Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials	
6217 Employment Reports	Revision Date: 12/03/2019
	Version: 8

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Objective

Produce employee-related reports.

Outcome

Leave of Absence, Current Employee Report, and other employee-related reports are created, reviewed and generated.

Overview

There are numerous available reports in the Employment process. These reports can be accessed from two separate menu options: Miscellaneous Reports Menu1 (**EM R1**) and Miscellaneous Reports Menu2 (**EM R2**). The majority of the reports available from the first menu option relate to current employees. The majority of the reports on the second menu option contain information on the hiring and separation of employees.

Miscellaneous Reports Menu1

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      01/26/2016
PHIMAINU  PHIMAINM                   Employment Menu                      02:08 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 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  PHVG       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      12/03/2019
PHIMAINU PHIMAINM            Miscellaneous Reports Menu1                09:29 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
            CO    Debt Deductions Report for Employees        DEBT





        Code: __

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

Produce LOA (Leave of Absence) Report

The Produce LOA Report is used to generate a Leave of Absence report for the year prior to the date entered.

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 **PR** (Produce LOA Report) from the Miscellaneous Reports Menu1 and press ENTER.	The Produce LOA Report screen will appear.

```
PHFNC10  PHV2      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    01/26/2016
PHOMPLRP PHOMPLRM                Produce LOA Report                  02:26 PM


        From Date:     01 26 2016 (MM/DD/YYYY)
                       (Will deduct 11 months from this date)
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 ...
4. Enter the following information: From Date: The start date for the selected records. MMDDYYYY. The system will deduct 11 months from this date. 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: The agency number to be included on the report is required if the Select All Agencies blank is set to **N**.	
5. Press ENTER.	The LOA report Batch Job Submission window will appear.
6. Press ENTER.	The system will produce a report for the year prior to the date entered. Information provided includes Agency Number, Agency Name, SSN, PIN, Employee Name, LOA Description, Date on Leave, Date Expected Back, and PIN Vacate.

Mailing and Residence Address List per Agency

The Mailing and Residence Address List per Agency is used to generate a list of mailing and residence addresses for a specified time period for selected agencies or 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 **ML** (Mailing and Residence Address List Per Agency) from the Miscellaneous Reports Menu1 and press ENTER.	The Mailing and Residence Address List Per Agency screen will appear.

```
PHFNC10  PHVH      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/13/2018
PHOMB07P PHOMB07M  Mailing and Residence Address List Per Agency      12:39 PM


        From Date:      __ __ ____  (MM/DD/YYYY)
          To Date:      __ __ ____  (MM/DD/YYYY)
Select All Agencies:  * N
     Include SSN:    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 ...
4. Enter the following information: **From Date**: The start date for the selected records. MMDDYYYY **To Date:** The end date for the selected records. MMDDYYYY. 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. Include SSN: Enter "Y" to include social security number in the selection. The user must have a security level of 5 to include SSNs in the report. *Agency Numbers: The agency number to be included on the report is required if the Select All Agencies blank is set to **N**.	
5. Press ENTER.	The Mailing and residence address Batch Job Submission window will appear.
6. Press ENTER.	The system will produce a report for the date entered. Information is provided by Agency Number, Agency Name, Agency Address, Employee Name, Residence Address, Mailing Address, and Separation Date and Reason.

Employee Auto Reclassification Eligibility

The Employee Auto Reclassification Eligibility screen is used to generate a report of employees whose positions are eligible for auto reclassification to different occupations (occus) within the reclassification group with approval of the Mississippi State Personnel Board.

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 **SA** (Employee Auto Reclass Eligibility) from the Miscellaneous Reports Menu1 and press ENTER.	The Employee Auto Reclass Eligibility screen will appear.

```
PHFNC10  PHV0       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      01/27/2016
PHOMAREP PHOMAREM        Employee Auto Reclass Eligibility              10:13 AM


          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 ...
4. Enter the following information: **Fiscal Year**: The fiscal year for the selected records. 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: The agency number to be included on the report is required if the Select All Agencies blank is set to **N**.	
5. Press ENTER.	The Employee Auto Reclass Eligibility Batch Job Submission window will appear.
6. Press ENTER.	The system will produce a report for the date entered. Information is provided by List Type, List Description, Agency Number, Agency Name, Occu Code, Occu Title, PIN, SSN and Employee Name.

Current Employee Report

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 **M7** (Current Employee Report) from the Miscellaneous Reports Menu1 and press ENTER.	The Current Employee Report Eligibility screen will appear.

