
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6210	Employment Browsers	Revision Date: 11/14/2018
		Version: 5

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Objective

Develop an understanding of the Employment on-line browses process

Outcome

An understanding of the browse options is obtained

Miscellaneous Browse Options

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

PHFNC10	PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	12/02/2015
PHIMAINU	PHIMAINM	Employment Menu	12:42 PM
Code	Description	FastPath	
EP	Maintain Employee with PIN	MEWP	
EE	Maintain Worker within 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 Browsers	MPBR	
MT	Miscellaneous Employee Maintenance Programs	EMP	
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 MB (Miscellaneous Browsers) from the Employment Menu and press ENTER.	The Miscellaneous Browsers Menu will appear.

PHFNC10	PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	12/02/2015
PHIMAINU	PHIMAINM	Miscellaneous Browsers Menu	12:44 PM

Code	Description	FastPath
SB	Browse Employees by SSN	SSNB
NB	Browse Employees by Name within Agency	NAMB
BP	Browse Employees by Position within Agency	BPOS
NS	Browse Employees by Name within State	BENS
SA	Browse Employees by SSN within Agency	SS2B

Code: __

Direct Command: _____

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

Browse Employees by SSN

Your Action ...	System Response ...
1. Choose EM (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose MB (Miscellaneous Browsers) from the Employment Menu and press ENTER.	The Miscellaneous Browsers Menu will appear.
3. Choose SB (Browse Employees by SSN) from the Miscellaneous Browsers Menu and press ENTER.	The Browse Employees by SSN screen will appear.

PHFNC10	PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	12/02/2015
PHOMSSNB	PHOMSSNM	Browse Employees by SSN	12:46 PM

*Actions: (D)

Act	SSN	Name	Agcy	PIN	PIN Entry Dt	Term Dt	Separate Reason
*** End of Data ***							

SSN: _____ curr/All: C

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>4. Enter the following information.</p> <p>SSN: Enter the employee's social security number.</p> <p>Curr/All. This field is used to filter out the unrequired records. Valid values are:</p> <p>C - Current employees - (all employees in a position.)</p> <p>A - All records, both current and historical.</p>	<p>Information is displayed by Social Security Number, Employee Name, Agency Number, PIN, PIN Entry Date, Termination Date, and Separation Reason Code.</p>
<p>5. Choose Display and press ENTER.</p>	<p>The Position Employee Profile - 1 screen will appear.</p>

```

PHFNC10  PHV2          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM  12/02/2015
PHOMPEPD PHOMPE1M      Position Employee Profile - 1                12:48 PM
                                                                    2 more >

*Action: = (C,D)
*Agency: ____ *PIN: ____

PIN DATA      OCCU:
  Start Salary:      End Salary:      Sal Eff Dt:
  County Code:      FLSA Status:      Pos Auth Dt:
  Pos End Dt:      Emolument Type:      Emolunt Amt:
Pos Creation Type:  Permanent Proj Months:  Hrs per Week:
  Service Type:      State Service      Service Date:
  Retirement Pgm:      Teacher Months:      Exec Serv:
  Org Code:      Bill Nbr:      Geo Loc:
  Abolish Date:      *Abolish Reason:      *Exempt from Sel cd:
EMPLOYEE DATA SSN:      1 of      Name:

  Annual Salary:      Hourly Rate:      Pos Vacant Dt:
  State Hire Date:      Last Salary Date:      Mthly Rt:
  Agency Hire date:      Pos Entry Date:

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

```

Your Action ...	System Response ...
<p>6. Press F11 to access the second panel of this screen.</p>	<p>The Position Employee Profile - 2 screen will appear.</p>

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/02/2015
PHOMPEPD PHOMPE2M Position Employee Profile - 2 12:48 PM
< 1 more 1 more >

Agency: PIN: OCCU: SSN:

EMPLOYEE DATA Last Name: First Name:
Maiden Name: Middle Name:
Birth Date: Suffix:
Yrs of Educ: Race: Sex:
Employee Status: Status Date:
Max Salary: Realign Max Rate:
Prom Max Salary: Longevity Amt:
Date Pin Vacant: Ed Bench Long Amt:
Add/Spec Comp: 1 of 1

