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# Mississippi Management and Reporting System

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## Department of Finance and Administration

MMRS Training Materials		
6206	Agency - Maintain Agency and Master Agency	Effective Date: 09/05/2018
		Version: 6

**Agency - Maintain Agency and Master Agency  
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**Objective**

Perform maintenance actions on agencies and master agencies.

**Outcome**

Modification of agency information is entered into the system.

**Overview**

The Maintain Master Agency panel is used to add and maintain Master Agency information. A Master Agency is established by SPB to link sub-agencies or appropriation units together. The information contained on this panel is very limited and includes Agency Head, Payroll Officer, Personnel Director, and SPB Analyst data.

This panel can be used to perform the following functions:

- Establish a new Master Agency
- Modify an existing Master Agency
- Inactivate a Master Agency

**Maintain Master Agency**

Your Action...	System Response...
1. Choose <b>AG</b> (Agency) from the Main Menu and press ENTER.	The Agency Menu will appear.

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 <b>MA</b> (Manage Agency Information) from the Agency Menu and press ENTER.	The Manage Agency Information screen will appear.

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PHFNC10 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/24/2015
PHIMAINU PHIMAINM Manage Agency Information Menu 09:29 AM

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
ML Maintain Localized Security

Code: __

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

Your Action...	System Response...
3. Choose <b>MM</b> (Maintain Master Agency) from the Manage Agency Information Menu and press ENTER.	The Maintain Master Agency screen will appear.

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PHFNC10 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/24/2015
PHOAMMAD PHOAMMAM Maintain Master Agency 09:55 AM

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

*Master#: _____ Name: _____

*SPB Analyst: _____
Date Established: __ __ __ *EE04 Function: __
*Pers Dir/Cnct Agency#: _____ *PIN: _____
Phone: _____ Ext: _____
*Agency Head Agency#: _____ *PIN: _____
Phone: _____ Ext: _____
*Payroll offcr/Cnct Agency#: _____ *PIN: _____
Phone: _____ Ext: _____

Sub Agency Security (Y/N): -
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 Note Agcy Quit
    
```

Your Action...	System Response...
4. Choose <b>Modify</b> and enter the master agency number and press ENTER.	The agency information will be displayed.

Your Action...	System Response...
<p>5. Enter the information to be added or changed.</p> <p><b>Name:</b> Enter the unique master agency name.</p> <p><b>*SPB Analyst:</b> This field is populated by the system, but can be modified.</p> <p><b>Date Established:</b> The date the master agency was established (MMDDYYYY).</p> <p><b>*EE04 Function:</b> Enter the two-digit code assigned for EE04 requirements.</p> <p><b>*Pers Dir/Cnct Agency#; *PIN; Phone; Ext:</b></p> <p><b>*Agency Head Agency#; *PIN; Phone; Ext:</b></p> <p><b>*Payroll Offcr/Cnct Agency#; *PIN; Phone; Ext:</b></p> <p><b>Sub Agency Security (Y/N):</b> indicates the security status.</p> <p>The following fields are used to inactivate and reactivate a master agency:</p> <p><b>Inactivate Date:</b> The date the master agency was inactivated.</p> <p><b>Reactivate Date:</b> The date the master agency was reactivated.</p> <p><b>Pay Through Date:</b> The last date a payment can be made to an employee after the master agency has been inactivated.</p> <p><b>*Reason Code:</b> Code indicating the reason the master agency was abolished. The system will populate the description of the code.</p>	
<p>6. Press ENTER.</p>	<p>The master agency has been modified and the following message is displayed: Master Agency xxxxx modified successfully.</p>
<p>7. To access the Maintain Agency screen, press F9 on the Maintain Master Agency Screen.</p>	

**Maintain Agency**

<b>Your Action...</b>	<b>System Response...</b>
1. Choose <b>AG</b> (Agency) from the Main Menu and press ENTER.	The Agency Menu will appear.
2. Choose <b>MA</b> (Manage Agency Information) from the Agency Menu and press ENTER.	The Manage Agency Information screen will appear.
3. Choose <b>MA</b> (Maintain Agency) from the Manage Agency Information Menu and press ENTER.	The Maintain Agency screen will appear.

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PHFNC10  PHV1          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/24/2015
PHOAMAGD  PHOAMA1M          Maintain Agency                          10:06 AM
                                                    2 more >

*Action: =   (A,B,C,D,M)

   *Agency#:  ___   Name: _____

   *Master#:   ___   Date Established:  __ __ ___
Previous LBO#:  ___   Previous SPB#:    ___   More:
SAAS Agency #:  ___   ___   ___   Create Bill Date:  __ __ ___
Create Bill#:  ___   ___   ___   *Add/Spec Comp:  ___   More:
*Create Type:  _   ___   ___   SPB Processed:  _
*Service Type:  __
*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

```

<b>Your Action...</b>	<b>System Response...</b>
4. Choose <b>Modify</b> , enter the agency number and press ENTER.	The agency information will be displayed
5. Enter the information to be added or changed.  <b>Name:</b> Enter the sub-agency name. <b>Master#:</b> The 5-digit number will be populated by the system. Press F1 for the Help screen and select the master number if needed. Press ENTER. <b>Date Established:</b> MMDDYYYY, must be in the current or a future fiscal year. <b>Previous LBO#:</b> A previous LBO number if applicable. This is generated by the system. <b>Previous SPB#:</b> A previous SPB number if applicable. This is generated by the system.	The date fields (Bill Date, Inactivate date and Establish Date) can only be modified to a current or the next fiscal year.