```
PHFNC10  PHV0        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    01/27/2016
PHOMPRPP PHOMPRTM                 Current Employee Report              10:18 AM




         *Enter Agency Number.:  ____

          Select Sort Sequence:  _ Sort by PIN
            (CHOOSE ONE ONLY)    _ Sort by GEO LOCATION
              by marking 'X'     _ Sort by PAR SORT CODE
                                 _ Sort by EMPLOYEE NAME
                                 _ Sort by WIN EMPLOYEE NAME
                                 _ Sort by PID







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

Your Action ...	System Response ...

4. Enter the following information:
 	
   Agency Number: The agency number.
   Select Sort Sequence: Choose only one of the options listed.	

5. Press ENTER.	The Current Employee Report Batch Job Submission window will appear.
6. Press ENTER.	The system will produce a report for the sequence entered. Information is provided by PIN, Employee Name, PAR Code, Geo Location, SSN/PID, Occu Code, Position Title, Certified Salary, and Date of Employment.

Produce Position Employee Profile (PEP) Information

This menu option provides two choices: Select PR to Produce the PEP Report or PV to View PEP Information.

Printing PEP Reports

This option is used to print PEP forms from the system.

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

```
PHFNC10  PHV0        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      01/27/2016
PHIMAINU PHIMAINM              Produce PEP Information Menu             10:32 AM

          Code      Description                            FastPath

           PR    Produce PEP Report                         PREP
           PV    View PEP Information                        VPEP








     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 **PR** (Produce PEP Report) from the Produce PEP Information Menu and press ENTER.	The Produce PEP Report screen will appear.

```
PHFNC10  PHVG       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/26/2018
PHOMPEPP PHOMPEPM                  Produce PEP Report                   11:08 AM


Enter Agency Numbers for PEP to be Printed:


Print PEP Forms (Large Volume) at ITS? (Y)es or (N)o: N
All Current PEPs: X     Changed PEPs Only: _
From Date: __ __ ____    To Date: __ __ ____    Select All Agencies: N


        Agency#  (A,I,R)        Agency#  (A,I,R)
        -------  -------        -------  -------
     *    ____       _            ____       _
          ____       _            ____       _
          ____       _            ____       _
          ____       _            ____       _
          ____       _            ____       _
          ____       _            ____       _
Include==>  Abolished PINs: N   Terminated Data: N  Previous Employee: N


  (A= All PINs , I = Individual PINs , R = Range of PINs for an Agency)
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                               Quit
```

Your Action ...	System Response ...
4. Enter the following information: Print PEP Forms (Large Volume) at ITS?: System defaults to **N**o. **Only SPB can print at night.** **All Current PEPs:** Enter an "**X**" to print all current PEPs only. Leave blank to print current and changed PEPs. **Changed PEPs Only**: Enter "**X**" to print only changed PEPs. Leave this field blank to print current and changed PEPs. From Date: The start date for the selected records. This is required when the Changed PEPs Only field is indicated. To Date: The start month for the selected records. This is required when the Changed PEPs Only field is indicated.	

Your Action ...	System Response ...
Continue entering the following information: **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#__: Enter at least one agency number if the Select All Agencies field is set to No. **A,I,R**: Enter "**A**" if all PEP forms for the selected agencies are to be printed, "**I**" if individual PIN PEPs are to be printed or "**R**" if a range of PINs is to be printed. Abolished PINs: Enter "**Y**" to print abolished PINs. Enter "**N**," and the PEPs will not be printed for those PINs which have been abolished. Terminated Data: Enter "**Y**" to include information on the employee who was terminated from this position. The position must be vacant to show this data. Previous Employee: Enter "Y" to print information for both the current and previous employee assigned to this position. Enter "N" to print only the information for the current employee in this position. PEP Identification Msg: Enter PEP identification message.	
5. If **A**ll is selected, a Batch Job Submission pop up window appears.	

