Mississippi Management and Reporting System

Department of Finance and Administration

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

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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	The Propose Wage, Salary, and Fringe			
Fringe Benefits Menu) and press ENTER.	Benefits Menu will appear.			

PHFNC10 PHIMAINU	PHV2 PHIMAINM	OURCE SYSTEM 11/30 Benefits Menu 12:0	/2015 6 PM	
	Code	Description	FastPath	
	RR Rei BR Bui BP Bui RB Bui RM WS OP OC FC Fi	lary Survey Menu alignment Recommendations Menu dget Recommendations Menu dget Projection Menu dget Reports Menu F Reports Menu cupation Proposal Menu scal Year Conversion B- Earnings Code Table	SALS RLGN BUDG BPRO BRPT WSFR PROC FYCO SPBEC	
Code	-			
Direct Co Enter-PF1		-PF3PF4PF5PF6PF7PF8	PF9PF10PF11PF	12
He	lp Main	End	Qu	it

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

PHFNC10 PHIMAINU	PHV2 PHIMA		STEM	11/30/2015 12:07 PM
	Code	Description	FastP	ath
	BQ BC BS SI BA BB AI AD SB	Prepare Budget Requests Prepare Budget Recommendations SPB Browse Budget Schedule Inventory Agency Budget Schedule Inventory Browse Schedule A by Fiscal Year Browse Schedule B/C by Fiscal Year Add Budget Sched. Inventory for all Agencies Set Board Approved Date for Budget Schedules Browse SPB Budget Schedule Inventory	BREQ BREC INVB IVNT	
Code	<u> </u>			
Direct Co Enter-PF1 Hel	1PF	: 2PF3PF4PF5PF6PF7PF8PF9 in End	-PF10PF	11PF12 Quit

Your Action	System Response
3. Choose BC (Prepare Budget	The Prepare Budget Recommendations
Recommendations) from the Budget	Menu will appear.
Recommendations Menu and press	
ENTER.	

PHFNC10	PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	11/30/2015
PHOWBR2D	PHOWBR2M	Prepare Budget Recommendations	12:08 PM
	A New F	Positions	
	в Reall	ocations	
	c Recla	assifications	
	D Educa	itional Benchmark Award	
	E Speci	al Compensation Plan Experience Benchmark Award	
	F Addit	ional Comp. Currently Authorized-Not Projectable	
	G Addit	ional Compensation Not Currently Authorized	
		Overtime Currently Authorized	
		Overtime Not Currently Authorized	
		ıs Change	
		lby Pay Currently Authorized	
		, · ., · , · ·	
selec	t schedule	2 : _	
Fisca	l Year: _	:: = *Agency:	
		— <i>,</i> , —	
Direct Co	mmand:		
Enter-PF1	PF2F	PF3PF4PF5PF6PF7PF8PF9PF10PF	11PF12
	р Main E		Quit

Schedule A - New Positions

	Your Action	System Response
	V (Propose Wage, Salary, and efits Menu) and press ENTER.	The Propose Wage, Salary, and Fringe Benefits Menu will appear.
Menu) fron	R (Budget Recommendations in the Propose Wage, Salary, Benefits Menu and press	The Budget Recommendations Menu will appear.
Recomme	C (Prepare Budget ndations) from the Budget ndations Menu and press	The Prepare Budget Recommendations Menu will appear.
Positions);	e schedule letter A (New enter the fiscal year and the mber and press ENTER.	The New Positions (Budget) screen will appear.

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM PHOWCA2D PHOWCAAM New Positions (Budget)									
*Act: _ (B,C,D,M) FY : 2016 *Agency Group: _	Nbr: 0161 *Transactio	n Type: _	View:	N 3	*Approval	Ind:	Seq:	_	
	Requested			Recommer	nded				
Qty of PINs: *FLSA Status:	Funded:	Grp:	ļ —						
*OCCU: Title:		Proposed: N	-		*Propose	ed: N			
Start/End Sal: *Exec Service:	-		_	-	-				
*Service Type: Service Date: Part/Full:	FTE:		= .	FTE:					
Months: *Auth:	Hours:		_	Hours:					
Direct Command: Enter-PF1PF2	DE3DE1	_DE5DE6_	DE7	_DEQ	DEQDE1/	 }DE1	Q A)	
Help Main		Note	Bkwd	Fwd	Lef		ht Quit		

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

PHFNC10 PHOWCA1	PHV PHO										SYSTEM ositions	11/30/ 12:13 1 mor	PM
Schedule	2: A												
(0)	Name						sub			REQ	UESTED	D	
(D) A Seq	New O	occu	Cd	0ccu	Title	e	Nbr Grp	Pins	Stat	. Date	Status	Req Reason	
					***	End of	Data	***					
	_												
FY: 201 Direct (L7 Comma	Agency	y :	0161									
Enter-Pi	:1	PF2	-PF	3PI	-4	PF5	PF6	-PF7	PF8-	PF9	PF10-	-PF11PF1	
		Main							Fwd			Right Qui	

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

PHFNC10 PHV2 PHOWCA2D PHOWCAAM		PAYROLL AND New Positi			CE SYSTEM	1	11/30/2015 12:24 PM 6 more >
*Act: _ (B,C,D,M) FY : 2016 *Agency Group:	y Nbr: 0161 *Transactio	on Type: _	View:	N	*Approval		Seq:
	Requested			Recomme	nded		
Qty of PINs:	Funded:	Grp:	i —	-			
*FLSA Status: *OCCU:		Proposed: N	_		*Propose	d: N	
Title: Start/End Sal:	_	•			_		
*Exec Service:	_		<u> </u>		_		
*Service Type: Service Date:			i —				
Part/Full:	FTE:		-	FTE:	•		
Months: *Auth:	Hours:		-	Hours:			
Direct Command: _			<u> </u>	_		_	
Enter-PF1PF2							
Help Main	End	Note	Bkwd	Fwd	Lett	кīgr	nt Quit

