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

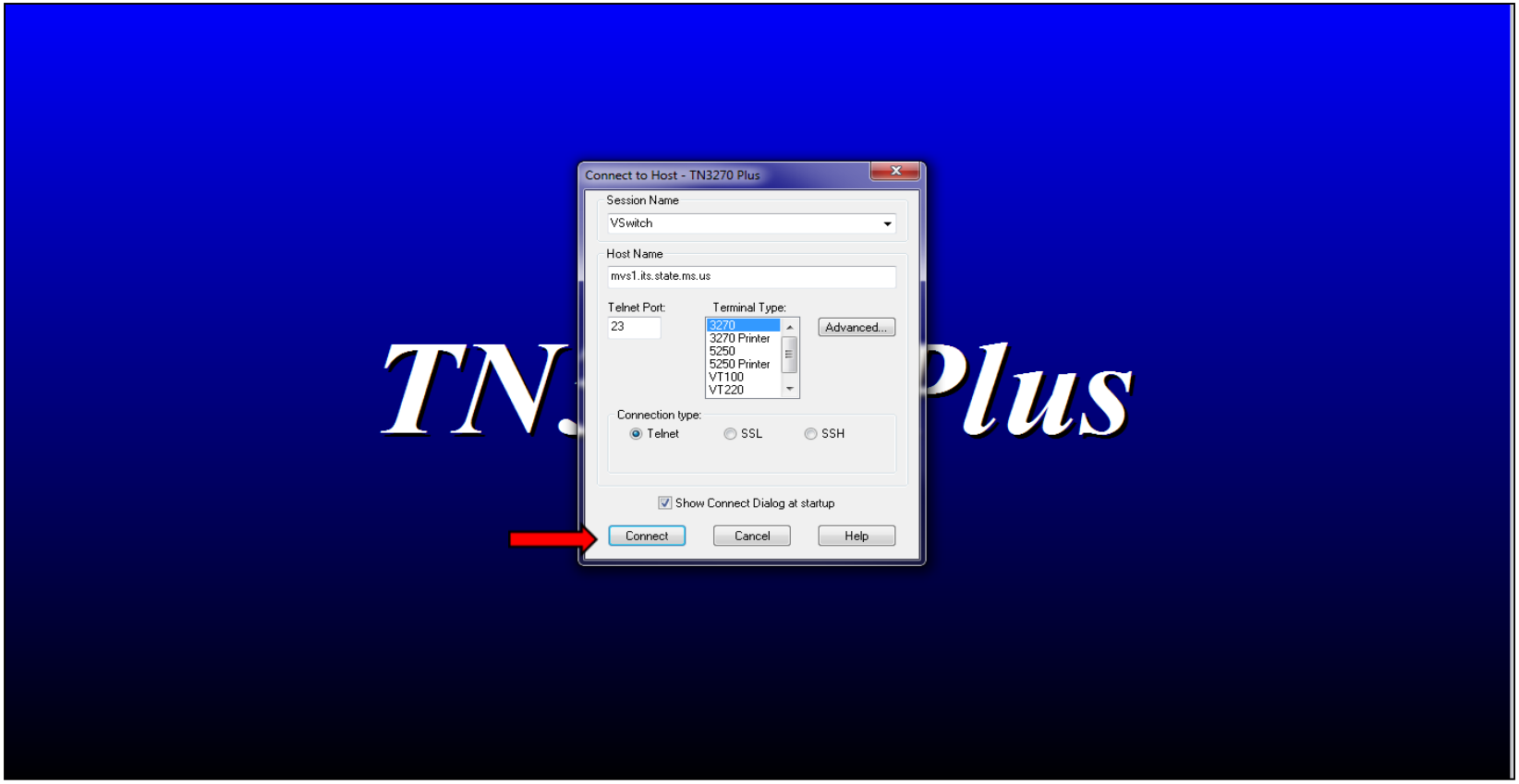
MISSISSIPPI Department of DFA FINANCE & ADMINISTRATION

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.