```
PHFNC10  PHV0       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    01/27/2016
PHOMPEPP PHOMPEPM              Produce PEP Report                    10:36 AM

Enter Agency Numbers for PEP to be Printed:

Print PEP Forms (Large Volume) at ITS? (Y)es or (N)o: N
All Current PEPs: X      Changed PEPs Only: _
From Date: __ __ ____    To Date: __ __ ____    Select All Agencies: N
            +----------------Batch Job Submission-----------------+
    Agency  |                                                     |
    ------  |        Job Name: PH726029  *Job Class: A            |
  *   0160  |                                                     |
    ____    |   Job Description: PEP Report                       |
    ____    |                                                     |
    ____    |     *Destination: R10_____  *Msg Class: Z           |
    ____    |                                                     |
    ____    |                           *Sysout                   |
Include==>  A |            Reports       Class   Forms   Copies   |
PEP Identific | PEP Report                A     _____   1__    |
  (A= All PIN +-----------------------------------------------------+
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End                                            Quit
```

Your Action ...	System Response ...
6. If **I**ndividual is selected, a Browse by PINs for an Agency screen appears.	

```
PHFNC10  PHV0       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    01/27/2016
PHOMPESB PHOMPESM        Browse by PINs for an Agency              10:34 AM

 Action: (S)          Press PF3 when selection is completed.

*Act  PIN    OCCU        SSN              Name
---- ------ ---------  ---------  --------------------------------
                       *** End of Data ***










*PIN: _____     Agency#: 0160   Name: PERSONNEL BOARD - STATE
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 ...
7. If **R**ange is selected, a pop up window requesting Range From and Range To appears.	

```
PHFNC10  PHV0         STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     01/27/2016
PHOMPEPP PHOMPEPM                    Produce PEP Report                  10:37 AM

Enter Agency Numbers for PEP to be Printed:

Print PEP Forms (Large Volume) at ITS? (Y)es or (N)o: N
All Current PEPs: X    Changed PEPs Only: _
From Date: __ __ ____    To Date: __ __ ____     Select All Agencies: N


      A +-------0160 PERSONNEL BOARD - STATE-------+
      - |                                          |
    *   |           RANGE FROM: _____             |
        |           RANGE TO  : _____             |
        |                                          |
        |                                          |
        +------------------------------------------+

         ____      _        ____      _
         ____      _        ____      _
Include==>  Abolished PINs: N   Terminated Data: N  Previous Employee: N
PEP Identification Msg: _____
  (A= All PINs , I = Individual PINs , R = Range of PINs for an Agency)
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                              Quit
```

Your Action ...	System Response ...
8. Press ENTER.	The Batch Job Submission pop up window is displayed. When ENTER is pressed, the system will display the following message: XXXXX XXXXXXX Has Been Submitted Successfully.

View PEP Information

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and pres 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 **PP** (Produce PEP Information) from the Miscellaneous Reports Menu1 and press ENTER.	The Produce PEP Information Menu will appear.
4. Choose **PV** (View PEP Information) from the Produce PEP Information Menu and press ENTER.	The first panel of the Position Employee Profile screen will appear.

```
PHFNC10  PHVC       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    11/27/2018
PHOMPEPD PHOMPE1M      Position Employee Profile - 1                01:06 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:          Emolumt Amt:
Pos Creation Type:         Proj Months:        Hrs per Week:
     Service Type:                              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:
                                                 Pos Vacant Dt:
    Annual Salary:         Hourly Rate:           Mthly Rt:
  State Hire Date:     Last Salary Date:
 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 ...
5. Choose **D**isplay and enter the following information: **Agency**: Enter the agency code xxxx. **PIN**: Enter the position number to be displayed.	
6. Press ENTER.	The Position Employee Profile Information for the selected PIN will be displayed with the following message: Position aaaa-pin#-A displayed successfully.
7. Press F11 to view the second panel.	The second panel of the Position Employee Profile – 2.

