Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials	
6213	Employment Equal Employment Opportunity	Revision Date: 08/11/2016
		Version: 5

Employment
Equal Employment Opportunity
Table of Contents

Overview

Equal Employment Opportunity information must be reported to the federal government at set intervals. Currently the State Personnel Board provides this information on SPB-purview agencies every two years. In order to ensure data is consistently provided and to ensure reported data is not changed, an extract file is first created for the reporting period. Reports cannot be generated without first creating the extract file.

The EE04 data is generated from the Employment process when the extract file is created. This information can be displayed from the Maintain EE04 Information screen. This screen can be used to modify information. It also provides an Add function, which will be used only in rare cases.

Maintain EEO4 Information

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

```
PHFNC10  PHV3        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      04/28/2016
PHIMAINU PHIMAINM                  Employment Menu                       10:57 AM

         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 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 **R1** (Miscellaneous Reports Menu1) from the Employment Menu and press ENTER.	The Miscellaneous Reports Menu1 will appear.

```
PHFNC10   PHV3        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     04/28/2016
PHIMAINU PHIMAINM              Miscellaneous Reports Menu1              10:59 AM

           Code      Description                              FastPath

           PR     Produce LOA Report                          PLOA
           EE     Produce EEO4 Information                     EEO4
           PP     Produce PEP Information                      PEPS
           ML     Mailing and Residence Address List Per Agency  MADD
           SA     Employee Auto Reclass Eligibility           SEAR
           AT     Audit Trail of Debt Deduction Orders        AUDT
           M7     Current Employee Report
           AL     Employee address labels-Download            EALB




        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 **EE** (Produce EEO4 Information) from the Miscellaneous Reports Menu1 and press ENTER.	The Produce EEO4 Information Menu will appear.

```
PHFNC10   PHV3        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     04/28/2016
PHIMAINU PHIMAINM            Produce EEO4 Information Menu              11:01 AM

           Code      Description                              FastPath

           EI     Extract EEO4 Information                     EEO1
           PR     EEO4 by Sub Agency                          EEO2
           PM     EEO4 by Master Agency                       EEO4
           PF     EEO4 by Function                            EEO5
           ME     Maintain EEO4 Information                    EEO3








        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 **ME** (Maintain EEO4 Information) from the Produce EEO4 Information Menu and press ENTER.	The Maintain EEO4 Information screen will appear.

```
PHFNC10  PHV3       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      04/28/2016
PHOMEE3D PHOMEE3M             Maintain EEO4 Information               11:02 AM

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

      Fiscal Year: ____
   *Sub Agency #: ____
          *PIN: _____    *SSN: _____      *Full/Part/New Hire: _

      *Master Agency #:
        *EEO4 Function:               *Job Category Cd: _

            Last Name: _____    First Name: _____
            *Race Code: _               *Gender Code: _
                *OCCU: _____