Your Action	System Response
7. Enter M (Modify) in the Action field and	The requested information entered by the
press ENTER.	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
8. Change the following information as	
needed:	
Qty of Pins: Number recommended.	
Grp: The reference ID of the group of	
positions being requested.	
*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.	
*FLSA Status: Code denoting the	
recommended fair labor status of the	
position.	
*OCCU: The recommended occupational code for the requested new position.	
*Proposed: (Y/N) Defaults to No. This is	
in reference to whether or not this	
request is for a new (proposed)	
occupational code.	
Title: This is completed by the system.	
Start/End Salary: This is completed by the	
system.	
*Exec Service: Executive compensation	
indicator code.	
*Service Type: The code denoting if the	
position is state service or non-state	
service.	
*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.	
Part/Full FTE: This is completed by the	
system.	
Months: The number of months	
recommended for this position.	
Hours: The number of hours per week	
recommended for this position.	
*Auth: Code denoting if this position is	
recommended to be authorized in an	
appropriation bill or escalated through	
DFA.	
9. Press F11 to access the next panel.	The second panel of this screen will appear.

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM PHOWCA2D PHOWCABM New Positions (Budget) < 1 more *Act: (B,C,D,M) FY.: 2016 *Agency Nbr: 0161					
Group:	*Transaction Type: _	view. <u>N</u>	*Approval Ind:	_	
	Requested	Recomme	ended		
*PIN County: SPB Process: Org Code: *Supervision: Feo. Location: *Type: Exceed Head Sal: Arrest Authority: End Date: *WComp Class: *Schedule: Direct Command:					
Enter-PF1PF2 Help Main	-PF3PF4PF5PF(End Note	6PF7PF8 Bkwd Fwd	_	:11PF12 ght Quit	

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

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

PHFNC10 PHV2 STATEWIDE PHOWCA2D PHOWCACM < 2 more *Act: (B,C,D,M)		AND HUMAN RES sitions (Budge			11/30/2015 12:35 PM 4 more >
FY:: 2016 *Agency Nbr: 0161 Group: *Transaction	туре: _	_ View: <u>N</u>	*Approval	Ind:	seq: -
Requested			Recommended		
*Retirement Pgm:					
Direct Command:		-670		2	112
Enter-PF1PF2PF3PF4 Help Main End	PF5PI Note	Bkwd Fwd			.1PF12 ht Quit

System Response

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 P	HV2	STATEWIDE		AND HUMAN		RCE SYSTEM	4		0/2015
PHOWCA2D P	HOWCADM		New Po	sitions (B	udget)			12:	37 PM
< 3 more					-			3 ו	more >
*Act: (B	(C,D,M)								
FY.: 2016	*Agency	y Nbr: 0161						Seq:	
Group:		*Transaction	Type:	view:	N	*Approva	l Ind:		_
			, , ,	_				_	
	Regi	uested			Recomm	nended			
	<u>'</u>								
*Lea	Mileage	e Type:							
3	M.	ileage:							
		Method:							
*	Pay Fre			_					
	PERS PI		į	_					
,		Hours:	į						
	LACIA	11041 51	į	_					
			1						
			- 1						
			- 1						
Direct Com	mand:		'						
		DE3 DE4	DEE D	F6 DF7	DE0	DEO DE	10 DE	11 D	-12
_		-PF3PF4							
нетр	Main	Ena	Note	вkwd	rwa	Lei	ft Ri	gnt Q	uit

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 PHOWCA2I < 4 more	9		STATE			ND HUMAN RES tions (Budge	OURCE SYSTEMENT (COURCE SYSTEMENT)	М	11/30/2015 12:38 PM 2 more >
*Act: FY.: 20 Group:	016 *A	gency	Nbr: 0: *Transa		ype: _	View: <u>N</u>	*Approva	l Ind:	seq:
		Requ	ested			R	Recommended		
*PGM# PC	GM%	GF%	FF%	OF%	Desc	*PGM# P	PGM% GF%	FF%	OF%
Direct (· — —			
	F1PI elp Ma	_	PF3PI End	:F4PF No		Bkwd Fwd	SPF9PF: Le		l1PF12 ght Quit

Your Action	System Response
18. 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.	
19. Press F11 to access the next panel.	The sixth 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 RESOLUTION NEW Positions (Budget) < 5 more **ACT: (B.C.D.M)		TEM	12	/30/2 2:39 L mor	PM
*Act: (B,C,D,M) FY.: *Agency Nbr: Group: *Transaction Type: View: N			Sec	1:	
*Req Reason : Justification:	View:	N	1	of	0
Responsibility:	∨iew:	N	1	of	0
Consequence of Disapproval:	View:	N	1	of	0
Attachments> Org Charts: JCQ: Other Related Direct Command:	Documen	ts:			
Enter-PF1PF2PF3PF4PF5PF6PF7PF8 Help Main End Note Bkwd Fwd		PF10- Left	-PF11 Right		

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 RESPHOWCA2D PHOWCAGM New Positions (Budge 4 more *Act: (B,C,D,M)		11/30/2015 12:40 PM		
FY.: 2016 *Agency Nbr: 0161 Group: *Transaction Type: _ View: <u>N</u>	*Approval In	seq: nd: _		
SPB Justification:	View: N	1 of	0	
Appropriateness:	View: N	1 of		
Recommendation:	View: N	1 of		
Direct Command: Enter-PF1PF2PF3PF4PF5PF6PF7PF8Help Main End Note Bkwd Fwd	BPF9PF10 I Left	PF11PF1 Right Qui		

Your Action	System Response
21. Enter the following information:	
Group: The reference ID to identify a group of individual requests that have the same justification. *Transaction Type: Indicates the type of transaction (i.e., F - Funded, M - Amendment, N - New Request, R - Reconsideration, and U - Addendum). Defaults to N. 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). SPB Justification: Justification for recommendation. View: Provides the user the capability to view all lines in the Justification. Appropriateness: Appropriateness of request. View: Provides the user the capability to view all lines in the Appropriateness. Recommendation: Actual recommendation. View: Provides the user the capability to view all lines in the Recommendation.	The following message will be displayed:
	New Position A-C-yyyy-xxxx-x modified successfully.

