
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Policies and Procedures		
6222	Manage Contracts - Maintain Contract Workers	Revision Date: 02/04/2019
		Version: 7

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Objective

Perform maintenance actions on contracts, renew contracts, or terminate contracts

Outcome

Contracts are **Modified**, **Renewed**, or **Terminated**

Modify a Contract Worker (CW) Contract

Modifications can be made to contracts any time prior to being submitted for review and approval. Once transactions have been submitted for approval, the requesting agency cannot modify them with the exception of the "Maintain Contract Information" screen, which can be modified while in requested (Q) status. In addition, modifications cannot be made to proposals with a Terminated, Expired or Disapproved fiscal year status.

Modifications can be made on either the Maintain Contract Information screen or on the specific Contract Fiscal Year record. The Maintain Contract information screen is divided into two parts; 1) the contractor information record and 2) the contract year(s) information record(s). If the only changes made are pertaining to the contractor information record, the changes will not affect the information in the contract year(s).

Once the transaction is in Q status, the agency issuing the contract should verify the approver. The approver is listed on the third panel of the "Browse Contract by Agency Number" (**MC MY MA**) or on the "Browse Contract by Fiscal Year" (**MC MY MF**) panel. When the agency requests the approver to return the contract, modifications can be made to the contract any time after the approver returns the contract with no action.

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

PHFNC10	PHVA	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	12/17/2018
PHIMAINU	PHIMAINM	Manage Contracts Menu	01:56 PM
Code	Description	FastPath	
MC	Maintain Contract Worker	MCON	
MY	Maintain Contract Year (CW)	MCYR	
AC	Browsets used for Analyzing Contracts (CW)	ANZC	
CT	Maintain Contract Tables (CW)	TBLS	
BR	Contract Browsets and Reports (CW)	BRRE	
YH	Browse Contract Years History (CW)	CTYH	
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 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/17/2018
PHMCMC1B PHMCMC2M Browse (CW) Contracts by Agency 01:58 PM
                                                    1 more >

Actions: (A,D,M,C,S)
  Agcy
Act Num  Contract #      Contractor          Approval  Current FY
          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. *Agency: The agency number. *Contractor: The contractor's name.	
4. Press ENTER.	Information is displayed by Agency Number, Contract #, Contractor, Approval Route and Current FY Contract Total.
5. Press F11 to access the second panel of this screen.	The second panel of this screen will appear.

```

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/17/2018
PHMCMC1B PHMCMC2M Browse (CW) Contracts by Agency 02:06 PM
< 1 more

Actions: (A,D,M,C,S)
  Agcy
Act Num Contract # Contractor Contract Status Contract Orig Date Contract 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 ...
Second Panel	Information is displayed by Agency Number, Contract #, Contractor, Contract Status, Contract Origin Date and Contract End Date.
6. Select the contract to be modified from the Browse Contracts by Agency screen with a M odify and press ENTER.	The Maintain Contract Information screen will appear.

```

PHFNC10 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/18/2018
PHMCMC1D PHMCMC1M Maintain Contract Information 01:29 PM

*Action: M
*Agency #: 0160 PERSONNEL BOARD - STATE *Contract #: 0112171
  Master Agency #: 90160 PERSONNEL BOARD-STATE
  *Approval Route: P1 Contract Status: A *Contractor Type: CW
    *SSN: 999999999 Contractor: RAWLS, ANGELICA A
  Origin Start Date: 07 01 2018 Origin End Date: 06 30 2019
*Contract Serv Type: TES TEST MONITORS/VENDORS Agreement Amt: 17000.00
  Termination Date: Termination Notification Date:
Agency Contract Rep: Phone:
  Agency Contact: Phone: - -
  *Agency Office Cd:
  *Agency Project Cd:
      Contract Year(s) Information 1 of 1
  FY Action: _ Fiscal Year: 2019 FY Total: 17,000 Status: A
    -
    -

