
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6245	Position	Effective Date: 06/18/2019
	Fiscal Year Table Maintenance	Version: 5

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Objective

Enter position related information into tables.

Outcome

Variable Compensation Pay, Executive Compensation, and Special Compensation information is entered into the system.

Maintain VCP Components (SPB ONLY)

The Variable Compensation Plan is the primary instrument for establishing compensation policy used by agencies within the State Personnel System and under the salary setting authority of the State Personnel Board. The Plan is revised each fiscal year in conjunction with the Legislative appropriation process. There can be numerous components of the plan, including realignment, reallocation, reclassification, additional compensation, recruitment flex, etc. A separate transaction must be completed for each component of the annual plan. These tables are maintained by SPB and are available for display to user agencies.

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 11:23 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 MW (Maintain FY Control Tables) from the Position Menu and press ENTER.	The Maintain FY Control Tables Menu will appear.

```

PHFNC10 PHVI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/18/2019
PHIMAINU PHIMAINM Maintain FY Control Tables Menu 11:23 AM

Code Description FastPath
MV Maintain VCP Components VCP
MS Maintain Special Compensation Plans
ME Maintain Executive Compensation
BV Browse VCP Components
BS Browse Special Compensation Plans
MA Maintain ACT Attributes ACT

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 MV (Maintain VCP Components) from the Maintain FY Control Tables Menu and press ENTER.	The Maintain VCP Components screen will appear.

```

PHFNC10 PHVI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/18/2019
PHOWVC1D PHOWVC1M Maintain VCP Components 11:24 AM

Action: _ (A,C,D,M,N,P)
Fiscal Year: ____ *Component: ____

Active Ind(Y/N): _ Max % Increase: _____ Percentage of Parity: _____
Priority Rule(Y/N): _ *Priority Type: __ Minimum Hire Date: __ __ __

          <===== Increase =====>   <== Salary Range ==>   <== PAR ==>
          Amount      Percentage      Start      End
1_ of 20 _____      _____      _____      _____
          _____      _____      _____      _____

Exceed End Salary(Y/N): _ Lump Sum Payment(Y/N): _ Date Pd By: __ __ __
NH Pay Relative Start Pct: _____ Min Salary: _ Max Salary: _
VCP Recommended Funding: _____ VCP Implemented Funding: _____
Appropriated Mandate (Y/N) : _ Exclude If Statute(Y/N): _
Salary Exceed Agency Head(Y/N): _ *Generate/Award Funds : _
SPB Approval (Y/N): _ Par Rating Requirement : ____

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

Your Action ...	System Response ...
<p>4. Choose Add and enter the following information:</p> <p>Fiscal Year: Enter the fiscal year YYYY. *Component: Enter the code to be associated with the portion of the VCP.</p>	
<p>5. Press ENTER</p>	
<p>6. Enter the following optional information:</p> <p>Active Ind: Enter Yes if the component is active for the specified fiscal year. Max % Increase: Enter a numeric value denoting the maximum percentage that will or can be awarded under this VCP component (<i>i.e.</i>, 0.10000). Percentage Of Parity: This field is used to denote if only a percentage of the relevant VCP component has been appropriated. If the appropriated amount is half of the component, enter 50; the system will convert it to the percentage amount. Priority Rule (Y/N): Enter Yes if there were multiple components funded with a pay package.</p>	

