
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6121	SPAHRs Orientation – System Navigation	Revised Date: 10/15/2019
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**SPAHRS Orientation - System Navigation
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System Overview

SPAHRS was designed to be a user-friendly, fully integrated, on-line, secure system. The system is menu-driven, has common function keys, provides on-line help, and has meaningful messages. It is fully integrated as data entered in one process is automatically posted to related processes within the system. In addition, SPAHRS data is integrated with MAGIC, the Mississippi Executive Reporting Library Information Network (MERLIN), NEOGOV, and the Access Channel for Employees (ACE).

The system provides on-line inquiry and reports and provides processing for the majority of its functions (the main exceptions are in payroll calculations, approval processing and some reports) allowing the user to see the results of transactions as they are entered. The system is secure as it limits access by individual user, transaction type and agency; provides approval of transactions; contains audit trails; and maintains internal controls.

System Security

SPAHRS security is designed to:

- Ensure data remains confidential
- Maintain internal control
- Establish audit trails

To accomplish these objectives, each agency is protected by multiple levels of security within SPAHRS. Each user is assigned an “individual” level and a “group” level by their agency Security Administrator. Depending on the group assignment, the user will view menu options for the transactions and functions available to the group. Within each transaction the security determines the type of access or level the user has.

For example, a personnel clerk may have “read” and “update authority” for time reporting, but not have “delete privileges.” The Personnel Director may not be able to “enter” or “delete” payroll transactions, but may have “read-only” access to payroll calculations.

MMRS retains system administration rights to maintain security set up approval transactions, group security, and data maintenance.

System Navigation

Logon Procedures

To logon to SPAHRS, a user must have access and security to the State Computer Center. Once the connection to the Center is established, the user must have security for SPAHRS.

Your Action ...	System Response ...
1. Connect to the State Computer Center via 3270.	VTAM/Switch Logon screen will be displayed.

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:                               12:27:09
Password:                              02/28/2017
New Password :                          VTRM1001
```

MISSISSIPPI DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES
CPU1

Your Action ...	System Response ...
2. Tab down and type in your assigned VTAM/SWITCH (formerly TPX) User ID and Password. Press ENTER.	The VTAM/Switch menu screen will be displayed. Users' Menu will not have all of the session ID's listed in the example shown.

```
VTAM/Switch 6.5  CCVSW  Session Selection  User: PHFNC10  Term: VTRM1001
=====>
----- Application List -----
  1 ADACICS  ADABAS C.I.C.S.          ACTIVE
  2 FMVIEW   FMVIEW                      ACTIVE
  3 SPAHRS   SPAHRS CICS              ACTIVE
  4 SPAHRSA  SPAHRS CICS              ACTIVE
  5 TEST41   TEST CICS FOR SPAHRS          ACTIVE
  6 TEST41A  TEST CICS FOR SPAHRS          ACTIVE
  7 TSO      TSO FOR PRODUCTION          ACTIVE
  8 VIEW     VIEW                      CHECKING

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

Your Action ...	System Response ...
3. Enter the corresponding number beside SPAHRS in the command line at the top of the screen. Press ENTER.	A banner screen message will appear.

```

_ THIS SCREEN LAST MODIFIED: FEBRUARY 24, 2017 SS
***** MARCH 2017 PAYROLL DUE DATES REVISED *****

ONLY THE R AND S PAYROLL DUE DATES HAVE BEEN CHANGED FROM 3/7/2017 TO
3/8/2017, AND THE REVISED DOCUMENTS HAVE BEEN POSTED ON THE
MMRS WEBSITE AT THIS LINK:
HTTP://WWW.DFA.MS.GOV/DFA-OFFICES/MMRS/MMRS-APPLICATIONS/SPAHRS/

***** ONLINE W-2S FOR TAX YEAR 2016 ARE NOW AVAILABLE IN ACE *****
ELECTRONIC 2016 W-2S ARE NOW AVAILABLE IN ACE. ADDITIONAL INFORMATION
IS ON THE MMRS WEBSITE AT WWW.DFA.MS.GOV/MMRS.
    
```