Performance Appr Rating: Last PAR Date:

SEPARATION DATA Term Code: Term Date:

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

```

Your Action ...	System Response ...
7. Press F11 to access the third panel of this screen.	The Position Employee Profile – 3 screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/02/2015
PHOMPEPD PHOMPE3M Position Employee Profile - 3 12:49 PM
< 2 more

Agency: PIN: OCCU: SSN:

PROGRAM DATA: Fiscal Year: 2016 1 of 1

Program Name PGM# Percent GF % FF % OF %
-----
MR INSTITUTIONAL CARE 01 100.00 100.00

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

```

Browse Employees by Name within Agency

Your Action ...	System Response ...
1. Choose EM (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose MB (Miscellaneous Browsers) from the Employment Menu and press ENTER.	The Miscellaneous Browsers Menu will appear.

Your Action ...	System Response ...
3. Choose NB (Browse Employees by Name within Agency) from the Miscellaneous Browsers Menu and press ENTER.	The Browse Employees by Name within Agency screen will appear.

```

PHFNC10  PHVG          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      10/26/2018
PHOMNAMB PHOMNAMM      Browse Employees by Name within Agency          12:55 PM
  *Actions: (D)

Act Agcy      SSN      Name      PIN      PIN      Separate
Entry Dt      Term Dt Reason
-----

```

Your Action ...	System Response ...
<p>4. Enter the following information.</p> <p>Agcy: Enter the four-digit agency number.</p> <p>Lst Name: Enter the last name of the employee.</p> <p>Fst Name: Enter the first name of the employee.</p> <p>C/A. This field is used to filter out the unrequired records. Valid values are:</p> <p>C - Current employees - (all employees in a position.</p> <p>A - All records, both current and historical.</p>	<p>Information is displayed by Agency Number, Social Security Number, Employee Name, PIN, PIN Entry Date, Termination Date, and Separation Reason Code.</p>
<p>5. Choose Display and press ENTER.</p>	<p>The Position Employee Profile -1 screen will appear.</p>

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/02/2015
PHOMPEPD PHOMPE1M Position Employee Profile - 1 12:52 PM
2 more >

*Action: = (C,D)
*Agency: _____ *PIN: _____

PIN DATA OCCU:
  start salary: End salary: Sal Eff Dt:
  County Code: FLSA Status: Pos Auth Dt:
  Pos End Dt: Emolument Type: Emolunt Amt:
Pos Creation Type: Permanent Proj Months: Hrs per Week:
  Service Type: State Service Service Date:
  Retirement Pgm: Teacher Months: Exec Serv:
  Org Code: Bill Nbr: Geo Loc:
  Abolish Date: *Abolish Reason: *Exempt from sel cd:
EMPLOYEE DATA SSN: 1 of Name:

  Annual salary: Hourly Rate: Pos Vacant Dt:
  State Hire Date: Last Salary Date: Mthly Rt:
  Agency Hire date: Pos Entry Date:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Bkwd Fwd Left Right Quit

```

Your Action ...	System Response ...
6. Press F11 to access the second panel of this screen.	The Position Employee Profile - 2 screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/02/2015
PHOMPEPD PHOMPE2M Position Employee Profile - 2 12:52 PM
< 1 more 1 more >

Agency: PIN: OCCU: SSN:

EMPLOYEE DATA Last Name: First Name:
  Maiden Name: Middle Name:
  Birth Date: Suffix:
  Yrs of Educ: Race: Sex:
  Employee Status: Status Date:
  Max Salary: Realign Max Rate:
  Prom Max Salary: Longevity Amt:
  Date Pin Vacant: Ed Bench Long Amt:
  Add/Spec Comp: CALBK 04/01/1999 09/30/1999 1 of 1

Performance Appr Rating: Last PAR Date:

SEPARATION DATA Term Code: Term Date:

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

```

Your Action ...	System Response ...
7. Press F11 to access the third panel of this screen.	The Position Employee Profile - 3 screen will appear.


```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/02/2015
PHOMPEPD PHOMPE3M Position Employee Profile - 3 12:49 PM
< 2 more

Agency: PIN: OCCU: SSN:

PROGRAM DATA: Fiscal Year: 2016 1 of 1

Program Name PGM# Percent GF % FF % OF %
-----
MR INSTITUTIONAL CARE 01 100.00 100.00

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