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 ...
<p>7. Enter the information to be added or modified:</p> <p>Origin End Date: This is the date the original contract is expected to end. This date may be modified if the contract is to be extended.</p> <p>Agreement Amt: The total dollar amount of the contract.</p> <p>Agency Contract Rep: Optional. The name of the person that the requesting agency contacts during the life cycle of the contract.</p> <p>Phone: Optional. The phone number of the Agency Contract Representative.</p> <p>Agency Contact: System will populate based on the information on the second panel of the agency screen.</p> <p>Phone: Optional. System will populate based on the information on the second panel of the agency screen.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>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 table.</p> <p>*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.</p>	
<p>8. Press ENTER.</p>	<p>The system will display the following message:</p> <p>Contract Info ##### modified successfully</p>
<p>9. Press F3 to return to the Browse (CW) Contracts by Agency</p>	
<p>10. To modify a fiscal year's information, contract year information, or other data, display the selected contract and then enter Modify by the fiscal year and press ENTER.</p>	<p>The Maintain Contract Year Budget screen will appear.</p>

```

PHFNC10 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/18/2018
PHMCCY1D PHMCCY2M Maintain Contract Year Budget 01:31 PM
7 more >

*Action: M
*Agency: 0160 Contractor: RAWLS, ANGELICA A Contract #: 0112171
FY: 2019 Agreement Amt: 17000.00 Expenditure Control: T
Category Expenditure Req $ Contract YTD $ Contract Bal $
-----
Personal Services 17000.00
Personal Services FICA
PERS Employer Contribution
PS Sub-total: 17000.00
Travel/Subsistence
Travel/Sub FICA
TS Sub-total:
Per-Diem
Contractual Services
Commodities
Subsidies/Loans/Grants
Totals: 17000.00 17000.00

*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 ...
<p>11. Enter the following information to be added or modified:</p> <p>Personal Services: The amount of money requested for personnel salaries.</p> <p>Personal Services FICA: The amount of contract money requested for personnel services benefits such as FICA.</p> <p>Travel/Subsistence: The amount of contract money requested for travel and subsistence.</p> <p>Travel/Subsistence FICA: The amount of contract money requested for travel and subsistence FICA.</p> <p>Per Diem: The amount of contract money requested for expenditures allocated to daily allowances for expenses.</p> <p>Contractual Services: The amount of contract money requested for contract services such as telephone, electrical, utilities, etc.</p> <p>Commodities: The amount of contract money requested for commodities.</p> <p>Capital Outlay: The amount of contract money requested for capital outlay, such as equipment.</p> <p>Subsidies/Loans/Grants: The amount of contract money requested for subsidies, loans, and grants.</p>	
<p>12. Press F11 to access the second panel of this screen.</p>	<p>The Maintain Contract Year screen will appear.</p>

```

PHFNC10 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/18/2018
PHMCCY1D PHMCCY1M Maintain Contract Year 01:32 PM
< 1 more 6 more >
*Action: M
Agency: 0160 PERSONNEL BOARD - STATE Contract#: 0112171
FY: 2019 Contractor: 999999999 RAWLS, ANGELICA A
*Approval Route: P1 Apprv Date: 12/18/2018 OPSCR Approver:

Mod/Reqd Start Dt: 07 01 2018 Apprd Start Dt: 07/01/2018 FY Status: P
Mod/Reqd End Date: 06 30 2019 Apprd End Date: 06/30/2019 *Req Type.: M
Mod/Reqd Amount...: 17000.00 Apprd Amount...: 17000.00
Mod/Reqd PS Amt...: 17000.00 Apprd PS Amt...: 17000.00 Pend Appr
Termination Date.: _____ Pay Thru Date.: 08 31 2019 ---- ----
Max Unit Cost.....: _____ *Pay Frequency.: K Workers Listed: 1
Max Hour Rate.....: _____ Mod Count.....: Workers Hired.:

Gen Fund $ % Fed Fund $ % Other Fund $ %
-----
Reqd/Approved: 17000.00 100
FY Actual.....:
Last Fund Upd: Trans for Approval: N 12/18/2018 Approval Stat: P
*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 ...
<p>13. Enter the following information to be added or modified:</p> <p>Mod/Reqd Start Dt: The system will populate the date the agency is requesting the contract to start.</p> <p>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.</p> <p>Termination Date.: The termination date of the contract</p> <p>Pay Thru Date: The system will default to 08/31/YYYY.</p> <p>Max Unit Cost.....: If the contract is paid by a unit other than hourly, such as number of keystrokes or items processed, enter the maximum unit cost.</p>	

