
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6276	SPAHRM HR WSF Salary Survey	Revision Date: 01/20/2012
		Version: 3

**SPAHRS HR WSF
Salary Survey
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Objective

Develop an understanding of the Salary Survey process

Outcome

Ability for SPB to conduct Salary Surveys

Overview

The State Personnel Board requires salary surveys to be conducted to document requests for new classes, realignments, and reallocations of job classes. These surveys request detailed information from the entity being surveyed to include type of entity (public or private), address, contact person, Standard Industrial Code for the type of industry being surveyed, and the geographical area of the labor market. Specific job information such as the benchmark occupation code and title, annual start salary, maximum salary, average salary, and number of employees is also obtained. SPB reviews the information gathered in the survey process and uses it to make decisions pertaining to compensation of state occupations.

Maintain Salary Survey Information

The salary survey information is recorded in SPAHRS using the screens discussed below. Information captured in this section is used to create browses, reports, or mailing labels. Additionally, SPAHRS provides a feature that enables the user to rollover the survey results from one fiscal year to another. This feature is discussed later in this section.

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.

FMSAS23	PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	01/18/2012
PHIMAINU	PHIMAINM	Propose Wage, Salary and Fringe Benefits Menu	10:52 AM
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 SS (Salary Survey Menu) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Salary Survey Menu will appear.

FMSAS23	PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	01/18/2012
PHIMAINU	PHIMAINM	Salary Survey Menu	10:53 AM

Code	Description	FastPath
R0	Rollover Respondent File for Next Survey FY	RRES
SS	Maintain Salary Survey Information	SURV
BN	Browse Respondents by Name	RNAM
BF	Browse Respondents by Survey Year	RSFY
BB	Browse Occu by Benchmark	BNCH
SB	Salary Survey Report Menu	SALB
B0	Browse Benchmark by Occu Code	OCBN

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 SS (Maintain Salary Survey Information) from the Salary Survey Menu and press ENTER.	The Maintain Salary Survey Information screen will appear.

FMSAS23 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/18/2012
 PHOWSR1D PHOWSR1M Maintain Salary Survey Information 10:56 AM
 1 more >

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

* Respondent: _____ * Public: _ * Survey FY: _____

Contact: _____ Contact Title: _____

Telephone: ___ ___ ___ Extension: _____
 Fax Number: ___ ___ ___ Extension: _____

Email Address: _____

Address: _____

* SIC Code: _____ * Labor Market Code: _ Total Nbr of Employees: _____

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

Your Action ...	System Response ...
4. Enter the following required information: *Respondent: Name of entity responding to survey. *Survey FY: The fiscal year being surveyed. If left blank system will default to current fiscal year.	
5. Press ENTER.	
6. Enter the following information as desired: *Public: Enter Yes if respondent is a public entity and No if a private entity. Contact: Enter the name of the contact person. Contact Title: The job title of the individual responding to the salary survey Telephone: The telephone number of the contact person. Extension: The extension of the contact person. Fax Number: The fax number of the contact person.	

Your Action ...	System Response ...
Continue entering the following information: Extension: The fax number extension of the contact person. Email Address: The E-mail address of the contact person. Address: The mailing address of the contact person. *SIC Code: Enter the Standard Industrial Classification code for the type of industry. * Labor Market Code: Enter the two character code indicating the location of the labor market (i.e., in-state, contiguous Mississippi, etc.). Total Nbr of Employees: The total number of employees of respondent entity.	
Press F11 to access the next panel.	The second panel of this screen will appear

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FMSAS23 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/18/2012
PHOWSR1D PHOWSR2M Maintain Salary Survey Information 11:11 AM
< 1 more
*Action: M (A,B,C,D,M,P)

Respondent: KATIE Public: Y Survey FY: 2012

```

<u>1</u> of * Benchmark	Respondent Title	Annual Start Salary	Annual Maximum Salary	Number of Emps	*I	Seq No.
-----	-----	-----	-----	-----	---	-----
_____	_____	_____	_____	_____	-	_____
_____	_____	_____	_____	_____	-	_____
_____	_____	_____	_____	_____	-	_____
_____	_____	_____	_____	_____	-	_____
_____	_____	_____	_____	_____	-	_____
_____	_____	_____	_____	_____	-	_____
_____	_____	_____	_____	_____	-	_____
_____	_____	_____	_____	_____	-	_____
_____	_____	_____	_____	_____	-	_____
_____	_____	_____	_____	_____	-	_____

