Mississippi Management and Reporting System

Department of Finance and Administration

**SPAHRS Human Resources
Wage Salary Fringe
Basic Projections**

Table of Contents

Objective

To produce projections for personal services costs for positions within state agencies under the purview of the State Personnel Board (SPB).

Outcome

An understanding of the initiation, storage, and maintenance of cost continuation projections will be obtained.

Overview

Manpower cost projections for state agencies under the purview of the State Personnel Board are run annually during the state budget process. These projections may contain all proposed personnel actions, including recommended realignments and reallocations, deletions of vacancies, additional compensation awards, inservice/cost of living raises, productivity raises, new positions, and reclassifications, or any combination of the above.

Budget Projection Menu

There are two types of projections done for budget purposes. The first is a basic projection or cost continuation budget projection that reflects the cost of running an agency as it is currently being run for one year. The second type is a complex projection. Complex projections project costs by pulling in the appropriate data for new positions, reallocations, reclassifications, etc., as recommended by SPB (from the Budget Recommendation Schedules of the system).

In order to perform a basic projection, the user enters "**N**o" for each budget item included on the projection panels to direct the system to calculate projected costs based on current costs.

Maintain Fringe Table

The Maintain Fringe Table is used by the State Personnel Board to project the fringe benefits rates for a specified fiscal year. This table can be accessed by agencies to view projected fringe benefits and their associated rates. This screen is also carried forward in the projection screen as panel two.

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

```
PHFNC10  PHVF        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/24/2019
PHIMAINU PHIMAINM  Propose Wage, Salary and Fringe Benefits Menu      11:23 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 **BP** (Budget Projection Menu) from the Proposed Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Budget Projection Menu will appear.

```
PHFNC10  PHVC          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/24/2019
PHIMAINU PHIMAINM                 Budget Projection Menu                  12:21 PM


             Code      Description                             FastPath

              FT    Maintain Fringe Table                       FRNG
              EX    Extract Projection Master file              PREX
              PP    Maintain Budget Projection Parameters       PROJ
              PR    Agency Position Transfer                    TRNS
              EP    Exclude Position from Deletion              EXPD
              GD    Generate SPB Download                       GEND








       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 **FT** (Maintain Fringe Table) from the Budget Projection Menu and press ENTER.	The Maintain Fringe Table will appear.

```
PHFNC10  PHVF        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     06/24/2019
PHOWFR1D PHOWFR1M              Maintain Fringe Table                  11:24 AM

 Action: _ (B,D,N)              Fiscal Year: ____


    Social Security Rate                 : _____
    SSN Maximum Wage                     : _____
    Life Insurance per $1000 Coverage    : ____
    Health Insurance per Employee        : _____
    Legacy Health Insurance per Employee : _____ (Hire Date < 1/1/2006)
    Unemployment Insurance per Employee  : _____
    Medicare Rate                        : _____
    Medicare Maximum Wage                : _____
    Retirement Rate                      : _____
    Retirement Maximum Wage              : _____
    Highway Patrol Retirement Rate       : _____
    Highway Patrol Retirement Maximum Wage : _____
    Legislative Retirement Rate          : _____
    Legislative Retirement Maximum Wage  : _____
    Workers' Compensation                : _____ (Varies by Agency)
Direct Command: _____   P
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                Quit
```

Your Action ...	System Response ...
4. Choose the desired action and the following information will be displayed. **Fiscal Year**: Enter the four-digit fiscal year. Social Security Rate: The percentage of an employee's wages to be paid by the employer as matching social security contribution. SSN Maximum Wage: The yearly amount of an employee's wages that is subject to social security contributions. Life Insurance per $1000 coverage: The premium amount paid by the employer per $1000 of coverage. Health Insurance per Employee: The amount in dollars per employee for health insurance. Unemployment Insurance per Employee: The amount in dollars per employee for unemployment insurance. Medicare Rate: The percentage of an employee's wages to be paid by the employer as matching Medicare contribution.	

