
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6289	SPAHRS WIN – Separate Worker within WIN	Revision Date: 11/05/2019
		Version: 5

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Separate Worker within WIN

Objective

Develop an understanding of how to separate a worker from a WIN.

Outcome

A worker in a WIN is separated.

This screen is used to separate workers from either WINs without Contract or Contract WINs.

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	11/05/2019
PHIMAINU PHIMAINM	Employment Menu	10:55 AM
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 PHVC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/05/2019
PHIMAINU PHIMAINM Maintain Worker with WIN Menu 10:56 AM

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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 SW (Separate Worker within WIN) from the Maintain Employee with WIN Menu and press ENTER.	The Separate Worker within WIN screen will appear.

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PHFNC10 PHVC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/05/2019
PHOME6D PHOME6M Separate Worker within WIN 10:57 AM

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

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

Contract#:
Service Type: ____
*Separation Reason: ____
Separation Date: __ __ ____
In Good Standing: _

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 ...
<p>4. Choose Modify and enter the following information:</p> <p>*Agency: The agency code xxxx. *SSN: Worker's social security number. *WIN: The Worker Identification Number for the worker being separated. Effective Date: This will default to the current date; otherwise, enter the effective date in MM DD YYYY format. Approval: The system will assign a Pending approval status.</p>	
<p>5. Press ENTER.</p>	
<p>6. Enter the following information:</p> <p>Contract #: Populated by the system. Service Type: Populated by the system. *Separation Reason: Code denoting the reason for the separation. Separation Date: MM DD YYYY. In Good Standing: Valid entries include Yes or No.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information.</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; "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>	
7. Press ENTER.	<p>The worker will have been separated and the following message will be displayed;</p> <p>WIN ####-aaaa-W-WIN#-# separated successfully OR Pending record has been updated - approved by system.</p>