Your Action ...	System Response ...
<p>Continue entering the following optional information.</p> <p>Priority Type: If multiple components exist, enter a numeric value representing the priority assigned this component (generally, 1, 2, 3, etc.).</p> <p>Minimum Hire Date: If the VCP was passed with a hire date restriction, enter the date in MM DD YYYY format.</p> <p>Increase Amount: If the component provides a set increase amount, enter the amount.</p> <p>Increase Percentage: If the component provides a set percentage and not a set amount, enter the percentage.</p> <p>Salary Range Start and End: If the relevant component was passed only for employees earning between set amounts, enter the dollar amounts. If entered, the system will denote the decimal and cents.</p> <p>PAR: If the relevant component was passed only for employees earning between a set of PAR ratings, enter the PAR range.</p> <p>Exceed End Salary (Y/N): Enter Yes if the component will allow the occupation end salary to be exceeded.</p> <p>Date Pd By: If the legislation or policy requires the payment to be paid by a specific date, enter the date in MM DD YYYY format.</p> <p>NH (New Hire) Pay Relative Start Pct: Indicate if newly hired employees are paid at a salary different than start salary (i.e., if new employees will be hired at 10% below or above start salary, enter .10).</p> <p>Min Salary/Max Salary: Indicate if the New Hire salary is the minimum (below start salary) or maximum start salary.</p> <p>VCP Recommended Funding: Amount recommended for funding. Enter a numeric value; the system will add the decimal and cents.</p> <p>VCP Implemented Funding: The amount actually approved for funding. Enter a numeric value; the system will add the decimal and cents.</p> <p>Appropriated Mandate (Y/N): Enter Yes if the component is mandated in the appropriation process.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information.</p> <p>Exclude if set by statute (Y/N): Enter Yes if the component excludes positions whose salaries are set by statute.</p> <p>Salary Exceed Agency Head (Y/N): Enter Yes if the component allows an employee's salary to exceed the agency head's salary.</p> <p>*Generate/award funds: Code denoting if funds are to be generated or not. (For example, there have been times when the funding for an upward reallocation must be generated by downwardly reallocating or abolishing a vacant position.</p> <p>SPB Approval (Y/N): Enter Yes if the component requires SPB approval.</p> <p>PAR Rating Requirement: If the component requires a specific PAR rating, enter the rating.</p>	
7. Press ENTER.	<p>The component will have been added and the following message will appear:</p> <p>VCP XXXX-XXXX added successfully.</p>

Maintain Special Compensation Plans (SPB ONLY)

Special compensation plans can be approved for specific occupations within specific agencies. The plans can be established when job conditions warrant special compensation, for additional years of experience, for cooperative agreements with students, or for teachers. A special plan must be entered into the system for each portion of the special compensation plan. These tables are maintained by SPB and are available for display to user agencies.

Your Action ...	System Response ...
1. Choose PO (Position) from the Main Menu and press ENTER.	The Position Menu will appear.
2. Choose MW (Maintain FY Control Tables) from the Position Menu and press ENTER.	The Maintain FY Control Tables Menu will appear.
3. Choose MS (Maintain Special Compensation Plans) from the Maintain FY Control Tables Menu and press ENTER.	The Maintain Special Compensation Plans screen will appear.

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PHFNC10 PHVI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/18/2019
PHOWSC1D PHOWSC1M Maintain Special Compensation Plans 12:42 PM

Action: _ (A,C,D,M,N,P)
      Fiscal Year: ____ *Agency: ____
      *Plan: ____ Plan Desc.:
      *Occu: _____

      Type/Duty/Location Pct: _____ Amount: _____

1_ of 30 Years Experience: _____ Add Pct: _____
      Coop Work Period: _
      Salary:Yr: _____ Hr: _____ Mth: _____
      Coop Wage Base Salary:Yr: _____ Hr: _____ Mth: _____
      Coop Wage Base Pct: _____
      Average Metro Hour Rate: _____
      Substitute Description: _____
      Corrections Teacher Salary: _____
      Teacher Increase: _____
      Keystrokes Per Hour: _____ - Pct of Addtl Comp: _____

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

Your Action ...	System Response ...
<p>4. Choose Add and enter the following information:</p> <p>Fiscal Year: Enter the fiscal year YYYY. *Agency: Enter the agency code XXXX. *Plan: Enter the code for the special compensation plan. The plan must be related to both an agency and an occupation. Plan Desc.: The description of the special compensation Plan. *Occu: The occupation code associated with this special compensation plan.</p>	
<p>5. Press ENTER.</p>	
<p>6. Enter the optional information:</p> <p>Type/Duty/Location/ Pct: If the plan relates to a specific type of work, duty assignment or location, enter a numeric value indicating the additional percentage above the starting salary for the occupation.</p>	

