

DAS Web Reporting Database Instructions

Website: <https://vacancyreporting.dasapp.state.or.us/Default.aspx>

I. LOGIN

The Login screen. (Use your current Mainframe ID and password.)

Department of Administrative Services

User Name:
Password:

BAM Reports

Please login on the left with your mainframe RACFID and password.
[Click here for instructions to reset your RACFID password](#)

For Department of Administrative Services RACF work requests, send an email to: das.racfuseradm@das.state.or.us.

- Email das.racfuseradm@das.state.or.us to have your RACF password reset.

II. QUARTERLY VACANCY REPORTING

Getting to your data

1. Pick your Agency from the drop down.
2. Important to select Period End Date. (Choose the current quarter.)
3. Then click on 'SEARCH' button.

Administrative Services

BAM Vacancy Reporting

Agency

Period End Date

Authorization Number

Position Number

XREF

Reporting Status

DAS Web Reporting Database Instructions

Edit or updating a record

Now you have data...

[Upload Spreadsheet](#)

[Export to Spreadsheet](#)

[Search](#)

[Submit Data](#)

Note: Once data has been submitted, it will not be editable!

	Agency	Authorization	Position	RDC	Pos Type	Anticipated Fill Date	Reason Narrative	Reason Category	XRE
Edit	10700	000010240	2052901	730	PF				011-
Edit	10700	000011130	3160701	751	PP				011-
Edit	10700	000012290	6410149	753	PF				011-
Edit	10700	000012490	6410169	753	PF				011-
Edit	10700	000012680	6440907	757	PF				011-
Edit	10700	000671470	1210102	753	PF				011-
Edit	10700	000728870	1141016	757	PF				011-
Edit	10700	000814660	1141018	757	PF				011-
Edit	10700	000855360	0611899	640	PF				006-
Edit	10700	000857320	0101141	280	PF				022-
Edit	10700	000999600	1304372	942	PF				013-

- You can edit each record by clicking on the 'EDIT' button.
- When you're finished just click the 'UPDATE' button.

Edit Vacancy

Agency: 10700 - DEPT OF ADMIN SERVICES
Authorization #: 000728870
Position #: 1141016

Vacant for 7-11 Months
RDC: 757
Type: PF, Non-management

XREF	Title	General	Other	Federal	Lottery	Total
011-03-00-00000	Operations and Maintenance	0	0	57,120	0	57,120

Using data from previous period

Reason Narrative

Anticipated Fill Date

Reason Category Select a Category

DAS Web Reporting Database Instructions

Export and import from spreadsheet

- If you have a lot of positions, you can export and update them then import them again. Just don't change the titles and remember that **TBD** or **99/99/9999** is not a valid date field.

BAM Vacancy Reporting

Agency: 91500 - CONSTRUCTION CONTRACTOR BOARD
Period End Date: 1/31/2012
Authorization Number:
Position Number:
XREF:
Reporting Status: Any

Buttons: Upload Spreadsheet, Export to Spreadsheet, Search, Submit Data

Note: Once data has been submitted, it will not be editable!

Agency	Authorization	Position	RDC	Pos Type	Anticipated Fill Date	Reason Narrative	Reason Category	XREF	
Edit	91500	000509240	0000723	001	PF	4/12/2011 12:00:00 AM	This position is part of a realignment of workload in Admin Services. We are working on details involving using the position in a PFP to reduce management classifications and clean up old WOC obligations in other sections by reassigning some of the duties within existing positions.	8	017-
Edit	91500	001022990	0000875	009	PF				017-
Edit	91500	001123280	0000891	004	PF				017-

Page: 1 of 1 Go Page size: 3 Change Item 1 to 3 of 3

Submitting when you're finished

When you're done, submit it and forget it! Warning: you can only do this once. SABRS can unlock if you need to redo something.

DAS Web Reporting Database Instructions

III. PAYLINE EXCEPTION REPORTING

Getting to your data

1. Select View/Edit Payline Exceptions. (Vacancy is the default.)
2. Pick your Agency from the drop down.
3. Important that you select the Quarter. (Choose the current quarter.)
4. Leave Differential Type at <Any> (default) to view all required differential types.
5. Then click on 'SEARCH' button. Data will populate the Grid.

