



# Positions Pending Budget Approval, prepare

## Quick Reference Guide

### Preparing non-budgeted positions for PICS roll

New positions created as part of the Legislative Process must be created in Workday prior to PICS Roll. You will need to follow the [Position management – Create Non-budgeted Position](#) job aid to create the position.

You can also designate an existing non-budgeted position. To do so, follow the job aid [Additional data \(including RDC/PDC\), edit](#). Editing the additional data on a position initiates a series of sub-tasks. You will have to go through all of the tasks associated with editing the position (or take the option of skipping each subtask that does not need updates).

To ensure a non-budgeted position is correctly selected for the PICS Roll process, the *Position Pending Budget Approval* box must be checked as it is used to identify non-budgeted position awaiting Budget Authorization and funding.

Note: PPDB Position Number can be left blank, but should be populated if available. If provided it serves as an internal reference within the agency to the historical records related to the position and may help track the position until its Workday ID is assigned in ORPICS. It may also serve as a tie for two individuals who job share as they are recommended to have the same number in this field. (Do not add a PPDB Position Number for non-budgeted positions).

#### Instructions

**Attention:**

- The PPDB Position Number can be left blank. If provided, it serves as an internal reference within the agency to the historical records related to the position. It also may serve as a tie for two individuals who job share as they are recommended to have the same number in this field.
- The PDC is optional and can be left blank. If you add values to this field the values must be numeric, and it must not be longer than 5 characters.
- The RDC is required and it must have 3 numeric characters. This is required by the payroll integration. If your agency does not use the RDC field, you can populate this with 999.
- Pending Budget Approval is used to identify non-budgeted position awaiting Budget Authorization and funding.

#### Position Details

PPDB Position Number	<input type="text" value="1234567"/>
PDC Number	<input type="text" value="100"/>
RDC Number	<input type="text" value="100"/>

Position Pending Budget Approval

**Additional Information:** For more in-depth training, with step by step instructions and videos, visit [iLearn Oregon](#).

For system issues, please contact [Workday.help@oregon.gov](mailto:Workday.help@oregon.gov)