Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6241	Position Establish Position	Revised Date: 06/17/2019
		Version: 5

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Objective

Establish a position.

Outcome

The position information is entered and approved in the system.

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

```
PHFNC10  PHVA        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/17/2019
PHIMAINU PHIMAINM                    Position Menu                      01:02 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 **MP** (Manage Position) from the Position Menu and press ENTER.	The Manage Position Menu will appear.

```
PHFNC10  PHVA       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     06/17/2019
PHIMAINU PHIMAINM               Manage Position Menu                  01:02 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 **MP** (Maintain Position Information) from the Manage Position Menu and press ENTER.	The Maintain Position Information screen will appear.

```
PHFNC10  PHVA      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/17/2019
PHOPPN0D PHOPPN0M         Maintain Position Information            01:04 PM
                                                                   1 more >
 Action: _  (A,C,D,M,N,P)


   *Agency Nbr: ____
          *PIN: _____                       Approval: A
          *OCCU: _____               *FLSA Status: _
     OCCU Title:                         *PIN County: __
     *Start Sal:         *End Sal:        SPB Process: Y
            SSN:    -  -       -  -           Org Code: _____
 *Exec Service: _                        *Supervision: _
*Service  Type: __                      Geo. Location: __ __ __ __ __ __
 Service  Date: __ __ ____                       *Type: _
      Part/Full:     FTE:             Exceed Head Sal: _
         Months: __                              Hours: __
          *Auth: ___                  Arrest Authority: N
        Auth Dt: __ __ ____                   End Date: __ __ ____
                                      Pos Swapped From: _
    Trans Eff Dt: __ __ ____          Transmit for Approval?: N
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End   P Bgt Note  Hist  Bkwd  Fwd        Left  Right Quit
```

Your Action ...	System Response ...

4. Choose Add and enter the following information to establish the PIN.
 	
  *__Agency Nbr__: The agency number XXXX.
  *PIN: This is assigned by the system if left blank.
  Approval: Indicates the status of the request: "__A__" – Approved, "__P__" – Pending, or "__F__" - Future date.	

5. Press ENTER.	

6. Enter the following information:
 	
  *__OCCU__: The occupation code of the PIN
  *__FLSA Status__: Enter the code representing the Fair Labor Standards Act status of the PIN.
  OCCU Title: This is completed by the system based on the Occu Code.
  *__PIN County__: XX indicating the code for the county where the PIN is assigned.
  Start and End Salary: This is completed by the system based on occupation.	

Your Action ...	System Response ...
Continue entering the following information. SPB Processed: A "Y" indicates that the State Personnel Board processes this position. This is completed by the system based on the agency record. SSN: Cannot be entered when adding a position. **Org Code**: An identifier of position(s) within an agency. This code can be used to construct an agency's organizational structure. ***Exec Service:** Executive compensation indicator code. ***Supervision:** Indicates whether the position is required to supervise others. Valid values are 1 or 2. ***Service Type**: Enter the code denoting if the position is state service or not. Geo. Location: A 2-digit code indicating the level of organizational structure where the position is located or defined. This field is populated by the agency with codes they have established to indicate their unique organizational structure. **Service Date:** MM DD YYYY and indicates the effective date of the current position's service date. ***Type**: Code which indicates whether the position is Permanent or Time Limited. Part/Full: This is completed by the system based on months and hours entered. FTE (Full Time Equivalent): This is completed by the system based on months and hours entered. **Exceed Head Sal**: Yes or No. A "**Y**" indicates that the salary of the position exceeds the salary of the agency head. **Months**: Enter the number of months projected for this position. For time-limited PINs, the number of months entered must be equal to or less than the number of months remaining in the fiscal year. **Hours**: Enter the number of hours per week required for this position. ***Auth**: Code denoting whether the position was authorized in an appropriation bill or escalated through DFA.	

Your Action ...	System Response ...
Continued entering the following information. Arrest Authority: The system completes this based on occupation code. ***Authorization Dt**: The date the position was authorized. This date cannot be greater than the position end date, and it must be in a current or future fiscal year. End Date: If the position is time-limited, it must have an ending date; otherwise, this field remains blank. Pos Swapped From: Place an X in the blank and press enter to see position swap data. **Trans Eff Dt**: Enter the date this transaction is to be effective. It must be in the current or next fiscal year. Transmit for approval?: An indicator for a request to be authorized. Valid values are "**Y**" or "**N.**" If value is set to "**Y,**" an approval record has been created, and the record cannot be modified unless the approval record is withdrawn.	
7. Press F11.	The second panel of the Maintain Position Information screen will appear with the agency number and PIN displayed.

```
PHFNC10  PHVA      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     06/17/2019
PHOPPN0D PHOPPN1M         Maintain Position Information              01:07 PM
< 1 more
 Action: _  (A,C,D,M,N,P)


    *Agency Nbr: ____
          *PIN: _____                              Approval: A
    *WComp Class: _____        Report to: *Agcy: ____      *PIN: _____
        *Schedule: __          Teacher Months: __  Nbr be paid: __
  *Retirement Pgm: ____  ____  *Emolument Type: ____      Amt: _____
  Recruitment Flex: _          *Leg Mileage Type: ____    Mileage: ___
*Selection Exempt: __             *Pay Method: _ *Pay Frequency: _
     EE04 Exempt: N           *PERS PIN Code: _____ *Extra Hrs: __
  PAR Required Ind: _      Workers Comp Sub Agcy: _____    *RIF: _
    PAR Sort Code: ____        Warrant Sort Dtls: _____


          Display   *Addl Comp   Effect Date    End Date      Pct
          1__ of
                       _____      __ __ ___     __ __ ___    _____
                       _____      __ __ ___     __ __ ___    _____
  Trans Eff Dt: __ __ ____                Transmit for Approval?: N
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End   P Bgt Note  Hist  Bkwd  Fwd        Left  Right Quit
```

Your Action ...	System Response ...

