Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Training Materials		
6009	How to Hire a Worker Within WIN Without Contract – Board Member (Travel and Per Diem Only)	Revision Date: 08/02/2018
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Travel and Per Diem Only

Step 1 – Demographic Record

Check to determine if a demographic record exists for the board member. If not, enter the demographic information into SPAHRS. (Only Panel 1 is required.)

Your Action …	System Response …
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **ME** (Maintain Employee/Worker Information) from the Employment Menu and press ENTER.	The Maintain Employee/Worker Information Menu will appear.
3. Choose **ED** (Maintain Employee/Worker Demographics) from the Maintain Employee/Worker Information Menu and press ENTER.	The Maintain Employee/Worker Demographics screen will appear.

```
PHFNC10  PHVB       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      04/25/2017
PHOMDM1D PHOMDM1M     Maintain Employee/Worker Demographics           11:06 AM
                                                                      2 more >

*Action: _ (A,B,C,D,M,P)                              Press PF3 to continue

         *SSN: _________
    Last Name: ____________________  First Name: ________________  Suffix: ____
  Middle Name: ________________     Maiden Name: ____________________
Date of Birth: __ __ ____
 *Gender Code: _                     *Race Code: _
  *EEO Change: _    Email: ________________________________________
  Mailing Address: Street: ________________________________________
                           ________________________________________
                     City: ________________   *State: __ Zip: _____ - ____
Permanent Address: Street: ________________________________________
                           ________________________________________
                     City: ________________   *State: __ Zip: _____ - ____
    Phone Numbers:   Home: ___  ___ - ____    Other: ___  ___ - ____

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

Your Action …	System Response …
4. Press **F11** to access the second panel of this screen.	The second screen will appear.

```
FMSAS23  PHV3        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      03/12/2013
PHOMDM1D PHOMDM3M           Contact Information                        10:33 AM
< 1 more                                                               1 more >

*Action: _ (A,B,C,D,M,P)
         *SSN: _________                                                1_ of 10
*Contact Type: __ __ __ __ __ __ *Relationship: __
         Name: ____________________________________________    SSN: _________
      Address: ____________________________________________
               ____________________________________________
         City: ________________      *State: __    Zip Code: _____ - _______
Primary Phone: ___ - _______  Ext: ____ Other Phone: ___ - _______  Ext: ____

*Contact Type: __ __ __ __ __ __ *Relationship: __
         Name: ____________________________________________    SSN: _________
      Address: ____________________________________________
               ____________________________________________
         City: ________________      *State: __    Zip Code: _____ - _______
Primary Phone: ___ - _______  Ext: ____ Other Phone: ___ - _______  Ext: ____

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

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

```
FMSAS23  CI          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      03/12/2013
PHOMDM1D PHOMDM4M         Miscellaneous Information                   10:35 AM
< 2 more

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

              *SSN: _________

               State Hire Date: __ __ ____  Termination Date: __ __ ____
    Permanent State Serv Status: _
                      From Date: __ __ ____           To Date: __ __ ____

            Probationary Status: _
                      From Date: __ __ ____           To Date: __ __ ____

           Veteran's Preference: _
             Years of Education: __
             *Insurance Network: __
               PERS Entry Date: __ __ ____

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

Step 2 – Create WIN for Board Member(s)

Your Action …	System Response …
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **EE** (Maintain Worker Within WIN) from the Employment Menu and press ENTER.	The Maintain Worker Within WIN Menu will appear.
3. Choose **WC** (Maintain WIN Without Contract) from the Maintain Worker Within WIN Menu and press ENTER.	The Maintain WIN Without Contract screen will appear.

```
FMSAS23  PHV3        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      03/12/2013
PHOMMP1D PHOMMP1M           Maintain WIN Without Contract              10:46 AM

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

         *Agency #: ____
              *WIN: ______    Approval: _

 *WIN Service Type: ___
               SSN:              Contract#:
      *Wcomp Class: _____
         *Schedule: __
      *FLSA Status: _
     Geo. Location: __ __ __ __ __ __
       *Pay Method: _                      *Extra Hrs: __
    *Pay Frequency: _
      WIN End Date: __ __ ____   Warrant Sort Details: __________
   *Retirement Pgm: _____ _____        *PERS PIN Code: _____
      Trans Eff Dt: __ __ ____           Transmit for Approval: _

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. Enter the following information: **Action:** Enter "**A**" ***Agency #:** Enter the four digit agency number.	
5. Press Enter.	
6. Enter the following information: *WIN: Assigned by SPAHRS once Enter is pressed; ***WIN Service Type:** Enter **BOA** (Board/Comm Mmbrs). ***Wcomp Class: Leave blank. SSN: Leave Blank. Contract #: Leave Blank. ***Schedule:** Enter a positive reporting schedule.	

