Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials			
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Objective

Develop an understanding of the Occupation information

Outcome

An understanding of all reports and browses for existing occupations is obtained.

OVERVIEW

The descriptive process provides detailed information on an occupation code. The online information includes start and end salaries by effective dates, salary ranges, and recruitment criteria; this information is referred to as Basic Information. The information also includes position descriptions (characteristics of work, examples of work, essential functions, and minimum qualifications); this is referred to as Class Specific Information.

Display Occupation

The display option provides a method to view an occupation description online. The user will always have the most current information on any occupation without having to request a paper document from SPB.

		Your Action	System Response		
 Choose OC (Occupation) from the Main Menu and press ENTER. 			The Occupation Menu will appear.		
PHFNC10 PHIMAINU	PHVO PHIMA		HUMAN RESOURCE SYSTEM 11/20/201 ion Menu 12:05 PM		
	Code	Description	FastPath		
	DO BC BT OP CS TM OR MO	Display Occupation Browse on Occupation Code Browse on Occupation Title Occupation Proposal Menu Classification Specificati Occupation Table Maintenan Occupation Reports Misc Occu Browses	PROC ons CLSP		
Code:					
Enter-PF	Direct Command: Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12 Help Main End Quit				

Your Action	System Response
2. Choose DO (Display Occupation) from the	The Display Occupation screen will
Occupation Menu and press ENTER.	appear. This is a six-panel screen.

PHFNC10 PHV0 PH411DOP PH411N		PAYROLL AND Display Occu		RESOURCE	SYSTEM	11/20/2015 12:07 PM 5 more >
Action: D (D)						
*Code: Status (A/I): *Change Reason: Effective Date	= *Type *Origin	Date St Bill/	atus Ef Dt Bill	on Date: fective: Effect: Start Salary	End Salary	1
*Additional Com	pensation:					
Go To: Page2: _ Direct Command: Enter-PF1PF2 Help Mai	PF3PF4		-PF7)PF10PF1	1PF12

Your Action	System Response
3. Enter the Occupation Code to be displayed	
4. Press ENTER.	The selected occupation is displayed with the following message: Occupation #### displayed successfully.
 Press F11 to view all screen panels or tab to the Go To line on the bottom of the screen and enter an X by the desired panel. 	

PHFNC10 PHV0	STATEWIDE PAYROLL AND HUMAN	RESOURCE SYSTEM	11/20/2015
PH411DOP PH411N2M	Display Occupation		12:08 PM
< 1 more			4 more >
Action: \underline{D} (D)			
*Code:	Title:		
*Job_EEO_Cat:		Agency/Mission (crit:
*Register Cd:		Recruit Diffic	
*Job Class Series:		Military Occupat	
*Test Code:		*Thresh	nold:
*Test Status:		*[ост: 0
PAR Status:		On Recruit	nent: N
*Agency Master:			
Direct Command:	r of Work: _ Ex of Work: _ E		
Enter-PF1PF2P	F3PF4PF5PF6PF7	-PF8PF9PF10PF	F11PF12
Help Main E	nd Note Bkwd	Fwd Left Ri	ight Quit

PANEL 3

PHFNC10 PHV0 PH411DOP PH411N3M < 2 more	STATEWIDE PAYROLL Display C	AND HUMAN RESOUR	CE SYSTEM	11/20/2015 12:09 PM 3 more >
Action: <u>D</u> (D)				
*Code: Ti Characteristics of	itle: F Work:			1_ of
Go To: Page1: _ Pag Direct Command:	ge2: _ Ex of Work: _	Essn Func: _ Mi	n Qual: _	
Enter-PF1PF2F Help Main F	PF3PF4PF5PF End Note	6PF7PF8 Bkwd Fwd	PF9PF10 Left	PF11PF12 Right Quit

PHFNC10 PHV0 STAT PH411DOP PH411N4M < 3 more	TEWIDE PAYROLL AND HUMAN RESOURCE Display Occupation	SYSTEM 11/20/2015 12:10 PM 2 more >
Action: <u>D</u> (D)		
*Code: Title: Examples of Work:		_1 of
Direct Command:	_ Char of Work: _ Essn Func: _ Min	-
Enter-PF1PF2PF3 Help Main End	-PF4PF5PF6PF7PF8PF9 Note Bkwd Fwd	– • • • •

PANEL 5

PHFNC10 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM PH411DOP PH411N5M Display Occupation < 4 more	11/20/2015 12:10 PM 1 more >
Action: \underline{D} (D)	
*Code: Title: Essential Functions:	_1 of
Go To: Page1: _ Page2: _ Char of Work: _ Ex of Work: _ Min Qual: _ Direct Command:	
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF Help Main End Note Bkwd Fwd Left Ri	11PF12 aht Ouit

PHFNC10 PHV0 PH411DOP PH411N6M < 5 more	STATEWIDE PAYROLL AND HUMAN Display Occupation		11/20/2015 12:11 PM
Action: <u>D</u> (D)			
*Code: T Minimum Qualifica	itle: tions:		1 of
Go To: Page1: _ Pa Direct Command:	ge2: _ Char of Work: _ Ex of	Work: _ Essn Fund	
Enter-PF1PF2 Help Main	PF3PF4PF5PF6PF7- End Note Bkwd		

Browse Options

To provide agencies with detailed information on the Occupation, several browse options have been created. A browse is a method to review information online and select a specific record to review or display. There are two main browse options on the Occupation Menu. The remaining options are accessed from the Miscellaneous Occupation Browses Menu. The browse options are detailed below.

