Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6231	Occupation Descriptive Function	Revision Date: 01/08/2016
		Version: 5

Occupation Descriptive Function
Table of Contents

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 ...
1. Choose **OC** (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.

```
PHFNC10  PHV0       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/20/2015
PHIMAINU PHIMAINM                  Occupation Menu                      12:05 PM

          Code       Description                              FastPath

          DO    Display Occupation                            DOCC
          BC    Browse on Occupation Code                     BROC
          BT    Browse on Occupation Title                    BROT
          OP    Occupation Proposal Menu                      PROC
          CS    Classification Specifications                 CLSP
          TM    Occupation Table Maintenance                  OCTM
          OR    Occupation Reports                            OCRE
          MO    Misc Occu Browses                             MSOB




     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 **DO** (Display Occupation) from the Occupation Menu and press ENTER.	The Display Occupation screen will appear. This is a six-panel screen.

_____

PANEL 1

```
PHFNC10   PHV0        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/20/2015
PH411DOP PH411N1M              Display Occupation                       12:07 PM
                                                                        5 more >

Action:  D (D)

        *Code: _____            Title:
            _                      Occu Origination Date:
 Status (A/I):                     Date Status Effective:
*Change Reason:                              Dt Effect:
   Effective              Bill/     Bill    Start          End
      Date      *Type *Origin  Statute#  Year   Salary        Salary


*Additional Compensation:



Go To: Page2: _ Char of Work: _ Ex of Work: _ Essn Func: _ Min Qual: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note        Bkwd  Fwd         Left  Right Quit
```

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.
5. 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.	

_____

PANEL 2

```
PHFNC10  PHV0       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    11/20/2015
PH411DOP PH411N2M            Display Occupation                      12:08 PM
< 1 more                                                            4 more >

 Action: D (D)

             *Code: _____  Title:

    *Job EEO Cat:                              Agency/Mission Crit:
    *Register Cd:                               Recruit Difficult:
*Job Class Series:                             Military Occupation:
     *Test Code:                                       *Threshold:
    *Test Status:                                    *DOCT: 0
     PAR Status:                               On Recruitment: N

  *Agency Master:



Go To: Page1: _ Char of Work: _ Ex of Work: _ Essn Func: _ Min Qual: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note        Bkwd  Fwd         Left  Right Quit
```

PANEL 3

```
PHFNC10  PHV0       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    11/20/2015
PH411DOP PH411N3M            Display Occupation                      12:09 PM
< 2 more                                                            3 more >

 Action: D (D)

*Code: _____  Title:
 Characteristics of Work:                                            1_ of









Go To: Page1: _ Page2: _ Ex of Work: _ Essn Func: _ Min Qual: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note        Bkwd  Fwd         Left  Right Quit
```

PANEL 4

```
PHFNC10   PHV0      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   11/20/2015
PH411DOP PH411N4M            Display Occupation                    12:10 PM
< 3 more                                                           2 more >

 Action: D (D)

*Code: _____ Title:
 Examples of Work:                                                 _1 of







Go To: Page1: _ Page2: _ Char of Work: _ Essn Func: _ Min Qual: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note        Bkwd  Fwd         Left  Right Quit
```

PANEL 5

```
PHFNC10   PHV0      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   11/20/2015
PH411DOP PH411N5M            Display Occupation                    12:10 PM
< 4 more                                                           1 more >

 Action: D (D)

*Code: _____ Title:
 Essential Functions:                                              _1 of







Go To: Page1: _ Page2: _ Char of Work: _ Ex of Work: _ Min Qual: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note        Bkwd  Fwd         Left  Right Quit
```

PANEL 6

```
PHFNC10   PHV0      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   11/20/2015
PH411DOP PH411N6M            Display Occupation                       12:11 PM
< 5 more

 Action: D (D)

*Code: _____ Title:
 Minimum Qualifications:                                           __1 of








Go To: Page1: _ Page2: _ Char of Work: _ Ex of Work: _ Essn Func: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note        Bkwd  Fwd         Left  Right Quit
```

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

```
PHFNC10  PHV0       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     11/20/2015
PH412BCP PH412BCM             Browse on Occupation Code              12:12 PM

Action: (D)

