Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Policies and Procedures	
6221 Manage Contracts Set up a Contract	Revision Date: 01/08/2019
	Version: 7

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Objective

Set up a Contract Worker (CW) contract.

Outcome

The contract information is entered into the system.

Overview

The Manage Contracts process is used to request, approve and track personal service contracts and to set up Worker Identification Numbers (WINs) for initiating payment to contract workers. There is one type of contractor within the SPAHRS system, which is contract workers (paid though *SPAHRS*).

All state agencies must enter personal services contracts for contract workers (CW) into SPAHRS. Personal services contracts currently excluded from review by the Dept. Of Finance & Administration (OPSCR) must also be entered into SPAHRS, with the exception of those for computer or information technology-related independent contractor services governed by the Mississippi Department of Information Technology Services (ITS).

Payments made to contract workers are accomplished by hiring each contract worker into a WIN. WINs for contract workers are created by SPAHRS from the Manage Contracts process, and each one is tied to a specific contract.

Key Concepts

Key Concepts	Description
SSN	Contract workers use their *social security number* instead of a vendor number.
Contract Number	A seven-digit sequential number automatically assigned by the system. The number does not contain a contract year or agency indicator.
WIN	A six-digit position number into which a contract worker is hired. The Worker Identification Number (WIN) is similar to the Position Identification Number (PIN), but it is established for contract workers and not for employees.
Agency Office Code	A three-digit code established by the agency to further track the contract. An agency office code can be a location, a division, etc. This code is not tied to the payment process or to the account distribution. The office code is created and maintained on the Office Code Table (MC CT CO) by the agency for its use and reporting.

Key Concepts	Description
Agency Project Code	A three-digit code established by the agency to further track the contract and to group contracts together. An agency project code can be a program, an assignment, etc. This code is not tied to the payment process or to the account distribution. The code is created and maintained by the agency on the Project Code Table (MC CT PO).
Contract Service Type	The type of contractual services to be performed.

Transactions/Approvals

When a contract request is added, the system will assign a Request Type. The Request Type is noted on selected browses or display options. Valid Request Types include:

New, **R**enewal, **M**odification

The following transactions need approvals when certain conditions are present:

Transactions	Description
Maintain Contract Year	The transaction that completes the creation or modification of the contract request and transmits it through the appropriate approval routing process.
Maintain WIN Account Distribution	The transaction informs the system how the contract payments are to be distributed in the accounting system.
Hire Contract Worker Within a WIN	The transaction places the worker into a WIN. This transaction is approved by the agency at its discretion.

Approval Conditions for Contracts

Contracts with at least one of the following conditions require approval by various control agencies:

- The contract is for Legal Services;
- The total of all contracts for the vendor or contract worker for a service type is greater than $75,000 for the fiscal year within a given sub-agency;
- The contract total is changed to be greater than $75,000 on the *Maintain Contract Year Budget* screen. Agencies may choose to require approvals of their contracts, regardless of the amounts;
- The contract personal services total is changed on the *Maintain Contract Year Budget* screen;
- The start date is changed on the *Maintain Contract Year* screen;
- The end date is changed on the *Maintain Contract Year* screen;
- One or more contract workers are added to the worker list; or,

- The contract is terminated (this does not require OPSCR approval; however, the system provides notification of the termination to OPSCR).

If the contract does not meet at least one of these conditions, the system will automatically bypass the approval process and approve the transaction online. When this online approval occurs, the notes or comment record for the approval process is not required.

Approval Routing

Contracts - Approval Routing

The approval process in Manage Contracts contains special routing instructions. Each contract service type has a pre-set approval route assigned for the following reasons:

- Certain contracts are reviewed and approved by multiple control agencies.
- Some agencies are exempt from rules and regulations of specific control agencies.
- Some service types are exempt from the review process (*i.e.*, architects, dentists, engineers, etc.).

If multiple approvals are required, the routing code determines how the contract is routed. Current approval routes include:

P1   Requires OPSCR approval
E1   Exclude services - route to OPSCR for review only
E2   Exclude services - no OPSCR approval required
C2   Inter-agency contract
L1   Requires Attorney General and SPB approval
L2   Requires only Attorney General approval

When the agency enters the service type on the contract and the service type entered does not correspond to the approval route chosen, SPAHRS will give an error message requiring that the approval route be changed.

If a service type requires a certain approval route, it cannot be overridden by the user. However, if a service type is not required to be approved by a control agency, the user can override the exempt approval route and send it to a control agency for review. In most circumstances, the control agency returns the document with no action taken, but with notes concerning its review.