Your Action ...	System Response ...
4. Clear the screen by pressing the PAUSE/BREAK key; type PHPR; press ENTER.	The SPAHRS Natural Security Logon Screen will be displayed.

```

13:01:39                *** NATURAL SECURITY ***                17-02-28
                        - Logon Procedure -

      SSSSSSSS   PPPPPPPP   AAAAAAAA   HH   HH   RRRRRRRR   SSSSSSSS
      SSSSSSSS   PPPPPPPP   AAAAAAAA   HH   HH   RRRRRRRR   SSSSSSSS
      SS         PP   PP   AA   AA   HH   HH   RR   RR   SS
      SS         PP   PP   AA   AA   HH   HH   RR   RR   SS
      SSS        PP   PP   AA   AA   HH   HH   RR   RR   SSS
      SSSSSSSS   PPPPPPPP   AAAAAAAA   HHHHHHHH   RRRRRRRR   SSSSSSSS
      SSSSSSSS   PPPPPPPP   AAAAAAAA   HHHHHHHH   RRRRRRRR   SSSSSSSS
      SSS PP          AA   AA   HH   HH   RR   RR          SSS
      SS  SS PP      AA   AA   HH   HH   RR   RR          SS
      SSSSSSSS PP      AA   AA   HH   HH   RR   RR   SS   SS
      SSSSSSSS PP          AA   AA   HH   HH   RR   RR   SSSSSSSS
      SSSSSSSS PP          AA   AA   HH   HH   RR   RR   SSSSSSSS

      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM

      MESSAGE : *** WELCOME TO THE SPAHRS PRODUCTION DATABASE - DATABASE 30 ***

      Library ID: PHPR_____   User ID: _____
      Password:   New Password:
    
```

Your Action ...	System Response ...
5. PPHR should be displayed in the Library ID field; tab to the User ID field and type your assigned SPAHRS User ID; tab to the Password field and type your password; press ENTER.	If information exists in the SPAHRS Mailbox, press ENTER to proceed to the next screen. After all Mailbox screens have been viewed, the SPAHRS Welcome Screen will be displayed, as shown below.



Menus

SPAHRS contains a series of menus that enable the user to navigate from one screen in the system to another. At times when a menu item is selected, a second or third menu will be displayed. However, generally no more than three layers of menus are required to get to a transaction or inquiry screen.

The system also provides some fast path commands that enable the user to bypass multiple layers of menus. If a fast path is available, the command code is shown to the right of the menu item. The fast path command is entered onto the Direct Command line.

If the user knows the series of menu codes used to go directly to the requested screen or transaction, they can be entered onto the Direct Command line with a space between each code; the system will then bypass each menu.

The main menu is displayed when the user logs on the system. Menu options vary by user. The user will see only menu options for those functions, screens, reports, etc. that they can access. The complete main menu is shown below:

Code	Description	FastPath
AG	Agency	AG
OC	Occupation	OCCU
PO	Position	POS
PW	Propose Wage, Salary and Fringe Benefits	WSF
SE	Selection	SEL
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

The available menu options are shown with a two-digit code. To select an option, perform one of the following actions:

- Type the two-digit command code into the Code line; press ENTER, OR
- Type the Fast Path command, if available, into the Direct Command line; press ENTER, OR
- Type the series of menu command codes in the Direct Command line; press ENTER, OR
- Place the cursor on the line containing the code/description, press ENTER.

The selected sub-menu or screen will then be displayed.

Screen Layout

Each transaction screen is composed of action and direct command lines, data fields, and messages.

Menu or Screen Name

User ID (left) / Date & Time
(right)

Program Name (left) / Page
(right)

Action Line:

Fields

Direct command line

Function key(s) availability

Message Line

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			

The Action Line is used to tell the system what action is to be performed. A listing of available action codes is provided on Page 10. Each action is not available on each screen; the screen will indicate (in parentheses) which actions can be used.

Information on the screen is entered and stored in fields. System populated data will be displayed on the screen. If data cannot be entered in a field, the user will not be able to tab to that field.

Some transactions continue on additional screens. When this occurs, the current screen will indicate the number of additional panels and “More” on the screen. This will be displayed at the top left or right corner of the screen with an arrow pointing to the direction of the additional screen panels. The additional screen or screens can be accessed by the use of function keys F10 and F11 to page left and right between the multiple panels.