Your Action ...	System Response ...
<p>Continue to enter the following information:</p> <p>*Pay Frequency: Enter the contract service "K" Pay Frequency if the contract is for contract workers(s). Max Hour Rate.....: The maximum requested hourly rate assigned to this contract year record.</p> <p>Gen Fund \$ %; Fed Fund \$ %: Other Fund \$ %: Reqd/Approved: The percentage of the total contract amount to be paid from the Gen Fund, Fed Fund or Other Fund.</p>	
<p>14. Press F11 to access the third panel of this screen.</p>	<p>The Maintain Contract Personnel / Vacancy Info screen will appear.</p>

```

PHFNC10 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/18/2018
PHMCCY1D PHMCCY3M Maintain Contract Personnel / Vacancy Info 01:33 PM
< 2 more 5 more >
*Action: M

*Agency: 0160 Contractor: RAWLS, ANGELICA A Contract #: 0112171
FY: 2019

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

VACANCIES IN AGENCY WITH SAME OR RELATED CLASSIFICATION:
NONE

*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 to be added or modified: # of Pers.: Enter the number of contract personnel requested by the agency.	
16. Press F11 to access the fourth panel of this screen.	The Maintain Worker List screen will appear.

```

PHFNC10  PHVB          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      12/18/2018
PHMCCY1D PHMCCY8M          Maintain Worker List                       01:34 PM
< 3 more                                       4 more >
*Action: M

Agency: 0160 Contractor: RAWLS, ANGELICA A Contract #: 0112171
FY: 2019 Worker Type: CW Service Type: TES 1 of 350
          Individual Worker
          SSN/VIN          Name          Agcy or Company Status
-----
999999999__ RAWLS, ANGELICA A          I          A
-----
*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 ...
17. Enter the following information to be added or modified: 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. Individual or Company Status: Valid code is I.	
18. Press F11 to access the fifth panel of this screen.	The Maintain Service Description screen will appear.

```

PHFNC10 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/18/2018
PHMCCY1D PHMCCY4M Maintain Service Description 01:35 PM
< 4 more 3 more >
*Action: M

*Agency: 0160 Contractor: RAWLS, ANGELICA A Contract #: 0112171
FY: 2019
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
SPB JOBS THAT REQUIRE TESTING REQUIRE A MONITOR PRESENT.
THESE SITES ARE LOCATED STATE WIDE.
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
*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 ...
19. Enter the following information to be added or modified: Service Description: This is a free text field with twenty available lines.	
20. Press F11 to access the sixth panel of this screen.	The Maintain Request Justification screen will appear.

```

PHFNC10 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/18/2018
PHMCCY1D PHMCCY5M Maintain Request Justification 01:35 PM
< 5 more 2 more >
*Action: M

*Agency: 0160 Contractor: RAWLS, ANGELICA A Contract #: 0112171
FY: 2019
Justification of request including assessment of current personnel
resources: 1 of 20
NO POSITIONS ARE AVAILABE_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

*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
21. Enter the following information: Justification: This is a free text field with twenty available lines.	
22. Press F11 to access the seventh panel of this screen.	The Maintain Qualification/Disapproval Consequence screen will appear.

```

PHFNC10 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/18/2018
PHMCCY1D PHMCCY6M Maintain Qualification/Disapproval Consequence 01:36 PM
< 6 more 1 more >
*Action: M

*Agency: 0160 Contractor: RAWLS, ANGELICA A Contract #: 0112171
FY: 2019
Qualifications that make contractor the best suited to perform task: 6 of 10
_____
_____
_____
_____
_____

Consequence of contract being disapproved: 6 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
23. Enter the following information: Qualifications that make this contractor best suited for the contract: This is a free text field with ten available lines. Consequences that would occur if the contract is disapproved: This is a free text field with ten available lines.	
24. Press F11 to access the eighth panel of this screen.	The Maintain Mod Justification screen will appear.

```

PHFNC10 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/18/2018
PHMCCY1D PHMCCY9M Maintain Mod Justification 01:37 PM
< 7 more
*Action: M

*Agency: 0160 Contractor: RAWLS, ANGELICA A Contract #: 0112171
FY: 2019

Justification of modification request (if applicable): 11 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 ...
25. Enter a Note of Justification for the modification and press ENTER. This free text field has twenty available lines.	The following system message is displayed: Contract Info XXXX-XXXX-P modified successfully.
26. Press the F3 key to return to the Maintain Contract Information screen	The Status will show as P (pending).
27. Modify the fiscal year's pending record and change the Transmit for Approval on the Maintain Contract Year screen from No to Yes and press ENTER.	The following system message is displayed: Contract Year XXXXXXXX-P Modified Successfully.
28. Press the F3 key to return to the Maintain Contract Information Screen.	The Contract Status will show "A" for Approved once approvals have been applied.
29. Press F2 to return to the Main Menu Screen.	

