscal Year Program Budgets.: N
Copy Position Program Budgets.....: N
Copy VCP Rules.....: N
Copy Agency Reclass Tables.....: N

All Agencies (Y/N): N
Specific Agencies.: _____
                    _____

Valid Actions:
C = Keep Existing New FY
Data and Copy Requested
Previous FY Data Not
Existing in New FY.
D = Delete Existing New FY
Data and Copy Requested
Previous FY Data.
N = No Action

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><b>New Fiscal Year:</b> The new fiscal year for which data is being rolled.</p> <p>Copy Agency Fiscal Year Records: Enter one of the valid actions.</p> <p>Copy Agency Fiscal Year Program Budgets: Enter one of the valid actions.</p> <p>Copy Position Program Budgets: Enter one of the valid actions.</p> <p>Copy VCP Rules: Enter one of the valid actions.</p> <p>Copy Agency Reclass Tables: Enter one of the valid actions.</p> <p>All Agencies (Y/N): Enter either <b>Yes</b> or <b>No</b>. Defaults to <b>No</b>. <b>Yes</b> will rollover data for all SPB purview agencies.</p> <p>Specific Agencies: Enter at least one agency number if the "Select All Agencies" field is set to <b>No</b>.</p>	
<p>5. Press ENTER.</p>	<p>The Batch Job Submission pop up window is displayed. When ENTER is pressed, the system will display the following message:</p> <p>XXXXX XXXXXXXX Has Been Submitted Successfully.</p>

### Agency Program Budget Transmittal Form

SPB uses this option to create Position Program Budget reports to provide agencies a way to verify that the program budget for active positions is either correct or needs to be modified for the new fiscal year.

The report is displayed by Master Agency Number, Agency Number, Agency Name, Employee Name, Job Title, PIN, Org Code, OCCU code, Program Number, Percentage of Total, percentage of General Fund, Percentage of Federal Fund, Percentage of Other Fund. Blank fields are also displayed to allow notation for changes.

Your Action ...	System Response ...
<p>1. Choose <b>PW</b> (Propose Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.</p>	<p>The Propose Wage, Salary, and Fringe Benefits Menu will appear.</p>
<p>2. Choose <b>FC</b> (Fiscal Year Conversion) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.</p>	<p>The Fiscal Year Conversion Menu will appear.</p>
<p>3. Choose <b>BT</b> (Agency Program Budget Transmittal Form) from the Fiscal Year Conversion Menu and press ENTER.</p>	<p>The Agency Program Budget Transmittal Form screen will appear.</p>

PHFNC10	PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	10/06/2016
PHOWPBTP	PHOWPBTM	Agency Program Budget Transmittal Form	12:31 PM
Fiscal Year: _____			
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 Fiscal Year (may be either current or future) and 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.

### PRE-Conversion Reports

Pre-Conversion reports are run by SPB staff as a means to verify essential data used in the Conversion process prior to the actual Conversion and identify data that needs to be corrected prior to Conversion. These reports may be run multiple times as needed.

Your Action ...	System Response ...
1. Choose <b>PW</b> (Propose Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.	The Propose Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose <b>FC</b> (Fiscal Year Conversion) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Fiscal Year Conversion Menu will appear.
3. Choose <b>FC</b> (Pre Conversion Reports) from the Fiscal Year Conversion Menu and press ENTER.	The Pre Conversion Reports menu will be displayed.

Code	Description	FastPath
PHFNC10 PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	10/06/2016
PHIMAINU PHIMAINM	Pre-Conversion Reports Menu	12:33 PM
FI	Schedule B-Funded Reallocations	FPRA
FA	Positions with Invalid Program Budget	FRIP
FB	Authorization Position Counts Report	FRAR
FC	Time-limited Reauthorization Report	FRTR
FD	Employees Exceed Agency Max Salary	FRES
FE	Agency Program Budget Information	FRAB
FF	Approval Records with Pending Status	FRAP
FG	Schedule A-Funded New Position	FRFP
FH	Positions with Status Change	FRSC
FJ	Schedule C-Funded Reclassifications	FRFC

Code: \_\_

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

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

### Schedule B-Funded Reallocations

The report is displayed by Agency Number and Name, Average Fringe Rate, Sequence Number, New Occupational Code, PIN, Current Job Title, Current Job Code, Program Number, Requested Job Title, Requested job Code, FLSA Code, Salary with Fringe, Program Number, Program Percentage, General Fund Percentage, Federal Fund Percentage, Other Fund Percentage and Total Funded Reallocation PINs.

