

PPDB MISCELLANEOUS REMINDERS

QUESTIONS – PLEASE EMAIL: GROUP.PPDB@STATE.OR.US

Revised March 12, 2009

- **SOCIAL SECURITY NUMBER CHANGES – IMPORTANT: DO NOT CHANGE SSN'S between final payroll deadline 1st run and final payroll deadline 2nd run.** This is very important so that employee records are not lost on the payroll side. See Preliminary and Final Payroll Run 1 & 2 schedule for dates. Please send email to: group.ppdb@state.or.us if you have questions or need guidance on how or when to correct social security numbers.

NO SSN CHANGES ON THE FOLLOWING DATES IN 2009:

January 27, 2009 through February 9, 2009	February 24, 2009 through March 9, 2009
March 27, 2009 through April 9, 2009	April 28, 2009 through May 11, 2009
May 27, 2009 through June 8, 2009	June 26, 2009 through July 9, 2009
July 28, 2009 through August 9, 2009	August 27, 2009 through September 9, 2009
September 26, 2009 through October 6, 2009	October 27, 2009 through November 6, 2009
November 24, 2009 through December 9, 2009	December 29, 2009 through January 11, 2010

- **PPDB SCREENS FREEZE FOR MORE THAN 1 MINUTE (Also called 'looping')**: If you are working in PPDB on the employee or position side, if your screen freezes up for more than 1 minute and you are unable to get out of the screen, do not leave the computer to wait for it to come back up. Please do the following: Please call the SDC at (503) 373-1000. Tell them that PPDB screens have been frozen for over a minute now and ask them to terminate the transaction loop. Also please send an email to group.ppdb@state.or.us so that our programmer will know about this occurrence also. This type of looping 'can' cost the agencies money from the transaction looping if nothing is done about it.
- **EMAILS ASKING US TO PURGE ACTIONS**: Occasionally agencies will need to ask to have us purge actions. If you email group.ppdb@state.or.us please give all the details on the employee and why you need to purge and what you are trying to accomplish. There are times where we don't want to purge but have other ways of correcting the issue.
- **PA CODE 555 – Employees entered into PPDB that never worked.** When you have new employees who never showed up or other reasons, please send email with the reason that they are not employed to group.ppdb@state.or.us We no longer purge off new hires and instead will use the PA code 555 after coordinating with OSPS. We need to have the reason that the new hire needs to be purged so that we can determine the appropriate Sep Reason code.
- **ADDRESS CHANGES**: When employee has terminated from the state and later send an address change it is advised to go into the separated employee's record and update the address. You will need to use the same effective date of the termination to do the address change. When you are doing an address change on the current employee, you will need to use a date in the current month. Reminder: the Address screen does not have history, so do not try to purge off the address change, you can simply just change it as needed.
- **WORK OUT OF CLASS PAYMENTS – BASE PAY CHANGES**: When an employee is receiving Work out of class differential payments with an amount (e.g. WOC A 125.00) and the employee's base pay changes for a Salary adjustment, the WOC payments should be reviewed to determine if the WOC differential amount is still correct.
- **FREEZE CODE K**: Effective March 1, 2009 DAS will be reserving the use of the freeze code 'K' for DAS use only. Agencies can use the freeze code 'G' instead of using 'K'.