Your Action ...	System Response ...
<p>Continue entering the optional information.</p> <p>Amount: If the plan relates to Type/Duty/Location, a specific dollar amount to be paid can be entered. The system will add the decimal and cents.</p> <p>Years Experience: If the plan relates to years of experience, enter the number of years of experience required to receive the relevant additional salary.</p> <p>Add Pct: If the current pay will be increased for additional years of experience, enter numeric value indicating the percentage to be awarded under this special plan.</p> <p>Coop Work Period: a numeric value representing a student's cooperative work period. For example, if the student works one semester and goes to school a semester, a semester of work would be 1; the second semester of work would be 2.</p> <p>Salary: Yr: The salary associated with the Cooperative Work Period.</p> <p>Hr Rate: The system will complete this field when ENTER is pressed if a salary is entered for a Cooperative Work Period.</p> <p>Mth Rate: The system will complete this field when ENTER is pressed if a salary is entered for a Cooperative Work Period.</p> <p>Coop Wage Base Salary: Yr: A numeric value representing the starting salary for technical or professional occupation class identified to represent the type of work performed by the coop student.</p> <p>Hr Rate: The system will complete this field if an annual salary is entered for a Cooperative Work Period.</p> <p>Mth Rate: The system will complete this field if an annual salary is entered for a Cooperative Work Period.</p> <p>Coop Wage Base Pct: A numeric value indicating a percentage of the technical or professional occupation's starting salary to be paid to the student in the cooperative program.</p> <p>Average Metro Hour Rate: Average hourly rate for nurses (LPN I, LPN II, Nurse I-IV) of comparable classes at area hospitals (UMC, St. Dominic, Methodist Rehabilitation, Baptist and Rankin Medical Center).</p>	

Your Action ...	System Response ...
<p>Continue entering the following information.</p> <p>Substitute Description: If the plan description is V/H Impairment Substitute employee, this field would be used to list one of the seven types of substitute titles (i.e., Security Officer, Secretary, House Parent, etc.).</p> <p>Corrections Teacher Salary: This field is used if the teachers' salaries at the Department of Corrections are different than academic teachers within other agencies.</p> <p>Teacher Increase: This field is used to enter the amount of mandated increase a teacher will receive after each A, AA, AAA, A year of teaching experience depending on that teacher's level of certification (AAA).</p> <p>Keystrokes Per Hour: If the plan relates to number of keystrokes per hour, enter the number of keystrokes required to receive the additional salary.</p> <p>Pct of Addtl Comp: If the current pay will be increased for additional keystrokes per hour, enter the percentage increase to be awarded.</p>	
<p>7. Press ENTER.</p>	<p>The information will have been added and the following message will be displayed:</p> <p>Special Comp YYYY-aaaa-#-Occ# added successfully.</p>

Maintain Executive Compensation (SPB ONLY)

Agencies of a certain size are allowed to have executive compensation plans for their management staff. There are three separate phases of executive compensation, I - for the agency head, II - for top management, and III - for middle management. The executive compensation plan can be modified annually. Modification may include an increase in the number of executive compensation positions allowed for each agency position, whether or not the executive compensation plan is also covered under the VCP. These modifications are entered in the executive compensation transaction by SPB staff.