Your Action ...	System Response ...
1. Choose <b>PW</b> (Propose Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.	The Propose Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose <b>FC</b> (Fiscal Year Conversion) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Fiscal Year Conversion Menu will appear.
3. Choose <b>FC</b> (Pre Conversion Reports) from the Fiscal Year Conversion Menu and press ENTER.	The Pre Conversion Reports menu will be displayed.

```

PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/06/2016
PHIMAINU PHIMAINM Pre-Conversion Reports Menu 12:33 PM

Code Description FastPath
FI Schedule B-Funded Reallocations FPRA
FA Positions with Invalid Program Budget FRIP
FB Authorization Position Counts Report FRAR
FC Time-limited Reauthorization Report FRTR
FD Employees Exceed Agency Max Salary FRES
FE Agency Program Budget Information FRAB
FF Approval Records with Pending Status FRAP
FG Schedule A-Funded New Position FRFP
FH Positions with Status Change FRSC
FJ Schedule C-Funded Reclassifications FRFC

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 <b>FI</b> (Schedule B-Funded Reallocations) from the Pre-Conversion Reports Menu and press ENTER.	The Schedule B-Funded Reallocations screen will appear.

```

PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/06/2016
PHOWFCAP PHOWFC1M Schedule B-Funded Reallocations 12:37 PM

Fiscal Year : 2016 (YYYY)

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

Your Action ...	System Response ...
5. Enter the selected <b>Fiscal Year</b> and 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.

**Positions with Invalid Program Budget**

The report is displayed by Agency Number, Agency Name, PIN, Occu Code, Occu Title, Program, Program Percentage, General Fund, Federal Fund, Other Fund, Error Message and Total PINs.

Your Action ...	System Response ...
1. Choose <b>PW</b> (Propose Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.	The Propose Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose <b>FC</b> (Fiscal Year Conversion) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Fiscal Year Conversion Menu will appear.
3. Choose <b>FC</b> (Pre Conversion Reports) from the Fiscal Year Conversion Menu and press ENTER.	The Pre Conversion Reports menu will be displayed.
4. Choose <b>FA</b> (Positions with Invalid Program Budget) from the Pre-Conversion Reports Menu and press Enter.	The Positions with Invalid Program Budget screen will appear.

PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/06/2016
PHOWFC1P PHOWFC2M Positions with Invalid Program Budget 12:39 PM
Fiscal Year : <u>2016</u> (YYYY) Active/Pending : A (A/P)
Direct Command: _____ Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Main End Quit

Your Action ...	System Response ...
5. Enter the following information:  Fiscal Year: Enter the fiscal year of the information you are requesting. Active/Pending: Enter <b>A</b> for Active or <b>P</b> for Pending	
6. 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.

### Authorization Position Counts Report

This report is displayed by Agency Number, Agency Name, Appropriated Amount, Actual Permanent Full Time, Authorized Permanent Full Time, Difference, Actual Permanent Part Time, Authorized Permanent Part Time, Difference, Actual Time-Limited Full Time, Authorized Time-Limited Full Time, Difference, Actual Time-Limited Part Time, Authorized Time-Limited Part Time and Difference.

Your Action ...	System Response ...
1. Choose <b>PW</b> (Propose Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.	The Propose Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose <b>FC</b> (Fiscal Year Conversion) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Fiscal Year Conversion Menu will appear.
3. Choose <b>FC</b> (Pre Conversion Reports) from the Fiscal Year Conversion Menu and press ENTER.	The Pre Conversion Reports menu will be displayed.
4. Choose <b>FB</b> (Authorization Position Counts Report) from the Pre-Conversion Reports Menu and press Enter.	The Authorization Position Counts Report screen will appear.

PHFNC10	PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	10/06/2016
PHOWFC2P	PHOWFC1M	Authorization Position Counts Report	12:40 PM
Fiscal Year : 2016 (YYYY)			
Direct Command: _____			
Enter-PF1---	PF2---	PF3---	PF4---
PF5---	PF6---	PF7---	PF8---
PF9---	PF10--	PF11--	PF12---
Help	Main	End	Quit

Your Action ...	System Response ...
5. Enter the Fiscal Year of the information you are requesting and 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.

### Time-limited Reauthorization Report

The report is displayed by Agency Number, Agency Name, PIN, Occu Code, Occu Title, SSN, Name and Position End Date.