Notes and comments can be attached to certain transactions or processes when security access permits. This is performed on a separate but linked screen. To attach a note or comment, press F5, and the appropriate screen will be displayed. Type the note or comment, press ENTER and then press F3 when complete. The note will then be attached to that record for others to display and read if they have the proper security access. Users are not able to modify notes and comments entered by other users.

Each screen contains a Direct Command line. This line can be used to enter fast path commands or a series of menu codes to take the user to a different screen or menu. Directly below the Direct Command line is a ruler of all function keys. The available function keys on the screen have a description below the key. If the function key is unavailable on that screen, no description for that key will be displayed.

The system displays messages at the bottom of the screen. The messages are either informative or contain useful error messages. Informative messages may be “Scrolling performed successfully” or “Added successfully.” Error messages state what is still required to perform the requested action.

Online Help

SPAHRS contains numerous online help features. Some screens have a help feature that tells the purpose of the screen and the required fields to add a record. To access this Help, place the cursor outside a field and press F1.

Active help is also available for certain fields on each screen. This help provides a table listing of available codes for the field and allows the user to select the appropriate code. The system places the selected code in the field. If active help is available on a specific field, there will be an asterisk (*) in front of the field name. To access this level help, press F1 while the cursor is in the field. Passive help may also be available in fields not marked with an asterisk (*). Placing an F1 when in these fields will access this help.

The message line also provides help as the messages state what action is needed or what fields must be entered to complete the transaction or action to be performed. If an error message appears, the system will prevent the action or processing until the error is corrected.

Function Keys

There are standard function keys throughout the system. These include:

Function Keys	Description
F1	Help - This 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 (e.g., from the agency maintenance screen to the agency program budget screen); OR commits a transaction (e.g., occupation proposals are updated). This is generally used for purposes of history.
F5	Notes and Comments
F6	Linking key - Goes to another denoted screen or transaction (generally contains historical information)
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 (requires second request)

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

Action Codes

There are standard action codes in the system. These include:

Action Codes	Description
A	Add
B	Browse
C	Clear the screen of data in order to have a blank screen; this action does not delete the data. On some browse screens C may be used for Copy.
D	Display a selected record
M	Modify a selected record
N	Next - display the next sequential record
P	Purge - delete the record; this action is available based on security clearance
S	Select - used on some browse screens

Not all users will have access to perform all available actions. The access is determined by security clearance. Available actions are noted to the right of the Action field in parentheses.

Browse

Online inquiry, referred to as browse, is available in SPAHRS. There are menu options for browse. When these options are chosen, the system displays information by a set criterion. For example, within the Report Time Browsers Menu there are browse options for report time by Agency, by employee, by Location, and by Supervisor. Additional selection criteria may be available on the browse screens.

Once the system has displayed the requested data, the record can be selected for action from the browse screen. Depending on the user's security, the available action may be display only or modify.

Browse options may also be available within a transaction screen. For example, when modifying an employee's demographic data, the system requires the employee's social security number to be entered. A browse option is available to have all employees listed with their social security number and name. This information is contained in a table, which can be accessed by entering an action code of "B." When the employee is selected from the browse table, his or her record is displayed.

Transaction Processing

In order to complete a transaction, there are certain steps that must be performed. The first step is to add a record or select a record to be modified and then modify it. Once the action is completed, the system will perform several edits to ensure the information is complete and correct. Most of these edits are performed online and are seen immediately by the user. Exceptions to the online edit process occur primarily with the Payroll and the Wage, Salary and Fringe processes; these edits are conducted as a batch process.

The edit process generally occurs by validating information against data stored in a table. Generic tables contain information that is not agency specific. These tables are either generated by the system or entered by one of the control agencies. User tables are agency specific and must be populated and maintained by the agency. For example, county codes and pay frequency types are entered in a generic table maintained by Mississippi Management and Reporting System; the agency specific approval review points are contained in user maintained tables.

Once the transaction passes all the edits, the system updates the record, or holds the record in a pending status if the transaction requires approval. If the transaction affects other data within the system, those records will also be updated at this time. For example, if an employee is hired, the number of filled positions on the agency record will also be updated. If a personnel action is accepted but has a future effective date, the payroll process will not receive the record until its effective date.

