
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6273	SPAHRS HR Wage Salary Fringe Budget Schedule Inventory and Browse Options	Effective Date: 10/03/2016 Version: 3

**SPAHRS HR Wage Salary Fringe
Budget Schedule Inventory and Browse Options
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Objective

To understand the routing and inventory process for personal services budget requests and recommendations

Outcome

Ability to submit and access personal services requests and recommendations

Add Budget Schedule Inventory for All Agencies

SPB uses a batch job to set up Budget Schedule Inventories for all agencies. This function creates the blank schedules for agencies to enter their personal services budget requests for the coming fiscal year.

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

PHFNC10	PHV5	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	10/03/2016
PHIMAINU	PHIMAINM	Propose Wage, Salary and Fringe Benefits Menu	11:13 AM
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 Proposed Wage, Salary and Fringe Menu and press Enter.	The Budget Recommendations Menu will appear.

PHFNC10	PHV5	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	10/03/2016
PHIMAINU	PHIMAINM	Budget Recommendations Menu	11:15 AM
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 AI (Add Budget Sched. Inventory for All Agencies) from the Budget Recommendations Menu and press ENTER.	The Add Budget Sched. Inventory for All Agencies will appear.

PHFNC10	PHV5	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	10/03/2016
PHOWBS1P	PHOWBSCM	Add Budget Sched. Inventory for all Agencies	11:15 AM
<p>Create a Budget Schedule Inventory for all valid agencies in Fiscal Year: _____</p>			
Direct Command: _____			
Enter-PF1---	PF2---	PF3---	PF4---
PF5---	PF6---	PF7---	PF8---
PF9---	PF10---	PF11---	PF12---
Help	Main	End	Quit
	Note	Prnt	

Your Action ...	System Response ...
4. Enter the following information: Create a budget schedule inventory for all valid agencies in Fiscal Year: Enter the fiscal year to be set up.	
5. Press ENTER.	The Job Batch Submission pop up window will appear. If defaults are acceptable, press ENTER. The system will display the following message: XXXXX XXXXXXXXX has been submitted successfully.

Agency Budget Schedule Inventory

The Agency Budget Schedule Inventory is used by agencies to submit completed budget requests to SPB for review. Once agencies submit their budget schedules to SPB, SPB becomes the owner of the schedules and agencies can no longer modify the schedules. The process allows SPB to release the schedules back to agencies when additional information is required, thus giving ownership of the schedules back to the agencies.

Your Action ...	System Response ...
1. Choose PW (Proposed Wage, Salary and Fringe Benefits Menu) from the Main Menu and press ENTER.	The Propose Wage, Salary and Fringe Benefit Menu will appear.
2. Choose BR (Budget Recommendations Menu) from the Proposed Wage, Salary and Fringe Menu and press Enter.	The Budget Recommendations Menu will appear.
3. Choose SI (Agency Budget Schedule Inventory) from the Budget Recommendations Menu and press ENTER.	The Agency Budget Schedule Inventory screen will appear.

```

PHFNC10 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/03/2016
PHOWBS1D PHOWBS0M Agency Budget Schedule Inventory 11:18 AM
                                                    4 more >

*Action: _ (A,B,C,D,M,N)
*fiscal Year: ____ *Agency: ____
                Master Agency:

        Submit Budget Schedules to the SPB: _
        Submit Funding Schedules to the SPB: _
                Budget Submitted Date:

                Board Approved Date:

                Funding Submitted Date:

                Date Ready for Final System Edit:

Date Approved for Fiscal Year Conversion:

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

Your Action ...	System Response ...
4. Choose Add and enter the following information: * Fiscal Year : The fiscal year yyyy. * Agency : Enter the agency code xxxx. Master Agency: This field is completed by the system.	
5. Press ENTER.	
6. Enter the following information: Submit Budget Schedules to SPB: Yes or No. Submit Funding Schedules to SPB: Yes or No. Budget Submitted Date: The system will display this date once the budget is submitted to SPB. Board Approved Date: This is displayed only and is populated from the Set Board Approved Date screen. Funding Submitted Date: This is displayed after those actions funded by the Legislature are submitted to SPB for conversion.	

Your Action ...	System Response ...
Continue entering the following information: Date Ready for Final System Edit: MM DD YYYY. Date Approved for Fiscal Year Conversion: This is display only.	
7. Press F11 to access the next panel.	The second panel of this screen will appear.