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

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.
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 PHOWCB2D PHOWCBAM		ND HUMAN RESOURCE SYSTEM tions (Budget)	11/30/2015 12:46 PM
*Act: _ (B,C,D,M)			3 more >
FY: 2016 *Agency: *PIN: SSN:	0161		Seq:
Occu:			
Group: *Trans	End Sala saction Type: _ Vic ested	ry: ew: N *Approval Ind: Recommended	_
*0CCU:	Prop: N Grp:	Proposed	: N
Title: Start/End Sal:	-	-	
*Service Type: *Exec Service:		-	
*FLSA Status:		i –	
	Recommend Annual Sa Annual Cost With F		
Direct Command:		PF7PF8PF9PF10	B C PF11PF12
Help Main Er			Right Quit

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

PHOWCB1B	PHOWCE				AYROLL AND Recommenda					11/30/203 12:49 PM 2 more >	М
schedule	: В							CURREN	т		
(D)		occu									
A Seq	PIN	Code	0ccu	Title		Pgm#	Pgm%	GF%	FF%	OF%	
				*** E	nd of Data	***					
FY: 2017 Direct Co	7 Age	ency:	0161	L							
Enter-PF	LPF2	2P	F3F	PF4P	F5PF6	-PF7	-PF8-	PF9	PF10	PF11PF12	
He	Ір маі	in E	nd			Bkwd	Fwd		Left	Right Quit	

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

PHOWCD2D PHOWCDAM Educationa	AND HUMAN RESOURCE SYSTEM l Benchmark (Budget)	11/30/2015 01:19 PM 3 more >
*Act: _ (B,C,D,M) FY : 2016		Seq:
*PIN: SSN:		
Occu:	*Annacial Inde	
*Transaction Type : _ View: N	*Approval Ind: _	
Current Start B	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:	1	
Enter-PF1PF2PF3PF4PF5PF	F6PF7PF8PF9PF10PF	11PF12
Help Main End Note	Bkwd Fwd Left Ri	ight 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.
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 a 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 PHV PHOWCD2D PHO < 1 more	DWCDBM	STATE	IDE PAYROLL A Educational				М	11/30/2015 01:31 PM 2 more >
*Act: (B,C FY: 2016 *Transaction	*Agend	y: 0161 :	ew: N *Appro	val Ind:	_			seq:
	Re	equested			Recom	mended		
*PGM# PGM% 07 100.00	GF%	FF%	OF% Des 100.00 MMRS	*PGI	M# PGM%	GF%	FF%	OF%
Direct Comma	and: _			' —				
			4PF5PF6					
Help	Main	End	Note	Bkwd	Fwd	Le.	tt Ri	ght 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 RESOUPHOWCD2D PHOWCDCM Educational Benchmark (Bud < 2 more		TEM		/30/2 L:32	
*Act: (B,C,D,M) FY: 2016 *Agency: 0161 *Transaction Type : _ View: N *Approval Ind: _			Sec	o _ : ہ	
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 Direct Command:			-PF11	-PF12	
Help Main End Note Bkwd Fwd		Left	Right	_	

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 PHOWCD2D PHOWCDDM Educational Benchmark (Budget) < 3 more				/30/2015 L:34 PM
*Act: _ (B,C,D,M) FY : 2016 *Agency: 0161 *Transaction Type : _ View: N *Approval Ind: _			Sec	ı:
Justification:	View:	N	1	of
Appropriateness:	View:	N	1	of
Recommendation:	View:	N	1	of
Direct Command: Enter-PF1PF2PF3PF4PF5PF6PF7PF8 Help Main End Note Bkwd Fwo	3PF9	PF10- Left	-PF11 Right	-PF12 Quit

Your Action	System Response
13. Enter the following information:	
Group: The reference ID to identify a group of individual requests that have the same justification. *Transaction Type: Indicates the type of transaction (i.e., F - Funded, M - Amendment, N - New Request, R - Reconsideration, and U - Addendum). Defaults to N. 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). SPB Justification: Justification for recommendation. View: Provides the user the capability to view all lines in the Justification. Appropriateness: Appropriateness of request. View: Provides the user the capability to view all lines in the Appropriateness. Recommendation: Actual recommendation. View: Provides the user the capability to view all lines in the Recommendation.	The following message will be displayed:
	Reall/Reclas Rec B-C-yyyy-xxxx-x- modified successfully.

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

	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	Reclassif	fications (Budget)	01:54 PM
			1 more >
*Act: $=$ (B,C,D,M)			
FY : 2017 *Agency:	0161		Seq:
*PIN: SSN:			-
Occu:			
Start Salary:	End Sal		
*Transaction Type: .		*Approval Ind: _	
Reque	ested	Recommended	
*occu:		i ———	
ˌ Ṭitle:		i	
Start/End Sal:	-	-	
*Service Type:		i —	
*Exec Service:		<u> </u>	
*FLSA Status:		i _	
	Recommend Annual		
	Annual Cost With	Fringe:	
Direct Command:			C C
		F6PF7PF8PF9PF1	
Help Main E	nd Note	Bkwd Fwd Lef	t Right Quit

