

**ORPICS
Data Entry Guide**



**OREGON POSITION INFORMATION
CONTROL SYSTEM (ORPICS)**

Data Entry Guide

**Department of Administrative Services
Chief Financial Management**

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Accessing ORPICS

ORPICS is part of the ORBITS application, which means ORPICS users will need to sign into ORBITS to access the new ORPICS windows. There are two separate security logins that will be necessary.

CITRIX

The ORBITS application is available on the internet by using a front-end software product called Citrix. This allows the application to be accessed 24 hours a day and 7 days a week on State Networks. Access to Citrix is based on a User ID and Password.

ORBITS

The ORBITS application has a green and blue globe icon and is available in the "APPS" tab in Citrix. Select the application and the ORBITS login screen will appear

To gain access to both Logins please refer to the SABR Website, Web Services Section, for additional instructions.

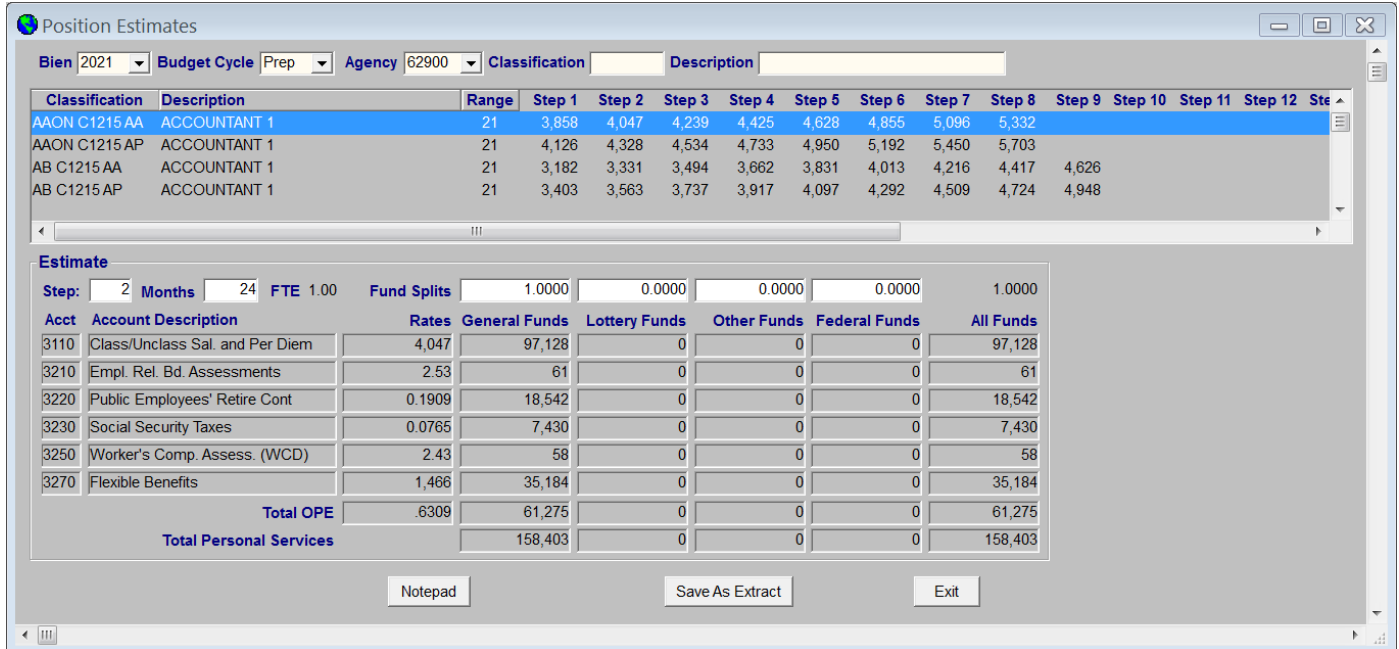
<https://www.oregon.gov/das/Financial/pages/SABRS.aspx>

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Position Estimates

Window Functionality

Menu Path: ORPICS > Position Estimate



The Position Estimate window is used to price out one or more positions based on the classification chosen. This window allows the user to do ‘what if’ type scenarios without saving any of the values that are calculated. The window is made up of three sections.

1. The Filters or selection criteria.
2. The Detail section.
3. The Estimate section.

Filters:

The top portion of the Position Estimate window has several filters to allow the user to search for a specific classification(s).

- Drop Down Boxes: An arrow appearing in a window next to a particular field indicates a drop down box. This provides the user with available options to select from.
- Entry Boxes: An empty box is displayed allowing the user to type into the box.



Filter	Description	Example	Required?
Bien	Select the Bien using the drop-down window.	2023	Yes
Budget Cycle	Select the Budget Cycle . This will determine which Compensation Plan that is used for estimating costs.	Prep	Yes

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Filter	Description	Example	Required?
Agency	Select the Agency from the drop-down window. The Agency will default to your security agency.	10700 Administrative Svcs, Dept of	Yes
Classification	Enter a Classification . A partial classification is also acceptable	C1524 1524 AX	No
Description	Enter a classification description in the Description field. A partial description is also acceptable.	Paralegal Para	No

Detail Section:

The detail portion of the window will display all classifications based on the filters selected. If no filters are selected the window will display all available classifications sorting alphabetically by Description.