Your Action ...	System Response ...
Continue entering the following information: Medicare Maximum Wage: The yearly amount of an employee's wages that is subject to Medicare contributions. Retirement Rate: The percentage of an employee's wages to be paid by the employer as matching retirement contributions. Retirement Maximum Wage: The yearly amount of an employee's wages that is subject to retirement contributions. Highway Patrol Retirement Rate: The percentage of a Highway Patrol employee's wages to be paid by the employer as matching retirement contributions. Highway Patrol Retirement Maximum Wage: The yearly amount of a Highway Patrol employee's wages that is subject to retirement contributions. Legislative Retirement Rate: The percentage of a Legislator's wages to be paid by the employer as matching retirement contributions. Legislative Retirement Maximum Wage: The yearly amount of a Legislator's wages that is subject to retirement contributions. Workers Comp (Varies by Agency): The percentage paid by the agency for workers compensation	
5. Press ENTER.	The following message will be displayed: Maintain Fringe yyyy Displayed Successfully.

Maintain Budget Projection Parameters

This screen is used by the SPB for Budget Projection purposes.

Your Action ...	System Response ...
1. Choose **PW** (Proposed Wage, Salary, and Fringe Benefits Menu) from the Main Menu and press ENTER.	The Proposed Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose **BP** (Budget Projection Menu) from the Proposed Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Budget Projection Menu will appear.

Your Action ...	System Response ...
3. Choose **PP** (Maintain Budget Projection Parameters) from the Budget Projection Menu and press ENTER.	The Maintain Budget Projection Parameters screen will appear.

```
PHFNC10  PHVF       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/24/2019
PHOWPR1D PHOWPR1M      Maintain Budget Projection Parameters         11:29 AM
                                                                    5 more >
 Action: _  (A,B,C,D,M,N,P)          Select New Database: N

 Proj Data As Of:                    Agency: ____ For Fiscal Year: ____

 Proj Created by:                     Proj Req On:
                                     Last Updated:
 Select Program Budget Fiscal Year:
 Monthly Cost Continuation        : __

 Include in Projection:
                New Positions: _ (Y,N)
       Recommended Reallocations: _ (Y,N)
      Recommended Position Swaps: _ (Y,N)
 Recommended Reclassifications: _ (Y,N)
      Occupation Set by Statute: _ (Y,N)
        Include Vacant Positions: _ (Y,N)
   Recommended Vacancy Deletes: _ (Y,N)  Vacant As Of: _____ (MMDDYYYY)
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note                    PRJ   Left  Right Quit
```

Your Action ...	System Response ...
4. Choose **A**dd and enter the following information: Select New Database: Enter **Y**es to access the database to be used. Defaults to No. Projection Data as of: This field is completed by the system depending on the database on which the user chooses to project. **Agency**: Enter the agency number. To project for all agencies, ALL must be entered. **For Fiscal Year**: The fiscal year (YYYY) for which the projection is being run.	
5. Press ENTER	
6. Select (**S**) the database extract to be used and press ENTER.	

Your Action ...	System Response ...
7. Enter the following information: Projection Created By: The name of the person running the projection. The system will provide this based on the current user ID. Select Program Budget Fiscal Year: System defaults to current fiscal year. **Monthly Cost Continuation:** It is the month 01 – 12; select the one you want. Last Updated: The last date and time that this record was updated. Include in Projection: Enter **Y** (Yes) or **N** (No) to indicate whether to include the data listed in the projection. (For basic projections do not change N to Y). New Positions (Y, N): This field indicates whether or not recommended new positions are included in this projection. Recommended Reallocations (Y, N): This field indicates whether or not recommended reallocations are included in this projection. Recommended Position Swaps (Y, N): This field indicates whether or not position swaps are included in this projection. Recommended Reclassifications (Y, N): This field indicates whether or not recommended reclassifications are included in this projection. Occupation Set by Statute (Y, N): This field indicates whether or not recommended occupations set by statute are included in this projection. Include Vacant Positions (Y, N): This field indicates whether or not recommended vacant positions are included in this projection. Recommended Vacancy Deletes (Y, N): This field indicates whether or not vacant positions recommended for delete are included in this projection. Vacant as of: The vacancy effective date of those positions recommended for deletion.	
8. Press F11 to access the next panel.	The second panel of this screen will appear.

```
PHFNC10  PHVF        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/24/2019
PHOWPR1D PHOWPR3M       Maintain Budget Projection Parameters            12:06 PM
< 1 more                                                               4 more >
 Action: _  (A,B,C,D,M,N,P)


 Proj Data As Of:                        Agency: ____  For Fiscal Year: ____
                     Social Security Rate: _____
          Social Security Maximum Withholding: _____
            Life Insurance per $1000 Coverage: ____
                 Health Insurance per Employee: _____
       Unemployment Insurance per Employee: _____
                            Medicare Rate: _____
             Medicare Maximum Withholding: _____
                        Retirement Rate: _____
          Retirement Maximum Withholding: _____
                     MHP Retirement Rate: _____
 MHP Retirement Rate Maximum Withholding: _____
             Legislative Retirement Rate: _____
      Legislative Retrmnt Max Witholding: _____
             Workers' Compensation Pct:        (Varies by Agency)
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note                    PRJ   Left  Right Quit
```

