Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials	
6283	SPAHRS Maintain WIN Within Contract	Effective Date: 10/23/2019
		Version: 6

SPAHRS WIN
Maintain WIN Within Contract
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Objective

Maintain a Worker Identification Number (WIN) for a contract worker within an approved contract.

Outcome

The contract WIN is modified.

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

```
PHFNC10  PHVJ      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     10/23/2019
PHIMAINU PHIMAINM              Manage Contracts Menu                  01:12 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  PHVJ        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     10/23/2019
PHIMAINU PHIMAINM                   Contract WIN Menu                   01:12 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 **WN** (Maintain WIN Within Contract) from the Contract WIN Menu and press ENTER.	The Maintain WIN Within Contract screen will appear.

```
PHFNC10  PHVJ       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    10/23/2019
PHOMMP0D PHOMMP0M            Maintain WIN Within Contract             01:13 PM


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


         *Agency #: ____
              *WIN: _____     Approval: _


 *WIN Service Type: ___
               SSN:                 Contract#:
      *Wcomp Class: _____
         *Schedule: __
      *FLSA Status: _
     Geo. Location: __ __ __ __ __ __
       Pay Method: _                    *Extra Hrs: __
    Pay Frequency: _
     WIN End Date: __ __ ____    Warrant Sort Details: _____
    *Retirement Pgm: ____            *PERS PIN Code: ____
     Trans Eff Dt: __ __ ____

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

Your Action ...	System Response ...
4. Choose **M**odify and enter the following information: ***Agency #:** Enter the agency code xxxx. ***WIN:** Enter the WIN number being modified xxxxxx.	
5. Press ENTER.	The system will display the current worker's record if the WIN is filled.
6. Enter the following information: Approval: Indicates the status of the request. *WIN Service Type: This field is populated by the system based on the contract type. SSN: This field is populated by the system if the WIN is filled. Contract #: The system will populate the contract number. *Wcomp Class: The workers' compensation classification code.	

Your Action ...	System Response ...
Continue entering the following information: *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. *FLSA Status: The system defaults to Non-exempt. Geo. Location: Enter up to 6 geographical codes for the WIN - optional. *Pay Method: System will default to Hourly or what was entered when the WIN was created. *Extra Hours: The code used to determine how extra hours are handled. This code must correspond to the FLSA code. **Pay Frequency**: Enter **K** for Contract Worker. WIN End Date: Date the WIN will no longer be valid. Warrant Sort Details: The group number for sorting warrants. *Retirement Pgm: Required if worker is a state retiree, and the value must be **RETIR**. *PERS PIN Code: System will default to 0000. (**NOTE:** RETIR requires the 0010 PERS PIN Code.) ***Trans Eff Dt:** Enter the effective date for the modification of the WIN. This cannot be prior to the start date of the contract. **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	

Your Action ...	System Response ...
7. Press ENTER	The modification of the WIN has been requested, and the following message is displayed on the Maintain WIN Within Contract screen: WIN-W-aaaa-######-p modified successfully.