Your Action ...	System Response ...
1. Choose <b>PW</b> (Propose Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.	The Propose Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose <b>FC</b> (Fiscal Year Conversion) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Fiscal Year Conversion Menu will appear.
3. Choose <b>FC</b> (Pre Conversion Reports) from the Fiscal Year Conversion Menu and press ENTER.	The Pre Conversion Reports menu will be displayed.
4. Choose <b>FC</b> (Time-limited Reauthorization Report) from the Pre-Conversion Reports Menu and press Enter.	The Time-limited Reauthorization Report will appear.

PHFNC10 PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	10/06/2016
PHOWFC3P PHOWFC1M	Time-limited Reauthorization Report	12:42 PM
Fiscal Year : <u>2016</u> (YYYY)		
Direct Command: _____		
Enter-PF1---	PF2---	PF3---
PF4---	PF5---	PF6---
PF7---	PF8---	PF9---
PF10--	PF11--	PF12---
Help	Main	End
		Quit

Your Action ...	System Response ...
5. Enter the Fiscal Year of the information you are requesting and 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.

### Employees Exceed Agency Max Salary

The report is displayed by Agency Number, Agency Name, Agency Max Salary, PIN, Occu Code, Occu Title, SSN, Name, Base Salary, Additional Compensation, and Amount Difference.

Your Action ...	System Response ...
1. Choose <b>PW</b> (Propose Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.	The Propose Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose <b>FC</b> (Fiscal Year Conversion) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Fiscal Year Conversion Menu will appear.
3. Choose <b>FC</b> (Pre Conversion Reports) from the Fiscal Year Conversion Menu and press ENTER.	The Pre Conversion Reports menu will be displayed.
4. Choose <b>FD</b> (Employees Exceed Agency Max Salary) from the Pre-Conversion Reports Menu and press Enter.	The Employees Exceed Agency Max Salary screen will appear.

```

PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/06/2016
PHOWFC4P PHOWFC1M Employees Exceed Agency Max Salary 12:44 PM

Fiscal Year : 2016 (YYYY)

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

Your Action ...	System Response ...
5. Enter the Fiscal Year of the information you are requesting and 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.

### Agency Program Budget Information

This report is displayed by Agency Number, Agency Name, Program Number, Program Description, General Fund, Federal Fund, Other Fund and Total Fund.

Your Action ...	System Response ...
1. Choose <b>PW</b> (Propose Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.	The Propose Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose <b>FC</b> (Fiscal Year Conversion) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Fiscal Year Conversion Menu will appear.
3. Choose <b>FC</b> (Pre Conversion Reports) from the Fiscal Year Conversion Menu and press ENTER.	The Pre Conversion Reports menu will be displayed.
4. Choose <b>FE</b> (Agency Program Budget Information) from the Pre-Conversion Reports Menu and press Enter.	The Agency Program Budget Information screen will appear.

PHFNC10 PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	10/06/2016
PHOWFC5P PHOWFC1M	Agency Program Budget Information	12:45 PM
Fiscal Year : <u>2016</u> (YYYY)		
Direct Command: _____		
Enter-PF1---	PF2---	PF3---
PF4---	PF5---	PF6---
PF7---	PF8---	PF9---
PF10---	PF11---	PF12---
Help	Main	End
		Quit

Your Action ...	System Response ...
5. Enter the fiscal year of the information you are requesting and 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.

### Approval Records with Pending Status

This report is displayed by Agency Number, Agency Name, Transaction Code, Originator, Originator Name, Status, Time Stamp, Approval Agency, Approver PIN, Approver User ID, Approver Name, Approver Type and Processed Complete Indicator.

Your Action ...	System Response ...
1. Choose <b>PW</b> (Propose Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.	The Propose Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose <b>FC</b> (Fiscal Year Conversion) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Fiscal Year Conversion Menu will appear.
3. Choose <b>FC</b> (Pre Conversion Reports) from the Fiscal Year Conversion Menu and press ENTER.	The Pre Conversion Reports menu will be displayed.
4. Choose <b>FF</b> (Approval Records with Pending Status) from the Pre-Conversion Reports Menu and press Enter.	The Approval Records with Pending Status screen will appear.

```

PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/06/2016
PHOWFC6P PHOWFC3M Approval Records with Pending Status 12:47 PM

Fiscal Year : 2016 (YYYY)
Start Date : _ _ _ _
End Date : _ _ _ _

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

Your Action ...	System Response ...
5. Enter the following information:  Fiscal Year: Enter the fiscal year of the information you are requesting. <b>Start Date:</b> Enter the start date of the information you are requesting. <b>End Date:</b> Enter the end date of the information you are requesting.	
6. 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.