Your Action ...	System Response ...
1. Choose PO (Position) from the Main Menu and press ENTER.	The Position Menu will appear.
2. Choose MW (Maintain FY Control Tables) from the Position Menu and press ENTER.	The Maintain FY Control Tables Menu will appear.
3. Choose ME (Maintain Executive Compensation) from the Maintain FY Control Tables Menu and press ENTER.	The Maintain Executive Compensation screen will appear

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PHFNC10 PHVI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/18/2019
PHOWEX1D PHOWEX1M Maintain Executive Compensation 01:28 PM

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

Fiscal Year: ____ *Phase ID: _

                                Minimum      #Exec Comp
                                # of PINs      PINs Allowed

Active This FY(Y/N): _          1_ of 50      _____
Max # of PINs: _____ or : _____      _____
New PINs Allowed FY(Y/N): _      _____
Exceed-End-Salary(Y/N): _      _____
Increase Can't Exceed: _____      _____
VCP Rules Apply(Y/N): Y
Max # PINs, Phase II & III: _____ or : _____

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

Your Action ...	System Response ...
<p>4. Choose Add and enter the following information:</p> <p>Fiscal Year: Enter the fiscal year YYYY. *Phase ID: Enter 0, 2, or 3 to identify the executive compensation phase.</p>	
<p>5. Press ENTER.</p>	
<p>6. Enter the following optional information:</p> <p>Active This FY (Y/N): Enter Yes if the phase is active for the fiscal year.</p> <p>Minimum Number of PINs: Enter the minimum number of positions associated with the number of executive compensation positions allowed in this phase. For example, if 3 executive compensation positions are allowed when an agency has 350 positions, enter 350.</p> <p>#Exec Comp PINs Allowed: Enter the number of executive compensation positions for the minimum number of positions entered above.</p> <p>Max # of PINs: The maximum number of executive compensation positions an agency can have OR a percentage of total positions. New PINs Allowed FY(Y/N): Enter Yes if additional positions are allowed in the fiscal year.</p> <p>Exceed-End-Salary (Y/N): Enter Yes if the plan allows an employee in an executive compensation position within the relevant phase given a salary increase to exceed the occupation end salary.</p> <p>Increase Can't Exceed: The highest salary increase which can be paid to an employee in this phase as a result of that employee's executive compensation status.</p> <p>VCP Rules Apply (Y/N): Enter Yes if the Executive Compensation Plan is covered under the Variable Compensation Plan.</p> <p>Max # PINs, Phase II & III or: Enter the maximum number of combined executive compensation positions an agency can have for Phases II and III; or a percentage of the total positions.</p>	

Your Action ...	System Response ...
7. Press ENTER.	The Executive Compensation Plan has been entered and the following message will be displayed: Executive Comp YYYY-ID added successfully.

Maintain ACT Attributes (SPB ONLY)

Your Action ...	System Response ...
1. Choose PO (Position) from the Main Menu and press ENTER.	The Position Menu will appear.
2. Choose MW (Maintain FY Control Tables) from the Position Menu and press ENTER.	The Maintain FY Control Tables Menu will appear.
3. Choose MA (Maintain ACT Attributes) from the Maintain FY Control Tables Menu and press ENTER.	The Maintain ACT Attributes screen will appear

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PFNC10 PHVI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/18/2019
PHWACTD PHWACTM Maintain ACT Attributes 01:32 PM

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

Fiscal Year: ____ *Component: ACTC ACT COMPENSATION

Active Ind(Y/N): _

Max % Increase: _____

Exceed End Salary(Y/N): _

Salary Exceed Agency Head(Y/N): _

PAR Rating Requirement : ____

SPB Approval (Y/N): _

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

Your Action ...	System Response ...
4. Choose Add and enter the following information: Fiscal Year: Enter the fiscal year YYYY. *Component: Enter the component by pressing F1 and select the code from the table.	
5. Press ENTER.	
6. Enter the following optional information: Active Ind(Y/N): Enter "Y"es if the component is active, "N"o if it is inactive for the fiscal year. Max % Increase: Enter a numeric value denoting the maximum percentage that will or can be awarded under this VCP component (<i>i.e.</i> , .1000). Exceed End Salary(Y/N): Enter "Y"es if the component will allow the occupation end salary to be exceeded. Salary Exceed Agency Head(Y/N): Enter "Y"es if the employee's salary will be able to exceed the agency head's salary. PAR Rating Requirement: If the component requires a specified PAR rating, enter the rating. SPB Approval (Y/N): Enter "Y"es if the component requires SPB approval.	
7. Press ENTER.	The ACT Attributes has been entered and the following message will be displayed: ACT XXXX-aaaa added successfully

Browse Options

Browse VCP Components

The Browse VCP Components screen is used to view the various VCP components. This screen is display only for Agencies; SPB will maintain the table.

