

Position and Personnel Data Base (the PPDB)

Overview

The Position and Personnel Data Base (the PPDB) is a mainframe application that was developed around the same time as OSPA. It contains complete personal and employment information for all state employees hired since its implementation and summarized historical information for employment periods prior to its implementation. The HR Systems, Services, and Audits Section, Human Resource Services Division, DAS, is responsible for the operation and maintenance of the PPDB.

Relationship to OSPA

As soon as employment information for an employee is entered or changed in the PPDB, the payroll related data interfaces to OSPA. It is summarized on the P030 Job Status Data, P031 Job Status Update, and P032 Job Status Display. Each payroll related change in the PPDB will create a new job segment on these screens.

Agency payroll staff members cannot set-up a new employee in OSPA until the employee has been entered in the PPDB. Generally, HR staff members will need to enter job status changes in the PPDB prior to payroll staff members making the related changes in OSPA.

OSPS periodically archives data from the P030, P031, and P032. Data that displays on these screens is available in the PPDB even after it has been archived from OSPA. Designated staff members in OSPS and HRSD HR Systems, Services, and Audits can “refresh” job segments from the PPDB to OSPA.

OSPS also has access to correct limited job segment information on the P031. For example, if an employee transfers from one state agency to another and there is a gap between the JOB STAT STOP date in the sending agency and the JOB STAT START date in the receiving agency, OSPS can make a correction so that the employee will not have a break in service.

The OSPA Screen Descriptions chapter has additional information on the P030, P031, and P032.

PPDB

OAM 45.30.00 PO Dual Update Access to PPDB and OSPA establishes the internal control that no one will have update access to both the PPDB and OSPA. Agency payroll staff members may have inquiry only access to the PPDB.

You can move easily back and forth between the OSPA and the PPDB screens:

- Type the four-digit screen designation in the upper left corner of the screen
- Press [ENTER]
- Key the required information (for example, EID, SSN, or name) in the mini-menu portion of the screen
- Press [ENTER]

The employee related inquiry screens include:

- PBED Employee Job Display
- PBEL Employee History Locator
- PBEV Employment Verification

The PBED screen has a series of screens, accessible through the function keys:

- [F1] – Employee information
- [F2] – Job information
- [F3] – Pay information
- [F4] – Reference information
- [F5] – Help
- [F6] – A toggle key that toggles back to the previously displayed PPDB screen. The toggle is available when the screen designation displays in the upper portion of the screen.

The Agency Table screens in the PPDB also govern each agency's use of personnel and payroll related applications. Designated agency staff members have update access to the PBAG Agency Table – General screen. Designated OSPS staff members have update access to the PBAP Agency Table – Payroll screen. See OSPA Screen Descriptions for more information about the PBAP.

Resources

AUTHORITY / REFERENCES

ORS 240.145 Duties of Administrator [Personnel Division of DAS] include the responsibility to maintain a “register” of state employees with their employment related information

OAM 45.30.00 PO Dual Update Access to PPDB and OSPA

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REPORTS

Revision History

Date	Rev. No.	Modification
12/27/06	1.0	Original