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# Mississippi Management and Reporting System

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**Department of Finance and Administration**

<b>MMRS MASH/Training Materials</b>		
6301	SPAHRs PR Calculate Pay	Revision Date: 06/25/2019
		Version: 6

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**Objective**

Develop an understanding of the Calculate Pay process.

**Outcome**

An understanding of the process, key concepts, and menus is obtained.

**Overview**

Calculate pay is a function of payroll that consists primarily of a series of batch jobs and internal processing by SPAHRS. The system calculates gross earnings, taxes, deductions, net pay, and overtime pay based on the time reports entered for employees and contract workers, and data contained in numerous tables throughout SPAHRS.

**Reading the Employees' Time Reports**

The first step in Calculate Pay requires the system to go back to the Position record to find items, such as pay frequency, and authorized earning supplements. Examples of supplements include pilots who fly state airplanes and are paid an additional \$50.00 per month whether or not they fly during that month; special duty pay; duty location pay; etc. The system then goes to each time report and reads time worked, any additional earnings, and leave taken. The system then calculates gross pay for each employee. Gross pay includes all cash payments (salary, overtime), reimbursements, and any imputed income such as state vehicle use, taxable value of life insurance, housing, etc.

From the gross pay data, the system then calculates the adjusted gross pay. This includes all cash payments but does not include the imputed income. If a hire or termination date or a leave of absence is recorded for a salaried employee that falls inside of a pay period, the system will calculate a partial pay period; this is done by calculating the actual hours worked x the hourly rate. All employees have hourly, monthly, and annual rates recorded by the system.

**Payroll Deductions and Taxes**

All taxes (including retirement) and deductions (insurance, debt, and miscellaneous) have already been established in the appropriate tables in the system. All deductions have been established with a priority assigned to them; this allows the system to perform a calculation on an employee who may not have earned enough money in that specific pay period to pay all of his or her deductions; the system will take the deductions from the worker's pay based on their assigned priority. Deductions for child support, tax liens and garnishments are allocated based on priorities established within the system and by the mandated maximum amounts that may be deducted.

If an employee requests additional tax withholding, the system will first deduct the tax table amount and remaining deductions, then deduct the additional tax withholding if the employee has sufficient earnings. Each deduction has parameters that can be established to govern its use; for example, if the next retirement calculation exceeds the maximum amount allowed, the system will withhold only the amount required to reach that maximum.

SPAHRS has a feature which allows an agency to go into a specific deduction for an employee and temporarily suspend it to enable the Calculate Pay function to bypass that deduction when generating payroll.

### **Calculate Over Time Hours**

SPAHRS has several different options that can be used for tracking and payment of overtime. The Default Work Schedules, FLSA status, and Extra Hours codes set up in the Position process provide work cycles for all types of personnel and also provide direction to the system for handling those hours. Both exempt and non-exempt employees are included; agencies with public safety and emergency response personnel and hospital personnel are also specifically provided for in the system.

The Fair Labor Standards Act allows work cycles to be established that deviate from the 7-day, 40-hour work week. Personnel identified in public safety and emergency response positions may choose a work cycle of 28-days days. Hospital personnel may be placed on a 14 day, 8/80 work cycle.

The system provides the option for an employee to be paid for extra hours or to accrue it as comp time. The Extra Hours field on the Position and WIN record defines whether the worker is to be paid or accrue extra hours worked. If it is desired to pay an employee for all extra hours worked, CALBK must be authorized on the position. Payment for the extra hours that are subject to time and a-half under FLSA only requires the employee to be non-exempt. If the maximum hours allowed for accrual by FLSA are reached, the system will automatically generate payment of the overage time.

### **Leave Accrued/Taken**

Extra hours not paid are updated to the appropriate compensatory leave balances. However, the remainder of leave accruals is recorded separately from Calculate Pay. In SPAHRS, leave accruals are estimated by DFA at the close of the month. When all time and leave has been entered, the agency can submit the actual run online for leave accrual. The actual can only be run once for a month.

Actual leave taken is updated in each payroll run. Also, leave accrued for comp time and holiday worked is also updated in each payroll run for work cycles completed within the pay period.

