
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6282	SPAHRIS – Hire Contract Worker Within WIN	Effective Date: 10/22/2019
		Version: 7

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Objective

Develop an understanding of hiring a contract worker into a WIN

Outcome

A contract worker is hired into a WIN

Overview

The WIN process is used to establish and maintain WINs (Worker Identification Numbers) for specific agencies, to hire contract workers and other workers not in a contract, and to initiate payments in SPAHRS for these workers.

Contract workers are paid through SPAHRS since these workers are subject to having taxes and other deductions withheld. WINs are used to hire and pay individuals who are not state employees, but who are paid by the state either within a contract or without a contract, and who do not qualify for state benefits. If a board or commission member of an agency receives reimbursement for mileage or a taxable benefit such as taxable meals, the member must be placed in a WIN and have the travel paid through SPAHRS.

Independent contractors are paid through MAGIC since payroll taxes and other withholdings are not taken from the payments.

SPAHRS contracts are required for all workers with the exception of the following six types of workers. These six worker types are hired into WINs that are created without contracts.

- Active duty National Guard members,
- AmeriCorps workers,
- Board and commission members,
- JTPA payroll participants,
- Patients working at Mental Health facilities, and
- Students working at the Schools for the Deaf and Blind.

Since contract WINs are tied to specific contracts, in order to pay a contract worker the agency must first enter a contract in SPAHRS through Manage Contracts. Once the contract is created and approved, the system populates the Browse/Hire Contract Worker Within WIN screen with the names of workers listed on the contract worker list. When the agency is ready to hire the worker, SPAHRS creates the WINs automatically when the worker's name is selected from the Browse/Hire Contract Worker Within WIN screen and allows the agency to complete the hiring process. This method is the **only** way contract workers are hired.

Hire Contract Worker within WIN

To hire a contract worker into a WIN, the contract must have been established and approved in the Contract process. If the contract has a pending status, the worker cannot be hired. Contract workers are selected from the Browse/Hire Contract Worker Within WIN screen.

Your Action ...	System Response ...
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.

```

PHFNC10 PHVH STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/22/2019
PHIMAINU PHIMAINM Manage Contracts Menu 01:19 PM

Code Description FastPath
MC Maintain Contract Worker MCON
MY Maintain Contract Year (CW) MCYR
AC Browses used for Analyzing Contracts (CW) ANZC
CT Maintain Contract Tables (CW) TBLS
BR Contract Browses and Reports (CW) BRRE
YH Browse Contract Years History (CW) CTYH
CW Contract WIN Menu CWMU
DL Download Contract Worker Data CWDL

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 CW (Contract WIN Menu) from the Manage Contracts Menu and press ENTER.	The Contract WIN Menu will appear.

```

PHFNC10 PHVH STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/22/2019
PHIMAINU PHIMAINM Contract WIN Menu 01:20 PM

Code Description FastPath

WN Maintain WIN Within Contract MWIN
BW Browse/Hire Contract Worker Within WIN BRWK
CD Maintain WIN Account Distribution MWAD
CA Browse WIN Default Dist BWAD
AP WIN CalcPay GenSAAS Prelim/Final Run Release

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 BW (Browse/Hire Contract Worker Within WIN) from the Contract WIN Menu and press ENTER.	The Browse/Hire Contract Worker Within WIN screen will appear

```

PFNC10 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/22/2019
PHMCCF1B PHMCCF1M Browse/Hire Contract Worker Within WIN 01:20 PM
1 more >
Actions: (A,D,M)

      Agcy Fiscal
Act Nbr Year Contract SSN Name Serv
      Type WIN
-----

```

*Agency: ____ FY: ____ *Contract Number: _____
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 of this screen appears.

```

PHFNC10 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/22/2019
PHMCCF1B PHMCCF1M Browse/Hire Contract Worker Within WIN 01:23 PM
< 1 more
Actions: (A,D,M)

      Agcy Fiscal      WIN      Separation      Separation
Act Nbr Year Contract      SSN      WIN      Entry Date      Reason      Date
-----
*** End of Data ***

*Agency: ____ FY: ____ *Contract Number: _____
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 Add next to the selected contract worker and press ENTER.	The Hire Contract Worker Within WIN screen will appear.

