# Mississippi Management and Reporting System

## Department of Finance and Administration

| MMRS MASH/Training Materials | | |
|---|---|---|
| 6244 | Position Employee Profile (PEP Forms) | Effective Date: 08/08/2017 |
| | | Version: 5 |

## Table of Contents

Objective ..... 3
Outcome ..... 3
View PEP Information ..... 3
Produce PEP Reports ..... 6
Download of Position and Employment Details ..... 9

**Objective**

Display and Print Position Employee Profile (PEP) forms

**Outcome**

PEP information is displayed and printed successfully

**View PEP Information**

The display option provides a method to view Position Employee Profile information online. This information is generated from other processes of the system. No action can be taken when this option is chosen.

| Your Action ... | System Response ... |
|---|---|
| 1. Choose **PO** (Position) from the Main Menu and press ENTER. | The Position Menu will appear. |

```
PHFNC10  PHV4       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      09/21/2016
PHIMAINU PHIMAINM                   Position Menu                     02:14 PM

         Code      Description                                   FastPath

          MP   Manage Position
          MW   Maintain FY Control Tables
          BA   Browse Active PINs                                 BRAP
          AP   Browse Active/Pending PINs                         BRAPP
          AB   Browse Abolished PINs                              BRABP
          BV   Browse Vacant PINs                                 BRVP
          PR   Produce PEP Report                                 PREP
          PV   View PEP Information                               VPEP
          SV   List of Statewide Vacancies                        LOSV



    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 **PV** (View PEP Information) from the Position Menu and press ENTER. | The Position Employee Profile-1 screen will appear. |

```
PHFNC10  PHV4       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      09/21/2016
PHOMPEPD PHOMPE1M     Position Employee Profile - 1                   02:16 PM
                                                                      2 more >
*Action: _ (C,D)
 *Agency: ____ *PIN: ______

PIN DATA     OCCU:
     Start Salary:              End Salary:            Sal Eff Dt:
      County Code:                FLSA Status:       Pos Auth Dt:
       Pos End Dt:              Emolument Type:       Emolumt Amt:
Pos Creation Type:                Proj Months:      Hrs per Week:
     Service Type:                                  Service Date:
   Retirement Pgm:              Teacher Months:         Exec Serv:
         Org Code:                    Bill Nbr:           Geo Loc:
     Abolish Date:             *Abolish Reason:      *Exempt from Sel cd:
EMPLOYEE DATA SSN:              1 of      Name:
                                                    Pos Vacant Dt:
    Annual Salary:                Hourly Rate:          Mthly Rt:
  State Hire Date:            Last Salary Date:
 Agency Hire date:              Pos Entry Date:
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 ... |
|---|---|
| 3. Choose **D**isplay and enter the following information:<br><br>**Agency**: Enter the agency code xxxx.<br>**PIN**: Enter the position number to be displayed. | |
| 4. Press ENTER. | The Position Employee Profile Information for the selected PIN will be displayed with the following message:<br><br>Position aaaa-pin#-A displayed successfully. |
| 5. Press F11 to view the second panel. | The Position Employee Profile – 2 screen will appear. |

```
PHFNC10  PHV4       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      09/21/2016
PHOMPEPD PHOMPE2M     Position Employee Profile - 2                   02:18 PM
< 1 more                                                              1 more >

  Agency:      PIN:        OCCU:           SSN:

EMPLOYEE DATA    Last Name:                         First Name:
               Maiden Name:                        Middle Name:
                Birth Date:                             Suffix:
               Yrs of Educ:                              Race:     Sex:
           Employee Status:                        Status Date:
                Max Salary:                   Realign Max Rate:
           Prom Max Salary:                      Longevity Amt:
           Date Pin Vacant:                   Ed Bench Long Amt:
             Add/Spec Comp:                                          1   of 1

   Performance Appr Rating:                      Last PAR Date:

SEPARATION DATA  Term Code:                          Term Date:

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 ... |
|---|---|
| 6. Press F11 to view the third panel. | The Position Employee Profile – 3 screen will appear. |

