Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6277	SPAHRS HR Wage Salary Fringe Realignment Recommendations	Effective Date: 10/05/2016
		Version: 3

SPAHRS HR Wage Salary Fringe
Realignment Recommendations
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Overview

The purpose of conducting job classification realignment reviews is to determine a competitive salary range for each specified job class. The need for realignments results from national and state economic changes which impact the cost of manpower for a specific job in the labor market.

The State Personnel Board identifies specific job classes that may require realignment, conducts research and salary surveys, and then develops recommendations for the realignment of pay ranges for those specific job classes. After the recommendations receive State Personnel Board approval, they are submitted to the Legislative Budget Office and the Department of Finance and Administration. These entities then forward the recommendations to the Legislature and the Governor during the annual budget and appropriation process.

Realignments generally are appropriated during the legislative budget process. However, there are times when an agency identifies a need for specific class realignment outside of the normal budgetary process. When this realignment need occurs, the agency must provide salary survey data supporting the request for realignment and must justify the need for immediate implementation rather than waiting for the regular legislative appropriation process. Written certifications that funding is available are also required from the agency director and the State Fiscal Officer.

Browse options are also provided which include browsing current realignment information and realignment recommendations by survey fiscal year.

Maintain Benchmark Start Salary Override

The realignment recommendation is populated in SPAHRS on the Maintain Start Salary Override screen when realignment is calculated using the salary survey information for the fiscal year. The Maintain Start Salary override screen allows the user to indicate if the realignment information for this occupation and fiscal year should be considered in the budget projections; or, if the realignment information is NOT to be used, SPB may use this screen to override the salary survey information and enter the dollar amount to be overridden in order to achieve the desired realignment. This screen also displays the average starting salary for the job class and the weighted average starting salary for the entities responding to the salary surveys.

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

```
PHFNC10  PHV2       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     10/04/2016
PHIMAINU PHIMAINM   Propose Wage, Salary and Fringe Benefits Menu      02:06 PM

             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 **RR** (Realignment Recommendations Menu) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Realignment Recommendations Menu will appear.

```
PHFNC10  PHV2       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     10/04/2016
PHIMAINU PHIMAINM        Realignment Recommendations Menu            02:07 PM

             Code        Description                          FastPath

              OR     Maintain Benchmark Start Salary Override  ORIDE
              BC     Browse Realignment Rec by Benchmark Occu
              BR     Browse Realignment Rec by Survey FY
              GO     Generate Occupation from Benchmark
              NA     Non-Appropriated Realignment Mass Update  NARMU






         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 **OR** (Maintain Benchmark Start Salary Override) from the Realignment Recommendations Menu and press ENTER.	The Maintain Benchmark Start Salary Override screen will appear.

```
PHFNC10  PHV2      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   10/04/2016
PHOWWA1D PHOWWA1M     Maintain Benchmark Start Salary Override        2:08 PM

 *Action: _ (C,D,M,N)
 *Survey FY: ____
  Benchmark Occu: _____


                       Salary Survey Average Starting Salary:
                                     Current Starting Salary:
                                                              ------------
              Calculated Difference Based on Alignment Percent:
                               Override Calculated Difference: _  (Y,N)
                                             Override Amount:   _____
                                                              ------------
                            New Current Starting Salary:
                            New Current Ending Salary:
                                  Alignment Percentage:

   Weighted Average Salary:              Display Occupations?: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note                                     Quit
```

Your Action ...	System Response ...

4. Enter the following information:
 	
   *Survey FY: The date of the fiscal year being surveyed.
   Benchmark Occu: The occu code of the benchmark occupation.	

5. Press ENTER.	

6. The following information appears on the screen.
 	
   Salary Survey Average Starting Salary: The starting salary associated with the weighted average of respondents' minimum salary for this occupation.
   Current Starting Salary: The current starting salary for an SPB classification for a specific benchmark occupation.
   Calculated Difference base on Alignment.
   Percent: The difference that exists between the respondents' average salary and the current starting salary.	

Your Action ...	System Response ...
Continue entering the following information: Override Calculated Difference: **Y**es or **N**o to indicate if the realignment information for this benchmark occupation and fiscal year should be considered in budget projection. Override Amount: The difference (+/-) for realignment if Yes is entered above. New Current Starting Salary: The new current starting salary after realignment. New Current Ending Salary: The benchmark end salary after realignment. Alignment Percentage: The percentage of realignment. Weighted Average Salary: The weighted average of the starting salary for all responding entities. Display Occupations?: Enter "**Y**" to browse the calculated realignment for occupation codes that are "children" of the benchmark occu.	
7. Press ENTER.	The following message will be displayed: Salary average YYYY-XXX-X modified successfully.

