Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Training Materials	
6281 SPAHRS WIN Browses	Revision Date: 05/08/2019
	Version: 6

SPAHRS WIN Browses
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WIN Browses

Objective

Develop an understanding of the WIN Browses

Outcome

Obtain an understanding of the WIN/Worker Profile and browse options

WIN/Worker Profile

The WIN/Worker Profile screen provides information on the WIN and the worker, if any, in the WIN. This screen is similar to the View Position Employee Profile (**PEP**) screen for employees.

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

```
PHFNC10  PHVJ       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      04/09/2019
PHIMAINU PHIMAINM                  Employment Menu                      12:44 PM


            Code      Description                            FastPath

             EP    Maintain Employee with PIN                 MEWP
             EE    Maintain Worker with WIN                   MEWW
             ME    Maintain Employee/Worker Information        MEWI
             MP    Maintain Payroll Information                MPAY
             PA    Process Performance Appraisal               PPAS
             R1    Miscellaneous Reports Menu1                 MPR1
             R2    Miscellaneous Reports Menu2                 MPR2
             MB    Miscellaneous Browses                       MPBR
             MT    Miscellaneous Employee Maintenance Programs  EMP




      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 **EE** (Maintain Worker with WIN) from the Employment Menu and press ENTER.	The Maintain Worker with WIN Menu will appear.

```
PHFNC10  PHVD        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      04/09/2019
PHIMAINU PHIMAINM          Maintain Worker Within WIN Menu              01:07 PM


           Code      Description                              FastPath

            EO    Hire Within WIN Without Contract            HEWW
            SW    Separate Worker within WIN                  SEWW
            CW    Change Compensation of Worker within WIN    CCEW
            WC    Maintain WIN Without Contract
            WP    WIN/WORKER PROFILE                          VWWP
            WB    WIN Browses
            WR    WIN Reports






       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 **WP** (WIN/Worker Profile) from the Maintain Worker with WIN Menu and press ENTER.	The WIN/Worker Profile screen will appear.

```
PHFNC10  PHVI      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    05/08/2019
PHOMWEPD PHOMWEPM              WIN / Worker Profile                  11:26 AM


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



WIN DATA
      Service Type:                          Geo Location:
         Contract#:                          FLSA Status:
        WIN End Dt:                       Date WIN Vacant:

WORKER  DATA  SSN:                      Name:
   WIN Entry Date:
       Weekly Rate:         Hourly Rate:           Monthly Rate:
 Last Rate Chg Dt:


         Term Date:          Term Code:



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

Browses Options

There are six browse options for WINs.

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **EE** (Maintain Worker with WIN) from the Employment Menu and press ENTER.	The Maintain Worker with WIN Menu will appear.
3. Choose **WB** (WIN Browses) from the Maintain Worker with WIN Menu and press ENTER.	The WIN Browses Menu will appear.

```
PHFNC10  PHVI       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      04/09/2019
PHIMAINU PHIMAINM                    WIN Browses Menu                    01:45 PM


            Code      Description                              FastPath

             BS    Browse Workers by SSN                          BSWS
             BN    Browse Workers by Name Within Agency           BNWS
             SN    Browse Workers by Name Within State            SNWS
             AS    Browse Workers by SSN Within Agency            ASWS
             BA    Browse Active WINS                             BAWS
             BV    Browse Vacant WINS                             BVWS








