Mississippi Management and Reporting System

Department of Finance and Administration

	MMRS Policies and Procedures			
6222	Manage Contracts - Maintain Contract	Revision Date: 02/04/2019		
	Workers	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	The Manage Contracts Menu will appear.
	Main Menu and press ENTER.	

	_	Your Action Syste	m Response	
Не	lp Ma	in End		Quit
		2PF3PF4PF5PF6PF7PF8PF5	9PF10PF11	
Direct C	ommand	:		
Code	:			
	DL	Download Contract Worker Data	CWDL	
	YH CW	Browse Contract Years History (CW) Contract WIN Menu	CTYH CWMU	
	BR	Contract Browses and Reports (CW)	BRRE	
	СТ	Maintain Contract Tables (CW)	TBLS	
	MY AC	Maintain Contract Year (CW) Browses used for Analyzing Contracts (CW)	MCYR ANZC	
	MC	Maintain Contract Worker	MCON	
	Code	Description	FastPat	h
PHIMAINU	PHIMA	INM Manage Contracts Menu		01:56 PM
PHFNC10	Phva	STATEWIDE PAYROLL AND HUMAN RESOURCE	SYSTEM 1	2/17/2018

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

	PHVG PHMCMC2M			AND HUMAN Contracts	RESOURCE SY by Agency	STEM	12/17/2018 01:58 PM 1 more ≻
	(A,D,M,C,S))			^ 1	<u> </u>	
Agcy Act Num	Contract #	Cor	ntractor	-		Current Contract	
*Agency: Direct Co		ractor:					
					-PF8PF9	-PF10PF1	1PF12
	lp Main Er				Fwd		ght Quit
	Your	Action			System	Response	

	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	The second panel of this screen will
	screen.	appear.

PHFNC10 PHVG PHMCMC1B PHMCMC2M < 1 more	STATEWIDE PAYROLL Browse (CW)				12/17/2018 02:06 PM
Actions: (A,D,M,C, Agcy	S)		Contract	Contract	Contract
Act Num Contract	# Contractor			Orig Date	
	*** End of	 Data ***			
*Agency: 0001 *Con Direct Command:	tractor:		_		
	PF3PF4PF5P	F6PF7-	PF8PF	9PF10	PF11PF12
Help Main	End Add	Bkwd	Fwd	Left	Right Quit
	ur Action		C	tom Deener	
Your Action Second Panel				tem Respor	

	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	The Maintain Contract Information
	Browse Contracts by Agency screen with a	screen will appear.
	Modify and press ENTER.	

PHFNC10 PHVB ST	ATEWIDE PAYROLL AND HUMAN	RESOURCE SYSTEM	12/18/2018
PHMCMC1D PHMCMC1M	Maintain Contract In	formation	01:29 PM
*Action: M			
	INEL BOARD - STATE		2171
	90160 PERSONNEL BOARD-STA		
	P1 Contract Status: 999999999 Contractor:		
	07 01 2018		
*Contract Ser∨ Type:	TES TEST MONITORS/VENDORS	Agreement Amt:	
	Termination		
Agency Contract Rep:		Phone :	
Agency Contact:		 Phone:	
*Agency Office Cd:			
*Agency Project Cd:			
	Contract Year(s) Informa	tion	1 of 1
FY Action: _ Fiscal	Year: 2019 FY Total:	17,000 Status: A	
_			
_			
Direct Command:			
Enter-PF1PF2PF3-	PF4PF5PF6PF7	-PF8PF9PF10PF	11PF12
Help Main End	Note Hist Bkwd	Fwd	Quit

Your Action	System Response
7. Enter the information to be added	d or modified:
 Origin End Date: This is the date contract is expected to end. The be modified if the contract is to Agreement Amt: The total dollar the contract. Agency Contract Rep: Optional. the person that the requesting a contacts during the life cycle of Phone: Optional. The phone num Agency Contract Representative Agency Contact: System will popular on the information on the second the agency screen. Phone: Optional. System will popular the agency contact. 	e the original his date may be extended. amount of The name of agency the contract. mber of the ve. pulate based nd panel of
on the information on the secon the agency screen.	•

