
Mississippi Management and Reporting System

Department of Finance and Administration

| MMRS MASH/Training Materials | | |
|-------------------------------------|-----------------------|--------------------------|
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| | Employee Compensation | Version: 5 |

**Employment Employee Compensation
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Objective

Adjust employee compensation

Outcome

Adjustments are made to the employee's compensation

Overview

An employee's compensation can be changed for numerous reasons, including promotions, educational benchmarks, realignments, longevity, etc. Compensation changes are completed through the Maintain Employee with PIN Menu of the Employment process. Each compensation function is described below.

Change Compensation of Employee with PIN

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

| 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 EP (Maintain Employee with PIN) from the Employment Menu and press ENTER. | The Maintain Employee with PIN Menu will appear. |

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PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/28/2016
PHIMAINU PHIMAINM Maintain Employee with PIN Menu 12:39 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 CP (Change Compensation of Employee with PIN) from the Maintain Employee with PIN Menu and press ENTER. | The Change Compensation of Employee with PIN screen will appear. |

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PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/28/2016
PHOMCW1D PHOMCW1M Change Compensation of Employee with PIN 12:40 PM

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

*Agency: ____ *PIN: _____ OCCU:
*SSN: _____
Requested Effective Date: __ __ ____ Approval: __

Annual Hourly Monthly Occu Occu
Salary Rate Rate Start Salary End Salary

Current:

State Hire Date:
PIN Entry Date:
*Pay Change Reason: _____

Pay Change Start Date: __ __ ____ Employee History: _

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>4. Choose Modify and enter the following fields:</p> <p>*Agency: The agency code xxxx. *PIN: The PIN to be changed OCCU: This is completed by the system. *SSN: The Social Security Number of the person whose compensation is to be changed.</p> | <p>The system will display the current employee's record.</p> |
| <p>5. Press ENTER</p> | |
| <p>6. Enter the following information:</p> <p>Requested Effective Date: The system will populate the date of the last active record and will change to the current date once the record has been submitted for approval.</p> <p>Approval: The system will populate with an Active and will change to Pending when transmitted for approval.</p> <p>Annual Salary/Hourly Rate/Monthly Rate: The system will display the employee's current salary.</p> <p>Occu Start and End Salaries: This is completed by the system based on the occupation.</p> <p>State Hire Date: The system displays the date the state employee was hired for the first time.</p> <p>PIN Entry Date: The system will display the date employee was appointed into the current PIN.</p> <p>*Pay Change Reason: A code indicating why the employee's compensation is being changed.</p> <p>Pay Change Start Date: MM DD YYYY. The date the pay change is to be effective.</p> <p>Employee History: If anything is entered into this field, a browse on the employee's history will be displayed</p> | |
| <p>7. Press ENTER.</p> | <p>The system will display the appropriate screen based on the Pay Change Reason. In most cases, the Miscellaneous Compensation screen will appear. There are four separate reasons, Education Benchmark, Non-Budgeted Realignment Award, Longevity Award and New Hire/Recruitment/Promotional Flex, for which another screen will appear.</p> |

Miscellaneous Compensation

The Miscellaneous Compensation screen is used to adjust an employee's compensation based on the Pay Change Reason given on the Change Compensation of Employee with PIN screen. Information includes current and proposed pay step and rate, pay change reason code, and performance rating and date. If a rating is required, it will be indicated by the system.

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PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/28/2016
PHOMMC1D PHOMMC1M Miscellaneous Compensation 12:58 PM

*Action: M
Agency: 0160 PIN: 100 OCCU: 901 ADMIN ASSISTANT VI
SSN: 000000000 ABCDEFG, HIJKLMNPO
Requested Effective Date: 04/28/2016 Approval: P Employee History: _

Annual Hourly Monthly Occu Start Occu End
Salary Rate Rate Salary Salary
Current: 30503.98 14.61 2541.99 30503.98 53381.97
*Proposed: _____
PIN Entry Date: 01/01/2016
*Special Comp: _____
Pay Change Reason: BUDREAL Budgeted Realignment
FTE: Performance Appr Rating:
Last PAR Date:
PAR Required: Y
Pay Change Start Date: 05/01/2016 See Minimum Quals?: _
Transmit for Approval: N

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>1. Enter the following information:</p> <p>*Proposed: The proposed annual salary. 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>2. Press ENTER.</p> | <p>The system will display the following information:</p> <p>Empl XXXXXXXXXXXX-XXXX-P-XXX-P modified successfully.</p> |