```

PHFNC10 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/03/2016
PHOWBS1D PHOWBS1M Agency Budget Schedule Inventory 11:21 AM
< 1 more 3 more >
*Action: = (A,B,C,D,M,N)
*fiscal Year: ____ *Agency: ____
Master Agency:

A-New Positions: B-Reallocations:
-----
_ No Request Submitted _ No Request Submitted
_ Organization Chart(s) _ Organization Chart(s)
_ Job Content Questionnaire(s) _ Job Content Questionnaire(s)
_ Salary Survey(s)(SPB 411.C-88) _ Salary Survey(s)(SPB 411.C-88)
_ Copy of Statutory or Regulatory Authority _ Copy of Statutory or Regulatory Authority
_ Other Documentation _ Other Documentation
_ Submit to SPB _ Submit to SPB

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

Your Action ...	System Response ...
8. Indicate the appropriate action to be taken: A-New Positions: Display only - Indicates the number of new positions requested and the ownership of the schedule. No Request Submitted: Enter N if no new positions were requested for the relevant fiscal year. Organization Chart(s): Enter Y if any organizational chart pages have been submitted in support of new positions budget request. Job Content Questionnaire(s): Enter Y if any JCQs have been submitted in support of new positions budget request.	

Your Action ...	System Response ...
<p>Continue to Indicate the appropriate action to be taken.</p> <p>Salary Surveys (SPB 411.C-88): Enter Y if any salary surveys have been submitted in support of new occupations requested (new positions only).</p> <p>Copy of Statutory or Regulatory Authority: "Y" indicates that this agency is submitting one or more copies of statutory/regulatory authority for this fiscal year schedule.</p> <p>Other Documentation: Enter Y if any other documentation has been submitted in support of new positions request.</p> <p>Submit to SPB: This is used only after the initial total budget has been submitted to SPB. An agency enters Y if the SPB has released a schedule back to the agency (at their request) and the agency is ready to resubmit the schedule to SPB.</p>	
<p>9. Indicate the appropriate action to be taken:</p> <p>B-Reallocations: Display only - Indicates the number of reallocations requested and the ownership of the schedule.</p> <p>No Request Submitted: Enter N if no reallocations were requested for the relevant fiscal year.</p> <p>Organization Chart(s): Enter Y if any organizational chart pages have been submitted in support of the reallocations budget request.</p> <p>Job Content Questionnaire(s): Enter Y if any JCQs have been submitted in support of reallocation budget request.</p> <p>Salary Surveys (SPB 411.C-88): This for new positions only.</p> <p>Copy of Statutory or Regulatory Authority: "Y" indicates that this agency is submitting one or more copies of statutory/regulatory authority for this fiscal year schedule.</p> <p>Other Documentation: Enter Y if any other documentation has been submitted in support of the reallocations request.</p> <p>Submit to SPB: This is used only after the initial total budget has been submitted to SPB. An agency enters Y if SPB has released a schedule back to the agency (at their request) and the agency is ready to resubmit the schedule to SPB.</p>	

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

PHFNC10 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/03/2016 PHOWBS1D PHOWBS2M Agency Budget Schedule Inventory 11:24 AM < 2 more 2 more > *Action: _ (A,B,C,D,M,N) *Fiscal Year: ____ *Agency: ____ Master Agency:	
C-Reclassifications: ----- _ No Request Submitted _ Other Documentation _ Submit to SPB	D-Educ Bench Awards: ----- _ No Request Submitted _ Other Documentation _ Submit to SPB
E-Spec Comp Edu Bench: ----- _ No Request Submitted _ Other Documentation _ Submit to SPB	F-Callback Pay (Auth): ----- _ No Request Submitted _ Other Documentation _ Submit to SPB
Direct Command: _____ Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Main End Note Left Right Quit	

Your Action ...	System Response ...
11. Indicate the appropriate action to be taken: C - Reclassifications: Display only - Indicates the number of reclassifications requested and the ownership of the schedule. No Request Submitted: Enter N if no reclassifications were requested for the relevant fiscal year. Other Documentation: Enter Y if any other documentation has been submitted in support of reclassifications request. Submit to SPB: This is used only after the initial total budget has been submitted to SPB. An agency enters Y if SPB has released a schedule back to the agency (at their request) and the agency is ready to resubmit the schedule to SPB.	

