
Mississippi Management and Reporting System

Department of Finance and Administration

| MMRS MASH/Training Materials | | |
|-------------------------------------|-----------------------------------|--------------------------|
| 6201 | Agency Browsers and Batch Reports | Revised Date: 08/08/2018 |
| | | Version: 6 |

Agency Browsers and Batch Reports Table of Contents

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Objective

Develop an understanding of the Agency module.

Outcome

An understanding of the Agency Browsers and Batch Reports is obtained

Agency Browse Options

If the SPAHRS agency number is unknown it can be obtained from a browse option. A browse is a method to review information online and select a specific record to review or display. The most commonly used browse in the Agency process is the Browse by Agency Name (**AG BN**).

| Your Action ... | System Response ... |
|--|------------------------------|
| 1. Choose AG (Agency) from the Main Menu and press ENTER. | The Agency Menu will appear. |

| |
|--|
| FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014 |
| PHIMAINU PHIMAINM Agency Menu 10:32 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: __ |
| Direct Command: _____ |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---- |
| Help Main End Quit |

Browse by Agency Name

The Browse by Agency Name screen is used to access agency information by the Agency Name. Select the desired agency by pressing ENTER to scroll through the list or enter the agency name in the indicated field, if known.

| Your Action ... | System Response ... |
|--|------------------------------|
| 1. Choose AG (Agency) from the Main Menu and press ENTER. | The Agency Menu will appear. |

| Your Action ... | System Response ... |
|--|---|
| 2. Choose BN (Browse by Agency Name) from the Agency Menu and press ENTER. The selection criteria include Agency Name. | The Browse by Agency Name screen will appear. Information is displayed by Agency Name, Master Agency Number, Agency Number, Service Type, Assigned SPB Analyst, and SPB Processed. |

```

FMSAS23 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014
PHOANMB PHOANMM Browse by Agency Name 10:49 AM

Actions: (D)

*Act Name Mastr Agcy Serv SPB SPB
      Agcy Num Type Analyst Prss
-----
- BARBER EXAMINERS BOARD 90840 0840 SS CLPH025 Y
- BOARD OF MESSAGE THERAPY 90857 0857 NS PHMGT03 N
- BOARD OF PHYSICAL THERAPY 90828 0828 SS CLPH130 Y
- BOARD OF REGISTRATION FOR FORESTERS 90844 0844 NS PHMGT03 N
- BOARD OF TAX APPEALS 90184 0184 NS CLPH144 Y
- CHANCERY & CIRCUIT JUDGES 90051 0128 NS SUPH006 N
- CHIROPRACTIC EXAMINERS BOARD 90849 0849 NS PHMGT03 N
- CORR-FARMING OPERATIONS 90551 0558 SS CLPH144 Y
- CORR-INSTITUTIONS 90551 0551 SS CLPH144 Y
- CORR-MEDICAL SERVICES 90551 0557 SS CLPH144 Y

Agency Name: _____
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 ... |
|---|--|
| 3. Choose Display and press Enter. | The "Over type Fiscal Year, if want to Display Profile for a different FY" screen will appear. |

```

FMSAS23 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014
PHOANMB PHOANMM Browse by Agency Name 10:49 AM

Actions: (D)

*Act +-----+ B SPB
      |          | yst Prss
-----+-----+-----
d BARB | over type Fiscal Year, if want to | 025 | Y
- BOAR | Display Profile for a different FY | T03 | N
- BOAR | Fiscal Year: 2014 | 130 | Y
- BOAR | | T03 | N
- BOAR | Press ENTER to continue | 144 | Y
- CHAN | | 006 | N
- CHIR | | T03 | N
- CORR | +-----+ | 144 | Y
- CORR-INSTITUTIONS 90551 0551 SS CLPH144 Y
- CORR-MEDICAL SERVICES 90551 0557 SS CLPH144 Y

Agency Name: _____
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. Enter the following information: Fiscal Year: Defaults to current FY. This field can be modified. Press ENTER. | The Agency Profile-1 screen will appear. |

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014
PHOAAPFD PHOAAP1M Agency Profile-1 10:51 AM
                                         2 more >

Agency#: 0840 Name: BARBER EXAMINERS BOARD
Master#: 90840 SAAS Agency#: 0840 Prev LBO#: Prev SPB#:
Service Type: SS State Service Create Bill#: H1713
Add/Spec Comp: More: UserId: CLPH035 / 07/19/2013 04:07 PM

FISCAL YEAR: 2014
Worker's Comp: 0.0011 Avg Fringe Rate: 0.3223839 SI Fringe Rate: 0.2189423
POSITIONS: PERMANENT TIME-LIMITED
FULL TIME PART TIME FULL TIME PART TIME TOTAL
Authorized Escalated 3 4 7
Actual 3 4 7
Filled 3 4 7

Auth Num of Positions to Swap: Actual Num of Positions Swapped:
Userid: PH510530 / 04/01/2014 08:34 AM

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 ... |
|---|---|
| 5. Press F11 to access the second panel of this screen. | The second panel of Agency Profile-2 will appear. |

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014
PHOAAPFD PHOAAP2M Agency Profile-2 10:52 AM
< 1 more 1 more >

Agency#: 0840 Name: BARBER EXAMINERS BOARD Master#: 90840
FISCAL YEAR: 2014
PERSONAL SERVICES DOLLARS: Total Appropriated: 173431.00
PRODUCTIVITY LONGEVITY REALIGNMENT REAL/RECLASS INSERVICE

Appropriated
Generated
Awarded
-----
Remaining
CONTRACTUAL SERVICES DOLLARS: Total Appropriated: 50000.00
General Num of Contracts Approved:
Federal
Other
-----
Total Contractual Serv Approved:
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 ... |
|--|--|
| 6. Press F11 to access the third panel of this screen. | The third panel of Agency Profile-3 will appear. |

| | | |
|---|---|--|
| FMSAS23 PHV4 PHOAAFPD PHOAAAP3M < 2 more | STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM Agency Profile-3 | 04/07/2014 10:53 AM |
| Agency#: 0840 | Name: BARBER EXAMINERS BOARD | Master#: 90840 |
| FISCAL YEAR: 2014 | | |
| PROGRAM BUDGET INFORMATION | | |
| Pgm# | Program Name | General Federal <u>1</u> of 2 Other |
| 01 | EXAMINATIONS | 43358 |
| 02 | LICENSURE/REGULATION | 130073 |
| Userid: CLPH025 / 01/15/2014 10:25 AM | | |
| Direct Command: _____ | | |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- | | |
| Help Main End Bkwd Fwd Left Right Quit | | |

Browse by Agency Number

The Browse by Agency Number screen is used to access agency information by the Agency Number. Select the desired agency by pressing ENTER to scroll through the list or enter the agency number in the indicated field, if known.

| Your Action ... | System Response ... |
|---|--|
| 1. Choose AG (Agency) from the Main Menu and press ENTER. | The Agency Menu will appear. |
| 2. Choose BA (Browse by Agency Number) from the Agency Menu and press ENTER. Selection criteria include Agency Number. Available Action is Display. | The Browse by Agency Number screen will appear. Information is displayed by Agency Number, Agency Name, Master Agency Number, Service Type, SPB Analyst, and SPB Processed. |

```

FMSAS23 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014
PHOAAANBB PHOAAANBM Browse by Agency Number 11:15 AM

Actions: (D)

  Act  Agcy  Name  Mastr  Serv  SPB  SPB
  Num  Num  Name  Agcy  Type Analyst Prss
-----

