



Statewide Payroll & Human Resource System

6002 – SPAHRS Orientation -
System Navigation

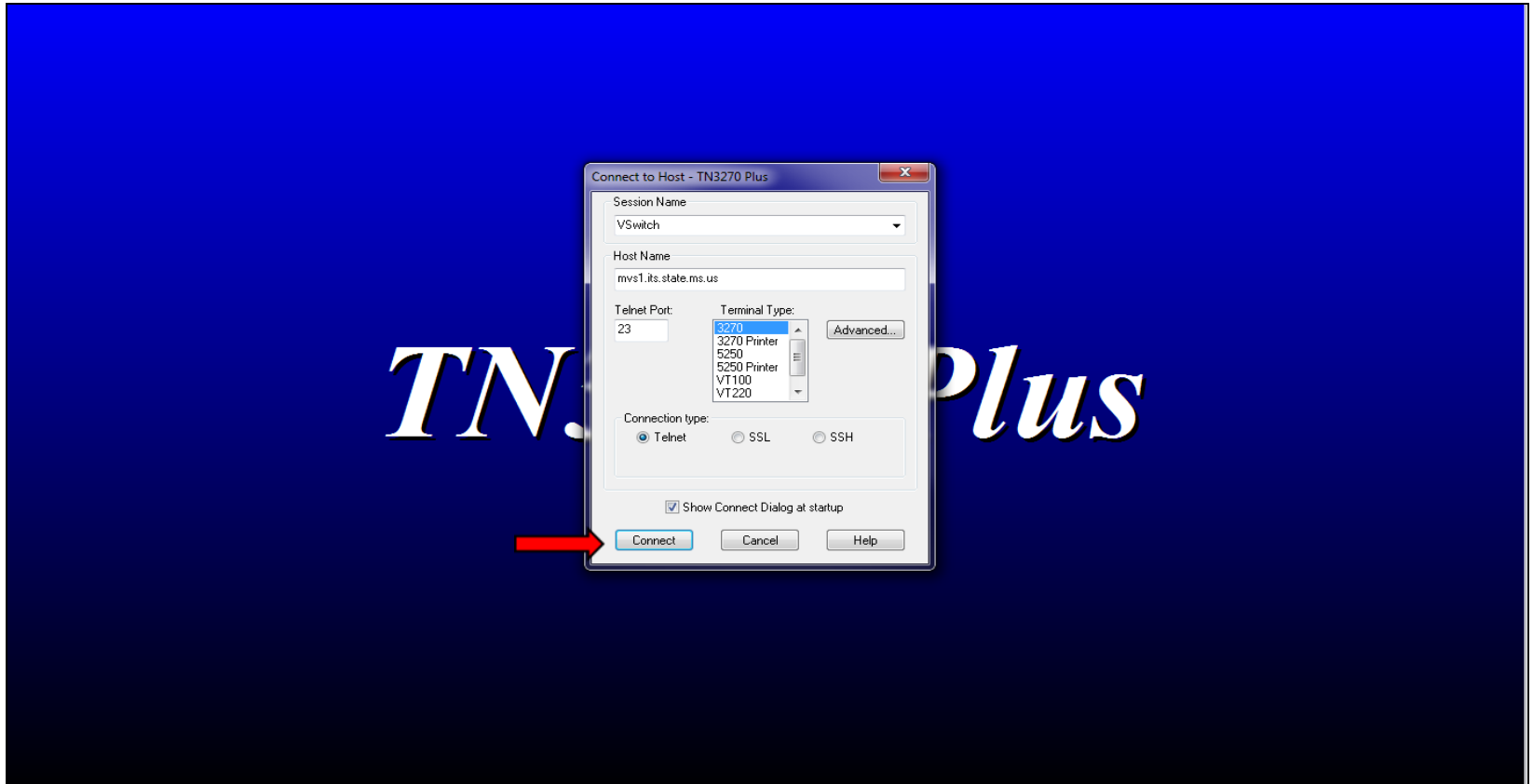
Department of Finance and Administration
Office of the Mississippi Management and Reporting System



Logon Procedures

6002 – SPAHRS Orientation -
System Navigation

Department of Finance and Administration
Office of the Mississippi Management and Reporting System



1. Double click on TN3270 Plus icon  from desktop.
2. Click Connect.

TN3270 Plus.Ink



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: - 13:53:56
Password: 02/23/2017
New Password : VTRM0286

MISSISSIPPI DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES
CPU1

- 3. Tab down and type in your assigned VTAM SWITCH User ID and Password. Press ENTER.



```
VTAM/Switch 6.5  CCVSW  Session Selection  User: PHFNC10  Term: VTRM0286
====>
----- Application List -----
  1 ADACICS  ADABAS C.I.C.S.  ACTIVE
  2 FMVIEW  FMVIEW  ACTIVE
  3 SPAHRS  SPAHRS CICS  CHECKING
  4 SPAHRSA  SPAHRS CICS  CHECKING
  5 TEST41  TEST CICS FOR SPAHRS  ACTIVE
  6 TEST41A  TEST CICS FOR SPAHRS  ACTIVE
  7 TSO  TSO FOR PRODUCTION  ACTIVE
  8 VIEW  VIEW  ACTIVE

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

4. Enter the corresponding number beside SPAHRS in the command line at top of the screen. Press ENTER.



