

1. **I have a state employee who is separating out of a PIN and will become a contract worker. What steps are needed before hiring into a WIN?**

Once you have determined that all payments due to the employee are paid, expire all of the deduction records before the state employee is separated out of the PIN (retirement record, insurance, etc.). Separate the employee out of the PIN. Create the contract, and hire the worker into a WIN or hire the worker without WIN. New applicable deduction records must be established. Add the eligibility sequence number (**EM MP MI**), as well as the WIN default account distribution record.

2. **Can a worker be in multiple WINs within the same agency and have different rates of pay?**

Yes, a contract worker can be in multiple WINs within the same agency and have different rates of pay. Each WIN must have its own contract. When entering time, the hours entered must be entered on the related WIN number.

3. **How can agencies correct Social Security Numbers?**

The first step is for the agency users to attempt to change the SSN themselves (**EM ME ES - Maintain Employee/Worker SSN**). If the agency gets an error message that a duplicate SSN exists when they attempt to submit a Change SSN transaction, then MMRS Functional staff will need to complete the MERGE SSN.

The agency must provide a **clear** copy of the Social Security card along with their SSN merge request to the MMRS Call Center. This type of action does not require SPB approval.

4. **How do agencies request data change(s) on a PIN?**

If the agency is under the purview of SPB, then a request from SPB must be signed by the appropriate approval authority. MMRS will receive a fax from SPB requesting the approved change(s). Agencies not under the purview of SPB should contact the MMRS Call Center via telephone, fax or mash@dfa.ms.gov.

5. **How do agencies request data change(s) on a WIN?**

WIN data change(s) **do not** require SPB approval. Agencies should contact the MMRS Call Center via telephone, fax or mash@dfa.ms.gov.