Your Action ...	System Response ...
9. The data appearing in this panel is carried forward from the Maintain Fringe Benefits table.	
10. Press F11 to access the next panel.	The third panel of this screen will appear.

```
PHFNC10  PHVF        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     06/24/2019
PHOWPR1D PHOWPR2M       Maintain Budget Projection Parameters          12:07 PM
< 2 more                                                               3 more >
  Action: _  (A,B,C,D,M,N,P)


Proj Data As Of:                          Agency: ____  For Fiscal Year: ____


Inservice or Realignment:  _ (Y,N)
------------------------------------------------------------------------------
Include Inservice(COLA):   _ (Y,N)
       Percent Amount: _____  OR Yearly Amount: _____
                          ** The Greater **
 Include Part-Time: _ (Y,N) Exceed End Salary: _ (Y,N)  PAR Score _____
 Include Non-State: _       Award Employed By: _____  (MMDDYYYY)
------------------------------------------------------------------------------
Include Realignment: _ (Y,N) Vacant PINs: _ Exceed End Salary: _ (Y,N)
Min Amt: _____  Max Amt: _____  Annual or Actual: _ (F,A)
------------------------------------------------------------------------------
Include Longevity: _ (Y,N)
 Pay By : _____   (MM/DD/YYYY) Employed By : _____  (MMDDYYYY)
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      Help  Main  End         Note                    PRJ   Left  Right Quit
```

Your Action ...	System Response ...

11. The following information appears on this screen.
 	
  Projection Data as of: This field is carried forward by the system.
  Agency: This field is carried forward by the system.
  For Fiscal Year: This field is carried forward by the system.
  Include Inservice (COLA) (Y, N): This field determines if inservice may be awarded. The greater of the following two can be awarded:
  Percent Amount: This is the percentage amount of employees' annual salaries to be awarded as inservice.
  Yearly Amount: This is the dollar amount to be awarded as inservice.
  Include Part-time (Y, N): This field indicates whether or not to award in-service to part-time employees.	

Your Action ...	System Response ...
Continued. Exceed End Salary (Y, N): This field indicates whether or not the award can allow an employee's salary to exceed occu ending salary. PAR Score: This field indicates whether there is a minimum PAR score required in order for an employee to receive an in-service increase. Include Non-State: This field is used to indicate whether or not to award in-service amount to non-state service employees. Award Employed By (MM DD YYYY): This indicates the date by which an employee must be employed to receive an in-service raise. **Include Recommended Realignment (Y, N):** This field indicates if the recommended realignment is included in the cost projection. Vacant PINs (Y, N): This field indicates if vacant PINs are to be realigned in this projection. Exceed End Salary (Y, N): This field indicates whether or not the award can allow an employee's salary to exceed occu ending salary Min Amt: The minimum amount allowed for realignment increase. Max Amt: The maximum amount allowed for realignment increase. Annual or Actual: (F=Annual, A=Actual). This field indicates whether realignment is figured on the employee's hire date or a whole fiscal year. **Include Longevity (Y, N):** This field indicates if the service amount will be paid in a lump sum to those employees whose salaries would exceed their ending salary if the Exceed Ending Salary field is set to N for No. **NOTE**: Y is entered only if No is entered in the Exceed Salary fields for Inservice and Productivity.	