```

■ WELCOME TO THE STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM (SPAHR)
THIS SCREEN LAST MODIFIED: NOVEMBER 10, 2010 RR
*****
*****
!!!!!!!!!!!!!!!!PAYROLL SAVINGS BOND DEDUCTION CHANGES!!!!!!!!!!!!!!

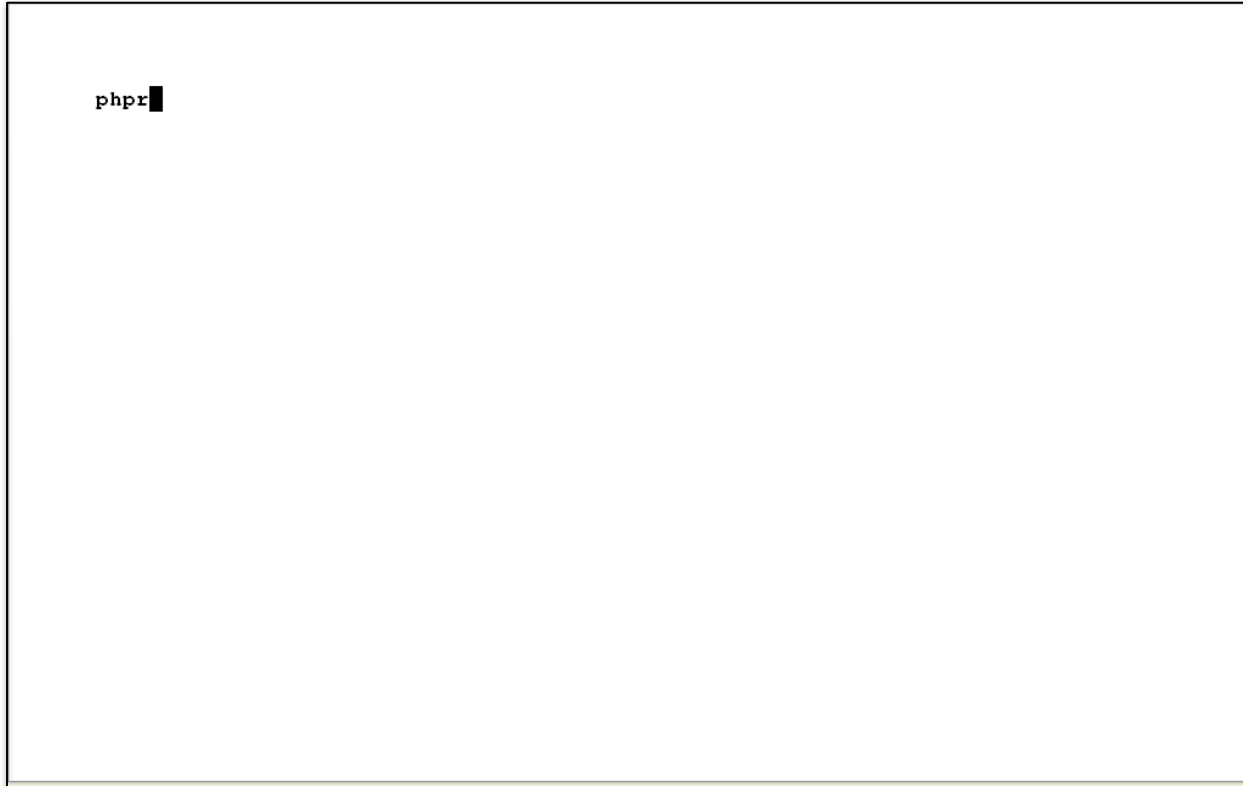
EFFECTIVE JANUARY 1, 2011, DEDUCTIONS FOR PAYROLL SAVINGS BONDS
PURCHASED THROUGH THE FEDERAL RESERVE BANK MUST BE DEPOSITED DIRECTLY
INTO THE FEDERAL RESERVE BANK. WITH THIS NEW PROCESS, EMPLOYEES WILL
PURCHASE THEIR BONDS.

FOR ADDITIONAL INFORMATION, PLEASE REFERENCE THE PAYROLL SAVINGS BONDS
DEDUCTION CHANGES MEMO DATED NOVEMBER 5, 2010 ON THE DFA WEBSITE
WWW.DFA.STATE.MS.US UNDER OFFICE OF FISCAL MANAGEMENT.