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

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PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/30/2015 PHOWCC1B PHOWCB1M Schedule 'C' Recommendations for Reclassifications 01:56 PM
                                                               11/30/2015
                                                                2 more >
Schedule: C
                                                 CURRENT
(D)
             0ccu
            Code Occu Title
                                                          FF%
                                                                OF%
A Seq PIN
                                       Pgm#
                                             Pgm%
                                                   GF%
                        *** End of Data ***
FY: 2017 Agency: 0161
Help Main End
                                      Bkwd Fwd Left Right Quit
```

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

PHFNC10 PHV2		AND HUMAN RESOURCE SY	, ,
PHOWCC2D PHOWCCAM		fications (Budget)	01:54 PM 1 more >
*Act: $\underline{}$ (B,C,D,M) FY: $\overline{2}017$ *Agency:	0161		Seq:
*PIN: SSN:	0101		3cq
Occu: Start Salary:	End Sa	lary:	
*Transaction Type:		*Approval Ind: _	
	ested	Recommended	
Keque			
*occu:		!	
Title:			
Start/End Sal:	_	_	
*Service Type:			
*Exec Service:		! —	
*FLSA Status:		! -	
		' -	
	Recommend Annual	Salary:	
	Annual Cost With	Fringé:	
Direct Command:			сс
Enter-PF1PF2PI	F3PF4PF5PF	F6PF7PF8PF9	-PF10PF11PF12
Help Main E		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.
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 changing the following information.	
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.	
Press F11 to access the next panel.	The second panel of this screen will appear.

PHFNC1 PHOWCC	2D PHO	_	STATE		ROLL AND assificat			E SYSTE	М	11/30/201 01:59 PM	
<pre>< 1 mo *Act:</pre>		о м)									
			/: 0161							Seq:	
*PIN:											
*Trans	action	Type:	:_ Vie	w: N	App	proval I	nd: _				
		Requ	uested				Rec	ommende	d		
*PGM#	PGM%	GF%	FF%	OF%	Desc	¦ *PGM#	PGM%	GF%	FF%	OF%	
						i — ·					
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Enter-	PF1	PF2	-PF3P	F4PF5	PF6	; -PF7P	F8P	F9PF	1 <mark>0PF</mark>		_
	не]р			Not		Bkwd F				ght 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. Group: The reference ID to identify a group of individual requests that have the same justification.	

Your Action	System Response
Continue changing information.	
*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. View: Enter Y es to access a pop up window that displays the history of the transaction. Defaults to No. *Approval Indicator: Status of the transaction. (<i>i.e.</i> , A - Approved, D - Disapproved, K - Acknowledgment, P - Pending).	
11. Press ENTER.	The following message will be displayed:
	Reall/Reclas Rec C-C-yyyy-aaaa-xx modified successfully.

Schedule D - Educational Benchmark Award

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

Your Action	System Response
 Choose PW (Propose Wage, Salary, and Fringe Benefits Menu) and press ENTER. 	The Propose Wage, Salary, and Fringe Benefits Menu will appear.
Choose BR (Budget Recommendations Menu) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Budget Recommendations Menu will appear.
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 PHOWCD2D PHOWCDAM Educational Benchmark (Budget)	11/30/2015 02:01 PM 3 more >
*Act: _ (B,C,D,M) FY : 2016	seq:
*Transaction Type : _ View: N *Approval Ind: _	
Current Start End Salary Salary Salary Current:	
Requested Recommended	
Proposed Salary : Proposed Salary : Annual Cost With Fringe : Annual Cost With Fringe : Educational Longevity Amt: *Degree/Lic/Cert/Reg Code: *Degree/Lic/Cert/Reg Code: _	
Direct Command:	11PF12 ght 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 11/30/20 PHOWCD1B PHOWCB1M Schedule 'D' Educational Benchmark 02:02 1 more							
Schedule: D			1	REQUEST	ED		
(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-PF1PF2P Help Main E	F3PF4PF5P nd	F6PF7 Bkwd	-PF8I Fwd			11PF1 ght Qui	

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

	YROLL AND HUMAN RESOURCE SYSTEM 11/30/2015 tional Benchmark (Budget) 02:03 PM 3 more >
*Act:(B,C,D) FY : 2017	Seq:
*Transaction Type : _ View: N	*Approval Ind: _
Current Start Salary Salary Current:	End Salary
Requested	Recommended
Proposed Salary : Annual Cost With Fringe : Educational Longevity Amt: *Degree/Lic/Cert/Reg Code:	Proposed Salary : Annual Cost With Fringe : Educational Longevity Amt: *Degree/Lic/Cert/Reg Code:
Direct Command:	
Enter-PF1PF2PF3PF4PF5 Help Main End Not	5PF6PF7PF8PF9PF10PF11PF12 te 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.

< 1 mc *Act:	02D PHO ore _ (B,0	OWCDBM				HUMAN RES Ichmark (B	OURCE SYSTE udget)	EM	11/30/2015 02:28 PM 2 more >
		*Agency		N		Tool .			Seq:
^ i rans	action	птуре	: _ V1	ew: N ^	Approval	ına: _			
		Req	uested			R	ecommended		
* PGM#	PGM%	GF%	FF%	OF%	Desc	*PGM# P	GM% GF%	FF%	OF%
Direct	Comma	and:				' — —			
Enter-	PF1 Help		F3PF nd	4PF5- Note		PF7PF8 Bkwd Fwd	PF9PF Le	_	11PF12 ght 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 RESOL PHOWCD2D PHOWCDCM Educational Benchmark (Buck < 2 more		TEM		/01/2 0:25	
*Act: _ (B,C,D) FY : 2017 *Agency: 0161 *Transaction Type : _ View: N *Approval Ind: _			Se	q: _	<u> </u>