**Schedule A-Funded New Position**

This report is displayed by Agency Number, Agency Name, Average Fringe Rate, Sequence Number, New Occu Code, Job Code, SPB Job Title, Start Salary, Number of Months, Hours per Week, Number of Positions, Total Cost with Fringe, Program Number, Program Percentage, General Percentage, Federal Percentage, Other Percentage and Approval Indicator.

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

Your Action ...	System Response ...
2. Choose <b>FC</b> (Fiscal Year Conversion) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Fiscal Year Conversion Menu will appear.
3. Choose <b>FC</b> (Pre Conversion Reports) from the Fiscal Year Conversion Menu and press ENTER.	The Pre Conversion Reports menu will be displayed.
4. Choose <b>FG</b> (Schedule A-Funded New Position) from the Pre-Conversion Reports Menu and press Enter.	The Schedule A-Funded New Positions screen will appear.

```

PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/06/2016
PHOWFC8P PHOWFC1M Schedule A-Funded New Position 12:49 PM

Fiscal Year : 2016 (YYYY)

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

Your Action ...	System Response ...
5. Enter the fiscal year of the information you are requesting and 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.

**Positions with Status Change**

This report is displayed by Agency Number, Agency Name, Number, PIN, Current Occu, Current Job Title, Start Salary, Current Hours, Current Months, Required Hours, Required Months, Request Type, Program Number, Program Percentage, General Fund Percentage, Federal Fund Percentage, Other Fund Percentage and Sequence Number.

Your Action ...	System Response ...
1. Choose <b>PW</b> (Propose Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.	The Propose Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose <b>FC</b> (Fiscal Year Conversion) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Fiscal Year Conversion Menu will appear.
3. Choose <b>FC</b> (Pre Conversion Reports) from the Fiscal Year Conversion Menu and press ENTER.	The Pre Conversion Reports menu will be displayed.
4. Choose <b>FH</b> (Positions with Status Change) from the Pre-Conversion Reports Menu and press Enter.	The Positions with Status Change screen will appear.

```

PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/06/2016
PHOWFC9P PHOWFC1M Positions with Status Change 12:51 PM

Fiscal Year : 2016 (YYYY)

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

Your Action ...	System Response ...
5. Enter the fiscal year for the information you are requesting and 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.

**Schedule C-Funded Reclassifications**

This report is displayed by Agency Number, Agency Name, Average Fringe Rate, Sequence Number, New Occu, PIN, Current Job Title, Current Job Code, Program Number, Requested Job Title, Requested job Code, FLSA Code, Salary with Fringe, Program Number, Program Percentage, General Fund Percentage, Federal Fund Percentage, and Other Fund Percentage.

Your Action ...	System Response ...
1. Choose <b>PW</b> (Propose Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.	The Propose Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose <b>FC</b> (Fiscal Year Conversion) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Fiscal Year Conversion Menu will appear.
3. Choose <b>FC</b> (Pre Conversion Reports) from the Fiscal Year Conversion Menu and press ENTER.	The Pre Conversion Reports menu will be displayed.
4. Choose <b>FJ</b> (Schedule C-Funded Reclassifications) from the Pre-Conversion Reports Menu and press Enter.	The Schedule C-Funded Reclassifications screen will appear.

```
PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/06/2016
PHOWFCBP PHOWFC1M Schedule C-Funded Reclassifications 12:52 PM
```