Classification	Description	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
AX C1524 AA	PARALEGAL	23	3,492	3,859	3,829	4,011	4,214	4,416	4,626	4,850	5,084
OA C1524 AA	PARALEGAL	23	3,669	3,847	4,022	4,217	4,432	4,641	4,860	5,095	5,343
OAH C1524 AA	PARALEGAL	23	3,494	3,864	3,831	4,016	4,221	4,419	4,629	4,853	5,088
OAH C1524 AP	PARALEGAL	23	3,737	3,918	4,096	4,295	4,514	4,727	4,950	5,189	5,442
OAI C1524 AA	PARALEGAL	23	3,494	3,864	3,831	4,016	4,221	4,419	4,629	4,853	5,088
OAI C1524 AP	PARALEGAL	23	3,737	3,918	4,096	4,295	4,514	4,727	4,950	5,189	5,442
OAO C1524 AA	PARALEGAL	23	3,494	3,864	3,831	4,016	4,221	4,419	4,629	4,853	5,088
OAO C1524 AP	PARALEGAL	23	3,737	3,918	4,096	4,295	4,514	4,727	4,950	5,189	5,442
OAS C1524 AA	PARALEGAL	23	3,494	3,864	3,831	4,016	4,221	4,419	4,629	4,853	5,088
OAS C1524 AP	PARALEGAL	23	3,737	3,918	4,096	4,295	4,514	4,727	4,950	5,189	5,442
UA C1524 AA	PARALEGAL	23	3,493	3,861	3,829	4,012	4,216	4,417	4,626	4,851	5,084
UA C1524 AP	PARALEGAL	23	3,736	3,915	4,095	4,291	4,509	4,724	4,948	5,188	5,437

The 'Save As Extract' Command button at the bottom of the screen allows the user to save the contents of this detail section to an Excel document.

Estimate Section:

The estimate portion of the window will price out the classification that was chosen in the detail window. The user will have the option of changing the Step, Months and the Fund Split on the position. To price out more than one position for the select classification use the Fund Split field. The Total to the right of the Fund Splits should equal the number of positions or FTE desired.

Estimate							
Step:	2	Months	24	FTE	1.00	Fund Splits	1.0000 0.0000 0.0000 0.0000 1.0000
Acct	Account Description	Rates	General Funds	Lottery Funds	Other Funds	Federal Funds	All Funds
3110	Class/Unclass Sal. and Per Diem	4,047	97,128	0	0	0	97,128
3210	Empl. Rel. Bd. Assessments	2.53	61	0	0	0	61
3220	Public Employees' Retire Cont	0.1909	18,542	0	0	0	18,542
3230	Social Security Taxes	0.0765	7,430	0	0	0	7,430
3250	Worker's Comp. Assess. (WCD)	2.43	58	0	0	0	58
3270	Flexible Benefits	1,466	35,184	0	0	0	35,184
Total OPE		6309	61,275	0	0	0	61,275
Total Personal Services			158,403	0	0	0	158,403

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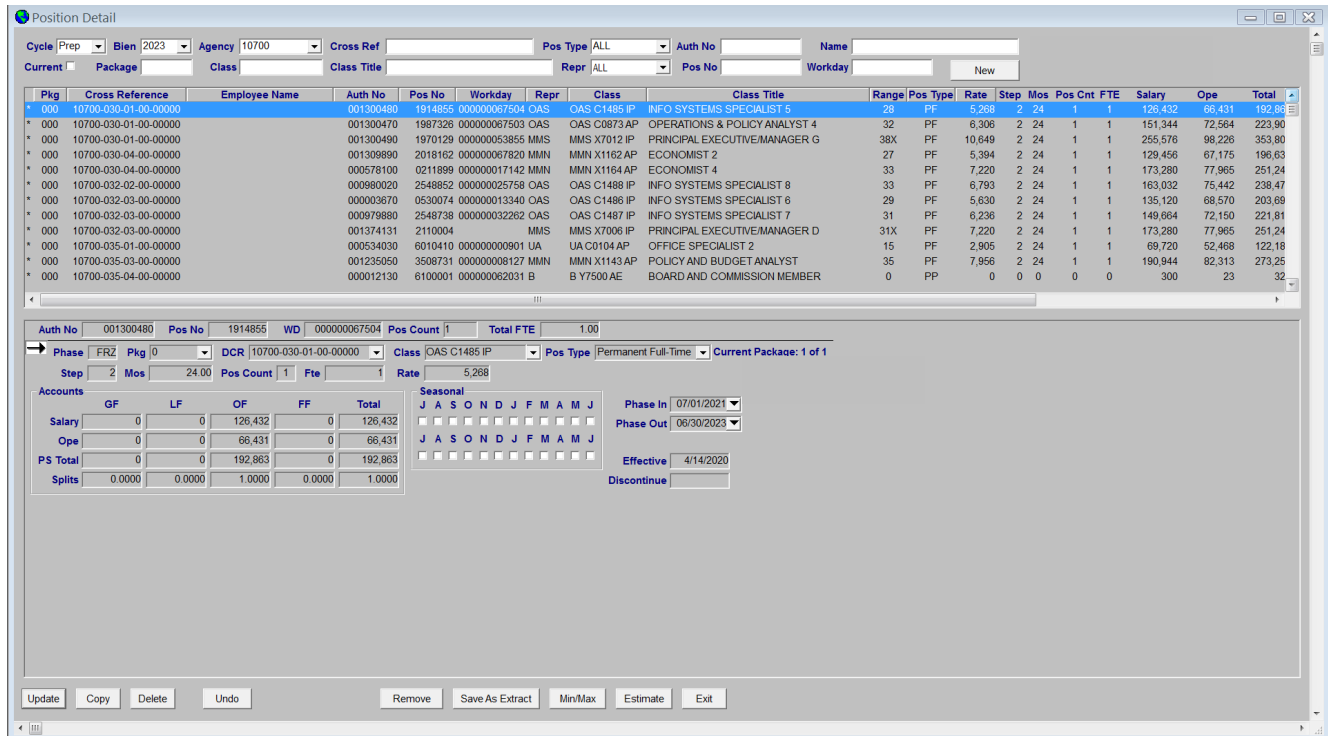
Field/Command	Action/Description	Required?
Step	Enter the salary Step that is desired. It will default to 2 but it can be changed. Be sure to choose a step that has a rate assigned in the detail section.	Yes
Months	Enter the number of Months 1 – 24.	Yes
Fund Splits	Enter the Fund Splits to get the position costs by fund type. The total of all fund splits should be 1 when pricing out 1 position. If costing out more than one position select a total of greater than 1.	Yes
Acct	The system generated accounts that will be populated on ORBITS when a position is entered into the Position Detail window.	
Account Description	The title of the Acct.	
Rates	Displays the rate that is used in the calculation. Some are a percentage of salary and some are monthly rates.	
Funds	Each Fund Type will have its own column and will display the cost of the position by fund type and account.	

