Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6279	SPAHRS HR Wage, Salary, Fringe Fiscal Year Conversion	Effective Date: 06/24/2019
		Version: 4

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Overview

The Fiscal Year Conversion Menu options allow for the transition of human resource data from one fiscal year to the next fiscal year in accordance with agency appropriation bills authorized by the Legislature. FY Conversion for agencies that do not come under State Personnel Board purview is implemented by MMRS staff. FY Conversion for SPB purview agencies is implemented by SPB staff, with the assistance of MMRS staff.

All options contained in this section of Wage, Salary, and Fringe (with the exception of FY Conversion - NON SPB Agencies (**PW FC CN**)), are used by the State Personnel Board during the Fiscal Year Conversion.

Included in this process is the rollover of existing agency, position, occupation, and employment data; creation of new agencies, new positions, or new occupation codes requested by agencies during the budget process and authorized during the legislative process; reallocation of specific positions as authorized by the legislature; abolishment or transfer of positions or inactivation of agencies as mandated by the legislature; and award of salary increases by utilizing realignment or cost of living processes (or any other means) as authorized by the legislature.

Fiscal Year Conversion menu options utilize the data input by agencies and SPB staff during the Salary Survey process, the Realignment Recommendations process, the Budget Recommendations process, and the Budget Projection 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.

```
PHFNC10  PHVC      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/24/2019
PHIMAINU PHIMAINM  Propose Wage, Salary and Fringe Benefits Menu      01:01 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 **FC** (Fiscal Year Conversion) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Fiscal Year Conversion Menu will appear.

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/24/2019
PHIMAINU PHIMAINM            Fiscal Year Conversion Menu                01:02 PM


            Code      Description                           FastPath


             MR    Monthly Salary Increase Report           MORE
             RO    Pre-Conversion Rollover                  OWFYR
             FI    FY Conversion Implementation             FYIMP
             BT    Agency Program Budget Transmittal Form   PBTRN
             CN    FY Conversion - NON SPB Agencies         FYNSP
             FX    Maintain Excluded PINS From FY Conversion FYEXP
             FC    Pre-Conversion Reports                   FYRE
             CC    Check Actual/Filled Position Counts      PINCNT







      Code: __


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

Monthly Salary Increase Report

This report displays a listing of employees due an INSERVICE pay increase as authorized by the legislature.

NOTE: The current FY Variable Compensation Table (VCP) record for Inservice2 (INS2) must have the field for "amount" or "percent increase" populated in order for this report to run.

Your Action ...	System Response ...
3. Choose **MR** (Monthly Salary Increase Report) from the Fiscal Year Conversion Menu and press ENTER.	The Monthly Salary Increase Report screen will appear.

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/24/2019
PHOWCO1P PHOWCO1M              Monthly Salary Increase Report             01:03 PM




                      Fiscal                   PAR           Minimum
        Hire Date     Year    Percentage   Requirement      Hire Date
      --------------  ------  ----------   -----------      ----------
       07  July        2019                                 06/30/2003


     Report Sequence :  P (  P = PIN Sequence,  N = Employee Name Sequence)




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 Hire date month and report order of either **P** (PIN) or **N** (Name) and press ENTER.	The system will display the following message: Process Month Has been changed, ENTER to Continue.
5. Press ENTER.	A Batch Job Submission pop up window appears and directs the generation of the report. When ENTER is pressed, the system will display the following message: XXXXX XXXXXXX Has Been Submitted Successfully.

Pre-Conversion Rollover

Pre-Conversion Rollover allows SPB to rollover existing Agency, PIN (including Program Budget), and other specific FY data to the new fiscal year without affecting the current FY data. In addition to allowing changes to the new FY data in preparation for the actual FY– end Conversion process, rollover is necessary for agencies to enter budget requests for future fiscal year cycles.

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 **FC** (Fiscal Year Conversion) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Fiscal Year Conversion Menu will appear.
3. Choose **RO** (Pre Conversion Rollover) from the Fiscal Year Conversion Menu and press ENTER.	The Pre-Conversion Rollover screen will appear.

