



**PERSONNEL INFORMATION EXCHANGE
MEETING RECAP
June 24, 2008**

Secure Shuttle Mail Process:

Guest Speakers: Pat Ivarra and Jason Lanzfami from Publishing and Distribution

An overview was presented on how the new secure shuttle mail system works utilizing location coding, barcode scanning and tracking, customer ID numbers, and signature requirements for confidential mail. They will be updating the Publishing and Distribution webpage soon with more information regarding the process. You may contact Pat at Pat.Ivarra@state.or.us or Jason at Jason.R.Lanzafami@state.or.us for further information or suggestions.

HRIS Update:

Guest Speakers: Steve Schafer, Jeanette Miley, and Sharon Beck from HRIS Project Team

The HRIS Project Team has nearly completed all critical business interviews with agencies and have identified and mapped many process flows that capture key business processes. The next step is to review these processes in groups to validate the processes as they are today. Once the processes are validated, they can then formulate the "could be" processes that may exist with a new, commercial off-the-shelf system.

Leave Without Pay Policy:

Guest Speakers: Cynthia Forest from DAS HRMC; Jannel Vachter and Linda Ely from DAS PERS Centralized Unit.

The newly implemented Leave Without Pay (LWOP) Policy was discussed, specifically on how it pertains to processing personnel actions in PPDB. The PERS Centralized Unit expressed the importance of entering LWOP in PPDB for reporting requirements and the affects it can have on an employees. Incorrect data can result in a mis-calculation of the employee's eligibility to retire and retirement benefits. Concerns were expressed on how the policy affects Personnel and Payroll processes. A focus group has been formed to talk about the new LWOP policy and will be meeting with the PERS agency to discuss options.

PPDB Security:

DAS HR Systems has created a new process for requesting security access to PPDB. A new request form and confidentiality agreement has been created to go along with the new process and is available on the HR Systems webpage. The new process is effective July 1, 2008 and all existing users must complete the confidentiality agreement by July 31, 2008. Please contact Group.PPDB@state.or.us for any questions on the new process.

Agency Master Operator:

HR Systems has created a new level of security access in PPDB in compliance with ORS 192.445 Nondisclosure on Request of Home Address, Home Telephone Number and Electronic Mail address. The designation of 'Agency Master Operator' has been created in order to view or update employee records in PPDB where the Address Release field is coded as 'O' per ORS 192.445. The agency's security officer in coordination with the agency's HR Manager or Appointing Authority will designate who the Agency Master Operator will be for their agency. It is strongly suggested that the agency limit the number of users with this designation however they should have at least one person and a backup. The intent is to limit the access to sensitive data for employees under ORS 192.445.

Future Transactions:

HR Systems is creating a future transaction PA code in PPDB. This will allow agencies to enter an employee into PPDB up to one month prior to the employee's effective start date in order to create a user ID. This will enable IT staff to setup access to e-mail and other systems prior to the employee's first day of work and to minimize workload at the beginning of each month. The action will be identified by PA code "FUT" however the record will not go to Payroll. The process is still being developed and more information will be given once the project is finished and nearing implementation.

OUS Hires and Original Hire Date:

When processing the appointment of an employee that is coming from and Oregon University System you will need to adjust the Original Hire Date just as you adjust the Recognized Service Date to give credit for prior service.

Sensitive Data in E-mail.

Do NOT transmit sensitive data via e-mail. The state's e-mail system is public record. Please also remember not to attach to e-mail documents or screen prints that include sensitive data.

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HR Systems on the web:

<http://www.das.state.or.us/DAS/HR/ppdb.shtml>

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