Your Action		System Perpanse
Your Action Continue entering the following	information:	System Response
	g iniomation.	
Agency Office Cd: Optional. 1	This is a 3-digit	
code established by the ager		
track the contract. An office		
location, a division, etc. The	code is created	
and maintained by the agend	cy on the Office	
Code table.		
*Agency Project Cd: Optional.		
digit code established by the	• •	
further track the contract. A		
a program, assignment, etc., for which contracts are to be		
8. Press ENTER.	liackeu.	The system will display the following
0. TIESS LIVIER.		message:
		Contract Info ##### modified successfully
9. Press F3 to return to the Brows	se (CW)	
Contracts by Agency		
10. To modify a fiscal year's inform	nation, contract	The Maintain Contract Year Budget
year information, or other data		screen will appear.
selected contract and then ent	er M odify by the	
fiscal year and press ENTER.		
PHMCCY1D PHMCCY2M Ma	E PAYROLL AND intain Contrac	HUMAN RESOURCE SYSTEM 12/18/201 t Year Budget 01:31 PM 7 more
*Action: M		
*Agency: 0160 Contractor: RAI		
FY: 2019 Agreement Amt: Category Exp		Expenditure Control: T Contract YTD \$ Contract Bal \$
	enarran e wed a	
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	17000.00	
Totals:	17000.00	17000.00
*Direct Command:		
Help Main End		kwd Fwd Prnt Left Right Quit
петр пати сио		wa iwa iini Leit Riyni Wull

 11. Enter the following information to be added or modified: 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. Travel/Subsistence: The amount of contract money requested for travel and subsistence. Travel/Subsistence FICA: The amount of contract money requested for travel and subsistence FICA. 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 capital outlay: such as equipment. Subsidies/Loans/Grants: The amount of contract money requested for capital outlay, such as equipment. 12 Press E11 to access the second panel of this 	Your Action	System Response
requested for personnel salaries. Personal Services FICA: The amount of contract money requested for personnel services benefits such as FICA. Travel/Subsistence: The amount of contract money requested for travel and subsistence. Travel/Subsistence FICA: The amount of contract money requested for travel and subsistence FICA. 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 capital outlay, such as equipment. Subsidies/Loans/Grants: The amount of contract money requested for subsidies, loans, and grants.	•	
	 requested for personnel salaries. Personal Services FICA: The amount of contract money requested for personnel services benefits such as FICA. Travel/Subsistence: The amount of contract money requested for travel and subsistence. Travel/Subsistence FICA: The amount of contract money requested for travel and subsistence FICA. 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 capital outlay, such as equipment. Subsidies/Loans/Grants: The amount of contract money requested for subsidies, 	
screen.	12. Press F11 to access the second panel of this	The Maintain Contract Year screen will appear.

PHFNC10 PHVB	STATEWIDE	E PAYROLL	and huma	N RESOL	IRCE SYST	FEM 1	.2/18/	2018
PHMCCY1D PHMCCY1M	1	Mainta	in Contra	ct Year		E	1:32	PM
< 1 more							6 mor	e >
*Action: M								
Agency: 0160 PE						ontract#:	0112	171
	Contractor: 99							
*Appro∨al Ro	oute: P1 Appr	∙v Date:	12/18/201	8 OPSC	R Approv	/er:		
Mod/Reqd Start D)+• 07 01 2010	2 000	rd Start	ר+• µ7/	01/2018	EV C	;+ _+	. D
Mod/Regd End Dat			rd End Da				Type.	
Mod/Regd Amount.			rd Amount			meq	ighe:	• • •
Mod/Regd PS Amt.			rd PS Amt				Pend	Annr
Termination Date			Thru Dat					
Max Unit Cost			Frequenc			s Listed:		1
Max Hour Rate			 Count	•				
	Gen Fund \$							%
-					-			
Reqd/Approved:	17000.00	100			_			
FY Actual:	_	_		/.	_ /		_	_
Last Fund Upd:	Tr	ans for	Approval:	N 12/1	8/2018	Approval	Stat	: P
*Direct Command:								
Enter-PF1PF2								
Help Main	End	Note	Bkwd	⊦wd	Prnt Le	eft Rig⊦	it Qui	t

