
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6244	Position Employee Profile (PEP Forms)	Effective Date: 06/18/2019
		Version: 6

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Objective

Display and Print Position Employee Profile (PEP) forms

Outcome

PEP information is displayed and printed successfully

View PEP Information

The display option provides a method to view Position Employee Profile information online. This information is generated from other processes of the system. No action can be taken when this option is chosen.

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

```

PHFNC10 PHVI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/18/2019
PHIMAINU PHIMAINM Position Menu 10:03 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 PV (View PEP Information) from the Position Menu and press ENTER.	The Position Employee Profile-1 screen will appear.

```

PHFNC10 PHVI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/18/2019
PHOMPEPD PHOMPE1M Position Employee Profile - 1 10:03 AM
2 more >

*Action: _ (C,D)
*Agency: ____ *PIN: _____

PIN DATA OCCU:
Start Salary: End Salary: Sal Eff Dt:
County Code: FLSA Status: Pos Auth Dt:
Pos End Dt: Emolument Type: Emolunt Amt:
Pos Creation Type: Permanent Proj Months: Hrs per Week:
Service Type: State Service Service Date:
Retirement Pgm: Teacher Months: Exec Serv:
Org Code: Bill Nbr: Geo Loc:
Abolish Date: *Abolish Reason: *Exempt from Sel Cd:
EMPLOYEE DATA SSN: 1 of Name:
Annual Salary: Hourly Rate: Pos Vacant Dt:
State Hire Date: Last Salary Date: Mthly Rt:
Agency Hire Date: Pos Entry Date:
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. Choose Display and enter the following information: Agency: Enter the agency code xxxx. PIN: Enter the position number to be displayed.	
4. Press ENTER.	The Position Employee Profile Information for the selected PIN will be displayed with the following message: Position aaaa-pin#-A displayed successfully.
5. Press F11 to view the second panel.	The Position Employee Profile – 2 screen will appear.

```

PHFNC10 PHVI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/18/2019
PHOMPEPD PHOMPE2M Position Employee Profile - 2 10:04 AM
< 1 more 1 more >

Agency: PIN: OCCU: SSN:

EMPLOYEE DATA Last Name: First Name:
Maiden Name: Middle Name:
Birth Date: Suffix:
Yrs of Educ: Race: Sex:
Employee Status: Status Date:
Max Salary: Realign Max Rate:
Prom Max Salary: Longevity Amt:
Date PIN Vacant: Ed Bench Long Amt:
Add/Spec Comp: 1 of 1

Performance Appr Rating: Last PAR Date:

SEPARATION DATA Term Code: Term Date:

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. Press F11 to view the third panel.	The Position Employee Profile – 3 screen will appear.

```

PHFNC10 PHVI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/18/2019
PHOMPEPD PHOMPE3M Position Employee Profile - 3 10:05 AM
< 2 more

Agency: PIN: OCCU: SSN:

PROGRAM DATA: Fiscal Year: 2019 1__ of 1

Program Name PGM# Percent GF % FF % OF %
-----
SUPPORTIVE SERVICES 01 100.00 100.00

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

```

Produce PEP Reports

This option is used to print PEP forms from the system.

Your Action ...	System Response ...
1. Choose PO (Position) from the Main Menu and press ENTER.	The Position Menu will appear.
2. Choose PR (Produce PEP Report) from the Position Menu and press ENTER.	The Produce PEP Report screen will appear.

```

PHFNC10 PHVI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/18/2019
PHOMPEPP PHOMPEPM Produce PEP Report 10:10 AM

Enter Agency Numbers for PEP to be Printed:

Print PEP Forms (Large Volume) at ITS? (Y)es or (N)o: N
All Current PEPs: X Changed PEPs Only: _
From Date: _ _ _ _ To Date: _ _ _ _ Select All Agencies: N

      Agency# (A,I,R)      Agency# (A,I,R)
      -----
*    _____ -      _____ -
      _____ -      _____ -
      _____ -      _____ -
      _____ -      _____ -
      _____ -      _____ -
      _____ -      _____ -

Include==> Abolished PINs: N Terminated Data: N Previous Employee: N

(A= All PINs , I = Individual PINs , R = Range of PINs for an Agency)
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                                          Quit
    
