
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6101	SPAHRs Approval Process	Revision Date: 06/02/2016
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Objective

Explain the approvals process in SPAHRS.

Outcome

An understanding of the approval process and requirements of user agencies is achieved.

Overview

SPAHRS security is designed to (1) maintain the confidentiality of state agency data recorded in the system; (2) maintain internal control; and, (3) establish audit trails for all transactions in the system.

The SPAHRS Security Administrator is responsible for performing all centralized security management functions. This responsibility includes maintaining the integrity of system security and ensuring that state agency management staff who are authorized to approve internal system access adhere to the SPAHRS Security System procedures.

Each SPAHRS user is given system access to perform various functions in SPAHRS. These functions include entering and browsing data, and generating reports based upon the user's security profile. The security profile defines the security group assigned to the user, the security level, default printer information, and Notes and Comments groups for the user.

Approval Process

The approval process is an integral part of SPAHRS. It is designed to facilitate the review and final disposition of human resource and payroll transactions that require internal or regulatory agency action. Designated user agency personnel are set up in the approval subsystem as approvers, and the system validates the approvers with other SPAHRS files to ensure they are active employees who are authorized to approve. This approval subsystem adds another level to the multi-layered security in SPAHRS.

There are three components of the approval process:

- Approval Review Points by Agency - each agency designates two people (a primary and an alternate) for each review point; these are approvers for the agency.
- Transaction Profile with Review Points - routes the transaction from person to person for review and approval.
- Transaction Program - any transaction requiring approval has a profile code that triggers the approval process (*i.e.*, Hire Employee from NEOGOV).

Transaction Review Points

Transaction review points are the points established in transaction processing where designated personnel review and approve transactions in SPAHRS. There are two types of review points:

- Optional internal agency review points
- Mandatory control agency review points

Each group of human resource and payroll transactions can be established with different review points. User agencies may decide, based on staff resources, to duplicate the review points for some groups of transactions OR may choose not to use internal agency review points at all.

Each agency first determines whether internal agency review points are needed. If so, the agency designates a primary and an alternate employee to perform the review and/or approval tasks for the different types of data entry transactions requiring internal agency approval. The agency completes a [SPAHRS Security Profile Maintenance Form](#) for submission to the SPAHRS Security Administrator. When entered into SPAHRS, these designated personnel become the “review points” of the agency’s approval process.

Approval Processing

The transactions requiring approvals are coded in the computer programs that process the transactions. When the user selects a menu option to perform a specific function, the approval process starts automatically if that transaction has been coded for approval processing. The person entering the transaction into the system completes data entry and releases the record by changing the “Transmit for Approval” flag to a “Y.” The record automatically transfers to the first review point (individual) on the agency approval list for approval action. Each approval review point is automatically notified when a transaction is transferred to it for review and action. This process continues until the final disposition is completed. The originator is notified upon final disposition of the transaction.

The approval subsystem also provides a feature for entering “Notes and Comments” on processed transactions. “Notes and Comments” allows restrictions to be established to control viewing (reading) Notes and Comments by specific review points.

Designated agency personnel maintain the established review points. It is important to ensure that the review points are correct and active.

SPAHRS Owners of the Approval Process

The SPAHRS approval subsystem requires each user agency to establish a primary and an alternate owner for the approval system. The owners must be SPAHRS users with SPAHRS logon IDs. The owner has control over the review points for the agency. This means the owner can perform the following tasks:

- Remove existing agency review points
- Move transactions from the primary approver's mailbox to the alternate approver's mailbox
- Swap the primary and alternate for a review point when the primary is unavailable for an extended period of time
- Change the people in the review point (*i.e.*, when job responsibilities change)
- Change the PIN for a review point (*i.e.*, when someone is promoted or leaves an agency)

Maintenance of the review points is critical. Any approver change that is not recorded in the system will result in an error that stops the transmittal of transactions for approval at that point.

Notification Process

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/her approval. Notification can be transmitted back to the originating person or agency when the approval or disapproval has been given. Some browse options display records with pending approvals.

Transactions requiring approvals are recorded as pending until approved. If the transaction is disapproved, it is noted as pending but flagged as disapproved. A disapproved action can be withdrawn and resubmitted for approval with necessary changes, or withdrawn and purged from the system. Certain processes of the system also record approvals by a status code. However, this generally occurs only for human resource transactions.

Key Concepts

Key Concepts	Description
User Security	Each SPAHRS user receives system access to perform various functions in SPAHRS.
Security Profile	Determines access to user functions including entering and browsing data, and generating reports. The security profile defines the security group assigned to the user, the security level, default printer information, and Notes and Comments groups for the user.