```
PHFNC10  PHV4       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      09/21/2016
PHOMPEPD PHOMPE3M     Position Employee Profile - 3                   02:18 PM
< 2 more

  Agency:      PIN:        OCCU:           SSN:

PROGRAM DATA: Fiscal Year: 2017                              1__ of

       Program Name                  PGM# Percent   GF %    FF %   OF %
-----------------------------------  ---- ------- ------- ------- -------









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

**Produce PEP Reports**

This option is used to print PEP forms from the system.

| Your Action ... | System Response ... |
|---|---|
| 1. Choose **PO** (Position) from the Main Menu and press ENTER. | The Position Menu will appear. |
| 2. Choose **PR** (Produce PEP Report) from the Position Menu and press ENTER. | The Produce PEP Report screen will appear. |

```
PHFNC10  PHV4        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      09/21/2016
PHOMPEPP PHOMPEPM                 Produce PEP Report                   02:22 PM

Enter Agency Numbers for PEP to be Printed:

Print PEP Forms (Large Volume) at ITS? (Y)es or (N)o: N
All Current PEPs: X     Changed PEPs Only: _
From Date: __ __ ____   To Date: __ __ ____   Select All Agencies: N

       Agency#  (A,I,R)        Agency#  (A,I,R)
       -------  -------        -------  -------
    *   ____       _            ____       _
        ____       _            ____       _
        ____       _            ____       _
        ____       _            ____       _
        ____       _            ____       _
        ____       _            ____       _
Include==>  Abolished PINs: N   Terminated Data: N  Previous Employee: N

  (A= All PINs , I = Individual PINs , R = Range of PINs for an Agency)
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 following information:<br><br>Print PEP Forms (Large Volume) at ITS?: System defaults to **N**o. **Only SPB can print at night.**<br>**All Current PEPs:** Enter an "**X**" to print all current PEPs only. Leave blank to print current and changed PEPs.<br>**Changed PEPs Only**: Enter "**X**" to print only changed PEPs. Leave this field blank to print current and changed PEPs.<br>From Date: The start date for the selected records. This is required when the Changed PEPs Only field is indicated.<br>To Date: The start month for the selected records. This is required when the Changed PEPs Only field is indicated. | |

| Your Action ... | System Response ... |
|---|---|
| Continue entering the following information.<br><br>**Select All Agencies**: Enter "**Y**" to run the report for all agencies or "**N**" to specify agencies to be included on the report. The user must have a security level of 3, 4, or 5 to print "ALL" agencies.<br>***Agency#**: Enter at least one agency number if the Select All Agencies field is set to No.<br>**A,I,R**: Enter "**A**" if all PEP forms for the selected agencies are to be printed, "**I**" if individual PIN PEPs are to be printed or "**R**" if a range of PINs is to be printed.<br>Abolished PINs: Enter "**Y**" to print abolished PINs. Enter "**N**" and the PEPs will not be printed for those PINs which have been abolished.<br>Terminated Data: Enter "**Y**" to include information on the employee that was terminated from this position. The position must be vacant to show this data.<br>Previous Employee: Enter "Y" to print information for both the current and previous employee assigned to this position. Enter "N" to print only the information for the current employee in this position.<br>PEP Identification Msg: Enter PEP identification message. | |
| 4. If **A**ll is selected, a Batch Job Submission pop up window appears. | |

```
PHFNC10  PHV4       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      09/21/2016
PHOMPEPP PHOMPEPM                Produce PEP Report                   02:22 PM

Enter Agency Numbers for PEP to be Printed:

Print PEP Forms (Large Volume) at ITS? (Y)es or (N)o: N
All Current PEPs: X     Changed PEPs Only: _
From Date: __ __ ____   To Date: __ __ ____   Select All Agencies: N
              +------------------Batch Job Submission------------------+
       Agency |                                                        |
       ------ |         Job Name: PH726030  *Job Class: A              |
    *   0160  |                                                        |
        ____  |  Job Description: PEP Report                           |
        ____  |                                                        |
        ____  |     *Destination: R10_____  *Msg Class: Z              |
        ____  |                                                        |
        ____  |                                *Sysout                 |
Include==>  A |                  Reports        Class   Forms    Copies |
              |  PEP Report                       A    ________   1__  |
  (A= All PIN +--------------------------------------------------------+
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                   Quit
```

| Your Action ... | System Response ... |
|---|---|
| 5. If **I**ndividual is selected, a Browse by PINs for an Agency screen appears. | |

```
PHFNC10  PHVB       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      09/22/2016
PHOMPESB PHOMPESM       Browse by PINs for an Agency                 10:58 AM

 Action: (S)            Press PF3 when selection is completed.