```
PHFNC10  PHVC       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     06/24/2019
PHOWFY1P PHOWFY1M                  Pre-Conversion Rollover                01:03 PM


               New Fiscal Year: 2020              Valid Actions:
                                            Act
 Copy Agency Fiscal Year Records.........: N      C = Keep Existing New FY
 Copy Agency Fiscal Year Program Budgets.: N          Data and Copy Requested
 Copy Position Program Budgets...........: N          Previous FY Data Not
 Copy VCP Rules..........................: N          Existing in New FY.
 Copy Agency Reclass Tables..............: N      D = Delete Existing New FY
                                                      Data and Copy Requested
                                                      Previous FY Data.
 All Agencies (Y/N): N                            N = No Action

 Specific Agencies.: ____   ____   ____   ____   ____
                     ____   ____   ____   ____   ____




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:
 	
    New Fiscal Year: The new fiscal year for which data is being rolled.
    Copy Agency Fiscal Year Records: Enter one of the valid actions.
    Copy Agency Fiscal Year Program Budgets: Enter one of the valid actions.
    Copy Position Program Budgets: Enter one of the valid actions.
    Copy VCP Rules: Enter one of the valid actions.
    Copy Agency Reclass Tables: Enter one of the valid actions.
    All Agencies (Y/N): Enter either **Y**es or **N**o. Defaults to **N**o. **Y**es will rollover data for all SPB purview agencies.
    Specific Agencies: Enter at least one agency number if the "Select All Agencies" field is set to **N**o.	

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.

Agency Program Budget Transmittal Form

SPB uses this option to create Position Program Budget reports to provide agencies a way to verify that the program budget for active positions is either correct or needs to be modified for the new fiscal year.

The report is displayed by Master Agency Number, Agency Number, Agency Name, Employee Name, Job Title, PIN, Org Code, OCCU code, Program Number, Percentage of Total, percentage of General Fund, Percentage of Federal Fund, Percentage of Other Fund. Blank fields are also displayed to allow notation for changes.

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 **FC** (Fiscal Year Conversion) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Fiscal Year Conversion Menu will appear.
3. Choose **BT** (Agency Program Budget Transmittal Form) from the Fiscal Year Conversion Menu and press ENTER.	The Agency Program Budget Transmittal Form screen will appear.

```
PHFNC10  PHVC      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/24/2019
PHOWPBTP PHOWPBTM       Agency Program Budget Transmittal Form        01:06 PM




                                    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 Fiscal Year (may be either current or future) and 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.

PRE-Conversion Reports

Pre-Conversion reports are run by SPB staff as a means to verify essential data used in the Conversion process prior to the actual Conversion and identify data that needs to be corrected prior to Conversion. These reports may be run multiple times as needed.

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 **FC** (Fiscal Year Conversion) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Fiscal Year Conversion Menu will appear.
3. Choose **FC** (Pre Conversion Reports) from the Fiscal Year Conversion Menu and press ENTER.	The Pre Conversion Reports menu will be displayed.

```
PHFNC10  PHVC         STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/24/2019
PHIMAINU PHIMAINM             Pre-Conversion Reports Menu                  01:06 PM


             Code      Description                                FastPath


             FI    Schedule B-Funded Reallocations               FPRA
             FA    Positions with Invalid Program Budget         FRIP
             FB    Authorization Position Counts Report          FRAR
             FC    Time-limited Reauthorization Report           FRTR
             FD    Employees Exceed Agency Max Salary            FRES
             FE    Agency Program Budget Information             FRAB
             FF    Approval Records with Pending Status          FRAP
             FG    Schedule A-Funded New Position                FRFP
             FH    Positions with Status Change                 FRSC
             FJ    Schedule C-Funded Reclassifications          FRFC




        Code: __


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

Schedule B-Funded Reallocations

The report is displayed by Agency Number and Name, Average Fringe Rate, Sequence Number, New Occupational Code, PIN, Current Job Title, Current Job Code, Program Number, Requested Job Title, Requested job Code, FLSA Code, Salary with Fringe, Program Number, Program Percentage, General Fund Percentage, Federal Fund Percentage, Other Fund Percentage and Total Funded Reallocation PINs.

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 **FC** (Fiscal Year Conversion) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Fiscal Year Conversion Menu will appear.
3. Choose **FC** (Pre Conversion Reports) from the Fiscal Year Conversion Menu and press ENTER.	The Pre Conversion Reports menu will be displayed.
4. Choose **FI** (Schedule B-Funded Reallocations) from the Pre-Conversion Reports Menu and press ENTER.	The Schedule B-Funded Reallocations screen will appear.

