
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
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Occupation Table Maintenance Table of Contents

Objective	3
Outcome	3
Overview	3
Occupation Related Tables (SPB USE ONLY)	3
Maintain JOB EEO Category Code.....	4
Maintain Register Code	6
Maintain Test Status Code.....	7
Maintain Set by Statute/Bill Type Code	8
Maintain Set by Statute/Origination Code.....	9
Maintain Dictionary of Occupational Titles.....	10
Maintain Job Class Series Code.....	11
Maintain Change Reason Code.....	13
Proposal Related Tables (SPB USE ONLY).....	14
Maintain Approving Users.....	14
Maintain Proposal Status Code	15
Maintain Approval Status.....	17
Maintain Notification Action Code	18

Objective

Enter occupation related and proposal related codes into occupation tables.

Outcome

Table information is added successfully

Overview

There are two types of tables on which the Mississippi State Personnel Board (SPB) can perform maintenance functions: Occupation Related Tables and Proposal Related Tables. The tables contain codes used by the system to validate information, or employed by users to eliminate data entry steps and to prevent programming requirements. When a new code is required, or a current code needs to be modified or deleted, a table maintenance function is performed. The majority of all table maintenance functions are similar.

All tables are detailed below with the necessary steps to add information.

Occupation Related Tables (SPB USE ONLY)

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

Your Action ...		System Response ...	
PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016 PHIMAINU PHIMAINM Occupation Menu 02:33 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 Browsers	MSOB	
Code: __			
Direct Command: _____			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		Quit	
Help Main End			

Your Action ...	System Response ...
2. Choose TM (Occupation Table Maintenance) from the Occupation Menu and press ENTER.	The Occupation Table Maintenance Menu will appear.

Code	Description	FastPath
OT	Occupation Related Tables	
PT	Proposal Related Tables	

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 OT (Occupation Related Tables) from the Occupation Table Maintenance Menu and press ENTER.	The Occupation Related Tables Menu will appear.

Code	Description	FastPath
JE	Maintain Job EEO Category Code	
RC	Maintain Register Code	
TS	Maintain Test Status Code	
SB	Maintain Set by Statute/Bill Type Code	
SO	Maintain Set by Statute/Origination Code	
OT	Maintain Dictionary of Occupational Titles	
CS	Maintain Job Class Series Code	
CR	Maintain Change Reason Code	

Code: __

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

Maintain JOB EEO Category Code

The Maintain Job EEO Category Code screen is used by SPB to set up the job EEO (Equal Employment Opportunity) category codes used in the system.

Your Action ...	System Response ...
1. Choose OC (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2. Choose TM (Occupation Table Maintenance) from the Occupation Menu and press ENTER.	The Occupation Table Maintenance Menu will appear.
3. Choose OT (Occupation Related Tables) from the Occupation Table Maintenance Menu and press ENTER.	The Occupation Related Tables Menu will appear.
4. Choose JE (Maintain Job EEO Category Code) from the Occupation Related Tables Menu and press ENTER.	The Maintain Job EEO Category Code screen will appear.

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016
PH450JEP PH450JEM Maintain Job EEO Category Code 02:47 PM
<p>*Action: = (A,B,C,D,M,N)</p> <p>*Job EEO Category Code: _</p> <p>Description: _____</p> <p>Direct Command: _____</p> <p>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Main End Quit</p>

Your Action ...	System Response ...
5. Choose Add and enter the following information: * Job EEO Category Code: These are single-character codes and indicate the type of job, e.g., Office/Administrative or Office/Clerical.	
6. Press ENTER and enter the following information: Description: Description of the Job EEO Category Code.	
7. Press ENTER.	The system will display the following message: JEEO Category added successfully.

Maintain Register Code

The Maintain Register Code screen is used by SPB to set up the various one- or two-character register codes used in the system.