Your Action...	System Response...
<p>Continue entering the following information:</p> <p>SAAS Agency #: The SAAS agency code.</p> <p><b>Create Bill#:</b> Enter the bill number and its origin (House or Senate).</p> <p><b>Create Bill Date:</b> Enter the date the appropriation bill created the sub-agency. Must be prior to the established date.</p> <p>*<b>Create Type:</b> Enter <b>B</b> (LBO/DFA), <b>Constitution</b>, <b>Governor</b>, OR <b>Statute</b>.</p> <p>*<b>Add Spec/Comp:</b> Additional compensation by earnings code. The help screen denotes if the agency can authorize the additional compensation, if it is authorized by occupation, or both.</p> <p>*<b>Service Type:</b> Enter the 2-digit state service indicator code if known. If not, press F1 for the help Screen and select the service type code.</p> <p><b>SPB Processed:</b> Enter <b>Yes</b> if the agency is required to report to or comply with SPB procedures, or if SPB processes the agency's actions; otherwise enter <b>No</b>.</p> <p>*<b>SPB Analyst:</b> Enter the User ID of the SPB analyst assigned to the agency. The system will display the SPB Analyst's name.</p> <p>Agcy Max Salary: The maximum annual salary for an employee within the agency.</p> <p>Current Agcy Head Sal: The salary of the employee that is currently the head of the agency. This is generated by the system.</p>	

Your Action...	System Response...
<p>The following fields are used for inactivation and reactivation:</p> <p>Inactivate Date: Effective date of inactivation.</p> <p>Reactivate Date: Effective date of reactivation. Pay Through Date: The date which indicates the last date a payment can be made to an employee once an agency is inactivated.</p> <p>*Reason Code: Code indicating the reason the agency was abolished. The system will populate the description.</p>	
6. Press F11 to access the second panel of this screen.	The second panel of the Maintain Agency screen will appear

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PHFNC10 PHVJ STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/05/2018
PHOAMAGD PHOAMA2M Maintain Agency 12:48 PM
< 1 more 1 more >

*Action: _ (A,B,C,D,M)
*Agency#: ___ Name:
Address: Street: _____
City: _____ State: __ Zip: _____
Phone: _____ Ext: _____ Confidential: _

*SPB Mail Type: _ *DFA Mail Type: _ *EE04 Function:
State Tax ID: _____ Federal Tax ID: _____
MAGIC 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

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Your Action...	System Response...
<p>7. Enter the information to be added or changed.</p> <p><b>Address:</b> Street, City, State, Zip, Telephone and extension and denote if Confidential should be indicated on the mailing address.</p> <p><b>*SPB Mail Type:</b> Indicates how mail is to be delivered to an Agency for SPB.</p> <p><b>*DFA Mail Type:</b> Indicates how mail will be delivered to an agency for DFA.</p> <p><b>*EE04 Function:</b> Code indicating the Equal Opportunity function denoting the agency's mission.</p> <p><b>State Tax ID:</b> The agency's tax number used when paying taxes to the State government.</p> <p><b>Federal Tax ID:</b> The agency's tax identification number used to pay taxes to the federal government.</p> <p><b>MAGIC Ind:</b> Indicates if the agency has access to the Mississippi Accountability System for Government Information and Collaboration (MAGIC).</p> <p><b>Min Leave (DD):</b> If the agency has a minimum leave balance required for an employee to direct deposit their paycheck the leave amount is entered.</p> <p><b>*Warrant Sort Order:</b> Indicates how payroll warrants will be sorted and distributed. Defaults to N. (Alpha by Last Name).</p>	
<p>8. Press F11 to access the third panel of this screen.</p>	<p>The third panel of the Maintain Agency screen will appear.</p>

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PHFNC10 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/24/2015
PHOAMAGD PHOAMA3M Maintain Agency 10:19 AM
< 2 more

*Action: = (A,B,C,D,M)
*Agency#: ____ Name:

          PERS ID: _____
          Other PERS ID: _____
          Legislative PERS ID: _____
Detail Category Report Ind: -
Detail Project Report Ind: -
Detail Org Report Ind: -
Insurance Department Code: _____
Cafeteria Plan Start Date: -- -- ____
Cafeteria Plan End Date: -- -- ____
Federal Reserve Bank ID Nbr: _____
          ITS Agency Code: ____
          Mesc Account Number: _____
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 AgPB Note AgFY Left Right Quit
    
```

Your Action...	System Response...
<p>9. Enter the information to be added or changed.</p> <p><b>PERS ID:</b> The agency's Public Employee Retirement System (PERS) identification number.</p> <p><b>Other PERS ID:</b> Other identification that may be assigned by PERS.</p> <p><b>Legislative PERS ID:</b> The number assigned by the retirement system for the Legislature.</p> <p><b>Detail Category Report Ind:</b> Yes or No. Indicates if a detailed category report is required.</p> <p><b>Detail Project Report Ind:</b> Yes or No. Indicates if a detailed project report is required.</p> <p><b>Detail Org Report Ind:</b> Yes or No. Indicates if a detailed organizational report is required.</p> <p><b>Insurance Department Code:</b> The insurance code assigned to the agency by the Insurance Department.</p> <p><b>Cafeteria Plan Start Date:</b> The starting date of the agency's cafeteria plan.</p> <p><b>Cafeteria Plan End Date:</b> The ending date of the agency's cafeteria plan.</p>	

Your Action...	System Response...
<p>Continue entering the following information:</p> <p><b>Federal Reserve Bank ID Nbr:</b> The agency's Federal Reserve Bank account number.</p> <p><b>ITS Agency Code:</b> The ITS agency identification code (2-character alpha assignment).</p> <p><b>MESC Account Number:</b> The MS Employment Security Commission agency's reporting account number.</p> <p><b>MESC Covered Empl:</b> Number of covered employees for each month of quarter.</p>	
10. Press ENTER.	The agency has been modified and the following message is displayed: Agency xxxx modified successfully