IF YOU HAVE ANY QUESTIONS, CONTACT THE MMRS CALL CENTER AT 601-359-1343
OR MASH@DFA.STATE.MS.US.

```

5. A banner screen message will appear. Press the PAUSE/BREAK key to clear the screen.



6. Type PHPR. Press ENTER.
7. The SPAHRS Login screen will appear.



```

10:57:06                *** NATURAL SECURITY ***                10-11-12
                        - 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  HHHHHHHHH  RRRRRRRR  SSSSSSSS
      SSSSSSSS  PPPPPPPP  AAAAAAAA  HHHHHHHHH  RRRRRRRR  SSSSSSSS
      SSS  PP        AA  AA  HH  HH  RR  RR  SSS
      SS  PP        AA  AA  HH  HH  RR  RR  SS
      SS  SS  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: EHRP _____ User ID: _____
      Password: _____ New Password: _____

```

- 8. Tab over and type in your assigned SPAHRS User ID and Password; press ENTER.
- 9. The Welcome screen will appear.



```
W E L C O M E  
Carlos Galloway  
T O  
M I S S I S S I P P I  
S T A T E W I D E  
P A Y R O L L A N D H U M A N R E S O U R C E  
S Y S T E M  
User Id: FMSAS10  
Agency: 0161
```

10. Press ENTER. The SPAHRS Main Menu will appear.



MISSISSIPPI MANAGEMENT & REPORTING SYSTEM

Meeting the Management Information Needs for the State of Mississippi



```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/26/2011
PHIMAINU PHIMAINM Main Menu 02:19 PM

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



Menus

6002 – SPAHRS Orientation -
System Navigation

Department of Finance and Administration
Office of the Mississippi Management and Reporting System

- SPAHRS contains a series of menus designed to allow the user to toggle from one screen to the next.
 - ▶ When a menu is selected, a second or third menu will be displayed.
 - ▶ Usually no more than three layers are displayed before the user reaches a transaction or inquiry.

- **FastPath** commands are used to bypass multiple layers of menus.
 - ▶ They are located at the right of the menu item and are typed on the **Direct Command** line.
 - ▶ If the series of two-digit **menu codes** are known, they can also be typed on the direct command line with a space between each to bypass multiple screens.



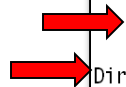
```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/26/2011
PHIMAINU PHIMAINM Main Menu 02:19 PM

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

```



Choose **one** of the following to access the desired menu:

- Type the **two-digit** command code into the **Code** field; press ENTER;
- Type the **Fast Path** command, if available, on the **Direct Command** line; press ENTER;
- Type the series of 2-digit menu command codes (space between each) on the **Direct Command** line; press ENTER;
- Place the cursor on the line of the desired menu item; press ENTER.



Screen Layout

6002- SPAHRS Orientation-
System Navigation

Department of Finance and Administration
Office of the Mississippi Management and Reporting System



Screen Name

User ID

Program Name

Action Line

Direct Command Line

System Message

```

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

```

Date and Time

Fields

Function Keys

- **Action Line** - tells the system what action is to be performed

- **Action codes** include:
 - ▶ **A** - Add
 - ▶ **B** - Browse
 - ▶ **C** - Clear the screen of data in order to have a blank screen
 - ▶ **D** - Display a selected record
 - ▶ **M** - Modify a selected record
 - ▶ **N** - Next; display the next sequential record
 - ▶ **P** - Purge; delete the record
 - ▶ **S** - Select; used on some browse screens

Note: All users do not have access to all action codes, which are based on security clearance.

- **Field** - place where information is stored; if data can not be entered into the field, the user will not be able to tab to the field.

- **Function Keys** include:
 - ▶ **F1** - Help; 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
 - ▶ **F5** - Notes and Comments
 - ▶ **F6** - Linking key; goes to another denoted screen or transaction
 - ▶ **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 (press twice)

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

➤ **System Messages**

- ▶ **Informative** - “Scrolling performed successfully” or “Added Successfully”
- OR**
- ▶ **Error** - States what is still required to perform the requested action.



Navigational Case Studies

6002- SPAHRS Orientation-
System Navigation

Department of Finance and Administration
Office of the Mississippi Management and Reporting System



Agency

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/26/2011
PHIMAINU PHIMAINM Main Menu 02:19 PM

```

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

1. Choose AG from the Main Menu. Press ENTER.