Your Action …	System Response …
Continue entering the following information: ***FLSA:** Enter code **E** (Exempt). Geo Location: Use at agency's discretion. ***Pay Method:** Enter **H** (Hourly). ***Extra Hrs:** Enter **E2** (Exempt from FLSA, 7 Day, Agency = Pay, FLSA = N/A). ***Pay Frequency:** Enter **T** (Travel), unless authorized for a monthly salary, in which case enter an **M**. WIN End Date: Leave blank. Warrant Sort Details: Leave blank. *Retirement Pgm: Leave blank, unless the worker is a Rehired Retiree, then enter the code RETIR. *PERS PIN Code: Will default to 0000 (Non-Participating PIN/WIN. If Board Member is a Rehired Retiree, enter the code 0010 **Trans Eff Dt:** Enter the date the WIN will become effective (MM DD YYYY). **Transmit for Approval**: Enter **Y**es.	
7. Press Enter. Remember the new WIN number to use to Hire Worker into the BOA WIN.	The system will display the following message: WIN W-AAAA-XXXX-P added successfully

Step 3 - Hire Worker into WIN Without Contract (Board Members)

Your Action …	System Response …
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **EE** (Maintain Worker Within WIN) from the Employment Menu and press ENTER.	The Maintain Worker Within WIN Menu will appear.
3. Choose **EO** (Hire Within WIN Without Contract) from the Maintain Worker Within WIN Menu and press ENTER.	The Hire Within WIN Without Contract screen will appear.

```
PHFNC10  PHVC       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      08/02/2018
PHOMHWPD PHOMHWPM        Hire Within WIN Without Contract             12:39 PM

 *Action: _ (A,B,C,D,M,P)
  *Agency:          *SSN:
     *WIN:
     Requested Effective Date:                  Approval:

            *Wcomp Class:
               *Schedule:      *FLSA Status:
           Pay Frequency:
              Pay Method:                          *Extra Hrs:
            Geo Location:
           WIN Hire Date: __ __ ____
        *New Hire Reason: HEWWIN
       Expected End Date: __ __ ____
         *Retirement Pgm:                           *PERS PIN Code:
                          Hourly Rate   Weekly Rate  Monthly Rate
        *Proposed Salary:  __________    ________    ________
                                            Transmit for Approval: _
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: **Action:** Enter "**A**" ***Agency #:** Enter the four digit agency number. **SSN:** Enter the SSN of the Board Member. ***WIN:** Enter the WIN number assigned by the system in Step #2 above.	
5. Press Enter.	
6. Enter the following information: **WIN Hire Date:** Enter hire date (MM DD YYYY). *****New Hire Reason: "HEWWIN" is system-generated (no action required by user). Expected End Date: Enter expected end date if applicable (MM DD YYY) Proposed Salary: Leave all three rates blank. **Transmit for Approval:** Enter **Y**es.	
7. Press Enter.	The Eligibility Information screen appear will appear.

```
FMSAS23  PHV3        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      03/12/2013
PHOMDM4D PHOMDMFM      Maintain Employee/Worker Eligibility Info       10:22 AM
                                                                        1 more >
*Action: _ (A,C,D,M)                                   Press PF3 to continue
 *Agency: ____ *SSN: _________

 P/W PIN/WIN   PIN/WIN    PIN/WIN
 Ind   Nbr    Hire Date  Term Date  *Eligibility Sequence Nbr
 --- -------  ---------- ---------- ------------------------------------------
  _   ______  __________ __________  ___ ________________________________________
  _   ______  __________ __________  ___ ________________________________________
  _   ______  __________ __________  ___ ________________________________________
  _   ______  __________ __________  ___ ________________________________________
  _   ______  __________ __________  ___ ________________________________________

 Agency Hire Date..:                 Employee Status:
 Agency Term Date..:                 From:            To:
 I9/E-Verify Status: _               Transaction Date: __ __ ____