BAM Reports
View/Edit Payline Exceptions

Agency: <Choose an Agency> Please select an agency

Quarter: 01/01/2014

Differential Type: <Any>

Authorization Number: [Text Input]

Position Number: [Text Input]

Employee ID: [Text Input]

Only incomplete entries

Search Export Submit

LFO requests that all agencies report on five Differential Types/Codes. You can search on one or all under the "Differential Type" drop down menu.

1. Equity Differential = EQD
2. Lead Worker Differential = LWD
3. Pay Line Exception = PLE
4. Pay Line Exception - Compression = PLC
5. Work Out of Class = WOC

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Filters:

You can filter your data several ways:

- <Any> or no filter
- Only incomplete entries
- Differential Type
- Authorization Number
- Position Number
- Employee ID

BAM Reports

View/Edit Payline Exceptions

Agency

Quarter

Differential Type

Authorization Number

Position Number

Employee ID

Only incomplete entries

Search

Export

Submit

Found 2 records

	Auth	Position	Emp ID	Last	First	Diff	Base pay	Amt	Type	Total	Months granted	Length (months)	Reason
Edit	000082980	7175009				WOC	\$5,422.00	271.10	A	\$271.10			
Edit	000082840	0104001				WOC	\$2,316.00	624.00	A	\$624.00			

The grid:

Returns information based on your filter. Information is currently sorted and displayed alphabetically by last name.

Editing and updating data:

You can update data by either double clicking the information in the grid or selecting the Edit button.

Submitting when you're finished:

When you're done -- submit it and forget it! Warning: you can only do this once. SABRS can unlock if you need to redo something.

Export:

So can export your quarter information to Excel; however, at this time you cannot import it back into the system.

DAS Web Reporting Database Instructions

Data entry screen:

- The top third of the data entry screen displays information from the PPDB employee record. A differential can be granted as either a percent of salary or a fixed dollar amount.
- The middle third of the data entry screen applies fund splits from PICS Budget Execution file to the differential displayed.
- The bottom third of the data entry screen is for where you enter data for each differential.

Edit Exception for OR0146313		
Agency ID 10700	Agency DEPT OF ADMIN SERVICES	
Auth Number 001095300	Position Number 2514885	Position Type PF
Differential Type LWD	Salary Base Rate \$6,700.00	Total Differential Calculated \$335.00
Differential Amount 0.05	Percent or Actual P	
<hr/>		
General Fund % 0.00	General Fund \$ \$0.00	Salary Range 33
Other Fund % 1.00	Other Fund \$ \$335.00	Class Number C1488
Federal Fund % 0.00	Federal Fund \$ \$0.00	Class Description INFO SYSTEMS SPECIALIST 8
Lottery Fund % 0.00	Lottery Fund \$ \$0.00	
<hr/>		
<input type="text" value="1"/> Months granted	Reason	
<input type="text"/> Months will be granted		
<hr/>		
<input type="button" value="<<"/>	<input type="button" value="Save & Close"/>	<input type="button" value="Save & Next >>"/>
<input type="button" value=">>"/>	<input type="button" value="Close"/>	

Agency data entry fields:

Information required by LFO every quarter; all fields are required before you can submit your information to DAS.

Month granted:

This is a number field (01-99). This is the number of months the differential has been in place. Example: if the differential was granted in July 2013, and the quarter you are reporting is December 2013, the months granted is 6. Note: the earliest starting date for differential reporting is the first month of the biennium.

Months will be granted:

This is a number field (01-99). This is your estimate of how many additional months the differential will be applied. Example: if the differential was granted in July 2013, and the quarter you are reporting is December 2013, and you have granted the differential for the full biennium, you would enter 18. Note: the number should not exceed 24.

Reason: This field allows up to 250 text characters to explain the reason the differential was granted and to add any other comments.

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<< & >>:

These buttons allow you to scroll through the position records without making any changes.

Save & Close:

When you are finished updating the current position, hit the “Save & Close” button. This will return you to the main page.

Save & Next:

When you are finished updating the current position, hit the “Save & Next >>” button. This will move you to the next position record.

Close:

Will close the Edit window without saving.