Your Action ...	System Response ...
<p>12. Indicate the appropriate action to be taken:</p> <p>D - Educ Bench Awards: Display only - Indicates the number of educational benchmark awards requested and the ownership of the schedule.</p> <p>No Request Submitted: Enter N if no educational benchmark awards were requested for the relevant fiscal year.</p> <p>Other Documentation: Enter Y if any other documentation has been submitted in support of reclassifications request.</p> <p>Submit to SPB: This is used only after the initial total budget has been submitted to SPB. An agency enters Y if SPB has released a schedule back to the agency (at their request) and the agency is ready to resubmit the schedule to SPB.</p>	
<p>13. Indicate the appropriate action to be taken:</p> <p>E - Spec Comp Edu Bench: Display only - Indicates the number of special compensation educational benchmarks requested and the ownership of the schedule.</p> <p>No Request Submitted: Enter N if no special compensation educational benchmarks were requested for the relevant fiscal year.</p> <p>Other Documentation: Enter Y if any other documentation has been submitted in support of special compensation educational benchmarks request.</p> <p>Submit to SPB: This is used only after the initial total budget has been submitted to SPB. An agency enters Y if SPB has released a schedule back to the agency (at their request) and the agency is ready to resubmit the schedule to SPB.</p>	

Your Action ...	System Response ...
<p>14. Indicate the appropriate action to be taken:</p> <p>F - Additional Comp. Currently Authorized-Not Projectable: Display only - Indicates the number of requested additional comp currently authorized, and the ownership of the schedule.</p> <p>No Request Submitted: Enter N if no additional comp currently authorized was requested for the relevant fiscal year.</p> <p>Other Documentation: Enter Y if any other documentation has been submitted in support of additional comp currently authorized request.</p> <p>Submit to SPB: This is used only after the initial total budget has been submitted to SPB. An agency enters Y if SPB has released a schedule back to the agency (at their request) and the agency is ready to resubmit the schedule to SPB.</p>	<p>Note: This schedule was previously entitled, "Callback Pay (Auth)." The designation on the Agency Budget Schedule Inventory has not been changed to reflect the correct title of "Add Comp Currently Authorized."</p>
<p>15. Press F11 to access the next panel.</p>	<p>The fourth panel of this screen will appear.</p>

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PHFNC10 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/03/2016
PHOWBS1D PHOWBS3M Agency Budget Schedule Inventory 11:27 AM
< 3 more 1 more >
*Action: _ (A,B,C,D,M,N)
*fiscal Year: ____ *Agency: ____
Master Agency:

G-Add'l Comp (Not Auth): H-FLSA Overtime (Auth):
-----
_ No Request Submitted _ No Request Submitted
_ Other Documentation _ Other documentation
_ Submit to SPB _ Submit to SPB

I-FLSA Overtime (Not-Auth): J-Status Change:
-----
_ No Request Submitted _ No Request Submitted
_ Other Documentation _ Other Documentation
_ Submit to SPB _ Submit to SPB

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

Your Action ...	System Response ...
<p>16. Indicate the appropriate action to be taken:</p> <p>G - Add'l Comp (Not Auth): Display only - Indicates the number of additional compensation (Not Auth) requested and the ownership of the schedule.</p> <p>No Request Submitted: Enter N if no Additional compensation (Not Auth) was requested for the relevant fiscal year.</p> <p>Other Documentation: Enter Y if any other documentation has been submitted in support of additional compensation (Not Auth) request.</p> <p>Submit to SPB: This is used only after the initial total budget has been submitted to SPB. An agency enters Y if SPB has released a schedule back to the agency (at their request) and the agency is ready to resubmit the schedule to SPB.</p>	
<p>17. Indicate the appropriate action to be taken:</p> <p>H - FLSA Overtime (Auth): Display only - Indicates the number of FLSA Overtime (Auth) requested and the ownership of the schedule.</p> <p>No Request Submitted: Enter X if no FLSA Overtime (Auth) was requested for the relevant fiscal year.</p> <p>Other Documentation: Enter X if any other documentation has been submitted in support of FLSA Overtime (Auth) request.</p> <p>Submit to SPB: This is used only after the initial total budget has been submitted to SPB. An agency enters Y if SPB has released a schedule back to the agency (at their request) and the agency is ready to resubmit the schedule to SPB.</p>	

