
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6211	Employment Hire an Employee	Revision Date: 05/12/2020
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**Employment Hire an Employee
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Objective

Select an applicant for hire or appointment

Outcome

An employee is hired into the available position

Overview

Employees can be hired into existing positions. A PIN (Position Identification Number) must have been established for this process to occur.

Applicants can be selected from an applicant list in NEOGOV recruitment or can be hired straightforward without using NEOGOV. Applicants can only be hired into positions exempted from the NEOGOV procedure in order for the second option to be used. There is an edit override available when emergency hiring occurs.

Appoint Employee from NeoGov

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

Code	Description	FastPath
PHFNC10 PHV1	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	10/11/2016
PHIMAINU PHIMAINM	Employment Menu	01:39 PM
EP	Maintain Employee with PIN	MEWP
EE	Maintain Worker with WIN	MEWW
ME	Maintain Employee/Worker Information	MEWI
MP	Maintain Payroll Information	MPAY
PA	Process Performance Appraisal	PPAS
R1	Miscellaneous Reports Menu1	MPR1
R2	Miscellaneous Reports Menu2	MPR2
MB	Miscellaneous Browses	MPBR
MT	Miscellaneous Employee Maintenance Programs	EMP
Code: __		
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 EP (Hire Employee with PIN) from the Employment Menu and press ENTER.	The Maintain Employee with PIN Menu will appear.

PHFNC10	PHV1	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	10/11/2016
PHIMAINU	PHIMAINM	Maintain Employee with PIN Menu	01:40 PM
Code	Description	FastPath	
EP	Hire Employee with PIN	HEWP	
SE	Separate Employee within PIN	SEWP	
CP	Change Compensation of Employee with PIN	CCEP	
AT	Intra Agency Employee Transfer	IAET	
PP	Produce PEP Information	PEPS	
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 EP (Hire Employee with PIN) from the Maintain Employee with PIN Menu and press ENTER.	The Hire Employee with PIN Menu will appear.

PHFNC10	PHV1	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	10/11/2016
PHIMAINU	PHIMAINM	Hire Employee with PIN Menu	01:41 PM
Code	Description	FastPath	
NC	Appoint Employee w/o COE	HENC	
Code: __			
Direct Command: _____			
Enter-PF1---	PF2---	PF3---	PF4---
PF5---	PF6---	PF7---	PF8---
PF9---	PF10--	PF11--	PF12---
Help	Main	End	Quit

Your Action ...	System Response ...
4. Choose NC (Appoint Employee w/o COE) from the Hire Employee with PIN Menu and press ENTER.	The Appoint Employee w/o COE screen will appear.

PHFNC10 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/11/2016
PHOMHN1D PHOMHN1M Appoint Employee w/o COE 01:42 PM
Action: = (A,B,C,D,M,P)
*Agency: _____ *SSN: _____
*PIN: _____ Occu: _____
System Date: __ __ ____ Hired From NeoGov: Approval: __
Position Entry Date: __ __ ____
State Hire Date: _____
*Appointment Reason: _____
Occu Start Salary: Annual Hourly Monthly
Occu End Salary: Salary Rate Rate
*Proposed Salary: _____ Transmit for Approval: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12----
Help Main End Note Quit

Your Action ...	System Response ...
5. Choose Display and enter the following information: * Agency : The agency code xxxx. * SSN : Enter the applicant's Social Security Number. * PIN : Enter the PIN for which the applicant is being hired. System Date: System will populate the date the file was brought into SPAHRS from NeoGov. Hired From NeoGov: System will populate a "Y," when sent from NeoGov. Approval: Indicates the status of the request. Pending or Approved .	NOTE : If record exists continue with #6. If record does not exist, it has not come across from NeoGov.
6. Choose Modify and press ENTER.	