Maintain Contract Year (CW)

Browse Contract by Agency Number

The Browse Contract by Agency Number screen allows the user to view a listing of contracts by agency number, contract #, fiscal year, contractor, request type and FY status.

Your Action ...	System Response ...
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will Appear.
2. Choose MY (Maintain Contract Year (CW)) from the Manage Contracts Menu and press ENTER.	The Maintain Contract Year (CW) Menu will appear.

```

PHFNC10 PHVE STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/18/2018
PHIMAINU PHIMAINM Maintain Contract Year (CW) Menu 01:46 PM

Code Description FastPath
MA Browse Contract by Agency Number MCMA
MF Browse Contract by Fiscal Year MCMF

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 MA (Browse Contract by Agency Number) from the Maintain Contract Year (CW) Menu and press ENTER.	The Browse Contract by Agency Number screen will appear.

```

PHFNC10 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/18/2018
PHMCYB1B PHMCYB1M Browse Contract by Agency Number 01:49 PM
4 more >

Actions: (D,M,P,C)

      Agcy          Fiscal          Request      FY
Act Num Contract # Year          Contractor      Type      Status
-----
-----

*Agency: ____ FY Status: _ (A,D,T,E,P,Q,' ') FY: 2019
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 ...
<p>4. Enter the following information.</p> <p>*Agency: The agency number. Fiscal Year Status: A code which identifies the type of record being processed. Valid values for contract year.</p> <p>"D" – Disapproved "T" - Terminated "E" – Expired "P" - Projected "Q" - Requested "A" – Active</p> <p>Valid values for contract information: "A" - Active "I" - Inactive "D" – Disapproved "T" - terminated</p> <p>When this data element is used to initiate a browse display it can be left blank to display all records. FY: The requested fiscal year.</p>	

Your Action ...	System Response ...
5. Press ENTER.	Information is displayed by Agency Number, Contract #, Fiscal Year, Contractor, Request Type, and FY Status.
6. Press F11 to access the second panel of this screen.	The second panel of the Browse Contract by Agency Number screen will appear.

```

PHFNC10 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/19/2018
PHMCYB1B PHMCYB1M Browse Contract by Agency Number 01:00 PM
< 1 more 3 more >
Actions: (D,M,P,C)

      Agcy      Fiscal      Mod/Reqd.      Approved
Act Num  Contract #  Year      Contractor      Amount      Amount
-----
*** End of Data ***

*Agency: 0001 FY Status: _ (A,D,T,E,P,Q, ' ') FY: 2019
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 ...
Panel 2	Information is displayed by Agency Number, Contract #, Fiscal Year, Contractor, Mod/Reqd. Amount, and Approved Amount,
7. Press F11 to access the third panel of this screen.	The third panel of the Browse Contract by Agency Number screen will appear.

```

PHFNC10 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/19/2018
PHMCYB1B PHMCYB1M Browse Contract by Agency Number 01:06 PM
< 2 more 2 more >
Actions: (D,M,P,C)

      Agcy          Lvl      Approver 1          Approver 2
Act Num Contract#  FY  Typ  User Id      Name      User Id      Name
-----
*** End of Data ***

*Agency: 0001 FY Status: _ (A,D,T,E,P,Q, ' ') FY: 2019
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 ...
Panel 3	Information is displayed by Agency Number, Contract #, Fiscal Year, Level Type, Approver 1 User ID and Name, Approver 2 User ID and Name.
8. Press F11 to access the fourth panel of this screen.	The fourth panel of the Browse Contract by Agency Number screen will appear.

```

PHFNC10 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/19/201
PHMCYB1B PHMCYB1M Browse Contract by Agency Number 01:10 PM
< 3 more 1 more >
Actions: (D,M,P,C)

      Agcy          Lvl      Approver 3          Approver 4
Act Num  Contract#  FY  Typ  User Id      Name      User Id      Name
-----
*** End of Data ***

*Agency: 0001 FY Status: _ (A,D,T,E,P,Q, ' ') FY: 2019
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 ...
Panel 4	Information is displayed by Agency Number, Contract #, Fiscal Year, Level Type, Approver 3 User ID and Name, Approver 4 User ID and Name.,
9. Press F11 to access the fifth panel of this screen.	The fifth panel of the Browse Contract by Agency Number screen will appear.