Key Concepts	Description
SPAHRS Security Administrator	The SPAHRS Security Administrator is responsible for performing all centralized security management functions.
Security Group	Determines the authorized access to specific menus, screens, transactions and types of processing (read only, delete, update) that can be performed by all members of the group.
Security Level	The security level determines which agencies the user can access.
Notes and Comments User Group	The notes and comments security group authorizes access to enter or retrieve various notes and comments throughout the system.
Agency Contact Person Primary/Alternate	These employees are responsible for authorizing all SPAHRS security access for a user agency.
Transaction Review Profile	Establishes the review and approval route for a transaction in SPAHRS.
Review Points	Points established in transaction processing for designated personnel to review and approve transactions in SPAHRS.
Transaction Programs	Transactions requiring approvals are coded in the computer programs that process the transaction. When the user selects a menu option to perform a specific function, the approval process is automatically started if that transaction has been coded for approval processing.
Primary/Alternate	SPAHRS requires a primary person and an alternate (backup) person to be set up as approvers and owners in the system.
Owners	Owners must be SPAHRS users with SPAHRS logon IDs. The owner has control over the review points for a user agency.
Notification Process	There is an automatic notification process for approvals. If multiple approvals are required, the system notifies the next approving level that a transaction is ready for approval. Notification when the approval or disapproval has been given can be transmitted back to the originating person or agency.
Notes and Comments	A feature, attached to predefined business processes in SPAHRS that allows a user to attach free-form notes or comments to a transaction “behind the business process.” It is used throughout the approval subsystem whereby notes and comments are entered and passed up the line, and/or returned to the requestor upon disapproval.

Approval Menu

Your Action ...	System Response ...
1. Choose SA (System Administration) from the Main Menu and press ENTER.	The System Administration Menu will appear.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/05/2016
PHIMAINU PHIMAINM System Administration Menu 01:07 PM

Code Description FastPath
SM Security SCRTY
GT Generic Tables GTMMRS
GS Generic Tables - SPB Owned GTSPB
DM Display Messages CPRR
AM Approval Menu
JT Batch Job Tracking BJOBT
EM Error Menu ERR
PM Printer Menu PRNT
DU Display Messages By User ID DMUI

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 AM (Approval Menu) from the System Administration Menu and press ENTER.	The Approval Menu will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/30/2012
PHIMAINU PHIMAINM Approval Menu 02:10 PM

Code Description FastPath
AR Approval Review Points by Agency
TP Transaction Profile w/ Review Points
AP Approval APPR
BA Browse Approval BAPPR
AA Browse Approval by SPB Analyst
AC Browse Approval by SPB Received Date
CR Copy/Purge Review Points CREVP
RA Browse Approval Review Points by Agency RPRA
RR Browse Approval Review Points by Review Point RPRR
AO Approval Security Override APPO
RV Re-Route Approval Review Points RARP
DA Delete Approval Records with no Transaction DAPPV

Code: __

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

There are twelve options on this menu. All of these options will not appear on user agency screens; however, this manual includes screens used by the user agencies and the control agencies.

Browse Options

There are five browse options for approvals. The available action on each browse is D for Display.

Browse Approvals

Your Action ...	System Response ...
1. Choose SA (System Administration) from the Main Menu and press ENTER.	The System Administration Menu will appear.
2. Choose AM (Approval Menu) from the System Administration Menu and press ENTER.	The Approval Menu will appear.
3. Choose BA (Browse Approval) from the Approval Menu and press ENTER.	The Browse Approval screen will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/30/2012
PHIOAP1B PHIOAPAM Browse Approval 02:11 PM

Actions: (D)
ACT Agency Tran Status Pin/win Proc Date
Contract ind Resolved Seq Lvl Approver Status
-----

Start *Agency: ____ *Tran: ____ Type (Outstanding/Completed): 0
Type: _ PIN\WIN\Cont: ____ Originator: ____ Submission Date: __ __ __
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 ...
4. Selection criteria include Agency Number, Transaction Code, Type (Outstanding or Completed), Type, PIN\WIN\Cont Number, Originator, and Submission Date. Available action is Display.	