TN3270 Plus.lnk

2. Click Connect.

```
  WARNING NOTICE!
  This system is the property of the State of Mississippi and contains
  State and US Government information.  Unauthorized access is prohibited.
  Use of this system may subject violators to criminal and civil penalties
  and or administrative action.  By accessing this system, you acknowledge
  that you have no expectations of privacy and may be monitored or audited
  at any time.  Access or use of this system by any person, whether
  authorized or unauthorized, constitutes consent to abide by these terms.

======== VTAM SWITCH ========================================== Release 6.5 =>


   Userid:          _                                                13:53:56
   Password:                                                         02/23/2017
   New Password :                                                    VTRM0286



MISSISSIPPI DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES
CPU1
```

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

```
VTAM/Switch 6.5  CCVSW    Session Selection       User: PHFNC10  Term: VTRM0286
===>

------------------------------ Application List ------------------------------
        1 ADACICS  ADABAS C.I.C.S.                  ACTIVE
        2 FMVIEW   FMVIEW                           ACTIVE
        3 SPAHRS   SPAHRS CICS                      CHECKING
        4 SPAHRSA  SPAHRS CICS                      CHECKING
        5 TEST41   TEST CICS FOR SPAHRS             ACTIVE
        6 TEST41A  TEST CICS FOR SPAHRS             ACTIVE
        7 TSO      TSO FOR PRODUCTION               ACTIVE
        8 VIEW     VIEW                             ACTIVE

Commands: HELP   KEYS   ROTATE FOR (Next Session)   OPEN (Start New Session)
PF1-HELP  PF7-BACK  PF8-FORW  PA2-ROTATE FOR  PA1-ROTATE
```

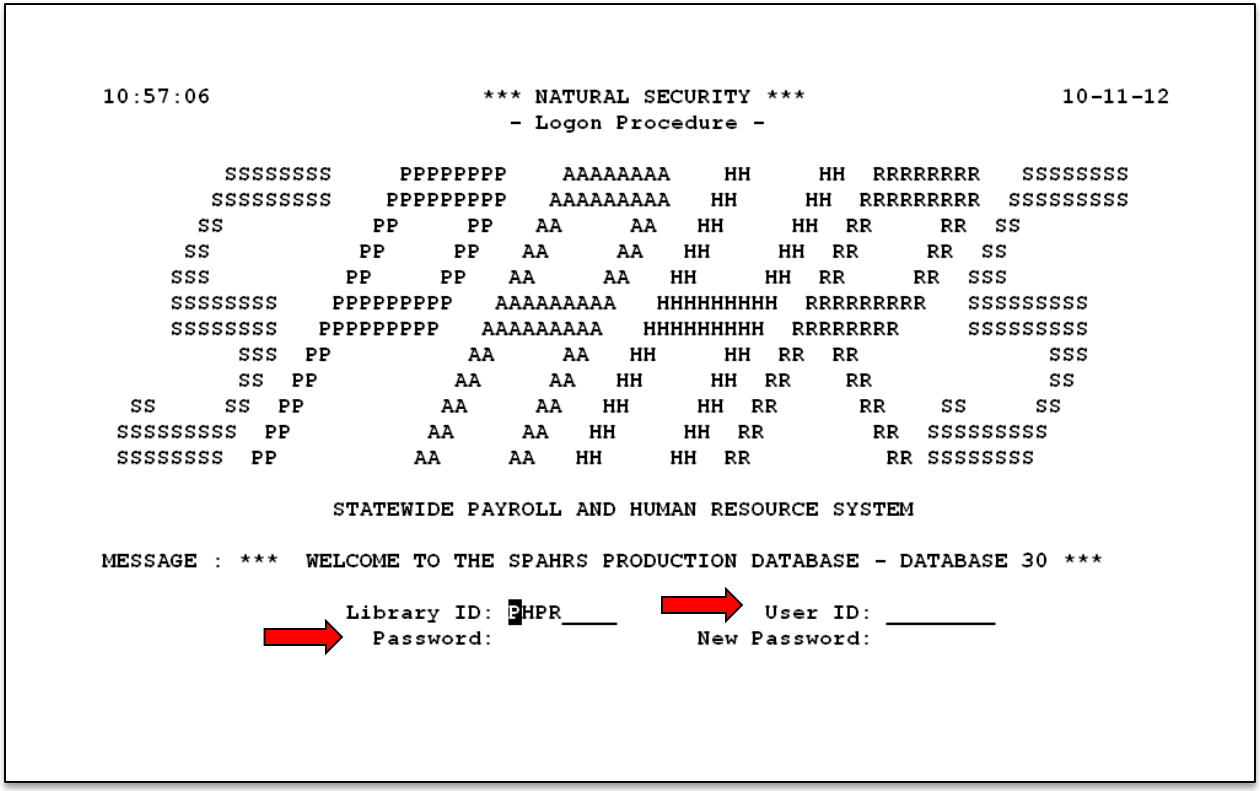
4. Enter the corresponding number beside SPAHRS in the command line at top of the screen. Press ENTER.

```
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.

