Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6242	Position	Revised Date: 02/02/2021
	Modify Position Information	Version: 7

Table of Contents

Objective

Perform modification on positions

Outcome

Position modifications, intra-agency (within same master agency) transfers (swaps), full-time/part-time swaps, abolishments, re-authorizations, reallocations, reclassifications, and the non-align indicator modifications are entered into the system.

Position Modifications

The Maintain Position Information screen is used to enter information required to establish a position. The screen has two panels and includes information such as PIN, occupation code and title, start and ending salary, service date and type, and geographic location.

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

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     04/02/2019
PHIMAINU PHIMAINM                  Position Menu                        11:12 AM


           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  PHVC      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     04/02/2019
PHIMAINU PHIMAINM              Manage Position Menu                    11:13 AM


          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  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      04/02/2019
PHOPPN0D PHOPPN0M          Maintain Position Information                11:16 AM
                                                                        1 more >
 Action: _  (A,C,D,M,N,P)


    *Agency Nbr: ____
          *PIN: _____                         Approval: _
          *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: _
        Auth Dt: __ __ ____                 End Date: __ __ ____
                                       Pos Swapped From: _
   Trans Eff Dt: __ __ ____            Transmit for Approval?: _
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 **M**odify and enter the following:
 	
    ***Agency Nbr**: The agency code xxxx.
    ***PIN**: Position Number to be modified.
    Approval: Indicates the status of the
        request: "**A**" – Approved, "**P**" – Pending,
        or "**F**" - Future date.	

5. Press ENTER.	

6. Enter the information to be added or changed
    on the screen.
 	
    ***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 Occupational Code.
    ***PIN County**: XX indicating the code of 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 to enter the information to be added or changed on the screen. SPB Processed: A "**Y**" indicates that the State Personnel Board processes this position. This field 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 whether or not the position is state service. 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.	

Your Action ...	System Response ...
Continue to enter the information to be added or changed on the screen. ***Auth**: Code denoting whether the position was authorized in an appropriation bill or escalated through DFA. 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.

```
PHFNC10  PHVC      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     04/02/2019
PHOPPN0D PHOPPN1M          Maintain Position Information            11:21 AM
< 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 information to be added or changed on the screen.
 	
    *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 to enter the information to be added or changed on the screen. 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 (can only be 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 at a national monument. 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 Delayed, **K –** Contractor WINS (bi-weekly delayed, **L**egislative, **M**onthly, **P-** Supplemental, **R-** Twice a Month (semi-monthly paid current), **S**emi-monthly (delayed), **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 to enter the information to be added or changed on the screen. ***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 position has been modified and the following message will be displayed: Position aaaa-#-p modified successfully.

Intra-Agency Position Transfer

PINs can only be swapped between sub-agencies within the same master agency. Agency Fiscal Year Records must first be reviewed and/or modified to ensure that authorized PIN counts are sufficient to allow the swap.

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.
3. Choose **IA** (Intra-Agency Position Transfer) from the Manage Position Menu and press ENTER.	The Intra-Agency Position Transfer screen will appear.

```
PHFNC10  PHVC       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     04/02/2019
PHOPSW0D PHOPSW0M            Intra-Agency Position Transfer              11:24 AM


  *Action: _  (A,C,D,M,N,P)
    *Agency#: ____                                      Cur FLSA:
    *Cur PIN: _____       FISCAL YEAR: ____         Service Type:
    Cur OCCU:
         SSN:    - -
*Req Agency#: ____                                        FLSA:
    *Req PIN: _____   (PIN can be auto assigned)        Serv Type:
Display   Current Program Details:           PGM#   PGM%   GF%    FF%    OF%
1_ of