Your Action	System Response
13. Enter the following information to be	
added or modified:	
Mod/Doad Start Dt. The evidence will	
Mod/Reqd Start Dt: The system will	
populate the date the agency is requesting the contract to start.	
Mod/Regd 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.	
Termination Date.: The termination date	
of the contract	
Pay Thru Date: The system will default	
to 08/31/YYYY.	
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.	

Your Action	System Response
Continue to enter the following information:	
* 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. 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.	
14. Press F11 to access the third panel of this screen.	The Maintain Contract Personnel / Vacancy Info screen will appear.
	AND HUMAN RESOURCE SYSTEM 12/18/2018 Personnel / Vacancy Info 01:33 PM 5 more >
*Agency: 0160 Contractor: RAWLS, ANGEL FY: 2019	ICA A Contract #: 0112171
CONTRACT PERSONNEL REQUESTED: # of *Ser∨ Pers. Type Function/Job Title(Spec	ify speciality consultant, trainer etc.)
<u>1</u> TES TEST MONITORS/VENDORS	
VACANCIES IN AGENCY WITH SAME OR RELAT	ED CLASSIFICATION:
*Direct Command:	PF7PF8PF9PF10PF11PF12
Help Main End Note	Bkwd Fwd Prnt Left Right Quit

Your Action		Sys	tem Respons	е
15. Enter the following information to modified:	o be added or			
# of Pers.: Enter the number of personnel requested by the ag				
16. Press F11 to access the fourth p screen.		The Maintain appear.	Worker List so	creen will
PHFNC10 PHVB STATEWIDE PHMCCY1D PHMCCY8M < 3 more *Action: M	PAYROLL AND H Maintain Work		E SYSTEM	12/18/2018 01:34 PM 4 more >
Agency: 0160 Contractor: RAW FY: 2019 Worker Type: CW SSN/VIN Nam	Serv		S Indi∨idual	
9999999999 RAWLS, ANGELICA A			I - - - - - - - - - - - - - - - - - - -	A
Enter-PF1PF2PF3PF4F Help Main End N			9PF10PF nt Left Ri	

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	The Maintain Service Description screen
screen.	will appear.

PHFNC10PHVBSTATEWIDEPAYROLLANDPHMCCY1DPHMCCY4MMaintainServic< 4 more*Action: M	HUMAN RESOURCE SYSTEM 12/18/2018 e Description 01:35 PM 3 more >
*Agency: 0160 Contractor: RAWLS, ANGELICA FY: 2019	A Contract #: 0112171
Detailed description of Contractual Servic tion, program, purpose and condition or re requirement for services: SPB JOBS THAT REQUIRE TESTING REQUIRE THESE SITES ARE LOCATED STATE WIDE	gulatory agency establishing the 1 of 20 A MONITOR PRESENT
*Direct Command:	
Enter-PF1PF2PF3PF4PF5PF6P	
Help Main End Note B	kwd 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	STATE	NIDE PAYRC	DLL AND	HUMA	N RESC	URCE S	YSTEM	12	2/18/2	2018
PHMCCY1D	PHMCCY5N	1	Maintair	n Reque	st Ju	stific	ation		01	L:35	РМ
< 5 more									ź	2 more	e >
*Action:	М										
*Agencu'	0160 Cc	ontractor:			A			Contrac	+ +.	Q112	171
	2019		NIMEO, IN	OLLICI					ι #•	UIIC.	
	stificati sources:	on of requ	iest inclu	uding a	ISSESS	ment c	of curr	ent per		el of 20	а
		NS ARE AVAI	LABE								-
											_
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											_
											_
											-
											-
											-
											-
											-
*Direct											
Enter-PF	1PF2	PF3PF4	↓PF5	-PF6	PF7	-PF8	PF9	-PF10	PF11-	PF12	2
He	lp Main	End	Note		Bkwd	Fwd	Prnt	Left	Right	t Qui	t
		our Action				S	ystem	Respons	se		
21. Enter	the follow	ing informati	on:								
Justif	ication: Th	nis is a free t	ext field wi	th							

twenty available lines.	
22. Press F11 to access the seventh panel of	The Maintain Qualification/Disapproval
this screen.	Consequence screen will appear.

