

PPDB MISCELLANEOUS REMINDERS

QUESTIONS – PLEASE EMAIL: GROUP.PPDB@STATE.OR.US

Revised May 1, 2014

SOCIAL SECURITY NUMBER CHANGES (PBEN transaction code)

IMPORTANT: DO NOT CHANGE SSN'S between final payroll deadline 1st run and final payroll deadline 2nd run. This is very important so that employee records are not lost on the payroll side. See Preliminary and Final Payroll Run 1 & 2 schedule for dates.

Please send email to: group.ppdb@state.or.us if you have questions or need guidance on how or when to correct social security numbers.

NO SSN CHANGES IN PPDB ON THE FOLLOWING DATES IN 2014:

April 26 th , 2014 through May 9, 2014	August 26, 2014 through September 9, 2014
May 24, 2014 through June 9, 2014	September 26, 2014 through October 8, 2014
June 26, 2014 through July 9, 2014	October 28, 2014 through November 7, 2014
July 29, 2014 through August 11, 2014	November 26, 2014 through December 8, 2014

- **ADDRESS CHANGES:** When employee has terminated from the state and later send an address change it is advised to go into the separated employee's record and update the address. You will need to use the same effective date of the termination to do the address change. When you are doing an address change on the current employee, you will need to use a date in the current month.
 - Reminder: the Address screen (F1) does not have history, so do not try to purge off the address change, you can simply just change it as needed.
- **ADDRESS FIELD / NO PUNCTUATION IN PBED:** Do NOT use any punctuation in the Address 1 & 2 fields. **No commas, dashes, periods, etc. Please use Apt or Unit to identify instead of #.** **The link below will give you the correct term to use. The Number sign '#' is used very rarely by the postal services.**
 - PPDB follows US postal service standards. Use this link to enter an address in and it will give you the standards we should use in PPDB. This link will also give you the correct zip code that matches the address. Will also show you the correct way to enter cities. So if the employee has given you the wrong zip, this will give you the correct one when using this USPS link.
 - <https://tools.usps.com/go/ZipLookupAction!input.action>
 - **For example you may have an address to put into PBED with a street name and then #3310.** This USPS link will convert the verbiage from '#' to 'Apt' or 'unit' or whatever the standard is for that address.
- **AGY USE CD:** This code is located on F2 screen. Reminder that this field is for agency use and is optional. The field is a one character alpha/numeric field and will open with most PA codes. Press F5 while on this field to see more information relating to this optional field use.
- **AUTOMATED STEP INCREASES (ASI) FOR OFF STEP EMPLOYEES:** If an employee is off step and does not have a "freeze code" on their record, the automated step increases will not take them to 'the next step'; instead, the ASI will give them a percentage similar to a 'full' step. If you do not want someone to receive an increase automatically when they are off step, you will need to place an appropriate freeze code on employee (see F5 help windows). When you have a freeze code on employee's record, you will need to manually update the Salary Increase when due.
 - If an employee was not given their Salary Increase automatically in the system, the agency is responsible for determining if they need to manually 'enter' the PA Code 811 Salary Increase. Agencies should monitor the Monthly Audit received at the beginning of the month against the ASI given/not given list to determine if there are increases that the agency may need to manually update.