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Position Detail

Window Functionality

Menu Path: ORPICS > Position Detail



The Position Detail window is the new ORBITS functionality that replaces the PICS PBPB screen. The following guide will describe the various processes that will be performed on the Position Detail window. This window has 4 different sections.

1. The Filters or selection criteria.
2. The Detail section.
3. The Data Entry section.
4. The Command buttons.

Filters:

The top portion of this ORPICS window has several filters to allow the user to narrow down the data they will be viewing. There are three types of fields for filtering.

- o Drop-Down Boxes: An arrow appearing in a window next to a particular field indicates a drop down box. This provides the user with available options to select from. The user may type into this field to retrieve a specific selection or click on the arrow to provide a list box of available selections.
- o Entry Boxes: An empty box is displayed allowing the user to enter/type into the box.
- o Check boxes: Clicking into this box will place a checkmark in the box or remove the checkmark.

Note: The leading zeros in the Auth No, Pos No and Workday filters are not required when filtering. The user will get a pop up message reminding them that this is not required.

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Position Detail			
Cycle <input type="text" value="Prep"/> Bien <input type="text" value="2023"/> Agency <input type="text" value="10700"/> Cross Ref <input type="text"/> Pos Type <input type="text" value="ALL"/> Auth No <input type="text"/> Name <input type="text"/> Current <input type="checkbox"/> Package <input type="text"/> Class <input type="text"/> Class Title <input type="text"/> Repr <input type="text" value="ALL"/> Pos No <input type="text"/> Workday <input type="text"/> <input type="button" value="New"/>			
Filter	Description	Example	Required?
Budget Cycle	Select the Budget Cycle from the drop down filter. If Prep is selected the window will populate with information for budget development. If Exec is selected the window retrieves all Legislatively Approved positions.	Prep	Yes
Bien	Select the Bien using the drop-down.	2023	Yes
Agency	Select the Agency using the drop-down window. The Agency will default to your security agency.	10700 Administrative Svcs, Dept of	Yes
Cross Ref	Enter the Cross Reference Number to retrieve records for a specific Detail Cross Reference Number. The user may enter the entire 17 digits or a subset of the Cross Reference Number.	10700-001-01-00-00000 or '001' will retrieve all DCR's that contain 001.	No
Pos Type	Select a Pos Type from the drop-down window. The Pos Type Default is 'All'	PP Permanent Part-Time	Yes (All)
Auth No	Enter an Auth No to retrieve a specific Authorization No. The user may enter part of the Auth No in this field and receive any position that contains those numbers within the Authorization No. Note: Do Not include the leading zeroes.	1198070 or '119' will retrieve any record where the authorization contains the numbers 119.	No
Name	In the Name field enter the name of the person on a position or a subset of the name and the window will retrieve all positions with that information.	John Smith John Smith Jo	No
Current	The Current indicator is a checkbox that filters the data for records with the most recent package for the position. The most current record is designated with an asterisk (*).	<input checked="" type="checkbox"/>	No
Package	Enter the Package Number in this field to filter the data by a specific package.	22	No
Class	Enter a classification or a subset of the classification into the Class entry field. The window will retrieve all positions with the classification that was entered.	OAS C1215 AP OAS C1215 AP	No
Class Title	Enter the Classification Title into the Class Title field. This can be the exact title or a portion of the title. The window will retrieve based on the selection entered.	Accountant 2 Accountant Account	No
Repr	The Repr drop down selection is populated with all representations available. Make a selection based on the representation that should be displayed in the window for your agency.	MMN Mgmt Svc Nonsupervisory	Yes (All)

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Filter	Description	Example	Required?
Pos No	Enter the Position No to be populated on the window. This may be the exact position number or a subset of the position number.	2200104 0104	No
Workday	Enter the Workday number in this field if you know the Workday number of the position and want to filter based on that.	67504	No

Detail section:

The detail portion of the window will display positions based on the selections made in the filters described above. Select the position that is to be changed by clicking your cursor on the line for the desired position. Please note that the asterisk (*) next to the position identifies it as the most current action on that position. In most cases this will be the line to select.

Pkg	Cross Reference	Employee Name	Auth No	Pos No	Workday	Repr	Class	Class Title	Range	Pos Type	Rate	Step	Mos	Pos Cnt	FTE	Salary	Ope	Total
* 000	10700-030-01-00-00000		001300480	1914855	000000067504	OAS	OAS C1485 IP	INFO SYSTEMS SPECIALIST 5	28	PF	5,268	2	24	1	1	126,432	66,431	192,86
* 000	10700-030-01-00-00000		001300470	1987326	000000067503	OAS	OAS C0873 AP	OPERATIONS & POLICY ANALYST 4	32	PF	6,306	2	24	1	1	151,344	72,564	223,90
* 000	10700-030-01-00-00000		001300490	1970129	000000053855	MMS	MMS X7012 IP	PRINCIPAL EXECUTIVE/MANAGER G	38X	PF	10,649	2	24	1	1	255,576	98,226	353,80
* 000	10700-030-04-00-00000		001309890	2018162	000000067820	MMN	MMN X1162 AP	ECONOMIST 2	27	PF	5,394	2	24	1	1	129,456	67,175	196,63
* 000	10700-030-04-00-00000		000578100	0211899	000000017142	MMN	MMN X1164 AP	ECONOMIST 4	33	PF	7,220	2	24	1	1	173,280	77,965	251,24
* 000	10700-032-02-00-00000		000980020	2548852	000000025758	OAS	OAS C1488 IP	INFO SYSTEMS SPECIALIST 8	33	PF	6,793	2	24	1	1	163,032	75,442	238,47
* 000	10700-032-03-00-00000		000003670	0530074	000000013340	OAS	OAS C1486 IP	INFO SYSTEMS SPECIALIST 6	29	PF	5,630	2	24	1	1	135,120	68,570	203,69
* 000	10700-032-03-00-00000		000979880	2548738	000000032262	OAS	OAS C1487 IP	INFO SYSTEMS SPECIALIST 7	31	PF	6,236	2	24	1	1	149,664	72,150	221,81
* 000	10700-032-03-00-00000		001374131	2110004		MMS	MMS X7006 IP	PRINCIPAL EXECUTIVE/MANAGER D	31X	PF	7,220	2	24	1	1	173,280	77,965	251,24
* 000	10700-035-01-00-00000		000534030	6010410	000000000901	UA	UA C0104 AP	OFFICE SPECIALIST 2	15	PF	2,905	2	24	1	1	69,720	52,468	122,18
* 000	10700-035-03-00-00000		001235050	3508731	000000008127	MMN	MMN X1143 AP	POLICY AND BUDGET ANALYST	35	PF	7,956	2	24	1	1	190,944	82,313	273,25
* 000	10700-035-04-00-00000		000012130	6100001	000000062031	B	B Y7500 AE	BOARD AND COMMISSION MEMBER	0	PP	0	0	0	0	0	300	23	32