Your Action ...	System Response ...
<p>7. The following information will be loaded into SPAHRS and <i>user needs to verify the data is correct or make changes needing to be made.</i></p> <p>Position Entry Date: MM DD YYYY. The date the employee will enter the PIN.</p> <p>State Hire Date: If the applicant is a current state employee, the system will display this information.</p> <p>*Appointment Reason: Code denoting the reason the employee is being appointed.</p> <p>Occu Start and End Salaries. This is completed by the system based on the occupation.</p> <p>*Proposed Salary: Yearly salary for the employee. The system will populate the Hourly and Monthly Rates when Enter is pressed.</p> <p>Transmit for Approval: Transmit for Approval: Enter "Y"es to indicate that the information is complete and the request is ready to be sent for approval; enter "N"o to indicate the record is not ready for approval. If the Transmit for Approval has the value of "F," the record is approved for a future date. If the record has been approved, it cannot be modified unless the user first withdraws the approval record.</p>	
<p>8. Press ENTER.</p>	<p>The Maintain Employee Agency Information screen will appear.</p>

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PHFNC10 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/11/2016
PHOMDM2D PHOMDMAM Maintain Employee Agency Info 01:59 PM

*Action: = (A,C,D,M,N,P) PF3 TO CONTINUE WITH HIRE EMPLOYEE

*Agency: ____ *SSN: _____

I9/E-Verify Status: _

1 OF 5 PIN/WIN:

*Emp Agcy/Service Status:

Override Status: ____ Override Service From Date: ____ _ ____

Agency Hire Date: ____ _ ____ Agency Term Date:

Employee Status: From: To:

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

Your Action ...	System Response ...
<p>9. Enter the following information:</p> <p>Agency: The employing agency. This is system populated.</p> <p>SSN: The social security number of the applicant being employed. This is system populated.</p> <p>I9/E-Verify Status: Yes or No. Employment Eligibility Verification Form from the US Department of Justice-Immigration and Naturalization Service submitted by newly hired employees regarding their U.S. citizenship status, whether in the U.S. on a passport, or are an alien. Agencies are required to obtain this form for each employee hired.</p> <p>PIN/WIN: Current PIN: The PIN number into which the applicant is being hired. This is system populated.</p> <p>PIN Type: Indicates if the position is permanent or time-limited. This is system generated.</p> <p>*Emp Agcy/Service Status: Indicates if the position is state or non-state service. This is system generated.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information.</p> <p>Override Status: This field is used at the agency's discretion when an employee's status changes from non-state service to state service while in the same occupation. The override gives the employee credit for the months of service in order to reduce or omit the probationary period (not used on a WIN).</p> <p>Override Service From Date: The date for the Override to start.</p> <p>Agency Hire Date: The system will populate this field with the date the applicant is employed with the agency.</p> <p>Agency Term Date: This field will remain blank until such time the employee terminates from the agency.</p> <p>Employee Status: The status of the employee (none, probationary or permanent).</p> <p>From Date: This date will be set by the system at the time the employee has completed the probationary period.</p> <p>To Date: The date will be set by the system at the time the employee leaves a Permanent State Service PIN.</p>	
10. Press Enter.	<p>The system will display the following message:</p> <p>Employee-Agency xxxxxxxxxxxxxx-xxx added successfully.</p>
11. Press PF3 to continue with hire employee.	

Appoint Employee Not from NeoGov

Your Action ...	System Response ...
1. Choose EM (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose EP (Hire Employee with PIN) from the Employment Menu and press ENTER.	The Maintain Employee with PIN Menu will appear.
3. Choose EP (Hire Employee with PIN) from the Maintain Employee with PIN Menu and press ENTER.	The Hire Employee with PIN Menu will appear.
4. Choose NC (Appoint Employee w/o COE) from the Hire Employee with PIN Menu and press ENTER.	The Appoint Employee w/o COE screen will appear.

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PHFNC10 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/11/2016
PHOMHN1D PHOMHN1M Appoint Employee w/o COE 01:42 PM

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

*Agency: ____ *SSN: _____
*PIN: _____ Occu: _____
System Date: __ __ ____ Hired From NeoGov: Approval: __

Position Entry Date: __ __ ____
State Hire Date:
*Appointment Reason: _____

Occu Start Salary: Annual Hourly Monthly
Occu End Salary: Salary Rate Rate
*Proposed Salary: _____ Transmit for Approval: _

