
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6272	SPAHRs HR Wage Salary Fringe Personal Services Budget Recommendations	Revision Date: 01/12/2016
		Version: 5

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Budget Recommendations

The State Personnel Board (SPB) reviews the personnel services budget schedules submitted with the agencies' budget requests and prepares recommendations that are submitted to the Legislative Budget Office as part of the legislative process. The Budget Recommendations Menu contains a Prepared Budget Recommendations Menu that lists each schedule by its identifying letter (A, B, C, etc.).

The budget recommendation screens contain multiple panels. The panels reflect the agency's request on the left side of the screen and SPB recommendation on the right side of the screen. All budget recommendation screens include a program budget panel and an SPB justification panel. Note: The screen for Reclassifications, Schedule C, does not require justification.

Your Action ...	System Response ...
1. Choose PW (Propose Wage, Salary, and Fringe Benefits Menu) and press ENTER.	The Propose Wage, Salary, and Fringe Benefits Menu will appear.

Code	Description	FastPath
SS	Salary Survey Menu	SALS
RR	Realignment Recommendations Menu	RLGN
BR	Budget Recommendations Menu	BUDG
BP	Budget Projection Menu	BPRO
RB	Budget Reports Menu	BRPT
RM	WSF Reports Menu	WSFR
OP	Occupation Proposal Menu	PROC
FC	Fiscal Year Conversion	FYCO
OW	SPB- Earnings Code Table	SPBEC

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 BR (Budget Recommendations Menu) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Budget Recommendations Menu will appear.

Code	Description	FastPath
BQ	Prepare Budget Requests	BREQ
BC	Prepare Budget Recommendations	BREC
BS	SPB Browse Budget Schedule Inventory	INVB
SI	Agency Budget Schedule Inventory	IVNT
BA	Browse Schedule A by Fiscal Year	
BB	Browse Schedule B/C by Fiscal Year	
AI	Add Budget Sched. Inventory for all Agencies	
AD	Set Board Approved Date for Budget Schedules	
SB	Browse SPB Budget Schedule Inventory	

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 BC (Prepare Budget Recommendations) from the Budget Recommendations Menu and press ENTER.	The Prepare Budget Recommendations Menu will appear.

Code	Description	FastPath
A	New Positions	
B	Reallocations	
C	Reclassifications	
D	Educational Benchmark Award	
E	Special Compensation Plan Experience Benchmark Award	
F	Additional Comp. Currently Authorized-Not Projectable	
G	Additional Compensation Not Currently Authorized	
H	FLSA Overtime Currently Authorized	
I	FLSA Overtime Not Currently Authorized	
J	Status Change	
K	Standby Pay Currently Authorized	

Select schedule: =
 Fiscal Year: *Agency:

Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Help Main End Quit

Schedule A - New Positions

Your Action ...	System Response ...
1. Choose PW (Propose Wage, Salary, and Fringe Benefits Menu) and press ENTER.	The Propose Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose BR (Budget Recommendations Menu) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Budget Recommendations Menu will appear.
3. Choose BC (Prepare Budget Recommendations) from the Budget Recommendations Menu and press ENTER.	The Prepare Budget Recommendations Menu will appear.
4. Choose the schedule letter A (New Positions); enter the fiscal year and the agency number and press ENTER.	The New Positions (Budget) screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/30/2015
PHOWCA2D PHOWCAAM New Positions (Budget) 12:25 PM
6 more >
*Act: _ (B,C,D,M)
FY : 2016 *Agency Nbr: 0161 Seq: ____
Group: _ *Transaction Type: _ view: N *Approval Ind: _

Requested Recommended
-----
Qty of PINs: Funded: Grp: _____
*FLSA Status: -
*OCCU: Proposed: N _____ *Proposed: N
Title:
Start/End Sal: - -
*Exec Service: -
*Service Type: -
Service Date: -
Part/Full: FTE: _____ FTE:
Months: Hours: _____ Hours:
*Auth: _____

Direct Command: _____ Q A
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
5. Choose B (Browse) and press Enter.	The Schedule 'A' Recommendations for New Positions screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/30/2015
PHOWCA1B PHOWCA1M Schedule 'A' Recommendations for New Positions 12:13 PM
                                                    1 more >
Schedule: A
                                                    REQUESTED
(D)      New      Nbr      Req
A Seq    0      Occu Cd Occu Title  Grp Pins Stat. Date Status Reason
-----
*** End of Data ***

FY: 2017 Agency: 0161
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Main End                Bkwd Fwd                Left Right Quit
    
```

Your Action ...	System Response ...
6. Choose D (Display) next to the desired request and press ENTER.	The New Positions (Budget) screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/30/2015
PHOWCA2D PHOWCAAM New Positions (Budget) 12:24 PM
                                                    6 more >
*Act: _ (B,C,D,M)
FY : 2016 *Agency Nbr: 0161 Seq: ____
Group: __ *Transaction Type: _ View: N *Approval Ind: _

Requested                                     Recommended
-----
Qty of PINS:      Funded:      Grp:      |      ____
*FLSA Status:    |      -
*OCCU:           |      Proposed: N |      ____ *Proposed: N
Title:           |
Start/End Sal:   |      -           |      -
*Exec Service:   |      -           |
*Service Type:   |      -           |
Service Date:    |      -           |
Part/Full:       |      FTE:         |      FTE:
Months:          |      Hours:       |      Hours: ____
*Auth:           |      -           |
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Main End                Note                Bkwd Fwd                Left Right Quit
    
```

Your Action ...	System Response ...
7. Enter M (Modify) in the Action field and press ENTER.	The requested information entered by the agency is displayed on the left side of the screen. The SPB recommendation is on the right side of the screen and contains the same data as the request. The SPB analyst makes changes as needed.

Your Action ...	System Response ...
<p>8. Change the following information as needed:</p> <p>Qty of Pins: Number recommended.</p> <p>Grp: The reference ID of the group of positions being requested.</p> <p>*Transaction Type: Enter the budget transaction type from the following options: F - Funded, M - Amendment, N - New Request, R - Reconsideration, and U - Addendum. Defaults to N.</p> <p>*FLSA Status: Code denoting the recommended fair labor status of the position.</p> <p>*OCCU: The recommended occupational code for the requested new position.</p> <p>*Proposed: (Y/N) Defaults to No. This is in reference to whether or not this request is for a new (proposed) occupational code.</p> <p>Title: This is completed by the system.</p> <p>Start/End Salary: This is completed by the system.</p> <p>*Exec Service: Executive compensation indicator code.</p> <p>*Service Type: The code denoting if the position is state service or non-state service.</p> <p>*Service Date: MM DD YYYY indicates the effective date of the current service type. This would be the date the position(s) is to be effective if approved.</p> <p>Part/Full FTE: This is completed by the system.</p> <p>Months: The number of months recommended for this position.</p> <p>Hours: The number of hours per week recommended for this position.</p> <p>*Auth: Code denoting if this position is recommended to be authorized in an appropriation bill or escalated through DFA.</p>	
9. Press F11 to access the next panel.	The second panel of this screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/30/2015
PHOWCA2D PHOWCABM New Positions (Budget) 12:32 PM
< 1 more 5 more >
*Act: (B,C,D,M)
FY.: 2016 *Agency Nbr: 0161 Seq:
Group: ___ *Transaction Type: _ View: N *Approval Ind: _

Requested Recommended
-----
*PIN County:
SPB Process:
Org Code:
*Supervision:
Geo. Location:
*Type:
Exceed Head Sal:
Arrest Authority:
End Date:
*WComp Class:
*Schedule:
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
<p>10. Enter the following information:</p> <p>*PIN County: The county in which the position is recommended to be located.</p> <p>SPB Process (Y/N): Yes or No to indicate if the SPB processes the paperwork for the requesting agency and its positions.</p> <p>Org Code: The recommended organizational code indicated in each box of an organizational chart.</p> <p>*Supervision: Indicates whether the position is required to supervise. Valid values are 1 or 2.</p> <p>Geo Location: The recommended geographical location of the requested new position if applicable. (This field is to be completed by agencies and is for their use only.)</p> <p>*Type: Recommended permanent/Time Limited code for position.</p> <p>Exceed Head Salary: Yes or No.</p> <p>Arrest Authority: This field indicates if the requested new position is recommended for arrest authority.</p> <p>End Date: If the position is time limited, it must have an ending date; otherwise, remains blank.</p>	

