

New SABR Coordinator On-Boarding Overview:

Welcome:

Congratulations on your position as Agency SABR Coordinator. You will be working closely with the SABRS team and the agency's BAM Analyst to develop and execute the agency's biennial budget.

Intro to our team and functions

Sandy Ridderbusch	Section Manager	sandy.ridderbusch@oregon.gov
Michele Nichols	Senior SABRS Auditor	michele.nichols@oregon.gov
Patrick Sevigny	SABRS Auditor	patrick.sevigny@oregon.gov
Robert Otero	SABRS Auditor	robert.otero@oregon.gov
John Poitras	SABRS Programmer	john.poitras@oregon.gov
Shawn Miller	SABRS Programmer	shawn.miller@oregon.gov

Systems we administer:

- Position Information Control System (PICS): This is a part of the Position-Personnel Data Base (PPDB) that stores and calculates most position-related expenses. Information from PICS is automatically pushed to ORBITS and monthly PICS reporting is available on the [web portal](#).
- Oregon Budget Information Tracking System (ORBITS): This system contains the budgeted values for revenues, expenditures, special payments, etc. and is the vehicle by which a statewide legislatively adopted budget is produced.

In addition to the above systems, we also manage [quarterly web reporting](#) for agency vacancies and pay-line exceptions (PLE). These reports are shared with LFO and BAM.

What to expect from us

You will receive email communicating instructions, resources and deadlines for each assignment. If you are left with questions or needs, please make use of our shared email: ORBITS.Help@oregon.gov. We aim for prompt response will get back to you as soon as possible.

- Budget Execution Exercises:
 - Quarterly reporting for vacancies and PLE
 - Quarterly allotments
 - Interim legislative session actions and budget adjustments
 - Administrative actions and budget adjustments including permanent finance plan actions
 - Appropriation management in R*STARS – for example, setting up new appropriations, per legislative direction
- Budget Development
 - The agency's audited stages of budget development include Actuals, Current Service Level (CSL), Agency Requested Budget (ARB), Governor's Budget (GB) and Legislatively Adopted Budget (LAB). Once the budget is adopted and the biennium moves into execution, the budget is referred to as Legislatively Approved Budget (also LAB).

What we expect from you

- Adherence to deadlines – if a deadline will be missed, please let us and your BAM Analyst know ahead of time.
- Attendance at the statewide SABRS meetings – if you cannot attend, it is encouraged to send a delegate

- Questions and feedback – we appreciate your insights and questions; it gives us opportunity to improve and grow
- Communication – please be sure to include SABRS ORBITS.Help@oregon.gov with information that could impact your agency’s budget development, audits or current biennium budget exercises

Resources

- SABRS shared email: ORBITS.Help@oregon.gov
- SABRS web page: <http://www.oregon.gov/das/Financial/Pages/SABRS.aspx>
- PICS User Manual: http://www.oregon.gov/das/Financial/Documents/PICS_Users_Manual.doc
- ORBITS:
 - User Manual: http://www.oregon.gov/das/Financial/Documents/ORBITS_Manual.pdf
 - Reports Manual: http://www.oregon.gov/das/Financial/Documents/ORBITS_Reports_Manual.pdf
- [Budget Instructions](#)
- [Budget Glossary](#)
- Overview of the Budget Process: <http://www.oregon.gov/das/Financial/Pages/Budgetprocess.aspx>
- Oregon Legislative Information System (OLIS): <https://www.oregonlegislature.gov/>
- [SFMA/R*STARS](#)