PHMCCY1D PHMCCY6M Maintain Qualificati < 6 more	AND HUMAN RESOURCE SYSTEM 12/18/2018 on/Disapproval Consequence 01:36 PM 1 more >
*Action: M *Agency: 0160 Contractor: RAWLS, ANGEL	ICA A Contract #: 0112171
FY: 2019 Qualifications that make contractor th 	e best suited to perform task: <u>6</u> of 10
Consequence of contract being disappro	∨ed: 6 of 10
*Direct Command:	
	PF7PF8PF9PF10PF11PF12 Bkwd Fwd Prnt Left Right Quit
Your Action	
23. Enter the following information:	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	The Maintain Mod Justification screen will
this screen.	appear.

	CY1D more	PHVB PHMCCN M	Y9M		EWIDE PA Main [.]	YROLL AN tain Moo				SYSTEM		/18/2018 :37 PM
*Ager	-	0160 2019	Cont	ractor	: RAWLS,	ANGELI	CA A			Contract	#: (3112171
Just	tific	ation	of n	nodifica	ation re	quest (:	if appl	icable	e):		1	1 of 20
_												
_												
_												
		Command										
Enter					F4PF5 Note					PF10P Left R		

Your Action	System Response
25. Enter a Note of Justification for the	The following system message is displayed:
modification and press ENTER. This	
free text field has twenty available lines.	Contract Info XXXX-XXXX-P modified
	successfully.
26. Press the F3 key to return to the Maintain	The Status will show as P (pending).
Contract Information screen	
27. Modify the fiscal year's pending record	The following system message is displayed:
and change the Transmit for Approval on	
the Maintain Contract Year screen from	Contract Year XXXXXXX-P Modified
No to Yes and press ENTER.	Successfully.
28. Press the F3 key to return to the Maintain	The Contract Status will show "A" for
Contract Information Screen.	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	The Manage Contracts Menu will						
Menu and press ENTER.	Appear.						
2. Choose MY (Maintain Contract Year (CW))	The Maintain Contract Year (CW) Menu						
from the Manage Contracts Menu and press	will appear.						
ENTER.							
PHFNC10 PHVE STATEWIDE PAYROLL AND HU	JMAN RESOURCE SYSTEM 12/18/2018						
PHIMAINU PHIMAINM Maintain Contract							
Code Description	FastPath						
MA Browse Contract by Agency Nur	nber MCMA						
MF Browse Contract by Fiscal Yea	ar MCMF						
Code:							
Direct Command:							
Enter-PF1PF2PF3PF4PF5PF6PF	7PF8PF9PF10PF11PF12						
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.

PHMCYB1B	CI PHMCYB1M (D,M,P,C)			N RESOURCE gency Numbe	SYSTEM er	12/18/2018 01:49 PM 4 more >
	Contract #		tractor			t FY Status
Direct Co						
	LPF2PF lp Main Er	-PF 5PF		PF8PFS Fwd	PF10PF Left Rig	

Your Action	System Response
4. Enter the following information.	
*Agency: The agency number. Fiscal Year Status: A code which identifies the type of record being processed. Valid values for contract year.	
"D" – Disapproved "T" - Terminated "E" – Expired "P" - Projected "Q" - Requested "A" – Active	
Valid values for contract information: "A" - Active "I" - Inactive "D" – Disapproved "T" - terminated	
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.	

	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.