### **Preliminary Payroll Runs**

The preliminary payroll run calculates gross to net pay only and does not create any accounting transactions. This process generates reports which show errors such as employees with no default accounting distributions, deductions that could not be taken from a payroll, employees with time reporting errors, etc. These reports are then used by the agencies to make corrections to their payroll. Multiple preliminary runs may be required in order for the final payroll run to be error free.

## Final Payroll Run

Each agency is responsible for running its final payroll. This must occur by the established deadline. Review the website <http://www.dfa.ms.gov/dfa-offices/mmrs/> for posting of payroll due dates under MMRS Applications>SPAHRS. When the agencies initiate their payroll runs, electronic approval is automatically applied. DFA will look at the status of each payroll to ensure the final payroll has been run and that the payroll is error free. DFA then uploads all accounting transactions (JV Files) to MAGIC.

The preliminary and final runs are generated from screens appearing on the Approve/Release Pay menu (**PA PA**). Agencies also initiate actual monthly leave accruals from this menu.

If there are problems in an agency's payroll that must be corrected prior to posting to MAGIC, DFA can exclude that agency from further processing. For example, if cash is insufficient, JVs will not be sent to MAGIC nor will warrants/EFTs be written. Also, if an employee on the payroll is found to be without a default accounting distribution, SPAHRS will not stop that agency's payroll from further processing. That employee's payroll does not get calculated if there is no default accounting distribution.

KEY CONCEPTS	DESCRIPTION
Gross Pay	All cash payments (salary, overtime pay, etc.) and all imputed income.
Imputed Income	Income that is not cash but has value to the employee such as being assigned a state vehicle for professional use, housing, taxable value of life insurance, etc.
Adjusted Gross Pay	Actual cash payments. Imputed income is not included.
Prioritized Deductions	All deductions have a priority assigned to them which indicates to the system the order in which the deductions are to be taken from an employee's pay.
Net Pay	Adjusted gross - pretax deductions - taxes - after tax deductions = net pay

## Calculate Pay

The calculate pay options are mainly used to view an employee's earnings and resulting records affecting earnings. System generated data can be viewed on screen or data can be printed by requesting batch job submissions.

The Calculate Pay process includes various screens and reports relating to payroll calculations.

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

```

PHFNC10 PHVK STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/25/2019
PHIMAINU PHIMAINM Payment Menu 10:31 AM

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: __

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>CP</b> (Calculate Pay) from the Payment Menu and press ENTER.	The Calculate Pay Menu will appear.

