

PPS User Group Meeting



May 9, 2005

9:00 – 11:30



Today's Agenda



- Introductions
- PPS Passwords
- Payroll Updates, Announcements, Refreshers & Reminders
- EID Assignment for New Hires & Rehires
- Data Warehouse InfoView Reports and Update

PPS Passwords

- Passwords expire every 180 days
 - Changing passwords on the web
 - Can't re-use a password for 13 months
- Smart Passwords
 - 6-10 alpha-numeric characters
 - Keep it cryptic



Payroll Updates, Announcements, Refreshers & Reminders

- Purpose: Refreshers and Reminders
- Payroll Office Introductions
- Services
- Payroll Office Web Page Tour
- Automated Attendant
- Out of State Withholding
- Direct Deposit
- Payroll Deadline Schedule
- Current month time reporting issues
- OEU Closed Period
- No-Titles
- Consolidated Billing
- Non-Resident Aliens
- AB2410
- OPTRS issues: selecting the compute
- Payroll Expenditure Transfer history window
- Permanent Interlocation Transfers
- Audit Issues
- Coming Attractions



EID Assignment for New Hires & Rehires

SUMMARY:

- Do not change data on EEID screen once EID has been assigned
 - Complete OEU and change on EEID screen separately after update
 - Cancel action and start over using correct info on EEID screen



Data Warehouse

InfoView Reports and Update

- Brief explanation of Phase 1 Roll-Out of PPS Universe in DWH
- Available Reports
 - Some will eventually replace existing paper reports
- Ongoing Development Process
- Account Request Process