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 Direct Command: Enter-PF1PF2PF3PF4PF5PF6PF7PF8			-DE11-	_DE12	-
Help Main End Note Bkwd Fwd		Left	Right		

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 RESOUR PHOWCD2D PHOWCDDM Educational Benchmark (Budg < 3 more	12/01/2015 10:26 AM			
*Act: _ (B,C,D) FY : 2017 *Agency: 0161 *Transaction Type : _ View: N *Approval Ind: _			Sec	a:
Justification:	view:	N	1	of
Appropriateness:	View:	N	1	of
Recommendation:	View:	N	1	of
Direct Command:		PF10 Left		

Enter the following information: Group: The reference ID to identify a group of individual requests that have	
· · · · · · · · · · · · · · · · · · ·	
the same justification. *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. View: Enter Y es to access a pop up window that displays the history of the transaction. Defaults to No. *Approval Indicator: Status of the transaction. (<i>i.e.</i> , A - Approved, D - Disapproved, K - Acknowledgment, P - Pending). SPB Justification : Justification for recommendation. View: Provides the user the capability to view all lines in the Justification. Appropriateness: Appropriateness of request. View: Provides the user the capability to view all lines in the Appropriateness. Recommendation : Actual recommendation. View: Provides the user the capability to view all lines in the Recommendation. View: Provides the user the capability to view all lines in the Recommendation.	ne following message will be displayed:
	udget D, J D-C-yyyy-xxxx-x-xxx modified accessfully.

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

Your Action	System Response
Choose BC (Prepare Budget Recommendations) from the Budget Recommendations Menu and press ENTER.	The Prepare Budget Recommendations Menu will appear.
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 PHOWCE2D PHOWCEAM Special Comp (Budget)							
*Act: (B,C,D) FY: 2017 *Age *Transaction Type: Request	View: N		Ind: _ *F	Plan Id: Recomm	_ ended	Seq: 1 of 10	
Number of PINs: *Pgm# General	Federal	Other		er of PINs: General		Other	
Totals: Direct Command:			Totals:				
Enter-PF1PF2F Help Main E		-PF5PF6- Note		PF8PF9 wd	-PF10PF1 Left Rig		

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

PHF	NC10	PHV2	5	STATEWIDE						M	12/01/2	2015
PHOV	VCE1B	PHOWQ	E1M	Special	Comp.	Plan Exp.	Benc	:hmark /	Award		10:44	AM
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Sche	edule:	E										
								REC	QUESTE	D		
(D)			Nbr	Total	Tot	al Tot	al .		QUED ! !			App
A	Seq	plan	Pins	Gener		eral Oth		Stat	Date	Status		Ind
_	Jeq			dener	a			Jeac.	Date			
_				***	End of	Data ***						
					Ella Ol	Data						
FY:	2017	' Ag	encv:	0161								
		mmanď										
Fnte	r-PF1	PF	2PF3	3PF4	-PF5	PF6PF7	'PF	8PF	9PF	10PF1	1PF12	
	_		in End			Bkv					ht Quit	
	110	P	THE LINE	4		DICE	M IN	u		are Kit	nic Qui	

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

PHOWCE2D PHOWCEAM		ND HUMAN RESOURCE S' Comp (Budget)	YSTEM	12/01/2015 10:45 AM 2 more >
*Act: $\underline{}$ (B,C,D) FY: $\overline{2}017$ *Agency	Nbr: 0161			seq:
*Transaction Type: _ `\ Requested	/iew: N *Approval		mended	1 of 10
Number of PINs: *Pgm# General Fede	eral Other	Number of PINS *Pgm# General	Federal	Other
Totals:		Totals:		
Direct Command: Enter-PF1PF2PF3		PF7PF8PF9	PF10PF	11PF12
Help Main End	Note	Bkwd Fwd	Left Ri	ght 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.

PHOWCE2D PHOWCEBM Special Comp (Budget) < 1 more	URCE SYS	TEM		/01/2):52	
*Act: (B,C,D) FY: 2017 *Agency Nbr: 0161 *Transaction Type: View: N *Approval Ind:			Sed	4 :	
Justification:	View:	<u>N</u>	1	of	0
Responsibility:	View:	N	1	of	0
Consequence of Disapproval:	View:	N	1	of	0
Attachments> Org Charts: JCQ: Other Related Direct Command:	Documen	ts:			
Enter-PF1PF2PF3PF4PF5PF6PF7PF8- Help Main End Note Bkwd Fwd		PF10- Left	-PF11 Right		

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 R	RESOURCE SY	STEM	12/01/2015
PHOWCF2D PHOWCFAM	Add Comp (Currently	Authorized-	Not Projec	table	11:00 AM 2 more >
*Act:(B,C,D,M) FY: 2017 *A *Transaction Type Requ	gency Nbr: (0161 N *Appro	oval Ind: _		on: mended	Seq: 1_ of 10
Number *Pgm# General	of PINs: Federal	Other	* PGM#	Number of General		other
Totals: Direct Command: _			Totals:			
Enter-PF1PF2 Help Main		PF5PF Note		PF8PF9 Fwd		11PF12 ght Quit

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

PHFNC10 PHOWCF1				IDE PAYROI e 'F' Cal					1 AM
schedul	e: F							1 11101	
(D) A Seq	0cci	ı Cd	Nbr Pins	Total General	Total Federal	Total Other	Total	Transaction Type	App
			Tota						
			•	*** End of	r Data ***				
Direct	Commar	nd:	y: 0161						
Enter-P	F1F elp M	PF2	-PF3PF4	4PF5		'PF8 ıd Fwd		F10PF11PF eft Right Qu	

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

					RESOURCE SY -Not Projec		12/01/2015 11:01 AM 2 more >
*Act: (B, FY: 2017 *Transaction	*Ag on Type	gency Nbr: : _ View: ested	0161 N *Appro	oval Ind: _	Occupati Recom	on: mended	Seq:
		of PINs: Federal	Other	* PGM#	Number of General		Other
Totals: Direct Comm	nand: _			Totals:			
_	-PF2- Main		PF5PF Note		PF8PF9 Fwd		11PF12 ght Quit

information entered by the layed on the left side of the PB recommendation is on the e screen and contains the the request. The SPB analyst is as needed.

	Your Action	System Response
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 RESOFT PHOWCF2D PHOWCEBM Add Comp Currently Authorized-Not < 1 more				/01/2 1:06	