The Approval Process

There is a multi-level approval process within SPAHRS. When the transaction is complete and an approval is needed, the system will show the record with a pending status. Approvals can be applied by the user and/or supervisory officials at an agency if required or desired. Control agencies, such as the State Personnel Board, the Department of Finance and Administration, the Office of Personal Service Contract Review, and the Office of the Attorney General, also have approval authority for certain transactions.

The approval process is multi-level if desired, and offers agencies the option of having more than one approver at the agency level in addition to required approvers at the control agency level.

There are other transactions that do not require approval either by the agency level or by a control agency. For instance, personnel transactions in agencies not under the purview of the SPB may not require approval. The system will either not request an approval to be applied or the system will automatically approve the record and show it has been approved.

The system has an automatic notification process for approvals. If multiple approvals are required, the system notifies the next approving level that a transaction is ready for his or her approval. Notification of approval or disapproval is transmitted back to the originating person or agency. Additional browse options are available to display pending and completed approvals.

Transactions requiring approvals are recorded as pending until approved. For example, if a contract transaction is disapproved, it will be noted as pending but will be flagged as disapproved; all other transactions stay pending. Certain processes of the system will also record approvals by a status code. This generally occurs only for transactions performed by SPB and DFA.

The system will accept multiple approval statuses on a transaction, depending on the effective date. For example, if a position profile is to be changed effective on a future date, the system will record the current profile with an approved status and the future profile with a pending status. Both current and future profiles can be accessed and reviewed, and this capability assists the agency in knowing if a request has been sent to SPB for a future action.

Reports

Because SPAHRS is interactive and updates data online, many reports can be viewed on the screen or printed at the agency. Additional reports are available by requesting a batch printing process, also printed directly from SPAHRS. In some cases reports can be printed by pressing F9. Certain other reports are automatically sent to FMVIEW where they remain for a period of three months; the FMVIEW reports can be viewed or printed.

The system contains standard reports that can be selected from menu options. In addition, many of the report requests contain selection criteria that enable the user to select only certain data to appear on the reports. For example, contract reports can be selected by effective date, dollar amount, by fiscal year or by agency. The system also has the capability to print from an agency printer or a centralized printer. The selection criteria may also include the printer identifier and the number of copies to be printed.

History Information

The system provides history information for numerous functions or transactions. For example, historical information may include a position reallocation date, or the last time an agency record was updated. The system may record the information by an effective date or by using a time and date stamp. The historical information can be accessed through available menu browse options or by pressing a function key when a specific record is being displayed which has historical data.

Logoff Procedures

Your Action ...	System Response ...
1. Press F12.	A Confirmation of Termination Window will be displayed.

```

+-----+
| PHIQUIT          *** Confirmation of Termination ***                |
| Dec 31,14                                               1:38 PM      |
|                                                           |
| PF12 was pressed...                                       |
| Press PF12 again to quit entirely out of SPAHRS         |
| Press PF3 to resume where you left off                 |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11 |
|                               End                             |
+-----+

```

Your Action ...	System Response ...
2. Press F12 to confirm the logoff.	A blank screen with a brief message displayed in the top left will be displayed.

NAT9995 Natural session terminated normally.

Your Action ...	System Response ...
3. Clear the CICS screen by pressing the PAUSE key.	The message will be deleted.
4. Type LOGO (Logoff) and press ENTER.	The VTAM/Switch Menu will appear.
5. On the Command line, enter logoff and press ENTER.	A pop up box will appear will appear asking you, "Are you sure you want to exit?"
6. Select Yes.	

MMRS Training Documentation Database

Documentation exists for all MMRS applications and can be found in the MMRS Training Documentation database. For each training class there are workbooks that can be downloaded and printed from this database. There are also job aids and web tutorials for viewing or printing. Each workbook provides an overview of the process and a brief summary of the functions within the process. The workbooks also contain instructions on how to complete the functions in SPAHRS. The instructions show how to access the transaction from the process menu and not from the main menu. The workbook denotes in boldface type the fields to enter. The optional fields are also shown, though there is less descriptive information on those fields.

MMRS Training workbooks, job aids, and web tutorials can be found on the MMRS web site at www.dfa.ms.gov/mmrs/ under MMRS Training> Legacy Training Materials.