 Last Upd Date/Time:                            Last Upd UserId:
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note  Hist                     Left  Right Quit
```

Your Action …	System Response …
8. Enter the following information: ***Eligibility Sequence Nbr:** Enter eligibility sequence number that applies: **15** if Board or Committee Member or **16** if PERS or Legislative Board member. **I9/E-Verify Status:** Enter **Y**es or **N**o. **Transaction Date:** Enter the date (MM DD YYYY) the Board Member was hired into the WIN.	
9. Press ENTER.	The following message will be displayed: Employee-Agency XXXXXXXXXXXX-AAAA added successfully
10. Press **F3** to continue (back to the "Hire Within WIN Without Contract" screen).	

Step 5 – Setup Tax Records for the Board Member

Federal Taxes

Your Action …	System Response …
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **MP (**Maintain Payroll Information) from the Employment Menu and press ENTER.	The Maintain Payroll Information Menu will appear.
3. Choose **FT** (Maintain Federal Taxes) from Maintain Payroll Information Menu and press ENTER.	The Maintain Federal Taxes screen will appear.

```
FMSAS23  PHV3        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      03/12/2013
PHOMTX1D PHOMTX1M                Maintain Federal Taxes                 12:35 PM

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

 *Agency: ____ *SSN: _________
             Tax Id: _________
     Effective Date: __ __ ____

Fed Tax: I9/E-Verify Status:          EIC:  Earned Income Credit: _
          Form W4 Submitted: _                *EIC Filing Status: _
       Tax Exempt Indicator:                     Expiration Date: __ __ ____
        IRS Audit Indicator: _        FICA:
       Number of Allowances: __              Medicare Wages Trans: ____________
          Additional Amount: ____________      Curr Medicare Rate:
             *Filing Status: _                 OASDI Wages Trans: ____________
           Expiration Date: __ __ ____            Curr OASDI Rate:
                                                   Tax Exempt Ind:
                                                  Expiration Date: __ __ ____

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. Enter the following information: **Action:** Enter "**A**" ***Agency #:** Enter the four digit agency number. **SSN:** Enter the SSN of the Board Member. **Effective Date:** Enter the date the Board Member was hired into the WIN.	
5. Press Enter.	The system will display the following message: Specific Taxes F- XXXXXXXXXXXX-AAAA-MCARE-XXXXXX added successfully.

State Taxes

Your Action …	System Response …
1. Choose **EM** (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose **MP (**Maintain Payroll Information) from the Employment Menu and press ENTER.	The Maintain Payroll Information Menu will appear.
3. Choose **MS** (Maintain State Tax) from Maintain Payroll Information Menu and press ENTER.	The Maintain State Tax screen will appear.

```
FMSAS23  PHV3        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      03/12/2013
PHOMTX2D PHOMTX2M                 Maintain State Tax                   12:46 PM

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

  *Agency: ____ *SSN: _________
              Tax Id: _________
      Effective Date: __ __ ____

                   Tax Code: MSIT   Mississippi State Tax
     State Tax Form Submitted: _
         Tax Exempt Indicator:
        Exempt Amount Claimed: ____________
      Dependent Exemption Amt: ____________
  Age/Blindness Exemption Amt: ____________
          Total Exemption Amt:
   Additional Withholding Amt: ____________
               *Filing Status: _
              Expiration Date: __ __ ____

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. Enter the following information: **Action:** Enter "**A**" ***Agency #:** Enter the four digit agency number. **SSN:** Enter the SSN of the Board Member. **Effective Date:** Enter the date the Board Member was hired into the WIN.	
5. Press Enter.	The system will display the following message: Specific Taxes S-XXXXXXXXXXXX-AAAA-MSIT-XXXXXXX added successfully

Step 6 – Request an "S" Vendor Number if the person is a new board member.

1. Complete the Vendor File Maintenance Form (See MAAPP Manual on DFA website).
2. Specify on the form that the request is for a board member.
3. Request that the board member's PID number be used as the "S" vendor number. (The number = S000, plus the last 6 numbers of the Pid Number, plus another 0). S000xxxxxx0
4. Submit the request to Bureau of Financial Control (BFC) at DFA.

Accounting Distribution for Board Member (BOA) or Travel (Per Diem)

Before payroll can be processed, each WIN must have an established WIN Account Distribution reflecting the appropriate accounting codes to post an accounting transaction. Before payments can be made on a worker without contract, such as Board Member (BOA) and Travel (Per Diem) WINs, a default accounting distribution must be created for a worker. Accounting distributions enable SPAHRS expenditures to be charged to one or multiple funding sources.

Your Action …	System Response …
1. Choose **MC** (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose **CW** (Contract WIN Menu) from the Manage Contracts Menu and Press ENTER.	The Contract WIN Menu will appear.
3. Choose **CD** (Maintain WIN Account Distribution) from the Contract WIN Menu, **OR** from the Main Menu on the Direct Command line type **MWAD** (Maintain WIN Account Distribution) and press ENTER. **Note**: An alternate path to access this screen is **PA-GS-MD-CD**.	The Maintain WIN Account Distribution screen will appear.