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- **PRG CODE:** Before you purge records, please email us to determine if there is a better way to correct the record. Some PA Codes will not allow agencies to purge the code off the system. Please email group.ppdb@state.or.us and explain the reason you want to purge and what you are would like the records to show and we will assist you in the correct way of dealing with the issue.
- **PA CODE 814 VS. 811:** Reminder that the PA Code 814 is only used for a scheduled salary adjustment or salary selective. Do not use PA Code 814 for the annual merit increase. Use PA Code 811 for the annual merit increase only.
- **ADDRESS FIELD / NO PUNCTUATION IN PBED:** Address fields should not have any punctuation entered in any of the address fields. No commas, dashes, periods etc.
- **NAME FIELD IN PBED (F1 SCREEN) - SUFFIXES/TITLES:** Reminder on how to enter suffixes in the Name Field in PBED for new employees or name changes. **Suffixes** such as **JR, SR, IV** should only be added after the middle name or middle initial, or if no middle name then after the first name. Do not add suffixes after the last name, this is a requirement from Payroll. Also with name field, enter the last name then comma, then space, then first name, then space then middle name. The field only holds 22 characters so type in as much of the name in that order as shown on the SS Card.
 - **ALSO DO NOT ADD TITLES** such as: DR., REV., RN. Etc into the Name Field in PBED, they have no place on payroll records.
- **ETHNIC CODE 'D':** This code now denotes employees who have not yet submitted a self-identification form. The 'D' Ethnic code must be replaced in PBED with the correct code within 30 days. See form at the following Link: <http://oregon.gov/DAS/HR/doc/ppdb/eoselfreportform.pdf>
- **AUTOMATED STEP INCREASES (ASI) FOR OFF STEP EMPLOYEES:** If an employee is off step and does not have a "freeze code" on their record, the automated step increases will not take them to 'the next step'; instead, the ASI will give them an amount that is similar to a 'full' step. You will need to place an appropriate freeze code on employee (see F5 help windows) so that the ASI will not automatically give the salary increase. When you have a freeze code on employee's record, you will need to manually update the Salary Increase when due.
 - If an employee was not given their Salary Increase automatically in the system, the agency is responsible for determining if they need to manually 'enter' the PA Code 811 Salary Increase. Agencies should monitor the Monthly Audit received at the beginning of the month against the ASI given/not given list to determine if there are increases that the agency may need to manually update.
- **SALARY ELIGIBILITY DATES (SED) AND TRANSFERS:** When an employee transfers equal to a classification with a new representation, remember to determine from the new representation's contract language whether the Salary Eligibility Date needs to be adjusted to the first of the month. **Example:** A Management Service employee transfers to an SEIU classification as an equal transfer. If the employee's SED has been 10/15/07 while in Management Service, and they transfer to SEIU, their new SED should be adjusted to the first of the following month which would be 11/1/07 per SEIU contract. Refer to the contract language for each representation as you transfer employees between the different representations.

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- **LEAVE ACCRUAL CHANGES BETWEEN REPRESENTATIONS:** When an employee transfers in from another agency and they were a different representation at the other agency, be aware of different leave accrual rates that may not apply in the new agency. You may need to make changes to the employee's Leave Accrual code if there is a difference in the leave accrual rate determined by the new representation.
- **PROMOTIONS: 321 VS 171 - PROMOTE WITHIN AGENCY VS. TO ANOTHER AGENCY:** Reminder that you will use PA Code 321 to promote "within the same agency". The PA Code 171 is used to promote in "from another agency".
- **PROMOTIONS WHILE RECEIVING WORK OUT OF CLASS:** When you do a PA Code 321, this action will automatically end the Work out of Class differential pay so you do not need to use a PA Code 431 to end the Work out of Class. Do not use a PA Code 431 to end the work out of class payments the day before promotion or they will lose 1 day of differential pay.
- **PA CODE 450 vs. PA CODE 330:** Reminder that using PA Code 450 will keep the employee's current USERID and any securities connected to that USERID. The PA Code 450 is used when an employee is transferring within the "same agency" to a new position number with same duties. The PA Code 330 should be used when an employee is transferring to a new position number and possibly new class with same salary range, within the same agency, and using this PA code ends the other job they were on and assigns a new USERID and will revoke their securities connected with that USERID.
- **PBNG NEWSLETTER SCREEN:** 1) View this screen often for miscellaneous newsletter information regarding PPDB System. 2) While you are in the mainframe you do not have to be signed on to PPDB to view the newsletter. Once you have entered the E23, to get to the mainframe, enter and clear the screen and you can key PBNG and enter (The enter key will take you back and forth between page 1 and 2)
- **PBAG SCREEN (Agency Table):** Reminder to update your agency address and contact name changes on the Agency Table. If you need assistance in updating this screen, call Kim at (503) 378-8547. When you need to change who receives your personnel actions and/or reports that you receive from HR Systems, please contact Tam at (503) 373-0959.
- **PPDB HELP WINDOWS:** While in screens in the PPDB system, if you place your cursor on any field and press F5, you will see a help window appear to assist you in determining proper information needed for that field.
- **PBEA – ACTION NEEDED SCREEN:** Reminder, if you have removed the action needed on an employee from this employee audit screen and yet it still shows up on the PBEA screen as an action needed, then email group.ppdb@state.or.us and we will remove the action needed from the PBEA screen for you.
- **PAC CODE (Personnel Action Code Correction)** this code will allow you to change a personnel action code to a different personnel action code. Some PA Code changes are not compatible and you may get an error. Reminder to use caution when using this code. If you need assistance with this code, please email group.ppdb@state.or.us to determine if using the PAC is the best process to use for correction. (Do not use this PA code for changing a Terminating PA Code. See next Bullet)