```
PHFNC10  PHV0      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    01/27/2016
PHOMPEPD PHOMPE2M     Position Employee Profile - 2                 10:39 AM
< 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 ...
8. Press F11 to view the third panel.	The second panel of the Position Employee Profile – 3.

```
PHFNC10  PHV0      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    01/27/2016
PHOMPEPD PHOMPE3M     Position Employee Profile - 3                 10:39 AM
< 2 more

  Agency:     PIN:       OCCU:          SSN:

PROGRAM DATA: Fiscal Year: 2016                          1__ of

      Program Name                PGM# Percent   GF %    FF %   OF %
-----------------------------------  ---- ------- ------- ------- -------







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

Audit Trail of Debt Deduction Orders

The Audit Trail of Debt Deduction Orders is used to generate a report of all debt deductions 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 **AT** (Audit Trail of Debt Deduction Orders) from the Miscellaneous Reports Menu1 and press ENTER.	The Audit Trail of Debt Deduction Orders screen will appear.

```
PHFNC10  PHV0       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   01/27/2016
PHOMB08P PHOMB08M        Audit Trail of Debt Deduction Orders        10:40 AM


            From Date:     __ __ ____  (MM/DD/YYYY)
              To Date:     __ __ ____  (MM/DD/YYYY)
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 ...
4. Enter the following information: **From Date**: The start date for the selected records. MMDDYYYY **To Date**: The end date for the selected records. MMDDYYYY. 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: The agency number to be included on the report is required if the Select All Agencies blank is set to **N**.	

Your Action ...	System Response ...
5. Press ENTER.	The Audit trail of debt deductions Batch Job Submission window will appear.
6. Press ENTER.	The system will produce a report for the date entered. Information provided includes Agency Number, Agency Name, SSN, Name, Deduction Code, Monthly Deduction Amount, Deduction Effective Date, Deduction End Date, and Action.

Employee address labels-Download

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 **AL** (Employee address labels-Download) from the Miscellaneous Reports Menu1 and press ENTER.	The Employee address labels-Download screen will appear.

```
PHFNC10  PHVH       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     11/13/2018
PHHSPP1P PHHSPP1M          Employee Address Labels - Download          12:45 PM




        Enter Agency Number   ____


        Download File (F) or Display (D) D






Direct Command: _____

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

Your Action ...	System Response ...
4. Enter Agency Number and choose either Download **F**ile or **D**isplay. Press ENTER.	If Download File is selected a report will be generated listing the employees and their addresses. If Display is selected a screen listing the employees and their addresses will appear.

Debt Deductions Report for Employees

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 **CO** (Debt Deductions Report for Employees) from the Miscellaneous Reports Menu1 and press ENTER.	The Debt Deductions Report for Employees screen will appear.

```
PHFNC10  PHVG       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    12/03/2019
PHOMDEDP PHOMDEDM        Debt Deductions Report for Employees         09:34 AM




        *Enter Agency Number:  ____

        For Current Employees Report Enter Today's Date
             From Date....:  12032019  (MMDDCCYY)
             To Date......:  12032019  (MMDDCCYY)









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. *__Enter Agency Number:__ Enter the agency number. __From Date__: The start date for the selected records. MMDDYYYY __To Date:__ The end date for the selected records. MMDDYYYY.	
6. Press ENTER.	The system will produce a report for the date entered. Information provided includes Employee Name, Deduction Code, Deduction Sequence Number, Effective Date, Expiration Date, Deduction Owed Total Amount, Deduction Flat Amount, Deduction Paid to Date, Vendor Code and Deduction Issuing Agency.

Miscellaneous Reports Menu2

Agency Turnover Rate/Job Classification

The Agency Turnover Rate/Job Classification screens are used to generate reports of the turnover rate for specific occupations within an agency or among all agencies for a selected date range.

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **R2** (Miscellaneous Reports Menu2) from the Employment Menu and press ENTER.	The Miscellaneous Reports Menu2 will appear.

```
PHFNC10  PHVC       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     11/27/2018
PHIMAINU PHIMAINM            Miscellaneous Reports Menu2               01:09 PM


          Code      Description                              FastPath


          AG    Transactions Received/Outstand/Cleared       SPAG
          NH    Employee New Hire                            NEWH
          SE    Employee Separated                           SEPE
          RI    Employee Reduction in Work Force             RIFE
          VP    Salary Below Start Salary of Occu            DVCP
          SD    Employee Special Duty Pay Time Expiration    SDTY
          SL    Employee Time Limited Position Expiration    SETL
          SH    Employee Emergency Hire Time Expiration      SEMH
          SR    Employee Re-employed Retiree Time Expiration SERR






     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 **AG** (Transactions Received/Outstand/Cleared) from the Miscellaneous Reports Menu2 and press ENTER.	The Transactions Received/Outstand/Cleared screen will appear.