Sorting

On entry into the Position Detail window the positions in the Detail section of the window will sort based on the Cross Reference Number. There are numerous additional sorting options once in the window. Any column header that has a 'box' around it or appears raised may be used to sort the data.

Click on the Header field and the data will then sort based on what was selected. The first click will sort the information alpha numerically ascending with the second click sorting the data alphanumerically descending. **Please note: The record that was selected prior to sorting (highlighted blue) will remain selected, use of the vertical scroll bar may be necessary.**

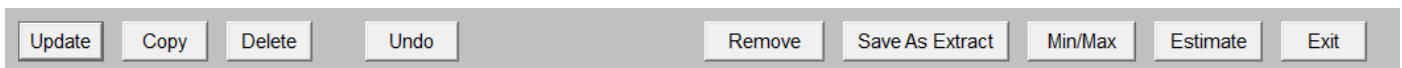
Pkg	Cross Reference	Employee Name	Auth No	Pos No	Workday	Repr	Class	Class Title	Range	Pos Type	Rate
-----	-----------------	---------------	---------	--------	---------	------	-------	-------------	-------	----------	------

Scroll bars

When there is more data than space available on the window the vertical and horizontal scroll bars are available on the window to view the additional data. Clicking on the arrows at the right side of the window or at the bottom of the window will allow the user to scroll through all the data. These scroll bars will appear on both the Detail portion of the Position Detail window and on the Entry portion of the window.

Command Buttons:

The following command buttons will appear on the Position Detail screen. A single click of the button will execute the functionality.



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Update

This button is used to save newly inserted or modified data. To use this function click on the **Update** button. The message "You will not be able to modify the record once it has been saved. Do you wish to continue?" will be displayed. Click **<Yes>** to save changes or **<No>** to exit without saving changes.

Copy

The **Copy** button will copy the position record that is selected in the detail portion of the Position Detail window. The newly copied elements will be highlighted in blue on the bottom data entry portion of the screen, allowing the user to make the necessary changes to this record.

Delete

This command button will delete (or discontinue) the record that was selected. Once the **Delete** command is pressed the associated position will be highlighted in Orange to show that it no longer exists. Select **Update** to save the change. The discontinued segment will be moved to the bottom of the screen below the active segments.

Note: ORPICS does not allow package numbers to be used more than once. Therefore, when a need arises to update a position record in a package number that already exists on the record, the user should highlight the current package record, press the **Delete** command, then press the **Update** command which will create the orange colored "deleted" segment previously mentioned. The user can then highlight the deleted orange colored section, press the **Copy** button to create a new active segment in which the position can be updated, use the same package number that was deleted, and then press **Update** upon completion.

Undo

The **Undo** button is used to reverse changes made since the last update. The message "Data has been changed. Do you want to save changes?" will be presented. Press **<Yes>** to save the changes that were made, press **<No>** to continue to undo those changes.

Save As Extract

When the **Save As Extract** command is clicked all of the records in the detail portion of the Position Detail window will be saved to an Excel document. The user will be presented with a Select File pop up to save this extract to their computer.

Min/Max

This command button will minimize the details portion of the window and only display the data entry fields for associated 'segments' of a position. Select the **Min/Max** command button again to view the details.

Estimate

The **Estimate** button takes the user to the PICS Estimates window.

Exit

The **Exit** command button will take the user back to the previous window. This button works similar to the 'Back' button in your Internet browser.

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Common Errors

Below are some common errors that may occur when revising a position or entering a new position on the Position Detail Window.

Error Message	Correction
<ul style="list-style-type: none"> “All new records must have a Package Number. Please enter Package Numbers before saving.” 	Select a Package number from the Pkg drop down selection. All entries made during Budget Prep must contain a package number. This includes entries made during the Start Up phase, numbers 001,002,003 reserved for Startup.
<ul style="list-style-type: none"> “Number of months must add up to 24 or less. Please change the months before saving.” 	Update the Mos on one of the segments. The total number of months on all segments may not be greater than 24.
<ul style="list-style-type: none"> “Number of months do not match Phase dates. Please change the months before saving.” 	Adjust the entry in the Mos field or adjust the Phase In/Phase Out dates. The difference between the phase-in and phase-out dates must equal the total months for all segments of a position that has a position type of Permanent or Limited Fulltime. IE: If the Phase In date is 10/1/21 and the Phase Out date is 6/30/23 the position will only have 21 months in the Mos field.
<ul style="list-style-type: none"> “All new records must have different DCRs. Please change the DCRs before saving.” 	Change the DCR on one of the segments. Two active segments for the same position cannot have the same DCR and Package assigned.
<ul style="list-style-type: none"> “Fund Split Percentages must add up to 1. Please change the fund splits before saving.” 	If splitting a segment between funds the segment must balance to 1. IE: A 50/50 split between GF and OF would be entered as .5 in GF and .5 in OF. The total column will equal 1.

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Data Entry:

The Data Entry portion of this window is where all changes are made. Once the position is selected this portion of the window will be populated with the details from that position.

Along with the position detail information, the screen will also display the words "Current Package: 1 of xx". This will show how many segments a position sits on. For example: If the position is split between three Detail Cross Reference Numbers it will read "Current Package 1 of 3" on the first segment and then "Current Package 2 of 3" on the second segment and so on.