Display   Proposed 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        Note  Hist  Bkwd  Fwd                    Quit
```

Your Action ...	System Response ...
4. Choose **A**dd.	

5. Enter the following information:
 	
    *Agency #: The agency code xxxx.
    Cur FLSA: The type of FLSA status assigned to the position. The system will display this information.
    *Cur PIN: Enter the PIN number to be swapped. It must be an active PIN.	

Your Action ...	System Response ...
6. Press ENTER:	
7. Enter the following information: Fiscal Year: The system will display the current fiscal year. Service Type: The service type assigned to the current PIN. The system will display this information. Cur OCCU: The occu code assigned to the position. The system will display this information. Cur OCCU: The occu code assigned to the position. The system will display this information. SSN: The Social Security Number for the person in this position. The system will display this information. ***Req Agency #:** The agency number where the PIN is to be swapped. The agency cannot be the same as the current agency. However, both agencies must be within the same master agency *FLSA: The FLSA status for the requested position. The system will display this information. *Req PIN: The system will complete this if left blank. The PIN cannot be an active PIN. *Service Type: The service type for the requested position. The system will display this information. Current Program Details by PGM#, PGM%, GF%, FF%, and OF%: The system will display this information. **Proposed Program Details by PGM#, PGM%, GF%, FF%, and OF%:** Enter a valid program number and the funding by program and funding source; must equal 100 percent among all programs and funds. **Trans Eff Date:** MM DD YYYY. This 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.	

Your Action ...	System Response ...
8. Press ENTER.	If the employee has not received a performance rating in the past 90 days, the Record Performance Appraisal screen will appear with the Agency, SSN, PIN, Occupation information for the position, and the employee displayed.**
9. Press ENTER.	The following message will appear: Transaction s-aaaa-# added successfully.

**Refer to 6216 Employment Performance Appraisals workbook for instructions on performing and entering performance appraisal information.

Full-Time/Part-Time Swap

The Full-time/Part-time Swap screen is used by an agency to request that a Full-time and Part-time position be swapped. Information such as PIN, occu code, hours per week, number of months, and effective date of swap is recorded.

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.
3. Choose **RA** (Full-time/Part-time Swap) from the Manage Position Menu and press ENTER.	The Full-time/Part-time Swap screen will appear.

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    04/02/2019
PHOPPS2D PHOPPS2M              Full-Time/Part-Time Swap                12:13 PM


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


  *Agency: ____


     *Full Time PIN: _____              SSN:


         Occu:
 Hrs per Week:          Num of Months:        Service Type:
 Hrs per Week: __       Num of Months: __   *Service Type: __


     *Part Time PIN: _____              SSN:


         Occu:
 Hrs per Week:          Num of Months:        Service Type:
 Hrs per Week: __       Num of Months: __   *Service Type: __


  Trans Eff Dt: __ __ ____               Transmit for Approval?: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note  Hist                             Quit
```

Your Action ...	System Response ...

4. Choose **A**dd and enter the following fields:
 	
    ***Agency:** Enter the agency number xxxx.
    ***Full-time PIN**: Enter the PIN number to be moved from full-time to part-time.	

5. Press ENTER.	

6. Enter the following information:
 	
    SSN: The Social Security Number for the person in this position. The system will display this information.
    Hourly Rate: The system will display this information for the current position
    Monthly Rate: The system will display this information for the current position.
    Occupation Code: The system will display this information for the current position.
    Title: The system will display this information for the current position.
    Hrs Per Week: The number of hours per week an employee is currently working in the current PIN before the full-time/part-time swap takes place. The system will display this information.	

Your Action ...	System Response ...
Continue to enter the following information. Number of Months: The number of months an employee is currently working in the related PIN before the full-time/part-time swap takes place. The system will display this information. Service Type: The service type of current PIN. The system will display this information. **Hrs Per Week**: Enter the new hours per week for the current full-time position. **Num of Months**: Enter the new hours per month for the current full-time position. ***Service Type**: Enter the new state service type code for the current full-time position. ***Part- Time PIN**: Enter the PIN to be swapped from part-time to full-time. **Hrs Per Week**: Enter the new hours per week for the current part-time position. **Num of Months**: Enter the new hours per month for the current part-time position. ***Service Type**: Enter the new state service type code for the current part-time position. **Trans Eff Date**: MM DD YYYY **Trans 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 ENTER.	If the employee has not received a performance rating in the past 90 days, the Record Performance Appraisal screen will appear with the Agency, SSN, PIN, Occupation information for the position, and the employee displayed.**
8. Press ENTER.	The Full-Time/Part-Time Swap screen will be displayed with the following message: Transaction s-aaaa-# added successfully.

**Refer to 6216 Employment Performance Appraisals workbook for instructions on performing and entering performance appraisal information.

