
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6232	Occupation Proposal Function	Revision Date: 08/12/2016
		Version: 6

Occupation Descriptive Function Table of Contents

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Objective

Develop an understanding of how to request a new occupation or a modification of an existing occupation.

Outcome

Occupations are created and maintained.

Overview

When an agency wishes to request a new occupation or make modifications to an existing one, the proposal function of the Occupation process is utilized. This is a two-step function. In the first step the agency makes the request either by copying a current occupation and making only necessary changes, or by beginning with a blank screen and entering all data.

The second step is the review process undertaken by the Mississippi State Personnel Board (SPB). Both steps involve many actions. These actions are detailed below.

Propose a New Occupation

The Propose a New Occupation screen is a menu screen which provides three options for the user. The options allow the user to enter basic occupation data, class specific data, or submit the requested occupation data to the SPB. Each option takes the user to the appropriate screen for data entry.

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

PHFNC10	PHV5	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	05/19/2016
PHIMAINU	PHIMAINM	Occupation Menu	09:38 AM
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 Browsers	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 OP (Occupation Proposal Menu) from the Occupation Menu and press ENTER	The Occupation Proposal Menu will appear.

PHFNC10 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM		05/19/2016
PHIMAINU PHIMAINM Occupation Proposal Menu		10:45 AM
Code	Description	FastPath
NO	Propose a New Occupation	NEWO
CO	Propose a Change to an Occupation	PRCO
CP	Complete a Proposal	CMPP
SA	Select Approvers	SAPP
RP	Review a Proposal for Approval	RVPA
MP	Modify a Proposal	MDFP
RA	Reassign a SPB Analyst	REAN
FD	Final Disposition of a Proposal	FDSP
BP	Print a Board Package	PRBP
PS	Proposal Status	PRST
PB	Browse Pending Occupations	BPOC
Code: =		
Direct Command: _____		
Enter-PF1---	PF2---	PF3---
Help	Main	End
		Quit

Your Action ...	System Response ...
3. Choose NO (Propose a New Occupation) from the Occupation Proposal Menu and press ENTER.	The Propose a New Occupation Menu screen will appear.

PHFNC10 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM		05/19/2016
PHOOP00P PHOOP00M Propose a New Occupation		10:45 AM
Code	Description	
1	Enter Basic Occupation Information	
2	Enter Class Specific Information	
3	Submit Proposal to SPB	
Code: =		
*Prop Occu Code: _____		
Direct Command: _____		
Enter-PF1---	PF2---	PF3---
Help	Main	End
		Quit

Your Action ...	System Response ...
4. Choose 1 (Enter Basic Occupation Information) from the Propose a New Occupation and press ENTER.	A message window will appear.

```

+-----Occu Code or Title Selection-----+
+-----Propose a New Occupation-----+

If you want to use an existing Occupation record as a model,
please enter:
  *Occupation Code: _____
  OR *Occupation Title: _____
This record will then be displayed and you can change the
information that should be different.

          Press the ENTER key to continue.
    
```

Your Action ...	System Response ...
5. Enter the Occupation Code or Occupation Title to copy a current occupation to the screen and press ENTER. To obtain a blank screen press ENTER.	The current occupation is displayed.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016
PHOOP01D PHOOP01M Propose a New Occupation 12:26 PM
1 more >

*Action: = (A,B,C,D,M,N,P)

  *Code: _____ Title: _____
Status (A/I): A Propose Activation Date: _ _ _
Change Reason:

*Type *origin Bill/ Bill *Start *End
         - - Statute# Year Salary Salary
         - - _____ _____ _____ _____
         - - _____ _____ _____ _____
         - - _____ _____ _____ _____

*Additional Compensation:
_____
_____
_____

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

Your Action ...	System Response ...
<p>6. Enter the following fields:</p> <p>*ACTION: Enter an A to add the proposal.</p> <p>*Code: The system will generate the occupational code.</p> <p>Title: Enter a new Occupational Title.</p> <p>Status (A/I): Indicates whether the record is active or inactive. This is system generated.</p> <p>Proposed Activation Date: MM DD YYYY.</p> <p>Change Reason: The system will assign the Code as 33 – New.</p> <p>*Type: Code for type of statute salary established.</p> <p>*Origin: Code for origination of the occupation (<i>i.e.</i>, House bill, Senate bill, etc.) - optional.</p> <p>Bill Statute #: Number of bill establishing salary - optional.</p> <p>Bill Year: - Optional.</p> <p>*Start Salary: Enter the proposed Start Salary. When copying an Occupation, the start salary of the current occupation will be displayed.</p> <p>*End Salary: Enter the proposed end salary. When copying an Occupation, the end salary of the current occupation will be displayed.</p> <p>*Additional Compensation: Earning codes to be associated with the proposed occupation - optional.</p>	
7. Press F11.	The second panel will appear.

```

PHFNC10 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016
PHOOP01D PHOOP02M Propose a New Occupation 12:28 PM
< 1 more
*Action: = (A,B,C,D,M,N,P)

Code: _____ Title: _____

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

*Agency Master: _____
Benchmark - *Occu: _____

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

Your Action ...	System Response ...
<p>8. Enter the following fields:</p> <p>*Job EEO Category: Code indicating the EEO category for this position.</p> <p>Agency/Mission Crit: Enter Yes or No.</p> <p>*Register Code: The register selection code (<i>i.e.</i>, agency-only, open, competitive, etc.).</p> <p>*Job Class Series: Indicates job class of position.</p> <p>Recruit Difficult: Enter “Y” to indicate that it is difficult to recruit for this occupation.</p> <p>*Job Class Series: Indicates job class of position.</p> <p>Military Occupation: Enter “Y” to indicate that this occupation is for military purpose only.</p> <p>*Test Code: No longer used.</p> <p>*Threshold: No longer used.</p> <p>*Test Status: Enter D for Education and experience evaluation.*DOTC (Dictionary of Occupational Titles Code): Indicates the code associated with the appropriate occupational title.</p> <p>PAR Status: Enter “Y” to indicate that all PINs under this occupation will undergo performance evaluation.</p> <p>On Recruitment: No longer used.</p> <p>*Agency Master: Enter the master agency number (9xxxx) for agency specific Occupations.</p>	<p>The system will display the Title.</p>

Your Action ...	System Response ...
Continue entering the following information: Benchmark - *Occu: Enter the occupation code of the occupation to which this proposal is benchmarked for realignment and salary survey.	
9. Press ENTER.	A Notes and Comments screen will appear.
10. Enter a Subject for the note and a Note Description providing justification for the proposal request.	If the Note Type field is accidentally changed, the system will reset it to the default when ENTER is pressed.
11. Press ENTER.	The Propose a New Occupation screen will be displayed with the following message: Proposed Occupation ##### added successfully. The system will have assigned the next sequential number as the occupation code. NOTE: Write down the code for ease in performing further functions.
12. Press F3.	The Propose a New Occupation Menu screen will appear.
13. Choose 2 (Enter Class Specific Information) in the Code field and the system assigned occupation code in the *Prop Occu Code field and press ENTER.	The Modify Propose Occupation screen will appear.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016
PHOOP02D PHOOP03M Modify Propose Occupation 12:43 PM
3 more >
*Action: M (M)
Code: Title:
Characteristics of work: 1 of 30
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
Go To: 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 ...
14. Enter the Characteristics of Work for the proposed Occupation. If copying a current occupation, make changes to the displayed information.	
15. Press F11.	The second panel - Examples of Work screen will appear.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016
PHOOP02D PHOOP04M Modify Propose Occupation 12:44 PM
< 1 more 2 more >
*Action: M (M)

Code: Title:

Examples of work: 1 of 70
=====
=====
=====
=====
=====
=====
=====
=====

Go To: 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
    
```