```

PHFNC10 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/19/2018
PHMCYB1B PHMCYB1M Browse Contract by Agency Number 01:17 PM
< 4 more
Actions: (D,M,P,C)

      Agcy          Lvl      Approver 5          Approver 6
Act Num  Contract#  FY  Typ  User Id      Name      User Id      Name
-----
*** End of Data ***

*Agency: 0001 FY Status: _ (A,D,T,E,P,Q, ' ') FY: 2019
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 ...
Panel 5.	Information is displayed by Agency Number, Contract #, Fiscal Year, Level Type, Approver 5 User ID and Name, and Approver 6 User ID and Name.
10. Choose Display or Modify by the selected record and press ENTER.	The Maintain Contract Year Budget screen will appear.
11. Press F2 to return to the Main Menu.	

Browse Contract by Fiscal Year

Your Action ...	System Response ...
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will Appear.
2. Choose MY (Maintain Contract Year (CW)) from the Manage Contracts Menu and press ENTER.	The Maintain Contract Year (CW) Menu will appear.
3. Choose MF (Browse Contract by Fiscal Year) from the Maintain Contract Year (CW) Menu and press ENTER.	The Browse Contract by Fiscal Year screen will appear.

```

PHFNC10 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/14/2019
PHMCYB2B PHMCYB2M Browse Contract by Fiscal Year 02:16 PM
4 more >
Actions: (D,M,P,C)

Agcy Fiscal Request FY
Act Num Contract # Year Contractor Type Status
-----
-----

*Agency: ____ FY: 2019 FY Status: _ (A,D,T,E,P,Q,')
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 ...
<p>4. Enter the following information.</p> <p>*Agency: The agency number. FY: Enter the requested fiscal year. FY Status: A code which identifies the type of record being processed. Valid values for contract year.</p> <p>"D" – Disapproved "T" - Terminated "E" – Expired "P" - Projected "Q" - Requested "A" – Active</p> <p>Valid values for contract information: "A" - Active "I" - Inactive "D" – Disapproved "T" - terminated</p> <p>When this data element is used to initiate a browse display it can be left blank to display all records.</p>	

Your Action ...	System Response ...
5. Press ENTER.	Information is displayed by Agency Number, Contract #, Fiscal Year, Contractor, Request Type, FY Status.
6. Press F11 to access the second panel of this screen.	The second panel of this screen will appear.

```

PHFNC10 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/14/2019
PHMCYB2B PHMCYB2M Browse Contract by Fiscal Year 02:18 PM
< 1 more 3 more >
Actions: (D,M,P,C)

      Agcy      Fiscal      Mod/Reqd.      Approved
Act Num  Contract #  Year      Contractor      Amount      Amount
-----
*** End of Data ***

*Agency: ____ FY: 2019 FY Status: _ (A,D,T,E,P,Q, ' ')
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 ...
Panel 2	Agency Number, Contract #, Fiscal Year, Contractor, Mod/Reqd. Amount, and Approved Amount.
7. Press F11 to access the third panel of this screen.	The third panel of the Browse Contract by Fiscal Year screen will appear.


```

PHFNC10 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/14/2019
PHMCYB2B PHMCYB2M Browse Contract by Fiscal Year 02:21 PM
< 2 more 2 more >
Actions: (D,M,P,C)

      Agcy          Lvl      Approver 1          Approver 2
Act Num  Contract#  FY  Typ  User Id      Name      User Id      Name
-----
*** End of Data ***

*Agency: 0000 FY: 2019 FY Status: _ (A,D,T,E,P,Q, ' ')
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 ...
Panel 3	Agency Number, Contract #, Fiscal Year, Lvl Type, Approver 3 User ID and Name, and Approver 2 User ID and Name.
8. Press F11 to access the fourth panel of this screen.	The fourth panel of the Browse Contract by Fiscal Year screen will appear.