        Yearly Salary: _____          *Type: _
     Agency Service From: _____    Employee Status: __
     *Termination Reason: __          Termination Date: _____
  State Service Date From: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End                                               Quit
```

Your Action ...	System Response ...
5. Choose **M**odify and enter the following information: **Fiscal Year**: Enter the fiscal year as yyyy. ***Sub Agency #**: Enter the sub-agency code xxxx. ***PIN**: The employee's Position Identification Number. ***SSN**: The Social Security Number. ***Full/Part/New Hire**: Enter **F**ull, **P**art or **R-**New Hire (only used in EEO4 reporting).	
6. Press ENTER.	
7. Enter the following information: *Master Agency #**:** System will populate the Master Agency. *EE0 Function: System will populate the code representing the agency's equal opportunity mission.	

Your Action ...	System Response ...
Continue entering the following information: ***Job Category Cd**: Enter the code denoting the job category (*e.g.*, Office/clerical, Office/ Administrative). **Last Name**: Last name of employee. **First Name**: First name of employee. ***Race Code**: A code denoting the employee's race. ***Gender Code**: A code denoting the employee's gender. ***Occu**: The occupation code for the employee. **Yearly Salary**: Annual salary of the employee in the position. ***Type**: Enter the code indicating the position status (*e.g.*, P - Permanent)**.** **Agency Service from**: The date on which the employee entered state service within the Agency. **Employee Status**: The service status of the employee at the time the data was extracted. ***Termination Reason**: Reason the employee separated. **Termination Date**: MM DD YYYY. The date the employee terminated service with the State. **State Service Date From**: The date the employee entered state service within the State.	
8. Press ENTER.	The information has been added and the following message will be displayed; EEO4-FY-aaaa-PIN-SSN-# added successfully.

Extract EEO4 Information

An extract must be created prior to running the EE04 reports or to add information for a new year.

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **R1** (Miscellaneous Reports Menu1) from the Employment Menu and press ENTER.	The Miscellaneous Reports Menu1 will appear.

Your Action ...	System Response ...
3. Choose **EE** (Produce EEO4 Information) from the Miscellaneous Reports Menu1 and press ENTER.	The Produce EEO4 Information Menu will appear.
4. Choose **EI** (Extract EEO4 Information) from the Produce EEO4 Information Menu and press ENTER.	The Extract EEO4 Information screen will appear.

```
PHFNC10   PHV3        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      04/28/2016
PHOMEE1P PHOMEE1M              Extract EEO4 Information                  12:05 PM

 Refresh File Before Extracting Data For A New Year:    N



        From Date:   _7 _1 2014 (MM/DD/YYYY)
          To Date:   _6 30 2015 (MM/DD/YYYY)
 The default dates are for the previous fiscal year.


        Extracted Years:        2015   2014   2013
                                2010   2009   2008   2007




 This extract will include all the active master agencies during the fiscal
 year specified.



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

Your Action ...	System Response ...
5. Enter the following information: **Refresh File Before Extracting Data For A New Year**: Enter "**Y**" to refresh the EE04 extraction file. The file must be empty before the extraction can be executed. **From Date**: (MM/DD/YYYY) The start date for the selected records. **To Date**: (MM/DD/YYYY) The end date for the selected records (must be 6 30 YYYY). Extracted Years: A list of the extracted years. This list is system generated.	
6. Press ENTER.	The EEO4 Extract Batch Job Submission screen will appear.

Your Action ...	System Response ...
7. Press ENTER.	The system will display the following message: XXXXXXXX Has Been Submitted Successfully.

EEO4 by Sub Agency

The EE04 by Sub Agency screen is used to generate Equal Employment Opportunity reports for selected agencies or for all agencies.