Your Action ...	System Response ...
Continued. Pay By (MM/DD/YYYY): This field indicates the date by which longevity lump sum payments must be paid to employees. Employed By (MMDDYYYY): This field indicates the date by which employees must be hired into the State to receive an in-service award.	
12. Press F11 to access the next panel.	The fourth panel of this screen will appear.

```
PHFNC10  PHVF      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     06/24/2019
PHOWPR1D PHOWPR4M     Maintain Budget Projection Parameters          12:12 PM
< 3 more                                                             2 more >
  Action: _  (A,B,C,D,M,N,P)


Proj Data As Of:                        Agency: ____  For Fiscal Year: ____


Include Recommended Productivity: _
   PAR Score  Percent    Amount     Include Part Time: _
   ____      _____     _____     Include Non-State: _
   ____      _____     _____     Award Employed By: _____ (MMDDYYYY)
   ____      _____     _____     Exceed End Salary : _
--------------------------------------------------------------------------


Additional Compensation: _
--------------------------------------------------------------------------
MISC:
 Agency Head Cap:         _  (Y,N)      Number of Months:    __
 Maximum Salary Eligible: _____     Minimum Wage Rate:  _____

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

Your Action ...	System Response ...
13. The following information appears on this screen. Projection Data as of: This field is completed by the system. Agency: This field is carried forward by the system. For Fiscal Year: The fiscal year (yyyy) for which the projection is being done. This field is brought forward by the system.	

Your Action ...	System Response ...
Continue entering the following information: **Include Recommended Productivity**: **Y**es or **N**o. PAR Score: The minimum PAR score an employee must have to receive a productivity increase equal to the percent or amount indicated on the same line. Percent: The percentage amount an employee can receive if his/her PAR rating is at least as high as the PAR score indicated on the same line. Amount: The dollar amount an employee can receive if his/her PAR rating is at least as high as the PAR score indicated on the same line. **Include Part Time**: **Y**es or **N**o. **Include Non-state**: **Y**es or **N**o. Award Employed By (MMDDYYYY): This indicates the date by which an employee must be employed to receive a productivity increase. **Include Part Time**: **Y**es or **N**o. **Include Non-state**: **Y**es or **N**o. Award Employed By (MMDDYYYY): This indicates the date by which an employee must be employed to receive a productivity increase. **Exceed End Salary**: **Y**es or **N**o. **Additional Compensation**: Indicates whether or not to project for additional compensation amounts **MISC**: ***Agency Head Cap**: **Y**es or **N**o. This field indicates if salaries can exceed the agency head's salary during calculations for manpower cost projections. Number of Months: The number of months included in this projection. Maximum Salary Eligible: The maximum salary allowed after a raise is implemented (*e.g.*, no one can make over $100,000 in that fiscal year). Minimum Wage Rate: The projected minimum wage amount.	
14. Press F11 to access the next panel.	The fifth panel of this screen will appear.

```
PHFNC10  PHVF      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/24/2019
PHOWPR1D PHOWPR6M      Maintain Budget Projection Parameters        12:13 PM
< 4 more                                                           1 more >
  Action: _  (A,B,C,D,M,N,P)

Proj Data As Of:                         Agency: ____  For Fiscal Year: ____

Select Occupation:


        _____   _____   _____   _____   _____   _____
        _____   _____   _____   _____   _____   _____
        _____   _____   _____   _____   _____   _____
        _____   _____   _____   _____   _____   _____
        _____   _____   _____   _____   _____   _____





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

Your Action ...	System Response ...
15. The following information appears on this screen. Projection Data as of: This field is completed by the system. Agency: This information is carried forward by the system. For Fiscal Year: The fiscal year (yyyy) for which the projection is being done. This field is brought forward by the system. **Select Occupation:** Enter specific occu codes if you desire to run the projection ONLY for these occu codes.	
16. Press F11 to access the next panel.	The sixth panel of this screen will appear.

```
PHFNC10  PHVF       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     06/24/2019
PHOWPR1D PHOWPR5M      Maintain Budget Projection Parameters          12:14 PM
< 5 more                                                               12:14 PM
  Action: _  (A,B,C,D,M,N,P)


Proj Data As Of:                         Agency: ____  For Fiscal Year: ____
Cap Increase Ranges: _ (Y,N)
             Range 1:     Range 2:      Range 3:     Range 4:     Range 5:
Beg Salary: _____   _____    _____    _____    _____
End Salary: _____   _____    _____    _____    _____
   Pct Cap: _____      _____       _____      _____      _____
------------------------------------------------------------------------------
Header:    _____
           _____
           _____
------------------------------------------------------------------------------
 Review Projection Report:                     N (Y,N)
 Generate Projection Report by Program:        N (Y,N)
 Generate Projection Report for Remaining FY:  N (Y,N)
 Update Average and SI Fringe Rates:           N (Y,N)
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End         Note                      PRJ   Left  Right Quit
```

Your Action ...	System Response ...
17. The following information appears on this screen. Projection Data as of: This field is completed by the system. Agency: This information is carried forward by the system. For Fiscal Year: The fiscal year for which the projection is being done. This field is brought forward by the system. **Cap Increase Ranges (Y, N):** This field indicates whether or not the raise should be capped based on set criteria. **Beg Salary:** The beginning salary for each cap range (there are five ranges). **End Salary:** The ending salary for each cap range (there are five ranges). **Pct Cap:** The maximum percentage allowed for each range (there are five ranges). **Header:** This field contains three lines to enter header preferences for the report.	