Browse on Occupation Code

Your Action	System Response
1. Choose OC (Occupation) from the Main	The Occupation Menu will appear.
Menu and press ENTER.	
2. Choose BC (Browse on Occupation Code)	The Browse on Occupation Code screen
from the Occupation Menu and press	will appear.
ENTER.	
	Information is displayed by Occupation
Selection criteria include Occupation Code.	Code, Occupation Title, Start Salary, End
The available action is Display	Salary, Test Status and EEO Category.

PHFNC10 PHV0 STATEWIDE PAYROLL AND HUMAN PH412BCP PH412BCM Browse on Occupatio		STEM	11/20/ 12:12	
Action: (D)				
A Occu Cd Title	Start Salary	End Salary	Test Stat	
2 ACCOUNTANT/AUDITOR I 4 ACCOUNTANT/AUDITOR II 5 ACCOUNTANT/AUDITOR III 7 FISCAL OFFICER,CHIEF 8 ACCOUNTING CLERK 10 ACCOUNTING CLERK SENIOR 11 ADMIN ASSISTANT II 12 ADMIN ASSISTANT III 13 ADMIN ASSISTANT IV 14 ADMIN ASSISTANT V	25,866.80 28,359.91 33,981.34 36,139.16 18,479.89 19,779.04 21,267.94 23,105.80 25,391.24 27,747.26	45,266.90 49,629.84 59,467.35 63,243.53 32,339.81 34,613.32 37,218.90 40,435.15 44,434.67 48,557.71	D D D D D D	B B B B B B F F F F F F F
*Occupation Code: Direct Command: Enter-PF1PF2PF3PF4PF5PF6PF7 Help Main End Bkwd	PF8PF9 Fwd	-PF10PF1	1PF1 Qui	

Your Action	System Response
3. Choose D isplay next to the desired record	The Display Occupation screen will appear.
and press ENTER.	

Browse on Occupation Title

Your Action	System Response
 Choose OC (Occupation) from the Main Menu and press ENTER. 	The Occupation Menu will appear.
2. Choose BT (Browse on Occupation Title) from the Occupation Menu and press ENTER.	The Browse on Occupation Title screen will appear.
Selection criteria include Occupation Title. The available action is Display.	Information is displayed by Occupation Title, Occupation Code, Start Salary, End Salary, Test Status and EEO Category.

PHFNC10PHV0STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEMPH412BTPPH412BTMBrowse on Occupation Title							
Action: (D)	Action: (D)						
A Title	Occu Code	Start Salary	End Salary	Test Stat			
ABC-AGENT-IN-CHARGE ABC-ENFORCEMENT AGENT I ABC-ENFORCEMENT AGENT II ABC-ENFORCEMENT AGENT III ACADEMIC TEACHER I ACADEMIC TEACHER I (MH/DHS ACADEMIC TEACHER II ACADEMIC TEACHER II ACADEMIC TEACHER III ACADEMIC TEACHER III ACADEMIC TEACHER III ACADEMIC TEACHER III	175	48,375.33 35,105.54 37,974.32 41,211.80 39,999.96 41,499.96 42,666.72 44,166.72 44,000.04 45,500.04	84,656.83 61,434.70 66,455.06 72,120.65 69,999.93 72,624.93 74,666.76 77,291.76 77,000.07 79,625.07	D D D D D D D	D D D B B B B B B B B B		
*Occu Title: Direct Command: Enter-PF1PF2PF3PF4F Help Main End		- PF8PF9 Fwd	-PF10PF1	1PF: Qu	-		

Your Action	System Response
3. Choose D isplay next to the desired record	The Display Occupation screen will appear.
and press ENTER.	

Miscellaneous Occupation Browses

Browse Occupation Utilization

Your Action	System Response
 Choose OC (Occupation) from the Main Menu and press ENTER. 	The Occupation Menu will appear.
2. Choose MO (Misc Occu Browses) from the Occupation Menu and press ENTER.	The Misc Occu Browses screen will appear.

PHFNC10 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/20/2015 PHIMAINU PHIMAINM Misc Occu Browses Menu 12:16 PM Code Description FastPath Browse Occu Utilization OU BOCU Browse Inactive Occus by Occu Code Browse Inactive Occus by Occu Title BIOC IC IT BIOT Browse Active Occus by Start Salary SS BAOS Browse Occupation History by Code Browse Occu History by Title HC BOHC HT BOHT Code: ___ Help Main End Quit

Your Action	System Response		
 Choose OU (Browse Occu Utilization) from the Miscellaneous Menu and press ENTER. 	The Browse Occu Utilization browse will appear.		
Selection criterion is Occupation Code. The available action is Display.	Information is displayed by Occupation Code, Number of Positions Per Occupation, Last Date Number of Positions was Updated, Number of Filled Positions, and Last Date Number of Positions was Filled.		