```

Browse Employees by Position within Agency

Your Action ...	System Response ...
1. Choose EM (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose MB (Miscellaneous Browsers) from the Employment Menu and press ENTER.	The Miscellaneous Browsers Menu will appear.
3. Choose BP (Browse Employees by Position within Agency) from the Miscellaneous Browsers Menu and press ENTER.	The Browse Employees by Position within Agency screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/02/2015
PHOMPOSB PHOMPOSM Browse Employees by Position within Agency 12:58 PM
1 more >

*Actions: (D)
Act Agcy PIN SSN Name Occu Cd Separate PIN
Reason Vacant
-----
*** End of Data ***

Agency Number: PIN: curr/All: C
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 ...
<p>4. Enter the following information.</p> <p>Agency Number: Enter the four-digit agency number.</p> <p>PIN: Enter the PIN number to begin the browse.</p> <p>Curr/All. This field is used to filter out the unrequired records. Valid values are:</p> <p>C - Current employees - (all employees in a position.)</p> <p>A - All records, both current and historical.</p>	<p>Information is displayed by Agency, PIN, Social Security Number, Name, Occu Code, Separate Reason and PIN Vacant.</p>
<p>5. Press F11 to access the second panel of this screen</p>	<p>The second panel will appear.</p>

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/02/2015
PHOMPOSB PHOMPOSB Browse Employees by Position within Agency 01:06 PM
< 1 more
*Actions: (D)
Act Agcy PIN SSN PIN Entry Date Separate Reason PIN Term Date LOA Expected
-----
*** End of Data ***

Agency Number: _____ PIN: _____ Curr/All: c
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 ...
<p>6. Information is displayed by Agency, PIN, Social Security Number, PIN Entry Date, Separate Reason, PIN Term Date, and LOA Expected Return Date.</p>	
<p>7. Choose Display and press ENTER.</p>	<p>The Position Employee Profile - 1 screen will appear.</p>

PHFNC10	PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM		12/02/2015
PHOMPEPD	PHOMPE1M	Position Employee Profile - 1		12:52 PM
				2 more >
*Action: = (C,D)				
*Agency: _____ *PIN: _____				
PIN DATA OCCU:				
start salary:		End salary:	Sal Eff Dt:	
County Code:		FLSA Status:	Pos Auth Dt:	
Pos End Dt:		Emolument Type:	Emolunt Amt:	
Pos Creation Type:	Permanent	Proj Months:	Hrs per Week:	
Service Type:	State Service	Service Date:		
Retirement Pgm:	Teacher Months:		Exec Serv:	
Org Code:	Bill Nbr:		Geo Loc:	
Abolish Date:	*Abolish Reason:		*Exempt from sel cd:	
EMPLOYEE DATA SSN:	1 of	Name:		
Annual salary:		Hourly Rate:	Pos Vacant Dt:	
State Hire Date:		Last Salary Date:	Mthly Rt:	
Agency Hire date:		Pos Entry Date:		
Direct Command: _____				
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---				
Help Main End		Bkwd Fwd	Left Right Quit	

Your Action ...	System Response ...
8. Press F11 to access the second panel of this screen.	The Position Employee Profile - 2 screen will appear.

PHFNC10	PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM		12/02/2015
PHOMPEPD	PHOMPE2M	Position Employee Profile - 2		12:52 PM
< 1 more				1 more >
Agency:		PIN:	OCCU:	SSN:
EMPLOYEE DATA				
Last Name:		First Name:		
Maiden Name:		Middle Name:		
Birth Date:		Suffix:		
Yrs of Educ:		Race:		Sex:
Employee Status:		Status Date:		
Max Salary:		Realign Max Rate:		
Prom Max Salary:		Longevity Amt:		
Date Pin Vacant:		Ed Bench Long Amt:		
Add/Spec Comp: CALBK		04/01/1999	09/30/1999	1 of 1
Performance Appr Rating:		Last PAR Date:		
SEPARATION DATA Term Code:		Term Date:		
Direct Command: _____				
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---				
Help Main End		Bkwd Fwd	Left Right Quit	

Your Action ...	System Response ...
9. Press F11 to access the third panel of this screen.	The Position Employee Profile - 3 screen will appear.