```
FMSAS10  FMV6      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/12/2010
PHIMAINU PHIMAINM      Agency Menu      11:24 AM

Code      Description      FastPath

  MA      Manage Agency Information
  BN      Browse by Agency Name
  BA      Browse by Agency Number
  BM      Browse by Master Name
  BR      Browse by Master Number
  BC      Browse Agencies Assigned to SPB Analyst
  BH      Browse Agency History
  AP      Browse Agency Profile History
  MH      Browse Master Agency History
  PA      Browse Agency FY Pending Approval
  BT      Agency Batch Reports
  XA      Browse Agency Cross Reference

Code: MA

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

2. Choose MA from the Agency Menu. Press ENTER.



FMSAS10 FMV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/23/2010
PHIMAINU PHIMAINM Manage Agency Information Menu 01:46 PM

Code	Description	FastPath
MA	Maintain Agency	AGCY
MM	Maintain Master Agency	MAGCY
RA	Reactivate an Agency	
RM	Reactivate a Master Agency	
MU	Maintain Agency by User Agencies	
FY	Maintain Agency FY Info	AFY
PB	Maintain Agency FY Program Budget	ABUD
RL	Maintain Agency Auto Reclass List	RCLST
AR	Maintain Agency Assessment Rate	



Code: MU

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

3. Choose MU from the Manage Agency Information Menu. Press ENTER.



```

FMSAS10 FMV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/12/2010
PHOAMAGD PHOAMAIM Maintain Agency 11:25 AM
2 more >

*Action: D (B,D)
*Agency#: █ Name: _____
*Master#: _____ Date Established: __ __ __
Previous LBO#: _____ Previous SPB#: __ __ More:
SAAS Agency #: _____ Create Bill Date: __ __ __
*Create Type: _ *Add/Spec Comp: _____ More:
*Service Type: _ SPB Processed: _
*SPB Analyst: _____
Agcy Max Salary: _____ Curr Agcy Head Sal:
Inactivate Date: __ __ __ Reactivate Date:
Pay Thru Date: __ __ __
*Reason Code: _

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

```

4. Enter D (Display) in Action. Enter your four digit Agency Number. Press ENTER. Your agency's information will populate the fields.
5. Press F11 to view more agency information.



FMSAS10 FMV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/12/2010
PHOAMAGD PHOAMA2M Maintain Agency 11:35 AM
< 1 more 1 more >

*Action: (B,D)
*Agency#: Name:
Address: Street:
City: State: Zip:
Phone: Ext: Confidential:

*SPB Mail Type: *DFA Mail Type: *EEO4 Function:
State Tax ID: Federal Tax ID:
SAAS Ind: Min Leave (DD): *Warrant Sort Order: N
*Pers Dir/Cnct Agency#: *PIN: Phone: Ext:
*Agency Head Agency#: *PIN: Phone: Ext:
*Payroll Offcr Agency#: *PIN: Phone: Ext:
*Contract/Cnct Agency#: *PIN Phone:
Payroll Officer FAX: Pers Dir FAX:

Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End AgPB Note AgFY Left Right Quit
Scrolling performed.

6. Press F2 to exit this screen and return to the Main Menu.




Occupation

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/26/2011
PHIMAINU PHIMAINM Main Menu 02:19 PM

```

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

1. Choose OC from the Main Menu. Press ENTER.



FMSAS10 FMV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/12/2010
PHIMAINU PHIMAINM Occupation Menu 11:26 AM

Table with 3 columns: Code, Description, FastPath. Includes entries like DO Display Occupation, BC Browse on Occupation Code, BT Browse on Occupation Title, OP Occupation Proposal Menu, CS Classification Specifications, TM Occupation Table Maintenance, OR Occupation Reports, MO Misc Occu Browsers.

Code: DO

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

2. Choose DO from the Occupation Menu. Press ENTER.



```

FMSAS10  FMV6          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/12/2010
PH411DOP PH411N1M      Display Occupation                               11:27 AM
                                                                5 more >

Action:  D (D)
      *Code: █          Title:
      Status (A/I):    Occu Origination Date:
*Change Reason:      Date Status Effective:
      Effective        Dt Effect:
      Date            *Type *Origin Bill/   Bill   Start   End
                   Statute#  Year   Salary Salary

*Additional Compensation:

Go To: Page2:  _ Char of Work:  _ Ex of Work:  _ Essn Func:  _ Min Qual:  _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End          Note      Bkwd Fwd          Left Right Quit

```

3. Enter **D** in Action.
4. Type the desired Occupational Code or press F11 for a list by title or code.
5. Press F3 to exit this screen or F2 to return to the Main Menu.

Position

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/26/2011
PHIMAINU PHIMAINM Main Menu 02:19 PM

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

1. Choose PO from the Main Menu. Press ENTER.