Your Action ...	System Response ...
<p>11. Continue entering the following information:</p> <p>*Work Comp Class: Code indicating recommended workers compensation classification of position.</p> <p>*Schedule: The code for the recommended standard work schedule for the position.</p>	
<p>12. Press F11 to access the next panel.</p>	<p>The third panel of this screen will appear.</p>

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/30/2015
PHOWCA2D PHOWCACM New Positions (Budget) 12:35 PM
< 2 more 4 more >
*Act: (B,C,D,M)
FY.: 2016 *Agency Nbr: 0161 Seq:
Group: _ *Transaction Type: _ view: N *Approval Ind: _

Requested Recommended
-----
*Retirement Pgm: _____
*PAR Sort Code: _____
*Selection Exempt: _____
EE04 Exempt: _____
PAR Required Ind: _____
Teacher Months: _____
No of Times to be Paid: _____
*Emolument Type: _____
Amt: _____

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

Your Action ...	System Response ...
<p>13. Enter changes as needed:</p> <p>*Retirement PGM: Code indicating retirement program for this position.</p> <p>*PAR Sort code: The performance appraisal review sort code.</p> <p>*Selection Exempt: Indicates register code.</p> <p>EE04 Exempt: This field indicates if the requested new position is EE04 exempt (Yes or No).</p> <p>PAR Required Ind: This field indicates whether or not a PAR is required.</p> <p>Teacher Months: The number of months the position would work in a year if the position is a teacher.</p>	

Your Action ...	System Response ...
14. Continue entering the following information: Number of Times to be paid: The number of months of the year the position is to be paid. This is relevant to requested teacher positions. *Emolument Type: Amt: The type and amount of emoluments tied to this requested new position.	
15. Press F11 to access the next panel.	The fourth panel of this screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/30/2015
PHOWCA2D PHOWCADM New Positions (Budget) 12:37 PM
< 3 more 3 more >
*Act: (B,C,D,M)
FY.: 2016 *Agency Nbr: 0161 Seq: ____
Group: __ *Transaction Type: _ View: N *Approval Ind: _

Requested Recommended
-----
*Leg Mileage Type: _____
Mileage: _____
*Pay Method: -
*Pay Frequency: -
PERS PIN Code: _____
*Extra Hours: _____

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

Your Action ...	System Response ...
16. Enter changes as needed: *Leg Mileage Type: The type of mileage. Mileage: The amount of mileage incurred. *Pay Method: The method of payment for this position. *Pay Frequency: The frequency of pay for this position. PERS PIN Code: The identifying PIN for this position in the retirement system. *Extra Hours: Indicates type of extra hours worked.	
17. Press F11 to access the next panel.	The fifth panel of this screen will appear.


```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/30/2015
PHOWCA2D PHOWCAFM New Positions (Budget) 12:39 PM
< 5 more 1 more >
*Act: (B,C,D,M)
FY.: *Agency Nbr: Seq:
Group: *Transaction Type: View: N
*Req Reason :
Justification: View: N 1 of 0

Responsibility: View: N 1 of 0

Consequence of Disapproval: View: N 1 of 0

Attachments--> Org Charts: JCQ: Other Related Documents:
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
20. Press F11 to access the next panel.	The seventh panel of this screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/30/2015
PHOWCA2D PHOWCAGM New Positions (Budget) 12:40 PM
< 6 more
*Act: (B,C,D,M)
FY.: 2016 *Agency Nbr: 0161
Group: _ *Transaction Type: _ View: N *Approval Ind: _
SPB Justification: View: N 1 of 0

Appropriateness: View: N 1 of

Recommendation: View: N 1 of

Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
<p>21. Enter the following information:</p> <p>Group: The reference ID to identify a group of individual requests that have the same justification.</p> <p>*Transaction Type: Indicates the type of transaction (<i>i.e.</i>, F - Funded, M - Amendment, N - New Request, R - Reconsideration, and U - Addendum). Defaults to N.</p> <p>View: Enter Yes to access a pop up window that displays the history of the transaction. Defaults to No.</p> <p>*Approval Indicator: Status of the transaction. (<i>i.e.</i>, A - Approved, D - Disapproved, K - Acknowledgment, P - Pending).</p> <p>SPB Justification: Justification for recommendation.</p> <p>View: Provides the user the capability to view all lines in the Justification.</p> <p>Appropriateness: Appropriateness of request.</p> <p>View: Provides the user the capability to view all lines in the Appropriateness.</p> <p>Recommendation: Actual recommendation.</p> <p>View: Provides the user the capability to view all lines in the Recommendation.</p>	
<p>22. Press ENTER.</p>	<p>The following message will be displayed:</p> <p>New Position A-C-yyyy-xxxx-x modified successfully.</p>

Schedule B - Reallocations

Schedule B for Reallocations contains three screens. The first screen displays agency data; the second is the program budget; and the third is the justification.

Your Action ...	System Response ...
<p>1. Choose PW (Propose Wage, Salary, and Fringe Benefits Menu) and press ENTER.</p>	<p>The Propose Wage, Salary, and Fringe Benefits Menu will appear.</p>
<p>2. Choose BR (Budget Recommendations Menu) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.</p>	<p>The Budget Recommendations Menu will appear.</p>

Your Action ...	System Response ...
3. Choose BC (Prepare Budget Recommendations) from the Budget Recommendations Menu and press ENTER.	The Prepare Budget Recommendations Menu will appear.
4. Choose the schedule letter B (Reallocations) enter the fiscal year and the agency number and press ENTER.	The Reallocations (Budget) screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/30/2015
PHOWCB2D PHOWCBAM Reallocations (Budget) 12:46 PM
3 more >
*Act: (B,C,D,M)
FY : 2016 *Agency: 0161 Seq: ____
*PIN: _____ SSN:
Occu:
Start Salary: End Salary:
Group: _ *Transaction Type: _ View: N *Approval Ind: _
Requested Recommended
-----
*OCCU: Prop: N Grp: | _____ *Proposed: N
Title:
Start/End Sal: - | -
*Service Type: | -
*Exec Service: | -
*FLSA Status: | -
Recommend Annual Salary:
Annual Cost with Fringe:
Direct Command: _____ B C
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
5. Choose B (Browse) and press ENTER.	The Schedule 'B' Recommendations for Reallocations screen will appear

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/30/2015
PHOWCB1B PHOWCB1M Schedule 'B' Recommendations for Reallocations 12:49 PM
2 more >
Schedule: B
CURRENT
(D)
A Seq PIN Occu Code Occu Title Pgm# Pgm% GF% FF% OF%
-----
*** End of Data ***
FY: 2017 Agency: 0161
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
6. Choose D (Display) next to the desired request and press ENTER.	

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/30/2015
PHOWCD2D PHOWCDAM Educational Benchmark (Budget) 01:19 PM
3 more >
*Act: _ (B,C,D,M)
FY : 2016 *Agency: 0161 Seq: ____
*PIN: _____ SSN: - -
Occu:
*Transaction Type : _ View: N *Approval Ind: _

Current Salary Start Salary End Salary
Current:

Requested Recommended
-----
Proposed Salary : _____
Annual Cost with Fringe : _____
Educational Longevity Amt: _____
*Degree/Lic/Cert/Reg Code: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
7. Enter M (Modify) in the *Action field and press ENTER.	The requested information entered by the agency is displayed on the left side of the screen. The SPB recommendation is on the right side of the screen and contains the same data as the request. The SPB analyst makes changes as needed.
8. Change the following information as needed: *OCCU: The requested occupation code of the position being requested for reclassification or reallocation. *Proposed: (Y/N) The system defaults to No . Enter Yes if the occupation entered is a proposed new occupation. Grp: A reference ID used to group two or more positions together with the same justification. Title: Title of position. *Service Type: Code denoting if service is state or non-state. *Exec Service: Executive compensation indicator code. *FLSA Status: Code indicating fair labor status.	

Your Action ...	System Response ...
Continue entering changes as needed: Recommend Annual Salary: The recommended salary for this position. Annual Cost with Fringe: The annual cost for the position including fringe; this is completed by the system.	
9. Press F11 to access the next panel.	The second panel of this screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/30/2015
PHOWCD2D PHOWCDBM Educational Benchmark (Budget) 01:31 PM
< 1 more 2 more >
*Act: _ (B,C,D,M)
FY : 2016 *Agency: 0161 Seq: ____
*Transaction Type : _ View: N *Approval Ind: _

Requested Recommended
-----
*PGM# PGM% GF% FF% OF% Desc *PGM# PGM% GF% FF% OF%
07 100.00 100.00 MMRS
-----
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
10. The following information is displayed: *PGM#: The program budget number. PGM%: The percentage this particular program is of the entire agency budget. The program percentage of all chosen programs must equal 100%. GF%: The percentage of general funds that will be used to pay for the position. FF%: The percentage of federal funds that will be used to pay for the position. OF%: The percentage of other funds that will be used to pay for the position.	
11. Press F11 to access the next panel.	The third panel of this screen will appear. This panel displays the agency's budget request justifications and is displayed only for SPB.