                                             Start      End     Test EEO
A  occu Cd            Title                   Salary    Salary   Stat Cat
-  --------- -------------------------------  ---------- ---------- ---- ---
_         2 ACCOUNTANT/AUDITOR   I            25,866.80  45,266.90  D    B
_         4 ACCOUNTANT/AUDITOR   II           28,359.91  49,629.84  D    B
_         5 ACCOUNTANT/AUDITOR   III          33,981.34  59,467.35  D    B
_         7 FISCAL OFFICER,CHIEF              36,139.16  63,243.53  D    B
_         8 ACCOUNTING CLERK                  18,479.89  32,339.81  D    F
_        10 ACCOUNTING CLERK SENIOR           19,779.04  34,613.32  D    F
_        11 ADMIN ASSISTANT   II              21,267.94  37,218.90  D    F
_        12 ADMIN ASSISTANT   III             23,105.80  40,435.15  D    F
_        13 ADMIN ASSISTANT   IV              25,391.24  44,434.67  D    F
_        14 ADMIN ASSISTANT   V               27,747.26  48,557.71  D    F

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

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

Browse on Occupation Title

Your Action ...	System Response ...
1. 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. Selection criteria include Occupation Title. The available action is Display.	The Browse on Occupation Title screen will appear. Information is displayed by Occupation Title, Occupation Code, Start Salary, End Salary, Test Status and EEO Category.

```
PHFNC10  PHV0        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    11/20/2015
PH412BTP PH412BTM            Browse on Occupation Title               12:14 PM

Action: (D)

                                                Start      End      Test EEO
A          Title                  Occu Code    Salary    Salary    Stat Cat
-  --------------------------      ---------   ---------  ---------  ----  ---
_  ABC-AGENT-IN-CHARGE                2950     48,375.33  84,656.83   D    D
_  ABC-ENFORCEMENT AGENT I            200      35,105.54  61,434.70   D    D
_  ABC-ENFORCEMENT AGENT II           835      37,974.32  66,455.06   D    D
_  ABC-ENFORCEMENT AGENT III          3319     41,211.80  72,120.65   D    D
_  ACADEMIC TEACHER   I               173      39,999.96  69,999.93   D    B
_  ACADEMIC TEACHER   I (MH/DHS       2905     41,499.96  72,624.93   D    B
_  ACADEMIC TEACHER   II              174      42,666.72  74,666.76   D    B
_  ACADEMIC TEACHER   II (MH/DHS)     2906     44,166.72  77,291.76   D    B
_  ACADEMIC TEACHER   III             175      44,000.04  77,000.07   D    B
_  ACADEMIC TEACHER   III (MH/DHS)    2907     45,500.04  79,625.07   D    B

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

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

Miscellaneous Occupation Browses

Browse Occupation Utilization

Your Action ...	System Response ...
1. 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

          OU     Browse Occu Utilization                      BOCU
          IC     Browse Inactive Occus by Occu Code           BIOC
          IT     Browse Inactive Occus by Occu Title          BIOT
          SS     Browse Active Occus by Start Salary          BAOS
          HC     Browse Occupation History by Code            BOHC
          HT     Browse Occu History by Title                 BOHT







     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 **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.

```
PHFNC10  PHV0        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    11/20/2015
PHOOOCUB PHOOOCUM              Browse Occu Utilization                 12:17 PM

  Actions: (D)

      Occu     Num Pos     Last Date #      Number of     Last Date #
 Act  Code     Per Occu   of Pos Updated   Filled Pos    Pos Filled
 ---  -------- --------   ---------------  ----------    ---------------
  _         2      67     07/06/2015 14:01       54      07/10/2015 16:14
  _         4      83     07/20/2015 14:34       73      07/13/2015 10:42
  _         5     125     07/14/2015 08:34       98      07/08/2015 10:39
  _         7      15     06/23/2015 16:31       12      07/07/2015 19:16
  _         8      10     10/02/2012 08:44       10      06/01/2015 14:54
  _        10      11     06/18/2015 08:07        9      06/03/2015 16:22
  _        11     182     07/14/2015 08:07      147      07/16/2015 19:15
  _        12     259     07/14/2015 10:34      221      07/17/2015 13:12
  _        13     207     07/15/2015 15:21      176      07/20/2015 11:02
  _        14     185     07/15/2015 10:47      154      07/16/2015 10:55

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

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

```
PHFNC10   PHV0        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    11/20/2015
PHOOOCUD  PHOOOU1M              Occupation Utilization                  12:18 PM



          Code: 2_____

Pos Per Occu: 67___   07/06/2015 14:01

  Filled Pos: 54___   07/10/2015 16:14








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

Browse Inactive Occus by Occu Code

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