*Act: (B,C,D,M) FY: 2017 *Agency Nbr: 0161 *Transaction Type: View: N *Approval Ind:			Sec	q :	
Justification:	view:	<u>N</u>	1	of	0
Responsibility:	View:	N	1	of	0
Consequence of Disapproval:	View:	N	1	of	0
Attachments> Org Charts: JCQ: Other Related			pr11	DE12	
Enter-PF1PF2PF3PF4PF5PF6PF7PF8 Help Main End Note Bkwd Fwd		Left	Right		

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 RE PHOWCF2D PHOWCECM Add Comp Currently Authorized-N < 2 more	12/01/2015 11:09 AM			
*Act: (B,C,D,M) FY: 2017		Se	eq:	
Justification:	View: <u>N</u>	1	of	0
Appropriateness:	View: N	1	of	0
Recommendation:	∨iew: N	1	of	0
Direct Command:			PF12 t Quit	

Your Action	System Response
11. Enter the following information. Transaction Type: Type of transaction being requested (e.g., new request,	
reconsideration, etc.). View: Enter Y es to access a pop up window that displays the history of the transaction. Defaults to No.	
*Approval Indicator: Status of the transaction. (<i>i.e.</i> , 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 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
 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.
Choose BC (Prepare Budget Recommendations) from the Budget Recommendations Menu and press ENTER.	The Prepare Budget Recommendations Menu will appear.
 Choose the schedule letter G (Additional Compensation Not Currently Authorized) and press ENTER. 	The Addl Comp Not Auth (Budget) screen will appear.

PHFNC10 PHOWCG2D			DE PAYROLL A Addl Comp N			STEM	12/01/2015 11:15 AM 2 more >
	L7 *A tion Type	gency Nbr: : _ View: ested	0161 N *Approv	al Ind: _		on: mended	Seq: 1_ of 10
*Pgm#		of PINs: Federal	other	*PGM#	Number of General		other
_				_			
Totals: Direct Co				Totals:		10	-1112
_	LPF2 lp Main		PF5PF6 Note	PF7F Bkwd F			11PF12 ght Quit

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

PHFNC10 PHOWCF1B Schedule:		STATEWI Schedule		L AND HUM ional Com			12/01/ 11:16 1 mor	AM
(D) A Seq	Occu Cd			Total Federal		Transa Typ		App Ind
		Total			 	- -		
		*	** End of	Data ***	 			
	7 Agency							
Enter-PF1	lPF2 lp Main	-PF3PF4	PF5	PF6PF7 Bkw		_	1PF1 ht Qui	

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

PHFNC10 PHOWCG2D PH			E PAYROLL A Addl Comp N		RESOURCE SY Budget)	STEM	12/01/2015 11:17 AM 2 more >
*Act: (B, FY: \overline{2}017 *Transaction	*Ag	_ view:	0161 N *Approv	al Ind: _	Occupati Recom	on: mended	Seq: 1_ of 10
*Pgm# Ge	lumber o		Other	*PGM#	Number of General		Other
Totals: Direct Comm	and:			Totals:			
	-PF2 Main		PF5PF6 Note		PF8PF9 Fwd	-PF10PF Left Ri	

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
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.

	PAYROLL Addl Comp			JRCE SYS	TEM		/01/2 1:20	
*Act: (B,C,D) FY: 2017 *Agency Nbr: (*Transaction Type: View: N)161 N *Appro\	/al Ind:				Se	q:	
Justification:				View:	<u>N</u>	1	of	0
Responsibility:				View:	N	1	of	0
Consequence of Disapproval:				view:	N	1	of	0
Attachments> Org Charts: Direct Command: Enter-PF1PF2PF3PF4	PF5PF		PF8	PF9	PF10-			
Help Main End	Note	Bkwa	d 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 RI PHOWCG2D PHOWCECM Addl Comp Not Auth (Bu < 2 more			/01/2 1:21	
*Act: (B,C,D) FY: 2017 *Agency Nbr: 0161 *Transaction Type: _ View: N *Approval Ind: _		Se	q:	
Justification:	View: <u>N</u>	1	of	0
Appropriateness:	View: N	1	of	0
Recommendation:	View: N	1	of	0
Direct Command:)PF11- : Right		

Your Action	System Response
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. (e.g., 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 G-C-yyyy-aaaa-xx modified successfully.

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	The Propose Wage, Salary, and Fringe			
	Fringe Benefits Menu) and press ENTER.	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 PA	AYROLL AND	HUMAN RE	SOURCE SYS	STEM	12/01/	2015
PHOWCH2D PHOWCHAM	FLS	SA OT CURR	AUTH (BU	IDGET)		11:26 2 mg	AM re >
*Act: (B,C,D,M) FY: 2017 *Age *Transaction Type: Reques	_ View: N	L *Approval	Ind: _		on: nended	Seq: _ 1_ of	
Number of *Pgm# General		ther		Number of General		Other	
Totals: Direct Command:		Т	otals:				
Enter-PF1PF2P Help Main E			PF7PF Bkwd Fw		PF10PF1 Left Ric		

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

		STATEWI Schedule						
Schedule	•					,	1 mor	'e >
3CHEUUTE	. "							
(D) A Seq	occu Cd	Nbr Hours		Total Federal			Transaction Type	App Ind
		To+o1					-	
		Total					_	
		*	** End of	Data ***				
FY: 201	7 Agency	y: 0161						
Direct Co	ommand: _	DE2 DE4	DEE	DE6 DE7	DE0	DEQ DE	10PF11PF1	2
	lp Main		613		d Fwd		ft Right Qui	

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

PHFNC10 PHOWCH2D *Act: _ (STATEWID	E PAYROLL AN FLSA OT CUR			STEM	12/01/2015 11:28 AM 2 more >
$FY : \overline{2}01$	L7 *Ag	ency Nbr: View: sted	0161 N *Approv	/al Ind: _	Occupati Recom	on: mended	Seq: 1_ of 10
*Pgm#	Number of General		Other	* PGM#	Number of General		Other
Totals: Direct Co	ommand:			Totals:			
_		PF3PF4- End	PF5PF6- Note		F8PF9 wd		11PF12 ght 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
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 PHOWCH2D PHOWCEBM FLSA OT CURR AUTH (BUDGET) < 1 more *Act: (B,C,D,M)							12/01/201 12:02 PM		
FY: 2017 *Agency Nbr: 0 *Transaction Type: View: N)161 I *Approv	al Ind:				Sec	1:		
Justification:				view:	<u>N</u>	1	of	0	
Responsibility:				View:	N	1	of	0	
						_	•		
Consequence of Disapproval:				view:	N	1	of	0	