Your Action ...	System Response ...
1. Choose OC (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2. Choose TM (Occupation Table Maintenance) from the Occupation Menu and press ENTER.	The Occupation Table Maintenance Menu will appear.
3. Choose OT (Occupation Related Tables) from the Occupation Table Maintenance Menu and press ENTER.	The Occupation Related Tables Menu will appear.
4. Choose RC (Maintain Register Code) from the Occupation Related Tables Menu and press ENTER.	The Maintain Register Code screen will appear

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016
PH450RCP PH450RCM Maintain Register Code 02:48 PM

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

*Register Code: ___
Description: _____

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

```

Your Action ...	System Response ...
5. Choose Add and enter the following information: *Register Code: These codes indicate the register selection criteria (<i>i.e.</i> , exempt or open-competitive) for the occupations.	
6. Press ENTER and enter the following information: Description: Description of the register code.	

Your Action ...	System Response ...
7. Press ENTER.	The system will display the following message: Register Code added successfully.

Maintain Test Status Code

The Maintain Test Status Code screen is used to set up the various one-character test status codes used in the system.

Your Action ...	System Response ...
1. Choose OC (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2. Choose TM (Occupation Table Maintenance) from the Occupation Menu and press ENTER.	The Occupation Table Maintenance Menu will appear.
3. Choose OT (Occupation Related Tables) from the Occupation Table Maintenance Menu and press ENTER.	The Occupation Related Tables Menu will appear.
4. Choose TS (Maintain Test Status Code) from the Occupation Related Tables Menu and press ENTER.	The Maintain Test Status Code screen will appear

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016 PH450TSP PH450TSM Maintain Test Status Code 02:49 PM
*Action: = (A,B,C,D,M,N)
*Test Status Code: _ Description: _____
Direct Command: _____ Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Main End Quit

Your Action ...	System Response ...
5. Choose Add and enter the following information: *Test Status Code: These codes indicate the test status criteria for the occupations.	

Your Action ...	System Response ...
6. Press ENTER and enter the following information: Description: Description of the test status code.	
7. Press ENTER.	The system will display the following message: Test Status added successfully.

Maintain Set by Statute/Bill Type Code

The Maintain Set by Statute/Bill Type Code screen is used to set up the various one-character set by statute/bill type codes used in the system.

Your Action ...	System Response ...
1. Choose OC (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2. Choose TM (Occupation Table Maintenance) from the Occupation Menu and press ENTER.	The Occupation Table Maintenance Menu will appear.
3. Choose OT (Occupation Related Tables) from the Occupation Table Maintenance Menu and press ENTER.	The Occupation Related Tables Menu will appear.
4. Choose SB (Maintain Set by Statute/Bill Type Code) from the Occupation Related Tables Menu and press ENTER.	The Maintain Set by Statute/Bill Type Code screen will appear.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016
PH450SBP PH450SBM Maintain Set by Statute/Bill Type Code 02:51 PM

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

*set by statute/bill type code: _

Description: _____

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

```


Your Action ...	System Response ...
5. Choose Add and enter the following information: *Maintain Set by Statute/Bill Type Code: These codes indicate the Statute/Bill Type Code criteria for the occupations.	
6. Press ENTER and enter the following information: Description: Description of statute/bill type code.	
7. Press ENTER.	The system will display the following message: Statute/Bill added successfully.

Maintain Set by Statute/Origination Code

The Maintain Set by Statute/Origination Code screen is used by SPB to set up the codes indicating how the occupation was established, whether by the House, Senate, or other.

Your Action ...	System Response ...
1. Choose OC (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2. Choose TM (Occupation Table Maintenance) from the Occupation Menu and press ENTER.	The Occupation Table Maintenance Menu will appear.
3. Choose OT (Occupation Related Tables) from the Occupation Table Maintenance Menu and press ENTER.	The Occupation Related Tables Menu will appear.
4. Choose SO (Maintain Set by Statute / Origination Code) from the Occupation Related Tables Menu and press ENTER.	The Maintain Set by Statute/Origination Code screen will appear.

PHFNC10 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	05/23/2016
PH450SOP PH450SOM	Maintain Set by Statute/Origination Code	02:52 PM
<p>*Action: = (A,B,C,D,M,N)</p> <p>*set by statute/origination code: _</p> <p>Description: _____</p>		
<p>Direct Command: _____</p> <p>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12----</p> <p>Help Main End Quit</p>		

Your Action ...	System Response ...
<p>5. Choose Add and enter the following information:</p> <p>*Set by Statute/Origination Code: These codes indicate the Statute/Origination Code criteria for the occupations.</p>	
<p>6. Press ENTER and enter the following information:</p> <p>Description: Description of statute/origination code.</p>	
<p>7. Press ENTER.</p>	<p>The system will display the following message:</p> <p>Statute/Origin added successfully.</p>

Maintain Dictionary of Occupational Titles

The Maintain Dictionary of Occupation Titles screen is used by SPB to set up a listing of all available occupational titles.