PHFNC PHOOO	10 PHV0 CUB PHOOOCU	STATE JM	WIDE PAYROLL AND HU Browse Occu Ut	MAN RESOURCE	E SYSTEM 11/20/2015 12:17 PM
Acti	ons: (D)				
Act	Occu Code	Num Pos Per Occu	Last Date # of Pos Updated		Last Date # Pos Filled
-	2 4 5	67 83 125	07/06/2015 14:01 07/20/2015 14:34 07/14/2015 08:34	54 73 98	07/10/2015 16:14 07/13/2015 10:42 07/08/2015 10:39
	7 8 10	15 10 11	06/23/2015 16:31 10/02/2012 08:44 06/18/2015 08:07	12 10 9	07/07/2015 19:16 06/01/2015 14:54 06/03/2015 16:22
	10 11 12 13	182 259 207	07/14/2015 08:07 07/14/2015 10:34 07/15/2015 15:21	147 221 176	07/16/2015 19:15 07/17/2015 13:12 07/20/2015 11:02
- - *0ccu	14 Code:	185	07/15/2015 10:47	154	07/16/2015 10:55
Direc	t Command:			7PF8PF wd Fwd	9PF10PF11PF12 Quit

System Response			
The Occupation Utilization screen will			
appear.			
D HUMAN RESOURCE SYSTEM 11/20/2015 ilization 12:18 PM			
PF7PF8PF9PF10PF11PF12 Quit			

Browse Inactive Occus by Occu Code

Your Action	System Response
 Choose OC (Occupation) from the Main Menu and press ENTER. 	The Occupation Menu will appear.
2. Choose MO (Misc Occu Browses) from the Occupation Menu and press ENTER.	The Misc Occu Browses screen will appear.
 Choose IC (Browse Inactive Occus by Occu Code) from the Misc Occu Browses Menu and press ENTER. 	The Browse Inactive Occus by Occu Code browse will appear.
Selection criterion is Occupation Code. The available action is Display.	Information is displayed by Occupation Code, Occupation Title, Start Salary, End Salary, Test Status, and EEO Category.

	NC10 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/20/20 DIOCB PHOOIOCM Browse Inactive Occus by Occu Code 12:20 P							
	-							
Acti	ons:	(D)			Start	End	Test	FFO
Act	0сс	Cd	Title		salary			
_		9 ACCOUN	TING CLERK II		10,206.12	15,298.80	I	E
_			DEPT SECTION SUPV		27,482.40	48,094.20	D	B F
-		16 ADMIN			10,122.60 11,395.80	15,152.64		F
—	18 ADMIN SECRETARY III 19 ADMIN SECRETARY IV				11,395.80	17,072.88		F
_			STRATOR II		8,369.40	14,192.52	I	Е
_	22 ADMINISTRATOR I				11,688.00	17,511.12		Е
_	23 ADMINISTRATOR II 24 ADMINISTRATOR III				12,731.52		I	E
_			STRATOR III STRATOR IV		15,647.38 17,888.85	27,382.91 31,305.49		E E
0ccu								
Dire		ommand:	PF3PF4PF5PF6	057		DE10 DE1	1 05	12
Ente			PF3PF4PF3PF6 End	Bkwd	Fwd	-6410641	Tbe: On.	-
L	ne	Phan		BRita			্ব্ব	

Your Action	System Response
4. Choose D isplay next to the desired record	The Display Occupation screen will appear.
and press ENTER.	

Browse Inactive Occus by Occu Title

Your Action	System Response
 Choose OC (Occupation) from the Main Menu and press ENTER. 	The Occupation Menu will appear.
2. Choose MO (Misc Occu Browses) from the Occupation Menu and press ENTER.	The Misc Occu Browses screen will appear.
3. Choose IT (Browse Inactive Occus by Occu Title) from the Misc Occu Browses Menu and press ENTER.	The Browse Inactive Occus by Occu Title browse will appear.
Selection criterion is Occupation Title. The available action is Display.	Information is displayed by Occupation Code, Occupation Title, Start Salary, End Salary, Test Status, and EEO Category.

PHFNC10PHV0STATEWIDEPAYROLLANDHUMANRESOURCESYSTEMPHOOIOTBPHOOIOTMBrowseInactiveOccusbyOccuTitle						
Acti	ons: (D)					
Act	Occ Cd	Title	Start Salary	End Salary	Test Stat	
_		EGIONAL ENFORCEMENT CAPTAIN	35,789.28 24,085.68	62,631.24 36,086.76		B A
_	7271 ACCOU	NTANT INVESTIGATOR	11,395.80 30,153.96	19,932.24 52,769.43	I	BB
_	4664 ACCOU	NTANT/AUDITOR, CPA NTANT,INVESTMENT	53,245.08 21,059.28	93,178.89 31,536.72	D I	B B
_ _		NTING & FIN OFF,DIRECTOR NTING & FINANCE OFF-DIR	34,834.44 41,843.78	52,178.52 73,226.62	I	A A E
_		NTING CLERK II NTING CLERK GOV OFFICE	10,206.12 9,204.36	15,298.80 15,528.36		E F
Occu	Title:					
Ente	ct Command: _ r-PF1PF2	-PF3PF4PF5PF6PF	7PF8PF9	-PF10PF1	1PF	12
	Help Main	End Bki	wd Fwd		Qu'	it

Your Action	System Response
4. Choose D isplay next to the desired record	The Display Occupation screen will appear.
and press ENTER.	