```
PHFNC10  PHV0       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   11/20/2015
PHOOIOCB PHOOIOCM       Browse Inactive Occus by Occu Code          12:20 PM

Actions:  (D)
                                            Start      End      Test EEO
Act  Occ Cd              Title             Salary    Salary    Stat Cat
---  -------  ---------------------------  ---------  ---------  ----  ---
 _        9  ACCOUNTING CLERK   II         10,206.12  15,298.80    I    E
 _       15  TC-TAX DEPT SECTION SUPV      27,482.40  48,094.20    D    B
 _       16  ADMIN SECRETARY   I           10,122.60  15,152.64    I    F
 _       18  ADMIN SECRETARY   III         11,395.80  17,072.88    I    F
 _       19  ADMIN SECRETARY   IV          11,395.80  17,072.88    I    F
 _       21  ADMINISTRATOR   II             8,369.40  14,192.52    I    E
 _       22  ADMINISTRATOR I               11,688.00  17,511.12    I    E
 _       23  ADMINISTRATOR II              12,731.52  19,055.64    I    E
 _       24  ADMINISTRATOR III             15,647.38  27,382.91    A    E
 _       25  ADMINISTRATOR IV              17,888.85  31,305.49    A    E


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

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

Browse Inactive Occus by Occu Title

Your Action ...	System Response ...
1. 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. Selection criterion is Occupation Title. The available action is Display.	The Browse Inactive Occus by Occu Title browse will appear. Information is displayed by Occupation Code, Occupation Title, Start Salary, End Salary, Test Status, and EEO Category.

```
PHFNC10  PHV0      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   11/20/2015
PHOOIOTB PHOOIOTM         Browse Inactive Occus by Occu Title         12:23 PM

Actions:  (D)
                                              Start      End     Test EEO
Act  Occ Cd            Title                  Salary    Salary   Stat Cat
---  -------  --------------------------     ---------  ---------  ----  ---
 _       3668 ABC REGIONAL ENFORCEMENT CAPTAIN  35,789.28  62,631.24   D    B
 _         64 ACCOUNTANT & ECONOMIST,CHIEF      24,085.68  36,086.76   I    A
 _       7271 ACCOUNTANT INVESTIGATOR           11,395.80  19,932.24   I    B
 _       2853 ACCOUNTANT/AUDITOR  IV            30,153.96  52,769.43   A    B
 _       4664 ACCOUNTANT/AUDITOR, CPA           53,245.08  93,178.89   D    B
 _       1957 ACCOUNTANT,INVESTMENT             21,059.28  31,536.72   I    B
 _       2184 ACCOUNTING & FIN OFF,DIRECTOR     34,834.44  52,178.52   I    A
 _       7631 ACCOUNTING & FINANCE OFF-DIR      41,843.78  73,226.62   I    A
 _          9 ACCOUNTING CLERK  II              10,206.12  15,298.80   I    E
 _       7197 ACCOUNTING CLERK GOV OFFICE        9,204.36  15,528.36   I    F


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

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

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

```
PHFNC10  PHV0      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    11/20/2015
PHOOASSB PHOOASSM        Browse Active Occus by Start Salary        12:24 PM

Actions:  (D)
                                              Start      End      Test EEO
Act  Occ Cd            Title                  Salary    Salary    Stat Cat
---  --------  ----------------------------  --------  ---------  ---- ---
 _        2314  NON-SPB, GENERIC               6,991.92 502,479.92   D   A
 _        2674  LEGISLATIVE MEMBER             6,991.92   6,991.92   Z   B
 _        2315  NON-SPB, GENERIC--PROFESSIONAL 6,991.92 502,479.92   D   B
 _        2316  NON-SPB, GENERIC--PARA-PROFESSIONAL 6,991.92 502,479.92 D E
 _        2317  NON-SPB, GENERIC--OFFICE/CLERICAL 6,991.92 502,479.92 D F
 _          58  COSMETOLOGIST/BARBER          15,131.79  26,480.63   D   G
 _          63  COOK/BAKER I                  15,131.79  26,480.63   H   H
 _         258  FOOD SERVICE WORKER           15,131.79  26,480.63   D   H
 _         474  RECREATIONAL WORKER           15,131.79  26,480.63   H   E
 _        1005  PARK HOST/HOSTESS II          15,131.79  26,480.63   D   H



