

## P030 JOB STATUS DATA

### SCREEN PURPOSE

The P030 Job Status Data is an inquiry only screen that displays job status information for an employee. It is employee, agency, concurrent job and date specific. When agency personnel enter changes in the Position and Personnel Database (the PPDB), the interface updates the records with a new job segment "real time" in OSPA.

### ALSO KNOWN AS

P030

### PREREQUISITES, IF ANY

The employee and concurrent job must be in the PPDB system for the specific agency.

### SCREEN ACCESS KEY SEQUENCE

P030, SSN or Employee ID, Agency # (optional), Concurrent Job # (optional), MMDDYY (optional) –  
P030,#####,#####,#,MMDDYY

**SSN** = social security number, #####. Do not enter the hyphens. Enter any leading zeroes. Either the SSN or Employee ID is required.

**Employee ID** = employee identification number, OR#####. Either the SSN or Employee ID is required.

**Agency** = OSPA agency number, #####. Optional. If you have logged on through PUIS with an agency number (rather than ALL), OSPA will default to that agency number. If you have logged on with ALL, you must enter the agency number.

**CCJ** = concurrent job number, #, 1-9. Optional. The records on this screen are concurrent job specific. If you do not enter a number, OSPA will default to 1.

**Date** = 999999 (current record) or STOP date (MMDDYY) for job segment and agency number. You may view a prior record that is still in the OSPA tables by entering the STOP date for that job segment. If you do not enter a date, OSPA will default to 999999 or the last record for the employee and agency. See OSPA Screen Interactions below.

# SCREEN ELEMENTS

(A) P030	(B) 999999999,99000,1,999999	(F) JOB STATUS DATA	030
(G) EMPLOYEE, TAYLOR			
*** JOB STATUS INFO ***		*** CONCURRENT JOB INFO ***	
(H) JOB STAT START/STOP	1223XX/999999	REPORT DISTR CD	999 (I)
PERS AGY/POS/DFC/SC	99000/3599903/0/0 (J)	RECOG SVC DT	0223XX (K)
(L) PT-FT CD/PCT	F/1.0000	CITY CNTY CD	(M) 26/C
APPOINTMENT TYP DT/CD	0223XX/P (N)	STANDARD HRS PER DAY	8.000 (O)
(P) EMP REPR/CLS/OPT/STEP	OA /C4152 /A/A/02 (Q)	MASS TRANSIT DIST	T
PERSONNEL TRANS CD	141 230 231 237 (R)	TIMESHEET CD	N (S)
(T) BENEFIT PKG CD	CO	(V) EMPLOYEE ID	OR9999999
LEAVE ACCRUAL SVC CD	1 (U)		
(W) PERS JOB CLASS CODE	G		
CREW-UNIT	1289 (X)		
(Y) WAGE BASIS CD	S		
PERSONNEL BASE RATE	2208.00 (Z)	---FUND SPLITS---	
(AA) ADJUSTED BASE	2208.00	LABOR COSTING PCT	-FIXED MLY DIFFS--
PERSONNEL PAY RATE	2208.00 (BB)		PAY PCT/ PCT/
(CC) EQUIVALENT RATE	12.74		TYPE AMT AMT
HOLIDAY PKG CD	O (DD)	XX7151100000	35.00
(EE) LOA BEG DT/CD/END		XX7147700000	65.00
SEPARATION DT/REASON	(FF)	(HH)	(II)
(GG) O-T/FLSA CD	Y/N		(JJ) (KK) (LL)
LAST PA NUMBR/TRAN DT	NEWHIR 0316XX (MM)		

## LEGEND

No.	Description
A	Screen number
B	Employee's SSN (#####) or Employee ID# (OR#####). Part of the screen access key sequence, required.  If you enter the employee's OR#####, OSPA will display the SSN in the EMPLOYEE ID field. If you enter the employee's SSN, it will display the OR##### in the EMPLOYEE ID field.
C	Agency number, #####. Part of the screen access key sequence, optional. If you have logged on through PUIS with an agency number (rather than ALL), OSPA will default to that agency number. If you have logged on with ALL, you must enter the agency number.