```
phpr
```

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.

```
W E L C O M E

Carlos Galloway

T O

M I S S I S S I P P I

S T A T E W I D E

P A Y R O L L  A N D  H U M A N  R E S O U R C E

S Y S T E M

User Id: FMSAS10
 Agency: 0161
```

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

Meeting the Management Information Needs for the State of Mississippi

MISSISSIPPI Department of DFA FINANCE & ADMINISTRATION

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.

```
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
```

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

```
PHFNC10  PHVB       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      04/25/2017
PHOMDM1D PHOMDM1M     Maintain Employee/Worker Demographics           10:11 AM
                                                                      2 more >

*Action: D (A,B,C,D,M,P)                                Press PF3 to continue

         *SSN: _________
    Last Name: ____________________  First Name: ______________  Suffix: ____
  Middle Name: ______________      Maiden Name: ____________________
Date of Birth: __ __ ____
 *Gender Code: _                    *Race Code: _
  *EEO Change: _    Email: ____________________________________
  Mailing Address: Street: ____________________________________
                           ____________________________________
                     City: ______________   *State: __ Zip: _____ - ____
Permanent Address: Street: ____________________________________
                           ____________________________________
                     City: ______________   *State: __ Zip: _____ - ____
    Phone Numbers:   Home: ___  ___ - ____    Other: ___  ___ - ____

Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note  Hist                    Left  Right Quit
 SSN is required
```

- **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

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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.

```
FMSAS10  FMV6       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/12/2010
PHIMAINU PHIMAINM                  Agency Menu                        11:24 AM

         Code      Description                                   FastPath

          MA   Manage Agency Information
          BN   Browse by Agency Name
          BA   Browse by Agency Number
          BM   Browse by Master Name
          BR   Browse by Master Number
          BC   Browse Agencies Assigned to SPB Analyst
          BH   Browse Agency History
          AP   Browse Agency Profile History
          MH   Browse Master Agency History
          PA   Browse Agency FY Pending Approval
          BT   Agency Batch Reports
          XA   Browse Agency Cross Reference

    Code: MA

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

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

```
FMSAS10  FMV4       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/23/2010
PHIMAINU PHIMAINM          Manage Agency Information Menu             01:46 PM

         Code      Description                                  FastPath

          MA   Maintain Agency                                   AGCY
          MM   Maintain Master Agency                            MAGCY
          RA   Reactivate an Agency
          RM   Reactivate a Master Agency
          MU   Maintain Agency by User Agencies
          FY   Maintain Agency FY Info                           AFY
          PB   Maintain Agency FY Program Budget                 ABUD
          RL   Maintain Agency Auto Reclass List                 RCLST
          AR   Maintain Agency Assessment Rate


    Code: MU

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

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

```
FMSAS10  FMV6       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/12/2010
PHOAMAGD PHOAMA1M              Maintain Agency                        11:25 AM
                                                                      2 more >

 *Action: D    (B,D)

      *Agency#: ____   Name: ____________________________________

        *Master#: _____            Date Established: __ __ ____
   Previous LBO#:                     Previous SPB#:       More:
   SAAS Agency #: ____  ____  ____
    Create Bill#: _____            Create Bill Date: __ __ ____
    *Create Type: _                  *Add/Spec Comp: _____ More:
   *Service Type: __                  SPB Processed: _
    *SPB Analyst: ________
 Agcy Max Salary: ____________  Curr Agcy Head Sal:
 Inactivate Date: __ __ ____       Reactivate Date:
   Pay Thru Date: __ __ ____
    *Reason Code: __