Browse Active Occus by Start Salary

	Your Action	System Response
1.	Choose OC (Occupation) from the Main	The Occupation Menu will appear.
	Menu and press ENTER.	
2.	Choose MO (Misc Occu Browses) from the	The Misc Occu Browses screen will appear.
	Occupation Menu and press ENTER.	
3.	Choose SS (Browse Active Occus by Start	The Browse Active Occus by Start Salary
	Salary) from the Misc Occu Browses Menu	browse will appear.
	and press ENTER.	
		Information is displayed by Occupation
	Selection criterion is Start Salary. The	Code, Occupation Title, Start Salary, End
	available action is Display.	Salary, Test Status, and EEO Category.

PHFNC10 PHV0 STATEWIDE PAYROLL AND HUMAN PHOOASSB PHOOASSM Browse Active Occus by s			1/20/2 12:24			
Actions: (D)						
Act Occ Cd Title	Start Salary	End Salary	Test Stat			
_ 2314 NON-SPB, GENERIC		502,479.92	D	Α		
_ 2674 LEGISLATIVE MEMBER		6,991.92 502,479.92		B B		
2315 NON-SPB, GENERICPROFESSIONAL 2316 NON-SPB, GENERICPARA-PROFESSIONAL	6,991,92	502,479.92		Б Е		
_ 2317 NON-SPB, GENERICOFFICE/CLERICAL	6,991.92	502,479.92	D	F		
58 COSMETOLOGIST/BARBER 63 COOK/BAKER I		26,480.63 26,480.63		G H		
_ 258 FOOD SERVICE WORKER	15,131.79	26,480.63		Н		
_ 474 RECREATIONAL WORKER	15,131.79	26,480.63	н	Е		
_ 1005 PARK HOST/HOSTESS II	15,131.79	26,480.63	D	Н		
Start salary:						
Direct Command: Enter-PF1PF2PF3PF4PF5PF6PF7	PE8PE9	-PF10PF11	PF13	2		
	Fwd		Qui			

Your Action	System Response
4. Choose D isplay next to the desired record	The Display Occupation screen will appear.
and press ENTER.	

Browse Occupation History by Code

Your Action	System Response
 Choose OC (Occupation) from the Main Menu and press ENTER. 	The Occupation Menu will appear.
2. Choose MO (Misc Occu Browses) from the Occupation Menu and press ENTER.	The Misc Occu Browses screen will appear.
3. Choose HC (Browse Occupation History by Code) from the Misc Occu Browses Menu and press ENTER.	The Browse Occupation History by Code browse will appear.
Selection criterion is Occupation Code. The available action is Display.	Information is displayed by Occupation Code, Occupation Title, Date, Approved/Disapproved, Reason Code and change Reason Description.

PHFNC10CISTATEWIDEPAYROLLANDHUMANRESOPH4130HPPH4130HM-BrowseOccuHistorybyOcc		11/20/2015 12:26 PM 1 more >
Action: (D)		Approved /
Action Occu Cd Occupation Title	Date	Disapproved
_ 2 ACCOUNTANT/AUDITOR I	06/28/2007	
2 ACCOUNTANT/AUDITOR I 2 ACCOUNTANT/AUDITOR I	12/28/2006 06/29/2006	APPROVED
_ 2 ACCOUNTANT/AUDITOR I _ 2 ACCOUNTANT/AUDITOR I	12/31/2002 05/11/2000	APPROVED
_ 2 ACCOUNTANT/AUDITOR I _ 2 ACCOUNTANT/AUDITOR I	06/26/1999 06/30/1998	
_ 4 ACCOUNTANT/AUDITOR II _ 4 ACCOUNTANT/AUDITOR II	06/28/2007 12/28/2006	
_ 4 ACCOUNTANT/AUDITOR II	06/29/2006	
Occupation Code: Direct Command:		
Enter-PF1PF2PF3PF4PF5PF6PF7PF8- Help Main End Bkwd Fwd		DPF11PF12 t Right Quit

Your Action	System Response
4. Press F11 to access the second panel of	The second panel will appear.
this screen.	

PHFNC10 CI	STATEWIDE PAYROL					11/20/2015
PH4130HP PH4130HM - Browse Occu History by Occu Code - 12:26 PM						
< 1 more			-	-		
Action: (D)						
			Rsn			
Action Occu Co	d Occupation Titl	e	Cd	Change	Reason	Description
	2	_				
_	2 ACCOUNTANT/AUDITOR		44	Realigned		
_	2 ACCOUNTANT/AUDITOR	I		Realigned		
_	2 ACCOUNTANT/AUDITOR	I		Realigned		
_	2 ACCOUNTANT/AUDITOR	I		Realigned		
_	2 ACCOUNTANT/AUDITOR	I		Realigned		
-	2 ACCOUNTANT/AUDITOR	I		Realigned		
-	2 ACCOUNTANT/AUDITOR	I		Realigned		
_	4 ACCOUNTANT/AUDITOR	II	44	Realigned		
_	4 ACCOUNTANT/AUDITOR	II		Realigned		
-	4 ACCOUNTANT/AUDITOR	II	44	Realigned		
Occupation Code						
Direct Command:		DF (DF7	DE0 DE() 0514	0 0511 0512
	2PF3PF4PF5	PF0			9PF10	UPFIIPFIZ
Неїр Мат	in End		Bkwd	Fwd	Lef	t Right Quit

Your Action	System Response		
5. Choose D isplay next to the desired record	The Display Occupation History screen will		
and press ENTER.	appear.		