Certain agencies are exempt from approval by a control agency. For instance, the Department of Transportation is exempt from the regulations of the OPSCR. SPAHRS has an override table that checks to see if an agency is exempt from the normal approval route before it gives an error message. Exempt agencies or agencies requesting exemption for specific service type contracts must send a written request to the MMRS Call Center (mash@dfa.ms.gov). MMRS will verify with the OPSCR that the agency or service type is allowed an exemption and will set up the exemption if approved.

If an agency chooses the approval route C2, signifying an inter-agency contract, the system will verify that the agency issuing the contract and the agency listed on the worker list are both under SPB purview. Contracts meeting these criteria are not subject to approval by the OPSCR.

Approval and Fiscal Year Status

The system records an approval status on each contract. The approval status of a contract is pending, requested, or approved. To denote additional information, a Fiscal Year status indicator is assigned to the contracts. This status is updated as action is taken. The Fiscal Year Status can be:

Approved	**D**isapproved
Terminated	**P**ending
Re**Q**uested	**E**xpired

Create a new Contract

Prior to entering contract information in SPAHRS the user must add all contract workers' social security numbers (SSNs) to the SPAHRS demographics **(EM ME ED),** as outlined in the training documentation **"**6212 - SPAHRS Employment Maintain Employee-Worker Information."

The Browse (CW) Contract by Agency screen (**MC MC**) allows the user to review a listing of contracts by agency including the contract number, contractor name, approval route and the current FY contract total. New contracts may be created in one of two ways: enter "**A**" to add a new contract OR "**C**" to copy the same active or inactive contract for a new fiscal year. If Copy is selected, the previous contract information will be displayed on the screen with an Add action and a new contract number; the information will need to be updated for the new contract.

Your Action…	System Response …
1. Choose **MC** (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      12/12/2018
PHIMAINU PHIMAINM              Manage Contracts Menu                    12:35 PM


         Code      Description                               FastPath

          MC    Maintain Contract Worker                      MCON
          MY    Maintain Contract Year (CW)                   MCYR
          AC    Browses used for Analyzing Contracts (CW)     ANZC
          BR    Contract Browses and Reports (CW)             BRRE
          YH    Browse Contract Years History (CW)            CTYH
          CT    Maintain Contract Tables (CW)                 TBLS
          CW    Contract WIN Menu                             CWMU
          DL    Download Contract Worker Data                 CWDL






     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 **MC** (Maintain Contract Worker) from the Manage Contracts Menu and press ENTER.	The Browse (CW) Contracts by Agency screen will appear.

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      12/12/2018
PHMCMC1B PHMCMC2M           Browse (CW) Contracts by Agency           12:36 PM
                                                                       1 more >


Actions: (A,D,M,C,S)
     Agcy                                           Approval   Current FY
Act  Num   Contract #        Contractor              Route    Contract Total
---  ----  ----------  ------------------------------ -------- --------------












*Agency: 0001 *Contractor: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End   Add             Bkwd  Fwd          Left  Right Quit
```

Your Action…	System Response …

3. Enter the following information and press ENTER.
 	
  *Agency: The agency number.
  *Contractor: The name of the contractor.
	Information is displayed by Agency Number, Contract #, Contractor, Approval Route, and Current FY Contract Total.

4. Press F11 to access the second panel of this screen.	The second panel of this screen will appear.

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```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      12/12/2018
PHMCMC1B PHMCMC2M          Browse (CW) Contracts by Agency            12:43 PM
< 1 more

Actions: (A,D,M,C,S)
     Agcy                                       Contract  Contract   Contract
Act  Num  Contract #    Contractor               Status   Orig Date  End Date
---  ----  ----------  --------------------------  --------  ----------  ----------
                        *** End of Data ***












*Agency: 0001 *Contractor: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End   Add                 Bkwd  Fwd         Left  Right  Quit
```

Your Action…	System Response …
Panel 2.	Information is displayed by Agency Number, Contract #, Contractor, Contract Status, Contract Origin Date and Contract End Date.
5. Place an **(A)**dd beside the displayed list of existing contractors and press **ENTER**.	A blank Maintain Contract Information screen will appear.