				_					
Attachments> Org Charts: Direct Command:	JCQ:	Other R	elated	Documen	ts:				
Enter-PF1PF2PF3PF4									
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 12/01/201				
PHOWCH2D PHOWCECM FLSA OT CURR AUTH (E	BUDGET)		12:	04 PM
< 2 more				
*Act: (B,C,D,M) FY: 2017 *Agency Nbr: 0161			seq:	
*Transaction Type: _ View: N *Approval Ind: _			seq.	
Justification:	View:	<u>N</u>	1 o	f 0
Appropriateness:	View:	N	1 o	f 0
Recommendation:	View:	N	1 o	f 0
Direct Command:			11P ght Q	

Your Action	System Response
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. (e.g., 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 H-C-yyyy-aaaa-xx modified successfully.

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
 Choose PW (Propose Wage, Salary, and Fringe Benefits Menu) and press ENTER. 	The Propose Wage, Salary, and Fringe Benefits Menu will appear.
Choose BR (Budget Recommendations Menu) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Budget Recommendations Menu will appear.
Choose BC (Prepare Budget Recommendations) from the Budget Recommendations Menu and press ENTER.	The Prepare Budget Recommendations Menu will appear.
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 PHOWCI2D PHOWCHAM FLSA OT Not Auth (Budget)							12/01/2015 12:07 PM 2 more >		
*Act: <u>7</u>	(B,C,D) 17 *Ag	ency Nbr:	0161				Seq:		
*Transac	tion Type: Reque		N *Approv	al Ind: _		on: mended	1_ of 10		
*Pgm#	Number of General		Other	*PGM#	Number of General		Other		
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			İ	_					
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Totals:	ommand.			Totals:					
Direct C	ommand:	DE2 DE4	PF5PF6-	DE7 -	NEO DEO	DE10 DE	11 0512		
	lp Main		Note			Left Ri			
не	ip main	EIIU	NOLE	DKWU F	-wu	Leit Ki	ynt Quit		

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

PHFNC	10	PHV2		STA	ΓEWΙ	DE PAYI	ROLI	L AND I	HUMA	N RESOL	URC	E SYST	EM	12/01/	2015
		PHOW	QF1M	sched	dule	'I' F	LSA	overt	ime	Not Cui	rr	Author	ized	12:09) PM
		_												1 moi	'e >
sched	ule:	1													
(D)				Nbr		Total		Total		Total			1	ransaction	n App
A Se	q	occu	Cd			Genera						Total		Туре	Ind
	<u>-</u>														
				_	7										
				10	otal										
					*	** End	of	Data	***						
						Liid	٠.	Ducu							
FY:	2017	Α	gency	/: 01 0	61										
Direc	t Co	mman	d: _												_
Enter					-PF4	PF5	1							PF11PF1	
	нет	р м	ain	End				- 1	RKMC	Fwd		L	етт	Right Qui	τ

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

PHFNC10 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM PHOWCI2D PHOWCHAM FLSA OT Not Auth (Budget)							
*Act: _ (B,C,D) FY : 2017		al Ind: _		on: mended	Seq: 1_ of 10		
Number of Hours: *Pgm# General Federal	Other	*PGM#	Number of General		Other		
Totals: Direct Command:		Totals:					
Enter-PF1PF2PF3PF4- Help Main End	PF5PF6- Note		F8PF9 wd	-PF10PF Left Ri			

Your Action	System Response
7. Enter M (Modify) in the *Action field and	The requested information entered by the
press ENTER.	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
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 RESO PHOWCI2D PHOWCEBM FLSA OT Not Auth (Budge < 1 more		ЕМ		/01/2 2:11	
*Act: (B,C,D) FY: 2017 *Agency Nbr: 0161 *Transaction Type: View: N *Approval Ind:			Sec	1:	
Justification:	view:	<u>N</u>	1	of	0
Responsibility:	View:	N	1	of	0
Consequence of Disapproval:	View:	N	1	of	0
Attachments> Org Charts: JCQ: Other Related			pr11	DE12	-
Enter-PF1PF2PF3PF4PF5PF6PF7PF8- Help Main End Note Bkwd Fwd		eft.	-PFII Right		

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 RE PHOWCI2D PHOWCECM FLSA OT Not Auth (Bud		ГЕМ		/01/2 2:12	
<pre>< 2 more *Act: (B,C,D) FY : 2017</pre>			Se	q:	
Justification:	View:	N	1	of	0
Appropriateness:	View:	N	1	of	0
Recommendation:	View:	N	1	of	0
Direct Command:		PF10- Left			

Your Action	System Response
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. (e.g., 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 I-C-yyyy-aaaa-x modified successfully.

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	The Propose Wage, Salary, and Fringe
Fringe Benefits Menu) and press ENTER.	Benefits Menu will appear.
Choose BR (Budget Recommendations Menu) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Budget Recommendations Menu will appear.
Choose BC (Prepare Budget Recommendations) from the Budget Recommendations Menu and press ENTER.	The Prepare Budget Recommendations Menu will appear.
Choose the schedule letter J (Status Change) and press ENTER.	The Change Status (Budget) screen will appear.

PHFNC10 PHV2 PHOWCJ2D PHOWCJAM *Act: _ (B,C,D,M) FY : 2017 *Agency: *PIN: SSN:	0161		D HUMAN RESOL atus (Budget)		12/01/2015 12:20 PM 2 more > J Seq:
Occu: *Transaction Type :		iew: N	*Approval 1	Ind: _	
Exec Service: *Service type:				FLSA Status: End Date:	
Current:Part/Full: Request:Part/Full:	FTE: FTE:	Hours: Hours:	Months: Months:	Type: *Type:	
Annual Cost Chg:					
Direct Command: Enter-PF1PF2PF Help Main En		-PF5PF6- Note	PF7PF8 Bkwd Fwd		11PF12 ght 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 PHOWCJ1B PHOWQJ1M Schedule 'J'	HUMAN RESOURCE SYSTEM Status Change	12/01/2015 12:21 PM
Schedule: J	REQUESTED	
(D) A Occu Cd Occu Title Seq Pin	•	App Reason Ind
*** End of Data	***	
FY: 2017 Agency: 0161 Direct Command:		
Enter-PF1PF2PF3PF4PF5PF6 Help Main End	-PF7PF8PF9PF10PF Bkwd Fwd	11PF12 Quit

