

# HR Systems PPDB Group



## Human Resource Information System Project Update...

It may have been some time since you last heard about the HRIS project. We have good news to share from Joyce Martinez, HRIS Project Manager. The project team has officially closed the HRIS business case portion of the project and have started the planning phase activities for the main part of the project. There are several project management deliverables being worked on that will set the foundation for the main project that are required under the new "Stage Gate" process for large IT projects. The project team is also talking to several different parties (other States, Gartner, IT professionals, etc.) to learn as much as they can about procuring an HRIS. They have started work on the Request for Procurement and are at the point where the Steering Committee will make key decisions about their approach. As this is an Enterprise Leadership Team project, the HRIS project team will be asking them to approve the decisions they make on the approach. They will also ask several entities to review the RFP including but not limited to the CIO's office, Independent QA and Gartner. We will keep you posted on progress as we hear more.

Along with Joyce's thanks to the project team, the PPDB group would also like to give thanks to our PPDB users throughout the State who have attended the HRIS project meetings or gave

### INSIDE THIS ISSUE

HRIS Update.....	1-2
Did You Know .....	2-3
Reminder .....	2
PPDB Projects .....	3

**Reminder:**

**If you have an employee who is transferring to Oregon Lottery please use Personnel Action Code '590' with Separation Reason Code '99'. Oregon Lottery is no longer using PPDB to store their personnel and position data as they have moved to their own HRIS as of June 1, 2013. The '580' personnel action code is not applicable for transfers to Oregon Lottery.**

**HRIS Project Update Cont'd...**

support in any way to ensure all the requirements were identified in order to move forward.

In the meantime, The PPDB group will continue to improve PPDB on a case by case basis as needed until an HRIS is fully implemented.

**Did you know...?**

The Leave Accrual Code (LAC) on the employee record is updated based on the Recognized Service Date (RSD) and Representation code. The Representation Code, also known as the "REPR" or "REPR Code" determines the increment bracket applicable to the employee. The automated updating of the LAC is based on the RSD and increment bracket. For represented employees please refer to the applicable collective bargaining agreement language to determine which increment bracket applies, for all other employee types please refer to the applicable statewide policy.

The current programmed increment brackets that are used in PPDB are as follows-

**GROUP A - 5 YEAR INCREMENTS**

- N = NOT ELIGIBLE FOR LEAVE
- 1 = 0-5 YEARS OF SERVICE
- 2 = 5-10 YEARS OF SERVICE
- 3 = 10-15 YEARS OF SERVICE
- 4 = 15-20 YEARS OF SERVICE
- 5 = 20-25 YEARS OF SERVICE
- 6 = 25-30 YEARS OF SERVICE
- 7 = 30+ YEARS OF SERVICE

**GROUP B - 4 YEAR INCREMENTS**

- N = NOT ELIGIBLE FOR LEAVE
- 1 = 1-4 YEARS OF SERVICE
- 2 = 4-8 YEARS OF SERVICE
- 3 = 8-12 YEARS OF SERVICE
- 4 = 12-16 YEARS OF SERVICE
- 5 = 16-20 YEARS OF SERVICE
- 6 = 20-24 YEARS OF SERVICE
- 7 = 24+ YEARS OF SERVICE

## **Did you know...cont'd**

### **GROUP C - AT 6 MONTHS, THEN 5 YEAR INCREMENTS**

N = NOT ELIGIBLE FOR LEAVE

1 = 0-6 MONTHS OF SERVICE

2 = 6 MONTHS TO 5 YEARS OF SERVICE

3 = 5-10 YEARS OF SERVICE

4 = 10-15 YEARS OF SERVICE

5 = 15-20 YEARS OF SERVICE

6 = 20-25 YEARS OF SERVICE

7 = 25 + YEARS OF SERVICE

When hiring an employee during a Leap Year, and the effective start date is the 29th of February, you must manually adjust the Recognized Service Date to a 2/28/YYYY date for employees that are adjusted on the date. If this is not done the automated process which updates the Leave Accrual Code will create a personnel action with an incorrect effective date which can only be corrected through programming by DAS.

#### **Example:**

If an employee is hired effective 2/29/2012, and the RSD is also 2/29/2012, and the Leave Accrual Code is updated in five year increments (Group A), the automated process will create an action to update the LAC effective 2/29/2017 which is not a leap year.

If you are unsure which Leave Accrual Code increment brackets are applicable to employees in your agency, by representation code, please consult your Human Resources office to reference the appropriate statewide policy or collective bargaining agreement language. If you believe or know that the increment bracket being applied for update through the automated process is incorrect please contact us at [Group.PPDB@oregon.gov](mailto:Group.PPDB@oregon.gov)

#### **PPDB Projects:**

The PPDB group is currently working on expanding an area in PPDB referred to as "The Small Tables" which support a number of automated processes and date table functions that occur in behind-the-scenes system processing.