Your Action ...	System Response ...
Continue entering the following information: **Review Projection Report** (Y, N): Enter **Y**es to review the projection data. **Generate Projection Report by Program:** Enter Y to generate projection report by program. **Generate Projection Report for Remaining FY:** Enter **Y** to generate a projection report for the remaining fiscal year. **Average and SI fringe Rates:** Enter **Y** to generate a projection report for the average and SI fringe rates. Selecting Y will update the fringe rates on the Agency Fiscal Year record.	
18. Press ENTER.	The Browse Project Summary screen will appear.

```
PHFNC10  CI        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/24/2019
PHOWPSUB PHOWPSUM            Browse Project Summary                     12:16 PM


 Actions: (S)


     Master  Agency
Act Number  Number            Agency Name            Projection Data As Of
--- ------  ------  ----------------------------------  ----------------------
                        *** End of Data ***













 Master Agency#: _____      Agency#: ____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                    Bkwd  Fwd                       Quit
```

Your Action ...	System Response ...
19. Enter **S** to select the desired projection and press ENTER.	A pop up window entitled Review Projection Report will appear.

```
    Review Projection Report


 D - Projection Detail by Agency
 S - Projection Summary by Agency
 M - Projection Summary by Master Agency
 T - Total Projection Summary


 Enter Option: _



 Press <PF3> To Exit
```

Your Action ...	System Response ...
20. Select the desired report option from the following: **D** - Projection Detail by Agency **S** - Projection Summary by Agency **M** - Projection Summary by Master Agency **T** - Total Projections Summary	The Selected report will be displayed. Press F11 to scroll through the report.
21. If **D** is selected, another pop up window will appear which provides five options of detailed reports that are available.	The selected report will be displayed. Press F11 to scroll through the report.

```
Review Projection Detail Reports

  1. Detail Report by Occu Title
  2. Detail Report by Name
  3. Detail Report by PIN
  4. Detail Report by Ascending Salary
  5. Detail Report by Descending Salary


Enter Option(1-5): _


Press <PF3> to Exit
```

Your Action ...	System Response ...
22. Press ENTER.	
23. To print the report, press F9.	

Request for Agency Position Transfer (Budget)

The Request for Agency Position Transfer screen is used by SPB to initiate requests for transfers. It is used in the projection process primarily after the appropriate bill authorizing the transfer has been approved by the Legislature; however, projections for transfers can be done at any time.