```

Your Action ...	System Response ...
<p>3. Enter the following information:</p> <p>Print PEP Forms (Large Volume) at ITS?: System defaults to No. Only SPB can print at night.</p> <p>All Current PEPs: Enter an "X" to print all current PEPs only. Leave blank to print current and changed PEPs.</p> <p>Changed PEPs Only: Enter "X" to print only changed PEPs. Leave this field blank to print current and changed PEPs.</p> <p>From Date: The start date for the selected records. This is required when the Changed PEPs Only field is indicated.</p> <p>To Date: The start month for the selected records. This is required when the Changed PEPs Only field is indicated.</p> <p>Select All Agencies: Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report. The user must have a security level of 3, 4, or 5 to print "ALL" agencies.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information.</p> <p>*Agency#: Enter at least one agency number if the Select All Agencies field is set to No.</p> <p>A,I,R: Enter “A” if all PEP forms for the selected agencies are to be printed, “I” if individual PIN PEPs are to be printed or “R” if a range of PINs is to be printed.</p> <p>Abolished PINs: Enter “Y” to print abolished PINs. Enter “N” and the PEPs will not be printed for those PINs which have been abolished.</p> <p>Terminated Data: Enter “Y” to include information on the employee that was terminated from this position. The position must be vacant to show this data.</p> <p>Previous Employee: Enter “Y” to print information for both the current and previous employee assigned to this position. Enter “N” to print only the information for the current employee in this position.</p> <p>PEP Identification Msg: Enter PEP identification message.</p>	
<p>4. If All is selected, a Batch Job Submission pop up window appears.</p>	


```

PHFNC10 PHVI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/18/2019
PHOMPEPP PHOMPEPM Produce PEP Report 10:10 AM

Enter Agency Numbers for PEP to be Printed:

Print PEP Forms (Large Volume) at ITS? (Y)es or (N)o: N
All Current PEPs: X Changed PEPs Only: _
From Date: _ _ _ To Date: _ _ _ Select All Agencies: y
-----Batch Job Submission-----
Agency |
-----| Job Name: PH726030 *Job Class: A
* | Job Description: PEP Report
| *Destination: R10_____ *Msg Class: Z
| *Sysout
Include==> A | Reports Class Forms Copies
| PEP Report A _____ 1_
(A= All PIN |
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit
    
```

Your Action ...	System Response ...
5. If Individual is selected, a Browse by PINs for an Agency screen appears.	

```

PHFNC10 PHVI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/18/2019
PHOMPESB PHOMPESM Browse by PINs for an Agency 10:13 AM

Action: (S) Press PF3 when selection is completed.

*Act PIN OCCU SSN Name
-----
- 107 4799
- 108 4799
- 109 4799
- 110 4799
*** End of Data ***

*PIN: _____ Agency#: 0160 Name: PERSONNEL BOARD - STATE
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 ...
6. If Range is selected, a pop up window requesting Range From and Range To appears.	

```

PHFNC10 PHVI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/18/2019
PHOMPEPP PHOMPEPM Produce PEP Report 10:14 AM

Enter Agency Numbers for PEP to be Printed:

Print PEP Forms (Large Volume) at ITS? (Y)es or (N)o: N
All Current PEPs: X Changed PEPs Only: _
From Date: _ _ _ To Date: _ _ _ Select All Agencies: N

  A +-----0160 PERSONNEL BOARD - STATE-----+
  - |
  * |          RANGE FROM: _____
    |          RANGE TO  : _____
    +-----+

  _____ - _____ -
  _____ - _____ -

Include==> Abolished PINs: N Terminated Data: N Previous Employee: N

(A= All PINs , I = Individual PINs , R = Range of PINs for an Agency)
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                                          Quit
    
```

Your Action ...	System Response ...
7. Press ENTER.	The Batch Job Submission pop up window is displayed. When ENTER is pressed, the system will display the following message: XXXXX XXXXXXXX Has Been Submitted Successfully.

Download of Position and Employment Details

This job provides a download file providing a report for Position Occupation Report, Employee Report, Performance Appraisal Report, Address Report, and Demographic Report.

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 PHVI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/18/2019
PHIMAINU PHIMAINM Manage Position Menu 10:15 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 PE (Download of Position and Employment Details) from the Manage Position Menu and press ENTER.	The Download of Position and Employment Details screen will appear.

```

PHFNC10 PHVI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/18/2019
PHOPPNAD PHOPPNAM Download of Position and Employment Details 10:15 AM

*Agency: _____
          _____

WINS Only: N

File Name:

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 *Agency Number and press ENTER.	The Batch Job Submission pop up window will appear. The system will populate the File Name.