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

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.

```
FMSAS10  FMV6       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/12/2010
PHIMAINU PHIMAINM                 Occupation Menu                     11:26 AM

         Code      Description                                      FastPath

          DO   Display Occupation                                   DOCC
          BC   Browse on Occupation Code                            BROC
          BT   Browse on Occupation Title                           BROT
          OP   Occupation Proposal Menu                             PROC
          CS   Classification Specifications                        CLSP
          TM   Occupation Table Maintenance                         OCTM
          OR   Occupation Reports                                   OCRE
          MO   Misc Occu Browses                                    MSOB



    Code: DO

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

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

```
FMSAS10  FMV6       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/12/2010
PH411DOP PH411N1M            Display Occupation                       11:27 AM
                                                                      5 more >

Action:  D (D)

        *Code: _________          Title:
                                  Occu Origination Date:
 Status (A/I):                    Date Status Effective:
*Change Reason:                              Dt Effect:
  Effective                     Bill/     Bill    Start         End
     Date       *Type *Origin  Statute#   Year    Salary       Salary


*Additional Compensation:


Go To: Page2: _ Char of Work: _ Ex of Work: _ Essn Func: _ Min Qual: _
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note        Bkwd  Fwd         Left  Right Quit
```

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.

```
FMSAS10  FMV6       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/12/2010
PHIMAINU PHIMAINM                  Position Menu                      11:27 AM

         Code      Description                                   FastPath

          MP   Manage Position
          MW   Maintain FY Control Tables
          BA   Browse Active PINs                                 BRAP
          AP   Browse Active/Pending PINs                         BRAPP
          AB   Browse Abolished PINs                              BRABP
          BV   Browse Vacant PINs                                 BRVP
          PR   Produce PEP Report                                 PREP
          PV   View PEP Information                               VPEP
          SV   List of Statewide Vacancies                        LOSV


    Code: MP

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

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

```
FMSAS10  FMV6       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/12/2010
PHIMAINU PHIMAINM               Manage Position Menu                  11:27 AM

         Code      Description                                     FastPath

          MP   Maintain Position Information                       MNPI
          IA   Intra-Agency Position Transfer                      IAPT
          RA   Full-time/Part-time Swap                            FPTS
          AA   Abolish Position                                    ABPO
          TL   FY Time-Limited Position Re-authorization           TLPR
          RR   Reallocation/Reclassification                       RARC
          PB   Program Budget Information                          PBUD
          P1   Produce PIN/OCCU PAR Indicator Report               PAR1
          RP   Produce Program Budget Report By Agency             PINBUD
          DP   Download of Position and Position Budget Info
          PE   Download of Position and Employment Details         POEM
          PL   Browse Position Log File                            POSL

    Code: MP

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

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.

```
FMSAS10  FMV6       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/12/2010
PHIMAINU PHIMAINM                  Position Menu                      11:49 AM

         Code      Description                                     FastPath

          MP   Manage Position
          MW   Maintain FY Control Tables
          BA   Browse Active PINs                                   BRAP
          AP   Browse Active/Pending PINs                           BRAPP
          AB   Browse Abolished PINs                                BRABP
          BV   Browse Vacant PINs                                   BRVP
          PR   Produce PEP Report                                   PREP
          PV   View PEP Information                                 VPEP
          SV   List of Statewide Vacancies                          LOSV



    Code: AP

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

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

```
FMSAS10  FMV6       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/12/2010
PHOPPB7B PHOPPB7M            Browse Active/Pending PINs               11:50 AM
                                                                        1 more >
AGENCY NUMBER:
      Status                                                  Start      End
  PIN   Ind  Occu      Title                P/F    SSN        Salary    Salary
 ------ --- ------ ----------------------- --- ----------- --------- ---------

*Agency Number: ___ PIN: ______
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd         Left  Right Quit
```

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.

```
FMSAS10  FMV6       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/12/2010
PHIMAINU PHIMAINM                  Position Menu                      11:50 AM

         Code      Description                                  FastPath

          MP   Manage Position
          MW   Maintain FY Control Tables
          BA   Browse Active PINs                                 BRAP
          AP   Browse Active/Pending PINs                         BRAPP
          AB   Browse Abolished PINs                              BRABP
    ➡     BV   Browse Vacant PINs                                 BRVP
          PR   Produce PEP Report                                 PREP
          PV   View PEP Information                               VPEP
          SV   List of Statewide Vacancies                        LOSV



    Code: BV

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

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

```
FMSAS10  FMV6       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/12/2010
PHOPPB9B PHOPPB9M                Browse Vacant PINs                   11:52 AM
                                                                       1 more >
AGENCY NUMBER:
                                                              Vacant   Vacate
   PIN  AB  Occu     Title                          SSN       Date     PIN
 ------ -- ------ ----------------------------- ----------- ---------- ------

*Agency Number: ___ PIN: ______  View Abolished ?  N
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd         Left  Right Quit
```

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.