```

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 ... |
|------------------------------------|--|
| 3. Choose Display and press Enter. | The "Over type Fiscal Year, if want to Display Profile for a different FY" screen will appear. |

```

FMSAS23 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014
PHOAAANMB PHOAAANMM Browse by Agency Name 10:49 AM

Actions: (D)

*Act  +-----+ B  SPB
-----+-----+ yst Prss
d BARB  Over type Fiscal Year, if want to 025 Y
  BOAR  Display Profile for a different FY T03 N
  BOAR  Fiscal Year: 2014 130 Y
  BOAR  Press ENTER to continue T03 N
  BOAR  144 Y
  CHAN  006 N
  CHIR  T03 N
  CORR +-----+ 144 Y
  CORR-INSTITUTIONS 90551 0551 SS CLPH144 Y
  CORR-MEDICAL SERVICES 90551 0557 SS CLPH144 Y

```

Agency Name: _____
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. Enter the following information: Fiscal Year: Defaults to current FY. This field can be modified. Press ENTER. | The Agency Profile-1 screen will appear. |

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014
PHOAAAPFD PHOAAAP1M Agency Profile-1 10:51 AM
2 more >

Agency#: 0840 Name: BARBER EXAMINERS BOARD
Master#: 90840 SAAS Agency#: 0840 Prev LBO#: Prev SPB#:
Service Type: SS State Service Create Bill#: H1713
Add/Spec Comp: More: UserId: CLPH035 / 07/19/2013 04:07 PM

FISCAL YEAR: 2014
Worker's Comp: 0.0011 Avg Fringe Rate: 0.3223839 SI Fringe Rate: 0.2189423
POSITIONS: PERMANENT TIME-LIMITED
Authorized FULL TIME PART TIME FULL TIME PART TIME TOTAL
Escalated 3 4 7
Actual 3 4 7
Filled 3 4 7

Auth Num of Positions to Swap: Actual Num of Positions Swapped:
UserId: PH510530 / 04/01/2014 08:34 AM
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 ... |
|---|---|
| 5. Press F11 to access the second panel of this screen. | The second panel of Agency Profile-2 will appear. |

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014
PHOAAAPFD PHOAAAP2M Agency Profile-2 10:52 AM
< 1 more 1 more >

Agency#: 0840 Name: BARBER EXAMINERS BOARD Master#: 90840
FISCAL YEAR: 2014
PERSONAL SERVICES DOLLARS: Total Appropriated: 173431.00
PRODUCTIVITY LONGEVITY REALIGNMENT REAL/RECLASS INSERVICE

Appropriated
Generated
Awarded

-----
Remaining
CONTRACTUAL SERVICES DOLLARS: Total Appropriated: 50000.00
General Num of Contracts Approved:
Federal
other

Total Contractual Serv Approved:
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 ... |
|--|--|
| 6. Press F11 to access the third panel of this screen. | The third panel of Agency Profile-3 will appear. |


```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014
PHOAAFPD PHOAAAP3M Agency Profile-3 10:53 AM
< 2 more

Agency#: 0840 Name: BARBER EXAMINERS BOARD Master#: 90840

FISCAL YEAR: 2014
PROGRAM BUDGET INFORMATION
Pgm# Program Name General Federal 1 of 2
01 EXAMINATIONS Other 43358
02 LICENSURE/REGULATION 130073

Userid: CLPH025 / 01/15/2014 10:25 AM
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Left Right Quit
    
```

Browse by Master Name

The Browse by Master Name screen is used to access agency information by the Master Agency Name.

| Your Action ... | System Response ... |
|--|---|
| 1. Choose AG (Agency) from the Main Menu and press ENTER. | The Agency Menu will appear. |
| 2. Choose BM (Browse by Master Name) from the Agency Menu and press ENTER. Selection criteria include Master Name. Available Action is Select. | The Browse by Master Name screen will appear. Information is displayed by Master Name, Master Number, and SPB Analyst. |

```

FMSAS23 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014
PHOAMNMB PHOAMNMM Browse by Master Name 11:28 AM

Actions: (s)

*Act          Master Name          Master Number      SPB Analyst
-----
=             AGRICULTURAL AVIATION BOARD      90825             CLPH083
-             AGRICULTURE & COMMERCE DEPARTMENT 90401             CLPH025
-             ANIMAL HEALTH BOARD              90427             CLPH007
-             ARCHITECTURE AND LANDSCAPE BOARD   90846             CLPH054
-             ARCHIVES & HISTORY DEPARTMENT     90475             CLPH083
-             ARTS COMMISSION                   90865             CLPH054
-             ATHLETIC COMMISSION               90843             CLPH083
-             ATTORNEY GENERAL                  90071             CLPH010
-             AUDIT DEPARTMENT                  90155             CLPH083
-             BANKING & CONSUMER FINANCE DEPARTMENT 90511             CLPH054

Master Name: _____
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 ... |
|--|---|
| 3. Select the desired master agency and press ENTER. | Once the master agency is selected, a second browse screen appears listing any sub-agencies. Information is displayed by Agency Number, Agency Name, Service Type, SPB Analyst, and SPB Processed. |

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014
PHOASAMB PHOASAMM Browse Agencies for a Master 11:31 AM

Action: (D)

Master#: 90371 Master Name: MENTAL HEALTH DEPARTMENT

*Act  Agcy          Agency Name          Serv Type      SPB Analyst      SPB Prss
-----
=     0371 MH-CENTRAL OFFICE      SS             CLPH140          Y
-     0372 MH-EAST MS STATE HOSPITAL SS             CLPH140          Y
-     0373 MH-ELLISVILLE STATE SCHOOL SS             CLPH140          Y
-     0374 MH-MS STATE HOSPITAL     SS             CLPH140          Y
-     0375 MH-CLEVELAND CRISIS CENTER SS             CLPH119          Y
-     0376 MH-GRENADA CRISIS CENTER  SS             CLPH042          Y
-     0378 MH-BROOKHAVEN CRISIS CENTER SS             CLPH083          Y
-     0379 DRUG AND ALCOHOL SECTION - MENTAL HEALTH SS             CLPH117          Y
-     0381 MH-BOSWELL REGIONAL CENTER SS             CLPH140          Y

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. Choose Display and press Enter. | The "Over type Fiscal Year, if want to Display Profile for a different FY" screen will appear. |

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014
PHOASAMB PHOASAMB Browse Agencies for a Master 11:31 AM

Action: (D)

Master#: +-----+
*Act Agcy |          over type Fiscal Year, if want to          | SPB
  Num   |          Display Profile for a different FY          | Prss
-----+-----+-----+
d  0371 |          Fiscal Year: 2014                          | Y
-   0372 |                                                         | Y
-   0373 |          Press ENTER to continue                    | Y
-   0374 |                                                         | Y
-   0375 |                                                         | Y
-   0376 |-----+-----+-----+                         | Y
-   0378 | MH-BROOKHAVEN CRISIS CENTER                        SS  CLPH083 | Y
-   0379 | DRUG AND ALCOHOL SECTION - MENTAL HEALTH          SS  CLPH117 | Y
-   0381 | MH-BOSWELL REGIONAL CENTER                          SS  CLPH140 | Y

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 ... |
|---|--|
| 5. Enter the following information: Fiscal Year: Defaults to current FY. This field can be modified. Press ENTER. | The Agency Profile-1 screen will appear. |

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014
PHOAAFPD PHOAAFPD Agency Profile-1 11:35 AM
                                           2 more >

Agency#: 0371 Name: MH-CENTRAL OFFICE
Master#: 90371 SAAS Agency#: 0371 Prev LBO#: Prev SPB#:
Service Type: SS State Service Create Bill#: S3163
Add/spec Comp: SPDTY More: Y UserId: CLPH140 / 03/03/2014 01:27 PM

FISCAL YEAR: 2014
Worker's Comp: 0.0035 Avg Fringe Rate: 0.3146072 SI Fringe Rate: 0.2395337
POSITIONS: PERMANENT TIME-LIMITED
          FULL TIME PART TIME FULL TIME PART TIME TOTAL
Authorized 58 31 89
Escalated 17 17
Actual 58 45 103
Filled 51 38 89

Auth Num of Positions to Swap: Actual Num of Positions Swapped:
                               UserId: PH510530 / 04/01/2014 08:34 AM

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 ... |
|---|---|
| 6. Press F11 to access the second panel of this screen. | The second panel of Agency Profile-2 will appear. |

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014
PHOAAPFD PHOAAP2M Agency Profile-2 10:52 AM
< 1 more 1 more >

Agency#: 0840 Name: BARBER EXAMINERS BOARD Master#: 90840
FISCAL YEAR: 2014
PERSONAL SERVICES DOLLARS: Total Appropriated: 173431.00
PRODUCTIVITY LONGEVITY REALIGNMENT REAL/RECLASS INSERVICE

Appropriated
Generated
Awarded

-----
Remaining
CONTRACTUAL SERVICES DOLLARS: Total Appropriated: 50000.00
General Num of Contracts Approved:
Federal
Other

Total Contractual Serv Approved:
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 ... |
|--|--|
| 7. Press F11 to access the third panel of this screen. | The third panel of Agency Profile-3 will appear. |

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014
PHOAAPFD PHOAAP3M Agency Profile-3 10:53 AM
< 2 more

Agency#: 0840 Name: BARBER EXAMINERS BOARD Master#: 90840
FISCAL YEAR: 2014
PROGRAM BUDGET INFORMATION
Pgm# Program Name General Federal 1 of 2
01 EXAMINATIONS 43358
02 LICENSURE/REGULATION 130073

Userid: CLPH025 / 01/15/2014 10:25 AM
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Left Right Quit
    
```