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- Reminder to audit the ASI's against the monthly audit report each month. See PIE recap on our web link for May 26, 2011, this was a handout.
 - http://www.oregon.gov/DAS/EHRS/docs/ppdb/pie_recap_052611.pdf
 - See page 12 on this link
- NOTE: For this biennium with half steps, audit against the half step report given sent to your agency during this time instead of the ASI given/not given.
- **DAS INFORMATIONAL EMAILS** - This mailing list will allow you to receive email updates from PPDB Group. subscribe go to this link:
http://listsmart.osl.state.or.us/mailman/listinfo/das_ppdb_group
- **DIFFERENTIAL WARNINGS: E0355-(WARNING) DIF AMOUNT GREATER THAN 5 PERCENT.**
This warning message will appear when processing differential pay where the differential formula is a percentage (P) and the amount is greater than 5% (000.050) in any of the differential pay fields. The warning message will also appear when processing or reopening an action and there is a percentage value in any of the differential pay fields. The message is designed to draw attention to the differential pay percentage amount in order to minimize the chance of creating an overpayment created when the percentage amount is entered incorrectly.
 - Example: Since the differential pay amount is entered in a decimal form it is easy to accidentally enter a 5% differential pay as 000.500 which calculates as 50% instead of being entered correctly as 000.050 which is calculates as 5%.
 - Note: The warning message will not show upon processing if you do not press the enter key and allow for the edits to run before doing a 'CHG' and enter. The warning message does not prevent you from processing an incorrect differential pay amount as described in the situation above.
- **ETHNIC CODE 'D':** This code now denotes employees who have not yet submitted a self-identification form. The 'D' Ethnic code must be replaced in PBED with the correct code within 30 days. See form at the following Link: <http://oregon.gov/DAS/EHRS/docs/ppdb/eeoselfreportform.pdf>
- **ERROR CODE - E0356-(WARNING) STOP IF PRIOR PERM POS HASNT CLEARED 2ND PAYROLL. TEMPORARY APPOINTMENT ENTRY INTO PPDB:** This warning message will appear when processing regular temporary appointments and retiree temporary appointments for Repr's XA and XAO. The warning will display on the F3 pay screen in PBED for PA codes 167 and 168 upon initial processing or reopening the action when it is the current latest record. The message serves as a reminder to not process temporary appointments when the employee held a permanent, limited duration or seasonal appointment in a month where the second payroll run has not yet closed. Temporary appointments should not be processed until the second payroll run closes in these situations in order to avoid complications in the payroll system.
 - Example: An employee retires from their permanent appointment in October and will start in a temporary appointment on the first of November. You must wait for the October second payroll run to close before processing the November effective temporary appointment.
 - Note: The warning message will not show upon processing if all the correct information is populated and you do not press the enter key and allow for the edits to run before doing a 'CHG' and enter. ***If you attempt to do CHG and it will not take the update, press F2 to determine if there is another error to take care of on F2 screen first and possibly you may have to check F1 for an error, the system won't take you to the other pages with errors.*** The warning message does not prevent you from processing a temporary appointment as described in the situation above.

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- **FREEZE CODE K:** Effective March 1, 2009 DAS began reserving the use of Freeze code K. The use of that code ended in 2012.
- **LEAVE ACCRUAL CHANGES BETWEEN REPRESENTATIONS:** When an employee transfers in from another agency and they were a different representation at the other agency, be aware of different leave accrual rates that may not apply in the new agency. You may need to make changes to the employee's Leave Accrual code if there is a difference in the leave accrual rate determined by the new representation.
- **LEAVE WITHOUT PAY / EMPLOYEE RESIGNS:** If the employee resigns while still on LWOP, do not use the 681 pa code. Only use the 520 PA Code. If you use both codes they will not get paid for one day because the 681 PA code is an 8am effective code and the 520 is a 5pm effective code.
- **NAME FIELD IN PBED (F1 SCREEN) – SUFFIXES/TITLES:** Reminder on what is acceptable in PPDB. **Suffixes** such as **JR, SR, IV** may be used in PPDB if shown on Social Security Card.
 - DO NOT ADD TITLES such as: DR., REV., or RN, they are not acceptable in PPDB System/payroll.
 - <http://www.socialsecurity.gov/employer/critical.htm> Refer to this link regarding names entered into PPDB. Names entered into PPDB must be the same as what is shown on their social security card.
- **OUS Agencies/Semi-Independent agencies:** When an employee has worked for OUS agencies and/or other semi independent agencies, please refer to these instructions.
<http://www.oregon.gov/DAS/EHRS/docs/ppdb/ousproc.pdf>
- If you do not know whether an agencies is included on this, email group.ppdb@state.or.us.
- **PA CODE 450 vs. PA CODE 330:** Reminder that using PA Code 450 will keep the employee's current USERID and any securities connected to that USERID.
 - The PA Code 450 is used when an employee is transferring within the "same agency" to a new position number with same duties, this does not create a new userID.
 - The PA Code 330 should be used when an employee is transferring to a new position number and possibly new class with same salary range, within the same agency.
 - Using PA code 330 ends the other job they were on and assigns a new USERID and will revoke their securities connected with that USERID.
 - **PAC on 450/330 – IMPORTANT, DO NOT USE "PAC" TO CHANGE THE 450 TO 330 OR VISA VERSA. This can make the employee's record inoperable and then we have to special programming to make it operable again.**
- **PA CODE 555 – Employees entered into PPDB that never worked.** When you have new employees who never showed up or other reasons and you want to make sure they don't get a paycheck, please send email to group.ppdb@state.or.us with the reason why they are not employed now. We will coordinate with OSPS and add the PA code 555 on the employee to stop payment.
- **PA CODE 814 VS. 811:** Reminder that the PA Code 814 is only used for a scheduled salary adjustment or salary selective. Do not use PA Code 814 for the annual merit increase. Use PA Code 811 for the annual merit increase only.