```

PAFNC10 PAVK STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/25/2019
PHIMAINU PHIMAINM Calculate Pay Menu 10:32 AM

```

Code	Description	FastPath
PC	Pay Period Comparison	PPCM
PD	Pay Details Earnings/Deductions/Tax Summary	PDTL
AC	Additional Compensation	ACMP
OC	Payroll On-Line Calculation	PYOC
PP	Pay Period Comparison Summary Report	
PS	Reprint Pay Detail/Summary Report	RPDR
PB	Browse Pay Details	PDBR
PW	Browse Pay Details by Warrants/EFT's	PDBW
PL	Browse Pay Details by Location	PLBR
QT	Browse Quarter to Date File	QTD

Code: \_\_

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

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

## Calculate Pay Reports

### Pay Period Comparison

The Pay Period Comparison screen is used to compare a worker's pay information for one pay period to the previous pay period.

Your Action ...	System Response ...
3. Choose <b>PC</b> (Pay Period Comparison) from the Calculate Pay Menu and press ENTER.	The Pay Period Comparison screen will appear.

PHFNC10	PHVD	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM				06/25/2019
PHPCPD10	PHPCPD1M	Pay Period Comparison				12:35 PM
Action: D (B,D,N)						
*Agency: _____		*SSN: _____		DOE JR, JOHN		
*Pay End Date: 01 31 2019		Pay Freq: M		Emp Status: A		
PIN: 19		Pay Dt: 03/29/2019		Pay Rate: 4465.09 SLRY		
	Type	Current	Prior	Type	Current	Prior
EARNINGS:	REGSH		4465.09	LIFEI	63.50	21.50
1 of 3	HOLID					
GROSS PAY:		63.50	4486.59			
PRE-TAX:	HLCSP	686.00	555.00			
1 of 3	SLIFP	9.00	12.00			
	CCDMF		50.00			
TAXES:	RPERS		323.72	MCARE	-9.15	56.11
1 of 5	FIT	-86.48	472.05	MSIT	-31.00	130.00
	FICA	-39.16	239.91			
AFTER TAX:	AFAMA	48.00	48.00	MSLVY	-3168.53	
1 of 4	CUMPE	100.00	100.00	CDENA		21.50
NET PAY:		2491.32	2456.80			
Direct Command: _____						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---						
Help Main End			Bkwd Fwd Prnt		Quit	

Your Action ...	System Response ...
<p>4. Choose <b>Display</b> and enter the following information:</p> <p><b>*Agency:</b> Enter the agency code xxxx.</p> <p><b>*SSN:</b> Enter the employee's Social Security Number.</p> <p><b>Pay End Date:</b> Enter the ending date of the pay period.</p> <p><b>Pay Freq:</b> Enter the frequency code for the record (ex. M=Monthly, T=Travel)</p>	
5. Press ENTER.	<p>The following system message will be displayed:</p> <p>XXXX-XXXXXXXXXX-XX-XX-XX Displayed Successfully.</p>

### Pay Details Earnings/Deductions/Tax Summary

The Pay Details Earnings/Deductions/Tax Summary screen is used to review the details of a worker's pay for a specific pay period. The Pay Details Earnings/Deductions/Tax Summary screen lists the details for the current payment, pay period to date, and year to date. Quarter to date values is listed for the Gross and Net pay only. Employees, who accumulate earnings based on a school calendar, will also have a display of the year to date gross school earned and paid.

Your Action ...	System Response ...
1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose <b>CP</b> (Calculate Pay) from the Payment Menu and press ENTER.	The Calculate Pay Menu will appear.
3. Choose <b>PD</b> (Pay Details Earnings/Deductions/Tax Summary) from the Calculate Pay Menu and press ENTER.	The Pay Details Earnings/Deductions/Tax Summary screen will appear.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/25/2019
PHPCPD3D PHPCPD3M Pay Details Earnings/Deductions/Tax Summary 12:37 PM
3 more >
Action: _ (D,N)
*Agency: _____ *SSN: _____ JOHN DOE
Pay End Date: 01 31 2019 Pay Freq: M Status..: PAID
PIN/WIN: 19 Pay Date: 03/29/2019 Pay Rate: 4465.09 SLRY
----- EARNINGS ----- SCHOOL
Period Amt PPTD Amt QTD Amt YTD Amt YTD Earn/Paid
Gross Pay: 63.50 4528.59 4528.59 4528.59
Net Pay..: 2491.32 2491.32 2491.32 2491.32
Adj Gross:
1 of 3
Type Curr Amt PPTD Amt YTD Amt Curr Hrs PPTD Hrs YTD Hrs
REGSH 4465.09 4465.09 168.00 168.00
HOLID 16.00 16.00
LIFEI 63.50 63.50 63.50

LastUpdtm: 06/25/2019 11:02:16.0 AM LastUpdtUser/Pgm: PH130024 PHPDPW6T
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Prnt Left Right Quit
    
```

Your Action ...	System Response ...
<p>4. Choose <b>Display</b> and enter the following information must be entered:</p> <p><b>*Agency:</b> Enter the agency code xxxx.</p> <p><b>*SSN:</b> Enter the employee's Social Security Number.</p> <p><b>Pay End Date:</b> Enter the ending date of the pay period.</p> <p><b>Pay Freq:</b> Enter the frequency code for the record (ex. M=Monthly, T=Travel).</p>	<p>This screen contains three panels that can be accessed by pressing F11 for forward panels and F10 for previous panels.</p> <p>NOTE:                      PPTD = as of pay period to date.                      QTD = as of pay period calendar year quarter end date.                      YTD = calendar year as of display date.</p>

Your Action ...	System Response ...
5. Press ENTER.	The following system message will be displayed:  XXXX-XXXXXXXX-XX-XX-XX Displayed Successfully.
6. Press F11 to access the second panel of this screen.	The second panel of this screen will appear.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/25/2019
PHPCPD3D PHPCPD4M Pay Details Earnings/Deductions/Tax Summary 12:37 PM
< 1 more 2 more >
Action: _ (D,N)
*Agency: _____ *SSN: _____ JOHN DOE
Pay End Date: 01 31 2019 Pay Freq: M Status..: PAID
PIN/WIN: 19 Pay Date: 03/29/2019 Pay Rate: 4465.09 SLRY
----- DEDUCTIONS -----
 1 of 5 Seq Worker Worker Worker Employer Employer Employer
Ind Type Nbr Curr Amt PPTD Amt YTD Amt Curr Amt PPTD Amt YTD Amt
2 HLCSP 1 686.00 686.00 686.00 367.00 367.00 367.00
2 SLIFP 1 9.00 9.00 9.00 9.00 9.00 9.00
4 AFAMA 1 48.00 48.00 48.00
4 CUMPE 1 100.00 100.00 100.00
4 MSLVY 1 -3168.53