No.	Description
D	Concurrent job number, #. Part of the screen access key sequence, optional. Defaults to 1.
E	Ending date of job segment displayed. Part of the screen access key sequence, optional. Defaults to 999999 (the current record) or the last job segment for the agency (MMDDYY).  You can change this to recall a specific record. See OSPA Screen Interactions below.
F	Screen name  Screen messages, if any, will appear in the blank area below the name.
G	Name of employee associated with the requested SSN or Employee ID
H	<b>JOB STAT START:</b> The beginning date of this job segment, MMDDYY  <b>STOP:</b> The final date the segment is in effect, MMDDYY. The current record has a STOP date of 999999.
I	Report Distribution Code. A code established by the agency in the PPDB to identify divisional units within the agency. It may also be used in OSPA for sequencing reports, timesheets, payroll checks, etc.
J	<b>PERS AGY:</b> Personnel agency. Number of the agency for which this employee works, #####  <b>POS:</b> position number within the agency, #####  <b>DFC:</b> Double fill code. For employees who are double filling a position, the PPDB interfaces a code to identify the reason for the double fill. Possible values include: <ul style="list-style-type: none"> <li>▪ B = employee occupies the base position</li> <li>▪ E = position establishment is pending the PICS update</li> <li>▪ J = job share, not &gt;1.0 FTE</li> <li>▪ L = to cover an employee on leave for any reason when a temporary appointment is not appropriate and a vacant position does not exist to address the workload need</li> <li>▪ M = approved and/or directed by Budget and Management (BAM), DAS, to address budget issues</li> <li>▪ P = may not be &gt; 1.0 FTE</li> <li>▪ T = short-term transition of employees into pending vacant positions for training</li> <li>▪ X = exempt from ORS 240</li> </ul> <b>SC:</b> Separation code. Indicates if employee is currently active or has separated from the position. Possible values include: <ul style="list-style-type: none"> <li>▪ Y = separated from position</li> <li>▪ 0 = not separated</li> </ul>

No.	Description
K	<p>Recognized service date. The date the employee started state service adjusted for applicable breaks in service, MMDDYY. Used by the PPDB to determine when the leave accrual service code will change. Used by OSPA to determine if the employee is eligible to take a leave type that has a value in the WAIT field on the PTB1 Payroll Benefit Package Table screen.</p>
L	<p><b>PT-FT CD:</b> Part-full time code. Indicates the amount of time the employee will normally work. Possible values include</p> <ul style="list-style-type: none"> <li>▪ F = full-time</li> <li>▪ I = intermittent</li> <li>▪ J = job share</li> <li>▪ P = part-time</li> <li>▪ T = temporary</li> </ul> <p><b>PCT:</b> percent of full-time for this employee</p>
M	<p>City-county code. A code that designates the official location for the position the employee is occupying.</p>
N	<p><b>APPOINTMENT TYPE DT:</b> Date employee was appointed to this position, MMDDYY</p> <p><b>CD:</b> Type of appointment. Possible values include:</p> <ul style="list-style-type: none"> <li>▪ A = academic year</li> <li>▪ L = limited duration</li> <li>▪ P = permanent</li> <li>▪ S = seasonal</li> <li>▪ T = temporary</li> </ul>
O	<p>Hours per day the employee will normally work. This code tells OSPA how many hours to use to calculate the EQUIVALENT RATE. See Notes, EQUIVALENT RATE.</p>
P	<p><b>EMP REPR:</b> Employee's representation code</p> <p><b>CLS:</b> Class</p> <p><b>OPT:</b> Pay option / range option. A 1-character alphanumeric code from the PPDB to permit multiple salary ranges for the same classification and representation code. The range option is a 1-character code that indicates the type of salary range for a particular compensation plan.</p> <p><b>STEP:</b> Designates the employee's specific rate of pay within the classification range</p>

