
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6322	SPAHRs Report Time Schedules	Revised Date: 07/21/2025
		Version: 8

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Objective

Develop an understanding of how schedules for employees and legislators are established, maintained and processed in SPAHRS.

Outcome

Ability to establish, maintain, and view schedules through the Report Time menu.

Overview

Work schedules are assigned to each PIN on the Maintain Position Information screen (**PO, MP, MP, F11**). Work schedules are assigned to each WIN on the Maintain WIN Within Contract (**MC, CW, WN**) screen or the Maintain WIN Without Contract screen (**EM, EE, WC**).

Schedules

Positive Reporting Schedules are set up for employees/workers who do not work a regular schedule. No default hours are reflected on these schedules; they must be manually populated on the timesheet by the user or entered via a Report Time upload file.. Schedule 00 is a positive reporting schedule with a work cycle start day of Monday. Other positive reporting schedules have been established with other work cycle start days. The start day of the work cycle must be tied to one of the work cycles established for the agency (**PA, OT, BA**).

The Mississippi Management and Reporting System (MMRS) is the control agency responsible for maintaining the default schedule table. If a current default schedule does not meet an agency's need for their employees/workers, a request should be submitted to MMRS, outlining what is needed. MMRS will then evaluate the request and establish a new default schedule if it is determined an existing one does not meet the agency's specifications.

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.

```

PHFNC10 PHVC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/10/2019
PHIMAINU PHIMAINM Report Time Menu 01:05 PM

```

Code	Description	FastPath
EE	Enter Employee Time	
EL	Enter Location Time	
ET	Enter Time	
RP	Report Time Reports	
BR	Report Time Browsers	
RS	Schedules	
BI	Batch Online Submission Menu	
CL	Create Leave Balance	
CT	Create Timesheets	
OD	Browse Override Distribution	OVERRIDE

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 RS (Schedules) from the Report Time Menu and press ENTER.	The Schedules Menu will appear.

```

PHFNC10 PHVC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/10/2019
PHIMAINU PHIMAINM Schedules Menu 01:14 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

Default Schedule (MMRS ONLY)

The default schedule table contains schedule codes identifying various possible work schedules. Schedule 01 is the default schedule assigned to all PINs and WINs. It is a Standard Monday-Friday, 8 hours per day work week and a work cycle start day of Monday.

Your Action ...	System Response ...
3. Choose SD (Default Schedule) from the Schedules Menu and press ENTER.	The Default Schedule screen will appear.

Your Action ...	System Response ...
4. Choose Add action and enter A beside any record on browse.	
5. Press ENTER.	The schedule screen will appear.
6. Alternately, the PF4 key can be pressed instead of entering A beside a record,	The schedule screen will appear.

Before adding a new default schedule, it must be defined on the SCHD (Schedule) table in the list of Generic Tables (SA, GT, SCHD).

```

PHFNC47 PHVE          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      07/09/2025
PHPTTICB PHPTTIKM          Default Schedule                          03:40 PM
Actions: (A,D,M,P)
Schedule Holiday Wk Cyc
*Act Number Type St Day Schedule Description
-----
-      A0      H      SAT      RDO SUN, MON, WED, 10 HRS A DAY
-      A1      H      SAT      RDO FRI, SAT, WED, 10 HRS A DAY
-      A2      H      SAT      RDO SAT, SUN, TUES, 10 HRS A DAY
-      A3      H      SAT      RDO SAT, SUN, WED, 10 HRS A DAY
-      A4      H      SAT      RDO SAT, SUN, Thur, 10 HRS A DAY
-      A5      H      SUN      Mon Tues off, 9,9,9,8,5
-      A6      H      MON      Mon-Wed 11 hrs, 7 hrs Thur
-      A7      H      MON      Fri-Sun 11 hrs, 7 hrs Thur
-      C1      H      MON      Compressed 35/45
-      C2      H      MON      COMPRESSED, 2 WEEK, 36/44 HRS EACH WEEK, 1ST FRI 0
-      C3      H      MON      COMPRESSED 2 WK,36/44 EACH WK, 1ST MON OFF, 2ND MO
-      C4      H      MON      Compressed 42/38 No Day Off
*Schedule Number:  _
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Add Bkwd Fwd Quit

```