Your Action ...	System Response ...
<p>5. Field descriptions are provided below:</p> <p>Agency: The submitting agency.</p> <p>Tran (Transaction) Code: This code indicates the type of business process awaiting approval.</p> <p>Status: This field indicates if the transaction is outstanding or complete.</p> <p>PIN/WIN/Contract: The PIN, WIN, or contract number is displayed.</p> <p>Proc. Ind (Indicator): This is the process indicator field that indicates whether the transaction has been processed by the system (<i>i.e.</i>, N is Not Processed). The transaction may be approved, but has not yet gone through nightly processing and therefore is not active.</p> <p>Date Resolved: The date the final approval is applied.</p> <p>Sequence/Level: This field shows where the transaction is in the review and approval process.</p> <p>Approver: The user ID of the approver.</p> <p>Status: The field shows what the approver has done: seen, approval required, approved, disapproved.</p>	
<p>6. Choose Display and press ENTER.</p>	<p>The Approval System, Approvers List screen will appear.</p>

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/31/2012
PHIOAP6N PHIOAP4M Approval System, Approvers List 10:52 AM

Agency : 0385 MH-NORTH MS REGIONAL CENTER
Func Trans. Code : RECNO RECRUITMENT PROFILE WITHOUT SPECIAL QUAL
Date requested : 06/26/1998
 1 of 1
Act Nt Lv| Seq Agcy PIN User-ID Status Type Approver Cont
-----
_ 1 1 0160 40 CLPH002 Appd All Approver Stop

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

Your Action ...	System Response ...
7. Press F9 to view the record transmitted for approval.	

Browse Approval by SPB Analyst (SPB USE ONLY)

Your Action ...	System Response ...
1. Choose SA (System Administration) from the Main Menu and press ENTER.	The System Administration Menu will appear.
2. Choose AM (Approval Menu) from the System Administration Menu and press ENTER.	The Approval Menu will appear.
3. Choose AA (Browse Approval by SPB Analyst) from the Approval Menu and press ENTER.	The Browse Approval by SPB Analyst screen will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/31/2012
PHIOAPBB PHIOAPBM Browse Approval by SPB Analyst 10:09 AM

Actions: (D)

      SPB      SPB Recd      Date      <----- Approver Details ----->
Act Analyst   Date      Agency Status   Resolved   Lvl Approver Status
-----

Start User id: _____
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. Selection criterion includes User ID. Available action is Display.	
5. Field descriptions are provided below: SPB Analyst: The SPB analyst user ID. SPB Received Date: The date that SPB received the transaction. Agency: The submitting agency. Status: The status of the transaction (i.e., N is Not Processed). The transaction may be approved, but has not yet gone through nightly processing and therefore is not active.	

Your Action ...	System Response ...
Continued. Date Resolved: The date the final approval is applied. Approver Details: Level: This field shows which level of review the transaction is currently in. Approver: The user ID of the approver. Status: The field shows the approver action: seen, approval required, approved, disapproved.	
6. Choose Display and press ENTER.	The Approval System, Approvers List screen will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/31/2012
PHIOAP6N PHIOAP4M Approval System, Approvers List 10:52 AM

Agency : 0385 MH-NORTH MS REGIONAL CENTER
Func Trans. Code : RECNO RECRUITMENT PROFILE WITHOUT SPECIAL QUAL
Date requested : 06/26/1998
1 of 1
Act Nt Lv1 Seq Agcy PIN User-ID Status Appr Apprver Cont
-----
_ 1 1 0160 40 CLPH002 Appd All Approver stop

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

Your Action ...	System Response ...
7. Press F9 to view the record transmitted for approval.	

Browse Approval by SPB Received Date (SPB USE ONLY)

Your Action ...	System Response ...
1. Choose SA (System Administration) from the Main Menu and press ENTER.	The System Administration Menu will appear.
2. Choose AM (Approval Menu) from the System Administration Menu and press ENTER.	The Approval Menu will appear.
3. Choose AC (Browse Approval by SPB Received Date) from the Approval Menu and press ENTER.	The Browse Approval by SPB Received Date screen will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/31/2012
PHIOAPCB PHIOAPCM Browse Approval by SPB Received Date 11:28 AM

Actions: (D)

Act Agency      SPB Recd      SPB           Date          <----- Approver Details ----->
                Date        Analyst      Status      Resolved      Lvl Approver Status
-----
-   0160  05/06/1997  CLPH006      A      07/07/1997      1  CLPH006
-   0160  05/08/1997  CLPH004      A      05/08/1997      1  CLPH004
-   0160  05/08/1997  CLPH006      A      07/07/1997      1  CLPH006
-   0160  05/08/1997  CLPH006      A      07/07/1997      1  CLPH006
-   0160  05/08/1997  CLPH006      A      07/07/1997      1  CLPH006
-   0160  05/08/1997  CLPH006      A      07/07/1997      1  CLPH006
-   0160  05/09/1997  CLPH006      A      07/01/1997      1  CLPH006
-   0160  05/09/1997  CLPH006      A      07/07/1997      1  CLPH006
-   0160  05/09/1997  CLPH006      A      07/07/1997      1  CLPH006
-   0160  05/09/1997  CLPH006      A      07/07/1997      1  CLPH006

Start *Agency: 0160 Date: _____
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. Selection criterion includes Agency Number and Date. Available action is Display.	
5. Field descriptions are provided below: Agency: The submitting agency. SPB Received Date: The date SPB received the transaction. SPB Analyst: The SPB analyst user ID. Status: This shows the transaction's current level of review. Date Resolved: The date the final approval is applied. Approver Details: Level: This field shows where the transaction is in the review and approval process. Approver: The user ID of the approver. Status: The field shows the approver action: seen, approval required, approved, disapproved.	
6. Choose Display and press ENTER.	The Approval System, Approvers List screen will appear.