```
PHFNC10  PHVC      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/27/2018
PHOMAR1P PHOMAR1M      Transactions Received/Outstand/Cleared          01:10 PM



           From Date:      __ __ ____   (MM/DD/YYYY)
             To Date:      __ __ ____   (MM/DD/YYYY)
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 ...
4. Enter the following information: **From Date**: The start date for the selected records. MMDDYYYY **To Date:** The end date for the selected records. MMDDYYYY. 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: The agency number to be included on the report is required if the Select All Agencies blank is set to **N**.	
5. Press ENTER.	The Agencies Outstand/Clear/Rec Batch Job Submission window will appear.
6. Press ENTER.	The system will produce a report for the date entered. Information provided includes Agency Number, Agency Name, Transaction Code, Occu, PIN/WIN, SSN, Employee Name, Submitted Date, and Approved Date.

Employee New Hire

The Employee New Hire screen is used to generate a report of all new hires for an agency or all agencies in a specified date range.

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **R2** (Miscellaneous Reports Menu2) from the Employment Menu and press ENTER.	The Miscellaneous Reports Menu2 will appear.
3. Choose **NH** (Employee New Hire) from the Miscellaneous Reports Menu2 and press ENTER.	The Employee New Hire screen will appear.

```
PHFNC10   PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    11/27/2018
PHOMNEHP  PHOMNEHM                Employee New Hire                    01:13 PM



          From Date:     __ __ ____  (MM/DD/YYYY)
            To Date:     __ __ ____  (MM/DD/YYYY)
Select all Agencies:  * N
    Agency Numbers:  * ____      ____
                       ____      ____
                       ____      ____
                       ____      ____
                       ____      ____
                       ____      ____
                       ____      ____
                       ____      ____
                       ____      ____
                       ____      ____

    Create Download File(Y/N):  N
    File Name:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                  Quit
```

Your Action ...	System Response ...
4. Enter the following information: **From Date:** The start date for the selected records. MMDDYYYY **To Date**: The end date for the selected records. MMDDYYYY. 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: The agency number to be included on the report is required if the Select All Agencies blank is set to **N**.	
5. Press ENTER.	The New employee hire Batch Job Submission window will appear.
6. Press ENTER.	The system will produce a report for the date entered. Information provided includes Agency Number, Agency Name, Person ID, SSN, Name, Occu Code, Occupation Title, PIN, State Hire Date, and PIN Entry Date.

Employee Separated

The Employees Separated screen is used to generate a report of all separations for an agency or all agencies in a specified date range.

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **R2** (Miscellaneous Reports Menu2) from the Employment Menu and press ENTER.	The Miscellaneous Reports Menu2 will appear.
3. Choose **SE** (Employee Separated) from the Miscellaneous Reports Menu2 and press ENTER.	The Employee Separated screen will appear.

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    11/27/2018
PHOMSE1P PHOMSE1M                Employee Separated                    01:14 PM



           From Date:     __ __ ____   (MM/DD/YYYY)
             To Date:     __ __ ____   (MM/DD/YYYY)
  Select all Agencies:  * N
       Agency Numbers:  * ____      ____
                          ____      ____
                          ____      ____
                          ____      ____
                          ____      ____
                          ____      ____
                          ____      ____
                          ____      ____
                          ____      ____
                          ____      ____