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- TERMINATIONS ENTERED WITH WRONG PA CODE:** If you have terminated an employee using one of these pa codes: 510, 520, 530, 540, 550, 560, 570, 572, 580, 590, 592 do not use PAC to change the PA code on these. Most will not allow you to also change the separation reason code which is an important code for Payroll. If you have entered the wrong termination PA code, purge off that termination then re-enter the correct termination PA Code.
- TERMINATING TEMPORARY APPOINTMENTS:** When you are terminating a temporary appointment with PA Code 567 and get this error code: "**E0155-BASE RATE IS MISSING OR INVALID OR OFFSTEP**", this is because the base pay does not match the current rates table for that class-comp. Do the following to update the record: 1) While in update mode you can go up to New PA Code and add a 267 PA Code and ENTER, 2) Key a "y" in the "off step" field and ENTER. 3) Key CHG in action and ENTER
- LEAVE WITHOUT PAY / EMPLOYEE RESIGNS:** If the employee resigns while still on LWOP, do not use the 681 pa code. Only use the 520 PA Code. If you use both codes they will not get paid for one day because the 681 PA code is an 8am effective code and the 520 is a 5pm effective code.
- EMPLOYEE HIRED ONTO THE WRONG POSITION NUMBER:** When you have hired an employee onto a position number, you may go to that hiring record and add **BIC** to the record and it will ask for the correct position number. Email group.ppdb@state.or.us for more assistance with this PA code. Also refer to our web page for instructions on using the BIC PA Code at the following link: <http://www.das.state.or.us/DAS/HR/docs/ppdb/BICInst.pdf>
- EMPLOYEE WORKING FOR TWO AGENCIES:** If an employee works for two agencies and there are automatic PPDB updates, such as Cost of Living or other batch updates, each Agency will receive Personnel Action turnarounds for the employee for "both" Agency Numbers. Each agency shall keep both copies in their files. This is a reminder that if the employee terminates that you may need to send the employee's file to the "other" agency.
- RATES TABLES ON PPDB (PBNG):** To access the newest rate changes for a class comp, do the following in the mini menu: 1. Key PBRG and enter. 2. Other field: c,repr code, class#,pay option, range option. (e.g. C,OA,C0104,A,A) The 'c' in the beginning denotes you want to access the current comp plan.

ACTION: ... NXT PA C/N: PBRG CONFIRM: . PAGE: 001 OF 001 CANCEL: . NXT ACT: AGENCY: EMP: JOBNO: .. POSNO: AUTHNO: EFF DTE: 000000 OTHER: C,OA,C0104,A,A
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- AGY USE CD:** Reminder that this field is for agency use and is optional. The field is a one character alpha/numeric field and will open with most PA codes. Press F5 while on this field to see more information relating to this optional field use.
- PASSWORD REVOKED:** When your password in PPDB becomes revoked, the user must send an email to DAS User Admin at DAS.RACFUserAdm@das.state.or.us. In the subject line of the email, key in **PASSWORD RESET** and in the body of the email type, **YOUR NAME AND USERID**. When User Admin has reset the password, they will send you an email along with a temporary password. This temporary password must be changed as soon as possible with your new password which you will choose.

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- **EMAILS TO PPDB GROUP:** Agencies are reminded to send email questions regarding the PPDB System to the internet address: group.ppdb@state.or.us or PPDB Group in the Outlook Global address instead of the contact person's direct email. This email group will go to all staff in the section, not just one person who may be out of the office.
- **DAS Informational emails -** To subscribe go to this link:
<http://listsmart.osl.state.or.us/mailman/listinfo/hrtech-net>
- **HR SYSTEMS WEBSITE:** <http://oregon.gov/DAS/HR/ppdb.shtml>
- **HR SYSTEMS FAX NUMBER:** 503-378-5734