```

PHFNC47 PHVE          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      07/09/2025
PHPTTICD PHPTTIKM          03:50 PM

*Action: A (A,D,M,P)
*Schedule number.....:  _

Holiday Type.....:  _
Wk Cycle Start Day....:  _ Schedule Start:  _ (MM/DD/YYYY)
+-----Mon-----Tue-----Wed-----Thur-----Fri-----Sat-----Sun+
1 to 6 Week Sch Week 1:  _
(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
Enter information to be added

```

Your Action ...	System Response ...
7. Schedule Number: Enter the two character code defined on the SCHD generic table.	

8. Press ENTER.	
9. Enter the following information:	
Holiday Type: Enter "H" for regular holiday schedule, Schedule Start Day: The day of the week, Monday through Sunday, This day will determine when the work cycle of the employee will begin Days and Weeks values: The expected hours to work on each day and up to 6 weeks of values where the values are not the same from week to week.	
Schedule Start MM/DD/YYYY): Enter the date the schedule starts. The default starting date must match the Schedule Start Day entered Compression Start Date (MM/DD/YYYY) if establishing a default compressed schedule Compression End Date (MM/DD/YYYY) if establishing a default compressed schedule Compressed Sch. Week 1, 2, 3, 4: These are the actual Compression hours an employee is expected to work on each week entered and up to 4 weeks with different values can be entered. Compression is where you have a different set of hours from those assigned in the upper default values.	System Response ...

Your Action ...	System Response ...
10. Press ENTER.	The system will display the following message: Schedule XX MS-XX added successfully.

Maintain Employees Schedule

The Maintain Employees Schedule screen no longer allows a user to customize an employee/worker's default schedule values. If a default schedule does not exist that matches what an employee will work, a request for a new default schedule must be submitted to MMRS to establish one. This can be done by screen printing positive reporting schedule 00 from the Default Schedule listing and marking it up with the requested values. The schedule start day must be indicated and should correspond to the employee's work cycle start day. MMRS will evaluate the request and if no matching default schedule is found, a new one will be established and the agency will be notified. The new schedule number must be entered in the PIN/WIN with a transaction effective date that matches the beginning of a pay period.

It is not necessary to add an employee's schedule on the Maintain Employee Schedule screen if the employee is on a default schedule that is not a rotating or compressed schedule. Schedules defined as rotating schedules or compressed schedules must be added for the employee and PIN/WIN on the Maintain Employee Schedule screen.

Rotating schedules require the Schedule Start Day (MM/DD/YYYY) to be changed from the default values. The date entered will define when week 1 should be used to populate the values in the first week of the timesheet. This date will be in a previous pay period but will not impact how the previous pay period timesheet was populated. When adding the schedule start date, determine what calendar week WK 1 falls in and enter the Monday date that will start WK 1 of the rotating schedule. All rotating schedules start on a Monday. For example, if an employee is beginning a rotating schedule beginning with a pay period that begins on Thursday, May 1, the schedule start day date would be entered using the Monday date of that week, April 28, 2025. After entering this date, create the May timesheet that begins on May 1, and it should start populating with whatever hours show up on Thursday of week 1 in the rotating schedule. The next week should reflect the values in week 2 and so forth if there are additional rotating weeks. Otherwise, it will go back to the week 1 values and start over.

For schedules defined as compressed, the top portion Schedule Start Day date should be left as is or blank. It should not be changed. The Compression Start Date and Compression End Date in the bottom half of the screen must be populated. Default values are assigned but must be employee specific and must be changed for each employee utilizing the compressed schedule. If not modified, it could result in the timesheet not being populated correctly. The compression end date is a date in the future and not changed unless the employee is going off a compressed work schedule prior to the end of a pay period.

Determine when WK 1 of the compressed schedule should be implemented on the pay period timesheet and enter the corresponding Monday date. Beginning with the assigned date, SPAHRS will begin using WK1 values to populate the timesheet. If the compression work schedule is to begin on May 1, 2025 (Thursday), the compression start date entered should be the date for Monday of week 1, April 28, 2025. Using this date will not change what was populated on the timesheet for April.

Compression schedules allow employees to start or end a compression schedule within a pay period. The schedule number for a compressed schedule should be changed on the PIN/WIN effective the beginning of a pay period, but when the compression start date is a Monday after the beginning of the pay period, the top default values will populate on the timesheet until the compression start date entered is reached, then it will begin populating the timesheet with week 1 compression values and continue until it reaches the compression end date entered. If the compression end date is reached in the middle of a pay period, those days from that date on will be populated with the top default values. When an employee has completed the pay period and will no longer be on a compression schedule, the PIN/WIN for the employee should be assigned a new default schedule that indicates the employee's new work schedule.

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose RS (Schedules) from the Report Time Menu and press ENTER.	The Schedules Menu will appear.

3. Choose SE (Maintain Employee Schedule) from the Schedules Menu and press ENTER.	The Maintain Employee Schedule screen will appear.
---	--

Your Action ...	System Response ...
4. Choose Add and enter the following information: *Agency: Enter the 4-character SPAHRS agency code. *Social Sec Num.: Enter the social security number of the employee or worker for which the schedule is to be added. *Worker Type Code: Enter PIN or WIN for the employee or worker. *PIN/WIN Number: Enter the PIN or WIN number for the employee or worker. Holiday Type: The system will populate this field, *Schedule Number: Enter the schedule number to be added for the worker.	
5. Press ENTER.	The system will display the following message: Schedule to be added has had default values set.