Your Action ...	System Response ...
16. Enter Examples of Work for the proposed occupation. If copying a current occupation, make changes to the displayed information.	
17. Press F11.	The third panel - Essential Functions screen will appear.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016
PHOOP02D PHOOP05M Modify Propose Occupation 12:45 PM
< 2 more 1 more >
*Action: M (M)

Code: Title:

Essential Functions: 1 of 30
=====
_____
_____
_____
_____
_____
_____
_____
_____

Go To: 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
    
```

Your Action ...	System Response ...
18. Enter the Essential Functions for the proposed occupation. If copying a current occupation, make changes to the displayed information.	
19. Press F11.	The fourth panel - Minimum Qualifications screen will appear.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016
PHOOP02D PHOOP06M Modify Propose Occupation 12:45 PM
< 3 more
*Action: M (M)

Code: Title:

Minimum qualifications: 1 of 140
=====
_____
_____
_____
_____
_____
_____
_____
_____

Go To: 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
    
```

Your Action....	System Response ...
20. Enter the Minimum Qualifications for the proposed occupation. If copying a current occupation, make changes to the displayed information.	
21. Press ENTER.	<p>The Class Specific Information for the proposed Occupation has been added. The system will display the following message:</p> <p>PROP-OCCU-MIN-QUA ##### modified successfully.</p>
22. Press F3.	The Propose a New Occupation screen will appear.
23. Choose 3 (Submit Proposal to SPB) in the Code field, enter the system assigned Occupation Code in the *Prop Occu Code field and press ENTER.	<p>The Submit Proposal to SPB screen will be displayed. The Code, Title, Change Reason Code, Description, and Proposed Activation Date will be displayed</p> <p>If the proposal is missing any required information, the screen will indicate the items which are missing.</p>

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016
PHOOSPBP PHOOSPBM Submit Proposal to SPB 12:46 PM

Code: Title:
Change Reason Code: Desc:
Prop Activation Date:

Characteristics of work is missing
Essential Functions is missing
Minimum Qualifications is missing
Examples of work is missing

submit the Proposal to SPB (Y/N): N

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

Your Action ...	System Response ...
<p>24. If the proposal is missing information, exit the Submit Proposal to SPB screen and choose PB - Browse Pending Occupations from the Occupation Menu. Select the proposed occupation with a Modify action.</p> <p>If the proposal is not missing any information, change the Submit Proposal to SPB (Y/N) field from No to Yes.</p>	
25. Press ENTER.	<p>The proposal will have been submitted to SPB and the system will display the following message:</p> <p>Proposal Submitted to SPB Successfully.</p>

Propose a Change to an Occupation

The Propose a Change to an Occupation screen is used to enter occupation change information and submit changes to SPB for approval.

Your Action ...	System Response ...
1. Choose OC (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2. Choose OP (Occupation Proposal Menu) from the Occupation Menu and press ENTER.	The Occupation Proposal Menu will appear.
3. Choose CO (Propose a Change to an Occupation) from the Occupation Proposal Menu and press ENTER.	The Propose a Change to an Occupation Menu screen will appear.