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```
PHFNC10  PHVC      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    12/12/2018
PHMCMC1D PHMCMC1M          Maintain Contract Information          12:55 PM


*Action: A
*Agency #: ____                                *Contract #: 0112157
     Master Agency #:
     *Approval Route: __       Contract Status:        *Contractor Type: __
             *SSN: _____      Contractor: _____
   Origin Start Date: __ __ ____           Origin End Date: __ __ ____
 *Contract Serv Type: ___                    Agreement Amt: _____
    Termination Date:          Termination Notification Date:
Agency Contract Rep: _____     Phone: ___ ___ ____
       Agency Contact:                                  Phone:    -   -
  *Agency Office Cd: ___
  *Agency Project Cd: ___
                        Contract Year(s) Information              1 of
  FY Action: _ Fiscal Year:     FY Total:            Status:
             _
             _

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

Your Action	System Response
6. Enter the following information. 　　*Agency: The SPAHRS agency code XXXX. 　Contract #: This field is automatically generated by the system. 　Master Agency #: This field is automatically generated by the system. 　*Approval Route: Enter the correct approval routing code based on the contract service type. 　Contract Status: This field is completed by the system from the approval process. 　*Contractor Type: Enter CW (Contract Worker). 　*SSN: Enter the contract workers social security number 　Contractor: After pressing ENTER, the system populates the name from the SSN. 　Origin Start Date: Enter the start date of the contract (MM DD YYYY). 　Origin End Date: Enter the end date of the contract (MM DD YYYY). 　*Contract Service Type: Enter a valid code indicating the type of service to be rendered.	

Your Action	System Response
Continue entering the following information: **Agreement Amt:** Enter the total dollar amount (without commas) of the contract. Termination Date: The termination date of the contract (to be entered at time of contract expiration). Termination Notification Date: The termination date is populated from the Maintain Contract year screen. Agency Contract Rep: Optional. The name of the person that the requesting agency contacts during the life cycle of the contract. Phone: Optional. The telephone number of the person whom the requesting agency contacts during the life cycle of the contract. Agency Contact: System will populate based on the information on the second panel of the agency screen. Phone: Optional. System will populate based on the information on the second panel of the agency screen. *Agency Office Cd: Optional. This is a 3-digit code established by the agency to further track the contract. An office can be a location, a division, etc. The code is created and maintained by the agency on the Office Code (**MC CT CO**) table. *Agency Project Cd: Optional. This is a 3-digit code established by the agency to further track the contract. A project can be a program, assignment, etc., of the agency for which contracts are to be tracked (**MC CT PO**) table. Contract Year(s) Information FY Action: This field is used to (**C**)opy, (**D**)isplay, or (**M**)odify a fiscal year contract record. Fiscal Year: The system will populate the contract fiscal year. FY Total: The system will populate the contract fiscal year total dollar amount. Status: The system will populate the contract fiscal year status.	
7. Press ENTER.	The Maintain Contract Year Budget Screen will appear.

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    12/12/2018
PHMCCY1D PHMCCY2M            Maintain Contract Year Budget           12:59 PM
                                                                     7 more >
*Action: D
*Agency:       Contractor:                          Contract #: 0112157
    FY:        Agreement Amt:              Expenditure Control: _
       Category            Expenditure Req $   Contract YTD $    Contract Bal $
    ----------------------  ----------------   --------------    --------------
  Personal Services           _____
  Personal Services FICA        _____
  PERS Employer Contribution  _____
              PS Sub-total:
  Travel/Subsistence          _____
  Travel/Sub FICA               _____
              TS Sub-total:
  Per-Diem                    _____
  Contractual Services        _____
  Commodities                 _____
  Subsidies/Loans/Grants      _____
                    Totals:
*Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End          Note        Bkwd  Fwd   Prnt  Left  Right Quit
```

Your Action	System Response
8. Enter the following information: **Expenditure Control:** Indicator used to track the contract expenditures. The contract can be tracked either by total dollars or by object category. The system will default to **T**otal dollars. Change to **C**ategory if the contract is to be tracked by object category amount. **Expenditure Req $:** Enter the requested expenditure amount in the following applicable categories: Personal Services: The amount of money requested for personnel salaries. Personal Services FICA: The amount of contract money requested for personnel services benefits such as FICA. PERS Employer Contribution: The matching percentage the employer contributes to PERS on the employee's behalf. PS-Sub-total: The system will calculate and populate the subtotal of the personal services expenditure requested dollars.	

Your Action	System Response
Continue entering the following information: Travel/Subsistence: The amount of contract money requested for travel and subsistence. Travel/Sub FICA: The amount of contract money requested for travel and subsistence FICA. TS Sub-total: The system will calculate and populate the subtotal of the travel subsistence requested dollars. Per Diem: The amount of contract money requested for expenditures allocated to daily allowances for expenses. Contractual Services: The amount of contract money requested for contract services such as telephone, electrical, utilities, etc. Commodities: The amount of contract money requested for commodities. Subsidies/Loans/Grants: The amount of contract money requested for subsidies, loans, and grants. Totals: The system will calculate and populate the total expenditure requested dollar amount.	
9. Press ENTER.	The Maintain Contract Year screen will appear.

