
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6247	Position Reports	Effective Date: 06/18/2019
		Version: 5

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Objective

Produce Reports

Outcome

List of Statewide Vacancies, Produce PIN/OCCU PAR Indicator Report and Produce Budget Report by Agency

Overview

This section contains reporting requirements and selection criteria for the following reports.

List of Statewide Vacancies

The List of Statewide Vacancies screen allows the user to print a list of statewide vacancies.

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	01:58 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 SV (List of Statewide Vacancies) from the Position Menu and press ENTER	The List of Statewide Vacancies screen will appear.

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PHFNC10 PHVI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/18/2019
PHOWB07P PHOWB07M List of Statewide Vacancies 01:58 PM

Full-Time PINs: N (Y/N) Permanent PINs: N (Y/N)
Part-Time PINs: N Time-Limited PINs: N
Full- and Part-Time: N Permanent and Time-Limited: N

*Select All Agencies: N (Y/N)
*Agency Numbers: _____
                  _____
                  _____
                  _____
                  _____
                  _____
                  _____
                  _____
                  _____
                  _____

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>Full-Time PINs: System defaults to No. Enter "Y" to request a list of full-time vacant PINs.</p> <p>Permanent PINs: System defaults to No. Enter "Y" to request a list of Permanent vacant PIN's.</p> <p>Part-Time PINs: System defaults to No. Enter "Y" to request a list of part-time vacant PIN's.</p> <p>Time-Limited PINs: System defaults to No. Enter "Y" to request a list of Time-Limited vacant PINs.</p> <p>Full- and Part-Time: System defaults to No. Enter "Y" to request a list of all full-time and part-time vacant PINs.</p> <p>Permanent and Time-Limited: System defaults to No. Enter "Y" to request a list of all permanent and time-limited vacant PINs.</p>	

Your Action ...	System Response ...
Continue entering the following information. *Select ALL Agencies: System defaults to NO. Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report. The user security level must be a 4 or 5 to print ALL.*Agency Numbers: Enter at least one agency number if the Select All Agencies field is set to No.	
4. Press Enter.	The Batch Job Submission pop up window will appear.

Produce PIN/OCCU PAR Indicator Report (For SPB Only)

The Produce PIN/Occu PAR Indicator Report is used to request a report listing all PIN's that have either "Y"es or "N"o as the PAR indicator on the Occu file or all Occu's that have either "Y"es or "N"o in the PAR indicator field. NOTE: A "Y"es indicates that a Performance Appraisal Review is required for that PIN or OCCU.

In addition, a report may be requested listing all records that have conflicting indicators, for example, the PIN indicates a PAR is required and the Occu indicates a PAR is not required.

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.

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 P1 (Produce PIN/OCCU PAR Indicator Report) from the Manage Position Menu and press ENTER.	The Produce PIN/OCCU PAR Indicator Report screen will appear.

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PHFNC10 PHVI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/18/2019
PHOPPARP PHOPPARM Produce PIN/OCCU PAR Indicator Report 02:02 PM

Report : _ 1 - All PIN'S with PAR Indicator set to 'Y' on Occu File
          2 - All PIN'S with PAR Indicator set to 'N' on Occu File
          3 - PAR Indicator on PIN file NOT MATCHING Occu File
          4 - All Occu's with PAR Indicator set to 'Y'
          5 - All Occu's with PAR Indicator set to 'N'

*Select All Agencies: N

*Agency Numbers: _____
                  _____
                  _____
                  _____
                  _____

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 the following information: Report: Enter the number corresponding to the desired option. *Select All Agencies: System defaults to No. Enter "Y" to run the report for all agencies or "N" to specify agencies to be included on the report. The user security level must be a 4 or 5 to print ALL. *Agency Numbers: Enter at least one agency number if the Select All Agencies field is set to No.	
5. Press ENTER.	The Batch Job Submission pop up window will appear.

Produce Budget Report by Agency

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 RP (Produce Budget Report By Agency) from the Manage Position Menu and press ENTER.	The Produce Budget Report By Agency screen will appear.

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PHFNC10 PHVI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/18/2019
PHOWFY4P PHOWFY4M Produce Program Budget Report By Agency 02:04 PM

Fiscal Year: 2019

Program Number(s): _ _ _ _ _

All Agencies (Y/N): _

Specific Agencies: _ _ _ _ _
                   _ _ _ _ _

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

Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>Fiscal Year: Enter the fiscal year for the information being requesting. System defaults to current fiscal year.</p> <p>Program Numbers: Enter the program budget number or numbers to be matched.</p> <p>All Agencies (Y/N): Enter "Y" to select all agencies or "N" to specify agencies to be included on the report. The user security level must be a 4 or 5 to print ALL.</p> <p>Specific Agencies: Enter at least one agency number if the All Agencies field is set to No.</p>	
<p>5. Press ENTER.</p>	<p>The Batch Job Submission pop up window will appear.</p>