Abolish Position

The Abolish Position screen is used to enter information in order to abolish a position. Information included on this screen is agency number, PIN, occu code for the position, reason for abolishing (such as Legislature, expired escalation), effective date, and funds to be generated as a result of this action.

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.
3. Choose **AA** (Abolish Position) from the Manage Position Menu and press ENTER.	The Abolish Position screen will appear.

```
PHFNC10  PHVC      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      04/02/2019
PHOPPM2D PHOPPM2M                  Abolish Position                    12:17 PM



  *Action: _ (C,D,M)

  *Agency Number:    ____
  *PIN        :      _____
   Occu Cd      :

   SSN          :

   Dt Pos Vacant:
                                      Funds To Be Generated:


 *Abolish Reason:    ___

   Abolish Date  :    __ __ ____         Transmit for Approval?: _



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

Your Action ...	System Response ...

4. Choose **M**odify and enter the following information:
 	
   ***Agency Number**: The agency code xxxx.
   ***PIN**: Enter the PIN to be abolished.	

5. Press ENTER.	

6. Enter the following information:
 	
   Occu Cd: The code for the particular occupation or job classification. The system will display this information.
   SSN: This field must be blank.
   Dt Pos Vacant: The date the position became vacant. The system will display this information.
   Funds To Be Generated: The percentage of monies allocated from the total amount to General Funds.	

Your Action ...	System Response ...
Continue entering the following information. ***Abolish Reason**: Enter the code denoting why the position is being abolished. **Abolish Date**: MM DD YYYY; must be in the current or next fiscal year. **Transmit for Approval?:** Enter "**Y**"es to indicate that the information is complete and the request is ready to be sent for approval; enter "**N**"o to indicate the record is not ready for approval. If the approval has been approved but not processed, the value will be "**F**" - approved for a future date. If the record has been approved, it cannot be modified unless the user first withdraws the approval record.	
7. Press ENTER.	Enter the Notes and Comments.
8. Press ENTER.	The Abolish Reason screen will appear with the following message displayed: Active-pin A-aaaa-# modified successfully.

FY (Fiscal Year) Time-Limited Position Re-authorization

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.
3. Choose **TL** (FY Time-Limited Position Re-authorization) from the Manage Position Menu and press ENTER.	The FY Time-Limited Position Re-authorization screen will appear.

```
PHFNC10  PHVC       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     04/02/2019
PHOPPM4B PHOPPM4M    FY Time-Limited Position Re-Authorization       12:20 PM

 *Agency Number: ____
                                                      Re-Auth    Re-Esc
  New End Date....: __ __ ____           Carried Forward....:
  Transmit to SPB?: _                    Not Carried Forward:
     Re-                                 Auth                      End
*Act Auth  PIN  Occu Cd       Title      Type   SSN   Mth Hrs    Date
 --- ---- -----  ------- -------------------- --- --------- -- --- ----------
                        *** End of Data ***












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 the following information:
 	
  *Agency Number: The agency code xxxx.
  New End Date: This is the date that the time-limited PINs will end after the rollover. Only those PINs that are earmarked to roll over will receive the new end date (entered as MM DD YYYY).	

5. Press ENTER.	All time-limited positions will be displayed.
6. Enter a **Ye**s next to each time-limited position to be carried forward; enter **N**o if it should not be carried forward to the next fiscal year; enter **C**hange to change the PINs from Re-Authorized/Authorized to Escalated and from Re-Escalated/Escalated to Authorized. **NOTE**: If a Position is not marked with either a Yes or No, its authorization will end on its current end date. Also, the system will not allow an N to be entered in the Action field if the position is still filled.	
7. Change **Transmit to SPB** from No to **Y**es.	The numbers to be carried forward and not to be carried forward will be annotated at the top of the screen by the number re-authorized and the number re-escalated.

Reallocation/Reclassification

The Reallocation/Reclassification screen is used to enter information for reallocation or reclassification of a position. Both current and requested information such as occu code, service type, beginning and ending salary, and FLSA status are included. Also, the screen records the annual cost and effective date of the reallocation or reclassification.

Reallocation and Reclassification can be added for vacant or filled positions. If the position is vacant, the requested start salary cannot be greater than the beginning salary.