No.	Description
Q	<p>Code that identifies the transit district for the position's official location. Possible values include:</p> <ul style="list-style-type: none"> <li>▪ B = Bay Area Transit District (not currently used) (Coos Bay, North Bend, Eastside)</li> <li>▪ C = Tillamook County Transportation District (all employees working within Tillamook County)</li> <li>▪ E = Sunset Empire (Astoria, Hammond, Seaside, Warrenton)</li> <li>▪ H = Hood River Transit District</li> <li>▪ K = Basin Transit Service District (Klamath Falls)</li> <li>▪ L = Lane County Mass Transit District</li> <li>▪ M = South Clackamas Transit (formerly Molalla)</li> <li>▪ R= Rogue Valley Transportation District</li> <li>▪ S = Salem Transit District</li> <li>▪ T = Tri-county Metropolitan District of Oregon</li> <li>▪ X = not subject to transit tax</li> <li>▪ Y = Lincoln County (Lincoln City, Newport, Siletz, Waldport)</li> </ul>
R	<p>Personnel transaction code. Describes the most recent personnel action from the PPDB (###). The PPDB allows up to nine codes per segment; OSPA displays the first five. See the DAS HRSD Systems and Services web site, <a href="http://www.oregon.gov/DAS/HR/HRSS.shtml#PPDB_Group">http://www.oregon.gov/DAS/HR/HRSS.shtml#PPDB_Group</a>, for possible values.</p>
S	<p>Defines which form of timesheet, if any, the employee receives and whether the printed timesheet will include forecasted time. Possible values include:</p> <ul style="list-style-type: none"> <li>▪ N = no timesheet</li> <li>▪ 1 = long form with forecast</li> <li>▪ 2 = short form with forecast</li> <li>▪ 3 = long form without forecast</li> <li>▪ 4 = short form without forecast</li> <li>▪ 5 = pre-formatted tape for batch time capture</li> <li>▪ 6 = printed list of timesheet numbers assigned to individual employees</li> </ul>
T	<p>Benefit package code. OSPA uses it to validate pay types, insurance benefits and leave availabilities and accruals. See the OSPA Reference Manual, Codes, Benefit Package Codes, for possible values.</p>
U	<p>Determines the employee's rate for vacation accrual, controlled by benefit package and RECOG SVC DT. See the OSPA Reference Manual, Handbooks, Leave Accrual and Reporting.</p>
V	<p>If you use the employee's OR##### for the inquiry, OSPA will display the employee's SSN in the EMPLOYEE ID field. If you use the employee's SSN for the inquiry, it will display the OR##### in the EMPLOYEE ID field.</p>
W	<p>PERS wage/job class code. Defines the employee's retirement class. See Notes, PERS Wage/Job Class Codes below for possible values.</p>

No.	Description
X	Employee's work group. Optional, agency defined. Corresponds to the "PAY DISTR" field in the PPDB.
Y	<p>Method used to calculate employee's earnings. Possible values include:</p> <ul style="list-style-type: none"> <li>▪ D = daily</li> <li>▪ H = hourly</li> <li>▪ P = partial salary (part-time salaried)</li> <li>▪ S = salaried</li> <li>▪ U = undefined</li> </ul>
Z	Full-time monthly salary for this range and step
AA	PERSONNEL BASE RATE plus any fixed pay differentials (KK and LL below) in the PPDB
BB	Pay rate for salaried and partial salaried employees, based upon ADJUSTED BASE * PT-FT CD/PCT
CC	ADJUSTED BASE ÷ annualized number of hours per month, based upon the employee's STANDARD HRS PER DAY. Sometimes referred to as the equivalent hourly rate. See Notes, EQUIVALENT RATE below.
DD	<p>Values from the Holiday table. OSPA uses them to forecast the employee's holiday pay days for a given pay period. Possible values include:</p> <ul style="list-style-type: none"> <li>▪ A = Actual holidays</li> <li>▪ B = School for the Blind (obsolete 2007)</li> <li>▪ D = School for the Deaf, observed holidays(reactivated 2009)</li> <li>▪ E = Oregon Education Association, observed holidays (no 4<sup>th</sup> of July)</li> <li>▪ G = Observed holidays]</li> <li>▪ H =Student Assistance Commission / PERS, observed holidays</li> <li>▪ N = No holiday</li> <li>▪ O = Observed holidays</li> <li>▪ Z = Lottery, observed holidays</li> </ul>
EE	<p><b>LOA BEG DT:</b> Leave of absence beginning date, MMDDYY</p> <p><b>CD:</b> Personnel action code that describes the type of leave or suspension. See Notes, LOA/CD below for possible values.</p> <p><b>END:</b> Date employee returned from leave of absence or suspension, MMDDYY</p>
FF	<p><b>SEPARATION DT:</b> Date the employee separated from this agency, MMDDYY</p> <p><b>REASON:</b> the PPDB separation reason code. See the DAS HRSD Systems and Services web site, <a href="http://www.oregon.gov/DAS/HR/HRSS.shtml#PPDB_Group">http://www.oregon.gov/DAS/HR/HRSS.shtml#PPDB_Group</a> , for possible values.</p>

