
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6240	Position Browsers	Effective Date: 04/02/2019
		Version: 7

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Objective

Develop an understanding of the Position Browses

Outcome

An understanding of the Position Browses is obtained.

Browse Options

In order to provide detailed information on positions, several browse options have been created. A browse is a method to review information online and select a specific record to review or display. In addition, browse options containing historical information are available from some transaction screens using a function key. For example, an Intra-Agency Position Swap History browse is available from the Intra-Agency Position Transfer transaction screen by pressing F6. Agencies will only be able to browse information for their own agencies. There are four browse options on the Position menu.

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

PHFNC10	PHVB	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	03/11/2019
PHIMAINU	PHIMAINM	Position Menu	01:36 PM
Code	Description	FastPath	
MP	Manage Position		
MW	Maintain FY Control Tables		
BA	Browse Active PINs	BRAP	
AP	Browse Active/Pending PINs	BRAPP	
AB	Browse Abolished PINs	BRABP	
BV	Browse Vacant PINs	BRVP	
PR	Produce PEP Report	PREP	
PV	View PEP Information	VPEP	
SV	List of Statewide Vacancies	LOSV	
UP	Upload Position - Report to Agency & PIN	UPPOS	
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 the two-digit code for the action to be performed.	The selected screen or menu will appear.

Browse Active PINs

The Browse Active PINs screen is used to view a listing of active PINs by agency. Information such as PIN, status indicator, occu code and title, start and end salary, and county code is included. This screen contains two panels.

Your Action ...	System Response ...
1. Choose PO (Position) from the Main Menu and press ENTER.	The Position Menu will appear.
2. Choose BA (Browse Active PINs) from the Position Menu and press ENTER.	The Browse Active PINs screen will appear.

```

PHFNC10 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/11/2019
PHOPPB6B PHOPPB6M Browse Active PINs 01:37 PM
1 more >
AGENCY NUMBER:
Status
PIN Ind Occu Title P/F SSN Start Salary End Salary
-----
*Agency Number: ____ PIN: _____
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 ...
3. Enter the following information. *Agency Number: The 4-digit agency number. PIN: The position identification number.	

Your Action ...	System Response ...
4. Press ENTER.	Information is displayed by PIN, Status Indicator, Occupation Code, Occupation Title, Part/Full Time Indicator Social Security Number, Start Salary, and End Salary.
5. Press F11 to access the second panel of this screen.	The second panel will appear.

```

PHFNC10 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/11/2019
PHOPPB6B PHOPPB6M Browse Active PINs 01:38 PM
< 1 more
AGENCY NUMBER: 0849 CHIROPRACTIC EXAMINERS BOARD
      P                               Auth      End      Re-Auth  Cnt
      PIN  F Type                Org Code   Date     Date     Date     Cd
-----
*** End of Data ***

*Agency Number: ____ PIN: _____
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 ...
Second Panel	Information is displayed by PIN, Part/Full Time, Position Type, Org Code, Authorization Date, End Date, Re-Authorization Date and County Code.
6. Select a record to be viewed by placing the cursor on the line and press ENTER. NOTE: If the cursor is placed on the PIN number when enter is pressed, the Maintain Program Budget screen will appear.	The Maintain Position Information screen will be displayed.

Browse Active/Pending PINs

The Browse Active/Pending PINs screen is used to view a listing of active and pending PINs. Information such as occu code and title, Social Security number, and start and end salary is included.

Your Action ...	System Response ...
1. Choose PO (Position) from the Main Menu and press ENTER.	The Position Menu will appear.
2. Choose AP (Browse Active/Pending PINs) from the Position Menu and press ENTER.	The Browse Active/Pending PINs screen will appear.

```

PHFNC10 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/11/2019
PHOPPB7B PHOPPB7M Browse Active/Pending PINs 01:51 PM
1 more >
AGENCY NUMBER:
Status Start End
PIN Ind Occu Title P/F SSN Salary Salary
-----
*Agency Number: ____ PIN: _____
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 ...
3. Enter the following information. * Agency Number: The 4-digit agency number. PIN: The position identification number.	
4. Press ENTER.	Information is displayed by PIN, Status Indicator, Occupation Code, Occupational Title, Part/Full Time Indicator, Social Security Number, Start Salary, and End Salary.

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