```
PHFNC10  PHVC          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    12/12/2018
PHMCCY1D PHMCCY1M                  Maintain Contract Year                01:09 PM
< 1 more                                                               6 more >
*Action: D
 Agency:                                                     Contract#: 0112157
     FY:        Contractor:
     *Approval Route:     Apprv Date:           OPSCR Approver:

 Mod/Reqd Start Dt: __ __ ____        Apprd Start Dt:              FY Status:
 Mod/Reqd End Date: __ __ ____        Apprd End Date:             *Req Type.: _
 Mod/Reqd Amount..:                   Apprd Amount..:
 Mod/Reqd PS Amt..:                   Apprd PS Amt..:                  Pend Appr
 Termination Date.: __ __ ____        Pay Thru Date.: __ __ ____       ---- ----
 Max Unit Cost....: _____       *Pay Frequency.: _   Workers Listed:
 Max Hour Rate....: _____          Mod Count.....:     Workers Hired.:
               Gen Fund $   %            Fed Fund $   %       Other Fund $  %
               ------------ ---         ------------ ---     ------------ ---
 Reqd/Approved:            ___                       ___                   ___
 FY Actual....:
 Last Fund Upd:            Trans for Approval: N              Approval Stat:
*Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note        Bkwd  Fwd  Prnt  Left  Right Quit
```

Your Action	System Response
10. Enter the following information: 　Apprv Date: The system will populate the approval date. 　OPSCR Approver: The system will populate this field through the approval segment as the record passes through the approval process. 　Mod/Reqd Start Dt: The system will populate the date the agency is requesting the contract to start. 　Apprd Start Dt: The system will populate the starting date of the contract year record as approved by the appropriate authority. It may be the same as the requested start date. 　FY Status: The system will populate the status of the contract. 　Mod/Reqd End Date: The system will populate the month of the date the agency is requesting the contract to end. The date must be within the same fiscal year. The date will change to reflect a new start date if the contract is modified.	

Your Action	System Response
Continue to enter the following information: Apprd End Date: The system will populate the end date of the contract year record as approved by the appropriate authority. It may be the same as the requested end date. *Req Type.: The Request Type (M-Modification, N-New, R-Renew). Mod/Reqd Amount..: The system will populate the total expenditure requested dollar amount. Apprd Amount..: The system will populate the total amount approved by the appropriate authority. (It may be the same as the requested amount.) Mod/Reqd PS Amt..: The system will populate the subtotal of the personal services expenditure requested dollars. Apprd PS Amt..: The system will populate the approved dollar amount for personal services. Termination Date: The termination date of the contract Pay Thru Date: The system will default to 08/31/YYYY (lapse period). **Pay Frequency:** Enter "**K**," the contract worker pay frequency. Workers Listed: The number of workers listed on the contract as pending/approved. Max Hour Rate....: The maximum requested hourly rate assigned to this contract year record. Mod Count.....: The number of times a request type of Modification has been initiated and/or approved/disapproved. Workers Hired: The actual number of workers that are pending final hiring approval. **Gen Fund $ %; Fed Fund $ %: Other Fund $ %:** List the total contract percentage to be used for each type of these funds (see next step - Reqd/Approved). **Reqd/Approved**: The percentage of the total contract amount to be paid from the Gen Fund, Fed Fund or Other Fund. FY Actual....: The actual percentage of year-to-date general, federal, or other funds.	

Your Action	System Response
Continue entering the following information. Last Fund Upd: The last update to the year-to-date general funds information. Trans for Approval: This field will default to "**N**"o. Enter "**Y**"es when the transaction is ready to transmit for approval. Approval Stat: Indicates the current approval status. "**A**" - Approved, "**D**" - Disapproved or "**P**" - Pending.	
11. Press ENTER.	The Maintain Service Description screen will appear.

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     12/12/2018
PHMCCY1D PHMCCY4M           Maintain Service Description             01:17 PM
< 4 more                                                            3 more >
*Action: D

*Agency:       Contractor:                        Contract #: 0112160
    FY:
 Detailed description of Contractual Services to be performed including loca-
 tion, program, purpose and condition or regulatory agency establishing the
 requirement for services:                                     1  of 20

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

Your Action	System Response
12. Enter the following information: **Service Description**: This is a free text field with twenty available lines.	
13. Press ENTER.	The Maintain Request Justification screen will appear.

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     12/12/2018
PHMCCY1D PHMCCY5M            Maintain Request Justification          01:18 PM
< 5 more                                                            2 more >
*Action: D

*Agency:       Contractor:                          Contract #: 0112160
     FY:
       Justification of request including assessment of current personnel
       resources:                                               1  of 20

       _____
       _____
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       _____
       _____
       _____
       _____


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

Your Action	System Response
14. Enter the following information: **Justification:** This is a free text field with twenty available lines.	
15. Press ENTER.	The Maintain Qualification/Disapproval Consequence screen will appear.

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    12/12/2018
PHMCCY1D PHMCCY6M  Maintain Qualification/Disapproval Consequence   01:20 PM
< 6 more                                                            1 more >
*Action: D

*Agency:      Contractor:                        Contract #: 0112160
     FY:
 Qualifications that make contractor the best suited to perform task: 1  of 10

     _____
     _____
     _____
     _____
     _____


 Consequence of contract being disapproved:                        1  of 10

     _____
     _____
     _____
     _____
     _____

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

Your Action	System Response
16. Enter the following information: **Qualifications that make contractor the best suited to perform task:** This is a free text field with ten available lines. **Consequence of contract being disapproved:** This is a free text field with ten available lines.	
17. Press ENTER.	The Maintain Contract Personnel / Vacancy Info screen will appear.

