Hello from the PPDB Group!

The beginning of the New Year is underway bringing with it the opportunity for growth and change. As part of our ongoing efforts to improve customer service and communication we are excited to announce the first issue of our monthly PPDB newsletter. The purpose of our newsletter will be to provide technical information related to the Position and Personnel Database (PPDB) and its users; give status on current events, updates, and changes; and communicate the goals and accomplishments of the PPDB group.

Who are we and what do we do:

The PPDB Group is a small unit within the Enterprise Human Resources Services office of the Department of Administrative Services. Comprised of just four employees, we are responsible for the development, operation, maintenance, security, and statewide support of PPDB. We provide training, user tools, technical assistance, batch processing, data extracts and reporting needs for state agencies.

Visit our webpage for contact information and resources: http://www.oregon.gov/DAS/EHRS/Pages/hrss.aspx

2014 was a busy year for the PPDB group!

Here are some highlights of the things we were working on last year.

- Developed and implemented metrics for our processes to define areas where we can improve customer service and to look for opportunities where greater system efficiency can be achieved.

continued...
Each newsletter will have a “Did You Know” feature with the purpose of providing helpful information on frequently asked questions, current events related to PPDB, or helpful reminders. If you have any topic suggestions you feel would be helpful for others or would like us to address a topic specifically - please let us know! In this issue we would like to re-introduce you to the HR Systems webpage where you will find helpful information and quick reference tools. We recently added information related to processing employees in PPDB who are eligible for PEBB benefits through the Affordable Care Act (ACA).

2014 was a busy year for the PPDB group…cont’d

- Developed and distributed the HR Systems customer survey. We received a lot of positive comments as well as suggestions on where we can improve. Overall the feedback we received was greatly valuable and we are incorporating the suggestions into our goals.
- Implemented various mass change updates including State Email Address mass changes and Cost of Living Adjustments.
- Continued to look at ways to expand the technical capabilities and reporting of the system.
- Personnel Action code ‘210’ was developed and implemented as part of a cooperative effort with OSPA and PEBB to enable PEBB Benefits for employees who qualify under the Affordable Care Act (ACA).

Reminder: Please process your agency’s temporary appointment terminations timely. DAS no longer processes temporary terminations and there is no automated process. Refer to your agency’s monthly audit report, audit condition number 42 and 43, for a list of temporary employees due separation in the current and next future month. Temporary separations past date will not show on the report.

If you are uncertain about any temporary appointments that may be past the separation date and still need to be processed, please contact us. We can create a report of any outstanding temporary appointments.

Did you know…?

Each newsletter will have a “Did You Know” feature with the purpose of providing helpful information on frequently asked questions, current events related to PPDB, or helpful reminders. If you have any topic suggestions you feel would be helpful for others or would like us to address a topic specifically - please let us know! In this issue we would like to re-introduce you to the HR Systems webpage where you will find helpful information and quick reference tools. We recently added information related to processing employees in PPDB who are eligible for PEBB benefits through the Affordable Care Act.

Click on the link to visit our webpage and find out more:
http://www.oregon.gov/DAS/EHRS/Pages/hrss.aspx

Personnel Information Exchange (PIE Meetings)

The next PIE meeting is scheduled for Wednesday March 4, 2015 from 10:00am to 11:30am in Conference Room A of the DAS Executive building at 155 Cottage St NE Salem 97301. It has been some time since our last PIE meeting and we are looking at new ways to deliver information and meet with our customers. Some of the ideas range from a web portal type of meeting to simply providing conference call-in ability for those unable to attend a physical meeting. We urge you to help us identify better ways to communicate and meet as a group. Helpful suggestions include when, where, and how… quarterly, annually, physical meeting, online, phone conference…etc. We appreciate and rely on your feedback!