Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6285	SPAHRS WIN – Hire a Worker in a WIN Without Contract	Revision Date: 06/25/2019
		Version: 5

SPAHRS WIN
Hire a Worker in a WIN Without Contract
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Objective

Hire a worker into a WIN Without Contract.

Outcome

A worker without a contract is hired into the available WIN.

Overview

Workers may be hired into existing WINs. A WIN without a contract must have been established for this to occur.

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

```
PHFNC10  PHVC       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/24/2019
PHIMAINU PHIMAINM                  Employment Menu                      02:00 PM


           Code      Description                              FastPath

            EP    Maintain Employee with PIN                   MEWP
            EE    Maintain Worker Within 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 Employee with WIN) from the Employment Menu and press ENTER.	The Maintain Employee with WIN Menu will appear.

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/24/2019
PHIMAINU PHIMAINM           Maintain Worker Within WIN Menu              02:04 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 **EO** (Hire Within WIN Without Contract) from the Maintain Employee with WIN Menu and press ENTER.	Hire Within WIN Without Contract screen will appear.

```
PHFNC10  PHVC       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/24/2019
PHOMHWPD PHOMHWPM        Hire Within WIN Without Contract              02:09 PM


 *Action: _ (A,B,C,D,M,P)
  *Agency: ____      *SSN: _____
     *WIN: _____
     Requested Effective Date: __ __ ____          Approval: _


             *Wcomp Class:
                *Schedule:      *FLSA Status:
             Pay Frequency:
               Pay Method:                      *Extra Hrs:
             Geo Location:
             WIN Hire Date: __ __ ____
          *New Hire Reason: HEWWIN
          Expected End Date: __ __ ____
           *Retirement Pgm:                       *PERS PIN Code:
                        Hourly Rate   Weekly Rate  Monthly Rate
           *Proposed Salary:  _____   _____   _____
                                          Transmit for Approval: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      Help  Main  End        Note                                     Quit
```

Your Action ...	System Response ...
4. Choose **A**dd and enter the following information: *__Agency #__: Enter the agency code XXXX. **SSN**: Enter the worker's social security number. **WIN**: Enter an established and approved WIN number. Requested Effective Date: The system will default to current date.	
5. Press ENTER.	
6. Enter the following information to hire the worker without a contract: *Wcomp Class: The workers compensation classification code. *Schedule: The system will populate the schedule assigned to the WIN. *FLSA Status: The system will populate the FLSA status assigned to the WIN. Pay Frequency: This will default to K (WINS Bi-weekly Delay). Pay Method: This will default to H (Hourly).	

Your Action ...	System Response ...
Continue entering the following information: *Extra Hrs: The system will populate the extra hour's code assigned to the WIN. Geo. Location: The system will populate the Geo Locations assigned to the WIN. **WIN Hire Date:** Enter the date the worker is to begin working. NOTE: The hire date must be on or after the date the WIN is established. *New Hire Reason: This will default to HEWWIN (Hire Worker Within Win). Expected End Date: Enter the date the WIN is scheduled to end - optional. *Retirement Pgm: This field is required for board members, legislators, Rehired Retirees, or Supreme Court judges receiving retirement. *PERS PIN Code: Identification number for this WIN used by the Public Employees Retirement System. ***Proposed Hourly Rate/Weekly Rate/Monthly Rate**: Enter the hourly rate for all WINs paid on the **K** frequency. This field may remain blank for WINs paid on other pay frequencies. **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.	If the worker demographics have not been created or were not created with all required fields, a Maintain Employee/Worker Demographics screen will appear for completion. Instructions for completing this screen are detailed in **6212 – Employment Maintain Employee/Worker Information**. Under Maintain Employee Agency Information. Otherwise, the Maintain Employee/Worker Eligibility Information screen will appear with an action of Add. The system will display information about the WIN which was previously entered in the Maintain WIN process.

```
PHFNC10  PHVK       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/25/2019
PHOMDM4D PHOMDMFM    Maintain Employee/Worker Eligibility Info        09:14 AM
                                                                       1 more >
*Action: _ (C,D,M)                                  Press PF3 to continue
 *Agency: ____ *SSN: _____

 P/W PIN/WIN   PIN/WIN     PIN/WIN
 Ind   Nbr    Hire Date  Term Date  *Eligibility Sequence Nbr
 --- -------  ---------- ----------  ------------------------------------------

  _   _____   _____   _____   __  _____
  _   _____   _____   _____   __  _____
  _   _____   _____   _____   __  _____
  _   _____   _____   _____   __  _____
  _   _____   _____   _____   __  _____


Agency Hire Date..:                 Employee Status:
Agency Term Date..:                 From:           To:
I9/E-Verify Status: _               Transaction Date: __ __ ____

Last Upd Date/Time:                         Last Upd UserId:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End         Note  Hist                   Left  Right Quit
```

Your Action ...	System Response ...
8. Enter the following information: **I9/E-Verify Status:** Enter **Y**es or **N**o. Information and documentation submitted by newly hired employees regarding their U.S. citizenship status, whether a U.S. citizen, in the U.S. on a passport, or is an alien. ***Eligibility Sequence Nbr.:** Enter a valid code indicating if the worker is a board member, Rehired Retirees WIN, contract worker, etc.	
9. Press ENTER.	Message displayed: Employee-Agency xxxxxxxxx-xxx added successfully.
10. Press F3.	The worker has been placed in the WIN and the following message is displayed: Employee- xxxxxxxxx-xxxx-w-xp modified successfully OR Pending record has been updated - approved by system.