       Code: __

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

Browse Workers by SSN

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **EE** (Maintain Worker with WIN) from the Employment Menu and press ENTER.	The Maintain Worker with WIN Menu will appear.
3. Choose **WB** (WIN Browses) from the Maintain Worker with WIN Menu and press ENTER.	The WIN Browses Menu will appear.
4. Choose **BS (**Browse Workers by SSN) from the WIN Browses Menu and press ENTER.	The Browse Workers by SSN screen will appear.

```
PHFNC10  PHVI       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     04/09/2019
PHOMWSSB PHOMWSSM              Browse Workers by SSN                   01:46 PM
  *Actions: (D)
                                             P         WIN              Separat
Act     SSN             Name            Agcy W   WIN   Entry Dt   Term Dt   Reas
---  ----------  ----------------------  ---- - ------ ---------- ---------- ----
                           *** End of Data ***










 SSN: _____      Curr/All: C
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 ...
5. Enter the following Information. SSN: Enter the person's social security number. Curr/All: Valid values are: **C** - Current employees - (all employees in a position or workers in a WIN). **A** - All records, both current and historical.	
6. Press ENTER.	Information is displayed by Worker's SSN, Name, Agency Number, WIN Indicator, WIN Number, WIN Entry Date, Term Date, and Separation Reason
7. Choose **D**isplay beside the record to be viewed and press ENTER.	The WIN / Worker Profile screen will appear.

Browse Workers by Name Within Agency

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **EE** (Maintain Worker with WIN) from the Employment Menu and press ENTER.	The Maintain Worker with WIN Menu will appear.
3. Choose **WB** (WIN Browses) from the Maintain Worker with WIN Menu and press ENTER.	The WIN Browses Menu will appear.
4. Choose **BN (**Browse Workers by Name Within Agency) from the WIN Browses Menu and press ENTER.	The Browse Workers by Name Within Agency screen will appear.

```
PHFNC10  PHVI       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      04/09/2019
PHOMWAMB PHOMWAMM          Browse Workers by Name Within Agency          01:51 PM
  *Actions: (D)
                                        P            WIN              Separat
Act AGCY     SSN            NAME        W   WIN    Entry Dt  Term Dt   Reaso
--- ----  ----------- -------------------- - ------  ---------- ---------- -----




















 Agency#: ____  Last Name: _____  First Name: _____  Curr/All: C
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 ...

5. Enter the following Information.
 	
Agency#: The agency's four digit number.
Last Name: The Last Name of the worker.
First Name: The First Name of the worker.
Curr/All: Valid values are:
 	
  C - Current employees - (all employees in a position or workers in a WIN).
  A - All records, both current and historical.	

Your Action ...	System Response ...
6. Press ENTER.	Information is displayed by Agency Number, Worker's SSN, Name, WIN Indicator, WIN Number, WIN Entry Date, Termination Date and Separation Reason.
7. Choose **D**isplay beside the record to be viewed and press ENTER.	The WIN / Worker Profile screen will appear.

Browse Workers by Name Within State

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **EE** (Maintain Worker with WIN) from the Employment Menu and press ENTER.	The Maintain Worker with WIN Menu will appear.
3. Choose **WB** (WIN Browses) from the Maintain Worker with WIN Menu and press ENTER.	The WIN Browses Menu will appear.
4. Choose **SN (**Browse Workers by Name Within State) from the WIN Browses Menu and press ENTER.	The Browse Workers by Name Within State screen will appear.

```
PHFNC10  PHVI      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    04/09/2019
PHOMWANB PHOMWANM       Browse Workers by Name Within State         01:56 PM
 *Actions: (D)

                                         P       WIN                   Sep
Act NAME                    AGCY    SSN   W  WIN  Entry Dt    Term Dt  Rsr
--- ----------------------- ---- ---------- - ------ ---------- ---------- --
                         *** End of Data ***












 Last Name: _____   First Name: _____  Curr/All: C
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 ...
5. Enter the following Information. Last Name: The Last Name of the worker. First Name: The First Name of the worker. Curr/All: Valid values are: **C** - Current employees - (all employees in a position or workers in a WIN). **A** - All records, both current and historical.	
6. Press ENTER.	Information is displayed by Worker's Name, Agency Number, SSN, WIN Indicator, WIN Number, WIN Entry Date, Termination Date and Separation Reason.
7. Choose **D**isplay beside the record to be viewed and press ENTER.	The WIN / Worker Profile screen will appear.

Browse Workers by SSN Within Agency

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **EE** (Maintain Worker with WIN) from the Employment Menu and press ENTER.	The Maintain Worker with WIN Menu will appear.
3. Choose **WB** (WIN Browses) from the Maintain Worker with WIN Menu and press ENTER.	The WIN Browses Menu will appear.
4. Choose **AS (**Browse Workers by SSN Within Agency) from the WIN Browses Menu and press ENTER.	The Browse Workers by SSN Within State screen will appear.