LastUpdtm: 06/25/2019 11:02:16.0 AM LastUpdtUser/Pgm: PH130024 PHPDPW6T
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Bkwd Fwd Prnt Left Right Quit
    
```

Your Action ...	System Response ...
7. Press F11 to access the third panel of this screen.	The third panel of this screen will appear.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/25/2019
PHPCPD3D PHPCPD5M Pay Details Earnings/Deductions/Tax Summary 12:38 PM
< 2 more 1 more >
Action: _ (D,N)
*Agency: _____ *SSN: _____ JOHN DOE
Pay End Date: 01 31 2019 Pay Freq: M Status..: PAID
PIN/WIN: 19 Pay Date: 03/29/2019 Pay Rate: 4465.09 SLRY
----- TAXES / PERS -----
1 of 5 Period Amt PPTD Amt QTD Amt YTD Amt
RPERS Worker 401.86 401.86 401.86
Employer 703.25 703.25 703.25
Wage Base 4465.09 4465.09 4465.09
FIT Worker -86.48 315.64 315.64
Employer
Wage Base -631.50 3431.73 3431.73
FICA Worker -39.16 237.68 237.68
Employer -39.16 237.68 237.68
Wage Base -631.50 3833.59 3833.59
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Bkwd Fwd Prnt Left Right Quit
    
```

Your Action ...	System Response ...
8. Press F11 to access the fourth panel of this screen.	The fourth panel of this screen will appear.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/25/2019
PHPCPD3D PHPCP10M Pay Details Earnings/Deductions/Tax Summary 12:38 PM
< 3 more
Action: _ (D,N)
*Agency: _____ *SSN: _____ JOHN DOE
Pay End Date: 01 31 2019 Pay Freq: M Status..: PAID
PIN/WIN: 19 Pay Date: 03/29/2019 Pay Rate: 4465.09 SLRY
----- SCHOOL PAY -----

Addl Comp Addl Comp Addl Comp
Code Earned Paid

Earned Amt:
Paid Amt..:

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

**Additional Compensation**

The Additional Compensation screen is used to submit an online request for a report detailing all additional compensation for a given pay period by a selected agency. Information provided on the report includes Name, Social Security Number, Additional Compensation Code, Description, Dollars, Hours and Percentage.

Your Action ...	System Response ...
1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose <b>CP</b> (Calculate Pay) from the Payment Menu and press ENTER.	The Calculate Pay Menu will appear.
3. Choose <b>AC</b> (Additional Compensation) from the Calculate Pay Menu and press ENTER.	The Additional Compensation screen will appear.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/25/2019
PHPCAC1D PHPCAC1M Additional Compensation 11:11 AM

*Agency: _____
*PP End Date: __ __ ____
*Pay Frequency: _

Direct Command: _____

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

Your Action ...	System Response ...
4. Enter the following information:  *Agency: Enter the agency code xxxx. *PP End Date: Enter the ending date of the pay period. *Pay Frequency: Enter the frequency code for the record (ex. M=Monthly, T=Travel).	
5. Press ENTER.	The Batch Job Submission pop-up window appears which directs the generation of the report.
6. Press ENTER.	The system will display the following message:  XXXXX XXXXXXXX Has Been Submitted Successfully.

**Pay Period Comparison Summary Report**

The Pay Period Comparison Summary Report screen is used to request a report comparing a summary of payroll information from the last and current pay periods for an agency. Information provided on the Pay Period Comparison Summary report includes Earnings, Current, Prior and Difference. Information provided on the Pay Period Comparison By Employee report includes Employee Name, Social Security Number, Transaction Code, Current, Prior and Difference.