```
FMSAS10  FMV6       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/12/2010
PHIMAINU PHIMAINM                 Employment Menu                     12:00 PM

         Code      Description                                  FastPath

          EP   Maintain Employee with PIN                        MEWP
          EE   Maintain Worker with 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: ME

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

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

```
FMSAS23  PHV4       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      10/26/2011
PHIMAINU PHIMAINM    Maintain Employee/Worker Information Menu        02:45 PM

         Code      Description                                      FastPath

         ED   Maintain Employee/Worker Demographics                 DEMO
         EE   Maintain Employee Agency Info                         AGIF
         ET   Maintain Optional Tracking                            OPTK
         EW   Employee/Worker/Eligibility Type                      ETBL
         ES   Maintain Employee/Worker SSN                          DEMM
         CS   Change SSN Report                                     CSSN
         GP   Get PID                                               GPID
         GS   Get Social Security Number                            GSSN

    Code: __

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

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

```
PHFNC10  PHVB        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      04/25/2017
PHOMDM1D PHOMDM1M      Maintain Employee/Worker Demographics           10:24 AM
                                                                        2 more >

*Action: D (A,B,C,D,M,P)                              Press PF3 to continue

         *SSN: XXXXXXXXX
    Last Name: DOE_________________  First Name: JOHN___________  Suffix: ____
  Middle Name: ________________     Maiden Name: ____________________
Date of Birth: 07 30 1957
 *Gender Code: 1 Male               *Race Code: 6 Other
  *EEO Change: _    Email: NOT AVAILABLE____________________________
  Mailing Address: Street: PO BOX 20305_____________________________
                           ________________________________________
                     City: JACKSON________   *State: MS Zip: 39208 - ____
Permanent Address: Street: PO BOX 20305_____________________________
                           ________________________________________
                     City: JACKSON________   *State: MS Zip: 39208 - ____
    Phone Numbers:   Home: ___  ___ - ____    Other: ___  ___ - ____

Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note  Hist                    Left  Right Quit
 Demograph 000000606238-X added successfully
```

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.

```
FMSAS10  FMV6       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/12/2010
PHIMAINU PHIMAINM                   Payment Menu                      12:04 PM

         Code      Description                                   FastPath

          CP   Calculate Pay                                     CALC
          GS   Generate SAAS Transactions                        SAAS
          RD   Remit Taxes and Deductions Menu                   REMD
          DP   Distribute Pay                                    DISP
          PA   Approve/Release Pay                               RPAY
          FT   File Tax Reports                                  FIAX
          AP   Adjust Pay                                        ADJP
          PT   Earnings, Tax, and Deduction Tables               ETDT
          OT   Other Payroll Tables                              PAYT
          PR   Payroll Reports


    Code: PT

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

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

```
FMSAS10  FMV6       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/12/2010
PHIMAINU PHIMAINM     Earnings, Tax, and Deduction Tables Menu        12:05 PM

         Code      Description                                     FastPath

          TC   Maintain Tax Code Table
          TR   Maintain Tax Rate Table                              TXRT
          EC   Maintain Earnings Code Table                         EART
          DC   Maintain Deduction Code Table                        DEDT
          BD   Browse Deductions by Priority Code                   BRDP
          BV   Browse Deduction Table by Vendor Code

    Code: DC

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

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.