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Revised May 1, 2014

- **PAC CODE (Personnel Action Code Correction)** this code will allow you to change a personnel action code to a different personnel action code. Some PA Code changes are not compatible and you may get an error. Reminder to use caution when using this code. If you need assistance with this code, please email group.ppdb@state.or.us to determine if using the PAC is the best process to use for correction. (Do not use this PA code for changing a Terminating PA Code. See next Bullet). Do not use PAC to change a PA code 450 to 330 or visa versa. Also do not use this code to correct separations, for 5xx pa codes, purge that record off and re-enter the termination pa code.
- **PASSWORD REVOKED:** When your password in PPDB becomes revoked, the user must send an email to DAS User Admin at DAS.RACFUserAdm@state.or.us
 - In the subject line of the email, key in **PASSWORD RESET** and in the body of the email type, **YOUR NAME AND USERID**.
 - When User Admin has reset the password, they will send you an email along with a temporary password.
 - This temporary password must be changed as soon as possible with your new password which you will choose.
- **PBAG SCREEN (Agency Table):** Reminder to update your agency address and contact name changes on the Agency Table. If you need assistance in updating this screen, call Kim at (503) 378-8547. When you need to change who receives your personnel actions and/or reports that you receive from HR Systems, please contact Tam at (503) 373-0959.
- **PBEA – ACTION NEEDED SCREEN:** Reminder, if you have removed the action needed on an employee from this employee audit screen and yet it still shows up on the PBEA screen as an action needed, then email group.ppdb@state.or.us and we will remove the action needed from the PBEA screen for you.
- **PBNG NEWSLETTER SCREEN:** 1) View this screen often for miscellaneous newsletter information regarding PPDB System. 2) While you are in the mainframe you do not have to be signed on to PPDB to view the newsletter. Once you have entered the E23, to get to the mainframe, enter and clear the screen and you can key PBNG and enter (The 'enter' key will take you back and forth between page 1 and 2)
- **PPDB CONTACT EMAILS:** To get on our PPDB contact list for PPDB updates, PIE meeting notices, pay issues, new codes and other related PPDB information, go to this link http://listsmart.osl.state.or.us/mailman/listinfo/das_ppdb_group
- **PPDB SCREENS FREEZE FOR MORE THAN 1 MINUTE (Also called 'looping'):** If you are working in PPDB on the employee or position side, if your screen freezes up for more than 1 minute and you are unable to get out of the screen, do not leave the computer to wait for it to come back up. **Please do the following:** Please call the SDC at (503) 373-1000. Tell them you have a long running transaction to be terminated in E23 DASCICSP. This is the only way to stop background processing. Also email PPDB group to let us know.
- **PPDB HELP WINDOWS:** While in screens in the PPDB system, if you place your cursor on any field and press F5, you will see a help window appear to assist you in determining proper information needed for that field. If this window does not appear, send an email to group.ppdb@state.or.us for assistance.

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- PROMOTIONS: 321 VS 171 - PROMOTE WITHIN AGENCY VS. TO ANOTHER AGENCY:**
 Reminder that you will use PA Code 321 to promote “within the same agency”. The PA Code 171 is used to promote in “from another agency”.
- PROMOTIONS WHILE RECEIVING WORK OUT OF CLASS:** When you do a PA Code 321, this action will automatically end the Work out of Class differential pay so you do not need to use a PA Code 431 to end the Work out of Class. Always allow the 321 to end the Work Out of Class for you. Do not use a PA Code 431 to end the work out of class payments the day before promotion or they will lose 1 day of differential pay.
- PURGE ACTIONS (emails asking us to purge):** Occasionally agencies will need to ask to have us purge actions such as employees who were entered wrong, or those that are not showing up for work etc. If you email group.ppdb@state.or.us please give all the details on the employee and why you need to purge and what you are trying to accomplish. There are times where we don't want to purge but have other ways of correcting the issue. Purging is done with the PA code PRG. Check with HR Systems before purging to determine if there is possibly another way to deal with the issue.
- RATES TABLES ON PPDB (PBNG):** To access the newest rate changes for a class comp, do the following in the mini menu: 1. Key PBRG and enter. 2. Other field: c,repr code, class#,pay option, range option. (e.g. C,OA,C0104,A,A) The ‘c’ in the beginning denotes you want to access the current comp plan.