Your Action ...	System Response ...
1. Choose **PW** (Proposed Wage, Salary, and Fringe Benefits) from the Main Menu and press Enter.	The Proposed Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose **BP** (Budget Projection Menu) from the Proposed Wage, Salary, and Fringe Benefits Menu and press Enter.	The Budget Projections Menu will appear.
3. Choose **PR** (Agency Position Transfer) from the Budget Projection Menu and press Enter.	The Request for Position Transfer Menu will appear. See the following screen.

```
PHFNC10  PHVC         STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/24/2019
PHOWPT1D PHOWPT0M            Request for Position Transfer                12:24 PM
                                                                         1 more >
   *Action: _  (A,C,D,M,N,P)          PINs Generated..:
FY...: ____          *From Agency: ____
Seq..: ____          *To Agency..: ____


Generate  Options: ?All: _  ?Range: _____ - _____  ?*Occu: _____  ?List: _
 Budget ----->       Description      *PGM#  PGM%   GF%    FF%    OF%
   1 of                                __    __     __     __     __
                                       __    __     __     __     __
                                       __    __     __     __     __
                                       __    __     __     __     __
                                       __    __     __     __     __
                                       __    __     __     __     __
                                       __    __     __     __     __
                                       __    __     __     __     __
                                       __    __     __     __     __
                                       __    __     __     __     __

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. Choose the desired action and press ENTER.	
5. The following information appears on this screen. PINs Generated: This is completed by the system. **Fiscal Year**: The four-digit fiscal year yyyy. ***From Agency**: The agency number from which the positions are being transferred. Seq: The reference ID of the group of positions or occupations being transferred. ***To Agency**: The agency number to which the positions are being transferred. **All**: This field indicates whether all of the PINs in the From Agency should be swapped to the To Agency. **Range**: This field indicates a range of PINs to be swapped from one agency to another	

Your Action ...	System Response ...
Continue entering the following information: ***Occu**: This field indicates the occu code off the PINs in the From Agency being transferred. **List**: Enter X to indicate the list of PINs to be swapped is included. **Generate Options**: A Selection Option is required. Budget: Description: The name of the program to which the positions are to be assigned. ***PGM#**: The program number to which the positions are assigned. **PGM%**: The percentage this program is of the entire budget of the position(s). **GF%**: The percentage of general funds from the specific program used to fund these positions. **FF%**: The percentage of federal funds from the specific program used to fund these positions. **OF%**: The percentage of other funds from the specific program used to fund these positions.	
6. Press F11 to access the next panel.	The second panel of this screen will appear.

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/24/2019
PHOWPT1D PHOWPTCM             Request for Position Transfer            12:27 PM
< 1 more
Actions: (D)
Sched: T  Fiscal Year:        From Agency:       To Agency:      1   of 300

Act  PIN         Act  PIN          Act  PIN         Act  PIN         Act  PIN
 _  _____         _  _____          _  _____         _  _____         _  _____
 _  _____         _  _____          _  _____         _  _____         _  _____
 _  _____         _  _____          _  _____         _  _____         _  _____
 _  _____         _  _____          _  _____         _  _____         _  _____
 _  _____         _  _____          _  _____         _  _____         _  _____
 _  _____         _  _____          _  _____         _  _____         _  _____
 _  _____         _  _____          _  _____         _  _____         _  _____
 _  _____         _  _____          _  _____         _  _____         _  _____
 _  _____         _  _____          _  _____         _  _____         _  _____
 _  _____         _  _____          _  _____         _  _____         _  _____
 _  _____         _  _____          _  _____         _  _____         _  _____
 _  _____         _  _____          _  _____         _  _____         _  _____

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 ...
7. Enter the following information: **Action**: Action (D) associated with that PIN. **PIN:** The PIN number.	
8. Press ENTER.	A pop up window appears which displays the FY, Current Agency and PIN, New Agency and PIN, New Program Number, General, Federal, Other.

Extract Projection Master File

Projections are run against a specific extract of data to allow the data to remain static, whereas the parameters of the projection can be changed as needed for comparison. This process allows the user to create or purge extracts or to modify specific PINs within the extract.

Your Action ...	System Response ...
1. Choose **PW** (Proposed Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.	The Proposed Wage, Salary, and Fringe Menu will appear.
2. Choose **BP** (Budget Projection Menu) from the Proposed Wage, Salary, and Fringe Menu and press ENTER.	The Budget Projection Menu will appear.

Your Action ...	System Response ...
3. Choose **EX** (Extract Projection Master File) from the Budget Projection Menu and press ENTER.	The Extract Projection Master file screen will appear.

```
PHFNC10   PHVC      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/24/2019
PHOWPX1B PHOWPXBM             Extract Projection Master file              12:28 PM

Action: (P,S)                 Fiscal Master  SPB                      Total
Act     Time              Number  Year  Agency Purview                Count
---  ----------------     ------  ------  ------  -----------------   ---------
 _    09/15/2008 16:27             2009           P-> SPB Processed    38285
 _    10/20/2008 16:05             2009           P-> SPB Processed    38339
 _    06/15/2009 12:50             2009           P-> SPB Processed    38376
 _    06/27/2009 11:03             2009           P-> SPB Processed    38386
 _    06/27/2009 15:51             2009           P-> SPB Processed    38386
 _    06/30/2009 20:13             2009           P-> SPB Processed    37861
 _    07/02/2009 13:42             2010           P-> SPB Processed    38002
 _    07/02/2009 16:17             2010           P-> SPB Processed    38009
 _    07/02/2009 16:48             2010           P-> SPB Processed    38010
 _    07/03/2009 15:54             2010           P-> SPB Processed    38010
 _    07/15/2009 14:53             2010           P-> SPB Processed    37710
 _    07/22/2009 13:52             2010           P-> SPB Processed    38019
                  Do you want to Purge database file      : N
                  Do you want to Create new database file : N
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                       Bkwd  Fwd                     Quit
```

Your Action ...	System Response ...
4. Enter a valid action to proceed. Available actions are **P**urge and **S**elect	
5. If **P**urge is chosen, the Do you want to Purge database file must be set to Yes.	The Batch Job Submission screen will appear.
6. If **S**elect is chosen, the Browse Extract Information screen appears.	