```
FMSAS10  FMV6       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/12/2010
PHIMAINU PHIMAINM                   Payment Menu                      12:16 PM

         Code      Description                                   FastPath

          CP   Calculate Pay                                     CALC
          GS   Generate SAAS Transactions                        SAAS
          RD   Remit Taxes and Deductions Menu                   REMD
          DP   Distribute Pay                                    DISP
          PA   Approve/Release Pay                               RPAY
          FT   File Tax Reports                                  FIAX
          AP   Adjust Pay                                        ADJP
          PT   Earnings, Tax, and Deduction Tables               ETDT
          OT   Other Payroll Tables                              PAYT
          PR   Payroll Reports


    Code: OT

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

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

```
PHFNC10  PHV4       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      03/30/2016
PHIMAINU PHIMAINM            Other Payroll Tables Menu                11:21 AM

         Code      Description                                     FastPath

          AL   Maintain Leave Accruals Table                        ACCR
          HO   Maintain Holiday Table                               HOLI
          PP   Maintain Pay Parms Table                             PARM
          UP   Maintain Uniform Premiums Table                      UPRM
          GR   Browse Garnishment Rate Table                        GARN
          BP   Browse Pay Dates                                     BRPD
          MP   Maintain Pay Date                                    PYDT
          BA   Browse Agency Work Cycles                            BRAW
          MA   Maintain Agency Work Cycle Dates                     AGWC
          LF   Life/Health Ins. Coverage Batch Update               LFBU
          DH   Download of Holiday Table                            HTDL


    Code: __

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

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

```
PHFNC10  PHV4        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      03/30/2016
PHPTHT1D PHPTHT1M                Maintain Holiday Table                 11:03AM

Action: d (A,B,D,M) Year: __ Holiday Type: H  Regular='H'  Teacher='A','T'
                                                                 1 of 125
Holidays.: __ __ ____   __ __ ____   __ __ ____   __ __ ____   __ __ ____
Alternate: __ __ ____   __ __ ____   __ __ ____   __ __ ____   __ __ ____

Holidays.: __ __ ____   __ __ ____   __ __ ____   __ __ ____   __ __ ____
Alternate: __ __ ____   __ __ ____   __ __ ____   __ __ ____   __ __ ____

Holidays.: __ __ ____   __ __ ____   __ __ ____   __ __ ____   __ __ ____
Alternate: __ __ ____   __ __ ____   __ __ ____   __ __ ____   __ __ ____

Holidays.: __ __ ____   __ __ ____   __ __ ____   __ __ ____   __ __ ____
Alternate: __ __ ____   __ __ ____   __ __ ____   __ __ ____   __ __ ____

Holidays.: __ __ ____   __ __ ____   __ __ ____   __ __ ____   __ __ ____
Alternate: __ __ ____   __ __ ____   __ __ ____   __ __ ____   __ __ ____
LastUpdtTm:                                LastUpdtUser/Pgm:
Direct Command: ________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd                     Quit
```

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.

```
PHFNC10   PHV4        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      03/30/2016
PHPTHT1D PHPTHT1M              Maintain Holiday Table                   11:03AM

Action: d (A,B,D,M) Year:  Holiday Type: T  Regular='H'  Teacher='A','T'
                                                                  1 of 125
Holidays.: __ __ ____   __ __ ____   __ __ ____   __ __ ____   __ __ ____
Alternate: __ __ ____   __ __ ____   __ __ ____   __ __ ____   __ __ ____

Holidays.: __ __ ____   __ __ ____   __ __ ____   __ __ ____   __ __ ____
Alternate: __ __ ____   __ __ ____   __ __ ____   __ __ ____   __ __ ____

Holidays.: __ __ ____   __ __ ____   __ __ ____   __ __ ____   __ __ ____
Alternate: __ __ ____   __ __ ____   __ __ ____   __ __ ____   __ __ ____

Holidays.: __ __ ____   __ __ ____   __ __ ____   __ __ ____   __ __ ____
Alternate: __ __ ____   __ __ ____   __ __ ____   __ __ ____   __ __ ____

Holidays.: __ __ ____   __ __ ____   __ __ ____   __ __ ____   __ __ ____
Alternate: __ __ ____   __ __ ____   __ __ ____   __ __ ____   __ __ ____
LastUpdtTm:                                LastUpdtUser/Pgm:
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd                     Quit
```

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.