```

PHFNC10 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/07/2019
PHIMAINU PHIMAINM Position Menu 02:11 PM

Code Description FastPath
  → MP Manage Position
    MW Maintain FY Control Tables
    BA Browse Active PINs BRAP
    AP Browse Active/Pending PINs BRAPP
    AB Browse Abolished PINs BRABP
    BV Browse Vacant PINs BRVP
    PR Produce PEP Report PREP
    PV View PEP Information VPEP
    SV List of Statewide Vacancies LOSV
    UP Upload Position - Report to Agency & PIN UPPOS

Code: __

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

```

2. Choose MP from the Position Menu. Press ENTER.



FMSAS10 FMV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/12/2010
PHIMAINU PHIMAINM Manage Position Menu 11:27 AM

Table with 3 columns: Code, Description, FastPath. Rows include MP (Maintain Position Information), IA (Intra-Agency Position Transfer), RA (Full-time/Part-time Swap), AA (Abolish Position), TL (FY Time-Limited Position Re-authorization), RR (Reallocation/Reclassification), PB (Program Budget Information), P1 (Produce PIN/OCCU PAR Indicator Report), RP (Produce Program Budget Report By Agency), DP (Download of Position and Position Budget Info), PE (Download of Position and Employment Details), PL (Browse Position Log File).

Code: MP

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

- 3. Choose MP from the Manage Position Menu. Press ENTER.



```

FMSAS10 FMV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/12/2010
PHOPPNOD PHOPPNOM Maintain Position Information 11:28 AM
1 more >
Action: D (D,N)
*Agency Nbr: █
*PIN: █ Approval: _
*OCCU: █ *FLSA Status: _
OCCU Title: █ *PIN County: _
*Start Sal: █ *End Sal: █ SPB Process: Y
SSN: - - - - - Org Code: █
*Exec Service: _ *Supervision: _
*Service Type: _ Geo. Location: _ _ _ _ _
Service Date: █ *Type: _
Part/Full: █ FTE: █ Exceed Head Sal: _
Months: █ Hours: _
*Auth: █ Arrest Authority: _
Auth Dt: _ _ _ _ End Date: _ _ _ _
Trans Eff Dt: _ _ _ _ Pos Swapped From: _
Direct Command: █ Transmit for Approval?: _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End P Bgt Note Hist Bkwd Fwd Left Right Quit

```

4. Enter **D** in Action, Agency number, and PIN number. Press ENTER. (If you need an employee's PIN number and do not know it, use the Employment Browse screen to locate it - **EM MB NB.**)

5. Press F3 twice to access the Position Menu again.



```

PHFNC10 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/07/2019
PHIMAINU PHIMAINM Position Menu 02:11 PM

Code Description FastPath
MP Manage Position
MW Maintain FY Control Tables
BA Browse Active PINs BRAP
AP Browse Active/Pending PINs BRAPP
AB Browse Abolished PINs BRABP
BV Browse Vacant PINs BRVP
PR Produce PEP Report PREP
PV View PEP Information VPEP
SV List of Statewide Vacancies LOSV
UP Upload Position - Report to Agency & PIN UPPOS

Code: __

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

```

6. Choose AP to Browse Active/Pending Positions. Press ENTER.




```

FMSAS10  FMV6      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/12/2010
PHOPPB7B PHOPPB7M      Browse Active/Pending PINs      11:50 AM
                                           1 more >

AGENCY NUMBER:
      Status
      PIN  Ind  Occu      Title      P/F  SSN      Start      End
      Salary      Salary
-----

```

 *Agency Number: PIN:

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

7. Enter your Agency Number in the selection criteria on the bottom of the screen. Press ENTER.
8. Use the F8 key to view more records or use F11 to view the next panel.
9. Press F3 twice to return to the Position Menu.



```

PHFNC10 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/07/2019
PHIMAINU PHIMAINM Position Menu 02:11 PM

Code Description FastPath
MP Manage Position
MW Maintain FY Control Tables
BA Browse Active PINs BRAP
AP Browse Active/Pending PINs BRAPP
AB Browse Abolished PINs BRABP
➔ BV Browse Vacant PINs BRVP
PR Produce PEP Report PREP
PV View PEP Information VPEP
SV List of Statewide Vacancies LOSV
UP Upload Position - Report to Agency & PIN UPPOS

Code: __

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

```

10. Choose BV to Browse Vacant PINs. Press ENTER.