Your Action ...	System Response ...
<p>18. Indicate the appropriate action to be taken:</p> <p>I - FLSA Overtime (Not Auth): Display only - Indicates the number of FLSA Overtime (Not Auth) requested and the ownership of the schedule.</p> <p>No Request Submitted: Enter X if no FLSA Overtime (Not Auth) was requested for the relevant fiscal year.</p> <p>Other Documentation: Enter X if any other documentation has been submitted in support of FLSA Overtime (Not Auth) request.</p> <p>Submit to SPB: This is used only after the initial total budget has been submitted to SPB. An agency enters Y if SPB has released a schedule back to the agency (at their request) and the agency is ready to resubmit the schedule to SPB.</p>	
<p>19. Indicate the appropriate action to be taken:</p> <p>J – Status Change: Display only - Indicates the number of status changes requested and the ownership of the schedule.</p> <p>No Request Submitted: Enter X if no status changes were requested for the relevant fiscal year.</p> <p>Other Documentation: Enter X if any other documentation has been submitted in support of status change request.</p> <p>Submit to SPB: This is used only after the initial total budget has been submitted to SPB. An agency enters Y if SPB has released a schedule back to the agency (at their request) and the agency is ready to resubmit the schedule to SPB.</p>	
<p>20. Press F11 to access the next panel.</p>	<p>The fifth panel of this screen will appear.</p>

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PHFNC10 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/03/2016
PHOWBS1D PHOWBS4M Agency Budget Schedule Inventory 11:29 AM
< 4 more
*Action: _ (A,B,C,D,M,N)
*fiscal Year: ____ *Agency: ____
                Master Agency:

K-Standby Pay (Auth):
-----
_ No Request Submitted
_ Other Documentation
_ Submit to SPB

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

Your Action ...	System Response ...
<p>21. Indicate the appropriate action to be taken:</p> <p>K - Standby Pay (Auth): Display only - Indicates the number of standby pay (auth) requested and the ownership of the schedule.</p> <p>No Request Submitted: Enter X if no standby pay (auth) was requested for the relevant fiscal year.</p> <p>Other Documentation: Enter X if any other documentation has been submitted in support of standby pay (auth) request.</p> <p>Submit to SPB: This is used only after the initial total budget has been submitted to SPB. An agency enters Y if SPB has released a schedule back to the agency (at their request) and the agency is ready to resubmit the schedule to SPB.</p>	
<p>22. Press ENTER.</p>	<p>The system will display the following message:</p> <p>Inventory yyyy-aaaa modified successfully.</p>

SPB Budget Schedule Inventory

The SPB Budget Schedule Inventory function allows SPB to release all or some of the submitted schedules back to the agency and to transfer ownership of the schedules back to the agency.

Your Action ...	System Response ...
1. Choose PW (Proposed Wage, Salary and Fringe Benefits Menu) from the Main Menu and press ENTER.	The Propose Wage, Salary and Fringe Benefit Menu will appear.
2. Choose BR (Budget Recommendations Menu) from the Proposed Wage, Salary and Fringe Menu and press Enter.	The Budget Recommendations Menu will appear.
3. Choose SB (Browse SPB Budget Schedule Inventory) from the Budget Recommendations Menu and press ENTER.	The Browse SPB Budget Schedule Inventory Checklist screen will appear.

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PHFNC10 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/03/2016
PHOWBS2D PHOWBS9M Browse SPB Budget Schedule Inventory 11:30 AM
4 more >
*Action: _ (B,D,N)
*fiscal Year: ____ *Agency: ____
Master Agency:

Release Budget Schedules back to Agency: _

Budget Submitted Date: _ _ ____
Board Approved Date: _ _ ____
Funding Submitted Date: _ _ ____
Date Ready for Final System Edit: _ _ ____
Date Approved for Fiscal Year Conversion: _ _ ____

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

Your Action ...	System Response ...
4. Choose Modify and enter the following information: * Fiscal Year : The fiscal year yyyy. * Agency : Enter the agency code xxxx. Master Agency: This field is completed by the system.	