```

PHFNC10 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/14/2019
PHMCYB2B PHMCYB2M Browse Contract by Fiscal Year 02:28 PM
< 3 more 1 more >
Actions: (D,M,P,C)

      Agcy          Lvl      Approver 3          Approver 4
Act Num Contract#  FY  Typ  User Id      Name      User Id      Name
-----
*** End of Data ***

*Agency: 0001 FY: 2019 FY Status: _ (A,D,T,E,P,Q, ' ')
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 ...
Panel 4	Agency Number, Contract #, Fiscal Year, Lvl Type, Approver 3 User ID and Name, and Approver 4 User ID and Name.
9. Press F11 to access the fifth panel of this screen.	The fifth panel of the Browse Contract by Fiscal Year screen will appear.

```

PHFNC10 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/15/2019
PHMCYB2B PHMCYB2M Browse Contract by Fiscal Year 09:57 AM
< 4 more
Actions: (D,M,P,C)

      Agcy          Lvl      Approver 5          Approver 6
Act Num  Contract#  FY  Typ  User  Id      Name      User  Id      Name
-----
*** End of Data ***

*Agency: 0001 FY: 2019 FY Status: _ (A,D,T,E,P,Q, ' ')
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 ...
Panel 5	Agency Number, Contract #, Fiscal Year, Lvl Type, Approver 5 User ID and Name, and Approver 6 User ID and Name.
10. Choose D isplay or M odify by the selected record and press ENTER.	The Maintain Contract Year Budget screen will appear.
11. Press F2 to return to the Main Menu.	

Renew a Contract

Your Action ...	System Response ...
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose MC (Maintain Contract) from the Manage Contracts Menu and press ENTER.	The Browse Contracts (CW) by Agency screen will appear.

```

PHFNC10 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/15/2019
PHMCMC1B PHMCMC2M Browse (CW) Contracts by Agency 09:59 AM
                                                    1 more >

Actions: (A,D,M,C,S)
  Agcy
Act Num Contract # Contractor Approval Current FY
      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. *Agency: The agency number. *Contractor: Enter the contractor's name.	
4. Press ENTER.	
5. Select the contract to be renewed from the displayed list with a M odify and press ENTER.	The Maintain Contract Information screen will appear.

```

PHFNC10 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/26/2018
PHMCMC1D PHMCMC1M Maintain Contract Information 12:40 PM

*Action: M
*Agency #: 0888 CAPITOL CITY DEVELOPMENT DISTRICT *Contract #: 0112520
  Master Agency #: 90482 PEARL RIVER BASIN DEVELOPMENT DISTRICT
  *Approval Route: P1 Contract Status: I *Contractor Type: CW
    *SSN: 999999999 Contractor: RAWLS, ANGELICA A
  Origin Start Date: 11 06 2018 Origin End Date: 12 30 2018
*Contract Serv Type: PRO PROFESSIONAL - OTHER Agreement Amt: 20000.00
  Termination Date: Termination Notification Date:
Agency Contract Rep: Phone:
  Agency Contact: DAWSON, JAMES MARK Phone: 601-354-1111
  *Agency Office Cd:
  *Agency Project Cd:
      Contract Year(s) Information 1 of 1
  FY Action: _ Fiscal Year: 2019 FY Total: 20,000 Status: P
    -
    -

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: Origin End Date: Enter the new origin end date. Agreement Amt: Increase the agreement amount by adding the current Fiscal Year agreement to the new Fiscal Year amount.	
7. Press ENTER.	The following system message is displayed: Contract Info modified successfully.
8. Enter the following information: FY Action: Place a C opy in the appropriate FY Action Field.	
9. Press ENTER .	The Maintain Contract Year Budget screen will appear.
10. Enter the amount for the new FY.	

Your Action ...	System Response ...
11. Press F11 until all changes applicable to the new FY are made.	
12. On Maintain Contract Year screen, change the Transmit for Approval from No to Yes .	
13. Press ENTER.	The Maintain Mod Justification screen will appear.

```

PHFNC10 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/26/2018
PHMCCY1D PHMCCY9M Maintain Mod Justification 01:02 PM
< 7 more
*Action: M

*Agency: 0888 Contractor: RAWLS, ANGELICA A Contract #: 0112512
FY: 2020

Justification of modification request (if applicable): 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 ...
14. Enter the renewal justification as free text. Twenty lines are available.	
15. Press ENTER.	The renewal request has been entered and the system will display the following Message: Contract Year#-yyyy-p modified successfully.
16. Press F2 to return to the Main Menu Screen.	