```

FMSAS10  FMV6          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/12/2010
PHOPPB9B PHOPPB9M          Browse Vacant PINs                          11:52 AM
                                                                1 more >

AGENCY NUMBER:

      PIN  AB  Occu      Title          SSN          Vacant  Vacate
      ----  --  ----  -----  -----  -----  -----
                                                                -----

*Agency Number: █ PIN: _____ View Abolished ? N
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Help Main End                               Bkwd Fwd           Left Right Quit

```

11. Enter your Agency Number in the selection criteria on the bottom of the screen. Press ENTER.
12. Press F8 to view more records or F11 to view the next panel.
13. Press F2 to return to the Main Menu.



Employment

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/26/2011
PHIMAINU PHIMAINM Main Menu 02:19 PM

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

```

1. Choose EM from the Main Menu. Press ENTER.



```

FMSAS10  FMV6          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/12/2010
PHIMAINU PHIMAINM          Employment Menu                          12:00 PM

      Code      Description                                FastPath

      EP      Maintain Employee with PIN                    MEWP
      EE      Maintain Worker with WIN                      MEWW
      ME      Maintain Employee/Worker Information          MEWI
      MP      Maintain Payroll Information                  MPAY
      PA      Process Performance Appraisal                PPAS
      R1      Miscellaneous Reports Menu1                  MPR1
      R2      Miscellaneous Reports Menu2                  MPR2
      MB      Miscellaneous Browses                        MPBR
      MT      Miscellaneous Employee Maintenance Programs    EMP

Code: ME

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

```

2. Choose ME from the Employment Menu. Press ENTER.



```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/26/2011
PHIMAINU PHIMAINM Maintain Employee/Worker Information Menu 02:45 PM

Code Description FastPath
  ED Maintain Employee/Worker Demographics DEMO
  EE Maintain Employee Agency Info AGIF
  ET Maintain Optional Tracking OPTK
  EW Employee/Worker/Eligibility Type ETBL
  ES Maintain Employee/Worker SSN DEMM
  CS Change SSN Report CSSN
  GP Get PID GPID
  GS Get Social Security Number GSSN

Code: __

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

```

3. Choose ED to Maintain Employee/Worker Demographics. Press ENTER.



```

PHFNC10 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/25/2017
PHOMDM1D PHOMDM1M Maintain Employee/Worker Demographics 10:24 AM
                                                    2 more >
*Action: D (A,B,C,D,M,P) Press PF3 to continue
  *SSN: XXXXXXXXX
  Last Name: DOE First Name: JOHN suffix:
  Middle Name: Maiden Name:
Date of Birth: 07 30 1957
*Gender code: 1 Male *Race code: 6 other
  *EEO Change: _ Email: NOT AVAILABLE
  Mailing Address: Street: PO BOX 20305
                    City: JACKSON *State: MS Zip: 39208 -
Permanent Address: Street: PO BOX 20305
                    City: JACKSON *State: MS Zip: 39208 -
  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
Demograph 000000606238-X added successfully

```



4. Enter **D** in Action, and SSN. Press ENTER. (Hint: If you do not know the SSN, use F1 for Help.)
5. Determine all data contained on the record is correct.
6. Press F2 to return to the Main Menu.



Payroll

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/26/2011
PHIMAINU PHIMAINM Main Menu 02:19 PM

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

```

1. Choose PA from the Main Menu. Press ENTER.



FMSAS10 FMV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/12/2010
PHIMAINU PHIMAINM Payment Menu 12:04 PM

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: PT

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

2. Choose PT from the Payment Menu. Press ENTER.



FMSAS10 FMV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/12/2010
PHIMAINU PHIMAINM Earnings, Tax, and Deduction Tables Menu 12:05 PM

Code	Description	FastPath
TC	Maintain Tax Code Table	
TR	Maintain Tax Rate Table	TXRT
EC	Maintain Earnings Code Table	EART
 DC	Maintain Deduction Code Table	DEDT
BD	Browse Deductions by Priority Code	BRDP
BV	Browse Deduction Table by Vendor Code	

Code: DC

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

3. Choose DC from the Earnings, Tax, and Deductions Menu. Press ENTER.



FMSAS10 FMV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/12/2010
PHPCDC1B PHPCDC1M Maintain Deduction Code Table 12:06 PM

Action: (D)

Table with columns: Ac, Cde, Description, Prity, S, Effective Date, Expiration Date, Last User ID, Update Date. Includes rows for AMERICAN UNITED LIFE, MESC AUTO INSURANCE, CAREFLEX BOARD OF BA, BANKING AND, and BANKRUPTCY.



Deduction Code: Show Expired Codes: N
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Bkwd Fwd Prnt Quit

4. Display the Deduction Code BANKR. Press ENTER.



FMSAS10 FMV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/12/2010
PHPCDC2D PHPCDC2M Maintain Deduction Code Table 12:06 PM

Deduction Cd: BANKR Effective Date: 02 21 1997 Expire Date: 02 20 2070
Description: BANKRUPTCY
Priority Code: 02100 Temporarily Suspend: _
*Category: DBT Debt Deductions Cafe: N

Dollar/Perc: F *Perc Base: _
Dollar Amt: Maximum Amt: Minimum Amt:
Percent Amt: % Max Percent: % Bond Cost:
Frequency: MO Suspension Method: IP
Vendor:
Paid by: E Mandatory: M Pre-tax.: N Deduct If No Reg Hours: N
W2 Rpt Cls: Group Number Required: N Multiple Occurrences...: N

Ineligible Tp: _ _ _ _ _ 1 of
Employer Matching
Amount: Percent: % Exp Object: Liab Object: 20100
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Bkwd Fwd Quit



Deduction Code BANKR BANKR-70-02-20-97-02-21 displayed successfully

5. The data displayed successfully. Press F3 three times to return to the Payment Menu.



FMSAS10 FMV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/12/2010
PHIMAINU PHIMAINM Payment Menu 12:16 PM

Table with 3 columns: Code, Description, FastPath. Rows include CP Calculate Pay, GS Generate SAAS Transactions, RD Remit Taxes and Deductions Menu, DP Distribute Pay, PA Approve/Release Pay, FT File Tax Reports, AP Adjust Pay, PT Earnings, Tax, and Deduction Tables, OT Other Payroll Tables, PR Payroll Reports.



Code: OT

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

6. Choose OT from the Payment Menu. Press ENTER.