```

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

```

Your Action ...	System Response ...
<p>7. Enter the following information:</p> <p>*Benchmark: The benchmark occupation code used in this survey. Respondent Title: The title for the benchmark occupation used in this survey. Annual Start Salary: The start salary for this benchmark occupation for this respondent. Annual Maximum Salary: The annual maximum start salary for this benchmark occupation for this respondent. Number of Employees: The number of employees of responding entity. *I: Indicator for inclusions in realignment. Seq. Number: Sequential line number of each benchmark.</p>	
<p>8. Press ENTER.</p>	<p>The following message will be displayed: Survey YYYY-XXXX added successfully.</p>

Rollover Respondent File for Next Survey Fiscal Year

This feature of SPAHRS enables the user to rollover the survey information obtained in one fiscal year to the next fiscal year.

Your Action ...	System Response ...
<p>1. Choose PW (Propose Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.</p>	<p>The Propose Wage, Salary, and Fringe Benefits Menu will appear.</p>
<p>2. Choose SS (Salary Survey Menu) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.</p>	<p>The Salary Survey Menu will appear.</p>
<p>3. Choose RO (Rollover Respondent File for Next Survey FY) from the Salary Survey Menu and press ENTER.</p>	<p>The Rollover Respondent File for Next Survey FY screen will appear.</p>


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FMSAS23 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/18/2012
PHOWB05P PHOWB05M Rollover Respondent File for Next Survey FY 11:21 AM

Rollover Survey FY Information From: * ____ (YYYY)
                                         To: ____ (YYYY)

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: *From (YYYY): Enter the beginning year date. To (YYYY): Enter the ending year date.	
5. Press ENTER.	A Batch Job Submission pop up window appears which directs the generation of the report. When ENTER is pressed, the system will display the following message: XXXXX XXXXXXXX Has Been Submitted Successfully.

Browse Options

Several browse options are provided to include browsing survey respondents by name and by fiscal year in which they responded, and by browsing occupation by benchmark title.

Browse Respondents by Name

The Browse Respondents by Name screen is used by SPB to browse and maintain the salary survey respondents by name.

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 SS (Salary Survey Menu) from the Propose Wage, Salary, and Fringe Benefits Menu and Press ENTER.	The Salary Survey Menu will appear.
3. Choose BN (Browse Respondents by Name) from the Salary Survey Menu and Press ENTER. Selection criterion includes Respondent Name.	The Browse Respondent by Name screen will appear. Information is displayed by Respondent Name, Survey FY, Phone Number, Extension, Public Indicator, and Market Code.

Panel 1

```
FMSAS23 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/18/2012
PHOWSR1B PHOWSR3M Browse Respondents by Name 12:10 PM
1 more >
(D,M) Survey
*Action Respondent Name FY Contact Name
-----
*** End of Data ***

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

Panel 2

```

FMSAS23 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/18/2012
PHOWSR1B PHOWSR3M Browse Respondents by Name 12:11 PM
< 1 more
(D,M) Public Market
*Action Respondent Name Phone Number Ext Indicator Code
-----
*** End of Data ***

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

```

Browse Respondents by Survey Year

The Browse Respondents by Survey Year is used to browse and maintain the respondents of the salary survey by survey 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 SS (Salary Survey Menu) from the Propose Wage, Salary, and Fringe Benefits Menu and Press ENTER.	The Salary Survey Menu will appear.
3. Choose BF (Browse Respondents by Survey Year) from the Salary Survey Menu and press Enter. Selection criteria include Fiscal Year and Benchmark Occupation Code.	The Browse Respondents by Survey Year screen will appear. Information is displayed by Survey FY, Respondent Name, Public Indicator, Benchmark Occu Code, Benchmark Occu Title, Annual Minimum Salary, Annual Maximum Salary, and Number of Employees.

Panel 1

FMSAS23	PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM			01/18/2012
PHOWSR3B	PHOWSR5M	Browse Respondents by Survey Year			12:21 PM
					1 more >
(D,M)			Bench		
*Action	FY	Respondent Name	Public Occu Code	Bench Occu Title	

*** End of Data ***					
Fiscal Year: ____ Benchmark Occupation Code: _____					
Direct Command: _____					
Enter-PF1---	PF2---	PF3---	PF4---	PF5---	PF6---
PF7---	PF8---	PF9---	PF10--	PF11--	PF12---
Help	Main	End	Bkwd	Fwd	Left Right Quit

Panel 2

FMSAS23	PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM			01/18/2012
PHOWSR3B	PHOWSR5M	Browse Respondents by Survey Year			12:22 PM
					< 1 more
(D,M)			Bench	Annual	Annual
*Action	FY	Respondent Name	Occu Code	Min Salary	Max Salary
					Nbr of Emps

*** End of Data ***					
Fiscal Year: ____ Benchmark Occupation Code: _____					
Direct Command: _____					
Enter-PF1---	PF2---	PF3---	PF4---	PF5---	PF6---
PF7---	PF8---	PF9---	PF10--	PF11--	PF12---
Help	Main	End	Bkwd	Fwd	Left Right Quit

Browse Occupation by Benchmark

The Browse Occupation by Benchmark screen allows the user to browse occupations by the benchmark occupation.