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     06/24/2019
PHOWFCAP PHOWFC1M             Schedule B-Funded Reallocations            01:08 PM




                    Fiscal Year    : 2020 (YYYY)













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

Your Action ...	System Response ...
5. Enter the selected **Fiscal Year** and 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.

Positions with Invalid Program Budget

The report is displayed by Agency Number, Agency Name, PIN, Occu Code, Occu Title, Program, Program Percentage, General Fund, Federal Fund, Other Fund, Error Message and Total PINs.

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 **FC** (Fiscal Year Conversion) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Fiscal Year Conversion Menu will appear.
3. Choose **FC** (Pre Conversion Reports) from the Fiscal Year Conversion Menu and press ENTER.	The Pre Conversion Reports menu will be displayed.

Your Action ...	System Response ...
4. Choose **FA** (Positions with Invalid Program Budget) from the Pre-Conversion Reports Menu and press Enter.	The Positions with Invalid Program Budget screen will appear.

```
PHFNC10  PHVC      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     06/24/2019
PHOWFC1P PHOWFC2M       Positions with Invalid Program Budget          01:09 PM




                    Fiscal Year    : 2020 (YYYY)

                    Active/Pending : A    (A/P)










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

Your Action ...	System Response ...
5. Enter the following information: Fiscal Year: Enter the fiscal year of the information you are requesting. Active/Pending: Enter **A** for Active or **P** for Pending	
6. 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.

Authorization Position Counts Report

This report is displayed by Agency Number, Agency Name, Appropriated Amount, Actual Permanent Full Time, Authorized Permanent Full Time, Difference, Actual Permanent Part Time, Authorized Permanent Part Time, Difference, Actual Time-Limited Full Time, Authorized Time-Limited Full Time, Difference, Actual Time-Limited Part Time, Authorized Time-Limited Part Time and Difference.

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 **FC** (Fiscal Year Conversion) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Fiscal Year Conversion Menu will appear.
3. Choose **FC** (Pre Conversion Reports) from the Fiscal Year Conversion Menu and press ENTER.	The Pre Conversion Reports menu will be displayed.
4. Choose **FB** (Authorization Position Counts Report) from the Pre-Conversion Reports Menu and press Enter.	The Authorization Position Counts Report screen will appear.

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/24/2019
PHOWFC2P PHOWFC1M          Authorization Position Counts Report          01:10 PM




                    Fiscal Year    : 2020 (YYYY)

















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

Your Action ...	System Response ...
5. Enter the Fiscal Year of the information you are requesting and 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.

Time-limited Reauthorization Report

The report is displayed by Agency Number, Agency Name, PIN, Occu Code, Occu Title, SSN, Name and Position End Date.

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 **FC** (Fiscal Year Conversion) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Fiscal Year Conversion Menu will appear.
3. Choose **FC** (Pre Conversion Reports) from the Fiscal Year Conversion Menu and press ENTER.	The Pre Conversion Reports menu will be displayed.
4. Choose **FC** (Time-limited Reauthorization Report) from the Pre-Conversion Reports Menu and press Enter.	The Time-limited Reauthorization Report will appear.

```
PHFNC10  PHVC       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/24/2019
PHOWFC3P PHOWFC1M          Time-limited Reauthorization Report         01:10 PM




                    Fiscal Year    : 2020 (YYYY)
















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

Your Action ...	System Response ...
5. Enter the Fiscal Year of the information you are requesting and 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.

Employees Exceed Agency Max Salary

The report is displayed by Agency Number, Agency Name, Agency Max Salary, PIN, Occu Code, Occu Title, SSN, Name, Base Salary, Additional Compensation, and Amount Difference.

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 **FC** (Fiscal Year Conversion) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Fiscal Year Conversion Menu will appear.
3. Choose **FC** (Pre Conversion Reports) from the Fiscal Year Conversion Menu and press ENTER.	The Pre Conversion Reports menu will be displayed.