```

PHOWCDCM PHV2          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/30/2015
PHOWCD2D PHOWCDCM      Educational Benchmark (Budget)                   01:32 PM
< 2 more
*Act: _ (B,C,D,M)
  FY : 2016 *Agency: 0161
*Transaction Type : _ View: N *Approval Ind: _
Seq: _____

Justification:                                     view: N      1 of 0

Responsibility:                                    view: N      1 of 0

Consequence of Disapproval:                       view: N      1 of 0

Attachments--> Org Charts:   JCQ:   Other Related Documents:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End           Note      Bkwd  Fwd      Left Right Quit
    
```

Your Action ...	System Response ...
12. Press F11 to access the next panel.	The fourth panel of this screen will appear.

```

PHFNC10 PHV2          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/30/2015
PHOWCD2D PHOWCDDM      Educational Benchmark (Budget)                   01:34 PM
< 3 more
*Act: _ (B,C,D,M)
  FY : 2016 *Agency: 0161
*Transaction Type : _ View: N *Approval Ind: _
Seq: _____

Justification:                                     view: N      1 of

Appropriateness:                                   view: N      1 of

Recommendation:                                    view: N      1 of

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

Your Action ...	System Response ...
<p>13. Enter the following information:</p> <p>Group: The reference ID to identify a group of individual requests that have the same justification.</p> <p>*Transaction Type: Indicates the type of transaction (<i>i.e.</i>, F - Funded, M - Amendment, N - New Request, R - Reconsideration, and U - Addendum). Defaults to N.</p> <p>View: Enter Yes to access a pop up window that displays the history of the transaction. Defaults to No.</p> <p>*Approval Indicator: Status of the transaction. (<i>i.e.</i>, A - Approved, D - Disapproved, K - Acknowledgment, P - Pending).</p> <p>SPB Justification: Justification for recommendation.</p> <p>View: Provides the user the capability to view all lines in the Justification.</p> <p>Appropriateness: Appropriateness of request.</p> <p>View: Provides the user the capability to view all lines in the Appropriateness.</p> <p>Recommendation: Actual recommendation.</p> <p>View: Provides the user the capability to view all lines in the Recommendation.</p>	
<p>14. Press ENTER.</p>	<p>The following message will be displayed:</p> <p>Reall/Reclas Rec B-C-yyyy-xxxx-x- modified successfully.</p>

Schedule C - Reclassifications

Schedule C contains two panels. The first panel displays agency data and the second panel shows program budget information. The From and To Occupations relative to any request for Reclassification must have been previously approved by SPB to be placed on the requesting agency's Authorized Reclassification List.

Your Action ...	System Response ...
<p>1. Choose PW (Propose Wage, Salary, and Fringe Benefits Menu) and press ENTER.</p>	<p>The Propose Wage, Salary, and Fringe Benefits Menu will appear.</p>
<p>2. Choose BR (Budget Recommendations Menu) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.</p>	<p>The Budget Recommendations Menu will appear.</p>

Your Action ...	System Response ...
3. Choose BC (Prepare Budget Recommendations) from the Budget Recommendations Menu and press ENTER.	The Prepare Budget Recommendations Menu will appear.
4. Choose the schedule letter C (Reclassifications), enter the fiscal year and agency number and press ENTER.	The Reclassifications (Budget) screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/30/2015
PHOWCC2D PHOWCCAM Reclassifications (Budget) 01:54 PM
1 more >
*Act: (B,C,D,M)
FY : 2017 *Agency: 0161 Seq: ____
*PIN: SSN:
Occu:
Start Salary: End Salary:
*Transaction Type: View: N *Approval Ind:
Requested Recommended
-----
*Occu:
Title:
Start/End Sal: - -
*Service Type:
*Exec Service:
*FLSA Status:
Recommend Annual Salary:
Annual Cost with Fringe:
Direct Command: C C
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
5. Choose B (Browse) and press ENTER.	The Schedule 'C' Recommendations for Reclassifications screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/30/2015
PHOWCC1B PHOWCB1M Schedule 'C' Recommendations for Reclassifications 01:56 PM
2 more >
Schedule: C
CURRENT
(D)
A Seq PIN Occu Code Occu Title Pgm# Pgm% GF% FF% OF%
-----
*** End of Data ***
FY: 2017 Agency: 0161
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
6. Choose D (Display) next to the desired request and press ENTER.	The Reclassifications (Budget) screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/30/2015
PHOWCC2D PHOWCCAM Reclassifications (Budget) 01:54 PM
1 more >
*Act: _ (B,C,D,M)
FY : 2017 *Agency: 0161 Seq: ____
*PIN: _____ SSN:
Occu:
Start salary: End Salary:
*Transaction Type: _ View: N *Approval Ind: _
Requested Recommended
-----
*occu: _____
Title:
Start/End sal: - -
*Service Type: -
*Exec Service: -
*FLSA Status: -

Recommend Annual Salary:
Annual Cost With Fringe:

Direct Command: _____ C C
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
7. Enter M (Modify) in the *Action field and press ENTER.	The requested information entered by the agency is displayed on the left side of the screen. The SPB recommendation is on the right side of the screen and contains the same data as the request. The SPB analyst makes changes as needed.
<p>8. Change the following information as needed:</p> <ul style="list-style-type: none"> *OCCU: The requested occupation code of the position being requested for reclassification or reallocation. *Proposed: (Y/N) The system defaults to No. Enter Yes if the occupation entered is a proposed new occupation. Grp: A reference ID used to group two or more positions together with the same justification. Title: Title of position. *Service Type: Code denoting if service is state or non-state. *Exec Service: Executive compensation indicator code. *FLSA Status: Code indicating fair labor status. 	