Terminate a Contract

Your Action ...	System Response ...
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose MY (Maintain Contract Year (CW)) from the Manage Contracts Menu and press ENTER.	The Maintain Contract Year (CW) Menu will appear.
3. Choose MA (Browse Contract by Agency Number) or MF (Browse Contract by Fiscal Year) and press ENTER.	The Browse Contract by Agency Number or the Browse Contract by Fiscal Year screen will appear.

```

PHFNC10 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/26/2018
PHMCYB2B PHMCYB2M Browse Contract by Fiscal Year 01:21 PM
4 more >
Actions: (D,M,P,C)

Agcy Fiscal Request FY
Act Num Contract # Year Contractor Type Status
-----

*Agency: ____ FY: 2019 FY Status: _ (A,D,T,E,P,Q, ' ')
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 ...
<p>4. Enter the following Information:</p> <p>*Agency: The agency number. FY: The requested fiscal year. Fiscal Year Status: A code which identifies the type of record being processed. Valid values for contract year.</p> <p>"D" – Disapproved "T" - Terminated "E" – Expired "P" - Projected "Q" - Requested "A" – Active</p> <p>Valid values for contract information: "A" - Active "I" - Inactive "D" – Disapproved "T" - terminated</p> <p>When this data element is used to initiate a browse display it can be left blank to display all records.</p>	
<p>5. Select a contract from the displayed list with a Modify and press ENTER.</p>	<p>The Maintain Contract Year Budget screen will appear.</p>


```

PHFNC10 PHVA          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      12/26/2018
PHMCCY1D PHMCCY2M      Maintain Contract Year Budget                    01:24 PM
                                                                    7 more >
*Action: M
*Agency: 0888 Contractor: RAWLS, ANGELICA A                          Contract #: 0112520
  FY: 2019 Agreement Amt: 40000.00                               Expenditure Control: T
  Category              Expenditure Req $      Contract YTD $      Contract Bal $
-----
Personal Services      _____20000.00
Personal Services FICA _____
PERS Employer Contribution _____
  PS Sub-total:        _____20000.00
Travel/Subsistence     _____
Travel/Sub FICA        _____
  TS Sub-total:        _____
Per-Diem               _____
Contractual Services   _____
Commodities            _____
Subsidies/Loans/Grants _____
  Totals:              _____20000.00                                20000.00
*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 ...
6. Press F11.	The Maintain Contract Year screen will appear.

```

PHFNC10 PHVA          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      12/26/2018
PHMCCY1D PHMCCY1M          Maintain Contract Year                      01:25 PM
< 1 more                                     6 more >
*Action: M
Agency: 0888  CAPITOL CITY DEVELOPMENT DISTRICT          Contract#: 0112520
  FY: 2019  Contractor: 999999999          RAWLS, ANGELICA A
  *Approval Route: P1  Apprv Date:          OPSCR Approver:

Mod/Reqd Start Dt: 11 06 2018      Apprd Start Dt:          FY Status: P
Mod/Reqd End Date: 12 30 2018      Apprd End Date:        *Req Type.: N
Mod/Reqd Amount...: 20000.00      Apprd Amount...:
Mod/Reqd PS Amt...: 20000.00      Apprd PS Amt...:      Pend Appr
Termination Date.:  _ _ _ _      Pay Thru Date.: 08 31 2019      ----
Max Unit Cost....:  _ _ _ _      *Pay Frequency.: K   Workers Listed: 1
Max Hour Rate....:  _ _ _ _      Mod Count.....:    Workers Hired.:
          Gen Fund $   %           Fed Fund $   %           Other Fund $   %
-----
Reqd/Approved:      20000.00 100
FY Actual.....:
Last Fund Upd:          Trans for Approval: N          Approval Stat: P
*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 ...
<p>7. Enter the following information:</p> <p>Termination Date: Enter the date the contract is to terminate.</p> <p>Trans for Approval: Change from No to Yes.</p>	
<p>8. Press ENTER.</p>	<p>The contract has been terminated and the system will display the following message:</p> <p>Contract Year #-YYYY-P modified successfully.</p>