



Oregon

Kate Brown, Governor

Department of Administrative Services

Enterprise Human Resource Services

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MEMORANDUM

TO: HR Systems Users

FROM: Darrin Kazlauskas, Administrator

DATE: August 7, 2015

SUBJECT: Adoption of 2015-2017 Enterprise Human Resource System Rates

This letter is to inform you of the 2015-2017 rates that will be applied to the Enterprise Human Resource Systems provided to you by the Department of Administrative Services. The rates continue to be based on the costs associated with maintaining the systems on a statewide basis. Please share this information with the appropriate staff in your agency.

Please refer to the Service Level Agreement that can be found at www.oregon.gov/DAS/EHRS for specific billing information for each of the systems.

If you should have specific questions about the system charges reflected in the enclosed document, please feel free to contact me at (503) 378-3622. Thank you.

ENTERPRISE HUMAN RESOURCE SERVICES

Department of Administrative Services

Human Resource Systems

Below is the rate structure that will allow you to effectively anticipate the costs associated with providing your agency with the employee management systems required by the Department of Administrative Services.

Learning Management System (iLearn Oregon)

iLearn is a database training system that can be used by state agencies, their staff and their public partners for training purposes. The rate was developed based upon active users, customer hosted domains and non-shared content from actual 2013-2015 biennium data. This rate is not included in the Client Agency Human Resource Management Services.

System rate is:

Activity	Cost per unit
Cost per Active User:	\$19.50
Cost per Exclusive Course Taken	\$ 10.18
Cost per Non-Exclusive Course Taken	\$0.00
Agency Base Fee for Hosted Domain	\$3,345.00

Position & Personnel Data Base (PPDB)

PPDB is responsible for the development, revision, operation, and security of the statewide-computerized human resource (personnel-related) systems, their databases and tables. These systems are mission-critical in support of statewide human resources administration and are used by all agencies in the three branches of Oregon State government but, it does not include employee or position data for the Oregon University System. These systems must be available on a daily basis with information instantaneously available for HR and payroll processing. The rate model was built using actual usage from the 13-15 biennium and the rate will be applied to the actual usage for the 15-17 biennium, plus any manual Personnel Actions (PA's) keypunched for the agency. **System rate is:**

Activity	Rates
Large User Base Charge (Monthly average PAs >= 26)	\$16,768
Small User Base Charge (Monthly average PAs <= 25)	\$4,192
Cost per PA processed	\$1.32
Cost per PA Keypunched into PPDB system	\$44.00

PPDB also offers custom reporting and information are provided for regular and special report/download requests including informational needs for state executive and legislative levels of analysis and decision-making. The rate for custom reporting is based on net biennium hours available for work, 85% or 20 months of 1 FTE. This rate is not included in the Client Agency Human Resource Management Services rate. **Custom Reporting Rate is: \$46.59/ hour**

eRecruit

eRecruit is an online system that offers customer agencies and state human resource professionals the ability to create and approve job postings or requisitions; to perform electronic and manual candidate screenings; and to access and review candidate applications. The rate model was built using actual usage from the 13-15 biennium and the rate will be applied to the actual usage for the 15-17 biennium. This rate is not included in the Client Agency Human Resource Management Services rate. **System rate is:**

Service	2015-2017 Rates
Cost per job posting	\$71.49