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

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

Browse Occupation History by Code

Your Action ...	System Response ...
1. 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. Selection criterion is Occupation Code. The available action is Display.	The Browse Occupation History by Code browse will appear. Information is displayed by Occupation Code, Occupation Title, Date, Approved/Disapproved, Reason Code and change Reason Description.

```
PHFNC10  CI        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    11/20/2015
PH413OHP PH413OHM      - Browse Occu History by Occu Code -          12:26 PM
                                                                     1 more >
 Action: (D)

                                                              Approved /
Action  Occu Cd       Occupation Title            Date        Disapproved
------  --------  ------------------------------  ----------  -----------

    _         2 ACCOUNTANT/AUDITOR  I            06/28/2007 APPROVED
    _         2 ACCOUNTANT/AUDITOR  I            12/28/2006 APPROVED
    _         2 ACCOUNTANT/AUDITOR  I            06/29/2006 APPROVED
    _         2 ACCOUNTANT/AUDITOR  I            12/31/2002 APPROVED
    _         2 ACCOUNTANT/AUDITOR  I            05/11/2000 APPROVED
    _         2 ACCOUNTANT/AUDITOR  I            06/26/1999 APPROVED
    _         2 ACCOUNTANT/AUDITOR  I            06/30/1998 APPROVED
    _         4 ACCOUNTANT/AUDITOR  II           06/28/2007 APPROVED
    _         4 ACCOUNTANT/AUDITOR  II           12/28/2006 APPROVED
    _         4 ACCOUNTANT/AUDITOR  II           06/29/2006 APPROVED

Occupation Code: _____
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 ...
4. Press F11 to access the second panel of this screen.	The second panel will appear.

```
PHFNC10  CI        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    11/20/2015
PH413OHP PH413OHM      - Browse Occu History by Occu Code -          12:26 PM
< 1 more
 Action: (D)

                                        Rsn
Action  Occu Cd       Occupation Title   Cd   Change Reason Description
------  --------  ----------------------  ---  -----------------------------

    _         2 ACCOUNTANT/AUDITOR  I      44 Realigned
    _         2 ACCOUNTANT/AUDITOR  I      44 Realigned
    _         2 ACCOUNTANT/AUDITOR  I      44 Realigned
    _         2 ACCOUNTANT/AUDITOR  I      44 Realigned
    _         2 ACCOUNTANT/AUDITOR  I      44 Realigned
    _         2 ACCOUNTANT/AUDITOR  I      44 Realigned
    _         2 ACCOUNTANT/AUDITOR  I      44 Realigned
    _         4 ACCOUNTANT/AUDITOR  II     44 Realigned
    _         4 ACCOUNTANT/AUDITOR  II     44 Realigned
    _         4 ACCOUNTANT/AUDITOR  II     44 Realigned

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

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

Browse Occu History by Title

Your Action ...	System Response ...
1. 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 **HT** (Browse Occu History by Title) from the Misc Occu Browses Menu and press ENTER. Selection criterion is Occupation Title. The available action is Display.	The Browse Occu History by Title browse will appear. Information is displayed by Occupation Title, Occupation Code, Date, Approved/Disapproved, Reason Code and change Reason Description.

```
PHFNC10   PHV0       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    11/20/2015
PHOOOHTB PHOOOHTM            Browse Occu History by Title             12:37 PM
Nov 20,15                                                            1 more >
Action: (D)


                                                             Approved /
Act            Occu   Title              Occu  Cd       Date      Disapproved
---    ------------------------------    ---------    ----------  -----------
 _       D-O & M SUPERINTENDENT             5512      07/24/2002    APPROVED
 _     ABC AGENT-IN-CHARGE                  3668      07/03/2002    APPROVED
 _     ABC AGENT-IN-CHARGE                  3668      08/08/2002    APPROVED
 _     ABC AGENT-IN-CHARGE                  2950      08/16/2002    APPROVED
 _     ABC AGENT-IN-CHARGE                  2950      11/05/2002    APPROVED
 _     ABC AGENT-IN-CHARGE                  2950      11/06/2002    APPROVED
 _     ABC AGENT-IN-CHARGE                  2950      12/31/2002    APPROVED
 _     ABC AGENT-IN-CHARGE                  2950      05/06/2003    APPROVED
 _     ABC AGENT-IN-CHARGE                  2950      09/09/2003    APPROVED
 _     ABC AGENT-IN-CHARGE                  2950      12/03/2003    DISAPPROVED

Occupation Title: _____
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 ...
4. Press F11 to access the second panel of this screen.	The second panel will appear.