```

PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/30/2016
PHIMAINU PHIMAINM other Payroll Tables Menu 11:21 AM

Code Description FastPath
  AL Maintain Leave Accruals Table ACCR
  HO Maintain Holiday Table HOLI
  PP Maintain Pay Parm's Table PARM
  UP Maintain Uniform Premiums Table UPRM
  GR Browse Garnishment Rate Table GARN
  BP Browse Pay Dates BRPD
  MP Maintain Pay Date PYDT
  BA Browse Agency work cycles BRAW
  MA Maintain Agency work cycle Dates AGWC
  LF Life/Health Ins. Coverage Batch Update LFBU
  DH Download of Holiday Table HTDL

Code: __

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

```

7. Choose HO from the Other Payroll Tables Menu. Press ENTER.



```


PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/30/2016
PHPTHT1D PHPTHT1M Maintain Holiday Table 11:03AM
Action: d (A,B,D,M) Year:  Holiday Type: H Regular='H' Teacher='A','T'
1 of 125
Holidays.: _ _ _ _ _
Alternate: _ _ _ _ _
Holidays.: _ _ _ _ _
Alternate: _ _ _ _ _
Holidays.: _ _ _ _ _
Alternate: _ _ _ _ _
Holidays.: _ _ _ _ _
Alternate: _ _ _ _ _
Holidays.: _ _ _ _ _
Alternate: _ _ _ _ _
LastUpdtTm: LastUpdtUser/Pgm:
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Main End Bkwd Fwd Quit

```

8. Enter **D** in Action. Enter the Year, **H** in the Holiday Type field, and press ENTER. Review the holiday information.
9. Press F8 to see additional information. Press F7 to go back to the top of screen.



```

PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/30/2016
PHPTHT1D PHPTHT1M Maintain Holiday Table 11:03AM
Action: d (A,B,D,M) Year:  Holiday Type: T Regular='H' Teacher='A','T'
1 of 125
Holidays.: _ _ _ _ _
Alternate: _ _ _ _ _
Holidays.: _ _ _ _ _
Alternate: _ _ _ _ _
Holidays.: _ _ _ _ _
Alternate: _ _ _ _ _
Holidays.: _ _ _ _ _
Alternate: _ _ _ _ _
Holidays.: _ _ _ _ _
Alternate: _ _ _ _ _
LastUpdtTm: LastUpdtUser/Pgm:
Direct Command: =
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Bkwd Fwd Quit

```

10. Type **T** (Teacher) or **A** (Arts School Teacher) in the Holiday Type field and press ENTER.
11. Press F8 to see additional information. Press F7 to go back to the top of the screen.
12. Press F2 to exit the screen and return to the Main Menu.



```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/26/2011
PHIMAINU PHIMAINM Main Menu 02:19 PM

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

```

13. Choose RT from the Main Menu. Press ENTER.



```

PAFNC10 PAVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/07/2019
PHIMAINU PHIMAINM Report Time Menu 02:28 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 OVRIDE

Code: __

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

```

14. Choose RS from the Report Time Menu. Press ENTER.



```

PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/30/2016
PHIMAINU PHIMAINM Schedules Menu 12:09 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

```

15. Choose SD from the Schedules Menu. Press ENTER.