The screenshot shows the ORPICS Data Entry window with the following details:

- Auth No: 000223640, Pos No: 2000403, WD: 000000039252, Pos Count: 1, Total FTE: 1.00
- Phase: FRZ, Pkg: 0, DCR: 44000-011-12-01-00000, Class: OAS C0104 AP, Pos Type: Permanent Full-Time, Current Package: 1 of 1
- Step: 2, Mos: 24.00, Pos Count: 1, Fte: 1, Rate: 2,910
- Accounts Table:**

	GF	LF	OF	FF	Total
Salary	0	0	69,840	0	69,840
Ope	0	0	52,498	0	52,498
PS Total	0	0	122,338	0	122,338
Splits	0.0000	0.0000	1.0000	0.0000	1.0000
- Seasonal Calendar:** J A S O N D J F M A M J (with checkboxes for each month)
- Phase In: 07/01/2021, Phase Out: 06/30/2023
- Effective: 4/14/2020, Discontinue: [button]

Instructions and Examples

ORPICS allows users to manage positions while maintaining a history of position actions. All changes are done using Package Numbers. ORPICS will allow multiple packages on a single position and will send personal service budget amounts to the ORBITS Budget table based on the actions taken in each package.

Some concepts to keep in mind while using the ORPICS windows.

- Changing a position means copying the position 'segments' from the current package and making any changes required in the copied segment with a new package number.
- Package on Package is allowed.
- Package segments are not 'deleted' prior to adding a new package unless a mistake was made and the package number needs to be reused.
- Deleting a segment doesn't really mean the data is deleted. It discontinues the record. The record will still display on the window highlighted in orange.
- If a mistake is made, discontinue ALL segments in the package and recreate them by copying them.
- Budget phases are used to determine which packages are available. The phases are:
 - STR: Startup
 - CSL: Current Service Level
 - ARB: Agency Request
 - GRB: Governor's Reconciliation
 - LAB: Legislatively Adopted Reconciliation
- New Package numbers (001,002,003) have been created to make changes during the Startup phase and are used for tracking changes to a base record. These packages will write to the base column in ORBITS.
- With the exception of some of the changes in Essential Packages, a package entry may contain multiple changes if appropriated. For example: Package 60 Technical Adjustment may contain both a Detail Cross Reference change and a Fund Shift if appropriate. Please refer to the Budget Instructions to determine which package is appropriate for specific actions.

Note: On the examples following, if a field is not mentioned in the table then that field may populate based on the default value or it may be blank.

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Detail Cross Reference Number Changes

Auth No	000411440	Pos No	0003450	WD	0022996	Pos Count	1	Total FTE	1.00								
DCR	62900-008-47-00-00000	Class	OAO C1215 AP	Step	2	Rate	3,565	Current Package: 1 of 1									
Phase	ARB	Pkg	100	Pos Type	Permanent Full-Time	Mos	24.00	Fte	1.00								
Board Rate		0															
Accounts					Seasonal												
	GF	LF	OF	FF	Total	J	A	S	O	N	D	J	F	M	A	M	J
Salary	0	0	85,560	0	85,560	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ope	0	0	58,181	0	58,181	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PS Total	0	0	143,741	0	143,741	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Splits	0.0000	0.0000	1.0000	0.0000	1.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phase In		07/01/2019															
Phase Out		06/30/2021															
Effective		10/29/2019															
Discontinue																	
Update		Copy		Delete		Undo		Save As Extract		Min/Max		Estimate		Exit			

Field/Command	Action/Description	Required?
Filters		
Bien	Select the Bien using the drop-down window.	Yes
Agency	Select the Agency using the drop-down window. The Agency will default to your security agency.	Yes
Pos Type	Let the Pos Type drop down filter default to All.	Yes
Auth No	If you know the Authorization No fill that in. Note: Do Not include the leading zeroes.	No
Budget Cycle	Select Prep from the Budget Cycle drop down filter.	Yes
Repr	Let the Repr drop down window default to All.	Yes (All)
Detail Window		
	Click on the position that needs to be changed. The row will be highlighted in blue.	Yes
Data Entry Window		
Command Button	Click on the <Copy> Command to create a newly inserted record for updating. The newly inserted record will be highlighted in light blue.	Yes
DCR	Select the appropriate Detail Cross Reference No from the DCR drop down window.	Yes
Pkg	Select desired package number from the Pkg drop down window.	Yes
Command Button	Click on the <Update> Command to save the changes	Yes
Warning Message	The message "You will not be able to modify the record once it has been saved. Do you wish to continue?" will be presented. Press <Yes> to continue the update function.	

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- Position Type Changes

The screenshot shows the ORPICS data entry interface. At the top, there are fields for Auth No (000412640), Pos No (0003573), WD (0063840), Pos Count (1), and Total FTE (1.00). Below these are dropdown menus for DCR (62900-050-50-00-00000), Class (OAO C0103 AP), Step (5), Rate (2,766), Phase (ARB), Pkg (131), Pos Type (Permanent Full-Time), Mos (24.00), and Fte (1.00). There are also fields for Board Rate (0), Phase In (07/01/2019), Phase Out (06/30/2021), Effective (10/29/2019), and Discontinue. A table of Accounts shows columns for GF, LF, OF, FF, and Total, with rows for Salary, Ope, PS Total, and Splits. A Seasonal calendar shows months J, A, S, O, N, D, J, F, M, A, M, J. At the bottom, there are buttons for Update, Copy, Delete, Undo, Remove, Save As Extract, Min/Max, Estimate, and Exit.