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **R1** (Miscellaneous Reports Menu1) from the Employment Menu and press ENTER.	The Miscellaneous Reports Menu1 will appear.
3. Choose **EE** (Produce EEO4 Information) from the Miscellaneous Reports Menu1 and press ENTER.	The Produce EEO4 Information Menu will appear.
4. Choose **PR** (EEO4 by Sub Agency) from the Produce EEO4 Information Menu and press ENTER.	The EEO4 by Sub Agency screen will appear.

```
PHFNC10  PHV3        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   04/28/2016
PHOMEE2P PHOMEE2M              EEO4 by Sub Agency                   12:08 PM

            Fiscal Year: ____
   *Select All Agencies: N
       *Agency Numbers: ____      ____
                        ____      ____
                        ____      ____
                        ____      ____
                        ____      ____
                        ____      ____
                        ____      ____
                        ____      ____
                        ____      ____




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

Your Action ...	System Response ...
5. Enter the following information: **Fiscal Year**: Enter the requested fiscal Year. *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. *Agency Numbers: Enter the agency numbers to be included on the report.	
6. Press ENTER.	The EEO4 Reports Batch Job Submission screen will appear.
7. Press ENTER.	The system will display the following message: XXXXXXXX Has Been Submitted Successfully.
8. There are two reports generated and they are as follows: EEO4 Reports	 Information is provided by Control Number (federal ID), Agency Number, Agency Name, Agency Address, Job Category, for Full-time Employees, Other Than Full-time Employees, and New Hires, Salaries (by category), Total (A), Male (B-F), and Female (G-K).
EEO4 Reports Exception Report	Information is provided by Control Number (federal ID), Agency Number, Employee Name, SSN, Race, Sex, RS (Job Category), Job Code, Yearly Salary, Hire Date, Term Code and Term Date.

EEO4 by Master Agency

The Produce EE04 Reports by Master Agency is used to generate Equal Employment Opportunity reports for selected agencies or for all agencies.

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **R1** (Miscellaneous Reports Menu1) from the Employment Menu and press ENTER.	The Miscellaneous Reports Menu1 will appear.

Your Action ...	System Response ...
3. Choose **EE** (Produce EEO4 Information) from the Miscellaneous Reports Menu1 and press ENTER.	The Produce EEO4 Information Menu will appear.
4. Choose **PM** (EEO4 Reports by Master Agency) from the Produce EEO4 Information Menu and press ENTER.	The EEO4 Reports by Master Agency screen will appear.

```
PHFNC10   PHV3       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    04/28/2016
PHOMEE4P PHOMEE4M            -EEO4 Reports By Master Agency-          12:13 PM

                    Fiscal Year: ____
        *Select All Agencies: N
   *Master Agency Numbers: _____      _____
                           _____      _____
                           _____      _____
                           _____      _____
                           _____      _____
                           _____      _____
                           _____      _____
                           _____      _____
                           _____      _____
                           _____      _____




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

Your Action ...	System Response ...
5. Enter the following information: **Fiscal Year**: Enter the requested fiscal Year. *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. *Master Agency Numbers: Enter the master agency numbers to be included on the report.	
6. Press ENTER.	The EEO4 Reports Batch Job Submission screen will appear.

Your Action ...	System Response ...
7. Press ENTER.	The system will display the following message: XXXXXXXX Has Been Submitted Successfully.
8. There are two reports generated and they are as follows: EEO4 Reports	 Information is provided by Control Number (federal ID), Master Agency Number, Agency Name, Agency Address, Job Category, for Full-time Employees, Other Than Full-time Employees, and New Hires, Salaries (by category), Total (A), Male (B-F), and Female (G-K).
EEO4 Reports Exception Report	Information is provided by Control Number (federal ID), Agency Number, Employee Name, SSN, Race, Sex, RS (Job Category), Job Code, Yearly Salary, Hire Date, Term Code and Term Date.

EEO4 by Function

The EE04 by Function screen is used to generate Equal Employment Opportunity reports by function.

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **R1** (Miscellaneous Reports Menu1) from the Employment Menu and press ENTER.	The Miscellaneous Reports Menu1 will appear.
3. Choose **EE** (Produce EEO4 Information) from the Miscellaneous Reports Menu1 and press ENTER.	The Produce EEO4 Information Menu will appear.
4. Choose **PF** (EEO4 by Function) from the Produce EEO4 Information Menu and press ENTER.	The EEO4 by Function screen will appear.

```
PHFNC10   PHV3        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      04/28/2016
PHOMEE5D PHOMEE5M                    EEO4 by Function                    12:17 PM




                       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. Enter the following information: **Fiscal Year**: Enter the requested fiscal Year.	
6. Press ENTER.	The EEO4 Reports Batch Job Submission screen will appear.
7. Press ENTER.	The system will display the following message: XXXXXXXX Has Been Submitted Successfully.
8. The EEO4 by Function Report will be generated.	Information is provided by Control Number (federal ID), Function, for Full-time Employees, Other Than Full-time Employees, and New Hires by Function, Job Category, Salaries (by category), Total (A), Male (B-F), Female (G-K).