```

PHFNC10 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/11/2019
PHOPPB7B PHOPPB7M Browse Active/Pending PINs 02:00 PM
< 1 more
AGENCY NUMBER: 0849 CHIROPRACTIC EXAMINERS BOARD
      P Auth End Re-Auth Cnt
      PIN F Type Org Code Date Date Date Cd
-----
*** End of Data ***

*Agency Number: ____ PIN: _____
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 ...
6. Second Panel	Information is displayed by PIN, Part/Full Time Indicator, Position Type, Organization Code, Authorized Date, End Date, Re-Authorization Date and County Code.
7. Select a record to be viewed by placing the cursor on the line and press ENTER. NOTE: If the cursor is placed on the PIN number when enter is pressed, the Maintain Program Budget screen will appear.	The Maintain Position Information screen will be displayed.

Browse Abolished PINs

The Browse Abolished PINs screen allows the user to view a listing of abolished PINs. Information such as PIN, status, occu code, and the reason the position was abolished is included.

Your Action ...	System Response ...
1. Choose PO (Position) from the Main Menu and press ENTER.	The Position Menu will appear.
2. Choose AB (Browse Abolished PINs) from the Position Menu and press ENTER.	The Browse Abolished PINs screen will appear.

```

PHFNC10 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/11/2019
PHOPPB8B PHOPPB8M Browse Abolished PINs 02:21 PM
1 more >
AGENCY NUMBER:
PIN Status Occu Abolish Reason Abolish Date County Code
-----
*Agency Number: ____ PIN: _____
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 ...
3. Enter the following information. *Agency Number: The 4-digit agency number. PIN: The position identification number.	
4. Press ENTER.	Information is displayed by PIN, Status Indicator, Occupation Code, Abolish Reason, Abolish Date, and County Code.
5. Press F11 to access the second panel of this screen.	The second panel will appear.


```

PHFNC10 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/11/2019
PHOPPB8B PHOPPB8M Browse Abolished PINs 02:22 PM
< 1 more
AGENCY NUMBER: 0849 CHIROPRACTIC EXAMINERS BOARD
      Part      Auth      End      Re-Auth
      PIN Full Type      Org Code      Date      Date      Date
-----
*** End of Data ***

*Agency Number: ____ PIN: _____
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 ...
6. Second Panel	Information is displayed by PIN, Part/Full Time Indicator, Position Type, Organization Code, Authorization Date, End Date, and Re-Authorization Date.
7. Select a record to be viewed by placing the cursor on the line and press ENTER. NOTE: If the cursor is placed on the PIN number when enter is pressed, the Maintain Program Budget screen will appear.	The Maintain Position Information screen will be displayed.

Browse Vacant PINs

The Browse Vacant PINs screen is used to view a listing of vacant PINs by agency. Information such as PIN, occu code and title, separation code and date, and vacate PIN indicator is included. Select the desired record and the Maintain Position Information screen will appear.

Your Action ...	System Response ...
1. Choose PO (Position) from the Main Menu and press ENTER.	The Position Menu will appear.
2. Choose BV (Browse Vacant PINs) from the Position Menu and press ENTER.	The Browse Vacant PINs screen will appear.

```

PHFNC10 PHVL STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/12/2019
PHOPPB9B PHOPPB9M Browse Vacant PINs 10:21 AM
1 more >
AGENCY NUMBER: 0849 CHIROPRACTIC EXAMINERS BOARD
PIN AB Occu Title SSN Vacant Vacate
Date PIN
-----
*** End of Data ***

*Agency Number: ____ PIN: _____ View Abolished ? N
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 ...
<p>3. Enter the following information.</p> <p>*Agency Number: The 4-digit agency number.</p> <p>PIN: The position identification number.</p> <p>View Abolished ?: Enter "Y"es to view the abolished PINs as well as the vacant PINs.</p>	
<p>4. Press ENTER.</p>	<p>Information is displayed by PIN, Abolished Indicator, Occupation Code, Occupational Title, Social Security Number (for PINs where the employee is on Leave of Absence), Vacant Date, and Vacant PIN Indicator.</p>
<p>5. Press F11 to access the second panel of this screen.</p>	<p>The second panel will appear.</p>