Your Action ...	System Response ...
1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose <b>CP</b> (Calculate Pay) from the Payment Menu and press ENTER.	The Calculate Pay Menu will appear.
3. Choose <b>PP</b> (Pay Period Comparison Summary Report) from the Calculate Pay Menu and press ENTER.	The Pay Period Comparison Summary Report screen will appear.

```

PAFNC10 PAVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/25/2019
PHPCPD6D PHPCPD6M Pay Period Comparison Summary Report 11:12 AM

*Agency: ____
PP End Date: _ _ _
*Pay Frequency: _
Details (Y/N): N

Direct Command: _____

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

```

Your Action ...	System Response ...
4. Enter the following information:  <b>*Agency:</b> Enter the agency code xxxx. <b>PP End Date:</b> Enter the ending date of the pay period. <b>*Pay Frequency:</b> Enter the frequency code for the record (ex. M=Monthly, T=Travel). <b>Details (Y/N):</b> Defaults to <b>N</b> . Change to <b>Y</b> in order to generate the Pay Period Comparison By Employee report.	
5. Press ENTER.	The Batch Job Submission pop-up window appears which directs the generation of the report.

Your Action ...	System Response ...
6. Press ENTER.	The system will display the following message:  XXXXX XXXXXXXX Has Been Submitted Successfully.

**Reprint Pay Detail/summary Report**

Your Action ...	System Response ...
1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose <b>CP</b> (Calculate Pay) from the Payment Menu and press ENTER.	The Calculate Pay Menu will appear.
3. Choose <b>PS</b> (Reprint Pay Detail/Summary Report from the Calculate Pay Menu and press ENTER.  A selection criterion includes Agency Number, Report Code Values, Pay Period End Date, Pay Frequency, and Sort Order.	The Reprint Pay Detail/Summary Report screen will be displayed.  Information is provided by Gross, Adjusted Gross, and Net Pay; Fringe, Earnings Code, Pay Period Hours, Employee and Employer Amounts, and Wage Base.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/25/2019
PHPCPD8P PHPCPD8M Reprint Pay Detail/Summary Report 11:14 AM

_ 0888 CAPITOL CITY DEVELOPMENT DISTRICT D = Detailed Report Only
_ 0002 HOUSE OF REPRESENTATIVES
_ 0003 JOINT LEGISLATIVE OPERATIONS S = Summary Report Only
_ 0004 HOUSE OF REPRESENTATIVES -- MEMBERSHIP
_ 0005 SENATE - MEMBERSHIP B = Both Detailed and
_ 0021 PEER COMMITTEE Summary report
_ 0022 JOINT LEGISLATIVE REAPPORTIONMENT
_ 0025 LEGISLATIVE BUDGET OFFICE
_ 0051 SC-SUPREME COURT
_ 0054 SC-ADMINISTRATIVE OFF OF COURTS
_ 0055 SC-COURT OF APPEALS
_ 0071 ATTORNEY GENERAL
_ 0083 OPTOMETRY BOARD
_ 0091 OFFICE OF STATE PUBLIC DEFENDER

Pay Period End Date (MMDDYYYY): _ _ _ Pay freq: _ *Sort Order: N

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

Your Action ...	System Response ...
4. Press ENTER.	The Batch Job Submission pop-up window appears which directs the generation of the report.
5. Press ENTER.	The system will display the following message:  XXXXX XXXXXXXX Has Been Submitted Successfully.

**Payroll On-Line Calculation**

The Payroll On-Line Calculation screen allows a payroll officer to perform a gross to net calculation on an employee or worker without running a preliminary payroll. The impact on a worker's net pay due to changes in salary, deductions, or taxes can be viewed prior to running payroll.

Your Action ...	System Response ...
1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose <b>CP</b> (Calculate Pay) from the Payment Menu and press ENTER.	The Calculate Pay Menu will appear.
3. Choose <b>OC</b> (Payroll On-Line Calculation) from the Calculate Pay Menu and press ENTER.	The Payroll On-Line Calculation screen will appear.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/25/2019
PHPCIF1D PHPCIF1M Payroll On-Line Calculation 11:20 AM