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

Your Action ...	System Response ...
<p>5. Choose Add and enter the following information:</p> <p>*Agency: The agency code xxxx.</p> <p>*SSN: Enter the applicant's Social Security Number.</p> <p>*PIN: Enter the PIN for which the applicant is being hired.</p> <p>System Date: System will populate today's date.</p> <p>Hired From NeoGov: This field will be blank.</p> <p>Approval: Indicates the status of the request. Approved or Pending.</p>	.
<p>6. Press ENTER.</p>	
<p>7. Enter or modify the following information:</p> <p>Position Entry Date: MM DD YYYY. The date the employee will enter the PIN.</p> <p>State Hire Date: If the applicant is a current state employee, the system will display this information.</p> <p>*Appointment Reason: Code denoting the reason the employee is being appointed.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>Occu Start and End Salaries. This is completed by the system based on the occupation.</p> <p>Proposed Salary: Enter the yearly salary for the employee. The system will populate the Hourly and Monthly Rates when Enter is pressed.</p> <p>Transmit for Approval: Transmit for Approval: Enter "Y"es to indicate that the information is complete and the request is ready to be sent for approval; enter "N"o to indicate the record is not ready for approval. If the approval has been approved but not processed, the value will be "F" - approved for a future date. If the record has been approved, it cannot be modified unless the user first withdraws the approval record.</p>	
<p>8. Press ENTER.</p>	<p>If the employee's demographics have not been entered, the Maintain Employee/Worker Demographics screen will appear with an action of Add.</p> <p>NOTE: Remember to enter the Vet Preference on the third screen.</p> <p>Otherwise, the Maintain Employee Agency Information screen will appear with the employee's personal information to be modified/verified.</p>
<p>9. When all required data is entered on the demographic screens, press ENTER.</p>	<p>The Maintain Employee Agency Information screen will appear.</p>

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PHFNC10 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/11/2016
PHOMDM2D PHOMDMAM Maintain Employee Agency Info 01:59 PM

*Action: = (A,C,D,M,N,P) PF3 TO CONTINUE WITH HIRE EMPLOYEE

*Agency: ____ *SSN: _____

I9/E-Verify Status: _

1 OF 5 PIN/WIN:

*Emp Agcy/Service Status:

Override Status: ____ Override Service From Date: ____ _ ____

Agency Hire Date: ____ _ ____ Agency Term Date:

Employee Status: From: To:

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

Your Action ...	System Response ...
<p>10. Enter the following information:</p> <p>Agency: The employing agency. This is system populated.</p> <p>SSN: The social security number of the applicant being employed. This is system populated.</p> <p>I9/E-Verify Status: Yes or No. Employment Eligibility Verification Form from the US Department of Justice-Immigration and Naturalization Service submitted by newly hired employees regarding their U.S. citizenship status, whether in the U.S. on a passport, or are an alien. Agencies are required to obtain this form for each employee hired.</p> <p>PIN/WIN: Current PIN: The PIN number for which the applicant is being hired into. This is system populated.</p> <p>PIN Type: Indicates if the position is permanent or time-limited. This is system generated.</p> <p>*Emp Agcy/Service Status: Indicates if the position is state or non-state service. This is system generated.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information.</p> <p>Override Status: This field is used at the agency's discretion when an employee's status changes from non-state service to state service while in the same occupation. The override gives the employee credit for the months of service in order to reduce or omit the probationary period (not used on a WIN).</p> <p>Override Service From Date: The date for the Override to start.</p> <p>Agency Hire Date: The system will populate this field with the date the applicant is employed with the agency.</p> <p>Agency Term Date: This field will remain blank until such time the employee terminates from the agency.</p> <p>Employee Status: The status of the employee (none, probationary or permanent).</p> <p>From Date: This date will be set by the system at the time the employee has completed the probationary period.</p> <p>To Date: The date will be set by the system at the time the employee leaves a Permanent State Service PIN.</p>	
<p>11. Press Enter.</p>	<p>The system will display the following message:</p> <p>Employee-Agency xxxxxxxxxxxxxx-xxx added successfully.</p>
<p>12. Press PF3 to continue with hire employee.</p>	

NOTE: If the employee is hired at starting salary or the promotional formula was used, no additional information is needed. Otherwise, the system will generate a Change Compensation screen that must be completed. Instructions for completing this screen are detailed in the "6214-Employment Employee Compensation" workbook.