8. Enter the following information:
 	
*WComp Class: The workers compensation classification code.
Report to:
  *Agcy: Enter the agency number of the supervisor. When changing an employee's "Report To" manager in SPAHRS, users must be aware that the order, timing, and impact on the organizational structure in MAGIC must be considered.
  *PIN: The PIN # of the supervisor. This is required by MAGIC.
  *Schedule: Enter the code for the standard work schedule for the position.	

Your Action ...	System Response ...
Continue entering the following information: Teacher Months: The number of months for which a school position is authorized. Correct responses are 9, 10, 11, or 12. The number of months also creates the report time record for the school year that is used by Calculate Pay each month to determine what the worker has earned versus what they are being paid. Nbr be paid: Determines the number of times a teacher is paid per year (only entered if Teacher Months field is entered). *Retirement Pgm: (RPERS is the default.) This field is required if the SPB process field is Yes. Defaults to regular retirement but may be changed if necessary. *Emolument Type: Enter the code indicating the type of emolument. Amt: Enter the tangible tax value of a provided service or benefit to a person, which is taxable but not paid in cash form, *e.g.*, caretaker housing. Recruitment Flex: Indicates if a position has been approved for recruitment flex by the SPB. *Leg Mileage Type: Enter the code indicating the type of mileage incurred. Mileage: Required if the Leg (legislative) Mileage Type has been entered; otherwise, it must be zero. Contains the number of miles for a roundtrip (home to work place and back home) claimed. Selection Exempt: The system completes this field based on the position or occupational code. *****Pay Method**: **H**ourly or **S**alary. *****Pay Frequency**: **B**i-Weekly, **K** - Contractor WINs (bi-weekly delayed); **B**i-weekly Delayed, **L**egislative, **M**onthly, **P -** Supplemental, **R -** Twice a Month (semi-monthly paid current)**, Semi**-monthly, **T**ravel**, W**eekly, **X-** Legislative Weekly Expense. EE04 Exempt: This defaults to N(o). ***PERS PIN Code**: Identification number for this position used by the Public Employee Retirement System.	

Your Action ...	System Response ...
Continue entering the following information: ***Extra Hrs:** The code used for payment part. It tells the system what to do with the extra hours that are entered into report time. This code must correspond to the FLSA code. **PAR Required Indicator**: Indicates whether the position is required to comply with requirements for Performance Appraisal Review (PAR). A "**Y**" indicates that the position is under the salary setting authority of the State Personnel Board. Workers Comp Sub Agency: Allows employees in a master agency to be grouped by workers compensation contributions. *RIF: Indicates the code for the type of reduction in force. PAR Sort Code: Performance Appraisal Review sort code - indicates how employee performance reviews are to be sorted. PAR Sort Code is a 1-4 alphanumeric code selected by the user to categorize agency positions. Warrant Sort Dtls: The group number for sorting warrants. *Addl Comp: Indicates the earnings code for additional compensation. Effect Date: Effective date of compensation. End Date: Ending date of compensation. PCT: Percentage of compensation. (Must be a decimal value). **Transaction Eff Date:** Enter the date this transaction is to be effective. Transmit for Approval?: An indicator for a request to be authorized. Valid values are "**Y**" or "**N**." If value is set to "Y," an approval record has been created, and the record cannot be modified unless the approval record is withdrawn.	
9. Press ENTER.	The Maintain Program Budget screen will appear with the Agency Number, PIN, Cur FLSA, Occupation Code, Service Type and Approval status displayed.

```
PHFNC10  PHVA        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/17/2019
PHOPBG0D PHOPBG0M         Maintain Program Budget                      01:11 PM

  *Action: D  (C,D,N)
 *Agency Nbr: ____                                     Cur FLSA:
       *PIN: _____        Cur Fiscal Year: 2019      Service Type:
        OCCU:                                          APPROVAL: A
         SSN:     - -


Display    Requested Program Details:   *PGM#   PGM%    GF%     FF%     OF%
 1_ of                                    __   _____  _____  _____  _____
                                          __   _____  _____  _____  _____
                                          __   _____  _____  _____  _____
                                          __   _____  _____  _____  _____
                                          __   _____  _____  _____  _____
                                          __   _____  _____  _____  _____
                                          __   _____  _____  _____  _____
                                          __   _____  _____  _____  _____

Trans Eff Date: __ __ ____              Transmit For Approval: N
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End   Agcy  Note  Hist  Bkwd  Fwd                      Quit
```

Your Action ...	System Response ...
10. Enter the following information: ***PGM#**: Enter at least one program number for the PIN. **PGM %**: Must equal 100 percent among all programs. **GF%, FF%, OF%**: Must equal 100 percent among all funds for each program. **Transaction Eff Date:** Enter the date this transaction is to be effective.	
11. Press ENTER.	The Position Budget for the Position has been entered and the following message is displayed: Pos-Budget aaaa-pin-yyyy-p added successfully.
12. Press F3.	The Maintain Position Information screen will appear.

Your Action ...	System Response ...
13. Choose Modify and change the **Transmit for Approval?** to **Y**es and press ENTER.	The position has been established and the Maintain Position Information screen will appear with the following message displayed: Position aaaa-pin-p modified successfully.