Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6215	Employment Transfers and Separations	Revision Date: 06/02/2016
		Version: 5

**Employment Transfers and Separations
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Objective

Transfer employees and separate employees

Outcome

Intra-agency employee transfers (within Master Agency) occur and employee separations are made.

Intra Agency Employee Transfer

This method of intra-agency transfer will terminate the employee from the current position and hire the employee into the new position in one process.

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

```
PHFNC10  PHV5        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      05/11/2016
PHIMAINU PHIMAINM                 Employment Menu                      01:50 PM

            Code      Description                        FastPath

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

```
PHFNC10  PHV5       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    05/11/2016
PHIMAINU PHIMAINM          Maintain Employee with PIN Menu           01:50 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 **AT** (Intra Agency Employee Transfer) from the Maintain Employee with PIN Menu and press ENTER.	The Intra Agency Employee Transfer screen will appear.

```
PHFNC10  PHV5       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    05/11/2016
PHOMAT1D PHOMAT1M          Intra Agency Employee Transfer            01:52 PM

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

 *Curr Agency: ____ *PIN: _____ Occu:
       *SSN: _____
Requested Effective Date: __ __ ____  Approval: __
 Curr Occu Start Salary:              Curr Occu End Salary:
                    PAR:                 PAR Effective Date:
                           Annual Salary   Hourly Rate   Monthly Rate
          Current Salary:

  New Agency: ____ *PIN: _____ Occu:
 Req Occu Start Salary:               Req Occu End Salary:
        Selection Exempt:    Annual Salary   Hourly Rate   Monthly Rate
       *Requested Salary:    _____       _____        _____
     *Pay Change Reason: _____
 Pay Change Start Date: __ __ ____
                                     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 ...

4. Choose **M**odify and enter the following information:
 	
    ***Curr Agency**: The current agency codes the employee transferring from.
    ***PIN**: The PIN the employee currently occupies.
    Occu Title: This is completed by the system.
    SSN: The employee's social security number.
    Requested Effective Date: MM DD YYYY. The system will populate the date of the last active record and change to the current date once the record has been submitted for approval.
    Approval: Indicates the status of the request. **A**pproved or **P**ending (or **F**uture).	

5. Press ENTER.	

6. Enter the following information:
 	
    Curr Occu Start and End Salaries: These are completed by the system.
    PAR: The last performance appraisal rating for the employee. This is completed by the system.
    PAR Effective Date: The effective date of the employees PAR rating. This is completed by the system.
    Current Salary: Annual Salary/Hourly Rate/Monthly Rate: These are completed by the system.
    New Agency: xxxx; must be within the same Master Agency.
    ***PIN**: The PIN number into which the employee is to be transferred.
    Occu: This will be completed by the system.
    Req Occu Start and End Salaries: These will be completed by the system.
    Selection Exempt: This field is populated by the system.
    Requested Salary: Annual Salary/Hourly Rate/ Monthly Rate: Enter an amount in the Annual Salary field only. The remaining fields will be completed by the system.
    ***Pay Change Reason**: A code denoting the reason the transfer is to occur.	

Your Action ...	System Response ...
Continue entering the following information: **Pay Change Start Date**: MM DD YYYY. **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.	
7. Press ENTER.	If the employee has not received a performance rating in the past 90 days, the Record Performance Appraisal screen will appear with the Agency, SSN, PIN and Occupation information for the employee displayed. Otherwise the Create Approval Record screen will appear.
8. Enter a note of justification for all approvers and press ENTER.	The Intra Agency Employee Transfer screen will appear with the following message displayed: Employee ###########-aaaa-p-#-p added successfully.

Separate Employee within PIN

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **EP** (Maintain Employee with PIN) from the Employment Menu and press ENTER.	The Maintain Employee with PIN Menu will appear.
3. Choose **SE** (Separate Employee within PIN) from the Maintain Employee with PIN Menu and press ENTER.	The Separate Employee Within PIN screen will appear.

```
PHFNC10  PHV5       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      05/11/2016
PHOMEP3D PHOMEP3M          Separate Employee within PIN                02:02 PM

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

*Agency: ____     *SSN: _____
  *PIN: _____   Occu:
   Effective Date: __ __ ____       Approval: __

     *Separation Reason: __
           *RIF Reason: _
         Separation Date: __ __ ____
         In Good Standing: _
LOA Expected Return Date: __ __ ____
     Exit Interview Date: __ __ ____
         Service Status:
           Vacate PIN: _
  Leave Balances:
       Personal:        Major Medical:
   Agency Comp:           FLSA Comp:          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 ...

4. Choose **M**odify and enter the following information:
 	
  ***Agency**: The agency code xxxx.
  ***SSN**: The social security number of the employee being separated.
  ***PIN**: The Position Identification Number occupied by the employee.
  Occu: This field is completed by the system.
  Effective Date: MM DD YYYY. The system will populate the date of the last active record and change it to the current date once the record has been submitted for approval.
  Approval: A **P**ending status will be assigned by the system.	

5. Press ENTER.	

6. Enter the following information:
 	
  ***Separation Reason**: The code denoting the reason for the separation.
  *RIF Reason: The code denoting the reason for the RIF. Required if separation reason code was reduction in force; otherwise this field remains blank.	

Your Action ...	System Response ...
Continue entering the following information: **Separation Date**: The date the employee is being separated from the PIN. MM DD YYYY **In Good Standing**: Indicates if an employee left in good standing. Valid codes are **Y**es or **N**o. LOA Expected Return Date: Required if the Separation Reason code is for a Leave of Absence; otherwise this field remains blank. If entered, the date must be after the separation date. Exit Interview Date: MM DD YYYY; the date must be less than or equal to the separation date. Service Status: This field represents the service status of the employee and is completed by the system. **Vacate PIN**: Enter **Y**es or **N**o. On all separations, with the exception of Leave of Absence, the position should be vacated. For Leave of Absence the agency has the discretion of vacating the position. The system will not allow a PIN to be marked vacant if the leave is for FMLA. Leave Balances: These fields are completed by the system. **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.	
7. Press ENTER.	The Create Approval Record screen will appear.
8. Enter note of justification for all approvers and Press ENTER.	The Separate Employee with PIN screen will be displayed with the following message: Employee ############-aaaa-p-#-p modified successfully.