Your Action ...	System Response ...
<p>Continue changing the following information.</p> <p>Recommend Annual Salary: The recommended salary for this position.</p> <p>Annual Cost with Fringe: The annual cost for the position including fringe; this is completed by the system.</p>	
<p>9. Press F11 to access the next panel.</p>	<p>The second panel of this screen will appear.</p>

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/30/2015
PHOWCC2D PHOWCCBM Reclassifications (Budget) 01:59 PM
< 1 more
*Act: _ (B,C,D,M)
FY : 2016 *Agency: 0161 Seq: ____
*PIN: _____ SSN:
*Transaction Type: _ View: N Approval Ind: _

Requested Recommended
-----
*PGM# PGM% GF% FF% OF% Desc *PGM# PGM% GF% FF% OF%
-----
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Note Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
<p>10. The following information is displayed:</p> <p>*PGM#: The program budget number.</p> <p>PGM%: The percentage this particular program is of the entire agency budget. The program percentage of all chosen programs must equal 100%.</p> <p>GF%: The percentage of general funds that will be used to pay for the position.</p> <p>FF%: The percentage of federal funds that will be used to pay for the position.</p> <p>OF%: The percentage of other funds that will be used to pay for the position.</p> <p>Group: The reference ID to identify a group of individual requests that have the same justification.</p>	

Your Action ...	System Response ...
<p>Continue changing information.</p> <p>*Transaction Type: Indicates the type of transaction (<i>i.e.</i>, F - Funded, M - Amendment, N - New Request, R - Reconsideration, and U - Addendum). Defaults to N.</p> <p>View: Enter Yes to access a pop up window that displays the history of the transaction. Defaults to No.</p> <p>*Approval Indicator: Status of the transaction. (<i>i.e.</i>, A - Approved, D - Disapproved, K - Acknowledgment, P - Pending).</p>	
11. Press ENTER.	<p>The following message will be displayed:</p> <p>Reall/Reclas Rec C-C-yyyy-aaaa-xx modified successfully.</p>

Schedule D - Educational Benchmark Award

Schedule D is used by agencies requesting educational benchmark increases for specific employees.

Your Action ...	System Response ...
1. Choose PW (Propose Wage, Salary, and Fringe Benefits Menu) and press ENTER.	The Propose Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose BR (Budget Recommendations Menu) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Budget Recommendations Menu will appear.
3. Choose BC (Prepare Budget Recommendations) from the Budget Recommendations Menu and press ENTER.	The Prepare Budget Recommendations Menu will appear.
4. Choose the schedule letter D (Educational Benchmark Award), enter the fiscal year and agency number and press ENTER.	The Educational Benchmark (Budget) screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/30/2015
PHOWCD2D PHOWCDAM Educational Benchmark (Budget) 02:01 PM
3 more >
*Act: _ (B,C,D,M)
FY : 2016 *Agency: 0161 Seq: ____
*PIN: _____ SSN: - -
Occu:
*Transaction Type : _ View: N *Approval Ind: _

Current Salary Start Salary End Salary
Current:

Requested Recommended
-----
Proposed Salary : _____
Annual Cost With Fringe : _____
Educational Longevity Amt: _____
*Degree/Lic/Cert/Reg Code: _____

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

Your Action ...	System Response ...
5. Choose B (Browse) and press ENTER	The Schedule 'D' Educational Benchmark screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/30/2015
PHOWCD1B PHOWCB1M Schedule 'D' Educational Benchmark 02:02 PM
1 more >
Schedule: D
REQUESTED
(D) Occu
A Seq PIN Code Occu Title Grp Pgm# Pgm% GF% FF% OF% Ind
-----
*** End of Data ***

FY: 2017 Agency: 0161
Direct Command: =
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
6. Choose D (Display) next to the desired request and press ENTER.	The Educational Benchmark (Budget) screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/30/2015
PHOWCD2D PHOWCDAM Educational Benchmark (Budget) 02:03 PM
3 more >
*Act: _ (B,C,D)
FY : 2017 *Agency: 0161 Seq: ____
*PIN: _____ SSN: - -
Occu:
*Transaction Type : _ View: N *Approval Ind: _

Current Salary Start Salary End Salary
Current:

Requested Recommended
-----
Proposed salary : Proposed Salary : _____
Annual Cost with Fringe : Annual Cost with Fringe : _____
Educational Longevity Amt: Educational Longevity Amt: _____
*Degree/Lic/Cert/Reg Code: *Degree/Lic/Cert/Reg Code: _____

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

Your Action ...	System Response ...
7. Enter M (Modify) in the *Action field and press ENTER.	The requested information entered by the agency is displayed on the left side of the screen. The SPB recommendation is on the right side of the screen and contains the same data as the request. The SPB analyst makes changes as needed.
8. Change the following information as needed: Proposed Salary: The recommended proposed salary for this request. Annual Cost with Fringe: Enter the recommended annual cost of the position with fringe included. Educational Longevity Amount: Enter the amount requested for this PIN, if applicable. (This is applicable if a portion or the entire amount of the benchmark would bring the relevant employee beyond ending salary.) *Degree/Lic/Cert/Reg Code: The code indicating the type of benchmark to be achieved.	
9. Press F11 to access the next panel.	The second panel of this screen will appear.


```

PHOWCDCM PHV2          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      12/01/2015
PHOWCD2D PHOWCDCM      Educational Benchmark (Budget)                   10:25 AM
< 2 more
*Act: _ (B,C,D)
  FY : 2017 *Agency: 0161
*Transaction Type : _ View: N *Approval Ind: _
Seq: _____

Justification:                                     view: N      1 of 0

Responsibility:                                    view: N      1 of 0

Consequence of Disapproval:                       view: N      1 of 0

Attachments-->  Org charts:      JCQ:      other Related Documents:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End           Note      Bkwd  Fwd           Left  Right Quit
    
```

Your Action ...	System Response ...
12. Press F11 to access the next panel.	The fourth panel of this screen will appear which contains the SPB's recommendation.

```

PHFNC10 PHV2          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      12/01/2015
PHOWCD2D PHOWCDDM      Educational Benchmark (Budget)                   10:26 AM
< 3 more
*Act: = (B,C,D)
  FY : 2017 *Agency: 0161
*Transaction Type : _ View: N *Approval Ind: _
Seq: _____

Justification:                                     view: N      1 of

Appropriateness:                                   view: N      1 of

Recommendation:                                    view: N      1 of

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

Your Action ...	System Response ...
<p>13. Enter the following information:</p> <p>Group: The reference ID to identify a group of individual requests that have the same justification.</p> <p>*Transaction Type: Indicates the type of transaction (<i>i.e.</i>, F - Funded, M - Amendment, N - New Request, R - Reconsideration, and U - Addendum). Defaults to N.</p> <p>View: Enter Yes to access a pop up window that displays the history of the transaction. Defaults to No.</p> <p>*Approval Indicator: Status of the transaction. (<i>i.e.</i>, A - Approved, D - Disapproved, K - Acknowledgment, P - Pending).</p> <p>SPB Justification: Justification for recommendation.</p> <p>View: Provides the user the capability to view all lines in the Justification.</p> <p>Appropriateness: Appropriateness of request.</p> <p>View: Provides the user the capability to view all lines in the Appropriateness.</p> <p>Recommendation: Actual recommendation.</p> <p>View: Provides the user the capability to view all lines in the Recommendation.</p>	
<p>14. Press ENTER.</p>	<p>The following message will be displayed:</p> <p>Budget D, J D-C-yyyy-xxxx-x-xxx modified successfully.</p>

Schedule E - Special Compensation Plan Experience Benchmark Award

This schedule is used by an agency requesting an increase for employees in specific classifications based upon the employees' years of experience under a pre-authorized special compensation plan.

Your Action ...	System Response ...
<p>1. Choose PW (Propose Wage, Salary, and Fringe Benefits Menu) and press ENTER.</p>	<p>The Propose Wage, Salary, and Fringe Benefits Menu will appear.</p>
<p>2. Choose BR (Budget Recommendations Menu) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.</p>	<p>The Budget Recommendations Menu will appear.</p>

Your Action ...	System Response ...
3. Choose BC (Prepare Budget Recommendations) from the Budget Recommendations Menu and press ENTER.	The Prepare Budget Recommendations Menu will appear.
4. Choose the schedule letter E (Special Compensation Plan Experience Benchmark Award) and press ENTER.	The Special Comp (Budget) screen will appear.

PHFNC10 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2015	
PHOWCE2D PHOWCEAM Special Comp (Budget) 10:41 AM	
2 more >	
*Act: (B,C,D)	
FY : 2017 *Agency Nbr: 0161 Seq: _____	
*Transaction Type: _ View: N *Approval Ind: _ *Plan Id: _____	
Requested Recommended 1_ of 10	

Number of PINS:	Number of PINS:
*Pgm# General Federal other	*Pgm# General Federal other
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Totals:	Totals:
Direct Command: _____	_____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---	_____
Help Main End Note Bkwd Fwd Left Right Quit	

Your Action ...	System Response ...
5. Choose B (Browse) and press ENTER.	

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2015
PHOWCE1B PHOWQE1M Special Comp. Plan Exp. Benchmark Award 10:44 AM
1 more >
Schedule: E
(D)
A Seq Plan Nbr Total Total Total REQUESTED App
- - - - - Pins General Federal Other Stat. Date Status Ind

*** End of Data ***
FY: 2017 Agency: 0161
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Left Right Quit

Your Action ...	System Response ...
6. Choose D (Display) next to the desired request and press ENTER.	The Special Comp (Budget) screen will appear.