Browse Occu History by Title

Your Action	Syste	em Respons	e	
 Choose OC (Occupation) from the Main Menu and press ENTER. 	The Occupation Menu will appear.			
2. Choose MO (Misc Occu Browses) from the Occupation Menu and press ENTER.	The Misc Occu B	Browses scree	en will appear.	
3. Choose HT (Browse Occu History by Title) from the Misc Occu Browses Menu and press ENTER.	The Browse Occu History by Title browse will appear.			
	Information is dis		cupation Title,	
Selection criterion is Occupation Title. The	Occupation Code			
available action is Display.	Approved/Disapp change Reason I		on Code and	
PHFNC10 PHV0 STATEWIDE PAYROLL AN PHOOOHTB PHOOOHTM Browse Occu Nov 20,15 Action: (D)	D HUMAN RESOURC History by Titl		11/20/2015 12:37 PM 1 more >	
Act Occu Title	occu Cd	Date	Approved / Disapproved	
_ D-O & M SUPERINTENDENT ABC AGENT-IN-CHARGE		07/24/2002 07/03/2002	APPROVED APPROVED	
_ ABC AGENT-IN-CHARGE	3668	08/08/2002	APPROVED	
_ ABC AGENT-IN-CHARGE	2950	08/16/2002	APPROVED	
_ ABC AGENT-IN-CHARGE _ ABC AGENT-IN-CHARGE	2950 2950	11/05/2002 11/06/2002	APPROVED APPROVED	
_ ABC AGENT-IN-CHARGE		12/31/2002	APPROVED	
_ ABC AGENT-IN-CHARGE	2950	05/06/2003	APPROVED	
_ ABC AGENT-IN-CHARGE _ ABC AGENT-IN-CHARGE	2950 2950	09/09/2003 12/03/2003	APPROVED DISAPPROVED	
Occupation Title: Direct Command:				
Enter-PF1PF2PF3PF4PF5PF6-				
Help Main End	Bkwd Fwd	Left	Right Quit	

Your Action	System Response
4. Press F11 to access the second panel of	The second panel will appear.
this screen.	

PHFNC10 PHOOOHTB < 1 more Action:	PHOOOHTM Browse Occu Hi		
Act	Occu Title	Rsn Cd	
- ABC - ABC - ABC - ABC - ABC - ABC - ABC - ABC - ABC	D & M SUPERINTENDENT AGENT-IN-CHARGE AGENT-IN-CHARGE AGENT-IN-CHARGE AGENT-IN-CHARGE AGENT-IN-CHARGE AGENT-IN-CHARGE AGENT-IN-CHARGE AGENT-IN-CHARGE AGENT-IN-CHARGE		Realigned Revised Title Change Revised TXT or Min Q New New Realigned Realigned Revised TXT or Min Q Revised TXT or Min Q
Direct Co Enter-PF	on Title: ommand: LPF2PF3PF4PF5PF6 lp Main End		PF8PF9PF10PF11PF12 Fwd Left Right Quit

Your Action	System Response
5. Choose D isplay next to the desired record	The Display Occupation History screen will
and press ENTER.	appear.

Report and Print Options

There are several reports available in the Occupation process. The available reports and the selection criteria for requesting the reports are described below.

Your Action	System Response
1. Choose OC (Occupation) from the Main M	enu The Occupation Menu will appear.
and press ENTER.	
2. Choose OR (Occupation Reports) from the	e The Occupation Reports Menu will
Occupation Menu and press ENTER.	appear.

PHFNC10	PHV0	STATEWIDE PAYROLL AND HUMAN RESOURCE SYST	EM	11/20/2015
PHIMAINU	PHIMA	INM Occupation Reports Menu		12:43 PM
	Code	Description	FastP	ath
	OU	Occu Utilization Report	OCUR	
	ON	Occu - Not Used in Last 6 Months	OC6M	
	PS	Print Class Schedule by Occu Title	PCST	
	SC	Print Class Schedule by Occu Code	PCSC	
	0C	Position And Salary Info By Occu	OSSS	
	OA	Statewide Summary By Agency-Fulltime Only	OSSA	
	0 S	Position And Salary Info By Agency	OCPS	
	OM	Summarization By Master Agency-Fulltime Only	OSMA	
	PC	Print Class Schedule By Start Salary		
	P2	Produce PIN/OCCU PAR Indicator Report	PAR2	
Code				
Direct Co		: 2PF3PF4PF5PF6PF7PF8PF9P	<u>-10 pr</u>	11 0512
Enter-PF. He			FIOPF	Quit

Occupation Utilization Report (SPB USE ONLY)

	Your Action	System Response
1. Choose OC (Occupation) from the Main Menu		The Occupation Menu will appear.
	and press ENTER.	
2.	Choose OR (Occupation Reports) from the	The Occupation Reports Menu will
	Occupation Menu and press ENTER.	appear.
3.	Choose OU (Occu Utilization Report) from the	The Batch Job Submission window will
	Occupation Reports Menu and press ENTER.	appear.

