



ORPICS Field Crosswalk to Workday

Quick Reference Guide

Position Restrictions information is found by:

- Navigating to the position/person you need to view
- In the **Job Details** section, click on the **Position** (the position title highlighted in blue)
- Click on the **Position Restrictions** (the position title highlighted in blue)

Position Overview tab

Organizational Assignments are used to group resources, workers and costs to support a particular business function.

Workday Field	Examples & Additional Information														
Company	Each state government agency/board/commission in all three branches is considered a company in Workday.														
Cost Center	Employees are assigned cost centers when hired. This is displayed as a designation within an organization to which expenses are charged. Note: Also referred to as a default Labor cost Code.														
PERS Position Classification	<p><u>Organizations available:</u></p> <table> <tbody> <tr> <td>Board Member Position</td> <td>Legislator</td> </tr> <tr> <td>Department of Justice Law Clerk Position</td> <td>Legislature</td> </tr> <tr> <td>Elected Official Position</td> <td>Police & Fire Non-Qualifying Position</td> </tr> <tr> <td>General Service Non-Qualifying Position</td> <td>Police & Fire Qualifying Position</td> </tr> <tr> <td>General Service Qualifying Position</td> <td>School Position</td> </tr> <tr> <td>Judge (Elected)</td> <td>Student Position</td> </tr> <tr> <td>Judge (Pro Tem)</td> <td></td> </tr> </tbody> </table>	Board Member Position	Legislator	Department of Justice Law Clerk Position	Legislature	Elected Official Position	Police & Fire Non-Qualifying Position	General Service Non-Qualifying Position	Police & Fire Qualifying Position	General Service Qualifying Position	School Position	Judge (Elected)	Student Position	Judge (Pro Tem)	
Board Member Position	Legislator														
Department of Justice Law Clerk Position	Legislature														
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<p>Position Representation (as an organizational assignment)</p>	<p><u>Organizations available:</u></p> <table border="0"> <tr> <td>AFSCME</td> <td>Non-State Workers</td> </tr> <tr> <td>AEE</td> <td>ONA</td> </tr> <tr> <td>AOCE</td> <td>OPSA</td> </tr> <tr> <td>Board & Commission Members</td> <td>OSPOA</td> </tr> <tr> <td>CIA (Justice)</td> <td>Semi-Independent agencies</td> </tr> <tr> <td>Executive Branch officials</td> <td>SEIU</td> </tr> <tr> <td>Executive Service</td> <td>STEA</td> </tr> <tr> <td>IAFF (Military)</td> <td>Temporary employees</td> </tr> <tr> <td>Judicial Branch officials</td> <td>Trainers</td> </tr> <tr> <td>Legislative Branch officials</td> <td>Unclassified</td> </tr> <tr> <td>Management Service</td> <td>Unrepresented</td> </tr> <tr> <td>Non-ORS240</td> <td></td> </tr> </table>	AFSCME	Non-State Workers	AEE	ONA	AOCE	OPSA	Board & Commission Members	OSPOA	CIA (Justice)	Semi-Independent agencies	Executive Branch officials	SEIU	Executive Service	STEA	IAFF (Military)	Temporary employees	Judicial Branch officials	Trainers	Legislative Branch officials	Unclassified	Management Service	Unrepresented	Non-ORS240	
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Hiring Restrictions tab

Workday Field	Examples & Additional Information
Job Family	A specific field of work or study existing within a broader occupational group. A grouping of similar job profiles.
Job Profile	<p>Defines the features and characteristics of a position.</p> <p>Example:</p> <ul style="list-style-type: none"> Job Family Group = General Government Job Family = Operations & Policy Analyst Job Profile = Operations & Policy Analyst 3 – SR30 – Exempt
Location	This is the building where the position is located in.

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Availability Date	This is the date the position is available for staffing transactions. The target hire date on job requisitions cannot be earlier than this date. You cannot change this date after you fill a position for the first time.
Earliest Hire Date	This is the earliest date you can hire into the position and it needs to be after the <i>Availability Date</i> .
Time Type	Determines how the salary will be calculated. Full time Part time
Worker Type	Employee Contingent worker - Contingent workers are contractors, federal workers, unpaid interns, vendors, and volunteers.
Worker Sub-Type	Determines what kind of employee you are hiring. Academic Limited Duration Permanent Seasonal Temporary
Default Compensation tab	
Workday Field	Examples & Additional Information
Grade	Grades define the standard compensation range for a given job or job level.
Grade Profile (as a compensation assignment)	Examples: <u>JUA</u> -09-AA <u>MESN</u> -24X-AA <u>OAH</u> -23-AP

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Grade Profile	Examples: JUA-09- <u>AA</u> MESN-24X- <u>AA</u> OAH-23- <u>AP</u>
Step	The Default Compensation step for the position.
Total Base Pay Range	This amount is only the Default Compensation monthly salary for the position, no OPE dollars are included. The Compensation section under the Total Base Pay Range reflects the current compensation plan data. The amount in Total Base Pay Range may not match the Budgeted Rate due to changes that are applied during the course of the biennium (e.g., COLAs, class studies, compensation updates, etc.). To view the Budgeted Rate, Budgeted Step, Total Budgeted Salary and OPE, please see the Additional Data tab.