< 1 mo	18 PH re	MCYB1M),M,P,C		WIDE PAYROLL Browse Contr				12/19/2018 01:00 PM 3 more >
-	icy im Cc	intract	Fisca # Year	l Contrac ⁻	tor		Mod/Reqd. Amount	Appro∨ed Amount
				*** End of [Data ***			
*Agenc Direct	-		Status:	_ (A,D,T,E,F	P,Q,'')	FY: 2019		
			-PF3PI	F4PF5PF	F6PF7	-PF8PF	PF10-	-PF11PF12
	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.

< 2 more	CI PHMCYB1M (D,M,P,C)				1AN RESOUF Agency Nu		(STEM	12/19/2018 01:06 PM 2 more >
Agcy Act Num	Contract#		App User Id		ne	User	Appro∨er Id	2 Name
		 **	** End of	Data ***	ĸ			
*Agency: Direct Co	<u>0</u> 001 FY S ommand:	tatus: _	(A,D,T,E	,P,Q,'')) FY: 201	19		
	1PF2- <mark></mark> P lp Main E		PF5		′PF8 √d Fwd	-PF9		-11PF12 ight Quit
	Va	ur Action				Cuat	m Boono	

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	The fourth panel of the Browse Contract
screen.	by Agency Number screen will appear.

< 3 mor	CI 3 PHMCYB1M e : (D,M,P,C)					RESOURCE Sincy Number	(STEM	12/19/201 01:10 PM 1 more >
Agcı Act Num	J Contract#	FY		Appro∨er Id	3 Name	User	Appro∨er Id	4 Name
			*** En	d of Data	***			
*Agency Direct	: <u>0</u> 001 FY S Command:	Statu	s: _ (A,D	,T,E,P,Q,	'') FY	(: 2019		
Enter-Pl	PF2F		-PF4PF	5PF6				
HI HI	elp Main E	10			Bkwd F	.MO	Lett K	ight Quit
	Va		tion			Sucto	m Posno	200

	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	The fifth panel of the Browse Contract
	screen.	by Agency Number screen will appear.

PHFNC10	CI	STAT	EWIDE PA	YROLL AND	HUMAN R	ESOURCE SY	'STEM	12/19/2018
	PHMCYB1M		Browse	Contract	by Agen	cy Number		01:17 PM
< 4 more								
HCT1ONS:	(D,M,P,C)							
Agcy				Approver	5		Approver	6
	Contract#				Name	User		Name
			*** En(d of Data	***			
*Agency:	<u>0</u> 001 FY S	Status	s: _ (A,D,	,T,E,P,Q,	') FY	: 2019		
Direct Co								
			PF4PF	5PF6				11PF12
He	lp Main E	ind			RKMQ F	ωd	Lett K:	ıght Wuit

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 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.	

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 SYSTI	EM (01/14/2019
РНМСҮВ2В РНМСҮВ2М	Browse Cont	ract by Fiscal Year	(02:16 PM
		_		4 more >
Actions: (D,M,P,C)				
Agcy			Request	
Act Num Contract #	Year Con	itractor	Туре	Status
*Agency: FY: ;	2019 FY Status' (ΑΠΤΕΡΩ'')		
Direct Command:				
	F3PF4PF5PF		F10PF1	1PF12
Heln Main F		Bkwd Fwd I i		

Your Action	System Response
4. Enter the following information.	
 *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. 	
"D" – Disapproved "T" - Terminated "E" – Expired "P" - Projected "Q" - Requested "A" – Active	
Valid values for contract information: "A" - Active "I" - Inactive "D" – Disapproved "T" - terminated	
When this data element is used to initiate a browse display it can be left blank to display all records.	

Your Action	System Response				
5. Press ENTER.	Information is displayed by Agency Number, Contract #, Fiscal Year, Contractor, Request Type, FY Status.				
 Press F11 to access the second panel of this screen. 	The second panel of this screen will appear.				
PHFNC10CISTATEWIDEPAYROLLANDHLPHMCYB2BPHMCYB2MBrowseContractE< 1					
Agcy Fiscal Act Num Contract # Year Contractor	Mod∕Reqd. Approved Amount Amount				
*** End of Data **	<* *				
*Agency: FY: <u>2</u> 019 FY Status: _ (A,D,T, Direct Command: Enter-PF1PF2PF3PF4PF5PF6PF Help Main End Bk					

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.