```

FMSAS10 FMV6          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/12/2010
PHPTTICB PHPTTIKM          Default Schedule                          12:13 PM
Actions: (D)
      Schedule Holiday Start
*Act  Number  Type  Day          Schedule Description
-----
D      01      H    MON  STANDARD MON - FRI, 8 HRS PER DAY
█      02      H    MON  COMPRESSED, 2 WEEK, 44/36 HRS EACH WEEK
-      03      H    FRI  COMPRESSED, 2 WEEK 45/35 HRS EACH WEEK
-      04      H    SUN  STANDARD MON - FRI, 8 HRS PER DAY
-      05      H    WED  STANDARD MON - FRI, 8 HRS PER DAY
-      06      H    MON  COMPRESSED 2 WEEK 45/35 HOURS EACH WEEK
-      07      H    MON  SCHEDULE PART-TIME 6 HOURS PER DAY
-      08      H    MON  PART-TIME 20 HOURS PER WEEK
-      09      T    MON  TEACHER SCHEDULE 9/12
-      10      T    MON  TEACHER SCHEDULE 10/12
-      11      T    MON  TEACHER SCHEDULE 11/12
-      13      H    SUN  COMPRESSED, 2 WEEK 44/36 HOURS EACH WEEK
*Schedule Number: 01
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End   Add          Bkwd  Fwd           Quit

```

16. Display Schedule Number 01. Press ENTER.



```

FMSAS10  FMV6          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/12/2010
PHPTTICD PHPTTICM                                           12:13 PM

*Action: █ (D)
*Schedule number.....: 01 STANDARD MON - FRI, 8 HRS PER DAY

Holiday Type.....: H
Schedule Start Day....: MON          Schedule Start: _____ (MM/DD/YYYY)
+-----Mon-----Tue-----Wed----Thur----Fri----Sat----Sun+
1 to 6 Week Sch Week 1: 8.00_  8.00_  8.00_  8.00_  8.00_  _____
(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
➔ Schedule 01 MS-01 displayed successfully

```

17. Schedule has displayed successfully. Press F2 to exit this screen and return to the Main Menu.



Logoff Procedures

6002- SPAHRS Orientation-
System Navigation

Department of Finance and Administration
Office of the Mississippi Management and Reporting System



Main Menu Logoff

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/26/2011
PHIMAINU PHIMAINM Main Menu 02:19 PM

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

1. Press F12 once.

Logoff from Other Screens

FMSAS10 FMV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/12/2010
PHOMDM1D PHOMDM1M Maintain Employee/Worker Demographics 12:22 PM
2 more >

*Action: _ (B,D) Press PF3 to continue

*SSN: 123456789

Last Name: DOE First Name: JOHN Suffix: _____

```

+-----+
Da | PHIQUIT      *** Confirmation of Termination *** |
* | Nov 12,10 | 12:22 PM |
| | | | |
| PF12 was pressed... |
| Press PF12 again to quit entirely out of SPAHRS |
| Press PF3 to resume where you left off |
Pe | Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11 |
| | | | |
| End |
+-----+
    
```

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Hist Left Right Quit
Demograph 00000490688-X displayed successfully

1. Press F12 twice.



```
NAT9995 Natural session terminated normally.
```

2. This system message will appear. Press the PAUSE/BREAK key.

logo█

3. Type LOGO. Press ENTER.



```

VTAM/Switch 6.5  CCVSW  Session Selection  User: PHFNC10  Term: VTRM0286
=====
----- Application List -----
1 ADACICS  ADABAS C.I.C.S.  ACTIVE
2 FMVIEW  FMVIEW  ACTIVE
3 SPAHRS  SPAHRS CICS  CHECKING
4 SPAHRSA  SPAHRS CICS  CHECKING
5 TEST41  TEST CICS FOR SPAHRS  ACTIVE
6 TEST41A  TEST CICS FOR SPAHRS  ACTIVE
7 TSO  TSO FOR PRODUCTION  ACTIVE
8 VIEW  VIEW  ACTIVE

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

```

4. On the Command line type “logoff” and press ENTER. The log in screen will appear. Close the session with the X at the top of page.

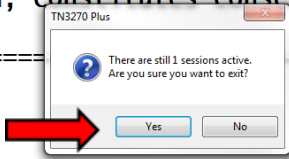
WARNING NOTICE!
This system is the property of the State of Mississippi and contains State and US Government information. Unauthorized access is prohibited. Use of this system may subject violators to criminal and civil penalties and or administrative action. By accessing this system, you acknowledge 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:
Password:
New Password :

10:58:54
02/27/2017
VTRM0897

MISSISSIPPI DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES
CPU1



The screenshot shows a dialog box titled "TN3270 Plus" with a question mark icon. The text inside the dialog box reads: "There are still 1 sessions active. Are you sure you want to exit?". Below the text are two buttons: "Yes" and "No". A red arrow points to the "Yes" button.

5. Click “YES” when asked. “Are you sure you want to exit?”.

Contact Us:



MMRS Call Center Phone # (601) 359-1343

MMRS Fax # (601) 359-6551

mash@dfa.ms.gov

Other MMRS Training Materials may be accessed via

www.dfa.ms.gov/mmrs/