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016						
PH00P01P PH00P07M Propose a change to an occupation 12:48 PM						
<table> <thead> <tr> <th>code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Enter Occupation Information</td> </tr> <tr> <td>2</td> <td>Submit Proposal to SPB</td> </tr> </tbody> </table>	code	Description	1	Enter Occupation Information	2	Submit Proposal to SPB
code	Description					
1	Enter Occupation Information					
2	Submit Proposal to SPB					
Code: = *Occu Code: _____						
Direct Command: _____ Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Main End Quit						

Your Action ...	System Response ...
4. Choose 1 (Enter Occupation Information) from the Propose a Change to an Occupation screen and press ENTER.	A message window will appear.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016
PH00P01P PH00P07M Propose a Change to an Occupation 12:48 PM

Code Description

+-----+
| *Enter Occu Code: _____ |
| Enter---PF1---PF3--- |
| Help End |
+-----+

Code: 1
*Occu Code: _____

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

Your Action ...	System Response ...
5. Enter the occupation code to be changed and press ENTER.	The Propose a Change to an Occupation screen will appear.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016
PH432COP PHOOPD1M Propose a Change to an Occupation 12:50 PM
5 more >

*Action: M (M)

Code: 2_____ Title: ACCOUNTANT/AUDITOR I_____
Occu Origination Date : 01/01/2007
Proposed Activation Date: _ _ _

Status-(A/I): A
*Change Reason: 44 Realigned
Bill/
*Type *Origin Statute# Bill Start End
E _ _ _ _ Year Salary Salary
25866.80_ 45266.90_

*Additional Compensation:
SPDTY CALBK CALEN CALNT _ _ _ _ _
_ _ _ _ _
_ _ _ _ _

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 ...
6. Enter all information to be changed on the screen.	
7. Press F11.	<p>If the Change Reason Code field was not changed, a message window will appear with the following message:</p> <p>Is the Change Reason Code Correct? (Y/N). Enter the correct response and/or code and press F11.</p> <p>The second screen panel will appear.</p>

```

PHFNC10 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016
PH432COP PHOOPD2M Propose a Change to an Occupation 12:52 PM
< 1 more 4 more >
*Action: M (M)

Code: 2_____ Title: ACCOUNTANT/AUDITOR I_____

*Job EEO Cat: B Professional Agency/Mission Crit: N
*Register Cd: P_ Promotional Recruit Difficult: N
*Job Class Series: _____ Military Occupation: N
*Test Code: _____ *Threshold: _
*Test Status: D Education and experience *DOCT: 1_
PAR Status: Y On Recruitment: N

*Agency Master: _____
Benchmark - *Occu: 2_____

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
    
```

Your Action ...	System Response ...
8. Enter all information to be changed on the screen.	
9. Press F11.	The third panel will appear.

```

PHFNC10 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016
PH432COP PHOOPD3M Propose a Change to an Occupation 12:53 PM
< 2 more 3 more >
*Action: M (M)

Code: 2_____ Title: ACCOUNTANT/AUDITOR I_____

Characteristics of work: _____1 of 30
This is entry-level, professional accounting and auditing work._____
Accounting functions which may be performed by an incumbent in this_____
position include: the maintenance of various accounting ledgers_____
reflecting a variety of funds; the maintenance of controls and_____
balances on a variety of accounting activities; and the preparation_____
of fiscal statements and reports from various sources. Auditing_____
functions which may be performed by an incumbent in this position_____
include analyses of accounts, transactions, contracts; and testing_____
of transactions for compliance with established laws, rules and_____
regulations. Further, the incumbent may conduct and/or participate_____

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
    
```

Your Action ...	System Response ...
10. Enter all information to be changed on the screen.	
11. Press F11.	The fourth panel will appear.

```

PHFNC10 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016
PH432COP PHOOPD4M Propose a Change to an Occupation 12:53 PM
< 3 more 2 more >
*Action: M (M)

Code: 2_____ Title: ACCOUNTANT/AUDITOR I_____

Examples of work: _____1 of 70
Examples of work performed in this classification include, but are_____
not limited to, the following:_____
Makes routine reports concerning results of examinations and_____
related information._____
Conducts cost studies, prepares tabulations and reports conclusions_____
and recommendations._____
Maintains purchase orders, registers, and other fiscal records._____
Independently maintains controls and performs balancing operations,_____
or assists in similar operations in larger and more complex_____
accounting activities._____

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
    
```

Your Action ...	System Response ...
12. Enter all information to be changed on the screen.	
13. Press F11.	The fifth panel will appear.

```

PHFNC10 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016
PH432COP PHOOPD5M Propose a Change to an Occupation 12:55 PM
< 4 more 1 more >
*Action: M (M)

Code: 2_____ Title: ACCOUNTANT/AUDITOR I_____

Essential Functions: _____1 of 30
These essential functions include, but are not limited to, the_____
following. Additional essential functions may be identified and_____
included by the hiring agency._____
1. Performs various accounting activities._____
2. Plans, prepares and performs auditing functions._____
3. Prepares fiscal statements and various reports._____
_____
_____
_____

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
    
```

Your Action ...	System Response ...
14. Enter all information to be changed on the screen.	
15. Press F11.	The sixth panel will appear.

```

PHFNC10 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016
PH432COP PHOOPD6M Propose a Change to an Occupation 12:55 PM
< 5 more
*Action: M (M)

Code: 2_____ Title: ACCOUNTANT/AUDITOR I_____

Minimum Qualifications: _____1 of 140
These minimum qualifications have been agreed upon by subject_____
Matter Experts (SME's) in this job class and are based upon a job_____
analysis and the essential functions. However, if a candidate_____
believes he/she is qualified for the job although he/she does not_____
have the minimum qualifications set forth below, he/she may request_____
special consideration through substitution of related education and_____
experience, demonstrating the ability to perform the essential_____
functions of positions. Any request to substitute related_____
education or experience for minimum qualifications must be_____
addressed to the State Personnel Board in writing, identifying the_____

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
    
```

Your Action ...	System Response ...
16. Press ENTER.	A Notes and Comments screen will appear.
17. Enter a Subject for the note and a Note Description providing justification for the proposal request.	