*Agency: _____ *SSN: _____
*PP End Date...: _ _ _ *Pay Freq...: _ P/W Ind..: P (P/W)
Hourly Rate...: _____ Salary.....: _____ Pay Methd:
Adjusted Gross: _____ Gross Pay...: _____ Net Pay...: 0.00
School Earned.: _____ School Paid: _____ Contract#:
1 of
Trans Trans PIN/WIN# Pay Period Employee Employer Wage
Code Type or Seq# Hours Amount Amount Base
-----
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Quit
    
```

Your Action ...	System Response ...
4. Enter the following information:  * <b>Agency:</b> Enter the agency code xxxx. * <b>SSN:</b> Enter the employee's Social Security Number. * <b>Pay Period End Date:</b> Enter the end date in MM DD YYYY. * <b>Frequency:</b> Enter the current frequency of the position (M=Monthly, W=Weekly, etc.) <b>P/W Ind:</b> Enter <b>P</b> for PIN or <b>W</b> for WIN employee.	
5. Press ENTER.	The employee or worker's work cycle hours, dates and overtime information screen will appear.

```

PAFNC10  PAVD          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/25/2019
PHPCIF1D PHPCIF1M          Payroll On-Line Calculation                11:22 AM
-----Details of expected overtime-----+
---- Information linked to Work Cycles to be paid in this Pay Period ----
      Work Cyc Applic EXTWK  CALBK  Total Agency  FLSA
Start Date  End Date  Wk + Hrs  Hours Hours  Hours  Hours  Comp  Overtime
-----
01/28/2019 02/03/2019 1  40.00  40.00                40.00
02/04/2019 02/10/2019 1  40.00  40.00                40.00
02/11/2019 02/17/2019 1  40.00  40.00                40.00
02/18/2019 02/24/2019 1  40.00  32.00                32.00

----- Applicable Pay Cycle Info -----
Current Start Date.: 02/01/2019      Current End Date...: 02/28/2019
Previous Start Dates: 01/01/2019      Previous End Dates.: 01/31/2019
                   02/01/2008                02/29/2008
Total Agency Comp...:
Holiday Worked Hours:
Additional comments.: No overtime to be paid
    
```

Your Action ...	System Response ...
6. Press ENTER.	The system will calculate the employee's detail pay information for the pay period and frequency entered.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/25/2019
PHPCIF1D PHPCIF1M Payroll On-Line Calculation 12:40 PM

*Agency: _____ *SSN: _____ DOE JR, JOHN
*PP End Date...: 02 28 2019 *Pay Freq...: M P/W Ind...: P (P/W)
Hourly Rate...: 25.67 Salary.....: 4465.09 Pay Methd: S
Adjusted Gross: 4465.09 Gross Pay..: 4528.59 Net Pay...: 2491.32
School Earned.: School Paid: Contract#:
1 of 12
Trans Trans PIN/WIN# Pay Period Employee Employer Wage
Code Type or Seq# Hours Amount Amount Base
-----
REGSH EARNINGS 19 152.00 4465.09
HOLID EARNINGS 19 8.00
LIFEI EARNINGS 19 63.50
HLCSP PRE-TAX 1 686.00 367.00
SLIFP PRE-TAX 1 9.00 9.00
RPERS TAXES 1 401.86 703.25 4465.09
FIT TAXES 1 315.64 3431.73
FICA TAXES 1 237.68 237.68 3833.59
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Quit
    
```

**Calculate Pay Browse**

There are 4 screens available for browse features within the Calculate Pay Menu. These screens allow for displaying of the Pay Details Earnings/Deductions/Tax Summary screens and for the viewing of calendar year, quarter-to-date records.

**Browse Pay Details**

Your Action ...	System Response
1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose <b>CP</b> (Calculate Pay) from the Payment Menu and press ENTER.	The Calculate Pay Menu will appear.
3. Choose <b>PB</b> (Browse Pay Details) from the Calculate Pay Menu and press ENTER.	The Browse Pay Details screen will appear.
A selection criterion includes Agency Number, SSN, Pay Period End Date, and Pay Frequency.	Information is provided by Agency, SSN, F/P Indicator; Payroll Run Number, Pay Period End Date, Supplemental Run Number, Supplemental Run Date and Adjustment Type in Pay Period End Date descending order.

```

PAFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/25/2019
PHPCPD7B PHPCPD7M Browse Pay Details 11:24 AM

(D)          F/P   Payroll   Pay Period   Supplement   Supplement   Adj
Act  Agency   SSN   Ind  Run Number   End Date   Run Number   Run Date   Typ
-----
*** End of Data ***

*Agency: ____ *SSN: _____ PP End Date: __ __ ____ (MMDDYYYY) Pay Freq _

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

```

Your Action ...	System Response
4. Enter <b>D</b> isplay in the action field next to the record to be viewed and press ENTER.	The Pay Details Earnings/Deductions/Tax Summary screen will appear.