< 2 more	CI PHMCYB2M				ROLL AND Contract				(STEM	02:2	14/2019 21 PM more >
Actions:	(D,M,P,C)										
Agcy			Lvl		Approver	1			Approver	2	
Act Num	Contract#	FY	Тур	User	Id	Name		User	Id	Name	
			**	* Enc	d of Data	***					
*Agencu:	: 0000 FY:	2019	FY S	tatus	s: (A.D	TFP	.n.''')			
Direct Co		2013	110	lala	, _ (ii),	, , , , , , , , , , , , , , , , , , , ,	, עשי)			
Enter-PF1	LPF2P	F3	PF4-	PF5	5PF6	-PF7	-PF8	-PF9	PF10P	F11F	PF12
Hel	lp Main E	nd				Bkwd	Fwd		Left R	ight (Quit
	Va	ur Ac	tion			Sugto	m Resno	200			

	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		E	Browse	e Cor	ntract	t by F	iscal	Year		02	28 PM
< 3 more											1	more >
Actions:	(D,M,P,C)											
0.000			11		0		2			0	л	
Agcy	Contract#	FV					3 Name		User	Approver	4 Name	
		ГТ 								IU 		
			**	∗* End	d of	Data	***					
*Agency	: <u>0</u> 001 FY:	2019	FY S	Status	3: _	(A,D)	,Т,Е,Р	,Q,' ')			
Direct Co	ommand:											
	1PF2F		-PF4-	PFS	5F	PF6						
Не	lp Main B	End					Bkwd	Fwd		Left R	ight	Quit
	V	A	- 4 !						0			

	Your Action	System Response
	Panel 4	Agency Number, Contract #, Fiscal
		Year, LvI Type, Approver 3 User ID and
		Name, and Approver 4 User ID and
		Name.
9.	Press F11 to access the fifth panel of this	The fifth panel of the Browse Contract
	screen.	by Fiscal Year screen will appear.

PHFNC10 PHMCYB2B < 4 more Actions:	PHMCYB2M		STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/15/20. Browse Contract by Fiscal Year 09:57 AM							
Agcy Act Num				Appro∨er Id				Appro∨er Id	6 Name	
			*** End	d of Data	***					
*Agency: 0001 FY: 2019 FY Status: _ (A,D,T,E,P,Q,' ') Direct Command:										
	PF2 p Main		PF4PF5	5PF6		-PF8 Fwd			F11PF12 ight 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	The Manage Contracts Menu will
	Main Menu and press ENTER.	appear.
2.	Choose MC (Maintain Contract) from the	The Browse Contracts (CW) by Agency
	Manage Contracts Menu and press ENTER.	screen will appear.