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ACTION: ... NXT PA C/N: PBRG..... CONFIRM: . PAGE: 001 OF 001
CANCEL: . NXT ACT: .... AGENCY: ..... EMP: ..... JOBNO: .. POSNO: .....
AUTHNO: ..... EFF DTE: 000000 OTHER: C,OA,C0104,A,A.....
  
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- SALARY ELIGIBILITY DATES (SED) AND TRANSFERS:** When an employee transfers equal to a classification with a new representation, remember to determine from the new representation’s contract language whether the Salary Eligibility Date needs to be adjusted to the first of the month. **Example:** A Management Service employee transfers to an SEIU classification as an equal transfer. If the employee’s SED has been 10/15/07 while in Management Service, and they transfer to SEIU, their new SED should be adjusted to the first of the following month which would be 11/1/07 per SEIU contract. Refer to the contract language for each representation as you transfer employees between the different representations.
- TERMINATIONS ENTERED WITH WRONG PA CODE:** If you have terminated an employee using one of these pa codes: 510, 520, 530, 540, 550, 560, 570, 572, 580, 590, 592 **do not use PAC to change the PA code on these.** Most will not allow you to also change the separation reason code which is an important code for Payroll. If you have entered the wrong termination PA code, purge off that termination then re-enter the correct termination PA Code.
- TERMINATING TEMPORARY APPOINTMENTS:** When you are terminating a temporary appointment with PA Code 567 and get this error code: "**E0155-BASE RATE IS MISSING OR INVALID OR OFFSTEP**", this is because the base pay does not match the current rates table for that class-comp. Do the following to update the record: 1) While in update mode you can go up to New PA Code and add a 267 PA Code and ENTER, 2) Key a "y" in the “off step” field and ENTER. 3) Key CHG in action and ENTER.

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- **TEMPORARY APPOINTMENTS - CHANGING PA CODES FROM 168 TO 167 OR VISA VERSA:**
You will need to send email to group.ppdb@state.or.us to have us make the changes on temporary pa codes, please include Agency number, employee's name and effective date of what you want changed
- **TWO AGENCIES(Employee working in two agencies):** If an employee works for two agencies and there are automatic PPDB updates, such as Cost of Living or other batch updates, each Agency will receive Personnel Action turnarounds for the employee for "both" Agency Numbers. Each agency shall keep both copies in their files. This is a reminder that if the employee terminates that you may need to send the employee's file to the "other" agency.
- **WEB REPORTS: To find your agency's web reports, go to this link:**
<https://columbia.das.state.or.us:3045/cics/pw55/ppdpw055>
You must have proper securities in order to sign into this and retrieve reports and/or personnel actions. Contact group.ppdb@state.or.us if you need assistance.
- **WRONG POSITION NUMBER (employee hired into wrong position number):** When you have hired an employee onto a position number (using PA codes 1xx or 3xx), you may go to that hiring record and add **BIC** to the record and it will ask for the correct position number. Also refer to our web page for instructions on using the BIC PA Code at the following link:
<http://oregon.gov/DAS/EHRS/docs/ppdb/bicinst.pdf>
- **WORK OUT OF CLASS PAYMENTS – BASE PAY CHANGES:** When an employee is receiving Work out of class differential payments with an amount (e.g. WOC A 125.00) and the employee's base pay changes for a Salary adjustment, the WOC payments should be reviewed to determine if the WOC differential amount is still correct.

EMAILS TO PPDB GROUP: Agencies are reminded to send email questions regarding the PPDB System to the internet address: group.ppdb@state.or.us or PPDB Group in the Outlook Global address instead of the contact person's direct email. This email group will go to all staff in the section, not just one person who may be out of the office.

HR SYSTEMS WEBSITE: <http://www.oregon.gov/DAS/EHRS/Pages/hrss.aspx>

HR SYSTEMS FAX NUMBER: 503-378-6879