### Browse Pay Details by Warrants/EFT's

Your Action ...	System Response
1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose <b>CP</b> (Calculate Pay) from the Payment Menu and press ENTER.	The Calculate Pay Menu will appear.
3. Choose <b>PW</b> (Browse Pay Details by Warrants/EFT's) from the Calculate Pay Menu and press ENTER.  Selection criteria includes Agency Number, SSN, Warrant/EFT Number, and Pay Period End Date	The Browse Pay Details by Warrants/EFT's screen will appear.  Information is provided by Agency, SSN, Warrant/EFT Number, F/P Indicator, Payroll Run Number, Pay Period End Date, Supplemental Run Number, Supplemental Run Date and Adjustment Type in Warrant/EFT Number order.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/25/2019
PHPCPD9B PHPCPD9M Browse Pay Details by Warrants/EFT's 11:26 AM

(D) Warrant/ F/P Payroll Pay Period Suppl Suppl Adj
Act Agcy SSN EFT Nbr Ind Run Nbr End Date Run Nbr Run Date Typ
-----
*** End of Data ***

*Agency: _____ *SSN: _____ Warrant/EFT No.: _____
PP End Date: __ __ __ (MMDDYYYY)
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      Help Main End Note Bkwd Fwd Prnt Quit
    
```

Your Action ...	System Response
4. Enter <b>D</b> isplay in the action field next to the record to be viewed and press ENTER.	The Pay Details Earnings/Deductions/Tax Summary screen will appear.

**Browse Pay Details by Location**

Your Action ...	System Response
1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose <b>CP</b> (Calculate Pay) from the Payment Menu and press ENTER.	The Calculate Pay Menu will appear.
3. Choose <b>PL</b> (Browse Pay Details by Location) from the Calculate Pay Menu and press ENTER.  Selection criteria includes Agency Number, SSN, and Pay Period End Date	The Browse Pay Details by Location screen will appear.  Information is provided by Agency, SSN, F/P Indicator, Payroll Run Number, Pay Period End Date, Supplemental Run Number, Supplemental Run Date and Adjustment Type.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/25/2019
PHPCPD0B PHPCPD0M Browse Pay Details by Location 12:29 PM
Location: 2561

(D)
Act Agcy SSN F/P Payroll Pay Period Supplement Supplement Adj
-----
Ind Run Number End Date Run Number Run Date Typ

*Agency: ____ *SSN: _____ PP End Date: __ __ ____ (MMDDYYYY)
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Note Bkwd Fwd Prnt Quit
    
```

Your Action ...	System Response
4. Enter <b>D</b> isplay in the action field next to the record to be viewed and press ENTER.	The Pay Details Earnings/Deductions/Tax Summary screen will appear.

**Browse Quarter to Date File**

Your Action ...	System Response
1. Choose <b>P</b> A (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose <b>C</b> P (Calculate Pay) from the Payment Menu and press ENTER.	The Calculate Pay Menu will appear.
3. Choose <b>Q</b> T (Browse Quarter to Date File) from the Calculate Pay Menu and press ENTER.  A selection criterion includes Calendar Year, Agency Number, and SSN.	The Browse Quarter to Date File screen will appear.  Information is provided by Calendar Year, Agency, SSN, and Employee Name.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/25/2019
PHPQTD1B PHPQTD1M Browse Quarter to Date File 12:31 PM

Actions: (D)
Act Year Agency SSN Name
-----
-----

Year: ____ *Agency: ____ *SSN: _____

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

Your Action ...	System Response
4. Enter <b>Display</b> in the action field next to the record to be viewed and press ENTER.	The Maintain Quarter to Date File screen will appear.  Information is displayed by quarter for Gross and Net pay, Amount per earnings code, Hours per earnings code, Employer share of State Health and Life deductions, Employer share of Social Security and Retirement contributions, and Wage Bases for all taxes and retirement. All frequency types are included in the amounts.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/25/2019
PHPQTD1D PHPQTD2M Maintain Quarter to Date File 12:41 PM
4 more >
*Action: _ (D,N) Name: DOE JR, JOHN
Year: ____ Agency: ____ *SSN: _____