No.	Description
GG	<p><b>O-T:</b> Overtime code. Possible values include:</p> <ul style="list-style-type: none"> <li>▪ N = not eligible for overtime pay</li> <li>▪ Y = eligible for paid overtime</li> </ul> <p><b>FLSA CD:</b> Employee's status under the Fair Labor Standards Act. Possible values include:</p> <ul style="list-style-type: none"> <li>▪ E = exempt</li> <li>▪ N = not exempt</li> <li>▪ X = Legislative Branch, exempt under ORS 240.200</li> </ul>
HH	<p>Generally, biennium (##), PCA (#####), Index (#####) to which employee's costs will be charged. Maximum of four lines from the PPDB.</p>
II	<p>The percentage of the employee's costs OSPA will post to this LABOR COSTING. The total percents may not exceed 100.</p>
JJ	<p>Fixed monthly differential pay type entered in the PPDB. See the OSPA Reference Manual, Codes, Pay and Leave Codes, for possible values.</p>
KK	<p>Indicates whether the PAY TYPE will be paid as a fixed amount (A) or as a percent of base pay (P)</p>
LL	<p>The percent of base pay or the amount for the fixed differential</p>
MM	<p><b>LAST PA NUMBR:</b> 5-digit alphanumeric. May be the number of the last Personnel Action processed for this employee or a comment that provides an audit trail for this action.</p> <p><b>TRAN DT:</b> Date action processed, OSPA generated, MMDDYY</p>

## NOTES

**CCJ** -- If the employee has more than one concurrent job, OSPA will display the message "JS10 \* AN ADDITIONAL CNCUR JOB EXISTS" just above CONCURRENT JOB INFO.

**Employee ID** – If you inquire by Employee ID and OSPA is unable to retrieve a record, the SSN / Employee ID crosswalk in OSPA has probably not updated. To save the Employee ID to the crosswalk, do the following:

- Retrieve the record with the employee's SSN
- Press [F10]
- Press [PAUSE] to clear the screen
- Return to the screen and inquire with the Employee ID

**EQUIVALENT RATE** – The employee's EQUIVALENT RATE = ADJUSTED BASE ÷ an annualized number of hours per month. OSPA bases the annualized number of hours per month on the employee's STANDARD HRS PER DAY. Currently, most employees have STANDARD HRS PER

DAY: 8, resulting in an average number of hours per month of 173.33. Employees in the FF and FP Benefit Packages have 10.600 STANDARD HRS PER DAY for 229.67 hours per month.

In the past, the STANDARD HRS PER DAY and the annualized hours per month may have included the following:

- 7.500/DAY = 162.50 HOURS PER MONTH
- 8.000/DAY = 173.33 HOURS PER MONTH
- 8.500/DAY = 184.17 HOURS PER MONTH

**LOA/CD** – The PA codes in the PPDB that may interface into this field include:

PA Code	Description
628	Leave with Pay – Education
629	Leave with Pay – Other
631	Leave without Pay – Military
632	Leave without Pay – Education
633	Leave without Pay – Job Incurred Sick
634	Leave without Pay – Non-job Incurred Sick
635	Leave without Pay – Academic Year
637	Leave without Pay – Other
681	Return from Leave
710	Suspension with Pay
720	Suspension without Pay
750	Return from Suspension

**NOTE:** If the LOA BEG DT and CD fields have values, the END field is blank, and the LOA code description includes “leave without pay”, the time entry screens will only accept leave without pay codes (LV TP = U or W on the PTB2 Payroll Benefit Package Table screen).