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

PHFNC10 PHV2 PHOWCJ2D PHOWCJAM	STATEWIDE	PAYROLL AND Change Sta	HUMAN RESOU tus (Budget)	RCE SYSTEM	12/01/2015 12:21 PM 2 more >
*Act: _ (B,C,D,M) FY : 2017 *Agency: *PIN: SSN:					Seq:
Occu: *Transaction Type :		iew: N	*Approval I	nd: _	
Exec Service: *Service type:				FLSA Status: End Date:	
Current:Part/Full: Request:Part/Full:	FTE: FTE:	Hours: Hours:	Months: Months:	Type: *Type:	
Annual Cost Chg:					
Direct Command: Enter-PF1PF2PF	-2DE/	DE5DE6	DE7DE9	DEQDE10DE	11pc12
Help Main Er		Note	Bkwd Fwd		ght Quit

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

Your Action	System Response
	Oystelli Response
8. Enter the following information: Seq: The ID# assigned by the system in sequential order. *PIN: The PIN for which a status change is being requested. SSN: This is completed by the system for filled positions. For vacant positions, it is left blank. OCCU: This is completed by the system. Exec Service: Executive service indicator code. This is completed by the system. FLSA Status: The FLSA status code of this PIN. This is completed by the system. *Service Type: Enter the code denoting the appropriate service type. 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. Current: Part/Full: FTE: Hours: Months: Type: This is completed by the system. Requested: Part/Full: FTE: Hours: Months: *Type: The number of months	
and hours projected for this position	The second named of this serve as will serve as
Press F11 to access the next panel.	The second panel of this screen will appear.

PHFNC10 PHOWCJ2D PHOWCJCM < 1 more *Act: _ (B,C,D,M) FY : 2017 *Agency *Transaction Type	: 0161	ge Status (Budge		STEM	12	01/2015 :26 PM . more > J
Pgm Budget>	Description	*PGM#	PGM%	GF%	FF%	OF%
Direct Command:						
Enter-PF1PF2P	F3PF4PF5 nd Note	-PF6PF7PF Bkwd Fw		-PF10 Left	-PF11 Right	

Your Action	System Response
10. The following information appears on this	
screen.	
Program Budget Details	
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.	
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.

PHOWCJBM PHV2 STATEWIDE PAYROLL AND HUMAN RESOU		TEM		/01/2	
PHOWCJ2D PHOWCJBM Change Status (Budget) < 2 more			1.	2:27	РМ
*Act: _ (B,C,D,M) FY : 2017 *Agency: 0161 *Transaction Type : _ View: N *Approval Ind: _			se	q: _	J —
*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 Direct Command: Enter-PF1PF2PF3PF4PF5PF6PF7PF8 Help Main End Note Bkwd Fwd	-PF9	PF10	PF11- Riaht		

Your Action	System Response
12. Enter the following information.	
*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. 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 - Acknowledged, P - Pending).	
13. Press ENTER.	The following message will be displayed:
	Budget D, J J-C-yyyy-aaaa-xx modified successfully.

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
1.	Choose PW (Propose Wage, Salary, and	The Propose Wage, Salary, and Fringe
	Fringe Benefits Menu) and press ENTER.	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 K (Standby Pay Currently Authorized) and press ENTER.	The Standby Pay Curr Auth (Budget) screen will appear.

PHFNC10 PHOWCK2D	PHOWCFAM		DE PAYROLL A Standby Pay			STEM	12/01/2015 12:31 PM
*Act: _ (B.C.D)						2 more >
$FY : \overline{2}01$.7 *A	gency Nbr:		-1 -md.	0		seq:
* i ransact		ested	N *Approv	ai ind: _		mended	
*Pgm#		of PINs: Federal	Other	: *PGM#	Number of General		Other
				i —			
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Totals: Direct Co	ommand:			Totals:			
		-PF3PF4-	PF5PF6	PF7F	PF8PF9	-PF10PF	11PF12
неТ		End	Note		-wd		ght Quit

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

	PHOWQF1M	STATEWI Schedule					PM
(D) A Seq	Occu Cd	Nbr Pins		Total Federal		Transaction Type	App Ind
		Total *		 Data ***	 		
Direct C	7 Agenc				 		_
	1PF2 lp Main		PF5	PF6PF7 Bkw		F10PF11PF1 eft Right Qui	

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

*Act:(B,C,D) FY: 2017	of 10
Number of PINs: Number of PINs: *Pgm# General Federal Other PFGM# General Federal Oth	er
i – — — —	
ı — —— —	
· – — — —	
Totals: Totals: Direct Command:	
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11P Help Main End Note Bkwd Fwd Left Right Q	_

	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.	
	Program Budget Details:	
	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.	
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 PHOWCK2D PHOWCEBM Standby Pay Curr Auth (Budget) < 1 more			12/01/2015 12:35 PM		
*Act: (B,C,D) FY: 2017 *Agency Nbr: 0161 *Transaction Type: View: N *Approval Ind:			Se	q:	
Justification:	View:	<u>N</u>	1	of	0
Responsibility:	View:	N	1	of	0
Consequence of Disapproval:	View:	N	1	of	0
Attachments> Org Charts: JCQ: Other Relate Direct Command:			pr11	DE11	5
Enter-PF1PF2PF3PF4PF5PF6PF7PF8 Help Main End Note Bkwd Fwd		Left	Right		

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 Standby Pay Curr Auth (Budget) < 2 more			12/01/2015 12:36 PM		
*Act: (B,C,D) FY: 2017			Seq:		
Justification:	View:	<u>N</u>	1	of	0
Appropriateness:	View:	N	1	of	0
					_
Recommendation:	View:	N	1	of	0
Direct Command: Enter-PF1PF2PF3PF4PF5PF6PF7PF8	DEQ	DE10	DE11	DE13	<u> </u>
Help Main End Note Bkwd Fwd			Right		

Your Action	System Response
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).	
12. Press ENTER.	The following message will be displayed:
	Schedule K-C-yyyy-aaaa-xx modified successfully.