Your Action ...	System Response ...
<p>1. Choose OC (Occupation) from the Main Menu and press ENTER.</p>	<p>The Occupation Menu will appear.</p>
<p>2. Choose TM (Occupation Table Maintenance) from the Occupation Menu and press ENTER.</p>	<p>The Occupation Table Maintenance Menu will appear.</p>
<p>3. Choose OT (Occupation Related Tables) from the Occupation Table Maintenance Menu and press ENTER.</p>	<p>The Occupation Related Tables Menu will appear.</p>

Your Action ...	System Response ...
4. Choose OT (Maintain Dictionary of Occupational Titles) from the Occupation Related Tables Menu and press ENTER.	The Maintain Dictionary of Occupational Titles screen will appear

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016 PH4500TP PH4500TM Maintain DOCT 02:54 PM
*Action: _ (A,B,C,D,M,N)
*DOCT Code: _____0
Description: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- Help Main End Quit

Your Action ...	System Response ...
5. Choose Add and enter the following information: * DOCT Code: These codes indicate the DOCT Code criteria for the occupations.	
6. Press ENTER and enter the following information: Description: Description of DOCT code.	
7. Press ENTER.	The system will display the following message: DOCT code added successfully.

Maintain Job Class Series Code

The Maintain Job Class Series Code screen is used by SPB to set up the job class series codes used in the system.

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

Your Action ...	System Response ...
3. Choose OT (Occupation Related Tables) from the Occupation Table Maintenance Menu and press ENTER.	The Occupation Related Tables Menu will appear.
4. Choose CS (Maintain Job Class Series Code) from the Occupation Related Tables Menu and press ENTER.	The Maintain Job Class Series Code screen will appear.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016
PH450CSP PH450CSM Maintain Job Class Series Code 02:56 PM

*Action: = (A,B,C,D,M,N)
*Job class series code: _____
Description: _____
Ser No. *Occu Code 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 ...
5. Choose Add and enter the following information: * Job Class Series Code : These codes are five alpha-numeric characters and are used to link similar occupational codes together.	
6. Press ENTER.	
7. Enter the following information: Description : Description of the selected Job Class Series Code. Ser No. : The System will generate the Series Number. Enter the Occupation Code . Occu Title : System will generate the Occupation Title.	
8. Press ENTER.	The system will display the following message: Class Series added successfully.

Maintain Change Reason Code

The Maintain Change Reason Code screen is used by SPB to set up the change reason codes used in the system.

Your Action ...	System Response ...
1. Choose OC (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2. Choose TM (Occupation Table Maintenance) from the Occupation Menu and press ENTER.	The Occupation Table Maintenance Menu will appear.
3. Choose OT (Occupation Related Tables) from the Occupation Table Maintenance Menu and press ENTER.	The Occupation Related Tables Menu will appear.
4. Choose CR (Maintain Change Reason Code) from the Occupation Related Tables Menu and press ENTER.	The Maintain Change Reason Code screen will appear.

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PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016
PH450CRP PH450CRM Maintain Change Reason Code 02:57 PM

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

*Change Reason Code: ___
Description: _____

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

```

Your Action ...	System Response ...
5. Choose Add and enter the following information: * Change Reason Code: The change reason code for the occupation.	
6. Press ENTER and enter the following information: Description: Description of change reason code.	

Your Action ...	System Response ...
7. Press ENTER.	The system will display the following message: Change Reason added successfully.

Proposal Related Tables (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 TM (Occupation Table Maintenance) from the Occupation Menu and press ENTER.	The Occupation Table Maintenance Menu will appear.
3. Choose PT (Proposal Related Tables) from the Occupation Table Maintenance Menu and press ENTER.	The Proposal Related Table Menu will appear.

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016
PHIMAINU PHIMAINM Proposal Related Tables Menu 02:59 PM
Code Description FastPath
AU Maintain Approving Users
PS Maintain Proposal Status Code
AS Maintain Approval Status
NA Maintain Notification Action Code
Code: __
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Main End Quit

Maintain Approving Users

The Maintain Approving Users screen is used by SPB to set up the approving users for review and approval of proposals entered into the system.

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

Your Action ...	System Response ...
3. Choose PT (Proposal Related Tables) from the Occupation Table Maintenance Menu and press ENTER.	The Proposal Related Table Menu will appear.
4. Choose AU (Maintain Approving Users) from the Proposal Related Tables Menu and press ENTER.	The Maintain Approving Users screen will appear.