Generate Occupation from Benchmark

The Generate Occupation from Benchmark option allows SPB to calculate the new start salary for benchmark occus and their "children" occus using the salary survey information captured for the fiscal year. It also provides the option of overriding the calculated realignment if the amount of realignment needs to be less, or more, based on legislative directive.

Your Action…	System Response…
1. Choose **PW** (Propose Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.	The Propose Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose **RR** (Realignment Recommendations Menu) from the Propose Wage, Salary, and Fringe Benefits Menu and Press ENTER.	The Realignment Recommendations Menu will appear.
3. Choose **GO** (Generate Occupation from Benchmark) from the Realignment Recommendations Menu and press ENTER.	The Generate Occupation from Benchmark screen will appear.

```
PHFNC10  PHV2       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      10/04/2016
PHOWWA2P PHOWWA2M         Generate Occupation from Benchmark            02:12 PM



*Fiscal Year:    ____    Minimum Amount: _____   Maximum Amount: _____

 Select ALL Benchmarks:    N

    *Benchmark Occu Codes:      _____      _____
                                _____      _____
                                _____      _____
                                _____      _____
                                _____      _____
                                _____      _____
                                _____      _____
                                _____      _____
                                _____      _____      Override: N
                                _____      _____

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: ***Fiscal Year:** The FY of the salary survey information being used for the realignment calculation. Minimum Amount: Enter the minimum dollar amount of realignment to be calculated if there is a minimum. Maximum Amount: Enter the maximum dollar amount of realignment to be calculated if there is a maximum. **Select ALL Benchmarks**: Enter "**Y**" to generate realignment for all benchmark occus for that specific year. Enter "**N**" if specific benchmark occus are to be selected. ***Benchmark Occu Codes**: Enter the specific benchmark occu code(s) to be realigned if ALL benchmarks are not selected. Override: Enter "Y" to include benchmark occus that have override amounts.	
5. Press ENTER.	The Batch Job Submission pop up window is displayed. When ENTER is pressed, the system will display the following message: XXXXX XXXXXXX Has Been Submitted Successfully.

Non-Appropriated Realignment Mass Update

The Non-appropriated Realignment Mass Update option allows SPB to generate realignment for approved job classifications (either for positions in specific agencies or in all agencies) outside of the regular legislative appropriation process.

Your Action ...	System Response ...
1. Choose **PW** (Propose Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.	The Propose Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose **RR** (Realignment Recommendations Menu) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Realignment Recommendations Menu will appear.
3. Choose **NA** (Non-Appropriated Realignment Mass Update) from the Realignment Recommendations Menu. Press ENTER.	The Non-Appropriated Realignment Mass Update screen will appear.

```
PHFNC10  PHV2      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    10/04/2016
PHOMREAP PHOMREAM     Non-Appropriated Realignment Mass Update       02:14 PM



                        *OCCU : _____
           Occu Realignment Date : __ __ ____
           Pay Change Start Date : __ __ ____
               *Pay Change Reason : _____
 Update Employee Records(Y/N) : _




Select All Agencies:  * N
Agency Numbers:
  *  ____ ____ ____ ____ ____ ____ ____ ____ ____ ____ ____ ____ ____ ____
     ____ ____ ____ ____ ____ ____ ____ ____ ____ ____ ____ ____ ____ ____
     ____ ____ ____ ____ ____ ____ ____ ____ ____ ____ ____ ____ ____ ____
     ____ ____ ____ ____ ____ ____ ____ ____ ____ ____ ____ ____ ____ ____


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: ***OCCU**: The occu code of the occupation being realigned. **Occu Realignment Date:** The occupation realignment date. Pay Change Start Date: The date the pay change will take effect.	

Your Action ...	System Response ...
Continue entering the following information. ***Pay Change Reason:** A code denoting the reason for the realignment. **Update Employee Records(Y/N):** Enter "**Y**" to update employee records. Select All Agencies: **Y**es or **N**o. Defaults to No. Agency Numbers: Enter at least one agency number if the Select All Agencies field is set to No.	
5. Press ENTER.	The Batch Job Submission pop up window is displayed. When ENTER is pressed, the system will display the following message: XXXXX XXXXXXX Has Been Submitted Successfully.

Browse Options

Browse Realignment Records by Benchmark Occupation

The Browse Realignment Records by Benchmark Occupation screen is used to browse or maintain the realignment records by benchmark. Enter "D"isplay or "M"odify at the desired survey information and the Maintain Start Benchmark Salary Override screen is displayed which provides detailed information pertaining to that benchmark salary.