Browse by Master Number

The Browse by Master Number screen is used to access agency information by the Master Agency Number.

| Your Action ... | System Response ... |
|--|------------------------------|
| 1. Choose AG (Agency) from the Main Menu and press ENTER. | The Agency Menu will appear. |

| Your Action ... | System Response ... |
|--|--|
| <p>2. Choose BR (Browse by Master Number) from the Agency Menu and press ENTER.</p> <p>Selection criteria include Master Number. Available Action is Display.</p> | <p>The Browse by Master Number screen will appear.</p> <p>Information is displayed by Master Number, Master Name, and SPB Analyst.</p> |

```

FMSAS23  CI          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    04/07/2014
PHOAMNBB PHOAMNBM          Browse by Master Number                12:39 PM

Actions: (S)

*Act      Master      Master Name      SPB
-----      Number      -----      Analyst
-----

Master#: _____
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>3. Select the desired master agency and press ENTER.</p> | <p>Once the master number is selected, a second browse screen appears listing any sub-agencies.</p> <p>Information is displayed by Agency Number, Agency Name, Service Type, SPB Analyst, and SPB Processed.</p> |

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014
PHOASAMB PHOASAMM Browse Agencies for a Master 11:31 AM

Action: (D)

Master#: 90371 Master Name: MENTAL HEALTH DEPARTMENT

  Agcy      Serv      SPB      SPB
*Act Num    Type     Analyst  Prss
-----
= 0371 MH-CENTRAL OFFICE                SS    CLPH140  Y
- 0372 MH-EAST MS STATE HOSPITAL       SS    CLPH140  Y
- 0373 MH-ELLISVILLE STATE SCHOOL     SS    CLPH140  Y
- 0374 MH-MS STATE HOSPITAL             SS    CLPH140  Y
- 0375 MH-CLEVELAND CRISIS CENTER       SS    CLPH119  Y
- 0376 MH-GRENADA CRISIS CENTER         SS    CLPH042  Y
- 0378 MH-BROOKHAVEN CRISIS CENTER      SS    CLPH083  Y
- 0379 DRUG AND ALCOHOL SECTION - MENTAL HEALTH SS    CLPH117  Y
- 0381 MH-BOSWELL REGIONAL CENTER       SS    CLPH140  Y

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. Choose Display and press Enter. | The "Over type Fiscal Year, if want to Display Profile for a different FY" screen will appear. |

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014
PHOASAMB PHOASAMM Browse Agencies for a Master 11:31 AM

Action: (D)

Master#: +-----+
  Agcy      Serv      SPB      SPB
*Act Num    Type     Analyst  Prss
-----
d 0371      |                |                |
- 0372      |                |                |
- 0373      |                |                |
- 0374      |                |                |
- 0375      |                |                |
- 0376      |                |                |
- 0378 MH-BROOKHAVEN CRISIS CENTER       SS    CLPH083  Y
- 0379 DRUG AND ALCOHOL SECTION - MENTAL HEALTH SS    CLPH117  Y
- 0381 MH-BOSWELL REGIONAL CENTER       SS    CLPH140  Y

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 ... |
|---|--|
| 5. Enter the following information: Fiscal Year: Defaults to current FY. This field can be modified. Press ENTER. | The Agency Profile-1 screen will appear. |

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014
PHOAAPFD PHOAAP1M Agency Profile-1 11:35 AM
2 more >

Agency#: 0371 Name: MH-CENTRAL OFFICE
Master#: 90371 SAAS Agency#: 0371 Prev LBO#: Prev SPB#:
Service Type: SS State Service Create Bill#: s3163
Add/Spec Comp: SPDTY More: Y UserId: CLPH140 / 03/03/2014 01:27 PM

FISCAL YEAR: 2014
Worker's Comp: 0.0035 Avg Fringe Rate: 0.3146072 SI Fringe Rate: 0.2395337
POSITIONS: PERMANENT TIME-LIMITED
FULL TIME PART TIME FULL TIME PART TIME TOTAL
Authorized 58 31 89
Escalated 17 17
Actual 58 45 103
Filled 51 38 89

Auth Num of Positions to Swap: Actual Num of Positions Swapped:
UserId: PH510530 / 04/01/2014 08:34 AM
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 ... |
|---|---|
| 6. Press F11 to access the second panel of this screen. | The second panel of Agency Profile-2 will appear. |

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/07/2014
PHOAAPFD PHOAAP2M Agency Profile-2 10:52 AM
< 1 more 1 more >

Agency#: 0840 Name: BARBER EXAMINERS BOARD Master#: 90840
FISCAL YEAR: 2014
PERSONAL SERVICES DOLLARS: Total Appropriated: 173431.00
PRODUCTIVITY LONGEVITY REALIGNMENT REAL/RECLASS INSERVICE

Appropriated
Generated
Awarded

-----
Remaining
CONTRACTUAL SERVICES DOLLARS: Total Appropriated: 50000.00
General Num of Contracts Approved:
Federal
Other

-----
Total Contractual Serv Approved:
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 ... |
|--|--|
| 7. Press F11 to access the third panel of this screen. | The third panel of Agency Profile-3 will appear. |

| | | |
|---------------------------------------|---|-------------------------------------|
| FMSAS23 PHV4 | STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM | 04/07/2014 |
| PHOAAFPD PHOAAAP3M | Agency Profile-3 | 10:53 AM |
| < 2 more | | |
| Agency#: 0840 | Name: BARBER EXAMINERS BOARD | Master#: 90840 |
| FISCAL YEAR: 2014 | | |
| PROGRAM BUDGET INFORMATION | | |
| Pgm# | Program Name | General Federal <u>1</u> of 2 Other |
| 01 | EXAMINATIONS | 43358 |
| 02 | LICENSURE/REGULATION | 130073 |
| Userid: CLPH025 / 01/15/2014 10:25 AM | | |
| Direct Command: _____ | | |
| Enter-PF1---- | PF2---- | PF3---- |
| PF4---- | PF5---- | PF6---- |
| PF7---- | PF8---- | PF9---- |
| PF10-- | PF11-- | PF12---- |
| Help | Main | End |
| | Bkwd | Fwd |
| | Left | Right |
| | | Quit |

Browse Agencies Assigned to SPB Analyst

The Browse Agencies Assigned to SPB Analyst screen lists all agencies assigned to a specified SPB analyst.

| Your Action ... | System Response ... |
|---|--|
| 1. Choose AG (Agency) from the Main Menu and press ENTER. | The Agency Menu will appear. |
| 2. Choose BC (Browse Agencies Assigned to SPB Analyst) from the Agency Menu and press ENTER. Selection criterion is SPB Analyst user ID. The available action is Display. | The Browse Agencies Assigned to SPB Analyst screen will appear. Information is displayed by Agency Name, Master Agency, Agency Number, Service Type, and SPB Processed. |