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 SS (Salary Survey Menu) from the Propose Wage, Salary, and Fringe Benefits Menu and Press ENTER.	The Salary Survey Menu will appear.
3. Choose BB (Browse Occu by Benchmark) from the Salary Survey Menu and press ENTER. Selection criteria include Occu Benchmark Parent and Occu Code.	The Browse Occu by Benchmark screen will appear, Information is displayed by Benchmark, Benchmark Title, Occu Code, and Occu Title.

```

FMSAS23  PHV2          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    01/18/2012
PH00CC2B PH00CC2M          Browse Occu by Benchmark                12:44 PM

Benchmark Benchmark Title          Occu Code          Occu Title
-----
*** End of Data ***

Occu Benchmark Parent: _____ Occu Cd: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                Bkwd Fwd                Quit
    
```

Browse Benchmark by Occupational Code

The Browse Benchmark by Occupational Code screen allows the user to browse benchmark titles by the occupation code.

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 SS (Salary Survey Menu) from the Propose Wage, Salary, and Fringe Benefits Menu and Press ENTER.	The Salary Survey Menu will appear.
3. Choose BO (Browse Benchmark by Occu Code) from the Salary Survey Menu and press ENTER. Selection criterion includes Occu code.	The Browse Benchmark by Occu Code screen will appear. Information is displayed by Occu Code, Occu Title, Benchmark Occu and Benchmark Title.

```

FMSAS23 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/18/2012
PHOWSR6B PHOWSRAM Browse Benchmark by Occu Code 01:07 PM

Action: (D,M)

Act Occu Cd Occu Title Benchmark Occu Benchmark Title
-----
*** End of Data ***

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

Salary Survey Reports

Detail Report of Survey by Occupational Benchmark

The Detail Report of Survey by Occupational Benchmark is used to request a report of salary survey information by occupational benchmarks.

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 SS (Salary Survey Menu) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Salary Survey Menu will appear.
3. Choose SB (Salary Survey Report Menu) from the Salary Survey Menu and press ENTER.	The Salary Survey Report Menu will appear.

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FMSAS23 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/18/2012
PHIMAINU PHIMAINM Salary Survey Report Menu 01:24 PM

Code Description FastPath
B1 Detail Report of Survey by OCCU Benchmark OCCB
SF Benchmark Respondent Salary Survey Form BRSF
SS Summary of Benchmark Respondent Salary Survey BRSS
AL Respondent Salary Survey Address Labels SSAL

Code: __

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

```

Your Action...	System Response...
4. Choose B1 (Detail Report of Survey by OCCU Benchmark) from the Salary Survey Report Menu and press ENTER.	The Detail Report of Survey by OCCU Benchmark screen will appear.

<pre> FMSAS23 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/18/2012 PHOWB01P PHOWB01M Detail Report of Survey by OCCU Benchmark 01:31 PM *Fiscal Year: _____ (YYYY) ALL Occupational Benchmarks: N (Y/N) *Occupational Benchmark: _____ Direct Command: _____ Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Main End Quit </pre>
--

Your Action...	System Response...
<p>5. Enter the following information:</p> <p>*Fiscal Year: (YYYY): The year that represents the agency's specific 12-month future, current or past financial period.</p> <p>ALL Occupational Benchmarks :(Y/N); Enter "Y" to select all entries in a particular category. If you enter "N", then you will be required to enter in another field the specific entries that you do wish to select.</p> <p>*Occupational Benchmark: Enter the specific entries that you do wish to select.</p>	The Detail Report of Survey by OCCU Benchmark screen will appear.
6. Press ENTER.	<p>A Batch Job Submission pop up window appears which directs the generation of the report.</p> <p>When ENTER is pressed, the system will display the following message:</p> <p>XXXXX XXXXXXXX Has Been Submitted Successfully.</p>

Your Action...	System Response...
7. Information on the report is displayed by Benchmark Classification, Start Salary, Respondent, Respondent Title Start Salary, Number of Employees, Maximum Salary, Include in Average, Number of Survey Sources, Average Start Salary, Salary Difference, and Weighted Average Starting salary.	

Benchmark Respondent Salary Survey Form

The Benchmark Respondent Salary Survey Form is used to print a copy of the salary survey form.

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 SS (Salary Survey Menu) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Salary Survey Menu will appear.
3. Choose SF (Benchmark Respondent Salary Survey Form) from the Salary Survey Menu and press ENTER.	The Benchmark Respondent Salary Survey Form screen will appear.