Your Action ...	System Response ...
18. Press ENTER.	The Propose a change to an Occupation screen will be displayed with the following message: PROP OCCUPATION added successfully.
19. Press F3.	The Propose a Change to an Occupation screen will appear.
20. Choose 2 (Submit Proposal to SPB) from the Propose a Change to an Occupation Menu screen, enter the Occupation Code in the *Occu Code field and press ENTER.	The Submit Proposal to SPB screen will be displayed. The Code, Title, Change Reason Code, Description, and Proposed Activation Date will be displayed. If the proposal is missing any required information, the screen will indicate the items which are missing.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016
PHOOSPBP PHOOSBPM Submit Proposal to SPB 12:56 PM

Code: Title:
Change Reason Code: Desc:
Prop Activation Date:

Characteristics of work is missing
Essential Functions is missing
Minimum Qualifications is missing
Examples of work is missing

Submit the Proposal to SPB (Y/N): N

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

Your Action ...	System Response ...
21. If the proposal is missing information, exit the Submit Proposal to SPB screen and choose PB - Browse Pending Occupations from the Occupation Menu. Select the proposed occupation with a M odify action. If the proposal is not missing any information, change the Submit Proposal to SPB (Y/N) field from No to Yes.	

Your Action ...	System Response ...
22. Press ENTER.	The proposal will have been submitted to SPB and the system will display the following message: Proposal Submitted to SPB Successfully.

Complete a Proposal (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 OP (Occupation Proposal Menu) from the Occupation Menu and press ENTER.	The Occupation Proposal Menu will appear.
3. Choose CP (Complete a Proposal) from the Occupation Proposal Menu and press ENTER.	A message window will appear requesting the proposed occupation code.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016
PHIMAINU PHIMAINM Occupation Proposal Menu 01:17 PM

Code Description FastPath
NO Propose a New Occupation NEWO
PRCO
CMPP
SAPP
RVPA
MDFP
REAN
FDSP
PRBP
PS Proposal Status PRST
PB Browse Pending Occupations BPOC

Code: cp

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 occupation code and press ENTER.	The Modify/Complete Propose Occupation screen will appear.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016
PH433MPP PHOOPD1M Modify/Complete Propose Occupation 01:22 PM
5 more >
*Action: (M)
Code: 364_____ Title: ADMINISTRATIVE APPEALS OFFICER I_____
Occu Origination Date : 01/01/2007
Status-(A/I): A Proposed Activation Date: 07 01 2009
*Change Reason: 80 Revised Text & Title
*Type *Origin Bill/ Statute# Bill Start End
Salary Salary
E _ _____ Year _____ 29000.00_ 54206.19_
*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 Updt Note Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
<p>5. Review each screen by pressing F11 and enter any omitted data or change data as needed.</p> <p>Required fields on second panel which may not have been entered by the agency include:</p> <p>*Job EEO Category: Enter the code representing the EEO Category for this occupation.</p> <p>*Register Code: Enter the code representing the register selection code.</p> <p>*Test Status: Enter D for Education and experience evaluation.</p>	
<p>6. Press F4 twice to submit.</p>	<p>The Select Approvers window will appear when the SPB Analyst is also an approver on the proposal.</p>

PHFNC10 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	05/23/2016
PH435SAP PH435SAM	Select Approvers	01:24 PM
Action: (P)		
Occupation: 364	Title: ADMINISTRATIVE APPEALS OFFICER I	
A	Name	Agency Approver Type User Id Sts Date

*** End of Data ***		
Status: 1=Pend Rev 2=Apr 3=Disap 4=Req Chg 5=Was apr, chg 6=was disap, chg		
Direct Command: _____		
Enter-PF1---	PF2---	PF3---
PF4---	PF5---	PF6---
PF7---	PF8---	PF9---
PF10--	PF11--	PF12---
Help	Main	End
Aprv	Bkwd	Fwd
		Quit

Your Action ...	System Response ...
7. Enter an S (select) next to the name of the person or persons to approve the proposed occupation or change. If the Analyst wishes to have sequential approvers and not simultaneous approvers, each approver will have to be selected separately after the previous approver has reviewed the proposal.	
8. Press ENTER.	The system will display the following message: Total number of Approvers Selected: #
9. Press F3.	The system will display a screen with all selected approvers listed.
10. Press F3.	The proposal has been completed successfully and the following message will be displayed: Proposal completed Successfully.

Select Approvers (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 OP (Occupation Proposal Menu) from the Occupation Menu and press ENTER.	The Occupation Proposal Menu will appear.
3. Choose SA (Select Approvers) from the Occupation Proposal Menu and press ENTER.	A message window will appear requesting the proposed occupation code.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016
PHIMAINU PHIMAINM Occupation Proposal Menu 01:29 PM

Code Description FastPath
NO Propose a New Occupation NEWO
PRCO
CMPP
SAPP
RVPA
MDFP
REAN
FDSP
PRBP
PRST
BPOC
-----+-----
*Enter Prop Occu Code: _____
Enter---PF1---PF3---
Help End
-----+-----
PS Proposal Status
PB Browse Pending Occupations

Code: sa

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 occupation code and press ENTER.	The Select Approvers screen will appear.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016
PH435SAP PH435SAM Select Approvers 01:24 PM

Action: (P)

Occupation: 364 Title: ADMINISTRATIVE APPEALS OFFICER I
A Name Agency Approver Type User Id Sts Date
-----+-----
*** End of Data ***

Status: 1=Pend Rev 2=Apr 3=Disap 4=Req Chg 5=was apr, chg 6=was disap, chg
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Aprv Bkwd Fwd Quit
    