Your Action ...	System Response ...
5. Press ENTER.	
6. Enter the following information: Release Budget Schedules back to Agency: Yes or No. Budget Submitted Date: The system will display this date once the budget is submitted to SPB. Board Approved Date: This is display only and is carried from the Set Board Approved Date screen. Funding Submitted Date: This is displayed after those actions funded by the Legislature are submitted to SPB for conversion. Date Ready for Final System Edit: MM DD YYYY Date Approved for Fiscal Year Conversion: This is display only.	
7. Press F11 to access the next panel.	The second panel of this screen will appear.

```

PHFNC10 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/03/2016
PHOWBS2D PHOWBSDM Browse SPB Budget Schedule Inventory 11:32 AM
< 1 more 3 more >
*Action: = (B,D,N)
*fiscal Year: ____ *Agency: ____
Master Agency:

A-New Positions: B-Reallocations:
-----
No Request Submitted No Request Submitted
Organization Chart(s) Organization Chart(s)
Job Content Questionnaire(s) Job Content Questionnaire(s)
Salary Survey(s)(SPB 411.C-88) Salary Survey(s)(SPB 411.C-88)
Copy of Statutory or Regulatory Copy of Statutory or Regulatory
Authority Authority
Other Documentation Other Documentation
_ Release back to Agency _ Release back to Agency

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


Your Action ...	System Response ...
<p>8. Indicate the appropriate action to be taken:</p> <p>A-New Positions: Display only - Indicates the number of new positions requested and the ownership of the schedule.</p> <p>No Request Submitted: Indicates if no new positions were requested for the relevant fiscal year.</p> <p>Organization Chart(s): Indicates if any organizational chart pages have been submitted in support of new positions budget request.</p> <p>Job Content Questionnaire(s): Indicates if any JCQs have been submitted in support of new positions budget request.</p> <p>Salary Surveys (SPB 411.C-88): Indicates if any salary surveys have been submitted in support of new occupations requested (new positions only).</p> <p>Copy of Statutory or Regulatory Authority: "X" indicates that this agency is submitting one or more copies of statutory/regulatory authority for this fiscal year schedule.</p> <p>Other Documentation: Indicates if any other documentation has been submitted in support of new positions request.</p> <p>Release back to Agency: A "Y" indicates this schedule will be released back to the agency.</p>	
<p>9. Indicate the appropriate action to be taken:</p> <p>B-Reallocations: Display only - Indicates the number of reallocations requested and the ownership of the schedule.</p> <p>No Request Submitted: Indicates if no reallocations were requested for the relevant fiscal year.</p> <p>Organization Chart(s): Indicates if any organizational chart pages have been submitted in support of the reallocations budget request.</p> <p>Job Content Questionnaire(s): Indicates if any JCQs have been submitted in support of reallocation budget request.</p> <p>Salary Surveys (SPB 411.C-88): This for new positions only.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information.</p> <p>Copy of Statutory or Regulatory Authority: "X" indicates that this agency is submitting one or more copies of statutory/regulatory authority for this fiscal year schedule.</p> <p>Other Documentation: Indicates if any other documentation has been submitted in support of the reallocations request.</p> <p>Release back to Agency: A "Y" indicates this schedule will be released back to the agency.</p>	
<p>10. Press F11 to access the next panel.</p>	<p>The third panel of this screen will appear.</p>

```

PHFNC10 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/03/2016
PHOWBS2D PHOWBS6M Browse SPB Budget Schedule Inventory 11:35 AM
< 2 more 2 more >
*Action: = (B,D,N)
*fiscal Year: ____ *Agency: ____
Master Agency:

C-Reclassifications: D-Educ Bench Awards:
-----
No Request Submitted No Request Submitted
Other Documentation Other Documentation
_ Release back to Agency _ Release back to Agency

E-Spec Comp Edu Bench: F-Callback Pay (Auth):
-----
No Request Submitted No Request Submitted
Other Documentation Other Documentation
_ Release back to Agency _ Release back to Agency