```

PHFNC10 PHVL STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/12/2019
PHOPPB9B PHOPPB9M Browse Vacant PINs 10:24 AM
< 1 more
AGENCY NUMBER: 0849 CHIROPRACTIC EXAMINERS BOARD
      Part
PIN AB Full Type Org Code Auth Date Separate Cd Date
-----
*** End of Data ***

*Agency Number: ____ PIN: _____ View Abolished ? N
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 ...
Second Panel	Information is displayed by PIN, Abolished Indicator, Full/Part, Position Type, Organizational Code, Authorization Date, Separation Code and Separation Date.
6. Select a record to be viewed by placing the cursor on the line and press ENTER. NOTE: If the cursor is placed on the PIN number when enter is pressed, the Maintain Program Budget screen will appear.	The Maintain Position Information screen will be displayed.

Browse Position Log File

Your Action ...	System Response ...
1. Choose PO (Position) from the Main Menu and press ENTER.	The Position Menu will appear.
2. Choose MP (Manage Position) from the Position Menu and press ENTER.	The Manage Position Menu will appear.

PHFNC10	PHVH	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	03/12/2019
PHIMAINU	PHIMAINM	Manage Position Menu	01:50 PM
Code	Description	FastPath	
MP	Maintain Position Information	MNPI	
IA	Intra-Agency Position Transfer	IAPT	
RA	Full-Time/Part-Time Swap	FPTS	
AA	Abolish Position	ABPO	
TL	FY Time-Limited Position Re-Authorization	TLPR	
RR	Reallocation/Reclassification	RARC	
PB	Program Budget Information	PBUD	
P1	Produce PIN/OCCU PAR Indicator Report	PAR1	
RP	Produce Program Budget Report By Agency	PINBUD	
DP	Download of Position and Position Budget Info		
PE	Download of Position and Employment Details	POEM	
PL	Browse Position Log File	POSL	
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 PL (Browse Position Log File) from the Manage Position Menu and press ENTER.	The Browse Position Log File will appear.

```

PHFNC10 PHVH STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/12/2019
PHPOSL1B PHPOSL1M Browse Position Log File 01:54 PM
Action: (D,M)
P/W PIN/WIN Status Trans Effect Occu FLSA Act Pend Pay Log
Act Agcy Ind Number PIN Code Date Code Stat Ind Ind Frq Act
-----
*** End of Data ***

Agency: ____ P/W Ind: _ P/W Nbr: _____ Status: __ Trans Eff Date: _____
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 ...
<p>4. Enter the following information.</p> <p>Agency Number: The 4-digit agency number.</p> <p>P/W Ind: Enter P or W.</p> <p>P/W Nbr: The position identification number.</p> <p>Status: Indicates the status of the request: "A" - Approved "P" - Pending "F" - Future date</p> <p>Transaction Effective Date: The date the record becomes effective.</p>	
<p>5. Press ENTER.</p>	<p>Information is displayed by Agency, P/W Indicator, PIN/WIN Number, PIN, Status Code, Transaction Effective Date, Occu Code, FLSA Status, Active Indicator, Pending Indicator, Pay Frequency and Log Action.</p>
<p>6. Choose Display and press ENTER.</p>	<p>The Maintain Position Log File screen will appear.</p>

```

PHPOSL1D  ***** STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM ***** PHPOSL2M
Mar 12,19          - Maintain Position Log File -          4 more >

*Action _ (C,D,N)          P/W Ind: P *Agency: 0001 P/W Nbr: 1_____ Status: A_
PIN Number.....: _____
Occu Code.....: _____          Trans Eff Date.....: _____
SSN.....: _____          Trans Eff Date Comp: 79879298
County Code.....: _____          Transaction Type...: _____
Report to Pin.....: _____          Transaction Reason.: _____
Report to Agcy.....: _____          _____
Supervision.....: _____          _____
Wcomp Class.....: _____          Service Type.....: _____
Organization Code.....: _____          Service Type Date..: _____
Position Auth Type.....: _____          Projected Months...: _____
Date Position Auth.....: _____          Hours Per Week.....: _____
Date Position End.....: _____          Teacher Months.....: _____
Reason Pos Abolished...: _____          Position Type.....: _____
Date Position Abolished: _____          FLSA Status.....: _____
Date Position Vacant...: _____          Position Status....: _____
Date Position Filled...: _____          Exceed Head Salary.: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                                Left Right Quit
    
```

Your Action ...	System Response ...
7. Press F11 to access the second panel.	The second panel of Maintain Position Log File screen will appear.