Your Action ...	System Response ...
4. Choose **FD** (Employees Exceed Agency Max Salary) from the Pre-Conversion Reports Menu and press Enter.	The Employees Exceed Agency Max Salary screen will appear.

```
PHFNC10  PHVC      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/24/2019
PHOWFC4P PHOWFC1M          Employees Exceed Agency Max Salary          01:11 PM




             Fiscal Year    : 2020 (YYYY)
















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

Your Action ...	System Response ...
5. Enter the Fiscal Year of the information you are requesting and 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.

Agency Program Budget Information

This report is displayed by Agency Number, Agency Name, Program Number, Program Description, General Fund, Federal Fund, Other Fund and Total Fund.

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 **FC** (Fiscal Year Conversion) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Fiscal Year Conversion Menu will appear.
3. Choose **FC** (Pre Conversion Reports) from the Fiscal Year Conversion Menu and press ENTER.	The Pre Conversion Reports menu will be displayed.
4. Choose **FE** (Agency Program Budget Information) from the Pre-Conversion Reports Menu and press Enter.	The Agency Program Budget Information screen will appear.

```
PHFNC10  PHVC      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/24/2019
PHOWFC5P PHOWFC1M          Agency Program Budget Information            01:13 PM




                Fiscal Year    : 2020 (YYYY)
















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

Your Action ...	System Response ...
5. Enter the fiscal year of the information you are requesting and 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.

Approval Records with Pending Status

This report is displayed by Agency Number, Agency Name, Transaction Code, Originator, Originator Name, Status, Time Stamp, Approval Agency, Approver PIN, Approver User ID, Approver Name, Approver Type and Processed Complete Indicator.

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 **FC** (Fiscal Year Conversion) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Fiscal Year Conversion Menu will appear.
3. Choose **FC** (Pre Conversion Reports) from the Fiscal Year Conversion Menu and press ENTER.	The Pre Conversion Reports menu will be displayed.
4. Choose **FF** (Approval Records with Pending Status) from the Pre-Conversion Reports Menu and press Enter.	The Approval Records with Pending Status screen will appear.

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/24/2019
PHOWFC6P PHOWFC3M          Approval Records with Pending Status          01:14 PM




                   Fiscal Year    : 2020 (YYYY)
                   Start Date     : __ __ ____
                   End Date       : __ __ ____













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

Your Action ...	System Response ...
5. Enter the following information: Fiscal Year: Enter the fiscal year of the information you are requesting. **Start Date**: Enter the start date of the information you are requesting. **End Date**: Enter the end date of the information you are requesting.	
6. 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.

Schedule A-Funded New Position

This report is displayed by Agency Number, Agency Name, Average Fringe Rate, Sequence Number, New Occu Code, Job Code, SPB Job Title, Start Salary, Number of Months, Hours per Week, Number of Positions, Total Cost with Fringe, Program Number, Program Percentage, General Percentage, Federal Percentage, Other Percentage and Approval Indicator.

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 **FC** (Fiscal Year Conversion) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Fiscal Year Conversion Menu will appear.
3. Choose **FC** (Pre Conversion Reports) from the Fiscal Year Conversion Menu and press ENTER.	The Pre Conversion Reports menu will be displayed.
4. Choose **FG** (Schedule A-Funded New Position) from the Pre-Conversion Reports Menu and press Enter.	The Schedule A-Funded New Positions screen will appear.

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     06/24/2019
PHOWFC8P PHOWFC1M             Schedule A-Funded New Position              01:14 PM




                  Fiscal Year    : 2020 (YYYY)













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

Your Action ...	System Response ...
5. Enter the fiscal year of the information you are requesting and 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.

Positions with Status Change

This report is displayed by Agency Number, Agency Name, Number, PIN, Current Occu, Current Job Title, Start Salary, Current Hours, Current Months, Required Hours, Required Months, Request Type, Program Number, Program Percentage, General Fund Percentage, Federal Fund Percentage, Other Fund Percentage and Sequence Number.