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

Your Action ...	System Response ...
<p>11. Indicate the appropriate action to be taken:</p> <p>C - Reclassifications: Display only - Indicates the number of reclassifications requested and the ownership of the schedule.</p> <p>No Request Submitted: Indicates if no reclassifications were requested for the relevant fiscal year.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information.</p> <p>Other Documentation: Indicates if any other documentation has been submitted in support of reclassifications request.</p> <p>Release back to Agency: A "Y" indicates this schedule will be released back to the agency.</p>	
<p>12. Indicate the appropriate action to be taken:</p> <p>D - Educ Bench Awards: Display only - Indicates the number of educational benchmark awards requested and the ownership of the schedule.</p> <p>No Request Submitted: Indicates if no educational benchmark awards were requested for the relevant fiscal year.</p> <p>Other Documentation: Indicates if any other documentation has been submitted in support of reclassifications request.</p> <p>Release back to Agency: A "Y" indicates this schedule will be released back to the agency.</p>	
<p>13. Indicate the appropriate action to be taken:</p> <p>E - Spec Comp Edu Bench: Display only - Indicates the number of special compensation educational benchmarks requested and the ownership of the schedule.</p> <p>No Request Submitted: Indicates if no special compensation educational benchmarks were requested for the relevant fiscal year.</p> <p>Other Documentation: Indicates if any other documentation has been submitted in support of special compensation educational benchmarks request.</p> <p>Release back to Agency: A "Y" indicates this schedule will be released back to the agency.</p>	

Your Action ...	System Response ...
<p>14. Indicate the appropriate action to be taken:</p> <p>F – Add Comp Currently Authorized: Display only - Indicates the number of Add Comp Currently Authorized requested and the ownership of the schedule. No Request Submitted: Indicates if no Add Comp Currently Authorized was requested for the relevant fiscal year. Other Documentation: Indicates if any other documentation has been submitted in support of Add Comp Currently Authorized request. Release back to Agency: A "Y" indicates this schedule will be released back to the agency.</p>	<p>Note: This schedule was previously entitled, "Callback Pay (Auth)." The designation on the Agency Budget Schedule Inventory has not been changed to reflect the correct title of "Add Comp Currently Authorized."</p>
<p>15. Press F11 to access the next panel.</p>	<p>The fourth panel of this screen will appear.</p>

```

PHFNC10 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/03/2016
PHOWBS2D PHOWBS7M Browse SPB Budget Schedule Inventory 12:11 PM
< 3 more
*Action: = (B,D,N)
*fiscal Year: ____ *Agency: ____
Master Agency:

G-Add'l Comp (Not Auth): H-FLSA Overtime (Auth):
-----
No Request Submitted No Request Submitted
Other Documentation Other documentation
_ Release back to Agency _ Release back to Agency

I-FLSA Overtime (Not-Auth): J-Status Change:
-----
No Request Submitted No Request Submitted
Other Documentation Other Documentation
_ Release back to Agency _ Release back to Agency

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

```

Your Action ...	System Response ...
<p>16. Indicate the appropriate action to be taken:</p> <p>G – Addl Comp (Not Auth): Display only - Indicates the number of additional compensation (not authorized) requested and the ownership of the schedule.</p> <p>No Request Submitted: Indicates if no additional compensation (not authorized) was requested for the relevant fiscal year.</p> <p>Other Documentation: Indicates if any other documentation has been submitted in support of additional compensation (not auth) request.</p> <p>Release back to Agency: A "Y" indicates all schedules will be released back to the agency.</p>	
<p>17. Indicate the appropriate action to be taken:</p> <p>H - FLSA Overtime (Auth): Display only - Indicates the number of FLSA overtime (auth) requested and the ownership of the schedule.</p> <p>No Request Submitted: Indicates if no FLSA overtime (auth) was requested for the relevant fiscal year.</p> <p>Other Documentation: Indicates if any other documentation has been submitted in support of FLSA overtime (auth) request.</p> <p>Release back to Agency: A "Y" indicates all schedules will be released back to the agency.</p>	
<p>18. Indicate the appropriate action to be taken:</p> <p>I - FLSA Overtime (Not-Auth): Display only - Indicates the number of FLSA overtime (not auth) requested and the ownership of the schedule.</p> <p>No Request Submitted: Indicates if no FLSA overtime (not auth) was requested for the relevant fiscal year.</p> <p>Other Documentation: Indicates if any other documentation has been submitted in support of FLSA overtime (not auth) request.</p> <p>Release back to Agency: A "Y" indicates all schedules will be released back to the agency.</p>	