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FMSAS23 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/18/2012
PH0WB04P PH0WB04M Benchmark Respondent Salary Survey Form 02:17 PM

*Fiscal Year: ____ (YYYY)
Select all Respondents: N
* Respondent Name: _____
MS Contact Person: _____
MS Contact Phone Number: ( 601 ) ____ - ____

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

```

Your Action...	System Response...
<p>4. Enter the following information:</p> <p>*Fiscal Year: (YYYY): The year that represents the agency's specific 12-month future, current or past financial period. Select all Respondents: Enter "Y" to select all entries in a particular category. If you enter "N", then you will be required to enter in another field the specific entries that you do wish to select.</p> <p>*Respondent Name: Enter the specific entries that you do wish to select. MS Contact Person: Enter Mississippi State Contact. MS Contact Phone Number: Enter the Mississippi State Contact person phone prefix.</p>	
<p>5. Press ENTER.</p>	<p>A Batch Job Submission pop up window appears which directs the generation of the report.</p> <p>When ENTER is pressed, the system will display the following message:</p> <p>XXXXX XXXXXXXX Has Been Submitted Successfully.</p>
<p>6. Information on the report is displayed by Statement of Request, Name of Person, Completing Survey, Title of Person Completing Survey, Name of Organization, Mailing Address, Phone Number, Fax Number, EMAIL Address, Return Address, Phone Number, Fax Number, Mississippi occupation Title, Mississippi Occupation Number, Your Occupation Title, Reported FY Starting Salary, FY Salary Range, and Number of Employees.</p>	

Summary of Benchmark Respondent Salary Survey

The Summary of Benchmark Respondent Salary Survey screen is used to request a summary of the respondent salary survey.

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 SS (Salary Survey Menu) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.	The Salary Survey Menu will appear.
3. Choose SS (Summary of Benchmark Respondent Salary Survey) from the Salary survey Menu and press ENTER.	The Summary of Benchmark Respondent Salary Survey screen will appear.

```

FMSAS23 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/18/2012
PH0WB02P PH0WB02M Summary of Benchmark Respondent Salary Survey 02:30 PM

          * Fiscal Year:  _____ (YYYY)
Select all Respondents:  N
          * Respondent Name:  _____

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

Your Action...	System Response...
<p>4. Enter the following information:</p> <p>*Fiscal Year: (YYYY): The year that represents the agency's specific 12-month future, current or past financial period. Select all Respondents: Enter "Y" to select all entries in a particular category. If you enter "N", then you will be required to enter in another field the specific entries that you do wish to select. *Respondent Name: Enter the specific entries that you do wish to select.</p>	
<p>5. Press ENTER.</p>	<p>A Batch Job Submission pop up window appears which directs the generation of the report.</p> <p>When ENTER is pressed, the system will display the following message:</p> <p>XXXXX XXXXXXXX Has Been Submitted Successfully.</p>
<p>6. Information on report is displayed by Survey Respondent, Number of Survey Occupation, Number of Survey Returned, Survey Return Percent, and Number of Salary Survey Forms.</p>	

Respondent Salary Survey Address Labels

The Respondent Salary Survey Address Labels screen is used to request address labels for salary survey respondents.

Your Action ...	System Response ...
<p>1. Choose PW (Propose Wage, Salary, and Fringe Benefits) from the Main Menu and press ENTER.</p>	<p>The Propose Wage, Salary, and Fringe Benefits Menu will appear.</p>
<p>2. Choose SS (Salary Survey Menu) from the Propose Wage, Salary, and Fringe Benefits Menu and press ENTER.</p>	<p>The Salary Survey Menu will appear.</p>
<p>3. Choose AL (Respondent Salary Survey Address Labels) from the Salary Survey Menu and press ENTER.</p>	<p>The Respondent Salary Survey Address Labels screen will appear.</p>

FMSAS23	PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	01/18/2012
PH0WB06P	PH0WB06M	Respondent Salary Survey Address Labels	02:37 PM

*Fiscal Year: _____ (YYYY)
 Select all Respondents: N
 *Respondent Name: _____

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

Your Action...	System Response...
<p>4. Enter the following information:</p> <p>*Fiscal Year: (YYYY): The year that represents the agency's specific 12-month future, current or past financial period.</p> <p>Select all Respondents: Enter "Y" to select all entries in a particular category. If you enter "N", then you will be required to enter in another field the specific entries that you do wish to select.</p> <p>*Respondent Name: Enter the specific entries that you do wish to select.</p>	
<p>5. Press ENTER.</p>	<p>A Batch Job Submission pop up window appears which directs the generation of the report.</p> <p>When ENTER is pressed, the system will display the following message:</p> <p>XXXXX XXXXXXXX Has Been Submitted Successfully.</p>
<p>6. Information on report is displayed by Respondent Name, Respondent Contact Name, Name and Respondent Address, Number of Records Read, Number of Labels Printed and Number of labels Not Printed.</p>	