```

Your Action ...	System Response ...
5. Enter an S (select) next to the name of the person or persons to approve the proposed occupation or change. If the Analyst wishes to have sequential approvers and not simultaneous approvers, each approver will have to be selected separately after the previous approver has reviewed the proposal.	

Your Action ...	System Response ...
6. Press ENTER.	The system will display the following message: Total number of Approvers Selected: #
7. Press F3.	The system will display a screen with all selected approvers listed.

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016 PH435SAP PH435SAM Select Approvers 01:30 PM
Action: (P)
Occupation: 364 Title: ADMINISTRATIVE APPEALS OFFICER I
A ----- Name Agency Approver Type User Id Sts Date ----- = No Name found for this user 0160 01-CCB Analyst PHFNC10 1 05/23/2016 *** End of Data ***
Status: 1=Pend Rev 2=Apr 3=Disap 4=Req Chg 5=was apr, chg 6=was disap, chg Direct Command: ----- Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Main End Aprv Bkwd Fwd Quit

Your Action ...	System Response ...
8. Press ENTER.	The system will display the following message: Assigned Analyst Updated To XXXXXXXX.

Review a Proposal for Approval (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 OP (Occupation Proposal Menu) from the Occupation Menu and press ENTER.	The Occupation Proposal Menu will appear.
3. Choose RP (Review a Proposal for Approval) from the Occupation Proposal Menu and press ENTER.	A message window will appear requesting the proposed occupation code.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016
PHIMAINU PHIMAINM Occupation Proposal Menu 01:31 PM

Code Description FastPath
NO Propose a New Occupation NEWO
PRCO
CMPP
SAPP
RVPA
MDFP
REAN
FDSP
PRBP
PRST
PB Proposal Status BPOC
PB Browse Pending Occupations

Code: rp

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 occupation code and press ENTER.	The Review a Proposal for Approval screen will appear.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016
PH436RPP PHOOPD1M Review a Proposal for Approval 01:34 PM
5 more >

*Action: _ (D)

Code: 364_____ Title: ADMINISTRATIVE APPEALS OFFICER I____
Occu Origination Date : 01/01/2007
Proposed Activation Date: 07 01 2009
Status-(A/I): A

*Change Reason: 80 Revised Text & Title
Bill/ Bill Start End
*Type *Origin Statute# Year Salary Salary
E _ _____ _ 29000.00_ 54206.19_

*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 Aprv Note Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
5. Review each screen by pressing F11.	
6. Press F4, twice.	The system will display an Approve/Disapprove a Proposal window.

PHFNC10 PHV3 PH436RPP PHOOPD1M	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM Review a Proposal for Approval	05/23/2016 01:34 PM 5 more >
*Action: _ (D)		
+-----Approve/Disapprove a Proposal-----+		
*Stat	Please select one of the following actions:	CER I ____
*Chang	1. Approve this proposal.	07
*Type	2. Disapprove this proposal.	09
E	3. Proposal should be modified for further review.	
*Addit	Action: _	
+-----+		
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 Aprv Note Bkwd Fwd Left Right Quit		

Your Action ...	System Response ...
7. Select one of the following actions: 1. Approve this proposal 2. Disapprove this proposal 3. Proposal should be modified for further review	
8. Press ENTER.	A Notes and Comments screen will appear.
9. Enter a Subject for the note and a Note Description providing justification for the action taken.	
10. Press ENTER.	The Review a Proposal for Approval screen will appear with the following message: Proposal reviewed Successfully.

Modify a Proposal (SPB USE ONLY)

This option is used by the SPB Analyst to make modification requested and/or recommended by the approvers.

Your Action ...	System Response ...
1. Choose OC (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2. Choose OP (Occupation Proposal Menu) from the Occupation Menu and press ENTER.	The Occupation Proposal Menu will appear.

Your Action ...	System Response ...
3. Choose MP (Modify A Proposal) from the Occupation Proposal Menu and press ENTER.	A message window will appear requesting the proposed occupation code.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016
PHIMAINU PHIMAINM Occupation Proposal Menu 01:37 PM

Code Description FastPath
NO Propose a New Occupation NEWO
PRCO
CMPP
SAPP
RVPA
MDFP
REAN
FDSP
PRBP
PRST
BPOC

+-----+
| *Enter Prop Occu Code: _____ |
| Enter---PF1---PF3--- |
| Help End |
+-----+

PS Proposal Status
PB Browse Pending Occupations

Code: mp

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 occupation code and press ENTER.	The Modify/Complete a Propose Occupation screen will appear.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016
PH433MPP PHOOPD1M Modify/Complete Propose Occupation 01:38 PM
5 more >

*Action: (M)

Code: 364_____ Title: ADMINISTRATIVE APPEALS OFFICER I____
Occu Origination Date : 01/01/2007
Proposed Activation Date: 07 01 2009
Status-(A/I): A
*Change Reason: 80 Revised Text & Title
Bill/ Bill Start End
*Type *Origin Statute# Year Salary Salary
E _ _____ ____ 29000.00_ 54206.19_

*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 Updt Note Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
5. Review each screen by pressing F11 and change data as needed.	
6. Press F4, twice.	The proposal has been modified and the following message will be displayed: Proposal modified Successfully.

Reassign A SPB Analyst (SPB USE ONLY)

The Reassign an SPB Analyst screen is used by SPB to Reassign a SPB Analyst to a specific occupation code.

Your Action ...	System Response ...
1. Choose OC (Occupation) from the Maine Menu and press ENTER.	The Occupation Menu will appear.
2. Choose OP (Occupation Proposal Menu) from the Occupation Menu press ENTER.	The Occupation Proposal Menu will appear.
3. Choose RA (Reassign a SPB Analyst) from the Occupation Proposal Menu and press ENTER.	The Reassign a SPB Analyst screen will appear.

Your Action ...		System Response ...	
4. Enter Select next to requested record and press Enter.		The Assign SPB Analyst window will appear. The currently assigned SPB Analyst's userid will be displayed.	

PHFNC10 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016																																																							
PH434AAP PH434AAM Reassign a SPB Analyst 01:40 PM																																																							
Action: (s)																																																							
<table border="1"> <thead> <tr> <th>Act</th> <th>Code</th> <th>Title</th> <th>Analyst</th> <th>Create Date</th> </tr> </thead> <tbody> <tr><td>—</td><td>364</td><td>ADMINISTRATIVE APPEALS OFFICER I</td><td>PHFNC10</td><td>09/02/2008</td></tr> <tr><td>—</td><td>3559</td><td>DHS-QUALITY ASSUR EVAL, SR</td><td>CLPH087</td><td>01/03/2012</td></tr> <tr><td>—</td><td>3627</td><td>INTERNAL AFFAIRS COORDINATOR I</td><td>CLPH087</td><td>09/28/2012</td></tr> <tr><td>—</td><td>4159</td><td>DPS-DRIVER LICENSE EXAMINER SR</td><td>CLPH087</td><td>12/27/2011</td></tr> <tr><td>—</td><td>4648</td><td>MH-INSTITUTIONAL DIR, SMALL AGENCY</td><td>CLPH066</td><td>08/01/2007</td></tr> <tr><td>—</td><td>4651</td><td>MH-DIVISION DIRECTOR, II</td><td>CLPH066</td><td>08/01/2007</td></tr> <tr><td>—</td><td>4652</td><td>MH-BUREAU DIRECTOR, II</td><td>CLPH066</td><td>08/01/2007</td></tr> <tr><td>—</td><td>4690</td><td>INS DIRECTOR FINANCIAL & MARKET REG</td><td>CLPH066</td><td>07/22/2008</td></tr> <tr><td>—</td><td>4691</td><td>INS CHIEF FINANCIAL & MARKET REG</td><td>CLPH066</td><td>07/22/2008</td></tr> <tr><td>—</td><td>4692</td><td>DBCF-BANK EXAMINER TRNEE</td><td>CLPH066</td><td>07/23/2008</td></tr> </tbody> </table>	Act	Code	Title	Analyst	Create Date	—	364	ADMINISTRATIVE APPEALS OFFICER I	PHFNC10	09/02/2008	—	3559	DHS-QUALITY ASSUR EVAL, SR	CLPH087	01/03/2012	—	3627	INTERNAL AFFAIRS COORDINATOR I	CLPH087	09/28/2012	—	4159	DPS-DRIVER LICENSE EXAMINER SR	CLPH087	12/27/2011	—	4648	MH-INSTITUTIONAL DIR, SMALL AGENCY	CLPH066	08/01/2007	—	4651	MH-DIVISION DIRECTOR, II	CLPH066	08/01/2007	—	4652	MH-BUREAU DIRECTOR, II	CLPH066	08/01/2007	—	4690	INS DIRECTOR FINANCIAL & MARKET REG	CLPH066	07/22/2008	—	4691	INS CHIEF FINANCIAL & MARKET REG	CLPH066	07/22/2008	—	4692	DBCF-BANK EXAMINER TRNEE	CLPH066	07/23/2008
Act	Code	Title	Analyst	Create Date																																																			
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Proposed 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 ...
4. Enter Select next to requested record and press Enter.	The Assign SPB Analyst window will appear. The currently assigned SPB Analyst's userid will be displayed.