```

PHFNC47 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/09/2025
PHPTTIHD PHPTTIHM Maintain Employee Schedule 03:57 PM

*Action: _ (A,B,C,D,M,N,P)
*Agency.....: _____ *Social Sec Num.: _____
Worker Type Code.....: _____ *PIN/WIN Number.: _____
Holiday Type.....: _____ Schedule Number: _____
Work Cycle Code.....: _____
Work Cycle Start Day.: _____ Schedule Start.: _____
+-----Mon---Tue---Wed---Thur---Fri---Sat---Sun+
1 to 6 Week Sch Week 1: _____
(Hours per Day) Week 2: _____
Week 3: _____
Week 4: _____
Week 5: _____
Week 6: _____
Compression Start Date: _____ Compression End Date: _____
+-----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

```

Your Action ...	System Response ...
<p>:</p> <p>The only data that can be modified is:</p> <p>Schedule Start (MM/DD/YYYY): The date week 1 on the rotating schedule should begin.</p> <p>Compression Start Date (MM/DD/YYYY): Determine the start date for WK 1 to indicate when the timesheet should use WK 1 for population.</p> <p>Compression End Date (MM/DD/YYYY): Enter a future date, unless the compression schedule will end prior to the end of the pay period. This date set up when the employee first goes on a compressed schedule can be changed whenever the employee will leave a compressed schedule before the end of a pay period.</p>	

Your Action ...	System Response ...
6. Press ENTER.	<p>The system will display the following message</p> <p>Position Schedule for xxxxxxxxx aaaa-xxxxxxxxxxx-P-xx-xx added successfully.</p>

Browse Employee Schedule

The Browse Employee Schedule is an alternate method of maintaining/viewing the Maintain Employee Schedule. This screen displays multiple records of employees/workers within the agency in social security number sequence. From the Browse Employee Schedule screen, records may be displayed, added, modified, or purged by entering the appropriate action (D, A, M, P) in the action field and pressing enter.

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose RS (Schedules) from the Report Time Menu and press ENTER.	The Schedules Menu will appear.
3. Choose SB (Browse Employee Schedule) from the Schedules Menu and press ENTER.	The Browse Employee Schedule screen will appear.
Selection criteria includes Agency, SSN, Worker Type and PIN/WIN No.	Information is displayed by Agency Number, Worker Type, PIN/WIN, SSN, Holiday Type, Schedule Start, Schedule, and Schedule Description.