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 **FC** (Fiscal Year Conversion) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Fiscal Year Conversion Menu will appear.
3. Choose **FC** (Pre Conversion Reports) from the Fiscal Year Conversion Menu and press ENTER.	The Pre Conversion Reports menu will be displayed.
4. Choose **FH** (Positions with Status Change) from the Pre-Conversion Reports Menu and press Enter.	The Positions with Status Change screen will appear.

```
PHFNC10  PHVC      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/24/2019
PHOWFC9P PHOWFC1M            Positions with Status Change              01:15 PM




                    Fiscal Year    : 2020 (YYYY)

















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

Your Action ...	System Response ...
5. Enter the fiscal year for the information you are requesting and 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.

Schedule C-Funded Reclassifications

This report is displayed by Agency Number, Agency Name, Average Fringe Rate, Sequence Number, New Occu, PIN, Current Job Title, Current Job Code, Program Number, Requested Job Title, Requested job Code, FLSA Code, Salary with Fringe, Program Number, Program Percentage, General Fund Percentage, Federal Fund Percentage, and Other Fund Percentage.

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 **FC** (Fiscal Year Conversion) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Fiscal Year Conversion Menu will appear.

Your Action ...	System Response ...
3. Choose **FC** (Pre Conversion Reports) from the Fiscal Year Conversion Menu and press ENTER.	The Pre Conversion Reports menu will be displayed.
4. Choose **FJ** (Schedule C-Funded Reclassifications) from the Pre-Conversion Reports Menu and press Enter.	The Schedule C-Funded Reclassifications screen will appear.

```
PHFNC10   PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     06/24/2019
PHOWFCBP PHOWFC1M          Schedule C-Funded Reclassifications           01:16 PM




                  Fiscal Year    : 2020 (YYYY)















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

Your Action ...	System Response ...
5. Enter the fiscal year of the information you are requesting and 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.

Maintain Excluded PINs from FY Conversion

This screen allows SPB to create a listing of specific Agency PINs that will be excluded from the conversion process for a fiscal year. PINs listed here will also be excluded from projections created for a specific fiscal year.