```

PHFNC10 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016
PH434AAP PH434AAM Reassign a SPB Analyst 01:41 PM

Action: (S)

Act Co +-----Assign SPB Analyst-----+
-----+
s | Please enter the userid for the SPB analyst to be assigned
- | to this occupation.
- |
- | Occupation: 364 ADMINISTRATIVE APPEALS OFFICER I
- | *Analyst: PHFNC10_
- |
- | +-----+
- | 4691 INS CHIEF FINANCIAL & MARKET REG CLPH066 07/22/2008
- | 4692 DBCF-BANK EXAMINER TRNEE CLPH066 07/23/2008
- |
Proposed 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 ...
5. Enter the userid of the Analyst to be assigned and press ENTER.	The Reassign a SPB Analyst screen will appear with the new userid displayed.
6. Press ENTER.	The system will display the following message: Assigned Analyst Updated To XXXXXXXX.

Final Disposition of a Proposal (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 OP (Occupation Proposal Menu) from the Occupation Menu and press ENTER.	The Occupation Proposal Menu will appear.
3. Choose FD (Final Disposition of a Proposal) from the Occupation Proposal Menu and press Enter.	A message window will appear requesting the proposed occupation code.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016
PHIMAINU PHIMAINM Occupation Proposal Menu 01:43 PM

Code Description FastPath
NO Propose a New Occupation NEWO
-----+-----
*Enter Prop Occu Code: _____
Enter---PF1---PF3--- MDFP
Help End REAN
-----+-----
PS Proposal Status FDSP
PB Browse Pending Occupations PRBP
PRST
BPOC

Code: fd

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 Prop Occu Code and press ENTER.	The Final Disposition of a Proposal screen will appear.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016
PH437FDP PH437FDM Final Disposition of a Proposal 01:44 PM

Occupation Code: 364 Title: ADMINISTRATIVE APPEALS OFFICER I

Proposal to change occupation. Effective date: 07/01/2009
Has not been reviewed by all approvers

Please select one of the following actions:
Action Description
1 Show proposal status
2 Return to previous menu
3 Approve, move to active file on effective date and notify all reviewers
4 Disapprove and notify all reviewers

Action: =

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

Your Action ...	System Response ...
5. Enter the disposition code in the Action field and press ENTER. 1. Show proposal status 2. Return to previous Menu 3. Approve, move to active file on effective date and notify all reviewers 4. Disapprove and notify all reviewers	The system will display a message stating the action taken. For example, if the proposal had been reviewed by all approvers the message will state: Occupation will be changed on Effective Date. If the date is a past date or the current date, the system will denote the Occupation is active.