```

PHFNC10 PHVC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/10/2019
PHPTTIJB PHPTTIJM Browse Employee Schedule 01:27 PM
Actions: (A,D,M,P)
Agency Wkr PIN/ Hol Sch Sch
*Act Number Typ WIN SSN Typ Start Num Schedule Description
-----

```

*Agency: _____ *SSN: _____ Worker Type: _ PIN/WIN No: _____

Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Help Main End Add Bkwd Fwd Quit

Your Action ...	System Response ...
4. Select the requested record and press ENTER.	The Maintain Employee Schedule will appear.

Browse Teachers Schedule (Currently NOT Used)

The Teacher Schedule screen is used to establish school employees' schedules for School for the Blind and Deaf. The Browse Teachers Schedule identifies by school year the number of school days in the school year for each type of school employee. The schedule number corresponds to the number of teacher months (9, 10, or 11) listed on a school employee's PIN. The schedule for the school year is created by MMRS based on the school calendar submitted by the Department of Education. All holidays for this schedule are based on the school calendar and are non-compensated days.

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose RS (Schedules) from the Report Time Menu and press ENTER.	The Schedules Menu will appear.
3. Choose ST (Browse Teachers Schedule) from the Schedules Menu and press ENTER.	The Browse Teachers Schedule screen will appear.

PHFNC10 PHVC		STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM				09/10/2019
PHPTTIGB PHPTTIGM		Browse Teachers Schedule				01:09 PM
Act	Schedule Number	School Year	First Day	Last Day	Number of School Days	
---	---	---	---	---	---	
-	09	1998	08/04/1997	07/22/1998	232	
-	09	1999	08/10/1998	06/04/1999	192	
-	09	2000	08/09/1999	06/02/2000	192	
-	09	2001	08/07/2000	05/31/2001	192	
-	09	2002	08/02/2001	05/28/2002	192	
-	09	2003	08/05/2002	05/30/2003	192	
-	09	2004	08/04/2003	05/27/2004	192	
-	09	2005	08/03/2004	05/31/2005	192	
-	09	2006	08/02/2005	05/31/2006	192	
-	09	2007	08/03/2006	05/31/2007	192	
-	09	2008	08/06/2007	05/30/2008	192	
*Schedule Number: __ School Year: ____						
Direct Command: _____						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---						
Help Main End Add Bkwd Fwd Quit						

Your Action ...	System Response ...
4. Choose Add beside any record and press ENTER.	The Maintain Teacher Schedule screen will appear.

```
PHFNCL0 PHVC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/10/2019
PHPTTIED PHPTTIEM Maintain Teacher Schedule 01:29 PM
```



```
*Action: A (A,D,M,N,P,C)
```



```
*Schedule Number:    *School Year: 
```



```
First Day of School...:      (MMDDYYYY)
Last Day of School....:      (MMDDYYYY)
Number of School days.: 
First check Percentage:     %
Last check Percentage.:     %
Last Payment date.....:      (MMDDYYYY)
Holiday Type.....: 
```



```
Last Update Userid....:
Last Update Date/Time.:
```



```
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
```



```
Help Main End Quit
```

Your Action ...	System Response ...
<p>5. Enter the following information:</p> <p>*Schedule Number: Enter a 9, 10, or 11 for the teacher's schedule number.</p> <p>*School Year: Enter the school year to be added.</p> <p>First Day of School (MMDDYYYY): Enter the first day of school year.</p> <p>Last Day of School (MMDDYYYY): Enter the last day of the school year.</p> <p>Number of School days: Enter the number of days in the school year.</p> <p>First check Percentage: If first check is not a full check, enter the percentage to be paid.</p> <p>Last check Percentage: Enter the percentage of Last Check.</p> <p>Last Payment date (MMDDYYYY): Enter the date last worked.</p> <p>Holiday Type: Enter "T" for teacher holiday schedule, which is linked to the holiday table.</p>	

Your Action ...	System Response ...
Continued. Last Update Userid: The system will populate the ID of the user responsible for the last update to this record. Last Update Date/Time: The system will populate the last date and time that this record was updated.	
6. Press ENTER.	The School Schedule appears with the following message: School Schedule TT-XX-YYYY added successfully

Browse Teacher Arts School Schedule (Currently NOT Used)

This screen is used to establish the Teacher schedules for School for the Arts.

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose RS (Schedules) from the Report Time Menu and press ENTER.	The Schedules Menu will appear.
3. Choose SA (Browse Teacher Arts School Schedule) from the Schedules Menu and press ENTER.	The Browse Teacher Arts School Schedule screen will appear.

PHFNC10 PHVC		STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM				09/10/2019
PHPSSA1B PHPSSA1M		Browse Teacher Arts School Schedule				01:09 PM
Act	Schedule Number	School Year	First Day	Last Day	Number of School Days	
---	---	---	---	---	---	
-	46	2014	08/01/2013	05/30/2014	192	
-	46	2015	08/01/2014	05/28/2015	192	
-	46	2016	08/03/2015	05/26/2016	192	
-	46	2017	08/01/2016	05/31/2017	192	
-	46	2018	08/01/2017	06/01/2018	192	
-	46	2019	08/01/2018	05/29/2019	192	
-	47	2014	08/01/2013	06/26/2014	212	
-	47	2015	08/01/2014	06/26/2015	212	
-	47	2016	08/03/2015	06/28/2016	212	
-	47	2017	08/01/2016	06/27/2017	212	
-	47	2018	08/01/2017	06/30/2018	212	
*Schedule Number: __ School Year: ____						
Direct Command: _____						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---						
Help Main End Add Bkwd Fwd Quit						

Your Action ...	System Response ...
4. Choose Add beside any record and press ENTER.	The Maintain Teacher Schedule screen will appear.

