Mississippi Management and Reporting System

Department of Finance and Administration

Table of Contents

Objective

Develop an understanding of how to change compensation of a worker.

Outcome

Compensation of a worker in a WIN is changed.

This screen is used to change compensation for workers in either WINs without Contracts or Contract WINs.

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

```
PHFNC10  PHVJ       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     10/29/2019
PHIMAINU PHIMAINM                   Employment Menu                     02:32 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  PHVJ        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      10/29/2019
PHIMAINU PHIMAINM         Maintain Worker with WIN Menu                02:33 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 **CW** (Change Compensation of Worker within WIN) from the Maintain Worker with WIN Menu and press ENTER.	The Change Compensation of Worker within WIN screen will appear

```
PHFNC10  PHVJ        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      10/29/2019
PHOMCN1D PHOMCN1M      Change Compensation of Worker within WIN        02:34 PM


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


*Agency: ____  *WIN: _____  *SSN: _____
Requested Effective Date: __ __ ____     Approval: __


              Contract #:          Fiscal Year:
               Hire Date:
           Pay Frequency:
              Pay Method:


                       Hourly Rate  Weekly Rate  Monthly Rate
         *Proposed Salary: _____  _____  _____
       Pay Change Reason: CCOMWIN  Change Compensation on a WIN
    Pay Change Start Date: __ __ ____


                                   Transmit for Approval: N


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

Your Action …	System Response …
4. Choose **M**odify and enter the following fields: ***Agency**: The agency code xxxx. ***WIN**: The WIN to be changed. ***SSN**: The Social Security Number.	
5. Press ENTER.	The system will display the current worker's record.
6. Enter the following fields: Requested Effective Date: The system will populate the date of the last active record and will change to the current date once the record has been submitted for approval. Approval: The system will populate with an **A**ctive and will change to **P**ending when transmitted for approval. Contract #: The system will populate the contract number, if applicable. Fiscal Year: The system will populate the current fiscal year. Hire Date: The system will populate the worker's hire date.	

Your Action …	System Response …
Continue entering the following information: Pay Frequency: The system will populate the K frequency if worker is in a contract WIN. Pay Method: The system will populate the Hourly pay method. **Proposed Salary Hourly Rate/Weekly Rate/Monthly Rate**: Enter the hourly rate for all WINs paid on the K frequency. Pay Change Reason: System defaults to CCOMWIN - Change Compensation on a WIN **Pay Change Start Date**: MM DD YYYY. The Date the pay change is to be effective. **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.	
7. Press ENTER.	Approval code will be assigned. The following message will be displayed: Employee #####-aaaa-W-#-# modified successfully OR Pending record has been updated - approved by the system.