```
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
```

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

```
FMSAS10  FMV6       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/12/2010
PHIMAINU PHIMAINM                 Report Time Menu                    12:12 PM

         Code      Description                                  FastPath

          EE   Enter Employee Time
          EL   Enter Location Time
          ET   Enter Time
          RP   Report Time Reports
          BR   Report Time Browse by Agency
          RS   Schedules
          BL   Browse Time By Location
          BS   Browse Time By Supervisor
          BI   Batch Online Submission Menu
          CL   Create Leave Balance
          CT   Create Timesheets
          OD   Browse Override Distribution                     OVRIDE

    Code: RS

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

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

```
PHFNC10   PHV4        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      03/30/2016
PHIMAINU  PHIMAINM                   Schedules Menu                     12:09 PM

          Code      Description                                       FastPath

          SD    Default Schedule
          SE    Maintain Employee Schedule
          SB    Browse Employee Schedule
          ST    Browse Teachers Schedule
          SA    Browse Teacher Arts School Schedule                   TAS
          SL    Browse Legislator's Schedule
          DS    Download of Position Schedule                         PSDL

     Code: __

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

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.

```
FMSAS10  FMV6       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/12/2010
PHPTTICD PHPTTICM                                                     12:13 PM

*Action: [redacted]  (D)
*Schedule number.......: 01 STANDARD MON - FRI, 8 HRS PER DAY

 Holiday Type..........: H
 Schedule Start Day....: MON          Schedule Start: __________ (MM/DD/YYYY)
                  +--------Mon----Tue----Wed----Thur---Fri----Sat----Sun+
 1 to 6 Week Sch Week 1: 8.00_  8.00_  8.00_  8.00_  8.00_  _____  _____
 (Hours per Day) Week 2: _____  _____  _____  _____  _____  _____  _____
                 Week 3: _____  _____  _____  _____  _____  _____  _____
                 Week 4: _____  _____  _____  _____  _____  _____  _____
                 Week 5: _____  _____  _____  _____  _____  _____  _____
                 Week 6: _____  _____  _____  _____  _____  _____  _____
 Compression Start Date: __________ (MM/DD/YYYY)
 Compression End Date..: __________ (MM/DD/YYYY)
                  +--------Mon----Tue----Wed----Thur---Fri----Sat----Sun+
 Compressed Sch  Week 1  _____  _____  _____  _____  _____  _____  _____
       1 of  4   Week 2  _____  _____  _____  _____  _____  _____  _____
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End                     Bkwd  Fwd                     Quit
Schedule 01 MS-01 displayed successfully
```

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

```
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.

```
NAT9995 Natural session terminated normally.
```

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

```
logo
```

3. Type LOGO. Press ENTER.

```
VTAM/Switch 6.5  CCVSW    Session Selection       User: PHFNC10  Term: VTRM0286
===>

------------------------------- Application List -------------------------------
        1 ADACICS  ADABAS C.I.C.S.                  ACTIVE
        2 FMVIEW   FMVIEW                           ACTIVE
        3 SPAHRS   SPAHRS CICS                      CHECKING
        4 SPAHRSA  SPAHRS CICS                      CHECKING
        5 TEST41   TEST CICS FOR SPAHRS             ACTIVE
        6 TEST41A  TEST CICS FOR SPAHRS             ACTIVE
        7 TSO      TSO FOR PRODUCTION               ACTIVE
        8 VIEW     VIEW                             ACTIVE

Commands: HELP   KEYS   ROTATE FOR (Next Session)   OPEN (Start New Session)
PF1-HELP  PF7-BACK  PF8-FORW  PA2-ROTATE FOR  PA1-ROTATE
```

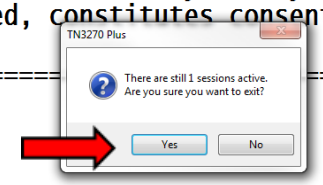
4. On the Command line type “logoff” and press ENTER. The log in screen will appear. Close the session with the X at the top of page.

```
WARNING NOTICE!
This system is the property of the State of Mississippi and contains
State and US Government information.  Unauthorized access is prohibited.
Use of this system may subject violators to criminal and civil penalties
and or administrative action.  By accessing this system, you acknowledge
that you have no expectations of privacy and may be monitored or audited
at any time.  Access or use of this system by any person, whether
authorized or unauthorized, constitutes consent to abide by these terms.

======== VTAM SWITCH ==========                                Release 6.5 =>

 Userid:                                                        10:58:54
 Password:                                                      02/27/2017
 New Password :                                                 VTRM0897


MISSISSIPPI DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES
CPU1
```



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

Contact Us:

MMRS Call Center Phone # (601) 359-1343
MMRS Fax # (601) 359-6551

mash@dfa.ms.gov

Other MMRS Training Materials may be accessed via

www.dfa.ms.gov/mmrs/