```

PHFNC10          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      12/01/2015
PHOWCE2D PHOWCEAM          Special Comp (Budget)                  10:45 AM
                                                                    2 more >
*Act: _ (B,C,D)
FY : 2017          *Agency Nbr: 0161                               Seq: ____
*Transaction Type: _ View: N *Approval Ind: _ *Plan Id: ____
                    Requested                                     Recommended      1__ of 10
-----
Number of PINs:          Number of PINs:
 *Pgm#  General  Federal  Other          *Pgm#  General  Federal  Other
-----
_
_
_
_
_
_
_
_
_
_
Totals:
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Main End          Note          Bkwd Fwd          Left Right Quit
    
```

Your Action ...	System Response ...
7. Enter M (Modify) in the *Action field and press ENTER.	The requested information entered by the agency is displayed on the left side of the screen. The SPB recommendation is on the right side of the screen and contains the same data as the request. The SPB analyst makes changes as needed.
8. The following information appears on this screen. Number of PINs: Number of PINs per occupation code. *PGM#: The program budget number. General: The amount of general funds that will be used to pay for the position. Federal: The amount of federal funds that will be used to pay for the position. Other: The amount of other funds that will be used to pay for the position.	
9. Press F11 to access the next panel.	The second panel of this screen will appear. This panel displays the agency's budget request justifications and is displayed only for SPB.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2015
PHOWCE2D PHOWCEBM Special Comp (Budget) 10:52 AM
< 1 more
*Act: (B,C,D)
FY : 2017 *Agency Nbr: 0161 Seq:
*Transaction Type: View: N *Approval Ind:

Justification: View: N 1 of 0

Responsibility: view: N 1 of 0

Consequence of Disapproval: View: N 1 of 0

Attachments--> Org Charts: JCQ: other Related Documents:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Left Right Quit
    
```

Your Action...	System Response ...
10. Press F11 to access the next panel.	The third panel of this screen will appear.
11. Enter the following information. Transaction Type: Type of transaction being requested (e.g., new request, reconsideration, etc.). View: Enter Yes to access a pop up window that displays the history of the transaction. Defaults to No. *Approval Indicator: Status of the transaction. (i.e., A - Approved, D - Disapproved, K - Acknowledgment, P - Pending). *Plan Id: The type of special compensation plan.	
12. Press ENTER	The following message will be displayed: Schedule F-C-yyyy-aaaa-xx modified successfully.

Schedule F - Additional Comp Currently Authorized – Not Projectable

Schedule F is used to request additional compensation, other than FLSA overtime, that is currently authorized.

Your Action ...	System Response ...
1. Choose PW (Propose Wage, Salary, and Fringe Benefits Menu) and press ENTER.	The Propose Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose BR (Budget Recommendations Menu) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Budget Recommendations Menu will appear.
3. Choose BC (Prepare Budget Recommendations) from the Budget Recommendations Menu and press ENTER.	The Prepare Budget Recommendations Menu will appear.
4. Choose the schedule letter F (Add Comp-Currently Authorized), enter the fiscal year and the agency number and press ENTER.	The Add Comp Currently Authorized – Not Projectable screen will appear.

```

PHFNC10          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      12/01/2015
PHOWCF2D PHOWCFAM Add Comp Currently Authorized-Not Projectable    11:00 AM
                                                                2 more >
*Act: _ (B,C,D,M)
FY : 2017      *Agency Nbr: 0161                               Seq: ____
*Transaction Type: _ View: N  *Approval Ind: _  Occupation: ____
                    Requested                                Recommended    1_ of 10
-----
*Pgm#  Number of PINs:
      General  Federal  other
-----
*PGM#  Number of PINs:
      General  Federal  other
-----
Totals:
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End          Note      Bkwd  Fwd          Left  Right Quit
    
```

Your Action ...	System Response ...
5. Choose B (Browse) and press ENTER	

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2015
PHOWCF1B PHOWQF1M Schedule 'F' Callback Pay Currently Authorized 11:01 AM
                                                    1 more >
Schedule: F

(D)
A Seq Occu Cd Nbr Pins Total General Total Federal Total Other Total Transaction App
-----
Total
*** End of Data ***

FY: 2017 Agency: 0161
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                               Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
6. Choose D (Display) next to the desired request and press ENTER.	The Add Comp Currently Authorized-Not Projectable screen will appear.

```

PHFNC10 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2015
PHOWCF2D PHOWCFAM Add Comp Currently Authorized-Not Projectable 11:01 AM
                                                    2 more >
*Act: _ (B,C,D,M)
FY : 2017 *Agency Nbr: 0161 Seq: ____
*Transaction Type: _ View: N *Approval Ind: _ Occupation: _____
      Requested Recommended 1_ of 10

-----
*Pgm# Number of PINs: Other *PGM# Number of PINs:
      General Federal other General Federal other
-----
Totals:
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Note Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
7. Enter M (Modify) in the *Action field and press ENTER.	The requested information entered by the agency is displayed on the left side of the screen. The SPB recommendation is on the right side of the screen and contains the same data as the request. The SPB analyst makes changes as needed.

Your Action ...	System Response ...
<p>8. The following information appears on this screen.</p> <p>Number of PINs: Number of PINs per occupation code. *PGM#: The program budget number. General: The amount of general funds that will be used to pay for the position. Federal: The amount of federal funds that will be used to pay for the position. Other: The amount of other funds that will be used to pay for the position.</p>	
<p>9. Press F11 to access the next panel.</p>	<p>The second panel of this screen will appear. This panel displays the agency's budget request justifications and is displayed only for SPB.</p>

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2015
PHOWCF2D PHOWCEBM Add Comp Currently Authorized-Not Projectable 11:06 AM
< 1 more
*Act: (B,C,D,M)
FY : 2017 *Agency Nbr: 0161 Seq:
*Transaction Type: View: N *Approval Ind:

Justification: View: N 1 of 0

Responsibility: View: N 1 of 0

Consequence of Disapproval: View: N 1 of 0

Attachments--> Org Charts: JCQ: Other Related Documents:
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
<p>10. Press F11 to access the next panel.</p>	<p>The third panel of this screen will appear.</p>

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2015
PHOWCF2D PHOWCECM Add Comp Currently Authorized-Not Projectable 11:09 AM
< 2 more
*Act: (B,C,D,M)
FY : 2017 *Agency Nbr: 0161 Seq:
*Transaction Type: _ View: N *Approval Ind: _

Justification: view: N 1 of 0
-----
Appropriateness: view: N 1 of 0
-----
Recommendation: view: N 1 of 0
-----
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Note Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
<p>11. Enter the following information.</p> <p>Transaction Type: Type of transaction being requested (e.g., new request, reconsideration, etc.).</p> <p>View: Enter Yes to access a pop up window that displays the history of the transaction. Defaults to No.</p> <p>*Approval Indicator: Status of the transaction. (i.e., A - Approved, D - Disapproved, K - Acknowledgment, P - Pending).</p> <p>*Plan Id: The type of special compensation plan.</p>	
<p>12. Press ENTER.</p>	<p>The following message will be displayed:</p> <p>Schedule F-C-yyyy-aaaa-xx modified successfully.</p>

Schedule G - Additional Compensation Not Currently Authorized

This schedule is used to request additional compensation, other than FLSA overtime, that is not currently authorized.

Your Action ...	System Response ...
1. Choose PW (Propose Wage, Salary, and Fringe Benefits Menu) and press ENTER.	The Propose Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose BR (Budget Recommendations Menu) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Budget Recommendations Menu will appear.
3. Choose BC (Prepare Budget Recommendations) from the Budget Recommendations Menu and press ENTER.	The Prepare Budget Recommendations Menu will appear.
4. Choose the schedule letter G (Additional Compensation Not Currently Authorized) and press ENTER.	The Addl Comp Not Auth (Budget) screen will appear.