       Create Download File(Y/N):  N
       File Name:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                               Quit
```

Your Action ...	System Response ...
4. Enter the following information: **From Date:** The start date for the selected records. MMDDYYYY **To Date:** The end date for the selected records. MMDDYYYY. 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: The agency number to be included on the report is required if the Select All Agencies blank is set to **N**. Create Download File(Y/N): Defaults to No. File Name: System will create the file name if create download file is requested.	
5. Press ENTER.	The Separated employees Batch Job Submission window will appear.

Your Action ...	System Response ...
6. Press ENTER.	The system will produce a report for the date entered.
	Information provided includes Agency Number, Agency Name, SSN, Name, Occu Code, Occupation Title, PIN, Separation Reason, and Separation Date.

Employee Reduction in Work Force

The Employee Reduction in Work Force screen is used to generate a report of employees who have been separated due to a reduction in the work force for selected agencies or for all agencies in a specified date range.

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **R2** (Miscellaneous Reports Menu2) from the Employment Menu and press ENTER.	The Miscellaneous Reports Menu2 will appear.
3. Choose **RI** (Employee Reduction in Work Force) from the Miscellaneous Reports Menu2 and press ENTER.	The Employee Reduction in Work Force screen will appear.

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    11/27/2018
PHOMRIFP PHOMRIFM          Employee Reduction in Work Force           01:27 PM



          From Date:      __ __ ____  (MM/DD/YYYY)
            To Date:      __ __ ____  (MM/DD/YYYY)
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 ...
4. Enter the following information: **From Date**: The start date for the selected records. MMDDYYYY **To Date**: The end date for the selected records. MMDDYYYY. 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: The agency number to be included on the report is required if the Select All Agencies blank is set to **N**.	
5. Press ENTER.	The Reduction in Work Force Batch Job Submission window will appear.
6. Press ENTER.	The system will produce a report for the date entered. Information provided includes Agency Number and Name, PIN, SSN, First Name, Last Name, Occu, Occupation Title, Separation Reason, and Separation Date.

Salary Below Start Salary of Occu

The Salary Below Start Salary of Occu screen is used to generate a report of all employees with salaries below the designated starting salary for the applicable occupation.

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **R2** (Miscellaneous Reports Menu2) from the Employment Menu and press ENTER.	The Miscellaneous Reports Menu2 will appear.
3. Choose **VP** (Salary Below Start Salary of Occu) from the Miscellaneous Reports Menu2 and press ENTER.	The Salary Below Start Salary of Occu screen will appear.

```
PHFNC10  PHVB       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    11/27/2018
PHOMVCPP PHOMVCPM          Salary Below Start Salary of OCCU          01:30 PM



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 ...

4. Enter the following information:
 	
    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: The agency number to be included on the report is required if the Select All Agencies blank is set to **N**.	

5. Press ENTER.	The Employee Salary Decrease Batch Job Submission window will appear.
6. Press ENTER.	The system will produce a report for the date entered. Information provided includes Agency Number and Name, Occu, Occupation Title, SSN, First Name, Last Name, PIN, Current Yearly Salary, Occu Start, Occu End, Below Amount, and Total of Employees Whose Salary is Below Start Salary of Occu.

Employee Special Duty Pay Time Expiration

The Employee Special Duty Pay Time Expiration screen is used to generate a report of employees receiving special duty pay and the date of expiration for the special duty pay for selected agencies or for all agencies over a specified date range.

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **R2** (Miscellaneous Reports Menu2) from the Employment Menu and press ENTER.	The Miscellaneous Reports Menu2 will appear.
3. Choose **SD** (Employee Special Duty Pay Time Expiration) from the Miscellaneous Reports Menu2 and press ENTER.	The Employee Special Duty Pay Time Expiration screen will appear.

```
PHFNC10  PHVC      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    11/27/2018
PHOMSDPP PHOMSDPM    Employee Special Duty Pay Time Expiration      01:32 PM


         From Date:     __ __ ____  (MM/DD/YYYY)
           To Date:     __ __ ____  (MM/DD/YYYY)
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 ...
4. Enter the following information: **From Date**: The start date for the selected records. MMDDYYYY **To Date**: The end date for the selected records. MMDDYYYY. 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: The agency number to be included on the report is required if the Select All Agencies blank is set to **N**.	
5. Press ENTER.	The Expiring special duty pay Batch Job Submission window will appear.
6. Press ENTER.	The system will produce a report for the date entered. Information provided includes Agency Number and Name, PIN, SSN, Name, Occupation Code, Occupation Title, Special Duty Effective Date, and Special Duty End Date.

Employee Time Limited Position Expiration

The Employee Time-Limited Position Expiration screen is used to generate a report of employees with time-limited position expirations for an agency or all agencies in a specified date range. This would include employees whose position is funded through grants or other funding that has a time expiration date.

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **R2** (Miscellaneous Reports Menu2) from the Employment Menu and press ENTER.	The Miscellaneous Reports Menu2 will appear.
3. Choose **SL** (Employee Time Limited Position Expiration) from the Miscellaneous Reports Menu2 and press ENTER.	The Employee Time Limited Position Expiration screen will appear.