```

PHPOSL1D  ***** STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM ***** PHPOSL3M
< 1 more          - Maintain Position Log File -          3 more >

*Action _ (C,D,N)

                                Previous Information
                                Num Pos Prev  Num Pos Agcy
SPB Process.....: _
Justification Hold.....: _
Hold EFT Date.....: _____
Hold End Date.....: _____
Pos Reauth Date.....: _____
Executive Service.....: _
Spec Code Select Exempt: _
Spec Code EE04 Exempt...: _
Spec Code Arrest Auth...: _
Authorization Requested: _
Trans Group Code...: _____
Active Ind.....: _
Pending Ind.....: _
Status Code.....: A_
County Code Amd.....: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                                Left Right Quit
    
```

Your Action ...	System Response ...
8. Press F11 to access the third panel.	The third panel of Maintain Position Log File screen will appear.

```

PHPOSL1D ***** STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM ***** PHPOSL4M
< 2 more                               - Maintain Position Log File -           2 more >

*Action _ (C,D,N)                        Position Special Comp Info
Spec Code Select Exem Amd: _              Additional
Organization Code Amd.....: _            Comp   Eff Date  End Date  Percent
Projected Months Amd.....: _            _____
Hours Per Week Amd.....: _              _____
Date Position Auth Amd....: _            _____
Date Position End Amd.....: _            _____
Position Auth Type Amd....: _            _____
Position Status Amd.....: _              _____
Addl Comp Amd.....: _                    _____
EE04 Exempt Amd.....: _                  _____
Re Auth Date.....: _____            _____
New End Date.....: _____            _____
Carry Over Ind.....: _                    Spec Code Retirement Pgm
Re Auth Date Amd.....: _                  _____
Reason Pos Abolished Pend: ____          Recruitment Flex Amd: _
Date Pos Abolished Pend...: _____    Ref Ind Amd.....: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                               Left Right Quit
    
```

Your Action ...	System Response ...
9. Press F11 to access the fourth panel.	The fourth panel of Maintain Position Log File screen will appear.


```

PHPOSL1D ***** STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM ***** PHPOSL5M
< 3 more                - Maintain Position Log File -                1 more >

*Action _ (C,D,N)
Service Type Amd.....: _          Position Empl Addl Comp Info
Abolish Apprv Req Ind..: _          Comp   Eff Date  End Date  Person Id
Emolument Amt.....: _____
Emolument Type Code....: _____
Par Sort Code.....: _____
Pay Frequency.....: _
Pay Method.....: _
Pin Win Ind.....: P
Pin Win Number.....: 1_____
Contract Service Type...: _____
Budget Flag.....: _
Report Time Schedule...: _____ Recruitment Flex Ind.: _ Max Pct: _____
Number Cycles to be Paid ___ Leg Round Trip Milage: ___ Non Align...: _
Extra Hours.....: _____ Pers Pin Code.....: _____ Rif Ind...: _
Pin Par Required.....: _ Warrant Sort Details.: _____
Leg Milage Code..... _____ Wkr Comp Sub Agcy.....: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                                Left Right Quit
    
```

Your Action ...	System Response ...
10. Press F11 to access the fifth panel.	The fifth panel of Maintain Position Log File screen will appear.

```
PHPOS1D ***** STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM ***** PHPOS16M
< 4 more - Maintain Position Log File - 2:18 PM

*Action _ (C,D,N)

Last Upd Tm Comp...: 364799700477

Log Action.....: _
Log Time.....: _____
Log Terminal Id...: _____
Log User.....: _____

Master Agcy Number: _____
Loc Sec Code 1....: __
Loc Sec Code 2....: __
Loc Sec Code 3....: __
Loc Sec Code 4....: __
Loc Sec Code 5....: __
Loc Sec Code 6....: __

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