PHFNC10PHVBSTATEWIDEPAYROLLANDHUMANRESOURCESYSTEMPHMCMC1BPHMCMC2MBrowse(CW)ContractsbyAgency	01/15/2019 09:59 AM 1 more >
Actions: (A,D,M,C,S)	
Agcy Approval Curr Act Num Contract # Contractor Route Contra	
*Agency: 0001 *Contractor: Direct Command:	
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10	-PF11PF12
	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 ST	ATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	12/26/2018
PHMCMC1D PHMCMC1M	Maintain Contract Information	12:40 PM
*Action: M		
*Agency #: 0888 CAPITO	OL CITY DEVELOPMENT DISTRICT	2520
Master Agency #:	90482 PEARL RIVER BASIN DEVELOPMENT DISTRICT	
*Appro∨al Route:	P1 Contract Status: I *Contractor 1	уре: СМ
	999999999 Contractor: RAWLS, ANGELICA A	
	11 06 2018 Origin End Date: 12	
	PRO PROFESSIONAL - OTHER Agreement Amt:	_20000.00
	Termination Notification Date:	
Agency Contract Rep:		
		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:		
	PF4PF5PF6PF7PF8PF9PF10PF1	
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
 Press F11 until all changes applicable to the new FY are made. 	
12. On Maintain Contract Year screen, change the Transmit for Approval from N o to Y es.	
13. Press ENTER.	The Maintain Mod Justification screen will appear.
PHFNC10 PHVA STATEWIDE PAYROLL AND H PHMCCY1D PHMCCY9M Maintain Mod Ju < 7 more *Action: M	
*Agency: 0888 Contractor: RAWLS, ANGELICA f FY: 2020	A Contract #: 0112512
Justification of modification request (if a	applicable): 1 of 20
*Direct Command: Enter-PF1PF2PF3PF4PF5PF6PF	
	wd Fwd Prnt Left Right Quit
Your Action	System Response
 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	The Manage Contracts Menu will
Main Menu and press ENTER.	appear.
2. Choose MY (Maintain Contract Year (CW))	The Maintain Contract Year (CW) Menu
from the Manage Contracts Menu and press	will appear.
ENTER.	
 Choose MA (Browse Contract by Agency Number) or MF (Browse Contract by Fiscal 	The Browse Contract by Agency Number or the Browse Contract by
Year) and press ENTER.	Fiscal Year screen will appear.
	riscal real screen will appeal.
PHFNC10 CI STATEWIDE PAYROLL AND HU	IMAN RESOURCE SYSTEM 12/26/2018
PHMCYB2B PHMCYB2M Browse Contract b	
	4 more >
Actions: (D,M,P,C)	
Agcy Fiscal	Request FY
Act Num Contract # Year Contracto	or Type Status
*Agency: FY: 2019 FY Status: _ (A,D,T,	E,P,Q,'')
Direct Command:	
Enter-PF1PF2PF3PF4PF5PF6PF Help Main End Bk	7–––PF8–––PF9–––PF10––PF11––PF12––– دسd Fwd Left Right Quit

	Your Action	System Response
4.	Enter the following Information:	
	*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.	
	"D" – Disapproved "T" - Terminated "E" – Expired "P" - Projected "Q" - Requested "A" – Active	
	Valid values for contract information: "A" - Active "I" - Inactive "D" – Disapproved "T" - terminated	
	When this data element is used to initiate a browse display it can be left blank to display all records.	
5.	Select a contract from the displayed list with a M odify and press ENTER.	The Maintain Contract Year Budget screen will appear.

PHFNC10 PHVA STATE PHMCCY1D PHMCCY2M	WIDE PAYROLL AND Maintain Contra		
*Action: M		_	
*Agency: 0888 Contractor:			Contract #: 0112520
FY: 2019 Agreement A			iture Control: T
Category	xpenditure Req	\$ LONTRACT Y	TD \$ Contract Bal \$
Personal Services	20000.00		
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	: 20000.00		20000.00
*Direct Command:			
Enter-PF1PF2PF3PF4			
Help Main End	Note	Bkwd Fwd Pri	nt 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	2/26/2018
	1:25 PM
< 1 more 6	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 S	
Mod/Reqd End Date: 12 30 2018 Apprd End Date: *Req ⁻	Type.: N
Mod/Reqd Amount: 20000.00 Apprd Amount:	
	Pend Appr
Termination Date.: Pay Thru Date.: 08 31 2019	
	4
Max Unit Cost: *Pay Frequency.: K Workers Listed:	T
Max Hour Rate: Mod Count: Workers Hired.:	
Gen Fund \$ %	nd \$ %
Regd/Approved: 20000.00 100	
FY Actual:	
	State D
	JIAL F
*Direct Command:	
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11-	PF12
Help Main End Note Bkwd Fwd Prnt Left Righ [.]	t Quit

	Your Action	System Response
7.	Enter the following information:	
	Termination Date: Enter the date the contract is to terminate.Trans for Approval: Change from No to Yes.	
8.	Press ENTER.	The contract has been terminated and the system will display the following message:
		Contract Year #-YYYY-P modified successfully.