```

PHFNC10 PHVC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/10/2019
PHPSSA1D PHPSSA2M Maintain Teacher Arts School Schedule 01:37 PM

*Action: A (A,D,M,N,P,C)

*Schedule Number:   *School Year:  

First Day of School....:   (MMDDYYYY)
Last Day of School....:   (MMDDYYYY)
Number of School days.:  
First check Percentage:   %
Last check Percentage.:   %
Last Payment date.....:   (MMDDYYYY)
Holiday Type.....:  

Last Update Userid....:
Last Update Date/Time.:

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

```

Your Action ...	System Response ...
<p>5. Enter the following information:</p> <p>*Schedule Number: Enter a 46 or 47 for the Arts teacher's schedule number.</p> <p>*School Year: Enter the school year to be added.</p> <p>First Day of School (MMDDYYYY): Enter the first day of school year.</p> <p>Last Day of School (MMDDYYYY): Enter the last day of the school year.</p> <p>Number of School days: Enter the number of days in the school year.</p> <p>First check Percentage: If first check is not a full check, what percentage is paid?</p> <p>Last check Percentage: Enter the percentage of Last Check.</p> <p>Last Payment date (MMDDYYYY): Enter the date last worked.</p> <p>Holiday Type: Enter "A" for Arts holiday schedule, which is linked to the holiday table.</p>	

Your Action ...	System Response ...
Continued. Last Update Userid: The system will populate the ID of the user responsible for the last update to this record. Last Update Date/Time: The system will populate the last date and time that this record was updated.	
6. Press ENTER.	The Maintain Teacher Arts School Schedule screen appears with the following message: School Schedule TA-XX-XXXX added successfully.

Legislative Work Schedules

Legislators are set up separately in SPAHRS because their unique work schedules and travel expense pay vary significantly from regular state employees. The schedule used for the House and Senate members are established in their own sub-agencies: the House is agency 0004, and the Senate is agency 0005. (**NOTE:** These sub-agencies are separate from the House and Senate employee sub-agencies 0001 and 0002.). The schedules available for the House and Senate members are not available for other agencies to use.

The House and Senate members each have two default work schedules (one with taxable subsistence per diem and one with non-taxable subsistence per diem). The separate schedules enable the House or Senate to convene individually when necessary; for example, only the Senate convenes to confirm appointments. In SPAHRS the Lt. Governor, Speaker of the House, and President Pro Tem are treated as members of the Legislature; each has a default work schedule for in-session pay.

The default schedules provided for in-session legislative report time do not populate days of the week. Instead, they carry the dates of the first, second and third paychecks and a flag indicating whether or not the per diem is taxable. (**NOTE:** Legislators, Lt. Governor, Speaker of the House, and President Pro Tem are treated in SPAHRS as employees of the House and Senate for their regular monthly payroll.)

The in-session payments, paid in three installments, are issued according to statute as follows:

- 1) the first is issued the first day of the session (first Tuesday after first Monday in January)
- 2) the second is issued 30 days after session starts (in February)
- 3) the final is issued at *sine die*, which is the last day of the session

Browse Legislator's Schedule

The Browse Legislator's Schedule is used to establish the legislative session dates for the House and Senate. The schedule is created each year by MMRS based on the session pay time table established in Mississippi Code and any special session called by the Governor.

