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# Mississippi Management and Reporting System

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**Department of Finance and Administration**

<b>MMRS MASH/Training Materials</b>		
6215	Employment Transfers and Separations	Revision Date: 12/22/2006
		Version: 2

**Employment Transfers and Separations  
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**Objective**

Transfer employees and separate employees

**Outcome**

Intra-agency employee transfers (within Master Agency) occur and employee separations are made.

**Intra Agency Employee Transfer**

Your Action ...	System Response ...
1. Choose EM (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose <b>EP</b> (Maintain Employee with PIN) from the Employment Menu and press ENTER.	The Maintain Employee with PIN Menu will appear.
3. Choose <b>AT</b> (Intra Agency Employee Transfer) from the Maintain Employee with PIN Menu and press ENTER.	The Intra Agency Employee Transfer screen will appear.

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PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/06/2006
PHOMAT1D PHOMAT1M Intra Agency Employee Transfer 12:48 PM

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

*Curr Agency: ____ *PIN: _____ Occu:
*SSN: _____
Requested Effective Date: __ __ ____ Approval: __
Curr Occu Start Salary: _____ Curr Occu End Salary: _____
PAR: _____ PAR Effective Date: _____
Annual Salary Hourly Rate Monthly Rate
Current Salary: _____

New Agency: ____ *PIN: _____ Occu:
Req Occu Start Salary: _____ Req Occu End Salary: _____
Selection Exempt: Annual Salary Hourly Rate Monthly Rate
*Requested Salary: _____
*Pay Change Reason: _____
Pay Change Start Date: __ __ ____ Transmit for Approval: _

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

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Your Action ...	System Response ...
<p>4. Choose <b>Modify</b> and enter the following information:</p> <p><b>*Curr Agency:</b> The current agency codes the employee transferring from.</p> <p><b>*PIN:</b> The PIN the employee currently occupies.</p> <p>Occu Title: This is completed by the system.</p> <p><b>SSN:</b> The employee's social security number.</p> <p>Requested Effective Date: MM DD YYYY. The system will populate the date of the last active record and change to the current date once the record has been submitted for approval.</p> <p>Approval: Indicates the status of the request. Approved or Pending.</p>	
<p>5. Press ENTER and enter the following information:</p> <p>Curr Occu Start and End Salaries: These are completed by the system.</p> <p>PAR: The last performance appraisal rating for the employee. This is completed by the system.</p> <p>PAR Effective Date: The effective date of the employees PAR rating. This is completed by the system.</p> <p>Current Salary: Annual Salary/Hourly Rate/Monthly Rate: These are completed by the system.</p> <p><b>New Agency:</b> xxxx; must be within the same Master Agency.</p> <p><b>*PIN:</b> The PIN number into which the employee is to being transferred.</p> <p>Occu: This will be completed by the system.</p> <p>Req Occu Start and End Salaries: These will be completed by the system.</p> <p>Selection Exempt: This is populated by the system.</p>	

Your Action ...	System Response ...
<p><b>Requested Salary:</b> Annual Salary/Hourly Rate/ Monthly Rate: Enter an amount in the Annual Salary field only. The remaining fields will be completed by the system.</p> <p><b>*Pay Change Reason:</b> A code denoting the reason the transfer is to occur.</p> <p><b>Pay Change Start Date:</b> MM DD YYYY.</p> <p><b>Transmit for Approval:</b> Enter "Y"es to indicate that the information is complete and the request is ready to be sent for approval; "N"o to indicate the record is not ready for approval. If the approval has been approved but not processed, the value will be "F" - approved for a future date. If the record has been approved, it cannot be modified unless the user first withdraws the approval record.</p>	
<p>6. Press ENTER.</p>	<p>If the employee has not received a performance rating in the past 90 days, the Record Performance Appraisal screen will appear with the Agency, SSN, PIN and Occupation information for the employee displayed. **</p> <p>Otherwise the Create Approval Record screen will appear.</p>
<p>7. Enter a note of justification for all approvers and press ENTER.</p>	<p>The Intra Agency Employee Transfer screen will appear with the following message displayed:</p> <p>Employee #####-aaaa-p-#-p added successfully.</p>

\*\*Refer to the PAR workbook for instructions on performing and entering performance appraisal information.

**Separate Employee Within PIN**

Your Action ...	System Response ...
1. Choose <b>EM</b> (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose <b>EP</b> (Maintain Employee with PIN) from the Employment Menu and press ENTER.	The Maintain Employee with PIN Menu will appear.
3. Choose <b>SE</b> (Separate Employee within PIN) from the Maintain Employee with PIN Menu and press ENTER.	The Separate Employee with PIN screen will appear.

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PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/06/2006
PHOME3D PHOME3M Separate Employee within PIN 01:40 PM

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

*Agency: _____ *SSN: _____
*PIN: _____ Occu: _____
Effective Date: __ __ __ __ Approval: __

*Separation Reason: __
*RIF Reason: __
Separation Date: __ __ __ __
In Good Standing: __
LOA Expected Return Date: __ __ __ __
Exit Interview Date: __ __ __ __
Service Status:
Vacate PIN: __

Leave Balances:
Personal: Major Medical:
Agency Comp: FLSA Comp: 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 ...
<p>4. Choose <b>Modify</b> and enter the following information:</p> <p><b>*Agency:</b> The agency code xxxx.</p> <p><b>*SSN:</b> The social security number of the employee being separated.</p> <p><b>*PIN:</b> The Position Identification Number occupied by the employee.</p> <p>Occu: This is completed by the system.</p> <p>Effective Date: MM DD YYYY. The system will populate the date of the last active record and change to the current date once the record has been submitted for approval.</p>	

Your Action ...	System Response ...
Approval: A Pending status will be assigned by the system.	
<p>5. Press ENTER and enter the following information:</p> <p><b>*Separation Reason:</b> Code denoting the reason for the separation.</p> <p><b>*RIF Reason:</b> code denoting the reason for the RIF. Required if separation reason code was reduction in force; otherwise this field remains blank.</p> <p><b>Separation Date:</b> The date the employee is being separated from the PIN. MM DD YYYY.</p> <p><b>In Good Standing:</b> Indicates if an employee left in good standing. Valid codes are <b>Yes</b> or <b>No</b>.</p> <p><b>LOA Expected Return Date:</b> Required if the Separation Reason code is for a Leave of Absence; otherwise this field remains blank. If entered, the date must be after the separation date.</p> <p><b>Exit Interview Date:</b> MM DD YYYY; date must be less than or equal to the separation date.</p> <p><b>Service Status:</b> This is the service status of the employee and is completed by the system.</p> <p><b>Vacate PIN:</b> Enter <b>Yes</b> or <b>No</b>. On all separations, with the exception of Leave of Absence, the position should be vacated. For Leave of Absence the agency has the discretion of vacating the position. System will not allow a PIN to be marked vacant if for FMLA.</p> <p><b>Leave Balances:</b> These fields are completed by the system.</p>	

Your Action ...	System Response ...
<p><b>Transmit for Approval:</b> Enter "Y"es to indicate that the information is complete and the request is ready to be sent for approval; "N"o to indicate the record is not ready for approval. If the approval has been approved but not processed, the value will be "F" - approved for a future date. If the record has been approved, it cannot be modified unless the user first withdraws the approval record.</p>	
<p>6. Press ENTER.</p>	<p>The Create Approval Record screen will appear.</p>
<p>7. Enter note of justification for all approvers and Press ENTER.</p>	<p>The Separate Employee with PIN screen will be displayed with the following message:</p> <p>Employee #####-aaaa-p-#-p modified successfully.</p>