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/02/2015
 PHOMPEPD PHOMPE3M Position Employee Profile - 3 12:49 PM
 < 2 more

Agency: PIN: OCCU: SSN:

PROGRAM DATA: Fiscal Year: 2016 1 of 1

Program Name	PGM#	Percent	GF %	FF %	OF %
MR INSTITUTIONAL CARE	01	100.00			100.00

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

Browse Employees by Name within State

Your Action ...	System Response ...
1. Choose EM (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose MB (Miscellaneous Browsers) from the Employment Menu and press ENTER.	The Miscellaneous Browsers Menu will appear.
3. Choose NS (Browse Employees by Name within State) from the Miscellaneous Browsers Menu and press ENTER.	The Browse Employees by Name within State screen will appear.

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/02/2015
 PHOMNANB PHOMNANM Browse Employees by Name within State 01:12 PM
 *Actions: (D)

Act	NAME	Agcy	SSN	PIN	Entry Dt	Term Dt	Separate Reason
*** End of Data ***							

Last Name: _____ First Name: _____ Curr/All: C

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>4. Enter the following information.</p> <p>Last Name: Enter the last name of the employee.</p> <p>First Name: Enter the first name of the employee.</p> <p>Curr/All. This field is used to filter out the unrequired records. Valid values are:</p> <p>C - Current employees - (all employees in a position.)</p> <p>A - All records, both current and historical.</p>	<p>Information is displayed by Employee Name, Agency Number, Social Security Number, PIN, PIN Entry Date, Termination Date, and Separation Reason Code.</p>
<p>5. Choose Display and press ENTER.</p>	<p>The Position Employee Profile - 1 screen will appear.</p>

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/02/2015
PHOMPEPD PHOMPE1M Position Employee Profile - 1 12:52 PM
2 more >

*Action: = (C,D)
*Agency: ____ *PIN: ____

PIN DATA OCCU:
Start Salary: End Salary: Sal Eff Dt:
County Code: FLSA Status: Pos Auth Dt:
Pos End Dt: Emolument Type: Emolunt Amt:
Pos Creation Type: Permanent Proj Months: Hrs per Week:
Service Type: State Service Service Date:
Retirement Pgm: Teacher Months: Exec Serv:
Org Code: Bill Nbr: Geo Loc:
Abolish Date: *Abolish Reason: *Exempt from Sel cd:
EMPLOYEE DATA SSN: 1 of Name:

Annual Salary: Hourly Rate: Pos Vacant Dt:
State Hire Date: Last Salary Date: Mthly Rt:
Agency Hire date: Pos Entry Date:

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

```

Your Action ...	System Response ...
<p>6. Press F11 to access the second panel of this screen.</p>	<p>The Position Employee Profile - 2 screen will appear.</p>

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/02/2015
PHOMPEPD PHOMPE2M Position Employee Profile - 2 12:52 PM
< 1 more 1 more >

Agency: PIN: OCCU: SSN:

EMPLOYEE DATA Last Name: First Name:
Maiden Name: Middle Name:
Birth Date: Suffix:
Yrs of Educ: Race: Sex:
Employee Status: Status Date:
Max Salary: Realign Max Rate:
Prom Max Salary: Longevity Amt:
Date Pin Vacant: Ed Bench Long Amt:
Add/Spec Comp: CALBK 04/01/1999 09/30/1999 1 of 1

Performance Appr Rating: Last PAR Date:

SEPARATION DATA Term Code: Term Date:

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

```

Your Action ...	System Response ...
7. Press F11 to access the third panel of this screen.	The Position Employee Profile - 3 screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/02/2015
PHOMPEPD PHOMPE3M Position Employee Profile - 3 12:49 PM
< 2 more

Agency: PIN: OCCU: SSN:

PROGRAM DATA: Fiscal Year: 2016 1 of 1

Program Name PGM# Percent GF % FF % OF %
-----
MR INSTITUTIONAL CARE 01 100.00 100.00

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 ...
1. Choose EM (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose MB (Miscellaneous Browsers) from the Employment Menu and press ENTER.	The Miscellaneous Browsers Menu will appear.
3. Choose SA (Browse Employees by SSN Within Agency) from the Miscellaneous Browsers Menu and press ENTER.	The Browse Employees by SSN Within Agency screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/02/2015
PHOMSS2B PHOMSS4M Browse Employees by SSN within Agency 01:17 PM
*Actions: (D)

Act Agcy SSN Name PIN Entry Dt Term Dt Separate Reason
-----

```

Your Action ...	System Response ...
<p>4. Enter the following information.</p> <p>Agency Number: Enter the four-digit agency number.</p> <p>SSN: Enter the employee's social security number.</p> <p> Curr/All. C - Current employees - (all employees in a position.</p> <p> A - All records, both current and historical.</p>	<p>Information is displayed by Agency Number, Social Security Number, Employee Name, PIN, PIN Entry Date, Termination Date, and Separation Reason Code.</p>
<p>5. Choose Display and press ENTER.</p>	<p>The Position Employee Profile - 1 screen will appear.</p>

PHFNC10	PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM		12/02/2015
PHOMPEPD	PHOMPE1M	Position Employee Profile - 1		12:52 PM
				2 more >
*Action: = (C,D)				
*Agency: _____ *PIN: _____				
PIN DATA OCCU:				
start salary:		End salary:	Sal Eff Dt:	
County Code:		FLSA Status:	Pos Auth Dt:	
Pos End Dt:		Emolument Type:	Emolunt Amt:	
Pos Creation Type:	Permanent	Proj Months:	Hrs per Week:	
Service Type:	State Service	Service Date:		
Retirement Pgm:	Teacher Months:		Exec Serv:	
Org Code:	Bill Nbr:		Geo Loc:	
Abolish Date:	*Abolish Reason:		*Exempt from sel cd:	
EMPLOYEE DATA SSN:	1 of	Name:		
Annual salary:		Hourly Rate:	Pos Vacant Dt:	
State Hire Date:		Last Salary Date:	Mthly Rt:	
Agency Hire date:		Pos Entry Date:		
Direct Command: _____				
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---				
Help Main End		Bkwd Fwd	Left Right Quit	

Your Action ...	System Response ...
6. Press F11 to access the second panel of this screen.	The Position Employee Profile - 2 screen will appear.

PHFNC10	PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM		12/02/2015
PHOMPEPD	PHOMPE2M	Position Employee Profile - 2		12:52 PM
< 1 more				1 more >
Agency:		PIN:	OCCU:	SSN:
EMPLOYEE DATA				
Last Name:		First Name:		
Maiden Name:		Middle Name:		
Birth Date:		Suffix:		
Yrs of Educ:		Race:		Sex:
Employee Status:		Status Date:		
Max Salary:		Realign Max Rate:		
Prom Max Salary:		Longevity Amt:		
Date Pin Vacant:		Ed Bench Long Amt:		
Add/Spec Comp: CALBK		04/01/1999	09/30/1999	1 of 1
Performance Appr Rating:		Last PAR Date:		
SEPARATION DATA Term Code:		Term Date:		
Direct Command: _____				
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---				
Help Main End		Bkwd Fwd	Left Right Quit	

Your Action ...	System Response ...
7. Press F11 to access the third panel of this screen.	The Position Employee Profile - 3 screen will appear.

PHFNC10	PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM				12/02/2015						
PHOMPEPD	PHOMPE3M	Position Employee Profile - 3				12:49 PM						
< 2 more												
Agency:		PIN:		OCCU:		SSN:						
PROGRAM DATA: Fiscal Year: 2016						<u>1</u> of 1						
Program Name		PGM#	Percent	GF %	FF %	OF %						
-----		-----	-----	-----	-----	-----						
MR INSTITUTIONAL CARE		01	100.00			100.00						
Direct Command: _____												
Enter	PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10	PF11	PF12
	Help	Main	End				Bkwd	Fwd		Left	Right	Quit