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.
3. Choose **RR** (Reallocation/Reclassification) from the Manage Position Menu and press ENTER.	The Reallocation/Reclassification screen will appear.

```
PHFNC10  PHVH      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    02/02/2021
PHOPPM3D PHOPPM3M         Reallocation/Reclassification             10:38 AM

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

 *Realloc/Reclass: __
       *Agency#: ____                                      *PIN: _____

         Cur OCCU:
             SSN:
  Curr Annual Sal:             Start Sal:          End Sal:
    Service Type:       Executive Service:  FLSA Status:  Extra Hrs:

       *Req OCCU: _____
 *Req Annual Sal: _____   Start Sal:          End Sal:
   *Service Type:       *Executive Service: _ *Req FLSA: _ *Extra Hrs: __
                        Selection Exempt:     Prom Max Rate:
*Gen/Award Reason: __
  Annual Cost Chg:            Reallocation Type: Lateral
  Trans Effec Dt : __ __ ____             Transmit for Approval?: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End           Note  Hist                            Quit
```

Your Action ...	System Response ...
4. Choose **A**dd. (Choose **C** to clear the screen prior to adding additional transactions.)	
5. Enter the following information: ***Realloc/Reclass**: Enter **RA** (Reallocation). **RC** (Reclassification) OR **CL** (Career Ladder Reclassification). ***Agency#**: The agency code XXXX. ***PIN**: Enter the PIN on which the action is to be performed.	
6. Press ENTER.	The system will display the information on the current PIN and employee in the PIN.

Your Action ...	System Response ...

7. Enter the following information:
 	
  Req OCCU: Enter the occupation code for which the transaction is requested.
  Req Annual Salary: Enter the annual salary for the transaction. If position is vacant, requested salary cannot be greater than the start salary.
  Start Salary: The system completes this field based on the occupation.
  End Salary: The system completes this field based on the occupation.
  *Service Type: The system completes this field based on the requested position.
  *Executive Service: The system completes this field based on requested position.
  Req FLSA: The FLSA status for the requested position.
  Extra Hrs: This code must correspond to the FLSA code.
  Selection Exempt: The system completes this field based on the position or occupation.
  Prom Max Rate: The system will complete this field based on promotional formula.
  *Gen/Award Reason: Enter a code denoting the generate funds or award reason. This is only required for reallocations.
  Annual Cost Chg: The system will calculate the cost based on the current start salary and the proposed start salary.
  Reallocation Type: The system will complete based on Gen/Award Reason Code.
  Trans Effec Dt: MM DD YYYY; 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.	

8. Press ENTER.	If the employee has not received a performance rating in the past 90 days, the Record Performance Appraisal screen will appear with the Agency, SSN, PIN and Occupation information for the position and the employee displayed.

Your Action ...	System Response ...
9. Press ENTER.	The reclassification/reallocation will have been performed, and the following message will be displayed: Reall/Reclass Trans xx-aaaa-PIN# added successfully.

**Refer to 6216 Employment Performance Appraisals workbook for instructions on performing and entering performance appraisal information.

Upload Position - Report to Agency & PIN

This screen is used to upload into SPAHRS the Report to Agency and Report to PIN, and Transaction Effective date.

The Upload Position Report to Agency and Report to PIN job look for specific file names containing data for the upload process; then it creates a specific file name for the upload process. The upload process is subject to the same edits that would be required if the transactions were being entered online. Agencies can create their own programs to produce reports that are specific for their agency. Reports are generated indicating the number of records processed and identifies any errors.

Your Action ...	System Response ...
1. Choose **PO** (Position) from the Main Menu and press ENTER.	The Position Menu will appear.
2. Choose **UP** (Upload Position - Report to Agency & PIN) from the Position Menu and press ENTER.	The Upload Position - Report to Agency & PIN screen will appear.

```
PHFNC10   PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     04/02/2019
PHOPPN7D PHOPPN7M       Upload Position - Report to Agency & PIN        12:45 PM




            *Agency Number...: ____

             Upload File Name:


             Only the following fields are updated:

             1). Report-to-Pin
             2). Report-to-Agency
             3). Transaction Effective Date  (MMDDCCYY)




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

Your Action ...	System Response ...
3. Enter the following information. *Agency Number: Enter the four digit agency number.	The Position Menu will appear.
4. Press ENTER.	The Batch Job Submission screen will appear.
5. Press ENTER.	The Upload File Name will appear and the message that the record has been submitted.