Print a Board Package (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 OP (Occupation Proposal Menu) from the Occupation Menu and press ENTER.	The Occupation Proposal Menu will appear.
3. Choose BP (Print a Board Package) from the Occupation Proposal Menu and press ENTER.	A message window will appear requesting the proposed occupation code.

```

PHFNC10  PHV3          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      05/23/2016
PHIMAINU PHIMAINM          Occupation Proposal Menu                      01:45 PM

      Code      Description                                     FastPath
      NO      Propose a New Occupation                          NEWO
      +-----+-----+-----+
      *Enter Prop Occu Code: _____
      Enter---PF1---PF3---
              Help  End
      +-----+-----+-----+
      PS      Proposal Status                                  PRST
      PB      Browse Pending Occupations                      BPOC

Code: bp

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 proposed occupation code and press ENTER.	The system will display a Batch Job Submission pop up window.

Your Action ...	System Response ...
5. Press ENTER.	The Occupation Proposal Menu will appear with the following message: Job XXXXXXXXXX Has Been Submitted Successfully.

Browse Pending Occupations

The agency can use this option to modify a proposal which has not been transmitted to the State Personnel Board for approval.

Your Action ...	System Response ...
1. Choose OC (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2. Choose OP (Occupation Proposal Menu) from the Occupation Menu and press ENTER.	The Occupation Proposal Menu will appear.
3. Choose PB (Browse Pending Occupations) from the Occupation Proposal Menu and press ENTER.	The Browse Pending Occupations screen will appear listing all pending proposals, by OCCU Code, Title, Start and End Salaries, Test Status, and EEO Category.

PHFNC10 CI	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	05/23/2016				
PHOOP0CB PHOOP0CM	Browse Pending occupations	01:47 PM				
Action: (D,M,P)						
A	Occu Cd	Title	Start Salary	End Salary	Test Stat	EEO Cat
—	364	ADMINISTRATIVE APPEALS OF	29,000.00	54,206.19	D	B
—	3559	DHS-QUALITY ASSUR EVAL, S	26,966.72	47,191.76	D	B
—	3627	INTERNAL AFFAIRS COORDINA	28,930.87	50,629.02	D	B
—	4159	DPS-DRIVER LICENSE EXAMIN	22,593.85	39,539.24	D	F
—	4648	MH-INSTITUTIONAL DIR, SMA	70,693.00	123,712.75	D	B
—	4651	MH-DIVISION DIRECTOR, II	66,166.00	115,703.00	D	B
—	4652	MH-BUREAU DIRECTOR, II	94,845.00	165,987.75	D	B
—	4690	INS DIRECTOR FINANCIAL &	67,800.48	118,650.84	D	A
—	4691	INS CHIEF FINANCIAL & MAR	58,956.93	103,174.63	D	B
—	4692	DBCF-BANK EXAMINER TRNEE	36,300.01	63,520.02	D	B
*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 ...
4. The selection criteria include *Occupation Code. The available actions are Display and Modify.	
5. Choose the action to be performed next to the selected record and press ENTER.	The Display Proposed Occupation screen will appear.

Proposal Status

Your Action ...	System Response ...
1. Choose OC (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2. Choose OP (Occupation Proposal Menu) from the Occupation Menu and press ENTER.	The Occupation Proposal Menu will appear.
3. Choose PS (Proposal Status) from the Occupation Proposal Menu and press ENTER.	The Proposal Status Menu will appear.

Code	Description	FastPath
PD	Proposals by Submission Date	PSSD
PA	Proposals by Analyst	PSAN
PR	Proposals by Change Reason	PSCR
SP	Summary of Proposal	SUMP
AS	Approvers and Status	APST

Code: __

Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Help Main End Quit

Proposals by Submission Date

The Proposals by Submission Date screen is used to access proposals by the date they were submitted to SPB.

Your Action ...	System Response ...
1. Choose PD (Proposals by Submission Date) from the Proposal Status Menu and press ENTER.	The Proposals by Submission Date screen will appear.
Selection criteria include Creation Date. The available actions are Display and Select.	Information is displayed by Occupation Code, Occupation Title, Change Reason Code, Analyst, Creation Date, and Status Code.

PHFNC10 CI	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	05/23/2016				
PH438PDP PH438PDM	Proposals by Submission Date	01:51 PM				
Action: (D,S)						
Act	Occu Cd	Title	CR	Analyst	Create Dt	St

*** End of Data ***						
Status: 1=Pend Rev 2=Apr 3=Disap 4=Req Chg 5=was apr, chg 6=was disap, chg						
Creation Date: 05 24 2016						
Direct Command: _____						
Enter-PF1---	PF2---	PF3---	PF4---	PF5---	PF6---	PF7---
Help	Main	End		Bkwd	Fwd	Quit

Your Action ...	System Response ...
2. Choose the action to be performed next to the selected record and press ENTER.	If D isplay is chosen, the Approvers and Status screen will appear. If S elect is chosen the Proposal Summary Screen will appear.

Proposals by Analyst (SPB USE ONLY)

Your Action ...	System Response ...
1. Choose PA (Proposals by Analyst) from the Proposal Status Menu and press ENTER. Selection Criteria includes Analyst. The available actions are Display and Select.	The Proposals by Analyst screen will appear. Information is displayed by Occupation Code, Occupation Title, Change Reason Code, Analyst, Creation Date, and Status Code.


```

PHFNC10 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016
PH438PAP PH438PAM Proposals by Analyst 01:52 PM

Action: (D,S)

Act Occu Cd Title CR Analyst Create Dt St
-----
- 4691 INS CHIEF FINANCIAL & MAR 33 No Name found for this 07/22/2008 1
- 4692 DBCF-BANK EXAMINER TRNEE 33 No Name found for this 07/23/2008 1
- 4693 INSURANCE EXAMINER TRNEE 33 No Name found for this 07/23/2008 1
- 4697 FIRE ACADEMY FOOD SVS WOR 33 No Name found for this 07/24/2008 1
- 4698 FIRE ACADEMY FOOD SVS WOR 33 No Name found for this 07/24/2008 1
- 4699 FIRE ACADEMY MAINTENANCE 33 No Name found for this 07/24/2008 1
- 4700 FIRE ACADEMY MAINTENANCE 33 No Name found for this 07/24/2008 1
- 4701 FIRE ACADEMY MAINTENANCE 33 No Name found for this 07/24/2008 1
- 4702 FIRE ACADEMY MASTER MECH 33 No Name found for this 07/24/2008 1
- 4703 FIRE ACADEMY MASTER MECHA 33 No Name found for this 07/24/2008 1

Status: 1=Pend Rev 2=Apr 3=Disap 4=Req Chg 5=was apr, chg 6=was disap, chg
*Analyst: _____
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 ...
2. Choose the action to be performed next to the selected record and press ENTER.	If Display is chosen, the Approvers and Status screen will appear. If Select is chosen the Proposal Summary Screen will appear.