```

FMSAS23 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHOAAACB PHOAAACM Browse Agencies Assigned to SPB Analyst 10:28 AM

Actions: (D)

Act          Agency Name          Mastr      Agcy      Serv      SPB
-----          -----          -
                                     Agcy      Num      Type      Prss

*SPB Analyst: _____
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 ... |
|---|--|
| 3. Enter the SPB Analyst's user ID and press ENTER to list all assigned agencies. | Once the agency is selected, a second browse screen appears listing any sub-agencies. Information is displayed by Agency Number, Agency Name, Service Type, SPB Analyst, and SPB Processed. |

```

FMSAS23 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHOAAACB PHOAAACM Browse Agencies Assigned to SPB Analyst 10:32 AM

Actions: (D)

Act          +-----+          SPB
-----          |          Prss
D   GAMI      |          Y
-   HOUS      |          N
-   OFFI      |          N
-   TRAN      |          Y
-   VETE      |          N
          +-----+

          Over type Fiscal Year, if want to
          Display Profile for a different FY

          Fiscal Year: 2014

          Press ENTER to continue

*SPB Analyst: phfnc15
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. Enter the following information: Fiscal Year: Defaults to current FY. This field can be modified. Press ENTER. | The Agency Profile-1 screen will appear |

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHOAAFPD PHOAAAP1M Agency Profile-1 10:36 AM
2 more >

Agency#: 0183 Name: GAMING COMMISSION
Master#: 90183 SAAS Agency#: 0185 Prev LBO#: Prev SPB#:
Service Type: SS State Service Create Bill#: S3155
Add/Spec Comp: SPDTY More: Y UserId: PHFNC15 / 08/26/2013 12:07 PM

FISCAL YEAR: 2014
worker's Comp: 0.0261 Avg Fringe Rate: 0.3669494 SI Fringe Rate: 0.2641397
POSITIONS: PERMANENT TIME-LIMITED
FULL TIME PART TIME FULL TIME PART TIME TOTAL
Authorized 129 129
Escalated
Actual 129 129
Filled 119 119

Auth Num of Positions to Swap: Actual Num of Positions Swapped:
UserId: CLPH123 / 07/17/2013 12:02 PM
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 ... |
|---|---|
| 5. Press F11 to access the second panel of this screen. | The second panel of Agency Profile-2 will appear. |

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHOAAFPD PHOAAAP2M Agency Profile-2 10:37 AM
< 1 more 1 more >

Agency#: 0183 Name: GAMING COMMISSION Master#: 90183
FISCAL YEAR: 2014
PERSONAL SERVICES DOLLARS: Total Appropriated: 7224004.00
PRODUCTIVITY LONGEVITY REALIGNMENT REAL/RECLASS INSERVICE

Appropriated
Generated
Awarded
-----
Remaining
CONTRACTUAL SERVICES DOLLARS: Total Appropriated: 2072246.00
General 10252.80 Num of Contracts Approved:
Federal
Other 550000.00
-----
Total Contractual Serv Approved: 560252.80
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 ... |
|--|--|
| 6. Press F11 to access the third panel of this screen. | The third panel of Agency Profile-3 will appear. |

| | | |
|---|---|-----------------------|
| FMSAS23 PHV3 | STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM | 04/09/2014 |
| PHOAAFPD PHOAAAP3M | Agency Profile-3 | 10:38 AM |
| < 2 more | | |
| Agency#: 0183 | Name: GAMING COMMISSION | Master#: 90183 |
| FISCAL YEAR: 2014 | | |
| PROGRAM BUDGET INFORMATION | | |
| Pgm# | Program Name | General Federal other |
| 01 | GAMING | 1 5948004 |
| 02 | CHARITABLE BINGO | 1 1276000 |
| Userid: CLPH123 / 07/16/2013 08:20 AM | | |
| Direct Command: _____ | | |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- | | |
| Help Main End Bkwd Fwd Left Right Quit | | |

Browse Agency History

The Browse Agency History screen is used to view updates and modifications to agency information by date and time of modification.

| Your Action ... | System Response ... |
|---|---|
| 1. Choose AG (Agency) from the Main Menu and press ENTER. | The Agency Menu will appear. |
| 2. Choose BH (Browse Agency History) from the Agency Menu and press ENTER Selection criteria include Agency Number and Date. The available action is Display . | The Browse Agency History screen will appear. Information is displayed by Last Modified Date/Time, Agency Number, Agency Name, Master Agency Number, and Year Established. |

```

FMSAS23 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHOAAHSB PHOAAHSM Browse Agency History 10:51 AM

Actions: (D)

Act Last Modified Agcy Agency Master Year
Date/Time Num Name Agcy Est
-----

*Agency#: ____ Date: __ __ ____
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 ... |
|---|---|
| 3. Enter the Agency Number and press ENTER. | Once the Agency Number has been displayed, the Display Agency History screen will appear. |

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHOAAHPD PHOAAH1M Display Agency History 10:57 AM
                                           2 more >

*Agency#: 0160 Name: PERSONNEL BOARD - STATE

*Master#: 90160 Date Established:
Previous LBO#: Previous SPB#: More:
SAAS Agency #: 0614
Create Bill#: S3127 Create Bill Date:
*Create Type: S *Add/Spec Comp: SPDTY More: Y
*Service Type: SS SPB Processed: Y
*SPB Analyst: CLPH115 ** User name is not on Security file **
Agcy Max Salary: 119657.20 Curr Agcy Head sal: 111143.13
Inactivate Date: Reactivate Date:
Pay Thru Date:
*Reason Code:

                                UserId: CLPH138 / 07/12/2013 11:58 AM

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

| Your Action ... | System Response ... |
|---|---|
| 4. Press F11 to access the second panel of this screen. | The second panel of Display Agency History will appear. |

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHOAAHPD PHOAAH2M Display Agency History 10:58 AM
< 1 more 1 more >

*Agency#: 0160 Name: PERSONNEL BOARD - STATE
Address: Street: 210 E Capitol Street
Suite 800
City: Jackson State: MS Zip: 39201
Phone: 601-359-1406 Ext: Confidential:

SPB Mail Type: P DFA Mail Type: H EE04 Function: 01
State Tax Id: 640638066 Federal Tax Id: 640638066
SAAS Indicator: Y *Warrant sort order: N

*Pers Dir/Cnct Agency#: 0160 *PIN: 88 Phone: 601-359-6712 Ext:
*Agency Head Agency#: 0160 *PIN: 1 Phone: 601-359-2702 Ext:
*Payroll Offcr Agency#: 0160 *PIN: 88 Phone: 601-359-6712 Ext:
*Contract Cnct Agency#: *PIN: Phone:
Payroll officer FAX: 601-359-2509 Pers Dir FAX: 601-359-2509
Userid: CLPH138 / 07/12/2013 11:58 AM

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

```

| Your Action ... | System Response ... |
|--|--|
| 5. Press F11 to access the third panel of this screen. | The third panel of Display Agency History will appear. |

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHOAAHPD PHOAAH3M Display Agency History 10:58 AM
< 2 more

*Agency#: 0160 Name: PERSONNEL BOARD - STATE

PERS Id: 1429
Other PERS Id:
Legislative PERS Id:
Detail Category Report Ind: N
Detail Project Report Ind: N
Detail Org Report Ind: N
Insurance Department Code: 2177
Cafeteria Plan Start Date: 01/01/1998
Cafeteria Plan End Date: 12/31/2014
Federal Reserve Bank ID Nr: 512382
Agency Identification Number: CL
MESC Account Number: 91001450000
MESC Covered Empl. 1st Month: 2nd Month: 3rd Month:

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