Your Action ...	System Response ...
<p>19. Indicate the appropriate action to be taken:</p> <p>J- Status Change: Display only - Indicates the number of status changes requested and the ownership of the schedule.</p> <p>No Request Submitted: Indicates if no status changes were requested for the relevant fiscal year.</p> <p>Other Documentation: Indicates if any other documentation has been submitted in support of status change request.</p> <p>Release back to Agency: A "Y" indicates all schedules will be released back to the agency.</p>	
<p>20. Press F11 to access the next panel</p>	<p>The fifth panel of this screen will appear.</p>

```

PHFNC10 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/03/2016
PHOWBS2D PHOWBS8M Browse SPB Budget Schedule Inventory 12:13 PM
< 4 more
*Action: = (B,D,N)
*fiscal Year: ____ *Agency: ____
Master Agency:

K-standby Pay (Auth):
-----
No Request Submitted
Other Documentation
_ Release back to Agency

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

Your Action ...	System Response ...
<p>21. Indicate the appropriate action to be taken:</p> <p>K - Standby Pay (Auth): Display only - Indicates the number of standby pay (auth) requested and the ownership of the schedule.</p> <p>No Request Submitted: Indicates if no standby pay (auth) was requested for the relevant fiscal year.</p> <p>Other Documentation: Indicates if any other documentation has been submitted in support of standby pay (auth) request.</p> <p>Release back to Agency: A "Y" indicates this schedule will be released back to the agency.</p>	
<p>22. Press Enter.</p>	<p>The system will display the following message:</p> <p>Inventory XXXX-XXXX modified successfully.</p>

Set Board Approved Date for Budget Schedules

After the SPB Board has approved the recommended personal services budget requests and has authorized them to be released to the Legislative Budget Office, SPB uses a batch job to populate the approved date on each of the agencies' schedule inventory records.

Your Action ...	System Response ...
<p>1. Choose PW (Proposed Wage, Salary and Fringe Benefits Menu) and press ENTER.</p>	<p>The Propose Wage, Salary and Fringe Benefit Menu will appear.</p>
<p>2. Choose BR (Budget Recommendations Menu) from the Proposed Wage, Salary and Fringe Menu and press ENTER.</p>	<p>The Budget Recommendations Menu will appear.</p>
<p>3. Choose AD (Set Board Approved Date for Budget Schedules) from the Budget Recommendations Menu and press ENTER.</p>	<p>The Set Board Approved Date for Budget Schedules screen will appear.</p>

PHFNC10	PHV5	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	10/03/2016
PHOWBS2P	PHOWBSAM	Set Board Approved Date for Budget Schedules	12:16 PM

Board Approved Date: __ __ ____
For Fiscal Year: ____

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

Your Action ...	System Response ...
4. Enter the following information: Board Approved Date: MM DD YYYY. For Fiscal Year: The fiscal year yyyy.	
5. Press ENTER.	The Batch Job Submission window is displayed.
6. Enter the desired information in the window and press ENTER.	The Inventory Board Approved Date and Set Board Approved Date for FY Budget are generated.

Browse Options

SPB Browse Budget Schedule Inventory

The SPB Browse Budget Schedule Inventory screen is used by SPB to view the status of budget schedules for agencies.

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

Your Action ...	System Response ...
<p>3. Choose BS (SPB Browse Budget Schedule Inventory) from the Budge Recommendations Menu and press ENTER.</p> <p>Selection criteria include Fiscal Year and Agency Number.</p>	<p>The SPB Browse Budget Schedule Inventory screen will appear.</p> <p>Information is displayed by Fiscal Year, Agency Number, Agency Name, Date Budget Submitted, Funding Submit Date, Final Edit Date, and Date Approved for Conversion.</p>

PHFNC10	PHV5	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	10/03/2016
PHOWBS5B	PHOWBS5M	SPB Browse Budget Schedule Inventory	12:18 PM
Actions: (D)			
Fisc	Agcy	Date Budget	Funding
*Act Year	Num	Submitted	Submt Date
	Agency Name	Final Edit	Date Appr
		Date	For Cnvrns

*** End of Data ***			
Fiscal Year: _____ *Agency Number: _____			
Direct Command: _____			
Enter-PF1---	PF2---	PF3---	PF4---
Help	Main	End	
		Bkwd	Fwd
			Quit
			PF5---
			PF6---
			PF7---
			PF8---
			PF9---
			PF10---
			PF11---
			PF12---

Browse Schedule A by Fiscal Year

The browse Schedule A by Fiscal Year screen is used to view all schedules A's sent in by the agencies. There is an option to see only the **Q** (reRequested) or **C** (reCommended) records for a particular fiscal year and agency. This screen will show the actual dollar amounts instead of the percentages.

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 be displayed.</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 be displayed.</p>

Your Action ...	System Response ...
<p>3. Choose BA (Browse Schedule A by Fiscal Year) from the Budge Recommendations Menu and press ENTER.</p> <p>Selection criteria include Record Type (Q/C), Fiscal Year, and Agency.</p>	<p>The Browse Schedule A by Fiscal Year screen will appear.</p> <p>Information is provided by Sequence Number, Group, Occu Code, New Occu, Number of PINs, PINs Funded, Projected Months, Hours per Week, Program Number(s) and Percentages, Transaction Type, Approval Indicator, Annual Cost with Fringe, General Funds, Federal Funds, and Other Funds.</p>