```

PHFNC10          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      12/01/2015
PHOWCG2D PHOWCFAM          Addl Comp Not Auth (Budget)           11:15 AM
                                                                    2 more >
*Act: _ (B,C,D)
FY : 2017          *Agency Nbr: 0161                               Seq: ____
*Transaction Type: _ View: N  *Approval Ind: _  Occupation: _____
                    Requested                                     Recommended      1_ of 10
-----
*Pgm#  Number of PINs:
      General  Federal  other
-----
*PGM#  Number of PINs:
      General  Federal  other
-----
Totals:
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Main  End      Note      Bkwd  Fwd      Left  Right  quit
    
```

Your Action ...	System Response ...
5. Choose B (Browse) and press ENTER	The Schedule 'G' Additional Comp Not Curr Authorized screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2015
PHOWCF1B PHOWQF1M Schedule 'G' Additional Comp Not Curr Authorized 11:16 AM
                                                    1 more >
Schedule: G

(D)
A Seq Occu Cd Nbr Pins Total General Total Federal Total Other Total Transaction App
-----
Total
*** End of Data ***

FY: 2017 Agency: 0161
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
6. Choose D (Display) next to the desired request and press ENTER.	The Addl Comp Not Auth (Budget) screen will appear.

```

PHFNC10 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2015
PHOWCG2D PHOWCFAM Addl Comp Not Auth (Budget) 11:17 AM
                                                    2 more >
*Act: (B,C,D)
FY : 2017 *Agency Nbr: 0161 Seq: ____
*Transaction Type: _ View: N *Approval Ind: _ Occupation: _____
Requested Recommended 1_ of 10

-----
*Pgm# Number of PINs:
General Federal other *PGM# Number of PINs:
General Federal other
-----
Totals:
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
7. Enter M (Modify) in the *Action field and press ENTER.	The requested information entered by the agency is displayed on the left side of the screen. The SPB recommendation is on the right side of the screen and contains the same data as the request. The SPB analyst makes changes as needed

Your Action ...	System Response ...
<p>8. The following information appears on this screen.</p> <p>Number of PINs: Number of PINs per occupation code. *PGM#: The program budget number. General: The amount of general funds that will be used to pay for the position. Federal: The amount of federal funds that will be used to pay for the position. Other: The amount of other funds that will be used to pay for the position.</p>	
<p>9. Press F11 to access the next panel.</p>	<p>The second panel of this screen will appear. This panel displays the agency's budget request justifications and is displayed only for SPB.</p>

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2015
PHOWCG2D PHOWCEBM Addl Comp Not Auth (Budget) 11:20 AM
< 1 more
*Act: (B,C,D)
FY : 2017 *Agency Nbr: 0161 Seq:
*Transaction Type: View: N *Approval Ind:

Justification: view: N 1 of 0

Responsibility: view: N 1 of 0

Consequence of Disapproval: view: N 1 of 0

Attachments--> Org Charts: JCQ: Other Related Documents:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Left Right Quit
    
```

Your Action...	System Response ...
<p>10. Press F11 to access the next panel.</p>	<p>The third panel of this screen will appear.</p>

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2015
PHOWCG2D PHOWCECM Addl Comp Not Auth (Budget) 11:21 AM
< 2 more
*Act: (B,C,D)
FY : 2017 *Agency Nbr: 0161 Seq:
*Transaction Type: _ View: N *Approval Ind: _

Justification: view: N 1 of 0
-----
Appropriateness: view: N 1 of 0
-----
Recommendation: view: N 1 of 0
-----

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Note Bkwd Fwd Left Right quit
    
```

Your Action...	System Response ...
<p>11. Enter the following information.</p> <p>Transaction Type: Type of transaction being requested (e.g., new request, reconsideration, etc.).</p> <p>View: Enter Yes to access a pop up window that displays the history of the transaction. Defaults to No.</p> <p>*Approval Indicator: Status of the transaction. (e.g., A - Approved, D - Disapproved, K - Acknowledgment, P - Pending).</p> <p>*Plan Id: The type of special compensation plan.</p>	
<p>12. Press ENTER.</p>	<p>The following message will be displayed:</p> <p>Schedule G-C-yyyy-aaaa-xx modified successfully.</p>

Schedule H - FLSA Overtime Currently Authorized

This schedule is used to request funds for FLSA overtime pay for non-exempt FLSA status classes, which are presently authorized to receive such compensation.

Your Action ...	System Response ...
1. Choose PW (Propose Wage, Salary, and Fringe Benefits Menu) and press ENTER.	The Propose Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose BR (Budget Recommendations Menu) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Budget Recommendations Menu will appear.
3. Choose BC (Prepare Budget Recommendations) from the Budget Recommendations Menu and press ENTER.	The Prepare Budget Recommendations Menu will appear.
4. Choose the schedule letter H (FLSA Overtime Currently Authorized) and press ENTER.	The FLSA OT CURR AUTH (Budget) screen will appear.

```

PHFNC10          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      12/01/2015
PHOWCH2D PHOWCHAM          FLSA OT CURR AUTH (BUDGET)              11:26 AM
                                                                    2 more >
*Act: _ (B,C,D,M)
FY : 2017          *Agency Nbr: 0161                               Seq: ____
*Transaction Type: _ View: N          *Approval Ind: _ Occupation: ____
                                      Requested                    Recommended    1_ of 10
-----
*Pgm#   Number of Hours:
        General   Federal   Other
-----
*PGM#   Number of Hours:
        General   Federal   Other
-----
Totals:
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End      Note      Bkwd  Fwd      Left  Right  Quit
    
```

Your Action ...	System Response ...
5. Choose B (Browse) and press ENTER	The Schedule 'H' FLSA Overtime Currently Authorized screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2015
PHOWCH1B PHOWQF1M Schedule 'H' FLSA Overtime Currently Authorized 11:27 AM
                                                    1 more >
Schedule: H

(D)
A Seq Occu Cd Nbr Hours Total General Total Federal Total Other Total Transaction App
-----
Total
*** End of Data ***

FY: 2017 Agency: 0161
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Main End                               Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
6. Choose D (Display) next to the desired request and press ENTER	The FLSA OT CURR AUTH (BUDGET) screen will appear.

```

PHFNC10 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2015
PHOWCH2D PHOWCHAM FLSA OT CURR AUTH (BUDGET) 11:28 AM
                                                    2 more >
*Act: _ (B,C,D,M)
FY : 2017 *Agency Nbr: 0161 Seq: ____
*Transaction Type: _ View: N *Approval Ind: _ Occupation: _____
      Requested Recommended 1_ of 10
-----
*Pgm# Number of Hours:
      General Federal other
-----
*PGM# Number of Hours:
      General Federal other
-----
Totals:
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Main End Note Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
7. Enter M (Modify) in the *Action field and press ENTER.	The requested information entered by the agency is displayed on the left side of the screen. The SPB recommendation is on the right side of the screen and contains the same data as the request. The SPB analyst makes changes as needed.

Your Action ...	System Response ...
<p>8. The following information appears on this screen.</p> <p>Number of PINs: Number of PINs per occupation code. *PGM#: The program budget number. General: The amount of general funds that will be used to pay for the position. Federal: The amount of federal funds that will be used to pay for the position. Other: The amount of other funds that will be used to pay for the position.</p>	
<p>9. Press F11 to access the next panel.</p>	<p>The second panel of this screen will appear. This panel displays the agency's budget request justifications and is displayed only for SPB.</p>

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2015
PHOWCH2D PHOWCEBM FLSA OT CURR AUTH (BUDGET) 12:02 PM
< 1 more
*Act: (B,C,D,M)
FY : 2017 *Agency Nbr: 0161 Seq:
*Transaction Type: View: N *Approval Ind:

Justification: view: N 1 of 0

Responsibility: view: N 1 of 0

Consequence of Disapproval: view: N 1 of 0

Attachments--> Org Charts: JCQ: Other Related Documents:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Left Right quit
    
```