```
PHFNC10  PHV0       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    11/20/2015
PHOOOHTB PHOOOHTM              Browse Occu History by Title           12:40 PM
< 1 more                                                              12:40 PM
 Action: (D)

                                       Rsn
Act            Occu    Title           Cd  Change Reason description
---    --------------------------      --- ------------------------------
 _       D-O & M SUPERINTENDENT        44  Realigned
 _     ABC AGENT-IN-CHARGE             77  Revised Title Change
 _     ABC AGENT-IN-CHARGE             55  Revised TXT or Min Q
 _     ABC AGENT-IN-CHARGE             33  New
 _     ABC AGENT-IN-CHARGE             33  New
 _     ABC AGENT-IN-CHARGE             33  New
 _     ABC AGENT-IN-CHARGE             44  Realigned
 _     ABC AGENT-IN-CHARGE             44  Realigned
 _     ABC AGENT-IN-CHARGE             55  Revised TXT or Min Q
 _     ABC AGENT-IN-CHARGE             55  Revised TXT or Min Q

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

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

```
PHFNC10  PHV0      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    11/20/2015
PHIMAINU PHIMAINM           Occupation Reports Menu                 12:43 PM

           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    Print Class Schedule by Occu Code             PCSC
           OC    Position And Salary Info By Occu              OSSS
           OA    Statewide Summary By Agency-Fulltime Only     OSSA
           OS    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 Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                 Quit
```

Occupation Utilization Report (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 **OU** (Occu Utilization Report) from the Occupation Reports Menu and press ENTER.	The Batch Job Submission window will appear.

```
PHFNC10  PHV0      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    11/20/2015
PHIMAINU PHIMAINM           Occupation Reports Menu                 12:43 PM

           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: PH724429   *Job Class: A            |
           OS  |                                                      |
           OM  |  Job Description: Occu Utilization Report            |
           PC  |                                                      |
           P2  |     *Destination: R10_____   *Msg Class: Z           |
               |                                                      |
               |                              *Sysout                 |
               |                 Reports      Class    Forms   Copies |
      Code: ou |  Occu Utilization Report       A     _____   1__  |
               +------------------------------------------------------+
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                 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 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 **ON** (Occu - Not Used in Last 6 Months) from the Occupation Reports Menu and press ENTER.	The Batch Job Submission window will appear.

```
PHFNC10  PHV0        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    11/20/2015
PHIMAINU PHIMAINM            Occupation Reports Menu                  12:47 PM

          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: A             |
          OS   |                                                      |
          OM   |   Job Description: Occu Util Rpt-Not Used in 6 Mths  |
          PC   |                                                      |
          P2   |     *Destination: R10_____  *Msg Class: Z            |
               |                                                      |
               |                            *Sysout                  |
               |              Reports        Class   Forms   Copies   |
     Code: on  |   Occu Util Report-Not Used 6 Mt  A   _____   1__ |
               +------------------------------------------------------+
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                   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** (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 **PS** (Print Class Schedule by Occu Title) from the Occupation Reports Menu and press ENTER.	The Batch Job Submission window will appear.

```
PHFNC10  PHV0      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/20/2015
PHIMAINU PHIMAINM            Occupation Reports Menu                    12:48 PM

        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: PH724029  *Job Class: A              |
        OS  |                                                       |
        OM  |   Job Description: Classification Schedule by Occu Title |
        PC  |                                                       |
        P2  |      *Destination: R10_____   *Msg Class: Z           |
            |                                                       |
            |                              *Sysout                  |
            |                  Reports      Class    Forms   Copies |
    Code: ps  | Classification Schedule by Occ   A   _____   1__  |
            +-------------------------------------------------------+
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End                                              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  PHV0      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    11/20/2015
PHIMAINU PHIMAINM              Occupation Reports Menu               12:49 PM

         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: PH724229  *Job Class: A             |
          OS  |                                                       |
          OM  |    Job Description: Classification Schedule by Occu Code |
          PC  |                                                       |
          P2  |      *Destination: R10_____   *Msg Class: Z           |
              |                                                       |
              |                               *Sysout                 |
              |              Reports          Class   Forms   Copies  |
     Code: sc |    Classification Schedule by Occ   A   _____   1__ |
              +-------------------------------------------------------+
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End                                               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  PHV0      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    11/20/2015
PHIMAINU PHIMAINM            Occupation Reports Menu                 12:51 PM

          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: A            |
          OS  |                                                    |
          OM  | Job Description: Statewide Summary by Occupations  |
          PC  |                                                    |
          P2  |    *Destination: R10_____   *Msg Class: Z          |
              |                                                    |
              |                             *Sysout                |
              |                  Reports     Class   Forms  Copies |
   Code: oc  | Statewide Summary by Occupatio   A   _____   1__ |
              +----------------------------------------------------+
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                               Quit
```