```

PHFNC10 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/03/2016
PHOWQA5B PHOWQA5M Browse Schedule A by Fiscal Year 12:22 PM
1 more >

Actions:

Seq Grp Occu Cd New Nbr PINS Proj Hr Program Tran App
-----
Occu PINS Funded MM Week Num Pct Type Ind

Record Type (Q/C): _ FY: ____ Agency: ____
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 ...
<p>4. Press F11 to access the next panel</p>	<p>The second panel of this screen will appear.</p>

PHFNC10	PHV5	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM								10/03/2016								
PHOWQA5B	PHOWQA5M	Browse Schedule A by Fiscal Year								12:28 PM								
									1 more >									
Actions:																		
Seq	Grp	Occu	Cd	New Occu	Nbr PINS	PINS Funded	Proj MM	Hr Week	Program Num	Pct	Tran Type	App Ind						
1		12			1	1	12	40	01	24.24	F							
									02	15.15								
									03	27.27								
									04	15.15								
									05	18.19								
*** End of Data ***																		
Record Type (Q/C): _ FY: _____ Agency: _____																		
Direct Command: _____																		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12----																		
Help			Main			End			Bkwd		Fwd		Left		Right		Quit	

Browse Schedule B/C by Fiscal Year

The Browse Schedule B/C by Fiscal Year screen is used to view all schedules B/C's sent in by the agencies. There is an option to see only the **Q** (reRequested) or **C** (reCommended) records for a particular fiscal year and agency. This screen will show the actual dollar amounts instead of the percentages.

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 be displayed.
2. Choose BR (Budget Recommendations Menu) from the Propose Wage, Salary and Fringe Benefits Menu and press ENTER.	The Budget Recommendations Menu will be displayed.
3. Choose BB (Browse Schedule B/C by Fiscal Year) from the Budge Recommendations Menu and press ENTER. Selection criteria include Schedule Type B/C, Record Type (Q/C), Fiscal Year, and Agency.	The Browse Schedule B/C by Fiscal Year screen will appear. Information is provided by Sequence Number, Group, PIN, Current Occu Code, Current Occu Title, Proposed Occu Code, Proposed Occu Title, New Occu, Program Number(s) and Percentages, Annual Cost with Fringe, General Funds, Federal Funds, and Other Funds, Transaction Type and Approval Indicator.

PHFNC10	PHV5	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM					10/03/2016
PHOWQB5B	PHOWQB5M	Browse Schedule B/C by Fiscal Year					12:33 PM
						1 more >	
Seq	Grp	PIN	Current Occu Cd	Current Occu Title	Proposed Occu cd	Proposed Occu Title	New Occ
---	---	---	-----	-----	-----	-----	-----
Schedule Type(B/C): _ Record Type (Q/C): _ FY: ____ Agency: ____ 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 ...
4. Press F11 to access the next panel	The second panel of this screen will appear.

PHFNC10	PHV5	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM					10/03/2016
PHOWQB5B	PHOWQB5M	Browse Schedule B/C by Fiscal Year					12:36 PM
< 1 more							
Program Seq Num	Pct	Ann.cost W Fringe	General	Federal	other	Trn App Typ Ind	
---	---	-----	-----	-----	-----	-----	
*** End of Data ***							
Schedule Type(B/C): _ Record Type (Q/C): _ FY: ____ Agency: ____ Direct Command: _____ Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Main End Bkwd Fwd Left Right Quit							