```
PHFNC10  PHVC         STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    12/12/2018
PHMCCY1D PHMCCY3M     Maintain Contract Personnel / Vacancy Info     01:22 PM
< 2 more                                                            5 more >
*Action: D


*Agency:       Contractor:                          Contract #: 0112160
     FY:


CONTRACT PERSONNEL REQUESTED:
# of   *Serv
Pers.   Type   Function/Job Title(Specify speciality consultant, trainer etc.)
------  ----   -------------------------------------------------------------
_____


VACANCIES IN AGENCY WITH SAME OR RELATED CLASSIFICATION:
  _____
  _____
  _____
  _____
  _____


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

Your Action	System Response
15. Enter the following information: **# of Pers:** Enter the number of contract personnel requested by the agency. *Serv Type: The service type will be brought forward by the system from the Maintain Contract Information screen. Function/Job Title (Specify specialty consultant, trainer etc.): The system will populate this information. Vacancies In Agency With Same or Related Classification: User provides comments regarding vacancy information for the agency in a given fiscal year.	
16. Press ENTER.	The Maintain Budget Year screen will appear with the following message: Contract Year XXXXX-YYYY-P added successfully.
17. Press **F3** to return to the Maintain Contract Information screen.	
18. Choose **M**odify next to the FY Action and press ENTER.	

Your Action	System Response
19. **F11** to access the Maintain Contract Year screen and enter the following information: **Transmit for Approval**: Enter a "**Y**" to transmit the record for approval. The Approval Status will be reflected as a "Q" (approval requested) once the user transmits the request for approval and a higher-level approver is required.	The following system message is displayed: Contract Information ## added successfully.

NOTE: The following screen will be automatically populated by the system if an SSN is entered on the Maintain Contract Information screen. If no SSN is entered on the Maintain contract Information screen, manually enter the SSNs of all contract workers who will be working on the contract.

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   12/12/2018
PHMCCY1D PHMCCY8M              Maintain Worker List                01:28 PM
< 3 more                                                           4 more >
*Action: D

 Agency:      Contractor:                             Contract #: 0112162
    FY:       Worker Type:          Service Type:              1   of 350
                                                     Individual  Worker
   SSN/VIN              Name                    Agcy or Company  Status
  -----------    ------------------------------ ----  ----------  -------

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

Your Action	System Response
20. If the SSN field is left blank during initial setup, then enter the following information: **SSN**: Enter the SSN of each worker who will perform services in this contract. Up to 350 workers may be entered into one contract when the same service type is performed by all workers in the contract. Name: The system will populate this information. **I**ndividual or **C**ompany Status: The valid code is **I**. Worker Status: The current approval status of a contract worker. The Worker Status field will be system-generated based on the approval process.	

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