Your Action ...	System Response ...
4. Press ENTER.	The Position And Salary Info By Occu report will be printed at the predetermined 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.
3. Choose **OA** (Statewide Summary By Agency-Fulltime Only) from the Occupation Reports Menu and press ENTER.	The Batch Job Submission window will appear.

```
PHFNC10  PHV0      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    11/20/2015
PHIMAINU PHIMAINM            Occupation Reports Menu               12:51 PM

         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: A              |
         OS |                                                        |
         OM |  Job Description: Statewide Summary by Agency          |
         PC |                                                        |
         P2 |    *Destination: R10_____    *Msg Class: Z             |
            |                                                        |
            |                                *Sysout                 |
            |                   Reports      Class    Forms   Copies |
   Code: oa |  Statewide Summary by Agency     A    _____   1__   |
            +--------------------------------------------------------+
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                              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.
3. Choose **OS** (Position And Salary Info By Agency) from the Occupation Reports Menu and press ENTER.	The Batch Job Submission window will appear.

```
PHFNC10  PHV0        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/20/2015
PHIMAINU PHIMAINM              Occupation Reports Menu                   12:52 PM

           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: A              |
           OS  |                                                      |
           OM  |   Job Description: Position/Salary Info by Agency    |
           PC  |                                                      |
           P2  |     *Destination: R10_____  *Msg Class: Z            |
               |                                                      |
               |                               *Sysout               |
               |                  Reports       Class   Forms  Copies |
   Code: os    | Position/Salary Info by Agency   A    _____   1__ |
               +------------------------------------------------------+
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End                                                 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  PHV0       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    11/20/2015
PHIMAINU PHIMAINM              Occupation Reports Menu               12:53 PM

          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: A              |
          OS   |                                                      |
          OM   |   Job Description: Summarization by Master Agency     |
          PC   |                                                      |
          P2   |     *Destination: R10_____   *Msg Class: Z           |
               |                                                      |
               |                               *Sysout               |
               |                   Reports      Class   Forms  Copies |
        Code: om |  Summarization by Master Agency  A   _____   1__ |
               +------------------------------------------------------+
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  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  PHV0        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    11/20/2015
PHIMAINU PHIMAINM            Occupation Reports Menu                   12:54 PM

          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: PH721629  *Job Class: A             |
          OS  |                                                     |
          OM  |  Job Description: Print Class Schedule by Start Salary|
          PC  |                                                     |
          P2  |     *Destination: R10_____  *Msg Class: Z           |
              |                                                     |
              |                          *Sysout                    |
              |                 Reports   Class   Forms   Copies    |
      Code: pc |  Print Class Schedule by Start    A    _____    1__ |
              +-----------------------------------------------------+
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  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 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 **P2** (Produce PIN/OCCU PAR Indicator Report) from the Occupation Reports Menu and press ENTER.	The Produce PIN/OCCU PAR Indicator Report screen will appear.

```
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 Occu File
                    2 - All PIN'S with PAR Indicator set to 'N' on Occu File
                    3 - PAR Indicator on PIN file NOT MATCHING Occu File
                    4 - All Occu's with PAR Indicator set to 'Y'
                    5 - All Occu's with PAR Indicator set to 'N'

*Select All Agencies: N

    *Agency Numbers: ____      ____      ____      ____
                     ____      ____      ____      ____
                     ____      ____      ____      ____
                     ____      ____      ____      ____




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

Your Action ...	System Response ...
4. Enter the following information: **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 Menu and press ENTER.	The Occupation Menu will appear.
2. Choose **CS** (Classification Specifications) from the Occupation Menu and press ENTER.	The Classification Specifications screen will appear.

```
PHFNC10  PHV0      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    11/20/2015
PH415CSP PH415CSM          Classification Specifications            12:57 PM

Enter Occupation Codes to be processed:

        *    _____          _____
             _____          _____
             _____          _____
             _____          _____
             _____          _____
             _____          _____
             _____          _____
             _____          _____
             _____          _____

     Display Pay Range(Y/N) N
     Print or Display(P/D)  P


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