```

PHFNC10  PHV3          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    05/23/2016
PH450AEP PH450AEM          Maintain Approving Users                03:00 PM

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

                *Type: ___
                *Agency: ____
                *Approving User Id: _____
                Name: _____

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. Choose Add and enter the following information: *Type: Enter 01 for SPB Class Compensation Branch Analyst, 02 for SPB Evaluator, or 03 for Agency. *Agency: The agency code XXXX. *Approving User Id: The approving user identification number xxxxxxx. Name: The system will populate the approver's name.	
6. Press ENTER.	The system will display the following message: Approver Type added successfully.

Maintain Proposal Status Code

The Maintain Proposal Status Code screen is used by SPB to set up the proposal status codes used in the system.

Your Action ...	System Response ...
1. Choose OC (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2. Choose TM (Occupation Table Maintenance) from the Occupation Menu and press ENTER.	The Occupation Table Maintenance Menu will appear.
3. Choose PT (Proposal Related Tables) from the Occupation Table Maintenance Menu and press ENTER.	The Proposal Related Table Menu will appear.
4. Choose PS (Maintain Proposal Status Code) from the Proposal Related Tables Menu and press ENTER.	The Maintain Proposal Status Code screen will appear.

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016 PH450PSP PH450PSM Maintain Proposal Status Code 03:01 PM
<p>*Action = (A,B,C,D,M,N,P,R)</p> <p>*Proposal status code: _</p> <p>Description: _____</p>
<p>Direct Command: _____</p> <p>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Main End Quit</p>

Your Action ...	System Response ...
5. Choose Add and enter the following information: * Proposal Status Code: These are single-character codes, and are used to indicate the status of the proposal in the system.	
6. Press ENTER and enter the following information: Description: Description of the proposal status code.	
7. Press ENTER.	The system will display the following message: Prop Status added successfully.

Maintain Approval Status

The Maintain Approval Status screen is used by SPB to set up the approval codes used in the system.

Your Action ...	System Response ...
1. Choose OC (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2. Choose TM (Occupation Table Maintenance) from the Occupation Menu and press ENTER.	The Occupation Table Maintenance Menu will appear.
3. Choose PT (Proposal Related Tables) from the Occupation Table Maintenance Menu and press ENTER.	The Proposal Related Table Menu will appear.
4. Choose AS (Maintain Approval Status) from the Proposal Related Tables Menu and press ENTER.	The Maintain Approval Status screen will appear.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/23/2016
PH450ASP PH450ASM Maintain Approval Status 03:01 PM

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

*Approval status: _
Description: _____

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

```

Your Action ...	System Response ...
5. Choose Add and enter the following information: *Approval Status: Enter the approval status code.	
6. Press ENTER and enter the following information: Description: Description of the approval status.	

Your Action ...	System Response ...
7. Press ENTER.	The system will display the following message: Approval Status added successfully.

Maintain Notification Action Code

The Maintain Notification Action Code screen is used by SPB to set up the notification action codes used in the system.

Your Action ...	System Response ...
1. Choose OC (Occupation) from the Main Menu and press ENTER.	The Occupation Menu will appear.
2. Choose TM (Occupation Table Maintenance) from the Occupation Menu and press ENTER.	The Occupation Table Maintenance Menu will appear.
3. Choose PT (Proposal Related Tables) from the Occupation Table Maintenance Menu and press ENTER.	The Proposal Related Table Menu will appear.
4. Choose NA (Maintain Notification Action Code) from the Proposal Related Tables Menu and press ENTER.	The Maintain Notification Action Code screen will appear.

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PHFNC10  PHV3          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    05/23/2016
PH450NAP PH450NAM      Maintain Notification Action Code                03:03 PM

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

      Notification Action code:  _

      Description:  _____

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

```

Your Action ...	System Response ...
5. Choose Add and enter the following information: *Notification Action Code: Enter the notification action code.	

Your Action ...	System Response ...
6. Press ENTER and enter the following information: Description: Description of the notification action code.	
7. Press ENTER.	The system will display the following message: Action code added successfully.