Educational Benchmark

The Educational Benchmark screen is used to adjust an employee's compensation for accomplishing an educational benchmark.

| | | |
|--------------------------------------|---|-----------------------|
| PHFNC10 PHV3 | STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM | 04/28/2016 |
| PHOMEB1D PHOMEB1M | Educational Benchmark | 01:21 PM |
| *Action: M | | |
| Agency: 0160 | PIN: 100 | OCCU: 901 |
| SSN: 000000000 ABCDEFG, HIJKLMN | | ADMIN ASSISTANT VI |
| Requested Effective Date: 04/28/2016 | Approval: P | Employee History: _ |
| Annual Salary | Hourly Rate | Monthly Rate |
| Current: 30503.98 | 14.6151855 | 2541.99 |
| *Proposed: _____ | | |
| Educational Longevity Amt: | _____ | |
| *Degree/Lic/Cert/Reg Code: | _____ | |
| Educational Institution: | _____ | |
| Exam Taken: N | Classroom Hours: _____ | Hours of Study: _____ |
| Educ/Cert Start Date: _ _ _ | Educ/Cert End Dt: _ _ _ | |
| Documentation Submitted: N | Performance Appr Rating: _____ | |
| Date Submitted: _ _ _ | Last PAR Date: _____ | |
| Pay Change Start Date: 05/01/2016 | Transmit for Approval: N | |
| 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>1. Enter the following information:</p> <p>*Proposed: The proposed annual salary.</p> <p>Educational Longevity Amt: A one-time longevity award due to an increase in salary for an employee receiving an Educational Benchmark. It represents the amount to be given above the pay range of the employee's current PIN.</p> <p>*Degree/Lic/Cert/Reg Code: The code denoting the type of benchmark earned.</p> <p>Educational Institution: The place where the education was received.</p> <p>Exam Taken: Whether or not an employee has taken an exam.</p> <p>Classroom Hours: The number of classroom hours an employee/worker has fulfilled.</p> <p>Hours of Study: Number of study hours an employee/worker has fulfilled.</p> <p>Educ/Cert Start Date: The date the education was started in MM DD YYYY format.</p> | |

| Your Action ... | System Response ... |
|--|--|
| <p>Continue entering the following information:</p> <p>Educ/Cert End Dt: The date the education was completed in MM DD YYYY format. Documentation Submitted: Whether or not documentation was submitted for longevity award. Date Submitted: Date documentation was submitted in the format MM DD YYYY.</p> <p>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>2. Press ENTER.</p> | <p>The system will display the following information:</p> <p>Empl XXXXXXXXXXXX-XXXX-P-XXX-P modified successfully.</p> |

Non-Budgeted Realignment Award

The Non-Budgeted Realignment Award screen is used to adjust an employee's compensation based on the pay change reason given on the Change Compensation of Employee with PIN screen.

| | | | | | |
|--------------------------------------|---------------|---|--------------------------|---------------------|-----------------|
| PHFNC10 | PHV3 | STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM | | | 04/28/2016 |
| PHOMNB1D | PHOMNB1M | Non-Budgeted Realignment Award | | | 01:36 PM |
| *Action: M | | | | | |
| Agency: 0160 | | PIN: 100 | | OCCU: 901 | |
| | | | | ADMIN ASSISTANT VI | |
| SSN: 000000000 ABCDEFG, HIJKLMNPO | | | | | |
| Requested Effective Date: 04/28/2016 | | Approval: P | | Employee History: = | |
| | Annual Salary | Hourly Rate | Monthly Rate | Occu Start Salary | Occu End Salary |
| Current: | 30503.98 | 14.61 | 2541.99 | 30503.98 | 53381.97 |
| *Proposed: _____ | | | | | |
| Maximum Realignment Dollars: | | | Performance Appr Rating: | | |
| Remaining Amount: | | | Last PAR Date: | | |
| Pay Change Start Date: 05/01/2016 | | | PAR Required: Y | | |
| | | | Transmit for Approval: N | | |
| Direct Command: _____ | | | | | |
| Enter- | PF1--- | PF2--- | PF3--- | PF4--- | PF5--- |
| | PF6--- | PF7--- | PF8--- | PF9--- | PF10-- |
| | PF11-- | PF12--- | Quit | | |
| Help | Main | End | Note | | |

| Your Action ... | System Response ... |
|--|---|
| 1. Enter the following information: *Proposed: The proposed annual salary. 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. | |
| 2. Press ENTER. | The system will display the following information: Empl XXXXXXXXXXXX-XXXX-P-XXX-P modified successfully. |