Gross Pay Net Pay
-----
Quarter-1: _____ 4528.59 _____ 2491.32
Quarter-2: _____
Quarter-3: _____
Quarter-4: _____

LastUpdDtTm: 06/25/2019 11:00:20.5 AM LastUpdtUser/Pgm: PH130024 PHPCPD4X
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response
5. Press F11 to access the second panel of this screen.	The second panel of this screen will appear.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/25/2019
PHPQTD1D PHPQTD3M Maintain Quarter to Date File 12:33 PM
< 1 more 3 more >
*Action: _ (A,C,D,M,N,P) Name: DOE JR, JOHN
Year: 2019 Agency: 0888 *SSN: 125110977

Trans  Trans      Quarter-1  Quarter-2  Quarter-3  Quarter-4
Type  Code   Seq  Amount  Amount  Amount  Amount
-----
1 Earngs REGSH      4465.09
2 Earngs HOLID
3 Earngs LIFEI      63.50
4 PreTax HLCSP    1 686.00
5 PreTax SLIFP    1  9.00
6 Tax    RPERS    1 401.86
7 Tax    FIT      1 315.64
8 Tax    FICA     1 237.68
9 Tax    MCARE    1  55.59
10 Tax   MSIT     1 120.00

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

Your Action ...	System Response
6. Press F11 to access the third panel of this screen.	The third panel of this screen will appear.

```

PFNC10  PAVD          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/25/2019
PHPQTD1D PHPQTD4M      Maintain Quarter to Date File      12:43 PM
< 2 more                                     2 more >
*Action: _ (A,C,D,M,N,P) Name: DOE JR, JOHN
      Year: ____ Agency: ____ *SSN: _____

      Trans   Trans      Quarter-1  Quarter-2  Quarter-3  Quarter-4
      Type    Code       Hours      Hours      Hours      Hours
      -----
1  Earngs    REGSH                168.000
2  Earngs    HOLID                16.000
3  Earngs    LIFEI
4  PreTax    HLCSP           1
5  PreTax    SLIFP           1
6  Tax       RPERS           1
7  Tax       FIT             1
8  Tax       FICA            1
9  Tax       MCARE           1
10 Tax       MSIT            1

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

Your Action ...	System Response
7. Press F11 to access the fourth panel of this screen.	The fourth panel of this screen will appear.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/25/2019
PHPQTD1D PHPQTD5M Maintain Quarter to Date File 12:45 PM
< 3 more 1 more >
*Action: _ (A,C,D,M,N,P) Name: DOE JR, JOHN
Year: ____ Agency: ____ *SSN: _____

Trans Trans Quarter-1 Quarter-2 Quarter-3 Quarter-4
Type Code Seq Employer Amt Employer Amt Employer Amt Employer Amt
-----
1 Earngs REGSH
2 Earngs HOLID
3 Earngs LIFEI
4 PreTax HLCSP 1 367.00
5 PreTax SLIFP 1 9.00
6 Tax RPERS 1 703.25
7 Tax FIT 1
8 Tax FICA 1 237.68
9 Tax MCARE 1 55.59
10 Tax MSIT 1

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

Your Action ...	System Response
8. Press F11 to access the fifth panel of this screen.	The fifth panel of this screen will appear.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/25/2019
PHPQTD1D PHPQTD6M Maintain Quarter to Date File 12:47 PM
< 4 more
*Action: _ (A,C,D,M,N,P) Name: DOE JR, JOHN
Year: ____ Agency: ____ *SSN: _____

Trans  Trans      Quarter-1      Quarter-2      Quarter-3      Quarter-4
Type  Code    Seq  Wage Base  Wage Base  Wage Base  Wage Base
-----
1 Earngs REGSH
2 Earngs HOLID
3 Earngs LIFEI
4 PreTax HLCSP      1
5 PreTax SLIFP      1
6 Tax    RPERS      1      4465.09
7 Tax    FIT         1      3431.73
8 Tax    FICA        1      3833.59
9 Tax    MCARE       1      3833.59
10 Tax   MSIT        1      3431.73

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