```
PHFNC10  PHVC       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM       06/24/2019
PHOWEX1B PHOWEXBM            Browse Extract Information                12:29 PM

Actions: (A,D,M,P)                          Extract Time: 09/15/2008 16:27:52.1


                                    Date     Auth  PIN   Rec
Act  Agcy     SSN      PIN    Occu Cd  Auth     Type  Stat  Stat
---  ----  ---------  ------  ---------  --------  ----  ----  ----
                        *** End of Data ***












*Agency: ____  PIN: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                      Bkwd  Fwd                    Quit
```

Your Action ...	System Response ...
7. Selection criteria include Agency Number and PIN Number. Available actions are **A**dd, **D**isplay, **M**odify and **P**urge.	Information is displayed by Agency, SSN, PIN, Occu Code, Date Authorized, Authorization Type, PIN Status and Rec Status
8. Choose **A**dd and press ENTER.	Maintain Extract Database Information screen will appear.

```
PHFNC10  PHVC       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     06/24/20
PHOWEXMD PHOWEX4M      Maintain Extract Database Information        12:31 PM
                                                                     1 more
*Action: A                        Extract Time: 08/01/2018 09:04:13.5

  Agency: ____      PID: _____  Rec Stat: __ Agcy/Emp Stat: _ Vacate:
     PIN: _____ SSN(1): _____    SSN(2): _____  Salary: _____
    Occu: _____ FTE: _____   PIN Work Week: _   Hourly Rate: _____
      FY: ____  Hire Dt: _____  Off Step Ind: _      Pay Rate: _____
 PIN/WIN: _____ Eff Dt: _____    Pay Method: _   Prom Max Sal: _____
   Trans: ___  PIN Term: _____     Frequency: __  Long Awd Amt: _____
    FLSA: _  Pay Chg Dt: _____   Worker Type: _   Long Out Amt: _____
 Pos Typ: _ Emp Hire Dt: _____        Months: __ Edu Bench Amt: _____
Pos Stat: _  Eff End Dt: _____  Hrs per Week: ____   Daily Rate: _____
     PAR: ____    Term Dt: _____   Exceed Head: _   Monthly Sal: _____
    Auth: ___ Pay Start: _____    Retire Pgm: ____ ____ ____ ____ ____
Serv Typ: __    Serv Dt: _____    Applied Tm: _____
 Req PAR: ____    End Dt: _____      Req PIN: _____
Req Agcy: ____   RPAR Dt: _____  RChg Reason: _____

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

Your Action ...	System Response ...
9. Enter the information required.	
10. Press F11 to access the next panel.	The second panel of this screen will appear.

```
PHFNC10  PHVC      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/24/2019
PHOWEXMD PHOWEX5M       Maintain Extract Database Information       12:32 PM
< 1 more
*Action: A                       Extract Time: 08/01/2018 09:04:13.5

    Auth Dt: _____      Position End Dt: _____     Abolish Dt: _____
Trans Eff Dt: _____   Position Vacant Dt: _____    Position Fill: _____
 Eff Dt Comp: _____      Pay Step-Semi MO: _____     Pay Step-MO: _____
 Pay Step-WK: _____      Pay Step-BIWK: _____     Pay Step-HR: _____
 Last Upd Tm: _____     Upd User: _____      Pay Step-YR: _____


 1  of 15     Program Budget Information
Pgm #: __  Pgm Pct: _____  Fed Pct: _____  Gen Pct: _____  Oth Pct: _____
       __           _____          _____           _____           _____
       __           _____          _____           _____           _____


 1  of 10     Special Comp Information
Add Comp: _____      Eff Dt: _____     End Dt _____      Pct: _____
          _____              _____            _____            _____


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

Your Action ...	System Response ...
11. Enter the information required.	
12. Press ENTER.	The system will display the following message: Extract Projection XXXXXXXX-XXXX added successfully.

Exclude Position from Deletion

This process enables the user to flag specific PINs to exclude them from being counted for deletion in the projection process.

Your Action ...	System Response ...
1. Choose **PW** (Proposed Wage, Salary, and Fringe) from the Main Menu and press ENTER.	The Proposed Wage, Salary, and Fringe Menu will appear.
2. Choose **BP** (Budget Projection Menu) from the Proposed Wage, Salary, and Fringe Menu and press ENTER...	The Budget Projection Menu will appear.
3. Choose **EP** (Exclude Position from Deletion) from the Budget Projection Menu and press ENTER.	The Maintain Exempt Deletion screen will appear.

