



# HR Systems PPDB Group Newsletter



## What's new?

Say goodbye to the 2013-2015 biennium as June 30, 2015 marks the last day but what next you ask? Well, July 1, 2015 marks the first day of the 2015-2017 biennium of course and with that comes some very busy months ahead. Agencies will have new budgets and for most that means a lot of processing in PPDB. There will be employees that need to be moved from abolished positions, new positions to establish, double fills to clear, Labor Cost Codes to update, reports to prepare...etc. Much to do!

### PPDB Small Tables:

The PPDB group will be working on updates which include some screen changes. As mentioned before we are working on expanding tables in PPDB in order to improve capabilities and make room for future growth until the new HRIS has arrived. We are in the final test stages and will be ready to implement those changes soon and move on to the next project.

### Hierarchy:

We are preparing to add a supervisory employee number or budget authorization number to the employee and position record to denote the supervisor or supervisory position number for which the employee or position reports to. This will allow for greater reporting ability on supervisory to employee ratios and organizational reporting. More details will be communicated on that once we are closer to final testing.

### Security:

We will be expanding our PPDB security screen to allow for more granular control of view access across agencies in support of a shared services environment project pilot. For most users that need view access to multiple agencies you currently need a separate user ID for each agency you need to access. The expansion will allow a user in a

## INSIDE THIS ISSUE

What's new .....	1
LCC Roll 15-17 .....	2
PA/PC Log Report .....	2
Did you know .....	3

Reminder: Do not process any SSN changes in PBEN 6/25/2015 through 7/9/2015; 7/27/2015 through 8/10/2015.

shared services environment the ability to view multiple agencies using a single ID under their own agency.

**Policy and Collective Bargaining Agreement changes:**

As always, with any new biennium, there are always some kind of policy or collective bargaining agreement changes that affect PPDB that must be implemented in a short amount of time. We will of course be here to serve you and answer any questions you have or refer you to the proper subject matter expert or authority.

**Labor Cost Crosswalks for 15-17 biennium**

For agencies who track their payroll labor costs for the 15-17 Biennium and/or the 15-16 Fiscal Year, OSPS has gathered the information for those labor cost changes to be entered for you in PPDB. Per the communication sent by OSPS the deadline for the list of changes was Monday June 22, 2015. OSPS will arrange the list and submit it to the PPDB group for a mass change update of the employee and position records effective 7/1/2015. The mass update will create PA and PC log counts in which each agency that is included in the process will be billed for. Please contact [Group.PPDB@oregon.gov](mailto:Group.PPDB@oregon.gov) for any questions on this process.

**PA/PC Log Count Report**

We are working on a new report that will be generated monthly and posted to the PPDB web reports page. The report will show the monthly count of actions processed by user ID and date with minor detail. Agencies will be able to view what is being processed each month and who is doing the updating and have a better understanding of what is being billed for PA/PC log record counts. Please refer to our webpage for further information on how PA/PC log counts are billed. We will let you know once the report is in production.

Reminder:

Have you checked your agencies PBEA screen lately? The PBEA screen lists records that have been flagged as needing possible corrections or updates following an automated system update or retro-active corrections. Employees on abolished positions will also show on this screen following PICS roll. This screen should be checked at least once a month and reconciled where applicable.

**Did you know...?**

**Monthly Audit Report**

The PPDB Monthly Audit Report is a very useful tool for staying on top of your monthly PPDB processing. The report has been developed over time to include audits identified to be key in maintaining data integrity for agency personnel technicians and HR assistants. The Monthly Audit report, or sometimes referred to as the Maudit report, is generated on a monthly basis and delivered via the PPDB web reports page for each agency that has records that meet any of the audit conditions. You must have web report access to view this report. We highly suggest that at least one person in your agency reviews this report on a monthly basis. Please contact the PPDB group if you need assistance on using the Monthly Audit Report. See the HR Systems web page for a list of the monthly audit report conditions.

**Agency Table**

The agency table in PPDB is based on the information in the PBAG screen. PBAG is the agency display screen in PPDB and it lists contact information for the agency such as the agency director's name, phone number, and the main address of the agency. Be sure to keep this screen up to date as it is used in statewide reporting. You must have specific security access to update the agency table.