FMSAS23 PHV3		STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM				10/31/2012					
PHIOAP6N PHIOAP4M		Approval System, Approvers List				10:52 AM					
Agency : 0385		MH-NORTH MS REGIONAL CENTER									
Func Trans. Code : RECNQ		RECRUITMENT PROFILE WITHOUT SPECIAL QUAL									
Date requested : 06/26/1998											
1 of 1											
Act	Nt	Lvl	Seq	Agcy	PIN	User-ID	Appr	Approver	Cont		
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----		
-		1	1	0160	40	CLPH002	Appd	All	Approver	Stop	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---											
Help			Main			End			Bkwd		
						Fwd			Disp		
									Quit		

Your Action ...	System Response ...
7. Press F9 to view the record transmitted for approval.	

Browse Approval Review Points by Agency

Your Action ...	System Response ...
1. Choose SA (System Administration) from the Main Menu and press ENTER.	The System Administration Menu will appear.
2. Choose AM (Approval Menu) from the System Administration Menu and press ENTER.	The Approval Menu will appear.
3. Choose RA (Browse Approval Review Points by Agency) from the Approval Menu and press ENTER.	The Browse Approval Review Points by Agency screen will appear.

```

FMSAS23 PHV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/31/2012
PHIOAR4B PHIOAR4M Browse Review Points by Agency 12:39 PM

ACTIONS: (D,M,P)
Agcy Review
Act code code Review Point Desc <= Primary => <= Alternate =>
                Agcy PIN Err Agcy PIN Err
-----
-----

*Agency: _____ *Review: _____
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. Selection criteria include Agency Number and Review Point. Available action is Display.	
5. Field descriptions are provided below: Agency Code: The agency number. Review Code: The review point code. Review Point Description: The description of the review point. Primary: Agency Number: The reviewer’s agency code. PIN: The PIN of the reviewer. Error: Asterisks indicate errors in the review process. Alternate: Agency Number: The reviewer’s agency code. PIN: The PIN of the reviewer. Error: Asterisks indicate errors in the review process.	
6. Choose Display and press ENTER.	The information about the primary and alternate reviewers screen will appear.

```

FMSAS23 PHV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/31/2012
PHIOAR0D PHIOAR0M Approval Review Points by Agency 12:42 PM

Action: = (A,B,C,D,M,N,P)

*Agency : ____
*Review Point: ____

Primary : *Agency ____
Reviewer : *PIN ____

Alternate: *Agency ____
Reviewer : *PIN ____

Comment : _____

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

Browse Approval Review Points by Review Point (Only used by Control Agencies)

Your Action ...	System Response ...
1. Choose SA (System Administration) from the Main Menu and press ENTER.	The System Administration Menu will appear.
2. Choose AM (Approval Menu) from the System Administration Menu and press ENTER.	The Approval Menu will appear.
3. Choose RR (Browse Approval Review Points by Review Point) from the Approval Menu and press ENTER.	The Browse Review Points by Review Point screen will appear.

```

FMSAS23 PHV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/31/2012
PHIOAR5B PHIOAR5M Browse Review Points by Review Point 01:34 PM

ACTIONS: (D,M,P)
Review Agcy
Act code code Review Point Desc <= Primary => <= Alternate =>
          Agcy PIN Err Agcy PIN Err
-----
          -----

*Review: ____ *Agency: ____

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. Selection criteria include Review Point and Agency. Available action is Display.	
5. Field descriptions are provided below: Review Code: The review point code. Agency Code: The agency number. Review Point Description: The description of the review point. Primary: Agency Number: The reviewer’s agency code. PIN: The PIN of the reviewer. Error: Asterisks indicate errors in the review process. Alternate: Agency Number: The reviewer’s agency code. PIN: The PIN of the reviewer. Error: Asterisks indicate errors in the review process.	
6. Choose Display and press ENTER.	The information about the primary and alternate reviewers screen will appear.

```

FMSAS23 PHV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/31/2012
PHIOAR0D PHIOAR0M Approval Review Points by Agency 01:41 PM

Action: = (A,B,C,D,M,N,P)

*Agency : ____
*Review Point: ____

Primary : *Agency ____
Reviewer : *PIN ____

Alternate: *Agency ____
Reviewer : *PIN ____

Comment : _____

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