PHFNC10 PHIMAINU	PHV0 PHIMA	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM INM Occupation Reports Menu	11/20/2015 12:43 PM
	Code	Description FastP	
	OU ON PS	Occu Utilization Report OCUR Occu - Not Used in Last 6 Months OC6M Print Class Schedule by Occu Title PCST	
	SC OC OA OS	+Batch Job SubmissionBatch Job SubmissionBatch Job SubmissionBatch Job Submission	+
	OM PC	Job Description: Occu Utilization Report	
	Р2	*Destination: R10 *Msg Class: Z	
		*Sysout	
Code	ou	Reports Class Forms Cop Occu Utilization Report A 1_	ies
		2PF3PF4PF5PF6PF7PF8PF9PF10PF	+ 11PF12 Quit

Your Action	System Response
4. Press ENTER.	The Occupation Utilization Report will be printed at the pre-determined printer.
	The report will display the Occu Code, Occu Title, Number of Active Positions, Last Date Positions Updated, Number of filled Positions, and Last Date Position Filled.

Occupation - Not Used in Last 6 Months (SPB USE ONLY)

Your Action	System Response
1. Choose OC (Occupation) from the Main Menu	The Occupation Menu will appear.
and press ENTER.	
2. Choose OR (Occupation Reports) from the	The Occupation Reports Menu will
Occupation Menu and press ENTER.	appear.
3. Choose ON (Occu - Not Used in Last 6	The Batch Job Submission window will
Months) from the Occupation Reports Menu	appear.
and press ENTER.	

PHFNC10 PHIMAINU	PHVO PHIMA	STATEWIDE PAYROLL AND HUMAN RESOURCE SYST INM Occupation Reports Menu	EM	11/20/2015 12:47 PM
	Code	Description	FastPa	ath
	OU	Occu Utilization Report Occu - Not Used in Last 6 Months	OCUR	
	ON PS	Print Class Schedule by Occu Title	OC6M PCST	
	SC OC	+Batch Job Submission		+
	OA OS	Job Name: PH724329 *Job Class: <u>A</u>		
	OM PC	Job Description: Occu Util Rpt-Not Used in 6	Mths	
	P2	*Destination: R10 *Msg Class: Z		
		*Sysout		
Code	: on	Reports Class Forms Occu Util Report-Not Used 6 Mt A	Copi	es
Direct Co				+
		2PF3PF4PF5PF6PF7PF8PF9P in End	F10PF1	L1PF12 Quit

Your Action	System Response
4. Press ENTER.	The Occupation Occu - Not Used in Last 6 Months report will be printed at the pre- determined printer.
	The report will display the Occu Code, Occu Title, and Last Date Used.

Print Class Schedule by Occupation Title

	Your Action	System Response
1. Choose OC and press El	(Occupation) from the Main Menu	The Occupation Menu will appear.
	(Occupation Reports) from the Menu and press ENTER.	The Occupation Reports Menu will appear.
	Print Class Schedule by Occu e Occupation Reports Menu and R.	The Batch Job Submission window will appear.

PHFNC10 PHIMAINU	PHVO PHIMA	STATEWIDE PAYROLL AND HUMAN RESOURCE SYS INM Occupation Reports Menu	STEM :	11/20/2015 12:48 РМ
	Code	Description	FastPat	th
		Occu Utilization Report Occu - Not Used in Last 6 Months Print Class Schedule by Occu Title +Batch Job Submission	OCUR OC6M PCST	+
	0C 0A 0S	Job Name: PH724029 *Job Class: <u>A</u>		
	OM PC P2	<pre>Job Description: Classification Schedule by *Destination: R10 *Msg Class: Z</pre>	Occu Tit	le
Code	. DS	*Sysout Reports Class Form Classification Schedule by Occ A	ns Copio	es
Direct Co Enter-PF1	ommand LPF	+		+ 1PF12 Quit

Your Action	System Response
4. Press ENTER.	The Print Class Schedule by Occu Title report will be printed at the pre- determined printer.
	The report will display the Occupation Title, Occu Code, Starting Salary, Ending Salary, Test Status, Job Category, and Register Code.

Print Class Schedule by Occupation Code

	Your Action	System Response
1.	Choose OC (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2.	Choose OR (Occupation Reports) from the Occupation Menu and press ENTER.	The Occupation Reports Menu will appear.
3.	Choose SC (Print Class Schedule by Occu Code) from the Occupation Reports Menu and press ENTER.	The Batch Job Submission window will appear.

PHFNC10 PHV PHIMAINU PHI		11/20/2015 12:49 PM
Code	e Description FastF	ath
OU ON PS SC	Occu - Not Used in Last 6 Months OC6M Print Class Schedule by Occu Title PCST +Batch Job Submission	+
0C 0A 0S	Job Name: PH724229 *Job Class: <u>A</u>	da l
OM PC P2		
Code: sc		oies
-	+PF3PF4PF5PF6PF7PF8PF9PF10PF Main End	+ -11PF12 Quit

Your Action	System Response
4. Press ENTER.	The Print Class Schedule by Occu Code report will be printed at the pre- determined printer.
	The report will displays the Occu code, Occupational Title, Starting Salary, Ending Salary, Test Status, Job Category, and Register Code.