Your Action ...	System Response ...
1. Choose **PW** (Propose Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.	The Propose Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose **RR** (Realignment Recommendations Menu) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Realignment Recommendations Menu will appear.
3. Choose **BC** (Browse Realignment Rec by Benchmark Occu) from the Realignment Recommendations Menu and press ENTER.	The Browse Realignment Rec by Benchmark Occu screen will appear.

```
PHFNC10   PHV2      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      10/04/2016
PHOWWA9B PHOWWA9M     Browse Realignment Rec by Benchmark Occu         02:21 PM
Oct  4,16                                                             2:21 PM
  Actions: (D,M,P)

    Benchmark                        Fiscal Average Current New Start Total
Act   Occu        Occu Title          Year  Salary  Salary  Salary   Num
--- --------- ------------------------ ------ ------- ------- --------- -----
            1                           2003  27,320                      5
 _          2 ACCOUNTANT/AUDITOR   I    1998  22,918  21,685   23,021   449
 _          2 ACCOUNTANT/AUDITOR   I    1999  22,918  21,685   23,021   449
 _          2 ACCOUNTANT/AUDITOR   I    2000  22,832  22,953   22,622   378
 _          2 ACCOUNTANT/AUDITOR   I    2001  23,238  22,953   23,238   357
 _          2 ACCOUNTANT/AUDITOR   I    2002  24,840  22,953   23,640   358
 _          2 ACCOUNTANT/AUDITOR   I    2003  25,590  23,826   25,589   217
 _          2 ACCOUNTANT/AUDITOR   I    2004  26,621  23,826   26,621   810
 _          2 ACCOUNTANT/AUDITOR   I    2005  26,925  23,826   26,926   977
 _          2 ACCOUNTANT/AUDITOR   I    2006  25,840  23,826   25,840   587

  Benchmark Occu Code: _____  Starting From Current FY: 2018
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. Selection criteria includes Benchmark Occu Code and Starting from Current FY.	Information is displayed by Benchmark Occu Code, Occu Title, Fiscal Year, Average Salary, Current Salary, New Start Salary, and Total Number of Employees.

Browse Realignment Records by Survey FY

The Browse Realignment Records by Survey FY screen is used to browse or maintain the realignment records by fiscal year. Enter "D"isplay or "M"odify at the desired survey information and the Maintain Start Benchmark Salary Override screen is displayed which provides detailed information pertaining to that benchmark salary.

Your Action…	System Response…
1. Choose **PW** (Propose Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.	The Propose Wage, Salary, and Fringe Benefits Menu will appear.
2. Choose **RR** (Realignment Recommendations Menu) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Realignment Recommendations Menu will appear.
3. Choose **BR** (Browse Realignment Rec by Survey FY) from the Realignment Recommendations Menu) and press ENTER.	The Browse Realignment Rec by Survey FY screen will appear.

```
PHFNC10   PHV2         STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      10/04/2016
PHOWWA8B PHOWWA8M           Browse Realignment Rec by Survey FY           02:23 PM
Oct  4,16                                                                  2:23 PM
  Actions: (D,M,P)

     Fiscal Benchmark                         Average Current New start Total
  Act  Year    Occu          Occu Title       Salary  Salary  Salary    Num
  ---  ------  --------- --------------------- ------- ------- --------- -----
   _    1998        2 ACCOUNTANT/AUDITOR  I     22,918  21,685  23,021    449
   _    1998       15 TC-TAX DEPT SECTION SUPV  30,062  26,214  30,138    140
   _    1998       35 LIVESTOCK PROD MKT REPTR  19,653  18,951  19,723     13
   _    1998       58 COSMETOLOGIST/BARBER      13,030  11,980  13,044      9
   _    1998       63 COOK/BAKER I              12,202  11,625  12,230    533
   _    1998       65 THERAPIST,RESPIRATORY     23,536  23,605             178
   _    1998       96 VOLUNTEER SERVICES,COORD  17,425  17,156  17,427     22
   _    1998       98 CHEMIST   I               23,716  23,501  23,730     78
   _    1998      107 NUTRITIONIST SENIOR       26,707  28,113              11
   _    1998      108 INVESTIGATOR PERMIT,CHIEF 27,438  26,882  27,550      2

   Survey FY: ____   Benchmark Occu Code: _____
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. Selection criteria include Survey FY and Benchmark Occu Code.	Information is displayed by Fiscal Year, Bench Occu code, Occu Title, Average Salary, Current Salary, New Start Salary, and Total Number of Employees.