**PERS Wage/Job Class Codes** – Possible values on the P030 screen include:

- 1 = PERS Tier 1 or 2, General Service
- 2 = PERS Tier 1 or 2, Police and Fire
- 3 = PERS Tier 1 or 2, Legislature, Contributions to OSGP
- 4 = PERS Tier 1 or 2, Legislative Retirees with Contributions
- 5 = PERS Tier 1 or 2, General Service Unretired
- 6 = PERS Tier 1 or 2, Legislature
- 7 = PERS Tier 1 or 2, Police and Fire Unretired
- 8 = PERS Tier 1 or 2, Elected Official
- 9 = PERS Tier 1 or 2, School Employee
- B = Board Member
- C = OPSRP Legislature, Contributions to OSGP
- D = Not expected to meet the 600-hour qualification for PERS membership in a calendar year
- E = OPSRP Elected Official
- F = OPSRP Police and Fire
- G = OPSRP General Service
- H = OPSRP Legislative Retirees with contributions
- L = OPSRP Legislature
- M = PERS retiree without Hour Limit
- N = Non-state employee



- O = Legislature Opt Out
- P = PERS Tier 1 or 2 Judge Member
- R = PERS Retiree
- S = OPSRP School Employee
- T = OPSRP General Service Unretired
- U = OPSRP Police and Fire Unretired
- X = Student Workers, DOJ Student Law Clerks
- Y = PERS Tier 1 or 2, School Employee Unretired
- Z = OPSRP School Employee Unretired

See the DAS HRSD Systems and Services web site for a crosswalk for the P030 and P010 Withholding Data / Locator Data

Screens, <http://www.oregon.gov/DAS/HR/docs/ppdb/WageJobClassCde.pdf> . Also, see the OSPA Reference Manual, Handbooks, Public Employee Retirement System.

## SCREEN MESSAGE CODES

Code	Message with Code	Description
JS04		Requested Data Not Found
JS07	NO CONCURRENT JOB INFO AVAILABLE	This employee does not have a current job segment in your agency, or you are looking for a concurrent job # (2, 3, etc.) that doesn't exist.
JS08	NO JOB STATUS INFO AVAILABLE	The data for the time period you requested has been archived and is no longer available
JS10	* AN ADDITIONAL CNCUR JOB EXISTS	The employee has more than one concurrent job with your agency. If you wish to see the data for the other concurrent job, change the concurrent job number in the inquiry.

See the OSPA Reference Manual, Codes, Screen Message Codes, for an alphanumeric list.

## OSPA REASONABILITY EDITS

Intentionally left blank, inquiry only screen

## SUPPORTING DOCUMENTATION

Controlled by the PPDB; no payroll documentation required

## **OSPA SCREEN INTERACTIONS**

### **AFFECTED BY**

The PPDB

**P032 Job Status Display** – The P032 screen lists recent job segments for the employee. You can use the STOP dates on this screen to inquire on the P030 screen.

### **DIRECTLY AFFECTS**

This screen directly affects every other employee-specific screen within OSPA.

### **INDIRECTLY AFFECTS**

Intentionally left blank

## **CATEGORY / SCREEN CLASSIFICATION**

General Information / View Only

## **REVISION HISTORY**

<b>Date</b>	<b>Rev. No.</b>	<b>Modification</b>
05/18/06	1.0	Original
01/26/07	1.1	Add Intermittent to PT-FT CD values
12/18/07	1.2	Correct reference to benefit package appendix
07/01/09	1.3	PERS Wage/Job Class Code Values; add FLSA CD X
11/03/09	1.4	WR# 3560, Holiday Table changes for furloughs
12/02/09	1.5	Clarify Holiday Table codes
01/29/10	1.6	PERS Handbook, appendices to codes
03/11/11	1.7	Clarify LOA code
03/20/12	1.8	Number of PA codes displayed and how selected; STANDARD HRS for FF and FP benefit packages; correct web address for PERS Wage Job Class Code Worksheet
04/24/2015	1.9	WR# 4099, Holiday table changes to remove furlough references