Position And Salary Information By Occupation (SPB USE ONLY)

	Your Action	System Response
1.	Choose OC (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2.	Choose OR (Occupation Reports) from the Occupation Menu and press ENTER.	The Occupation Reports Menu will appear.
3.	Choose OC (Position And Salary Info By Occu) from the Occupation Reports Menu and press ENTER.	The Batch Job Submission window will appear.

PHFNC10 PHIMAINU	PHVO PHIMA	STATEWIDE PAYROLL AND HUMAN RESOURCE SYST INM Occupation Reports Menu	EM	11/20/2015 12:51 PM
	Code	Description	FastPa	ath
	OU ON PS SC OC OA OS	Occu Utilization Report Occu - Not Used in Last 6 Months Print Class Schedule by Occu Title Batch Job Submission Job Name: PH724329 *Job Class: <u>A</u>	OCUR OC6M PCST	+
	om PC P2	Job Description: Statewide Summary by Occupa *Destination: R10 *Msg Class: Z	tions	
Code	: oc	*Sysout Reports Class Forms Statewide Summary by Occupatio A	Cop†	ies
Direct Co Enter-PF1 He	LPF2	2PF3PF4PF5PF6PF7PF8PF9P	F10PF1	L1PF12 Quit

Your Action	System Response
4. Press ENTER.	The Position And Salary Info By Occu report will be printed at the pre- determined printer.
	The report will display the Occu Code, Occu Title, Salary Range, Job Category, Agency Number, Agency Name, Total Positions, Full Time Filled, Percent Filled, Total Salary, Low Salary, High Salary, and Average Salary.

Statewide Summary By Agency-Fulltime Only (SPB USE ONLY)

Your Action	System Response
1. Choose OC (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2. Choose OR (Occupation Reports) from the Occupation Menu and press ENTER.	The Occupation Reports Menu will appear.
 Choose OA (Statewide Summary By Agency- Fulltime Only) from the Occupation Reports Menu and press ENTER. 	The Batch Job Submission window will appear.

PHFNC10 PHIMAINU	PHVO PHIMA	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM INM Occupation Reports Menu	11/20/2015 12:51 PM
	Code	Description FastP	ath
	OU ON	Occu Utilization Report OCUR Occu - Not Used in Last 6 Months OC6M	
	PS SC - OC	Print Class Schedule by Occu Title PCST +Batch Job SubmissionBatch Job Submission	+
	OA OS	Job Name: PH724329 *Job Class: <u>A</u>	
	OM PC	Job Description: Statewide Summary by Agency	
	Р2	*Destination: R10 *Msg Class: Z	
Code	oa	*Sysout Reports Class Forms Cop Statewide Summary by Agency A 1_	ies
Direct Co	ommand		+
	LРБ2 р Ма ⁻	2PF3PF4PF5PF6PF7PF8PF9PF10PF in End	11PF12 Quit

Your Action	System Response
4. Press ENTER.	The Statewide Summary By Agency- Fulltime Only report will be printed at the pre-determined printer.
	The report will display the Agency Number, Agency Name, Occu Code, Occu Title, PIN, Incumbent-Name, Monthly Salary, Organization Code, and Status.

Position And Salary Information By Agency (SPB USE ONLY)

Your Action	System Response
1. Choose OC (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2. Choose OR (Occupation Reports) from the Occupation Menu and press ENTER.	The Occupation Reports Menu will appear.
 Choose OS (Position And Salary Info By Agency) from the Occupation Reports Menu and press ENTER. 	The Batch Job Submission window will appear.

PHFNC10 PHIMAINU	PHVO PHIMA		11/20/2015 12:52 PM
	Code	Description FastPa	th
	OU ON PS SC	Occu Utilization Report OCUR Occu - Not Used in Last 6 Months OC6M Print Class Schedule by Occu Title PCST +Batch Job Submission	+
	OC OA OS OM	Job Name: PH724329 *Job Class: <u>A</u> Job Description: Position/Salary Info by Agency	
	PC P2	*Destination: R10 *Msg Class: Z	
Code	05	*Sysout Reports Class Forms Copi Position/Salary Info by Agency A 1	es
Direct Co Enter-PF1 He	LPF	2PF3PF4PF5PF6PF7PF8PF9PF10PF1	+ 1PF12 Quit

Your Action	System Response
4. Press ENTER.	The Position And Salary Info By Agency report will be printed at the pre- determined printer.
	The report will display the Agency Number, Agency Name, Occu Code, Occu Title, Salary Range, Average Salary Filled, Positions, Filled, Total Monthly Salary Filled, Average Monthly Salary Filled, and Agency Totals.

Summarization By Master Agency-Fulltime Only (SPB USE ONLY)

	Your Action	System Response
1.	Choose OC (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2.	Choose OR (Occupation Reports) from the Occupation Menu and press ENTER.	The Occupation Reports Menu will appear.
3.	Choose OM (Summarization By Master Agency-Fulltime Only) from the Occupation Reports Menu and press ENTER.	The Batch Job Submission window will appear.