Your Action ...	System Response ...
<p>10. Press F11 to access the next panel.</p>	<p>The third panel of this screen will appear.</p>

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2015
PHOWCH2D PHOWCECM FLSA OT CURR AUTH (BUDGET) 12:04 PM
< 2 more
*Act: (B,C,D,M)
FY : 2017 *Agency Nbr: 0161 Seq:
*Transaction Type: _ View: N *Approval Ind: _

Justification: View: N 1 of 0
-----
Appropriateness: View: N 1 of 0
-----
Recommendation: view: N 1 of 0
-----

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

Your Action...	System Response ...
<p>11. Enter the following information.</p> <p>Transaction Type: Type of transaction being requested (e.g., new request, reconsideration, etc.).</p> <p>View: Enter Yes to access a pop up window that displays the history of the transaction. Defaults to No.</p> <p>*Approval Indicator: Status of the transaction. (e.g., A - Approved, D - Disapproved, K - Acknowledgment, P - Pending).</p> <p>*Plan Id: The type of special compensation plan.</p>	
<p>12. Press ENTER.</p>	<p>The following message will be displayed:</p> <p>Schedule H-C-yyyy-aaaa-xx modified successfully.</p>

Schedule I - FLSA Overtime Not Currently Authorized

This schedule is used to request funds for FLSA overtime pay for non-exempt FLSA status classes that are not presently authorized such compensation.

Your Action ...	System Response ...
1. Choose PW (Propose Wage, Salary, and Fringe Benefits Menu) and press ENTER.	The Propose Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose BR (Budget Recommendations Menu) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Budget Recommendations Menu will appear.
3. Choose BC (Prepare Budget Recommendations) from the Budget Recommendations Menu and press ENTER.	The Prepare Budget Recommendations Menu will appear.
4. Choose the schedule letter I (FLSA Overtime Not Currently Authorized) and press ENTER.	The FLSA OT Not Auth (Budget) screen will appear.

```

PHFNC10          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      12/01/2015
PHOWCI2D PHOWCHAM          FLSA OT Not Auth (Budget)              12:07 PM
                                                                    2 more >
*Act: _ (B,C,D)
FY : 2017          *Agency Nbr: 0161                               Seq: ____
*Transaction Type: _ View: N    *Approval Ind: _  Occupation: ____
                    Requested                                     Recommended  1_ of 10
-----
*Pgm#  Number of Hours:
      General  Federal  Other
-----
*PGM#  Number of Hours:
      General  Federal  Other
-----
Totals:
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End          Note      Bkwd Fwd          Left Right Quit
    
```

Your Action ...	System Response ...
5. Choose B (Browse) and press ENTER.	The Schedule 'I' FLSA Overtime Not Curr Authorized screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2015
PHOWCH1B PHOWQF1M Schedule 'I' FLSA Overtime Not Curr Authorized 12:09 PM
                                                    1 more >
Schedule: I

(D)
A Seq Occu Cd Nbr Total Total Total Transaction App
  Hours General Federal Other Total Type Ind
-----
Total
*** End of Data ***

FY: 2017 Agency: 0161
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                               Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
6. Choose D (Display) next to the desired request and press ENTER.	The FLSA OT Not Auth (Budget) screen will appear.

```

PHFNC10 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2015
PHOWCI2D PHOWCHAM FLSA OT Not Auth (Budget) 12:09 PM
                                                    2 more >
*Act: (B,C,D)
FY : 2017 *Agency Nbr: 0161 Seq: ____
*Transaction Type: _ View: N *Approval Ind: _ Occupation: ____
      Requested Recommended 1_ of 10

-----
*Pgm# Number of Hours:
      General Federal other
-----
*PGM# Number of Hours:
      General Federal other
-----
Totals:
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Note Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
7. Enter M (Modify) in the *Action field and press ENTER.	The requested information entered by the agency is displayed on the left side of the screen. The SPB recommendation is on the right side of the screen and contains the same data as the request. The SPB analyst makes changes as needed.

Your Action ...	System Response ...
<p>8. The following information appears on this screen.</p> <p>Number of PINs: Number of PINs per occupation code. *PGM#: The program budget number. General: The amount of general funds that will be used to pay for the position. Federal: The amount of federal funds that will be used to pay for the position. Other: The amount of other funds that will be used to pay for the position.</p>	
<p>9. Press F11 to access the next panel.</p>	<p>The second panel of this screen will appear. This panel displays the agency's budget request justifications and is displayed only for SPB.</p>

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2015
PHOWCI2D PHOWCEBM FLSA OT Not Auth (Budget) 12:11 PM
< 1 more
*Act: (B,C,D)
FY : 2017 *Agency Nbr: 0161 seq:
*Transaction Type: View: N *Approval Ind:

Justification: view: N 1 of 0

Responsibility: view: N 1 of 0

Consequence of Disapproval: view: N 1 of 0

Attachments--> Org charts: JCQ: other Related Documents:
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Left Right Quit
    
```

Your Action...	System Response ...
<p>10. Press F11 to access the next panel.</p>	<p>The third panel of this screen will appear.</p>

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2015
PHOWCI2D PHOWCECM FLSA OT Not Auth (Budget) 12:12 PM
< 2 more
*Act: (B,C,D)
FY : 2017 *Agency Nbr: 0161 Seq:
*Transaction Type: _ View: N *Approval Ind: _

Justification: view: N 1 of 0
-----
Appropriateness: view: N 1 of 0
-----
Recommendation: view: N 1 of 0
-----
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Note Bkwd Fwd Left Right Quit
    
```

Your Action...	System Response ...
<p>11. Enter the following information.</p> <p>Transaction Type: Type of transaction being requested (e.g., new request, reconsideration, etc.).</p> <p>View: Enter Yes to access a pop up window that displays the history of the transaction. Defaults to No.</p> <p>*Approval Indicator: Status of the transaction. (e.g., A - Approved, D - Disapproved, K - Acknowledgment, P - Pending).</p> <p>*Plan Id: The type of special compensation plan.</p>	
<p>12. Press ENTER.</p>	<p>The following message will be displayed:</p> <p>Schedule I-C-yyyy-aaaa-x modified successfully.</p>

Schedule J - Status Change

This schedule is used to indicate a status change for a position, either from part-time to full-time or vice versa; or from permanent to time-limited or vice versa. This schedule contains three panels.

Your Action ...	System Response ...
1. Choose PW (Propose Wage, Salary, and Fringe Benefits Menu) and press ENTER.	The Propose Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose BR (Budget Recommendations Menu) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Budget Recommendations Menu will appear.
3. Choose BC (Prepare Budget Recommendations) from the Budget Recommendations Menu and press ENTER.	The Prepare Budget Recommendations Menu will appear.
4. Choose the schedule letter J (Status Change) and press ENTER.	The Change Status (Budget) screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2015
PHOWCJ2D PHOWCJAM Change Status (Budget) 12:20 PM
2 more >
*Act: _ (B,C,D,M) J
FY : 2017 *Agency: 0161 Seq: ____
*PIN: _____ SSN: - -
Occu:
*Transaction Type : _ View: N *Approval Ind: _

Exec Service: FLSA Status:
*Service type: End Date:

Current:Part/Full: FTE: Hours: Months: Type:
Request:Part/Full: FTE: Hours: Months: *Type:

Annual cost chg:

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

Your Action ...	System Response ...
5. Choose B (Browse) and press ENTER.	The Schedule 'J' Status Change screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2015
PHOWCJ1B PHOWQJ1M Schedule 'J' Status Change 12:21 PM

Schedule: J

                                REQUESTED
(D)
A Occu Cd Occu Title Seq Pin Stat. Date Status Req Reason App Ind
-----
                                *** End of Data ***

FY: 2017 Agency: 0161
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Bkwd Fwd Quit
    
```