Your Action ...	System Response ...
1. Choose PO (Position) from the Main Menu and press ENTER.	The Position Menu will appear.
2. Choose MW (Maintain FY Control Tables) from the Position Menu and press ENTER.	The Maintain FY Control Tables Menu will appear.
3. Choose BV (Browse VCP Components) from the Maintain FY Control Tables Menu.	The Browse VCP Components screen will appear

```

PHFNC10 PHVI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/18/2019
PHOWVC2B PHOWVC5M Browse VCP Components 01:35 PM
1 more >

Actions: (D,M)

Act  FY  Comp  Active  Priority  St. Hire  Max %  % OF  SPB
-----  ---  ---  ---  ---  ---  ---  ---  ---
-    2020  ACTC  N          0.06000
-    2020  ADCP  N          1.00000
-    2020  EDBN  N          1.00000
-    2020  EDB2  N          1.00000
-    2020  INSV  N    1    06/20/2014  1.00000
-    2020  INS2  N    1    06/30/2003  1.00000
-    2020  INS3  N    1          1.00000
-    2020  LONG  N
-    2020  NFLX  N          0.10000  1.00000
-    2020  PROD  N

Fiscal Year: 2020 Component: ____

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 ...
4. Press F11 to access the second panel of this screen.	The second panel will appear.

```

PHFNC10 PHVI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/18/2019
PHOWVC2B PHOWVC5M Browse VCP Components 01:35 PM
< 1 more
Actions: (D,M)

```

Act	FY	Comp	Increase Amt	%	Excd End Sal	Excd Ag Hd	G/A Funds	PAR Req	Approp. Mandate
-	2020	ACTC			N	N		3.00	
-	2020	ADCP			N	N	1		N
-	2020	EDBN			N	N	1		N
-	2020	EDB2			Y	N	1	2.00	N
-	2020	INSV	1000000.00		Y	N			Y
-	2020	INS2			N	N			Y
-	2020	INS3			Y	N			Y
-	2020	LONG			Y	N			Y
-	2020	NFLX			N	N	1		N
-	2020	PROD			N	N			N

Fiscal Year: 2020 Component: _____

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 ...
5. Choose D isplay and press ENTER. A selection criterion includes Fiscal Year and Component.	The Maintain VCP Components screen will appear.

Browse Special Compensation Plans

The Browse Special Compensation Plans screen is used to view the various special compensation plans that have been established. This screen is display only for Agencies; SPB will maintain the table.

Your Action ...	System Response ...
1. Choose P O (Position) from the Main Menu and press ENTER.	The Position Menu will appear.
2. Choose M W (Maintain FY Control Tables) from the Position Menu and press ENTER.	The Maintain FY Control Tables Menu will appear.
3. Choose B S (Browse Special Compensation Plans) from the Maintain FY Control Tables Menu and press ENTER.	The Browse Special Compensation Plans screen will appear

```

PHFNC10 PHVI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/18/2019
PHOWSC2B PHOWSC2M Browse Special Compensation Plans 01:37 PM

Actions: (D,M)

Act  FY  Agency  Plan  Occu  Description
-----
-----

Fiscal Year: ____ Agency: ____ Plan: ____ Occu: _____
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. Choose Display and press ENTER. A selection criterion includes Fiscal Year, Agency, Plan, and Occupation Code.	The Maintain Special Compensation Plans screen will appear.