Fiscal Year : 2016 (YYYY)

```
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><b>Fiscal Year:</b> The year that represents the agency's specific 12-month future, current or past financial period.</p> <p><b>*Agency:</b> The agency four digit number.</p> <p><b>Total of PINs:</b> The system will populate this information.</p> <p><b>PIN Number:</b> At least one PIN number must be listed.</p>	
<p>5. Press ENTER</p>	<p>The system will display the following message:</p> <p>Excluded PIN Record YYYY-AAAA added successfully</p>

### Check Actual/Filled Position Counts

This function allows SPB staff to compare the actual and filled PIN counts of an agency against the Agency Fiscal Year Record to verify that the Fiscal Year Record was correctly updated throughout the past year. SPB staff can do a "check" only of the PIN counts, or they can request the system to both "check and update" the Agency Fiscal Year Record if an error is found.

Your Action ...	System Response ...
<p>1. Choose <b>PW</b> (Propose Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.</p>	<p>The Propose Wage, Salary, and Fringe Benefits Menu will appear.</p>
<p>2. Choose <b>FC</b> (Fiscal Year Conversion) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.</p>	<p>The Fiscal Year Conversion Menu will appear.</p>
<p>3. Choose <b>CC</b> (Check Actual/Filled Position Counts) from the Fiscal Year Conversion Menu and press ENTER.</p>	<p>The Check Actual/Filled Position Counts screen will appear.</p>



Your Action ...	System Response ...
2. Choose <b>FC</b> (Fiscal Year Conversion) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Fiscal Year Conversion Menu will appear.
3. Choose <b>FI</b> (FY Conversion Implementation) from the Fiscal Year Conversion Menu and press ENTER.	The FY Conversion Implementation screen will appear.

PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/06/2016
PHOWFY2P PHOWFY2M FY Conversion Implementation 01:10 PM
Conversion Effective Date: __ __ ____ New Fiscal Year: ____
FH Approve PINs' Program Budget FC Propose Salary Adjustment to an Occupation FD Approve Occu New Salary FA Validate All Funded New Positions(Schedule-A) FB Assign PIN to Funded Positions(Schedule-A) FF Realignment Process FK Inservice and Longevity Process FG List of PINs without Salary Adjustment FI Populate Actual/Filled Position Count per New Fiscal Year FE Delete (P)ending Employee/Position/FY Agency/Agcy FY Pgm Budg —
Direct Command: _____ Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Main End Quit

**Approve PINs' Program Budget**

The system submits a batch job that sets pending PIN program budget to (A) approved.

Your Action ...	System Response ...
1. Enter the following information:  <b>Conversion Effective Date:</b> The calendar date that conversion is effective. Use mm dd yyyy format. <b>New Fiscal Year:</b> The fiscal year for the information you are requesting. Enter <b>FH</b> (Approve PINs' Program Budget) in the space provided.	
2. Press ENTER.	The selection criteria window will appear.

```

PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/06/2016
PHOWFY2P PHOWFY2M FY Conversion Implementation 01:10 PM

Conversion Effective Date: 07 01 2016
New Fiscal Year: 2017

FH Approve PINs' Program Budget
F +-----+
F | SPB Process Only(Y/N): Y
F | Agency Number : _____
F |
F | Press <PF3> To Exit
F |
F +-----+
FE Delete (P)ending Employee/Position/FY Agency/Agcy FY Pgm Budg
fh

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

Your Action ...	System Response ...
3. Enter the desired selection criteria:  SPB Process Only (Y/N) or specific agency number.	
4. 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.

**Propose Salary Adjustment to an Occupation**

This program is used to maintain the existing occupation. It will copy the Occupation from the Active file to the Pending file and update with new salary from SPB.

Your Action ...	System Response ...
1. Enter the following information:  <b>Conversion Effective Date:</b> The calendar date that conversion is effective. Use mm dd yyyy format. <b>New Fiscal Year:</b> The fiscal year for the information you are requesting. Enter <b>FC</b> (Propose Salary Adjustment to an Occupation) in the space provided.	

Your Action ...	System Response ...
2. 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.

### Approve OCCU New Salary

The system submits a batch job that approves the pending occu records and updates them with the new beginning and start salaries.

Your Action ...	System Response ...
1. Enter the following information:  <b>Conversion Effective Date:</b> The calendar date that conversion is effective. Use mm dd yyyy format. <b>New Fiscal Year:</b> The fiscal year for the information you are requesting. Enter <b>FD</b> (Approve Occu New Salary) in the space provided.	
2. 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.

### Validate All Funded New Positions (Schedule-A)

This program will validate all funded new positions and produce error report if error encounter.

Your Action ...	System Response ...
1. Enter the following information:  <b>Conversion Effective Date:</b> The calendar date that conversion is effective. Use mm dd yyyy format. <b>New Fiscal Year:</b> The fiscal year for the information you are requesting. Enter <b>FA</b> (Validate All Funded New Positions (Schedule-A)) in the space provided.	

Your Action ...	System Response ...
2. 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.

### Assign PIN to Funded Positions (Schedule-A)

This program will assign PIN numbers to the funded positions and produce a report.

Your Action ...	System Response ...
1. Enter the following information:  <b>Conversion Effective Date:</b> The calendar date that conversion is effective. Use mm dd yyyy format. <b>New Fiscal Year:</b> The fiscal year for the information you are requesting. Enter <b>FB</b> (Assign PIN to Funded Positions (Schedule-A) in the space provided.	
2. 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.

### Realignment Process

This program reads all occur with new salary and adjusts salary of all positions.