```
PHFNC10  PHVI      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     04/09/2019
PHOMWS2B PHOMWS2M       Browse Workers by SSN Within Agency          02:01 PM
  *Actions: (D)
                                           P         WIN              Separat
Act AGCY     SSN             NAME           W  WIN    Entry Dt  Term Dt  Reaso
--- ----  ----------  ------------------- - ------  ---------- ---------- -----










     Agency Number: _ ___     SSN: _____     Curr/All: C
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 ...
5. **Agency#:** The agency's four digit number. SSN: Enter the person's social security number. Curr/All: Valid values are: **C** - Current employees - (all employees in a position or workers in a WIN). **A** - All records, both current and historical	
6. Press ENTER.	Information is displayed by Agency Number, Worker's SSN, Name, WIN Indicator, WIN Number, WIN Entry Date, Termination Date and Separation Reason.
7. Choose **D**isplay beside the record to be viewed and press ENTER.	The WIN / Worker Profile screen will appear.

Browse Active WINS

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **EE** (Maintain Worker with WIN) from the Employment Menu and press ENTER.	The Maintain Worker with WIN Menu will appear.
3. Choose **WB** (WIN Browses) from the Maintain Worker with WIN Menu and press ENTER.	The WIN Browses Menu will appear.
4. Choose **BA** (Browse Active WINs) from the WIN Browses Menu and press ENTER.	The Browse Active WINs screen will appear.

```
PHFNC10  PHVI      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      05/08/2019
PHOMBAWB PHOMBAWM            Browse Active WINs                       12:03 PM
 ACTION:(D)
AGENCY NUMBER: 0571 DHS-YOUTH SERVICES


Act WIN    Stat Contr#   Service Type/Desc     SSN        Eff Date   End Date
--- ------ ---- ------- --------------------- ----------- ---------- ----------
                         *** End of Data ***














*Agency Number: ____   WIN: _____
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 ...
5. **Agency#:** The agency's four digit number. WIN: Enter the WIN (contractor).	
6. Press ENTER.	Information is displayed by WIN Number, Status, Contract Number, Service Type/Desc, SSN, Effective Date and End Date.
7. Choose **D**isplay beside the record to be viewed and press ENTER.	The Maintain Worker Information screen will appear.

Browse Vacant WINS

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **EE** (Maintain Worker with WIN) from the Employment Menu and press ENTER.	The Maintain Worker with WIN Menu will appear.
3. Choose **WB** (WIN Browses) from the Maintain Worker with WIN Menu and press ENTER.	The WIN Browses Menu will appear.
4. Choose **BV (**Browse Vacant WINs) from the WIN Browses Menu and press ENTER.	The Browse Vacant WINs screen will appear.

```
PHFNC10  PHVF      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    04/10/2019
PHOMBVWB PHOMBVWM              Browse Vacant WINs                     09:18 AM
 ACTIONS:(D)
AGENCY NUMBER:

Act WIN    Stat Contr#    Service Type/Desc     SSN       Eff Date   Vacant Dt
--- ------ ---- ------- -------------------- ---------- ---------- ----------








*Agency Number: ____  WIN: _____    View Inactive(Y/N): N
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 ...
5. Enter the following Information. **Agency#:** The agency's four digit number. WIN: Enter the WIN (contractor). View Inactive(Y/N): Enter "Y"es to view the Inactive WINs as well as the vacant WINs.	
6. Press ENTER.	Information is displayed by WIN Number, Status, Contract Number, Service Type/Desc, SSN, Effective Date, and Vacant Date.