```
PHFNC10  PHVB        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/27/2018
PHOMTLAP PHOMTLAM     Employee Time Limited Position Expiration         01:34 PM



          From Date:     __ __ ____    (MM/DD/YYYY)
            To Date:     __ __ ____    (MM/DD/YYYY)
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 ...
4. Enter the following information: **From Date:** The start date for the selected records. MMDDYYYY **To Date**: The end date for the selected records. MMDDYYYY. 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: The agency number to be included on the report is required if the Select All Agencies blank is set to **N**.	
5. Press ENTER.	The Expiring Time Limited Position Batch Job Submission window will appear.
6. Press ENTER.	The system will produce a report for the date entered. Information provided includes Agency Number and Name, Funding Percentage Fed/Gen/Other, Occu, Occupation Title, PIN, Name, SSN, Begin Date, and End Date

Employee Emergency Hire Time Expiration

The Employee Emergency Hire Time Expiration screen is used to generate a report of employees hired under a time-limited emergency appointment under State Personnel Board guidelines.

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **R2** (Miscellaneous Reports Menu2) from the Employment Menu and press ENTER.	The Miscellaneous Reports Menu2 will appear.
3. Choose **SH** (Employee Emergency Hire Time Expiration) from the Miscellaneous Reports Menu2 and press ENTER.	The Employee Emergency Hire Time Expiration screen will appear.

```
PHFNC10   PHVC       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/27/2018
PHOMEMHP  PHOMEMHM      Employee Emergency Hire Time Expiration          01:36 PM



         From Date:     __ __ ____  (MM/DD/YYYY)
           To Date:     __ __ ____  (MM/DD/YYYY)
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 ...

4. Enter the following information:
 	
    From Date: The start date for the selected records. MMDDYYYY
    To Date: The end date for the selected records. MMDDYYYY.
    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: The agency number to be included on the report is required if the Select All Agencies blank is set to **N**.	

5. Press ENTER.	The Expiring Emergency Hire Batch Job Submission window will appear.
6. Press ENTER.	The system will produce a report for the date entered. Information provided includes Agency Number and Name, TP, Description, Occu, Title, PIN, First Name, Last Name, SSN, PIN Entry Date, and PIN Termination Date.

Employee Re-employed Retiree Time Expiration

The Employee Re-employed Retiree Time Expiration screen is used to generate a report of retired state employees rehired for a time-limited period under the Mississippi State Personnel Board guidelines.

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **R2** (Miscellaneous Reports Menu2) from the Employment Menu and press ENTER.	The Miscellaneous Reports Menu2 will appear.
3. Choose **SR** (Employee Re-employed Retiree Time Expiration) from the Miscellaneous Reports Menu2 and press ENTER.	The Employee Re-employed Retiree Time Expiration screen will appear.

```
PHFNC10  PHV0      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      01/27/2016
PHOMRERP PHOMRERM    Employee Re-employed Retiree Time Expiration        12:03 PM



              From Date: __ __ ____  (MM/DD/YYYY)
              To Date..: __ __ ____  (MM/DD/YYYY)

              Agency#..:  ____        ____
                          ____        ____
                          ____        ____
                          ____        ____
                          ____        ____
                          ____        ____
                          ____        ____
                          ____        ____

                    Select All Agencies: N

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

Your Action ...	System Response ...
4. Enter the following information: **From Date**: The start date for the selected records. MMDDYYYY **To Date:** The end date for the selected records. MMDDYYYY. *Agency Numbers: The agency number to be included on the report is required if the Select All Agencies blank is set to **N**. 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.	
5. Press ENTER.	The Re-employed Retirees Batch Job Submission window will appear.
6. Press ENTER.	The system will produce a report for the date entered. Information provided includes Agency Number and Name, Eligibility Type, Occu, Occupation Title, PIN/WIN Indicator, PIN/WIN, First Name, Last Name, SSN, Hire Date, and Termination Date.