*Act  PIN    OCCU         SSN                Name
---- ------ ---------  --------- ----------------------------------
 _        1      1959
 _        5      2149
                         *** End of Data ***









*PIN: ______      Agency#: 0869   Name: ARCHIVES-LOCAL GOVT RECORDS
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 ... |
|---|---|
| 6. If **R**ange is selected, a pop up window requesting Range From and Range To appears. | |

```
PHFNC10  PHVB       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      09/22/2016
PHOMPEPP PHOMPEPM                Produce PEP Report                   11:00 AM

Enter Agency Numbers for PEP to be Printed:

Print PEP Forms (Large Volume) at ITS? (Y)es or (N)o: N
All Current PEPs: X     Changed PEPs Only: _
From Date: __ __ ____   To Date: __ __ ____   Select All Agencies: N

       A +-------0160 PERSONNEL BOARD - STATE-------+
       - |                                          |
    *    |          RANGE FROM: _______             |
         |          RANGE TO  : _______             |
         |                                          |
         +------------------------------------------+
        ____       _            ____       _
        ____       _            ____       _
Include==>  Abolished PINs: N   Terminated Data: N  Previous Employee: N

  (A= All PINs , I = Individual PINs , R = Range of PINs for an Agency)
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                     Quit
```

| Your Action ... | System Response ... |
|---|---|
| 7. Press ENTER. | The Batch Job Submission pop up window is displayed. When ENTER is pressed, the system will display the following message:<br><br>XXXXX XXXXXXX Has Been Submitted Successfully. |

**Download of Position and Employment Details**

This job provides a download file providing a report for Position Occupation Report, Employee Report, Performance Appraisal Report, Address Report, and Demographic Report.

| Your Action ... | System Response ... |
|---|---|
| 1. Choose **PO** (Position) from the Main Menu and press ENTER. | The Position Menu will appear. |
| 2. Choose **MP** (Manage Position) from the Position Menu and press ENTER. | The Manage Position Menu will appear. |

```
PHFNC10  PHVH       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      08/08/2017
PHIMAINU PHIMAINM                Manage Position Menu                 12:26 PM

          Code      Description                                     FastPath

           MP   Maintain Position Information                       MNPI
           IA   Intra-Agency Position Transfer                      IAPT
           RA   Full-time/Part-time Swap                            FPTS
           AA   Abolish Position                                    ABPO
           TL   FY Time-Limited Position Re-authorization           TLPR
           RR   Reallocation/Reclassification                       RARC
           PB   Program Budget Information                          PBUD
           P1   Produce PIN/OCCU PAR Indicator Report               PAR1
           RP   Produce Program Budget Report By Agency             PINBUD
           DP   Download of Position and Position Budget Info
           PE   Download of Position and Employment Details         POEM
           PL   Browse Position Log File                            POSL

     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 **PE** (Download of Position and Employment Details) from the Manage Position Menu and press ENTER. | The Download of Position and Employment Details screen will appear. |

```
PHFNC10  PHVB   STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM          09/22/2016
PHOPPNAD PHOPPNAM   Download of Position and Employment Details       11:14 AM




                *Agency: ____ ____ ____ ____ ____ ____ ____ ____ ____ ____
                         ____ ____ ____ ____ ____ ____ ____ ____ ____ ____


                 WINS Only: N



                   File Name:

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 ***Agency Number** and press ENTER. | The Batch Job Submission pop up window will appear.<br><br>The system will populate the File Name. |