```
PHFNC10  PHVC      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/24/2019
PHOWED1D PHOWED1M        Maintain Exempt Deletion                   12:34 PM



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


        *Agency#: ____
      Fiscal Year: ____
  *Exception Type: _
         *PIN No: _____
       *Occu Code: _____
  *Exception Code: _
Exception Comments: _____









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

Your Action ...	System Response ...
4. Choose Add. Press ENTER.	
5. Enter the following information: **Agency#**: The agency code xxxx. **Fiscal Year**: The fiscal year xxxx. ***Exception Type**: **A**gency, **O**ccupation, or **P**osition. ***PIN No**: The PIN number xxxx. ***Occu Code**: The Occu Code. ***Exception Code**: Miscellaneous, Certification, Not Yet Defined, Federal Regulations or Guidelines, Health Care Standards, Medicare, Licensure, Accreditation, Medicaid, Court Order, State Statute. Exception Comments: Reserved for any comments.	
6. Press ENTER.	The system will display the following message: Exempts yyyy-aaaa-E-P-O added successfully.

Generate SPB Download

Your Action ...	System Response ...
1. Choose **PW** (Proposed Wage, Salary, and Fringe) from the Main Menu and press ENTER.	The Proposed Wage, Salary, and Fringe Menu will appear.
2. Choose **BP** (Budget Projection Menu) from the Proposed Wage, Salary, and Fringe Menu and press ENTER.	The Budget Projection Menu will appear.
3. Choose **GD** (Generate SPB Download) from the Budget Projection Menu.	The Select Extract Master File per Download File screen will appear.

```
PHFNC10  PHVC       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/24/2019
PHOWSX1B PHOWSXBM   Select Extract Master File per Download File       12:34 PM

Action: (S)                  Fiscal Master  SPB                  Total
Act    Time            Number Year  Agency Purview               Count
---  ----------------  ------ ------ ------ -----------------    ---------
 _    09/15/2008 16:27        2009          P-> SPB Processed      38285
 _    10/20/2008 16:05        2009          P-> SPB Processed      38339
 _    06/15/2009 12:50        2009          P-> SPB Processed      38376
 _    06/27/2009 11:03        2009          P-> SPB Processed      38386
 _    06/27/2009 15:51        2009          P-> SPB Processed      38386
 _    06/30/2009 20:13        2009          P-> SPB Processed      37861
 _    07/02/2009 13:42        2010          P-> SPB Processed      38002
 _    07/02/2009 16:17        2010          P-> SPB Processed      38009
 _    07/02/2009 16:48        2010          P-> SPB Processed      38010
 _    07/03/2009 15:54        2010          P-> SPB Processed      38010
 _    07/15/2009 14:53        2010          P-> SPB Processed      37710
 _    07/22/2009 13:52        2010          P-> SPB Processed      38019

Date: _____ (MMDDYYYY)
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End                      Bkwd  Fwd                     Quit
```

Your Action ...	System Response ...
4. Choose Select and press Enter	A pop up window will be displayed. Enter the date to create Download flat file.

```
Please enter data to create Download flat file.


Master Agency Number        : _____      More: N
Agency Number               : ____       More: N
SPB Purview (Y/P)           : P
OCCU Code                   : _____   More: N
OCCU Set by Statute (Y/N) : N

              PF3 - EXIT
```

Your Action ...	System Response ...
5. Enter the following information: **Master Agency Number:** The master agency number XXXXX. **Agency Number:** The agency number XXXX. SPB Purview (Y/P): A "Y" indicates that this Agency's positions are under the purview of the State Personnel Board and fall under state service. A "P" indicates that SPB only processes the positions for an agency that is not under their purview. **Occu Code:** The occu code XXXX. **OCCU Set by Statute** (Y/N): Indicates whether this occu is set by statute or not.	
6. Press F3	The Batch Job Submission window will appear.