```

PHFNC10 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/22/2019
PHOMMCWD PHOMMCWM Hire Contract Worker within WIN 01:25 PM

*Action: A (A,B,C,D,M,N,P) Current Record
*Agency: _____ *SSN: _____
 *WIN: _____ *WIN Service Type: PRO Professional - Other
 Requested Effective Date: __ __ ____ Approval: __

Contract #: 0112174 Fiscal Year: 2020 *Wcomp Class:
 *Schedule: __
WIN Hire Date: __ __ ____
 *New hire Reason: _____
Expected End Date: __ __ ____ Warrant Sort Details:
 Pay Frequency: K *FLSA Status: _
 Pay Method: H *Extra Hours: __
Geo Location:
 Hourly Rate Weekly Rate Monthly Rate
 *Proposed Salary: _____
Trans Effective Date: __ __ ____ Transmit for Approval: _

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

Your Action ...	System Response ...
<p>6. Enter the following information:</p> <p>*Agency: The system will populate the contract agency.</p> <p>*SSN: The system will populate the SSN of the contract worker selected.</p> <p>*WIN: The system assigns WIN number when ENTER is pressed.</p> <p>WIN Service Type: The system will populate the WIN Service Type from the Contract.</p> <p>Requested Effective Date: This defaults to the current date.</p> <p>Approval: Indicates the status of the request.</p>	
<p>7. Press ENTER.</p>	
<p>8. Enter the following information:</p> <p>Contract #: The system will populate the contract number.</p> <p>Fiscal Year: The system displays the contract fiscal year.</p> <p>WCOMP Class: The workers' compensation classification code.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>*Schedule: Specific work week start day. For contract workers schedule defaults to 00, Positive Reporting, and may be modified only to another positive reporting schedule code.</p> <p>WIN Hire Date: Enter the date the contract worker is to begin work in MM DD YYYY format. NOTE: The Hire date must be on or after the start date of the contract.</p> <p>New Hire Reason: Enter HEWWIN (Hire Worker with a WIN) or RETIRE (Rehire Retired Employee).</p> <p>Expected End Date: Enter the date the WIN is to end. (MM DD YYYY). The date cannot exceed end date of the contract and it must be within the current fiscal year.</p> <p>Warrant Sort Details: The group number for sorting warrants.</p> <p>*Pay Frequency: The system will default to K for contract worker.</p> <p>*FLSA Status: Enter the code representing the Fair Labor Standards Act status of the WIN.</p> <p>*Pay Method: The system defaults to Hourly for all contract workers with a K pay frequency.</p> <p>*Extra Hours: The code used to determine how extra hours are handled. This code must correspond to the FLSA code.</p> <p>Geo Location: Optional user set-up of six location codes is available.</p> <p>*Proposed Salary/Hourly Rate/ Weekly Rate/ Monthly Rate: Enter the hourly rate for the contract WIN.</p> <p>Trans Effective Date: Enter the date the transaction is to become effective.</p> <p>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.</p>	

Your Action ...	System Response ...
9. Press ENTER.	If the employee's demographics have not been entered, the Maintain Employee/Worker Demographics screen will appear with an action of Add. Otherwise, the Maintain Employee Agency Information screen will appear with the employee's personal information to be modified/verified.
10. When all required data is entered or modified on the demographic screens, press ENTER.	
11. Press F3.	The Maintain Employee Agency Info screen will appear.

```
PHFNC10 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/22/2019
PHOMDM2D PHOMDMAM Maintain Employee Agency Info 01:54 PM
```

```
*Action: _ (C,D,M) PF3 TO CONTINUE WITH HIRE EMPLOYEE
```

```
*Agency: ____ *SSN: _____
```

```
I9/E-Verify Status: _
```

```
1 OF 5 PIN/WIN:
```

```
*Emp Agcy/Service Status:
```

```
Override Status: __ Override Service From Date: __ __ ____
```

```
Agency Hire Date: __ __ ____ Agency Term Date:
```

```
Employee Status: From: To:
```

```
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 ...
<p>12. Enter the following information:</p> <p>Agency: The employing agency. This is system populated.</p> <p>SSN: The social security number of the worker being employed. This is system populated.</p> <p>I9/E-Verify Status: Yes or No. Employment Eligibility Verification Form from the US Department of Justice-Immigration and Naturalization Service submitted by newly hired employees regarding their U.S. Citizenship status, whether in the U.S. on a passport, or are an alien. Agencies are required to obtain this form for each worker hired.</p> <p>*Emp Agcy/Service Status: This is system generated.</p> <p>Override Status: Not used on a WIN.</p> <p>Override Service From Date: Not used on a WIN.</p> <p>Agency Hire Date: The system will populate this field with the date the worker is employed with the agency.</p> <p>Agency Term Date: This field will remain blank until such time the worker terminates from the agency.</p> <p>Employee Status: The system will populate this field.</p> <p>From Date: Not used on a WIN.</p> <p>To Date: Not used on a WIN.</p>	
<p>13. Press ENTER.</p>	<p>The Maintain Employee Agency Info screen will appear with the following message:</p> <p>Employee-Agency 000000000000-aaaa added/modified successfully</p>
<p>14. Press F3 to continue with hire worker.</p>	<p>The Hire Contract Worker Within WIN screen will appear with the following message:</p> <p>Contract-Agency ###-aaaa-W-win#-# added successfully</p>

NOTE: Once the worker has been hired, the eligibility sequence number **MUST** be assigned as soon as possible (EM MP MI).