Legislative special sessions can be called by the Governor at any time. The date range provided should be populated with the first date of the special session and the last date of the special session. These dates will determine what days on the timesheet will populate with the Special Session Per Diem. Should the Governor call a special session within the regular legislative session, a date already designated as a regular session payment date cannot be entered now because it falls within the special session date range. In the event this occurs, an alternate date or dates will need to be entered for the special session.

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose RS (Schedules) from the Report Time Menu and press ENTER.	The Schedules Menu will appear.
3. Choose SL (Browse Legislator's Schedule) from the Schedules Menu and press ENTER.	The Browse Legislator's Schedule screen will appear.

PHFNC10 PHVC		STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM					09/10/2019
PHPTTIMB PHPTTIMM		Browse Legislator's Schedule					01:09 PM
Ac	Session Year	Schedule Number	SCHD Type	First Check	Second Check	Third Check	Per Diem Taxable
--	-----	-----	----	-----	-----	-----	-----
-	2018	27	H	01/02/2018	02/01/2018	03/30/2017	N
-	2018	26	H	01/02/2018	02/01/2018	03/30/2018	Y
-	2018	25	H	01/02/2018	02/01/2018	03/30/2018	N
-	2018	23	S	01/02/2018	02/01/2018	03/30/2018	N
-	2018	22	S	01/02/2018	02/01/2018	03/30/2018	N
-	2018	21	S	01/02/2018	02/01/2018	03/30/2018	Y
-	2018	20	s	01/02/2018	02/01/2018	03/30/2018	N
-	2017	27	H	01/03/2017	02/03/2017	03/31/2017	N
-	2017	26	H	01/03/2017	02/03/2017	03/31/2017	Y
-	2017	25	H	01/03/2017	02/03/2017	03/31/2017	N
-	2017	23	S	01/03/2017	02/03/2017	03/31/2017	N
Session Year: _____ *Schedule Number: _____							
Direct Command: _____							
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---							
Help Main End Add		Bkwd Fwd			Quit		

Your Action ...	System Response ...
4. Choose Add beside any record and press ENTER.	The Maintain Legislator Schedule screen will appear.

PHFNC10	PHVC	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	09/10/2019
PHPTTILD	PHPTTILM	Maintain Legislator Schedule	01:41 PM

*Action: A (A,D,M,N,P,C)

*Session Year.....: ____

*Schedule Number.....: ____

Date of First Check.....: ____ (Use format MM DD YYYY for dates)

Date of Second Check.....: ____

Date of Third Check.....: ____

Extended Third Check Date: ____

Per Diem Taxable.....: _ (Y/N)

Special Session Start Date: ____

Special Session End Date..: ____

Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Help Main End Quit

Your Action ...	System Response ...
<p>5. Enter the following information:</p> <p>*Session Year: Enter the session year for the Legislature.</p> <p>*Schedule Number: Enter a 20, 21, 22, 23, 25, 26, or 27 for the Legislature's schedule number.</p> <p>Date of First Check (MMDDYYYY): Enter the date for the first check to be issued.</p> <p>Date of Second Check (MMDDYYYY): Enter the date for the second check to be issued.</p> <p>Date of Third Check (MMDDYYYY): Enter the date for the third check to be issued.</p> <p>Extended Third Check Date (MMDDYYYY): Enter the date for the extended third check to be issued.</p> <p>Per Diem Taxable (Y/N): Enter Yes or No to indicate if their per diem is taxable.</p>	

Your Action ...	System Response ...
Continue entering the following information. Special Session Start Date: Enter the start date for the special session to begin. Special Session End Date: Enter the end date for the special session to end.	
6. Press ENTER.	The Maintain Legislator Schedule appears with the following message: Legislation Schedule LL-XX-YYYY displayed successfully.

Download of Position Schedule

Your Action ...	System Response ...
1. Choose RT (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose RS (Schedules) from the Report Time Menu and press ENTER.	The Schedules Menu will appear.
3. Choose DS (Download of Position Schedule) from the Schedules Menu and press ENTER.	The Download of Position Schedule screen will appear.

```

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/11/2019
PHPTTSD PHPTTSDM Download of Position Schedule 09:29 AM

```

*Agency: _____

File Name:

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: SPAHRS agency number.	
5. Press ENTER.	The Batch Job Submission screen will appear.
6. Press ENTER.	The system will populate the File Name.