Your Action ...	System Response ...
1. Enter the following information:  <b>Conversion Effective Date:</b> The calendar date that conversion is effective. Use mm dd yyyy format. <b>New Fiscal Year:</b> The fiscal year for the information you are requesting. Enter <b>FF</b> (Realignment Process) in the space provided.	

Your Action ...	System Response ...
2. 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.

### In-service and Longevity Process

This program adjusts Positions' salary change in in-service process.

Your Action ...	System Response ...
1. Enter the following information:  Conversion Effective Date: The calendar date that conversion is effective. Use mm dd yyyy format. New Fiscal Year: The fiscal year for the information you are requesting. Enter <b>FK</b> (Inservice and Longevity Process) in the space provided.	
2. 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.

### List of PINs Without Salary Adjustment

This program provides a listing of all employees under SPB's purview who do not have a salary adjustment in FY conversion.

Your Action ...	System Response ...
1. Enter the following information:  <b>Conversion Effective Date:</b> The calendar date that conversion is effective. Use mm dd yyyy format. <b>New Fiscal Year:</b> The fiscal year for the information you are requesting. Enter <b>FG</b> (List of PINs Without Salary Adjustment) in the space provided.	

Your Action ...	System Response ...
2. 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.

### Populate Actual/Filled Position Count per New Fiscal Year

This program populates the Actual and Filled counts on the Agency Fiscal Year Record.

Your Action ...	System Response ...
1. Enter the following information:  <b>Conversion Effective Date:</b> The calendar date that conversion is effective. Use mm dd yyyy format. <b>New Fiscal Year:</b> The fiscal year for the information you are requesting. Enter <b>FI</b> (Populate Actual/Filled Position Count per New Fiscal Year) in the space provided.	
2. 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.

### Delete (P)ending Employee/Position/FY Agency/Agcy FY Pgm Budg

This program reads the Employee, Position, FY-Agency and Agency-FY-PGM-Budget files, and if the record status is (P)ending and the agency is under SPB purview, the records are DELETED.

Your Action ...	System Response ...
1. Enter the following information:  <b>Conversion Effective Date:</b> The calendar date that conversion is effective. Use mm dd yyyy format. <b>New Fiscal Year:</b> The fiscal year for the information you are requesting. Enter <b>FE</b> (Delete (P)ending Employee/Position/FY Agency/Agcy FY Pgm Budg) in the space provided.	

Your Action ...	System Response ...
2. 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.

**FY Conversion - NON SPB Agencies (MMRS Only)**

Your Action ...	System Response ...
1. Choose <b>PW</b> (Propose Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.	The Propose Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose <b>FC</b> (Fiscal Year Conversion) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Fiscal Year Conversion Menu will appear.
3. Choose <b>CN</b> (FY Conversion - NON SPB Agencies) from the Fiscal Year Conversion Menu and press ENTER.	The FY Conversion - NON SPB Agencies screen will appear.

```

PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/06/2016
PHOWFYAP PHOWFYAM FY Conversion - NON SPB Agencies 02:03 PM

New Fiscal Year: 2016

Copy Agency Fiscal year records : _
Copy Agency Fiscal year program budgets : _
Copy Position program budgets : _

All Agencies (Y/N) : _

Specific Agencies:
    _ _ _ _ _
    _ _ _ _ _

Valid Actions:
R = Delete existing new FY data and rollover from previous FY.
O = Keep existing new FY data not in previous FY and recopy all data from previous FY
C = Keep existing data, and copy from previous FY if data does not exist in requested FY
N = No Action exist in requested FY

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>New Fiscal Year: The fiscal year for the information you are requesting.</p> <p><b>Copy Agency Fiscal Year Records:</b> Enter one of the valid actions to copy agency fiscal year records.</p> <p><b>Copy Agency Fiscal Year Program Budgets:</b> Enter one of the valid actions to copy the agency program budget.</p> <p><b>Copy Position Program Budgets:</b> Enter one of the valid actions to copy the PIN program budget.</p> <p>All Agencies (Y/N): Enter either <b>Yes</b> or <b>No</b>. Defaults to <b>No</b>.</p> <p>Specific Agencies: Enter at least one agency number if the "Select All Agencies" field is set to <b>No</b>.</p>	
<p>5. After selection criteria are entered, press ENTER.</p>	<p>The Batch Job Submission pop up window is displayed. When ENTER is pressed, the system will display the following message:</p> <p>XXXXX XXXXXXXX Has Been Submitted Successfully.</p>