Field/Command	Action/Description	Required?
Filters		
Bien	Select the Bien using the drop-down window.	Yes
Agency	Select the Agency using the drop-down window. The Agency will default to your security agency.	Yes
Pos Type	Let the Pos Type drop down filter default to All.	Yes
Auth No	If you know the Authorization No fill that in. Note: Do Not include the leading zeroes.	No
Budget Cycle	Select Prep from the Budget Cycle drop down filter.	Yes
Repr	Let the Repr drop down window default to All.	Yes (All)
Detail Window		
	Click on the position that needs to be changed. The row will be highlighted in light blue.	Yes
Data Entry Window		
Command Button	Click on the <Copy> Command to create a newly inserted record for updating. The newly inserted record will be highlighted in blue.	Yes
Pkg	Select desired package from the Pkg drop down window.	Yes
Pos Type	Select the Pos Type from the drop down filter.	Yes
Mos	Enter the number of months for this position in the Mos field.	Yes
Phase In/Out	Update the Phase In/Out date to reflect the Mos and Pos Type of the position.	Yes
Command Button	Click on the <Update> Command to save the changes	Yes
Warning Message	The message "You will not be able to modify the record once it has been saved. Do you wish to continue?" will be presented. Press <Yes> to continue the update function.	

ORPICS Data Entry Guide

- Salary Step Changes

The screenshot shows the ORPICS data entry interface. At the top, there are fields for Auth No (001334110), Pos No (1500075), WD (0107170), Pos Count (1), and Total FTE (0.917). Below these are dropdown menus for DCR (17000-001-40-02-00000), Class (OAS C1488 IP), Step (8), Rate (8,515), Phase (STR), Pkg (1), Pos Type (Limited Full-Time), Mos (22.00), and Fte (0.917). There is also a Board Rate field set to 0. A 'Seasonal' grid shows months J through J with checkboxes. Below the seasonal grid is a table for Accounts:

	GF	LF	OF	FF	Total
Salary	0	0	187,330	0	187,330
Ope	0	0	78,482	0	78,482
PS Total	0	0	265,812	0	265,812
Splits	0.0000	0.0000	1.0000	0.0000	1.0000

Other fields include Phase In (09/01/2019), Phase Out (06/30/2021), Effective (10/29/2019), and a Discontinue field. At the bottom of the form are buttons: Update, Copy, Delete, Undo, Remove, Save As Extract, Min/Max, Estimate, and Exit.

Field/Command	Action/Description	Required?
Filters		
Bien	Select the Bien using the drop-down window.	Yes
Agency	Select the Agency using the drop-down window. The Agency will default to your security agency.	Yes
Pos Type	Let the Pos Type drop down filter default to All.	Yes
Auth No	If you know the Authorization No fill that in. Note: Do Not include the leading zeroes.	No
Budget Cycle	Select Prep from the Budget Cycle drop down filter.	Yes
Repr	Let the Repr drop down window default to All.	Yes (All)
Detail Window		
	Click on the position that needs to be changed. The row will be highlighted in blue.	Yes
Data Entry Window		
Command Button	Click on the <Copy> Command to create a newly inserted record for updating. The newly inserted record will be highlighted in light blue.	Yes
Pkg	Select desired package from the Pkg drop down window to make changes to the Base record.	Yes
Step	In the Step field type the desired step number.	Yes
Command Button	Click on the <Update> Command to save the changes	Yes
Warning Message	The message "You will not be able to modify the record once it has been saved. Do you wish to continue?" will be presented. Press <Yes> to continue the update function.	

ORPICS Data Entry Guide

- Changes to Months and Phase In/Out Dates

GF	LF	OF	FF	Total	
Salary	0	0	44,844	0	44,844
Ope	0	0	28,692	0	28,692
PS Total	0	0	73,536	0	73,536
Splits	0.0000	0.0000	1.0000	0.0000	1.0000

Field/Command	Action/Description	Required?
Filters		
Bien	Select the Bien using the drop-down window.	Yes
Agency	Select the Agency using the drop-down window. The Agency will default to your security agency.	Yes
Pos Type	Let the Pos Type drop down filter default to All.	Yes
Auth No	If you know the Authorization No fill that in. Note: Do Not include the leading zeroes.	No
Budget Cycle	Select Prep from the Budget Cycle drop down filter.	Yes
Repr	Let the Repr drop down window default to All.	Yes (All)
Detail Window		
	Click on the position that needs to be changed. The row will be highlighted in blue.	Yes
Data Entry Window		
Command Button	Click on the <Copy> Command to create a newly inserted record for updating. The newly inserted record will be highlighted in light blue.	Yes
Pkg	Select the desired package number from the Pkg drop down.	Yes
Pos Type	Change the Pos Type if necessary.	
Mos	Enter the number of months for this position in the Mos field.	Yes
Phase In/Phase Out	Update the Phase In/Out date to reflect the Mos and Pos Type of the position.	Yes
Command Button	Click on the <Update> Command to save the changes	Yes
Warning Message	The message "You will not be able to modify the record once it has been saved. Do you wish to continue?" will be presented. Press <Yes> to continue the update function.	

ORPICS Data Entry Guide

- Adding a New Position

Auth No	001373979	Pos No	0999999	WD	Pos Count	1	Total FTE	1.00		
Phase	ARB	Pkg	100	DCR	11500-030-01-00-00000	Class	AAON C0102 AA	Pos Type	Permanent Full-Time	Current Package: 1 of 1
Step	2	Mos	24.00	Pos Count	1	Fte	1	Rate	2,590	
Accounts					Seasonal					
	GF	LF	OF	FF	J A S O N D J F M A M J					
Salary	62,160	0	0	0	Phase In					07/01/2021
Ope	50,607	0	0	0	Phase Out					06/30/2023
PS Total	112,767	0	0	0	Effective					4/15/2020
Splits	1.0000	0.0000	0.0000	0.0000	Discontinue					