Your Action ...	System Response ...
6. Choose D (Display) next to the desired request and press ENTER.	The Change Status (Budget) screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2015
PHOWCJ2D PHOWCJAM Change Status (Budget) 12:21 PM
                                           2 more >
                                           J
*Act: = (B,C,D,M)
FY : 2017 *Agency: 0161
*PIN: _____ SSN: - -
                                           Seq: _____
                                           Occu:
*Transaction Type : _ View: N *Approval Ind: _

Exec Service: FLSA Status:
*Service type: End Date:

Current:Part/Full: FTE: Hours: Months: Type:
Request:Part/Full: FTE: Hours: Months: *Type:

Annual cost chg:

Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Note Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
7. Enter M (Modify) in the *Action field and press ENTER.	The requested information entered by the agency is displayed on the screen.

Your Action ...	System Response ...
<p>8. Enter the following information:</p> <p>Seq: The ID# assigned by the system in sequential order.</p> <p>*PIN: The PIN for which a status change is being requested.</p> <p>SSN: This is completed by the system for filled positions. For vacant positions, it is left blank.</p> <p>OCCU: This is completed by the system.</p> <p>Exec Service: Executive service indicator code. This is completed by the system.</p> <p>FLSA Status: The FLSA status code of this PIN. This is completed by the system.</p> <p>*Service Type: Enter the code denoting the appropriate service type.</p> <p>End Date: This field is only used for time-limited positions. If the request is to change a permanent position to time-limited, an end date is necessary.</p> <p>Current: Part/Full: FTE: Hours: Months: Type: This is completed by the system.</p> <p>Requested: Part/Full: FTE: Hours: Months: *Type: The number of months and hours projected for this position</p>	
<p>9. Press F11 to access the next panel.</p>	<p>The second panel of this screen will appear.</p>

```

PHFNC10 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2015
PHOWCJ2D PHOWCJCM Change Status (Budget) 12:26 PM
< 1 more 1 more >
*Act: _ (B,C,D,M) J
FY : 2017 *Agency: 0161 Seq: ____
*Transaction Type : _ View: N Approval Ind: _

Pgm Budget --> Description *PGM# PGM% GF% FF% OF%

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

Your Action ...	System Response ...
<p>10. The following information appears on this screen.</p> <p>Program Budget Details</p> <p>Description: Description of the program budget. *PGM#: The program budget number. General: The amount of general funds that will be used to pay for the position. Federal: The amount of federal funds that will be used to pay for the position. Other: The amount of other funds that will be used to pay for the position.</p>	
<p>11. Press F11 to access the next panel.</p>	<p>The third panel of this screen will appear. This panel displays the agency's budget request justifications and is displayed only for SPB.</p>

```

PHOWCJBM PHV2          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      12/01/2015
PHOWCJ2D PHOWCJBM          Change Status (Budget)                          12:27 PM
< 2 more
*Act: _ (B,C,D,M)
FY : 2017 *Agency: 0161
*Transaction Type : _ View: N *Approval Ind: _
*Req Reason      :
Justification:          view: N      1 of 0

Responsibility:          view: N      1 of 0

Consequence of Disapproval: view: N      1 of 0

Attachments--> Org Charts: _ JCQ: _ Other Related Documents: _
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End      Note      Bkwd Fwd      Left Right Quit
    
```

Your Action...	System Response ...
<p>12. Enter the following information.</p> <p>*Transaction Type: Enter the budget transaction type from the following options: F - Funded, M - Amendment, N - New Request, R - Reconsideration, and U - Addendum. Defaults to N.</p> <p>View: Enter Yes to access a pop up window that displays the history of the transaction. Defaults to No.</p> <p>*Approval Indicator: Status of the transaction (<i>i.e.</i>, A - Approved, D - Disapproved, K - Acknowledged, P - Pending).</p>	
<p>13. Press ENTER.</p>	<p>The following message will be displayed:</p> <p>Budget D, J J-C-yyyy-aaaa-xx modified successfully.</p>

Schedule K - Standby Pay Currently Authorized

This schedule is used to request standby pay for occupational classes for which these payments are currently authorized.

Your Action ...	System Response ...
<p>1. Choose PW (Propose Wage, Salary, and Fringe Benefits Menu) and press ENTER.</p>	<p>The Propose Wage, Salary, and Fringe Benefits Menu will appear.</p>
<p>2. Choose BR (Budget Recommendations Menu) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.</p>	<p>The Budget Recommendations Menu will appear.</p>
<p>3. Choose BC (Prepare Budget Recommendations) from the Budget Recommendations Menu and press ENTER.</p>	<p>The Prepare Budget Recommendations Menu will appear.</p>
<p>4. Choose the schedule letter K (Standby Pay Currently Authorized) and press ENTER.</p>	<p>The Standby Pay Curr Auth (Budget) screen will appear.</p>

```

PHFNC10 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2015
PHOWCK2D PHOWCFAM Standby Pay Curr Auth (Budget) 12:31 PM
2 more >
*Act: (B,C,D)
FY : 2017 *Agency Nbr: 0161 Seq:
*Transaction Type: View: N *Approval Ind: Occupation:
Requested Recommended 1 of 10
-----
*Pgm# Number of PINS:
General Federal other *PGM# Number of PINS:
General Federal other
-----
Totals: Totals:
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
5. Choose B (Browse) and press ENTER.	The Schedule 'K' Standby Pay Currently Authorized screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2015
PHOWCF1B PHOWQF1M Schedule 'K' standby Pay Currently Authorized 12:32 PM
1 more >
Schedule: K
(D)
A Seq Occu Cd Nbr Total Total Total Transaction App
Pins General Federal Other Total Type Ind
-----
Total
*** End of Data ***
FY: 2017 Agency: 0161
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
6. Choose D (Display) next to the desired request and press ENTER.	The Standby Pay Curr Auth (Budget) screen will appear.


```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2015
PHOWCK2D PHOWCEBM Standby Pay Curr Auth (Budget) 12:35 PM
< 1 more
*Act: (B,C,D)
FY : 2017 *Agency Nbr: 0161 Seq:
*Transaction Type: View: N *Approval Ind:

Justification: View: N 1 of 0

Responsibility: view: N 1 of 0

Consequence of Disapproval: view: N 1 of 0

Attachments--> Org Charts: JCQ: Other Related Documents:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Left Right Quit
    
```

Your Action...	System Response ...
10. Press F11 to access the next panel.	The third panel of this screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/01/2015
PHOWCK2D PHOWCECM Standby Pay Curr Auth (Budget) 12:36 PM
< 2 more
*Act: (B,C,D)
FY : 2017 *Agency Nbr: 0161 Seq:
*Transaction Type: _ View: N *Approval Ind: _

Justification: View: N 1 of 0
_____
_____

Appropriateness: view: N 1 of 0
_____
_____

Recommendation: View: N 1 of 0
_____
_____

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

Your Action...	System Response ...
<p>11. Enter the following information.</p> <p>Transaction Type: Type of transaction being requested (<i>e.g.</i>, new request, reconsideration, etc.).</p> <p>View: Enter Yes to access a pop up window that displays the history of the transaction. Defaults to No.</p> <p>*Approval Indicator: Status of the transaction. (<i>i.e.</i>, A - Approved, D - Disapproved, K - Acknowledgment, P - Pending).</p>	
<p>12. Press ENTER.</p>	<p>The following message will be displayed:</p> <p>Schedule K-C-yyyy-aaaa-xx modified successfully.</p>