```

Browse Agency Profile History

The Browse Agency Profile History screen is used to view updates and modifications to agency profile information by date and time of modification.

| Your Action ... | System Response ... |
|--|------------------------------|
| 1. Choose AG (Agency) from the Main Menu and press ENTER. | The Agency Menu will appear. |

| Your Action ... | System Response ... |
|--|---|
| 2. Choose AP (Browse Agency Profile History) from the Agency Menu and press ENTER. Selection criteria include Agency Number, Fiscal Year, and Date. The available action is Display . | The Browse Agency Profile History screen will appear. Information is displayed by Last Updated Date/Time, Agency Number, Agency Name, and Fiscal Year. |

| FMSAS23 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014 PHOAAPHB PHOAAPHM Browse Agency Profile History 12:02 PM | | | | | | | | | | |
|--|---------------------|---------------------|-------------|-------------|-------------|-------|-------|-------|-------|-------|
| Actions: (D) <table border="1"> <thead> <tr> <th>Act</th> <th>Last Updt Date/Time</th> <th>Agency Num</th> <th>Agency Name</th> <th>Fiscal Year</th> </tr> </thead> <tbody> <tr> <td>-----</td> <td>-----</td> <td>-----</td> <td>-----</td> <td>-----</td> </tr> </tbody> </table> | Act | Last Updt Date/Time | Agency Num | Agency Name | Fiscal Year | ----- | ----- | ----- | ----- | ----- |
| Act | Last Updt Date/Time | Agency Num | Agency Name | Fiscal Year | | | | | | |
| ----- | ----- | ----- | ----- | ----- | | | | | | |
| *Agency#: ____ Fiscal Year: ____ Date: ____ 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 ... |
|---|---|
| 3. Enter the Agency Number and press ENTER. | Once the Agency Number has been displayed, the Agency Profile-1 screen will appear. |

| FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014 PHOAAPHD PHOAFH1M Agency Profile-1 12:06 PM 2 more > | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|-----------|-----------|-----------|-----------|-----------|-------|------------|----|---|--|--|----|-----------|--|--|--|--|--|--------|----|---|--|--|----|--------|----|---|--|--|----|
| Agency#: 0160 Name: PERSONNEL BOARD - STATE Master#: 90160 SAAS Agency#: 0614 Prev LBO#: Prev SPB#: Service Type: SS State Service Create Bill#: S3127 Add/Spec Comp: SPDTY More: Y UserId: CLPH138 / 07/12/2013 11:58 AM FISCAL YEAR: 2014 Worker's Comp: 0.0400 Avg Fringe Rate: 0.3589495 SI Fringe Rate: 0.2773422 POSITIONS: PERMANENT TIME-LIMITED <table border="1"> <thead> <tr> <th></th> <th>FULL TIME</th> <th>PART TIME</th> <th>FULL TIME</th> <th>PART TIME</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>Authorized</td> <td>56</td> <td>1</td> <td></td> <td></td> <td>57</td> </tr> <tr> <td>Escalated</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Actual</td> <td>55</td> <td>1</td> <td></td> <td></td> <td>56</td> </tr> <tr> <td>Filled</td> <td>53</td> <td>1</td> <td></td> <td></td> <td>54</td> </tr> </tbody> </table> | | FULL TIME | PART TIME | FULL TIME | PART TIME | TOTAL | Authorized | 56 | 1 | | | 57 | Escalated | | | | | | Actual | 55 | 1 | | | 56 | Filled | 53 | 1 | | | 54 |
| | FULL TIME | PART TIME | FULL TIME | PART TIME | TOTAL | | | | | | | | | | | | | | | | | | | | | | | | | |
| Authorized | 56 | 1 | | | 57 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Escalated | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Actual | 55 | 1 | | | 56 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Filled | 53 | 1 | | | 54 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Auth Num of Positions to Swap: Actual Num of Positions Swapped: UserId: PH104029 / 10/23/2013 01:32 PM Direct Command: _____ Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Main End Note Bkwd Fwd Left Right Quit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Your Action ... | System Response ... |
|---|---|
| 4. Press F11 to access the second panel of this screen. | The second panel of Agency Profile-2 will appear. |

```

FMSAS23  PHV3          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      04/09/2014
PHOAAPHD PHOAFH2M          Agency Profile-2                          12:08 PM
< 1 more                                     1 more >

Agency#: 0160   Name: PERSONNEL BOARD - STATE           Master#: 90160
                FISCAL YEAR: 2014
PERSONAL SERVICES DOLLARS:  Total Appropriated:  3898870.00
                PRODUCTIVITY  LONGEVITY  REALIGNMENT  REAL/RECLASS  INSERVICE

Appropriated
Generated
Awarded

-----
Remaining
CONTRACTUAL SERVICES DOLLARS: Total Appropriated:  1537424.00
General                                           Num of Contracts Approved:
Federal
Other                                           484084.00
-----
Total Contractual Serv Approved:  484084.00
Direct Command: =
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End           Note      Bkwd  Fwd           Left Right Quit
    
```

| Your Action ... | System Response ... |
|--|--|
| 5. Press F11 to access the third panel of this screen. | The third panel of Agency Profile-3 will appear. |

| | | | |
|---|--------------------|---|----------------|
| FMSAS23 | PHV3 | STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM | 04/09/2014 |
| PHOAAPHD | PHOAFH3M | Agency Profile-3 | 12:09 PM |
| < 2 more | | | |
| Agency#: 0160 | | Name: PERSONNEL BOARD - STATE | Master#: 90160 |
| FISCAL YEAR: 2014 | | | |
| PROGRAM BUDGET INFORMATION | | | |
| Pgm# | Program Name | General | Federal |
| | | | <u>1</u> of 5 |
| 01 | TRAINING | | 676610 |
| 02 | EAB | | 497530 |
| 03 | CLASS/COMP | | 1056960 |
| 04 | REC/SEL | | 1459111 |
| 05 | CONTRACT REVIEW BD | | 202827 |
| Userid: PH104029 / 10/23/2013 01:32 PM | | | |
| Direct Command: _____ | | | |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- | | | |
| Help Main End Note Bkwd Fwd Left Right Quit | | | |

Browse Master Agency History

The Browse Master Agency History screen is used to view updates and modifications to master agency information by date and time of modification.

| Your Action ... | System Response ... |
|--|---|
| 1. Choose AG (Agency) from the Main Menu and press ENTER. | The Agency Menu will appear. |
| 2. Choose MH (Browse Master Agency History) from the Agency Menu and press ENTER. Selection criteria include Master Agency Number and Date. The available action is D isplay. | The Browse Master Agency History screen will appear. Information is displayed by Last Date and Time Modified, Master Number, and Agency Name |


```

FMSAS23 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHOAMHSB PHOAMHSM Browse Master Agency History 12:36 PM

Actions: (D)

Act      Last Modified      Master      Agency
-----  Date/Time          Number     Name
-----  -----

*Master Agency#: _____ Date: __ __ __
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 ... |
|--|---|
| 3. Enter the Master Agency Number and press ENTER. | Once the Master Agency Number has been displayed, the Display Master Agency History screen will appear. |

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHOAMHSB PHOAMHAM Display Master Agency History 12:44 PM

*Master#: 90161 Name: FINANCE AND ADMINISTRATION

      *SPB Analyst: CLPH117
      Date Established:
*Pers Dir/Cnct Agency#: 0161 *EEO4 Function:
      Phone: 601-359-2514 Ext: *PIN: 1501 HOLLOWAY, KAREN M
*Agency Head Agency#: 0161 *PIN: 1781 UPCHURCH, KEVIN J
      Phone: 601-359-3402 Ext:
*Payroll offcr/Cnct Agency#: 0161 *PIN: 1808 **** VACANT ****
      Phone: 601-359-5549 Ext:

Sub Agency Security (Y/N):
      Inactivate Date: Reactivate Date:
      Pay Thru Date:
      *Reason Code:

                               UserId: PHFNC15 / 07/03/2013 08:43 AM

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

Browse Agency FY Pending Approval

The Browse Agency FY Pending Approval screen is used to display the status of transactions which are pending approval in the system.

| Your Action ... | System Response ... |
|--|------------------------------|
| 1. Choose AG (Agency) from the Main Menu and press ENTER. | The Agency Menu will appear. |

| Your Action ... | System Response ... |
|--|---|
| <p>2. Choose PA (Browse Agency FY Pending Approval) from the Agency Menu and press ENTER.</p> <p>Selection criterion includes Agency. The available action is Display.</p> | <p>The Browse Agency FY Pending Approval screen will appear.</p> <p>Information is displayed by Agency Number, Transaction, Status, Owner, Processed Indicator, Date Processed, Approver Detail, Level, Approver and Approval Status.</p> |

