

HR Systems PPDB Group



Addresses in PPDB:

The fields in PPDB that make up the employee addresses are part of the Employee Display screen (F1) of employee record in PPDB along with other personal employee data. Address changes in PPDB are done in the PBED screen using personnel action code 230. PA code 230 allows you to process an address change and other fields on the F1 screen including Last name, First Name, Middle Name, Suffix, Preferred name, Previous Name 1 & 2, Address 1 & 2, City, State, and Zip.

When entering addresses into the PBED screen for new employees or address changes for a current employee, do not use special characters or punctuation other than Forward Slash '/'. Periods, commas, number sign '#', '@' symbols, or any other punctuation in PPDB is not accepted.

Prior to August 2014 there was no edit on special characters. If an employee address still contains special characters other than forward slash then the address will need to first be updated to comply before any other personnel actions can be processed manually.

If the employee is currently active, not separated, the effective date of the address change must be in the current month. If you receive notice of a retro address change then use the first of the current month. The effective date of the address change only designates when the address was updated in PPDB and not necessarily when the employee actually changed physical address. If the employee is separated then the effective date of the address change must always be the same as the separation date.

There is NO HISTORY on the F1 screen. Be sure to verify the correct employee record before updating the address. Once the address has been updated it cannot be reverted back and you cannot purge changes. If you try to purge a record from the F1 screen you will actually be purging the current record.

The following link to the US Postal Service is helpful to determine the standard format of the address to enter into PPDB. You can enter the address and it will return the USPS standard format. <https://tools.usps.com/go/ZipLookupAction!input.action>

INSIDE THIS ISSUE

Addresses in PPDB	1
Ethnicity Codes	2
PPDB Web reports	3
PA Log Counts	3-5

Reminder: Do not process any SSN changes in PBEN during 5/26/2015 through 06/09/2015; 6/25/2015 through 7/9/2015.

Addresses in PPDB...cont'd

By making sure an address follows USPS standard this will reduce many problems encountered when the employee address is wrong in PPDB. This includes other systems that receive the address from PPDB, such as OSPS, PEBB, PERS & PEBB. If an employee provides a PO Box and a physical address, please ask the employee to choose only one of the addresses to use in the PPDB system, preferably where they want mail to be received. Do not enter both.

Address 1 and 2 fields- When entering a long address into the Address 1 field, you can continue into Address 2 field. When payroll prints the address from the data in PPDB, it will print Address 2 information below the Address 1 field, so you can choose what part of the address will be shown below address 1.

If you have any questions on processing address changes you may contact the PPDB group for assistance. Group.PDPB@oregon.gov

Ethnicity Codes:

The Ethnicity Code field in PPDB indicates the ethnic category the employee identifies themselves as belonging to. The codes are based on Federal EEO reporting requirements. The categories are (A)-Asian/Pacific Islander, (B)-African, (W)-Caucasian, (H)-Hispanic, (I)-Native American, and (E)-Exempt. The Ethnicity Code field in PPDB allows for the combination of two ethnicity codes for employees that identify with more than one ethnic background by combining any of the five main codes together. For the purpose of Federal EEO reporting only the first ethnicity code of a combined code will be reported on.

While the ethnicity code in PPDB is required for Federal EEO reporting, the employee is not required to divulge their ethnic identity. In this case, to fulfill reporting requirements, PPDB allows for a visual assessment done by the agency which is usually done by the employee's supervisor or agency Human Resources office. A visual assessment is coded in PPDB by using one of the five main ethnic codes first followed by (V) Visual Assessment.

An additional code, (D) Awaiting EEO Self-Identification from Employee, is available for use when the employee record must be created for security or payroll reasons and the ethnicity of the employee is not yet available or known. Employee records created using the 'D' code should be reconciled within 30 days. If the employee ethnicity is not obtainable then a Visual Assessment is appropriate. If you have any questions or would like a list of all ethnicity code combinations please contact Group.PPDB@oregon.gov

Reminder:

If your mainframe screen freezes in PPDB for more than 30 seconds during a transaction please call the State Data Center at (503)373-1000 immediately. Indicate that you have a run-away transaction in DASCICS and to terminate it immediately. A frozen transaction may indicate a looping error situation where the system CPU is continually running. Simply closing the session will not fix a CPU looping error however the agency is still billed for it. This is different than when the screen is locked due to entering data in a non-field area in PPDB in which you can clear.

Having trouble viewing PPDB web reports?

“It doesn’t look like a report”... “It looks like a bunch of text”...