Field/Command	Action/Description	Required?								
Filters										
Bien	Select the Bien using the drop-down window.	Yes								
Agency	Select the Agency using the drop-down window. The Agency will default to your security agency.	Yes								
Budget Cycle	Select Prep from the Budget Cycle drop down filter.	Yes								
"New"	Click on the New button in the Filter area to create a new position.	Yes								
Create New Position popup	Enter the position number in the Pos No field and the Workday ID if the position exists in Workday. Press the <Save & Exit> Command button. <div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 5px auto;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">Auth No</td> <td style="font-size: small;">Pos No</td> <td style="font-size: small;">Workday No</td> <td style="font-size: small;">Save & Exit</td> </tr> <tr> <td style="text-align: center;">1373979</td> <td style="text-align: center;">999999</td> <td></td> <td></td> </tr> </table> </div>	Auth No	Pos No	Workday No	Save & Exit	1373979	999999			Yes
Auth No	Pos No	Workday No	Save & Exit							
1373979	999999									
Detail Window										
	Click on the row for the newly created position. The row will be highlighted in blue.	Yes								
Data Entry Window										
DCR	Select the desired Cross Reference No from the DCR drop down.	Yes								
Class	Select the appropriate Classification from the Class drop down.	Yes								
Step	The Step field will default to '2'. If requesting higher than a step 2 enter the appropriated step number into the field.	Yes								
Pkg	Select the desired package from the Pkg drop down window.	Yes								
Pos Type	Select the Pos Type from the drop down.	Yes								
Mos	Enter the number of months based on the Positon Type and the desired FTE.	Yes								
Accounts	In the Accounts section, under the appropriate fund type, enter the appropriate funding split.	Yes								
Phase In/Phase Out	Enter the Phase In and Phase Out dates to reflect the Mos and Pos Type of the position.	Yes								
Command Button	Click on the <Update> Command to save the changes	Yes								
Warning Message	The message "Make sure ALL Cross Reference segments are complete. You will not be able to modify the record once it has been saved. Do you wish to continue?" will be presented. Press <Yes> to continue the update function.									

ORPICS Data Entry Guide

- Adding a New Position with multiple DCR's

Auth No	001373981	Pos No	0088888	WD		Pos Count	1	Total FTE	1.00
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Phase	ARB	Pkg	101	DCR	11500-030-01-00-00000	Class	AAON C0107 AA	Pos Type	Permanent Full-Time	Current Package: 1 of 2
Step	2	Mos	12.00	Pos Count	1	Fte	0.5	Rate	3,541	

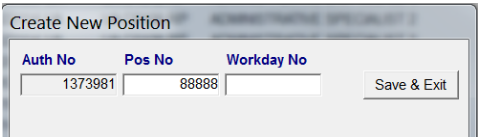
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">Accounts</th> <th style="width: 10%;">GF</th> <th style="width: 10%;">LF</th> <th style="width: 10%;">OF</th> <th style="width: 10%;">FF</th> <th style="width: 10%;">Total</th> </tr> <tr> <td>Salary</td> <td>42,492</td> <td>0</td> <td>0</td> <td>0</td> <td>42,492</td> </tr> <tr> <td>Ope</td> <td>28,113</td> <td>0</td> <td>0</td> <td>0</td> <td>28,113</td> </tr> <tr> <td>PS Total</td> <td>70,605</td> <td>0</td> <td>0</td> <td>0</td> <td>70,605</td> </tr> <tr> <td>Splits</td> <td>1.0000</td> <td>0.0000</td> <td>0.0000</td> <td>0.0000</td> <td>1.0000</td> </tr> </table>	Accounts	GF	LF	OF	FF	Total	Salary	42,492	0	0	0	42,492	Ope	28,113	0	0	0	28,113	PS Total	70,605	0	0	0	70,605	Splits	1.0000	0.0000	0.0000	0.0000	1.0000	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">Seasonal</th> <th style="width: 10%;">J</th> <th style="width: 10%;">A</th> <th style="width: 10%;">S</th> <th style="width: 10%;">O</th> <th style="width: 10%;">N</th> <th style="width: 10%;">D</th> <th style="width: 10%;">J</th> <th style="width: 10%;">F</th> <th style="width: 10%;">M</th> <th style="width: 10%;">A</th> <th style="width: 10%;">M</th> <th style="width: 10%;">J</th> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Phase In</td> <td style="width: 10%;">07/01/2021</td> </tr> <tr> <td>Phase Out</td> <td>06/30/2023</td> </tr> <tr> <td>Effective</td> <td>4/15/2020</td> </tr> <tr> <td>Discontinue</td> <td></td> </tr> </table>	Seasonal	J	A	S	O	N	D	J	F	M	A	M	J		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Phase In	07/01/2021	Phase Out	06/30/2023	Effective	4/15/2020	Discontinue	
Accounts	GF	LF	OF	FF	Total																																																																																						
Salary	42,492	0	0	0	42,492																																																																																						
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Seasonal	J	A	S	O	N	D	J	F	M	A	M	J																																																																															
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Phase	ARB	Pkg	101	DCR	11500-060-01-00-00000	Class	AAON C0107 AA	Pos Type	Permanent Full-Time	Current Package: 2 of 2
Step	2	Mos	12.00	Pos Count	0	Fte	0.5	Rate	3,541	

<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">Accounts</th> <th style="width: 10%;">GF</th> <th style="width: 10%;">LF</th> <th style="width: 10%;">OF</th> <th style="width: 10%;">FF</th> <th style="width: 10%;">Total</th> </tr> <tr> <td>Salary</td> <td>42,492</td> <td>0</td> <td>0</td> <td>0</td> <td>42,492</td> </tr> <tr> <td>Ope</td> <td>28,113</td> <td>0</td> <td>0</td> <td>0</td> <td>28,113</td> </tr> <tr> <td>PS Total</td> <td>70,605</td> <td>0</td> <td>0</td> <td>0</td> <td>70,605</td> </tr> <tr> <td>Splits</td> <td>1.0000</td> <td>0.0000</td> <td>0.0000</td> <td>0.0000</td> <td>1.0000</td> </tr> </table>	Accounts	GF	LF	OF	FF	Total	Salary	42,492	0	0	0	42,492	Ope	28,113	0	0	0	28,113	PS Total	70,605	0	0	0	70,605	Splits	1.0000	0.0000	0.0000	0.0000	1.0000	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">Seasonal</th> <th style="width: 10%;">J</th> <th style="width: 10%;">A</th> <th style="width: 10%;">S</th> <th style="width: 10%;">O</th> <th style="width: 10%;">N</th> <th style="width: 10%;">D</th> <th style="width: 10%;">J</th> <th style="width: 10%;">F</th> <th style="width: 10%;">M</th> <th style="width: 10%;">A</th> <th style="width: 10%;">M</th> <th style="width: 10%;">J</th> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Phase In</td> <td style="width: 10%;">07/01/2021</td> </tr> <tr> <td>Phase Out</td> <td>06/30/2023</td> </tr> <tr> <td>Effective</td> <td>4/15/2020</td> </tr> <tr> <td>Discontinue</td> <td></td> </tr> </table>	Seasonal	J	A	S	O	N	D	J	F	M	A	M	J		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Phase In	07/01/2021	Phase Out	06/30/2023	Effective	4/15/2020	Discontinue	
Accounts	GF	LF	OF	FF	Total																																																																																						
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Update	Copy	Delete	Undo		Save As Extract	Min/Max	Estimate	Exit
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ORPICS Data Entry Guide