```

PHFNC10 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/02/2018
PHOAB1B PHOAB1M Browse Agency FY Pending Approval 02:11 PM

Actions: (D)
          Proc Date <----- Approver Details ----->
ACT Agency Tran Status Owner Ind Proc Lvl Approver Status
-----

*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 ... |
|--|--|
| <p>3. Enter the Agency Number and press ENTER.</p> | <p>Once the Approval Record has been displayed, the Approval screen will appear.</p> |

```

PHFNC10 PHVE STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/08/2018
PHIOAP0D PHIOAP0M Approval 01:42 PM
2 more >

Action: (A,B,C,D,M,N,P)
*Agency :
*Function Trans. :
Date Time Stamp :
Owner - *Agency: _____
          *PIN: _____
          User ID: _____

Notify - Originator(Y/N): _
          *Agency: _____
          *PIN: _____
          User ID: _____

Key : _____ Note Reqd: _
Status : _____ Processed After Completion: _
Start Date : _____ Date Resolution : _____ Program: _____
Originator : _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Disp Left Right Quit
    
```

| Your Action ... | System Response ... |
|---|---|
| 4. Press F11 to access the second panel of this screen. | The second panel of Approval will appear. |

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHIOAP0D PHIOAP1M Approval 12:52 PM
< 1 more 1 more >
Action: = (A,B,C,D,M,N,P)

*Agency : _____
*Function Trans.: _____
Date Time Stamp:

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

| Your Action ... | System Response ... |
|--|--|
| 5. Press F11 to access the third panel of this screen. | The third panel of Approval will appear. |

```

PHFNC10 PHVE STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/08/2018
PHIOAP0D PHIOAP2M Approval 01:44 PM
< 2 more
Action: _ (A,B,C,D,M,N,P)
*Agency :
*Function Trans.:
Date Time Stamp:

1__ Level: __ Type: _ Approval Req: _
Action Upon Disapp: _ Note Req: _
Status: _
PRIMARY: *Agency: ____
*PIN: ____
_ User ID:

ALTERNATE: *Agency: ____
*PIN: ____
* User ID:

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

```

Browse Agency Cross Reference

The Browse Agency Cross References screen provides agency cross reference data. Any previous LBO or SPB number is displayed as well as SPB purview of the agency.

| Your Action ... | System Response ... |
|---|---|
| 1. Choose AG (Agency) from the Main Menu and press ENTER. | The Agency Menu will appear. |
| 2. Choose XA (Browse Agency Cross Reference) from the Agency Menu and press ENTER. | The Browse Agency Cross Reference Browse will appear. |

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHIMAINU PHIMAINM Browse Agency Cross Reference Menu 12:54 PM

Code Description FastPath
X1 Browse By SPAHRS Agency
X2 Browse By SAAS Agency

Code: __

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

Browse By SPAHRS Agency

| Your Action ... | System Response ... |
|---|---|
| 1. Choose AG (Agency) from the Main Menu and press ENTER. | The Agency Menu will appear. |
| 2. Choose XA (Browse Agency Cross Reference) from the Agency Menu and press ENTER. | The Browse Agency Cross Reference Browse will appear. |
| 3. Choose X1 (Browse By SPAHRS Agency) from the Browse Agency Cross Reference Menu and press ENTER. Selection criterion is Agency Name. | The Browse by SPAHRS Agency screen will appear. Information is displayed by Agency Name, Agency Number, Previous SPB, Previous DFA, Previous LBO, and SPB Processed. |

| FMSAS23 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM | | 04/09/2014 | | | |
|---|---------------|------------|----------|----------|----------|
| PHOAXRFB PHOAXRFM Browse By SPAHRS Agency | | 12:58 PM | | | |
| Agency Name | Agency Number | Prev SPB | Prev DFA | Prev LBO | SPB Prss |
| AGRICULTURE & COMMERCE DEPARTMENT | 0401 | | 0401 | | Y |
| ANIMAL HEALTH BOARD | 0427 | | 0428 | | Y |
| ARCHITECTURE AND LANDSCAPE BOARD | 0846 | | 0848 | | Y |
| ARCHIVES-ARCHIVES & HISTORY | 0475 | | 0475 | | Y |
| ARCHIVES-LOCAL GOVT RECORDS | 0869 | | 0475 | | Y |
| ARTS COMMISSION | 0865 | | 0865 | | Y |
| ATHLETIC COMMISSION | 0843 | | 0843 | | Y |
| ATTORNEY GENERAL | 0071 | | 0071 | | Y |
| AUCTIONEERS COMMISSION | 0866 | | 0820 | | Y |
| BANKING & CONSUMER FINANCE DEPARTMENT | 0511 | | 0511 | | Y |
| BARBER EXAMINERS BOARD | 0840 | | 0840 | | Y |
| BOARD OF MASSAGE THERAPY | 0857 | | 0857 | | N |
| BOARD OF PHYSICAL THERAPY | 0828 | | 0828 | | Y |
| *Agency Name: _____ | | | | | |
| Direct Command: _____ | | | | | |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- | | | | | |
| Help Main End | | Bkwd Fwd | | quit | |

Browse By SAAS Agency

| Your Action ... | System Response ... |
|--|--|
| 1. Choose AG (Agency) from the Main Menu and press ENTER. | The Agency Menu will appear. |
| 2. Choose XA (Browse Agency Cross Reference) from the Agency Menu and press ENTER. | The Browse Agency Cross Reference Browse will appear. |
| 3. Choose X2 (Browse By SAAS Agency) from the Browse Agency Cross Reference Menu and press ENTER. Selection criterion is SAAS Agency Number. | The Browse by SAAS Agency screen will appear. Information is displayed by Agency SAAS Number, SAAS Agency Name, and SPAHRS Sub-Agency Number (S). |

| FMSAS23 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM | | 04/09/2014 |
|--|-----------------------------|------------------------------------|
| PHOAXR2B PHOAXR2M Browse By SAAS Agency | | 12:59 PM |
| SAAS Agcy Number | SAAS Agency Name | SPAHR Sub-Agency Number(S) |
| 001 | SENATE | 0001 0005 |
| 002 | HOUSE OF REPRESENTATIVES | 0004 0002 |
| 003 | LEGISLATIVE JOINT OPERATION | 0003 |
| 021 | PEER | 0021 0022 |
| 025 | LEGISLATIVE BUDGET OFFICE | 0025 |
| 051 | SUPREME COURT | 0051 0054 0055 0128 0129 0130 0135 |
| SAAS Agency No.: ____ | | |
| Direct Command: _____ | | |
| Enter-PF1--- | PF2--- | PF3--- |
| PF4--- | PF5--- | PF6--- |
| PF7--- | PF8--- | PF9--- |
| PF10-- | PF11-- | PF12--- |
| Help | Main | End |
| | Bkwd | Fwd |
| | | Quit |

Printing (Agency Batch Reports)