If you are experiencing difficulty viewing PPDB web reports directly from the web by clicking on the report link you may need to adjust your computer or web browser compatibility settings. The PPDB web reports website is best accessed using Microsoft Internet Explorer (IE).

PPDB web reports are delivered as either a Portable Document Format (.PDF) or Comma Separated Value (.CSV) file format. PDF files are best viewed using Adobe PDF Viewer. CSV files are best viewed using Microsoft Excel.

Some possible solutions:

Check to make sure you have Adobe PDF installed and it is up to date;

In older versions of IE there was an Icon in the address bar:



If you see the above Compatibility Icon, try clicking on it to enable the function to see if it resolves the issue. For newer versions of IE where the icon is not displayed, under Tools, click on Compatibility View Settings and add the website to the list;

Make sure your default programs and associated file types are defined.



Set your default programs

Make a program the default for all file types and protocols it can open.



Associate a file type or protocol with a program

Make a file type or protocol (such as .mp3 or http://) always open in a specific program.

You may need to set your default programs so your computer knows what to do when it encounters a specific type of file. Adjust the settings so that Adobe or Excel is the default or preferred program;

Did you know...?

PA Log Counts:

A PA Log Count is the electronic recorded account for a single change in PPDB every time a change occurs also referred to as a log record. For every personnel action processed (with the exception of new appointments) 2 log records are created; depending on the specific code (for example: promotion or any job change into a new position) 3 log records will be created. When a PA is initiated into PPDB, it must place an end date on the record prior to the current action. Once this is

PA Log Counts...cont'd

processed a record is sent to payroll to place the end date on the employee's payroll record also and a start date for the new personnel action segment.

Actions done in history, where the data retroactively populates into the employees more current records in order to maintain correct information on the employee, creates a log record for each record even though the agency may have only manually processed a single personnel action. Other instances that create log records include:

- PBEN- Social Security number change.
- PBET work telephone number change.
- Actions processed via PB5D (position record) that defaults into the employee record, even though the action was not processed via the employee record.
- Comp Plan Refresh (CPR)- On 9/30/2014, HR systems scheduled a CPR (comp plan refresh) to the employee/position records to sync data fields to assure Step, At Max, Salary Range, Off-step and Class comp match the on-line compensation file. This had not been scheduled since the half/step process because of unique programming that had to take place and a CPR at that time would have caused major problems in the implementation process of the half/step process. The CPR processed touch every state employee's record twice creating 2 log records each.
- Merit increase/Salary Eligibility updates.
- Performance Appraisal Date updates.
- Leave Accrual update.
- Trial Service to Regular Status updates.
- Any agency specific requested mass update (i.e. Labor Cost, time-sheet, holiday etc.) to employee/position records.
- Clearing up "action needed" file (PBEA) which could affect position and employee and multiple records depending on what needs to be done.
- Rebuilding records in PPDB, history to current
- Information that was keypunched in error or find out the wrong information was given on the personnel action request and had to be corrected or updated later in PPDB

PA Log Counts...cont'd

- If an employee/position record is “reopened” multiple times to correct incorrect data originally keyed within the same effective and processed on the same day, the system counts each update (CHG) as a log record even though only 1 Personnel action will be produced. The system consolidates these actions when processed on the same day to avoid producing a Personnel actions for the incorrect data

Whenever a request is received in the PPDB Group email box requesting help or having HR Systems update a record, the update made by HR systems will generate a log records for that agency which is included in the count of actions processed for the action. Some examples would be a PRG, correcting history for an employee, effective date changes etc.

Also,

- For every position record updated via the PB5D screen whether manually or PICS generated which creates a PXX pa code, 2 log records are created. When a position update is processed it will place an end date on the position record prior to the current action.
- When an authorized “temporary service worker” request is received to create a RACF-User-Id for purposes of allowing an individual to update records for another agency via an agency agreement; a special action must be entered into PPDB in order for a RACF-User-Id to be assigned to that individual (PA Code 199). If that individual needs to be extended beyond the agency’s requested end date, an action needs to be processed in PPDB for the individual to extend the original separation date. When the temporary service worker has completed the assignment, a termination personnel action (PA Code 599) must be processed on the individual to revoke all access. All of these actions create a log record for the agency which is included in the agency’s personnel action counts.

Reconcile suspended PERS accounts for employees in state agencies by correcting the PERS Wage Job Codes in the PPDB history records retro’s the change which could update several employee records.

Look out for next month’s issue of the HR Systems PPDB Group newsletter. If you have any specific topics that you would like us to discuss please feel free to contact us at Group.PPDB@oregon.gov