Proposals by Change Reason

Your Action ...	System Response ...
1. Choose PR (Proposals by Change Reason) from the Proposal Status Menu and press ENTER. Selection Criteria includes Change Reason Code. The available actions include Display and Select.	The Proposals by Change Reason screen will appear. Information is displayed by Occupation Code, Occupation Title, Change Reason Code, Analyst, Creation Date, and Status Code.

PHFNC10 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	05/23/2016				
PH438PRP PH438PRM	Proposals by Change Reason	01:53 PM				
Action: (D,S)						
A	Occu Cd	Title	CR	Analyst	Create Dt	St
-	-	-	-	-	-	-
-	4159	DPS-DRIVER LICENSE EXAMI	04 No	Name found for this us	12/27/2011	1
-	3559	DHS-QUALITY ASSUR EVAL,	04 No	Name found for this us	01/03/2012	1
-	4648	MH-INSTITUTIONAL DIR, SM	33 No	Name found for this us	08/01/2007	2
-	4651	MH-DIVISION DIRECTOR, II	33 No	Name found for this us	08/01/2007	1
-	4652	MH-BUREAU DIRECTOR, II	33 No	Name found for this us	08/01/2007	1
-	4690	INS DIRECTOR FINANCIAL &	33 No	Name found for this us	07/22/2008	1
-	4691	INS CHIEF FINANCIAL & MA	33 No	Name found for this us	07/22/2008	1
-	4692	DBCF-BANK EXAMINER TRNEE	33 No	Name found for this us	07/23/2008	1
-	4693	INSURANCE EXAMINER TRNEE	33 No	Name found for this us	07/23/2008	1
-	4697	FIRE ACADEMY FOOD SVS WO	33 No	Name found for this us	07/24/2008	1
-	4698	FIRE ACADEMY FOOD SVS WO	33 No	Name found for this us	07/24/2008	1
Status: 1=Pend Rev 2=Apr 3=Disap 4=Req Chg 5=was apr, chg 6=was disap, chg						
*Change Reason: =						
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 ...
2. Choose the action to be performed next to the selected record and press ENTER.	If D isplay is chosen, the Approvers and Status screen will appear. If S elect is chosen the Proposal Summary Screen will appear.

Summary of Proposal

Your Action ...	System Response ...
1. Choose SP (Summary of Proposals) from the Proposal Status Menu and press ENTER.	A message window will appear requesting the Occupation Code.

PHFNC10 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	05/23/2016
PHIMAINU PHIMAINM	Proposal Status Menu	01:55 PM
Code	Description	FastPath
PD	Proposals by Submission Date	PSSD PSAN PSCR SUMP APST
<pre> +-----+ *Enter Prop Occu Code: _____ Enter---PF1---PF3--- Help End +-----+ </pre>		
Code: sp		
Direct Command: _____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Help Main End Quit		

Your Action ...	System Response ...
2. Enter the proposed occupation code and press ENTER.	The summary of Proposal screen will appear.

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM PH438SPP PH438SPM Summary of Proposal	05/23/2016 01:56 PM
Occupation Code: 364 Title: ADMINISTRATIVE APPEALS OFFICER I Date Entered: 09/02/2008 Total Approvers: 1 Number of Responses: 0 Outstanding Approvals No Name found for this user 01-CCB Analyst	
Direct Command: _____ Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Main End Bkwd Fwd Quit	

Approvers and Status

The approvers and Status screen is used to review the approval status of a selected occupation.

Your Action ...	System Response ...
1. Choose AS (Approvers and Status) from the Proposal Status Menu and press ENTER.	A message window will appear requesting the Occupation Code.

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM PHIMAINU PHIMAINM Proposal Status Menu	05/23/2016 01:57 PM																		
<table border="0"> <thead> <tr> <th>Code</th> <th>Description</th> <th>FastPath</th> </tr> </thead> <tbody> <tr> <td>PD</td> <td>Proposals by Submission Date</td> <td>PSSD</td> </tr> <tr> <td></td> <td></td> <td>PSAN</td> </tr> <tr> <td></td> <td></td> <td>PSCR</td> </tr> <tr> <td></td> <td></td> <td>SUMP</td> </tr> <tr> <td></td> <td></td> <td>APST</td> </tr> </tbody> </table>		Code	Description	FastPath	PD	Proposals by Submission Date	PSSD			PSAN			PSCR			SUMP			APST
Code	Description	FastPath																	
PD	Proposals by Submission Date	PSSD																	
		PSAN																	
		PSCR																	
		SUMP																	
		APST																	
*Enter Prop Occu Code: _____ Enter---PF1---PF3--- Help End																			
Code: as																			
Direct Command: _____ Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Main End Quit																			

Your Action ...	System Response ...
2. Enter the proposed occupation code and press ENTER.	The Approvers and Status screen will appear.

```

PHFNC10  CI          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      05/23/2016
PH438ASP PH438ASM          Approvers and Status                      01:58 PM

Occupation: 364          Title: ADMINISTRATIVE APPEALS OFFICER I

      Name                      Title                      St   Date
-----
No Name found for this user    01-CCB Analyst             1   05/23/2016
      *** End of Data ***

Status: 1=Pend Rev 2=Apr 3=Disap 4=Req Chg 5=Was apr, chg 6=was disap, chg
Direct Command: =
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End          Note          Bkwd Fwd                      Quit
    
```