There are several print options available. All print options are selected from the Agency Batch Reports (**BT**) option on the Agency Menu. Once this option is selected, the following menu will appear: Agencies will only have access to the **PA** - Print Agency Profiles option and **PB** - Print Agency Program Budget.

| Your Action ... | System Response ... |
|--|------------------------------|
| 1. Choose AG (Agency) from the Main Menu and press ENTER. | The Agency Menu will appear. |

| FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM | | 04/09/2014 |
|--|---|------------|
| PHIMAINU PHIMAINM Agency Menu | | 12:59 PM |
| 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: ____ | | |
| 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 BT (Agency Batch Reports) from the Agency Menu and press ENTER. | The Agency Batch Reports Menu will appear. |

| |
|---|
| FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014 PHIMAINU PHIMAINM Agency Batch Reports Menu 01:24 PM |
| Code Description FastPath |
| AO Print Outstanding Agency Information |
| MO Print Outstanding Master Agency Information |
| IA Inactivate Agency after Paythru Date |
| IM Inactivate Master after Paythru Date |
| RA Reactivate Agency after Reactivate Date |
| RM Reactivate Master after Reactivate Date |
| PA Print Agency Profiles |
| PL Print Address Labels |
| PB Print Agency Program Budget |
| Code: __ |
| Direct Command: _____ |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Main End Quit |

Print Outstanding Agency Information (SPB Only)

| Your Action ... | System Response ... |
|--|--|
| 1. Choose AG (Agency) from the Main Menu and press ENTER. | The Agency Menu will appear. |
| 2. Choose BT (Agency Batch Reports Menu) from the Agency Menu and press ENTER. | The Agency Batch Reports Menu will appear. |
| 3. Choose AO (Print Outstanding Agency Information) from the Agency Batch Reports Menu and press ENTER. | The Agency Outstanding Report Batch Job Submission screen will appear. |

| Code | Description | FastPath |
|----------|---|----------------------|
| AO | Print Outstanding Agency Information | |
| MO | Print Outstanding Master Agency Information | |
| IA | Inactivate Agency after Paythru Date | |
| IM | -----Batch Job Submission----- | |
| RA | Job Name: FM723029 *Job Class: <u>A</u> | |
| RM | Job Description: Agency Outstanding Report | |
| PA | *Destination: R10_____ *Msg Class: Z | |
| PL | *Sysout | |
| PB | Class Forms Copies | |
| Code: AO | Agency Outstanding Report | A _____ 1_ |

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

| Your Action ... | System Response ... |
|-----------------|--|
| 4. Press ENTER. | The following message will be displayed: Agency Outstanding Report Has Been Submitted Successfully. |

Print Outstanding Master Agency Information (SPB Only)

| Your Action ... | System Response ... |
|---|--|
| 1. Choose AG (Agency) from the Main Menu and press ENTER. | The Agency Menu will appear. |
| 2. Choose BT (Agency Batch Reports Menu) from the Agency Menu and press ENTER | The Agency Batch Reports Menu will appear. |
| 3. Choose MO (Print Outstanding Master Agency Information) from the Agency Batch Reports Menu and press ENTER. | The Master Outstanding Report Batch Job Submission screen will appear. |

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHIMAINU PHIMAINM Agency Batch Reports Menu 01:30 PM

Code Description FastPath
AO Print Outstanding Agency Information
MO Print Outstanding Master Agency Information
IA Inactivate Agency after Paythru Date
IM +-----Batch Job Submission-----+
RA | Job Name: FM723129 *Job Class: A |
RM | |
PA | Job Description: Master Outstanding Report |
PL | |
PB | *Destination: R10_____ *Msg Class: Z |
| | |
| Reports *Sysout Class Forms Copies |
Code: MO Master Outstanding Report A _____ 1_ |
+-----+
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Quit
    
```

| Your Action ... | System Response ... |
|-----------------|--|
| 4. Press ENTER. | The following message will be displayed: Master Outstanding Report Has Been Submitted Successfully. |

Inactivate Agency after Pay thru Date (SPB Only)

| Your Action ... | System Response ... |
|---|--|
| 1. Choose AG (Agency) from the Main Menu and press ENTER. | The Agency Menu will appear. |
| 2. Choose BT (Agency Batch Reports Menu) from the Agency Menu and press ENTER | The Agency Batch Reports Menu will appear. |
| 3. Choose IA (Inactivate Agency after Pay thru Date) from the Agency Batch Reports Menu and press ENTER. | The Inactivate Agency Batch Job Submission screen will appear. |

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHIMAINU PHIMAINM Agency Batch Reports Menu 01:34 PM

Code Description FastPath
AO Print outstanding Agency Information
MO Print Outstanding Master Agency Information
IA Inactivate Agency after Paythru Date
IM +-----Batch Job Submission-----+
RA | Job Name: FM713029 *Job Class: A |
RM | |
PA | Job Description: Inactivate Agency |
PL | *Destination: R10_____ *Msg Class: Z |
PB | *Sysout |
| Reports Class Forms Copies |
Code: IA | Inactivate Agency | A | _____ | 1 |
+-----+
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit
    
```

| Your Action ... | System Response ... |
|-----------------|--|
| 4. Press ENTER. | The following message will be displayed: Inactivate Agency Has Been Submitted Successfully. |

Inactivate Master after Pay thru Date (SPB Only)

| Your Action ... | System Response ... |
|---|--|
| 1. Choose AG (Agency) from the Main Menu and press ENTER. | The Agency Menu will appear. |
| 2. Choose BT (Agency Batch Reports Menu) from the Agency Menu and press ENTER | The Agency Batch Reports Menu will appear. |
| 3. Choose IM (Inactivate Master after Pay thru Date) from the Agency Batch Reports Menu and press ENTER. | The Inactivate Master Batch Job Submission screen will appear. |

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHIMAINU PHIMAINM Agency Batch Reports Menu 01:37 PM

Code Description FastPath
AO Print Outstanding Agency Information
MO Print Outstanding Master Agency Information
IA Inactivate Agency after Paythru Date
IM +-----Batch Job Submission-----+
RA | Job Name: FM713129 *Job Class: A |
RM | |
PA | Job Description: Inactivate Master |
PL | *Destination: R10_____ *Msg Class: Z |
PB | *Sysout |
| Reports Class Forms Copies |
Code: im | Inactivate Master A _____ 1_ |
+-----+
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit
    
```

| Your Action ... | System Response ... |
|-----------------|--|
| 4. Press ENTER. | The following message will be displayed: Inactivate Master Has Been Submitted Successfully. |

Reactivate Agency after Reactivate Date (SPB Only)

| Your Action ... | System Response ... |
|---|--|
| 1. Choose AG (Agency) from the Main Menu and press ENTER. | The Agency Menu will appear. |
| 2. Choose BT (Agency Batch Reports Menu) from the Agency Menu and press ENTER. | The Agency Batch Reports Menu will appear. |
| 3. Choose RA (Reactivate Agency after Reactivate Date) from the Agency Batch Reports Menu and press ENTER. | The Reactivate Agency Batch Job Submission screen will appear. |

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHIMAINU PHIMAINM Agency Batch Reports Menu 01:38 PM

Code Description FastPath
AO Print Outstanding Agency Information
MO Print Outstanding Master Agency Information
IA Inactivate Agency after Paythru Date
IM +-----Batch Job Submission-----+
RA |                                     |
RM |           Job Name: FM713229 *Job Class: A |
PA |                                     |
PL | Job Description: Reactivate Agency |
PB |                                     |
   | *Destination: R10_____ *Msg Class: Z |
   |                                     |
   |           Reports           *Sysout |
   |           Class           Forms   Copies |
Code: ra | Reactivate Agency           A   _____   1_ |
+-----+-----+-----+-----+
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Main End                               Quit
    
```

| Your Action ... | System Response ... |
|-----------------|--|
| 4. Press ENTER. | The following message will be displayed: Reactivate Agency Has Been Submitted Successfully. |