PHFNC10 PHIMAINU	PHVO PHIMAI	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTE NM Occupation Reports Menu	M 11/20/2 12:53	
	Code	Description	FastPath	
	OU	Occu Utilization Report	OCUR	
	ON	Occu - Not Used in Last 6 Months	OC6M	
	PS	Print Class Schedule by Occu Title	PCST	
	SC +	Batch Job Submission	+	
	oc			
	OA	Job Name: PH724329 *Job Class: <u>A</u>		
	0S			
	OM	Job Description: Summarization by Master Agen	icy į	
	PC			
	P2	*Destination: R10 *Msg Class: Z		
		*Sysout		
	i	Reports Class Forms	Copies	
Code:	om	Summarization by Master Agency A	_ 1_ [
Direct Co			+	
Enter-PF1	PF2	2PF3PF4PF5PF6PF7PF8PF9PF	10PF11PF12	
Неј	р Маі	in End	Quit	

Your Action	System Response
4. Press ENTER.	The Summarization By Master Agency- Fulltime Only report will be printed at the pre-determined printer.
	The report will display the Master Agency Number, Master Agency Name, Agency Number, PIN Number, Incumbent Name, Monthly Salary, Organization Code, Status, Occupational Code, Occupational Title, Salary Range and Job EEO Category.

Print Class Schedule By Start Salary

	Your Action	System Response
1.	Choose OC (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2.	Choose OR (Occupation Reports) from the Occupation Menu and press ENTER.	The Occupation Reports Menu will appear.
3.	Choose PC (Print Class Schedule By Start Salary) from the Occupation Reports Menu and press ENTER.	The Batch Job Submission window will appear.

PHFNC10 PHIMAINU	PHVO PHIMAI	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM INM Occupation Reports Menu	11/20/2015 12:54 РМ
	Code	Description Fas	stPath
	OU ON	Occu Utilization Report OCU Occu - Not Used in Last 6 Months OCC	
	PS SC +	Print Class Schedule by Occu Title PCS	
	0C		
	OA OS	Job Name: PH721629 *Job Class: <u>A</u>	lanv
	OM PC	Job Description: Print Class Schedule by Start Sa	
	Р2	*Destination: R10 *Msg Class: Z	
			opies
Code:	· .	Print Class Schedule by Start A	1 +
	LPF2	2PF3PF4PF5PF6PF7PF8PF9PF10	PF11PF12
Hel	p Mai	in End	Quit

Your Action	System Response
4. Press ENTER.	The Print Class Schedule By Start Salary report will be printed at the pre- determined printer.
	The report will display Starting Salary, Ending Salary, Occupational Title, Occupation Code, Test Status, Job Category, and Register Code.

Produce PIN/OCCU PAR Indicator Report

	Your Action	System Response
1.	Choose OC (Occupation) from the Main Menu	The Occupation Menu will appear.
	and press ENTER.	
2.	Choose OR (Occupation Reports) from the	The Occupation Reports Menu will
	Occupation Menu and press ENTER.	appear.
3.	Choose P2 (Produce PIN/OCCU PAR	The Produce PIN/OCCU PAR Indicator
	Indicator Report) from the Occupation	Report screen will appear.
	Reports Menu and press ENTER.	

		11 (00 (001)
PHFNC10 PHV0	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	11/20/2015
PHOPPARP PHOPPARM	Produce PIN/OCCU PAR Indicator Report	12:55 PM
Report : _	1 - All PIN'S with PAR Indicator set to 'Y' on OG 2 - All PIN'S with PAR Indicator set to 'N' on OG 3 - PAR Indicator on PIN file NOT MATCHING OCCU F 4 - All Occu's with PAR Indicator set to 'Y' 5 - All Occu's with PAR Indicator set to 'N'	ccu File
*Select All Agenci	es: N	
*Agency Numbe	rs:	
Direct Command:		-1112
	PF3PF4PF5PF6PF7PF8PF9PF10PF	
Help Main	Enu	Quit

	Your Action	System Response
4.	Enter the following information:	
	 Report: Enter the number corresponding to the desired option. *Select All Agencies: Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report. The user must have a security level of 3, 4, or 5 to print "ALL" agencies. *Agency Numbers: Enter the agency's number. 	
5.	Press ENTER.	The Batch Job Submission window will appear.
6.	Press ENTER.	The Produce PIN/OCCU PAR Indicator Report will be printed at the pre- determined printer.

Classification Specifications

	Your Action	System Response
1.	Choose OC (Occupation) from the Main	The Occupation Menu will appear.
	Menu and press ENTER.	
2.	Choose CS (Classification Specifications)	The Classification Specifications screen
	from the Occupation Menu and press	will appear.
	ENTER.	

PHFNC10 PHV0 STATEWIDE PAYROLL AND H PH415CSP PH415CSM Classification S			
Enter Occupation Codes to be processed:			
*			
Display Pay Range(Y/N) N Print or Display(P/D) P			
Direct Command:			
Enter-PF1PF2PF3PF4PF5PF6P Help Main End	F7PF8PF9PF10PF11PF12 Quit		
· · ·			

	Your Action	System Response
3.	Enter the following fields:	
	*Occupation Code: Enter the code or codes for which a report is desired. Display Pay Range (Y/N): Defaults to No. Print or Display (P/D): Defaults to Print.	
4.	Press ENTER.	The requested occupation or occupations
		will be printed or displayed as requested.