Qualifications tab

The Qualifications tab is for required qualifications on a position. If a position has specific qualifications that are required by a law or policy those will be listed here. However, no data will be loaded in this tab for go-live because these qualifications pull over to any job requisition that applies to the position.

Business Process History tab

This tab includes information on actions that have been taken on the position.

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Additional Data tab

Section: Agency Reporting

ORPICS Field	Workday Field	Examples & Additional Information
N/A	Agency Reporting Cross Reference (ARCR)	The Agency Reporting Cross Reference can be used to provide a Detail Cross Reference (DCR) assignment for non-budgeted positions.

Section: Position Budget Details from ORPICS

Note: All ORPICS position dates will be loaded from ORPICS directly into Workday.

ORPICS Field	Workday Field	Examples & Additional Information
Effective Date	Modify Date	The date a position is added, abolished or modified in ORPICS. This can be by either administrative action or legislative direction.
Auth No	Authorization Number (Budgeted Authorization Number)	ORPICS will continue to assign the budget authorization number for all approved positions. This number will be loaded into Workday directly from ORPICS.
WD	Workday ID from ORPICS	This is the Workday ID associated with the budgeted position in ORPICS.
Phase In	Phase In Date	The date the position is authorized to be phased-in during the current biennium. ORPICS default is set to the first day of the biennium (July 1 of the odd numbered years).
Phase Out	Phase Out Date	The date the position is authorized to phase-out during the current biennium.
Mos	Months	Total number of months on the budgeted position.

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FTE	FTE	FTE is calculated by dividing the position's total months by 24 Examples: 24 months / 24 = 1.00 FTE 12 months / 24 = .50 FTE
Pos Cnt	Position Count	Position Count is either 1 or 0
Rate	Rate	Budgeted Rate is only the monthly salary rate budgeted for the position, no OPE dollars are included.
Step	Step	The salary step budgeted for the position.
Cross Reference (DCR)	Detail Cross Reference (DCR)	The DCR is only applied to the budgeted positions. Only the primary DCR is displayed in Workday. Example: 10700-045-02-00-00000
Classification	Representation	The budgeted representation is displayed here. Example: UA
	Classification Number	Position Restrictions / Hiring Restrictions / Job Profile / Job Code (the first 4 digits) ORPICS Class number: CO0872 or X7010 Workday Job Code: 0872-SR30-E or 7010-SR35-E
	Service Type	Indicates the type of state service for the classification. Example: C = Classified U= Unclassified X = Management Service

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	Pay/Range Option	In Workday the Pay/Range Option is located at the end of the Grade Profile (IP) Grade Profile Examples: UA-33- IP MESN-24X- AA OAH-23- AP
Salary Range	Salary Range	In Workday the Salary Range is located in the middle of the Grade Profile (33) Grade Profile Examples: UA- 33 -IP MESN- 24X -AP OAH- 23 -AP
Position Type	Time Type	Full time Part time
Position Type	Position Sub-Type	Academic Limited Duration Permanent Seasonal Temporary
Total Salary or All Funds Salary	Budgeted Salary	The biennial total OPE of a position in ORPICS
Total OPE or All Funds OPE	Budgeted OPE	The biennial total OPE of a position in ORPICS
Discontinue	Abolished	This field will remain blank until the position is abolished in ORPICS. The position will then be flagged to true (Yes) and all budgeted information will be (0) zeroed out and dates set to 1/1/1900.

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Section: Position Details		
ORPICS Field	Workday Field	Examples & Additional Information
Position Number	PPDB Position Number	The PPDB number will no longer be loaded into Workday from ORPICS. PPDB Number is a custom field; it cannot be used to search for the position in Workday. Run the <i>BGT – Position Management Detail Report</i> to find the PPDB number. The PPDB number is not unique, multiple agencies may use the same PPDB number, therefore it is not recommended for use when comparing Workday and ORPICS systems.
N/A	PDC Number	The Payroll Distribution Code (PDC) is the PPDB code used to identify the physical address of the employee and is used for paycheck distribution.
N/A	RDC Number	The Report Distribution Code (RDC) is a PPDB code used to identify the divisional units within an agency for distribution and subtotal purposes.
N/A	Position Pending Budget Approval	New or existing non-budgeted positions can be designated as pending budget approval. This box must be checked to ensure a non-budgeted position is correctly selected for the PICS Roll process to receive budget authorization and funding.
Data available in reporting or extracts		
N/A	Workday Position ID (12 digit number with leading zeros)	Every position will receive a unique Workday position ID number. Because this field is an Integration ID, only system administrators will be able to view this ID on the position screens within Workday. Budget staff can run any report in the Dashboard (Position Budget Reports), for example the report <i>BGT – Position Management Detail Report</i> is a very complete detail report.

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