Your Action ...	System Response ...
7. Choose **D**isplay beside the record to be viewed and press ENTER.	The Maintain Worker Information screen will appear.

WIN Reports

There are two report options for WINs.

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **EE** (Maintain Worker with WIN) from the Employment Menu and press ENTER.	The Maintain Worker with WIN Menu will appear.
3. Choose **WR** (WIN Reports) from the Maintain Worker with WIN Menu and press ENTER.	The WIN Reports Menu will appear.

```
PHFNC10  PHVF       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      04/10/2019
PHIMAINU PHIMAINM                   WIN Reports Menu                    10:53 AM


         Code      Description                              FastPath

          WR    Current Worker Reports
          SE    Separated Workers Report
















     Code: __

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

Current Worker Reports

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **EE** (Maintain Worker with WIN) from the Employment Menu and press ENTER.	The Maintain Worker with WIN Menu will appear.
3. Choose **WR** (WIN Reports) from the Maintain Worker with WIN Menu and press ENTER.	The WIN Reports Menu will appear.
4. Choose **WR** (Current Worker Reports) from the WIN Reports Menu and press ENTER.	The Current Worker Reports screen will appear.

```
PHFNC10  PHVF       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      04/10/2019
PHMCPRPP PHMCPRPM                   Current Worker Reports                 11:00 AM


*Enter Agency number:   ____

Select sort sequence:  _ Sort by WIN
  (CHOOSE ONE ONLY)    _ Sort by GEO LOCATION
                       _ Sort by CONTRACT NUMBER
                       _ Sort by WORKER NAME













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

Your Action ...	System Response ...
5. Enter the following information. ***Enter Agency number:** The agency's four digit number. **Select Sort Sequence (CHOOSE ONE ONLY**: The report will always be sorted first by agency and then sorted by the order you select.	

Your Action ...	System Response ...
6. Press ENTER.	A Batch Job Submission pop up window appears which directs the generation of the report.
7. Press ENTER.	The system will display the following message:

XXXXX XXXXXXXX Has Been Submitted Successfully. |

Separated Workers Report

Your Action ...	System Response ...
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **EE** (Maintain Worker with WIN) from the Employment Menu and press ENTER.	The Maintain Worker with WIN Menu will appear.
3. Choose **WR** (WIN Reports) from the Maintain Worker with WIN Menu and press ENTER.	The WIN Reports Menu will appear.
4. Choose **SE** (Separated Workers Report) from the WIN Reports Menu and press ENTER.	The Separated Workers Report screen will appear.

```
PHFNC10  PHVF       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    04/10/2019
PHMCSE1P PHOMSE1M              Separated Workers Report              11:21 AM



         From Date:    01 01 2019 (MM/DD/YYYY)
           To Date:    01 31 2019 (MM/DD/YYYY)
Select all Agencies:  * N
    Agency Numbers:  * 0160      ____
                         ____    ____
                         ____    ____
                         ____    ____
                         ____    ____
                         ____    ____
                         ____    ____
                         ____    ____
                         ____    ____
                         ____    ____

    Create Download File(Y/N):  N
    File Name:  PH.PROD.PH.F084B.AGCY0160
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End                                                    Quit
```

Your Action ...	System Response ...
5. Enter the following information. **From Date:** The start date for the selected records. MMDDYYYY **To Date:** The end date for the selected records. MMDDYYYY. 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. Agency Numbers *: The agency number to be included on the report is required if the Select All Agencies blank is set to **N**. Create Download File(Y/N): Defaults to No. File Name: System will create the file name if create download file is requested.	
6. Press ENTER.	A Batch Job Submission pop up window appears which directs the generation of the report.
7. Press ENTER.	The system will display the following message: XXXXX XXXXXXXX Has Been Submitted Successfully.