POSITION AND PERSONNEL DATA BASE (THE PPDB)

OVERVIEW

The Position and Personnel Data Base (the PPDB) is a mainframe application developed with the Oregon Statewide Payroll Application (OSPA). It contains complete personal and employment information for all state employees hired since its implementation. It also includes summarized historical information for employment periods prior to its implementation. HR Operations and Systems, Enterprise Human Resource Services (EHRS), Department of Administrative Services (DAS), is responsible for the operation and maintenance of the PPDB.

RELATIONSHIP TO OSPA

As soon as agency HR saves employment information for an employee in the PPDB, the payroll related data interfaces to OSPA. Summarized information displays on the P030 Job Status Data, P031 Job Status Update, and P032 Job Status Display screens in OSPA. Each payroll related change in the PPDB creates a new job segment on these screens.

HR must enter employment information in the PPDB before agency payroll can make entries in OSPA.

OSPA archives data from the P030, P031, and P032 screens. Archived data in OSPA still displays in the PPDB. Some staff in Payroll System Support (PSS) and HR Operations Systems can "refresh" job segments from the PPDB to OSPA.

PSS can correct some job segment information on the P031 screen in OSPA. For example, if an employee transfers from one state agency to another and there is a gap between the JOB STAT STOP date in the sending agency and the JOB STAT START date in the receiving agency, PSS can change the dates to eliminate the break in service.

See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides for additional information on the P030, P031, and P032 screens.

Questions? Contact the OSPS Help Desk   e-mail: OSPS.Help@oregon.gov   Telephone: 503-378-6777

interPPDB.docx   Page 1   Revised: 5/12/2016

PPDB

The Oregon Accounting Manual (OAM) 45.30.00.PO Dual Update Access to PPDB and OSPA establishes the internal control that no one will have update access to both the PPDB and OSPA. Agency payroll may have inquiry only access to the PPDB.

You can move easily back and forth between the OSPA and the PPDB screens:

- Type the four-digit screen designation in the upper left corner of the screen

- Press [ENTER]

- Key the required information (for example, Employee ID, SSN, or name) in the mini-menu portion of the screen

- Press [ENTER]

The PPDB employee related inquiry screens include:

- PBED Employee Job Display

- PBEL Employee History Locator

- PBEV Employment Verification

The PBED screen has a series of screens, accessible through the function keys:

- [F1] – Employee information

- [F2] – Job information

- [F3] – Pay information

- [F4] – Reference information

- [F5] – Help

- [F6] – A toggle key that toggles back to the previously displayed PPDB screen. The toggle is available when the screen designation displays in the upper portion of the screen.

The Agency Table screens in the PPDB also govern each agency's use of personnel and payroll related applications. Designated agency staff members have update access to the PBAG Agency Table – General screen. Designated PSS staff members have update access to the PBAP Agency Table – Payroll screen. See the Statewide Payroll Reference Manual, OSPA System Related Documents, Screen Guides, PBAP for more information.

Questions? Contact the OSPS Help Desk   e-mail: OSPS.Help@oregon.gov   Telephone: 503-378-6777

interPPDB.docx   Page 2   Revised: 5/12/2016

RESOURCES

AUTHORITY / REFERENCES

ORS 240.145 Duties of Administrator [Personnel Division of DAS] include the responsibility to maintain a "register" of state employees with their employment related information

OAM 45.30.00.PO Dual Update Access to PPDB and OSPA

FORMS

Intentionally left blank

REPORTS

Intentionally left blank

REVISION HISTORY

Date	Rev. No.	Modification
12/27/06	1.0	Original
12/11/12	1.1	Periodic review; DAS and manual re-org
05/12/16	1.2	Updated OSPS email address

Questions? Contact the OSPS Help Desk   e-mail: OSPS.Help@oregon.gov   Telephone: 503-378-6777

interPPDB.docx   Page 3   Revised: 5/12/2016