Longevity Award

The Longevity Award screen is used to adjust an employee's compensation based on longevity of service.

| | | |
|---|---|---------------------|
| PHFNC10 PHV3 | STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM | 04/28/2016 |
| PHOMLAWD PHOMLAWM | Longevity Award | 01:50 PM |
| *Action: M | | |
| Agency: 0160 PIN: 100 OCCU: 901 | ADMIN ASSISTANT VI | |
| SSN: 000000000 ABCDEFG, HIJKLMN | | |
| Requested Effective Date: 04/28/2016 | Approval: P | Employee History: = |
| Annual Salary | Hourly Rate | Monthly Rate |
| Current: 30503.98 | 14.61 | 2541.99 |
| Occu Start Salary | Occu End Salary | |
| 30503.98 | 53381.97 | |
| Total Longevity Award: | Longevity Date: 05/01/2016 | |
| Longevity Award Amount: _____ | | |
| Remaining Amount: | | |
| Pay Change Start Date: 05/01/2016 | Transmit for Approval: N | |
| 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>1. Enter the following information:</p> <p>Longevity Award Amount: Enter the amount above the end salary of the occupation to be compensated to the employee. This can be a lump sum amount or can be installment amounts, at the agency's discretion.</p> <p>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>The system will complete the Total Longevity Award field from the Wage, Salary and Fringe budget process. The award amount cannot exceed the total amount.</p> |
| <p>2. Press ENTER.</p> | <p>The system will display the following information:</p> <p>Empl XXXXXXXXXXXX-XXXX-P-XXX-P modified successfully.</p> |

New Hire/Recruitment/Promotional Flex

The New Hire/Recruitment/Promotional Flex screen is used to adjust an employee's compensation based on the pay change reason given on the Change Compensation of Employee with PIN screen.

| | | | | | |
|---|---------------|---|--------------|--------------------------|-----------------|
| PHFNC10 | PHV3 | STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM | | | 04/28/2016 |
| PHOMHR1D | PHOMHR1M | New Hire/Recruitment/Promotional Flex | | | 01:53 PM |
| Action: M | | | | | |
| Agency: 0160 | | PIN: 100 | OCCU: 901 | ADMIN ASSISTANT VI | |
| SSN: 000000000 ABCDEFG, HIJKLMNQP | | | | | |
| Requested Effective Date: 04/28/2016 | | Approval: P | | Employee History: = | |
| | Annual Salary | Hourly Rate | Monthly Rate | Occu Start Salary | Occu End Salary |
| Current: | 30503.98 | 14.6151855 | 2541.99 | 30503.98 | 53381.97 |
| *Proposed: | _____ | _____ | _____ | | |
| Pay Change Reason: NEWNHF | | | | | |
| Directly Related Professional Cert: _ | | Performance Appr Rating: _____ | | | |
| Years of Directly Related Exp: _ | | Last PAR Date: _____ | | | |
| Years of Directly Related Educ: _ | | PAR Required: Y | | | |
| Pay Change Start Date: 05/01/2016 | | | | Extraordinary Circum: _ | |
| | | | | See Minimum Quals?: _ | |
| | | | | Transmit for Approval: N | |
| 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>1. Enter the following information:</p> <p>*Proposed: The proposed salary.</p> <p>An entry is required in one of the three fields below:</p> <p>Directly Related Professional to Cert: Directly related professional certificate. Valid options are Yes or No; OR</p> <p>Years of Directly Related Exp: The number of directly related years of experience; OR</p> <p>Years of Directly Related Educ: The number of directly related years of education.</p> <p>Extraordinary Circum: This field will be used to bypass the validation against the VCP rules if the field is set to a "Y," the user will have to add a note why these validations have to be bypassed. Valid options are Yes, No, or blank.</p> | |

| Your Action ... | System Response ... |
|---|--|
| <p>Continue entering the following information:</p> <p>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>2. Press ENTER.</p> | <p>The system will display the following information:</p> <p>Empl XXXXXXXXXXXX-XXXX-P-XXX-P modified successfully.</p> |