```
PHFNC10  PHVE       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      08/02/2018
PHPSDE2D PHPSDE2M        Maintain WIN Account Distribution            12:47 PM
      *Action: _  (A,C,D,M,N,P)
      *Agency:                                Budget Fiscal Year:
         WIN#:                                Last Distributed:
       Start Date:                            End Date:   __ __ ____   Note : N

   of
      *F                *Sb*Rptg*Project       Sb                       Percent
Ln Pgm S*Fund*Actv*Org Org Cat  Number  *Loc Obj*Agcy-1*Agcy-2*Agcy-3 Dist
1   __ _ ____ ____ ____ __ ____ ________ ____ __ ______ ______ ______ _______
2   __ _ ____ ____ ____ __ ____ ________ ____ __ ______ ______ ______ _______
3   __ _ ____ ____ ____ __ ____ ________ ____ __ ______ ______ ______ _______
4   __ _ ____ ____ ____ __ ____ ________ ____ __ ______ ______ ______ _______
5   __ _ ____ ____ ____ __ ____ ________ ____ __ ______ ______ ______ _______
6   __ _ ____ ____ ____ __ ____ ________ ____ __ ______ ______ ______ _______
7   __ _ ____ ____ ____ __ ____ ________ ____ __ ______ ______ ______ _______
8   __ _ ____ ____ ____ __ ____ ________ ____ __ ______ ______ ______ _______
      Save With Errors (Y/N): _                        Total Percent:
      Copy (Y/N):             Paste (Y/N):                  Approval: N
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note        Bkwd  Fwd                     Quit
```

Your Action …	System Response …
4. Choose **A**dd for the action and enter the following information: ***Agency**: Enter the 4-digit SPAHRS agency code xxxx. **Budget Fiscal Year**: Enter the budget fiscal year (yyyy) for the default schedule being established. **WIN #**: Enter the WIN number. Last Distributed: The system populates the date of the last distribution for this worker. **Note**: Once a last distributed date has been posted, the only field on this screen that may be modified is the End Date. **Start Date**: Enter the start date of the distribution in MM DD YYYY format.	
5. Press Enter.	
6. Enter the following information: **End Date**: Enter the end date for the distribution in MM DD YYYY format. The end date may be any time within the current fiscal year or future-dated into successive fiscal years. If the end date is after 6/30 of the current budget fiscal year, the system will roll this table over to the next budget fiscal year. **Note**: If the distribution is related to a grant, the end date should be equal to the grant expiration date, or the last day that payment or accounting adjustments can be made to the grant. **Note**: **Y**es indicates that notes have been attached to this record; to view, press PF5. Copy: The system defaults to **N**o. Enter **Y**es to copy all entries on this screen to another position. Paste: The system defaults to **N**o. Enter **Y**es to paste entries from a previous screen. Approval: Enter **Y**es to request approval. The entry will change to **A**pproved when the default distribution has been approved. The system defaults to **N**o, meaning the request is not to be sent for approval. **Pgm**: Enter the two-digit SPB program number. ***FS**: Enter **F**ederal, **G**eneral or **O**ther to indicate the funding source.	

Your Action …	System Response …
7. Continue to enter the WIN Accounting information ***Fund**: Enter the four-digit fund code. *Actv: Enter the four-digit activity code. *Org: Enter the four-digit organization code. *Sb Org: Enter the two-digit sub-organization code if applicable. *Rptg Cat: Enter the four-digit reporting category code if applicable. *Project Number: Enter the eight-digit project number if applicable. *Loc: Enter the location code if desired. Sb Obj: Enter the two-digit sub-object code if applicable. *Agcy – 1, Agcy – 2, Agcy – 3: Enter an agency-defined code in any or all fields if desired. **Percent Dist**: Enter the percentage of the cost to be posted to the codes defined on this line. Enter additional accounting lines as necessary. Save With Errors: The system defaults to **N**o. Enter **Y**es, if you choose to save the record with errors. Total Percent: The system sums this column. **Note**: The total must equal 100%.	
8. Press ENTER when all information has been added.	The following message is displayed: Date Effective Account Distribution added successfully.