Reactivate Master after Reactivate Date (SPB Only)

| Your Action ... | System Response ... |
|---|--|
| 1. Choose AG (Agency) from the Main Menu and press ENTER. | The Agency Menu will appear. |
| 2. Choose BT (Agency Batch Reports Menu) from the Agency Menu and press ENTER. | The Agency Batch Reports Menu will appear. |
| 3. Choose RM (Reactivate Master after Reactivate Date) from the Agency Batch Reports Menu and press ENTER. | The Reactivate Master Batch Job Submission screen will appear. |

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHIMAINU PHIMAINM Agency Batch Reports Menu 01:50 PM

Code Description FastPath
AO Print Outstanding Agency Information
MO Print Outstanding Master Agency Information
IA Inactivate Agency after Paythru Date
IM -----Batch Job Submission-----+
RA | Job Name: FM713329 *Job Class: A |
RM | |
PA | Job Description: Reactivate Master |
PL | |
PB | *Destination: R10_____ *Msg Class: Z |
| |
| Reports *Sysout |
| Class Forms Copies |
Code: rm Reactivate Master A _____ 1_ |
-----+
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit
    
```

| Your Action ... | System Response ... |
|-----------------|--|
| 4. Press ENTER. | The following message will be displayed: Reactivate Master Has Been Submitted Successfully. |

Print Agency Profiles

| Your Action ... | System Response ... |
|---|---|
| 1. Choose AG (Agency) from the Main Menu and press ENTER. | The Agency Menu will appear. |
| 2. Choose BT (Agency Batch Reports Menu) from the Agency Menu and press ENTER | The Agency Batch Reports Menu will appear. |
| 3. Choose PA (Print Agency Profiles) from the Agency Batch Reports Menu and press ENTER. | The Print Agency Profiles screen will appear. |

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHOAPEPP PHOAPEPM Print Agency Profiles 01:52 PM

Enter Agency Numbers (Master or Sub) to be Printed:

*  _____
   _____
   _____
   _____
   _____
   _____
   _____
   _____
   _____

Fiscal Year: 2014      select All Agencies: N

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

| Your Action ... | System Response ... |
|--|---|
| <p>4. Enter the following information:</p> <p>Enter Agency Numbers (Master or Sub) to be printed: xxxxx or xxxx. Fiscal Year: Enter the fiscal year (yyyy). Select All Agencies: Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report. The user must have a security level of 3, 4, or 5 to print "ALL" agencies.</p> | <p>Print Agency Profiles Batch Job Submission screen will appear.</p> |

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHOAPEPP PHOAPEPM Print Agency Profiles 01:55 PM

Enter Agency Numbers (Master or Sub) to be Printed:

*  _____
   _____
   _____
   _____
   _____
   _____
   _____
   _____
   _____

Fiscal Year:

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

-----Batch Job submission-----

Job Name: FM723229 *Job Class: A

Job Description: Print Agency Profiles

*Destination: R10_____ *Msg Class: Z

| Fiscal Year: | Reports | *Sysout Class | Forms | Copies |
|-----------------|---------|---------------|-------|--------|
| Agency Profiles | | A | _____ | 1_ |

| Your Action ... | System Response ... |
|-----------------|---|
| 5. Press ENTER. | The system will display the following message: Agency Profile Has Been Submitted Successfully. |

Print Address Labels

| Your Action ... | System Response ... |
|--|--|
| 1. Choose AG (Agency) from the Main Menu and press ENTER. | The Agency Menu will appear. |
| 2. Choose BT (Agency Batch Reports Menu) from the Agency Menu and press ENTER | The Agency Batch Reports Menu will appear. |
| 3. Choose PL (Print Address Labels) from the Agency Batch Reports Menu and press ENTER. | The Print Address Labels screen will appear. |

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FMSAS23  PHV3          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    04/09/2014
PHOAADLP PHOAADLM          Print Address Labels                        02:15 PM

Enter Agency Numbers (Master or Sub) for Address Label Printing:

      *
      ==          ==
      ==          ==
      ==          ==
      ==          ==
      ==          ==
      ==          ==
      ==          ==
      ==          ==
      ==          ==
      ==          ==

*Direct Mail To: D   Labels Per Contact Person: 1_   select All Agencies: N

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


| Your Action ... | System Response ... |
|---|--|
| <p>4. Enter the following information:</p> <p>Enter Agency Numbers (Master or Sub) for Address Label printing: xxxxx or xxxx.</p> <p>*Direct Mail To: Enter D for Personnel Director, H for Head of Agency; or P for Payroll Director.</p> <p>Labels Per Contact Person: Enter the number of copies of agency address labels to be printed.</p> <p>Select All Agencies: Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report. The user must have a security level of 3, 4, or 5 to print "ALL" agencies.</p> | <p>Print Label Report Batch Job Submission screen will appear.</p> |

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHOAADLP PHOAADLM Print Address Labels 02:11 PM

Enter Agency Numbers (Master or Sub) for Address Label Printing:

*
  _____
  _____
  _____
  _____
  +-----Batch Job Submission-----+
  |                                     |
  |           Job Name: FM723329 *Job Class: A |
  | Job Description: Print Label Report |
  |           *Destination: R10_____ *Msg Class: Z |
  |                                     |
  | *Direct Mail Reports *Sysout Class Forms Copies : y |
  | Agency Address Labels A _____ 1_ |
  | Agency Address Labels Exceptio A _____ 1_ |
  +-----+-----+-----+-----+-----+
Direct Comman +-----+-----+-----+-----+
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Quit
    
```

| Your Action ... | System Response ... |
|------------------------|---|
| <p>5. Press ENTER.</p> | <p>The system will display the following message:</p> <p>xxxxxxxxx Has Been Submitted Successfully.</p> |

Print Agency Program Budget

| Your Action ... | System Response ... |
|---|---|
| 1. Choose AG (Agency) from the Main Menu and press ENTER. | The Agency Menu will appear. |
| 2. Choose BT (Agency Batch Reports Menu) from the Agency Menu and press ENTER | The Agency Batch Reports Menu will appear. |
| 3. Choose PB (Print Agency Program Budget) from the Agency Batch Reports Menu and press ENTER. | The Print Agency Program Budget screen will appear. |

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2014
PHOAAPBP PHOAAPBM Print Agency Program Budget 02:17 PM
Enter Agency Numbers (Master or Sub) for Agency Program Budget report:

*
  _____
  _____
  _____
  _____
  _____
  _____
  _____
  _____
  _____

Fiscal Year: _____ Select All Agencies: N

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

| Your Action ... | System Response ... |
|---|--|
| <p>4. Enter the following information:</p> <p>Enter Agency Numbers (Master or Sub) for Address Label printing: xxxxx or xxxx.</p> <p>Fiscal Year: Enter the fiscal year (yyyy).</p> <p>Select All Agencies: Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report.</p> <p>The user must have a security level of 3, 4, or 5 to print "ALL" agencies.</p> | <p>Agency Program Budget Report Batch Job Submission screen will appear.</p> |

```

FMSAS23  PHV3      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM  04/09/2014
PHOAAPBP PHOAAPBM          Print Agency Program Budget      02:17 PM

Enter Agency Numbers (Master or Sub) for Agency Program Budget report:

*   _____
    _____
    _____
    _____
    +-----Batch Job Submission-----+
    |                                     |
    |         Job Name: FM723429 *Job Class: A         |
    |   Job Description: Agency Program Budget Report   |
    |   *Destination: R10_____ *Msg Class: Z         |
    |                                                     |
    |          *Sysout                                     |
    |          Class   Forms   Copies                   |
    |          _____|_____|_____                   |
    |   Agency Program Budget        A   _____   1_   |
    |                                     |
    +-----+-----+-----+-----+-----+-----+
Fiscal Year: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                                     Quit
  
```

| Your Action ... | System Response ... |
|-----------------|--|
| 5. Press ENTER. | The system will display the following message: xxxxxxx Has Been Submitted Successfully. |