
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6284	SPAHRs WIN – Maintain WIN Without Contract	Revision Date: 10/29/2019
		Version: 5

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Objective

Establish or modify a WIN without a contract

Outcome

The WIN - Without Contract is established or modified

Overview

For certain WIN service types that do not require a contract (active duty National Guard members, Americorps workers, board and commission members, JTPA payroll, clients working at Mental Health facilities, and students working at the Blind/Deaf Schools), the user must initiate the WIN creation process. **This screen is NEVER used to hire contract workers.**

Establish a WIN (Worker Identification Number) Without Contract

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	10/23/2019
PHIMAINU PHIMAINM	Employment Menu	01:37 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 Browsers	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.

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PHFNC10 PHVJ STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/23/2019
PHIMAINU PHIMAINM Maintain Worker with WIN Menu 01:38 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 Browsers
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 WC (Maintain WIN Without Contract) from the Maintain Worker with WIN Menu and press ENTER.	The Maintain WIN Without Contract screen will appear.

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PHFNC10 PHVJ STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/23/2019
PHOMMP1D PHOMMP1M Maintain WIN Without Contract 01:38 PM

Action: _ (A,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 Add or the desired action and enter the following information: * Agency #: Enter the agency code xxxx.	
5. Press ENTER.	The system will assign a WIN number and a (P) Pending approval status.
6. Enter the following information to set up the Worker Identification Number: * WIN Service Type: Enter a code describing the type of service to be performed. SSN: Will be populated once worker is hired within WIN. Contract#: This does not apply for workers being hired without contract. * Wcomp Class: The workers compensation classification code. * Schedule: Enter work schedule for worker. System requires a positive reporting schedule code for all WINs except Board Members.	

Your Action ...	System Response ...
<p>Continue entering the following information.</p> <p>*FLSA Status: The Enter the code representing the Fair Labor Standards Act status of the WIN.</p> <p>Geo. Location: Enter up to 6 geographical codes for the WIN, optional.</p> <p>*Pay Method: The system defaults hourly for all workers with a K frequency.</p> <p>*Extra Hours: The code used for payment of overtime which tells what to do with the extra hours that are entered into report time. This code must correspond to the FLSA code.</p> <p>*Pay Frequency: All WINS, with the exception of BOA, AME, and TRA types, have a K frequency.</p> <p>WIN End Date: Date the WIN will no longer be valid. (Optional)</p> <p>Warrant Sort Detail: Enter the group number for sorting warrants within group.</p> <p>*Retirement Pgm: This field is required for board members, legislators, Rehired Retirees, or Supreme Court judges receiving retirement.</p> <p>*PERS PIN Code: System will default to 0000. (NOTE: RETIR requires the 0010 PERS PIN Code.)</p> <p>Transaction Eff Dt: Enter the effective date of the transaction.</p> <p>Transmit for Approval: The system will default to No; change to Yes to submit for agency approval.</p>	
Press ENTER.	<p>The following system message is displayed on the Maintain WIN screen:</p> <p>WIN-aaaa-#####-p added successfully.</p>

Maintain WIN Without Contract

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 WC (Maintain WIN Without Contract) from the Maintain Worker with WIN Menu. Press ENTER.	The Maintain WIN Without Contract screen will appear.

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PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/23/2019
PHOMMP1D PHOMMP1M Maintain WIN Without Contract 02:18 PM

Action: _ (A,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 Modify and enter the following information: *Agency #: Enter the agency code xxxx. *WIN: Enter the WIN number. Approval: The system will default to A; if the record being modified is pending approval, enter the P.	
5. Press ENTER.	
6. Enter the information to be added or modified on the screen. Tran Eff Date: Enter the date this transaction is to be effective. Transmit for Approval: The system will default to No ; change to Yes to submit for approval.	

Your Action ...	System Response ...
7. Press ENTER.	<p>The modification of the WIN has been requested and the following message is displayed on the Maintain WIN Without Contract screen:</p> <p>WIN-aaaa-#####-p modified successfully OR Pending record has been updated - approved by system.</p>