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 **FC** (Fiscal Year Conversion) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Fiscal Year Conversion Menu will appear.
3. Choose **FX** (Maintain Excluded PINs from FY Conversion) from the Fiscal Year Conversion Menu and press ENTER.	The Maintain Excluded PINs From FY Conversion screen will appear.

```
PHFNC10  PHVC       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/24/2019
PHOWFX1D PHOWFX1M    Maintain Excluded PINS From FY Conversion        1:17 PM

 Action: _ (A,B,C,D,M,N,P)
                                                             Page No.: 1
 Fiscal Year: ____   *Agency Number: ____

                                                             Total PINS:
---------------------------- *PIN Numbers ----------------------------
 ____  ____  ____  ____  ____  ____  ____  ____  ____  ____  ____
 ____  ____  ____  ____  ____  ____  ____  ____  ____  ____  ____
 ____  ____  ____  ____  ____  ____  ____  ____  ____  ____  ____
 ____  ____  ____  ____  ____  ____  ____  ____  ____  ____  ____
 ____  ____  ____  ____  ____  ____  ____  ____  ____  ____  ____
 ____  ____  ____  ____  ____  ____  ____  ____  ____  ____  ____
 ____  ____  ____  ____  ____  ____  ____  ____  ____  ____  ____
 ____  ____  ____  ____  ____  ____  ____  ____  ____  ____  ____
 ____  ____  ____  ____  ____  ____  ____  ____  ____  ____  ____
 ____  ____  ____  ____  ____  ____  ____  ____  ____  ____  ____


     Last Updt DtTm:                      Last Updt User:
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 the following information: **Fiscal Year:** The year that represents the agency's specific 12-month future, current or past financial period. ***Agency:** The agency four digit number. Total of PINs: The system will populate this information. **PIN Number:** At least one PIN number must be listed.	
5. Press ENTER	The system will display the following message: Excluded PIN Record YYYY-AAAA added successfully

Check Actual/Filled Position Counts

This function allows SPB staff to compare the actual and filled PIN counts of an agency against the Agency Fiscal Year Record to verify that the Fiscal Year Record was correctly updated throughout the past year. SPB staff can do a "check" only of the PIN counts, or they can request the system to both "check and update" the Agency Fiscal Year Record if an error is found.

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 **FC** (Fiscal Year Conversion) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Fiscal Year Conversion Menu will appear.
3. Choose **CC** (Check Actual/Filled Position Counts) from the Fiscal Year Conversion Menu and press ENTER.	The Check Actual/Filled Position Counts screen will appear.

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     06/24/2019
PHOWPC1P PHOWPC1M         Check Actual/Filled Position Counts          01:18 PM




         Fiscal Year: 2019    Action: C - C = Check Counts Only
                                      - U = Check and Update Counts













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 fiscal year for the information you are requesting. Action: Enter **C** to check the counts only or **U** to check and update the counts.	
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.

FY Conversion Implementation

The menu options on this screen enable SPB to implement Fiscal Year Conversion by running a series of batch jobs in accordance with a strict outline, prepared in advance of Conversion by SPB and MMRS staff. Each year's conversion process varies and is dependent upon legislative authorization and intent.

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 **FC** (Fiscal Year Conversion) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Fiscal Year Conversion Menu will appear.
3. Choose **FI** (FY Conversion Implementation) from the Fiscal Year Conversion Menu and press ENTER.	The FY Conversion Implementation screen will appear.

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/24/2019
PHOWFY2P PHOWFY2M             FY Conversion Implementation              01:19 PM



            Conversion Effective Date: __ __ ____
                      New Fiscal Year: ____

            FH  Approve PINs' Program Budget
            FC  Propose Salary Adjustment to an Occupation
            FD  Approve Occu New Salary
            FA  Validate All Funded New Positions(Schedule-A)
            FB  Assign PIN to Funded Positions(Schedule-A)
            FF  Realignment Process
            FK  Inservice and Longevity Process
            FG  List of PINs Without Salary Adjustment
            FI  Populate Actual/Filled Position Count per New Fiscal Year
            FE  Delete (P)ending Employee/Position/FY Agency/Agcy FY Pgm Budg

            __


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

Approve PINs' Program Budget

The system submits a batch job that sets pending PIN program budget to (A) approved.

Your Action ...	System Response ...
1. Enter the following information: **Conversion Effective Date**: The calendar date that conversion is effective. Use mm dd yyyy format. **New Fiscal Year**: The fiscal year for the information you are requesting. Enter **FH** (Approve PINs' Program Budget) in the space provided.	
2. Press ENTER.	The selection criteria window will appear.

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/24/2019
PHOWFY2P PHOWFY2M           FY Conversion Implementation                01:31 PM


              Conversion Effective Date: 07 01 2018
                      New Fiscal Year: 2019


          FH  Approve PINs' Program Budget
          F +--------------------------------------------+
          F |    SPB Process Only(Y/N):  Y               |
          F |    Agency Number        :  ____            |
          F |                                            |
          F |                                            |
          F |    Press <PF3> To Exit                     |
          F |                                            |
          F +--------------------------------------------+ scal Year
          FE  Delete (P)ending Employee/Position/FY Agency/Agcy FY Pgm Budg
          fh



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

Your Action ...	System Response ...
3. Enter the desired selection criteria: SPB Process Only (Y/N) or specific agency number.	

Your Action ...	System Response ...
4. 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.

Propose Salary Adjustment to an Occupation

This program is used to maintain the existing occupation. It will copy the Occupation from the Active file to the Pending file and update with new salary from SPB.

Your Action ...	System Response ...
1. Enter the following information: **Conversion Effective Date**: The calendar date that conversion is effective. Use mm dd yyyy format. **New Fiscal Year:** The fiscal year for the information you are requesting. Enter **FC** (Propose Salary Adjustment to an Occupation) in the space provided.	
2. 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.

Approve OCCU New Salary

The system submits a batch job that approves the pending occu records and updates them with the new beginning and start salaries.

Your Action ...	System Response ...
1. Enter the following information: **Conversion Effective Date**: The calendar date that conversion is effective. Use mm dd yyyy format. **New Fiscal Year:** The fiscal year for the information you are requesting. Enter **FD** (Approve Occu New Salary) in the space provided.	

Your Action ...	System Response ...
2. 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.

Validate All Funded New Positions (Schedule-A)

This program will validate all funded new positions and produce error report if error encounter.

Your Action ...	System Response ...
1. Enter the following information: **Conversion Effective Date**: The calendar date that conversion is effective. Use mm dd yyyy format. **New Fiscal Year**: The fiscal year for the information you are requesting. Enter **FA** (Validate All Funded New Positions (Schedule-A) in the space provided.	
2. 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.

Assign PIN to Funded Positions (Schedule-A)

This program will assign PIN numbers to the funded positions and produce a report.

Your Action ...	System Response ...
1. Enter the following information: **Conversion Effective Date**: The calendar date that conversion is effective. Use mm dd yyyy format. **New Fiscal Year**: The fiscal year for the information you are requesting. Enter **FB** (Assign PIN to Funded Positions (Schedule-A) in the space provided.	

Your Action ...	System Response ...
2. 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.

Realignment Process

This program reads all occus with new salary and adjusts salary of all positions.

Your Action ...	System Response ...
1. Enter the following information: **Conversion Effective Date**: The calendar date that conversion is effective. Use mm dd yyyy format. **New Fiscal Year**: The fiscal year for the information you are requesting. Enter **FF** (Realignment Process) in the space provided.	
2. 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.

In-service and Longevity Process

This program adjusts Positions' salary change in in-service process.

Your Action ...	System Response ...
1. Enter the following information: Conversion Effective Date: The calendar date that conversion is effective. Use mm dd yyyy format. New Fiscal Year: The fiscal year for the information you are requesting. Enter **FK** (Inservice and Longevity Process) in the space provided.	

Your Action ...	System Response ...
2. 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.

List of PINs Without Salary Adjustment

This program provides a listing of all employees under SPB's purview who do not have a salary adjustment in FY conversion.

Your Action ...	System Response ...
1. Enter the following information: **Conversion Effective Date**: The calendar date that conversion is effective. Use mm dd yyyy format. **New Fiscal Year**: The fiscal year for the information you are requesting. Enter **FG** (List of PINs Without Salary Adjustment) in the space provided.	
2. 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.

Populate Actual/Filled Position Count per New Fiscal Year

This program populates the Actual and Filled counts on the Agency Fiscal Year Record.

Your Action ...	System Response ...
1. Enter the following information: **Conversion Effective Date**: The calendar date that conversion is effective. Use mm dd yyyy format. **New Fiscal Year**: The fiscal year for the information you are requesting. Enter **FI** (Populate Actual/Filled Position Count per New Fiscal Year) in the space provided.	

Your Action ...	System Response ...
2. 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.

Delete (P)ending Employee/Position/FY Agency/Agcy FY Pgm Budg

This program reads the Employee, Position, FY-Agency and Agency-FY-PGM-Budget files, and if the record status is (P)ending and the agency is under SPB purview, the records are DELETED.

Your Action ...	System Response ...
1. Enter the following information: **Conversion Effective Date**: The calendar date that conversion is effective. Use mm dd yyyy format. **New Fiscal Year**: The fiscal year for the information you are requesting. Enter **FE** (Delete (P)ending Employee/Position/FY Agency/Agcy FY Pgm Budg) in the space provided.	
2. 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.

FY Conversion - NON SPB Agencies (MMRS Only)

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 **FC** (Fiscal Year Conversion) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Fiscal Year Conversion Menu will appear.
3. Choose **CN** (FY Conversion - NON SPB Agencies) from the Fiscal Year Conversion Menu and press ENTER.	The FY Conversion - NON SPB Agencies screen will appear.

```
PHFNC10  PHVC       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/24/2019
PHOWFYAP PHOWFYAM          FY Conversion - NON SPB Agencies            01:35 PM



                New Fiscal Year:  2020              Valid Actions:
                                            Act
    Copy Agency Fiscal year records         :  _    R = Delete existing new FY
    Copy Agency Fiscal year program budgets :  _        data and rollover
    Copy Position program budgets           :  _        from previous FY.
                                                    O = Keep existing new FY
                                                        data not in previous
                                                        FY and recopy all data
    All Agencies   (Y/N) : _                             from previous FY
                                                    C = Keep existing data,
    Specific Agencies:                                   and copy from previous
                                                        FY if data does not
         ____   ____   ____   ____   ____            exist in requested FY
                                                    N = No Action
         ____   ____   ____   ____   ____               exist in requested FY


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: New Fiscal Year: The fiscal year for the information you are requesting. **Copy Agency Fiscal Year Records**: Enter one of the valid actions to copy agency fiscal year records. **Copy Agency Fiscal Year Program Budgets**: Enter one of the valid actions to copy the agency program budget. **Copy Position Program Budgets**: Enter one of the valid actions to copy the PIN program budget. All Agencies (Y/N): Enter either **Y**es or **N**o. Defaults to **N**o. Specific Agencies: Enter at least one agency number if the "Select All Agencies" field is set to **N**o.	

Your Action ...	System Response ...
5. After selection criteria are entered, 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.