Field/Command	Action/Description	Required?
Filters		
Bien	Select the Bien using the drop-down window.	Yes
Agency	Select the Agency using the drop-down window. The Agency will default to your security agency.	Yes
Budget Cycle	Select Prep from the Budget Cycle drop down filter.	Yes
"New"	Click on the New button to create a new positions.	Yes
Create New Position popup	Enter the position number in the Pos No field. The Workday No field should be blank at this time. Press the <Save & Exit> Command button. <div style="text-align: center;">  </div>	Yes
Detail Window		
	Click on the row for the newly inserted position. The row will be highlighted in blue.	Yes
Data Entry Window		
DCR	Select the desired Cross Reference No from the DCR drop down.	Yes
Class	Select the appropriate Classification from the Class drop down.	Yes
Step	The Step field will default to '2'. If requesting higher than a step 2 enter the appropriated step number into the field.	Yes
Pkg	Select the desired package from the Pkg drop down window.	Yes
Pos Type	Select the Pos Type from the drop down.	Yes
Mos	If the positions is full time, leave the Mos field at 24.00. If it is not full time enter the appropriate number of months for the position.	Yes
Accounts	In the Accounts section, under the appropriate fund type, enter the appropriate funding split.	Yes
Phase In/Phase Out	Enter the Phase In and Phase Out dates to reflect the Mos and Pos Type of the position.	Yes
Command Button	Click on the <Copy> Command to insert a copy of the segment just created.	Yes
Additional 'Segment' changes	Update the newly inserted segment with the new DCR, Pkg, Mos, etc. Note: Clicking on the Min/Max Command button may be helpful to see both segments on the same page.	Yes
Command Button	Click on the <Update> Command to save the changes	Yes
Warning Message	The message "Make sure ALL Cross Reference segments are completed. You will not be able to modify the record once it has been saved. Do you wish to continue?" will be presented. Press <Yes> to continue the update function.	

ORPICS Data Entry Guide

- Removing a position in a package (Different than removing a package that was not approved)

The screenshot shows the ORPICS data entry interface. At the top, there are dropdown menus for Phase (ARB), Pkg (70), DCR (11500-030-01-00-00000), Class (AAON C0102 AA), and Pos Type (Permanent Full-Time). Below these are input fields for Step (2), Mos (0.00), Pos Count (0), Fte (0), and Rate (2,590). The main area is divided into 'Accounts' and 'Seasonal' sections. The 'Accounts' section has a table with columns GF, LF, OF, FF, and Total, and rows for Salary, Ope, PS Total, and Splits. The 'Seasonal' section has a grid for months J through J and input fields for Phase In (07/01/2021), Phase Out (06/30/2023), Effective (4/15/2020), and Discontinue.

Field/Command	Action/Description	Required?
Filters		
Bien	Select the Bien using the drop-down window.	Yes
Agency	Select the Agency using the drop-down window. The Agency will default to your security agency.	Yes
Auth No	If you know the Authorization No fill that in. Note: Do Not include the leading zeroes.	No
Budget Cycle	Select Prep from the Budget Cycle drop down filter.	Yes
Detail Window		
	Click on the position that needs to be removed. The row will be highlighted in blue.	Yes
Data Entry Window		
Command Button	Click on the <Copy> Command to create a newly inserted record for updating. The newly inserted record will be highlighted in light blue.	Yes
Pkg	Select the desired package number from the Pkg drop down window.	Yes
Mos	Change the Mos to 0.	Yes
Command Button	Click on the <Update> Command to save the changes	Yes
Warning Message	"Number of months do not match Phase dates. Do you wish to continue saving?" will be presented. Press <Yes> to continue to remove the selected position. Note: When removing a position this message is allowable.	
Warning Message	The message "Make sure ALL Cross Reference segments are completed. You will not be able to modify the record once it has been saved. Do you wish to continue?" will be presented. Press <Yes> to continue the update function.	

- Deleting a package that was not approved (Different than removing a position in a package)

The screenshot shows the ORPICS data entry interface for a different record. At the top, there are dropdown menus for Phase (GB), Pkg (102), DCR (13100-001-10-00-00000), Class (UAC0107 AP), and Pos Type (Permanent Full-Time). Below these are input fields for Step (3), Mos (24.00), Pos Count (1), Fte (1), and Rate (3,481). The main area is divided into 'Accounts' and 'Seasonal' sections. The 'Accounts' section has a table with columns GF, LF, OF, FF, and Total, and rows for Salary, Ope, PS Total, and Splits. The 'Seasonal' section has a grid for months J through J and input fields for Phase In (07/01/2023), Phase Out (06/30/2025), Effective (1/30/2023), and Discontinue (2/1/2023).

ORPICS Data Entry Guide

Field/Command	Action/Description	Required?
Filters		
Bien	Select the Bien using the drop-down window.	Yes
Agency	Select the Agency using the drop-down window. The Agency will default to your security agency.	Yes
Auth No	If you know the Authorization No fill that in. Note: Do Not include the leading zeroes.	No
Budget Cycle	Select Prep from the Budget Cycle drop down filter.	Yes
Pos No	Enter the Position No if you know it.	No
Detail Window		
	Click on a position with a package that was not approved. The row will be highlighted in blue.	Yes
Data Entry Window		
Select	Select the latest package segment on the position	
Command Button	Click on the <Delete> Command to delete the package.	Yes
NOTE	All packages must be deleted that are above the package that was not approved. For instance, if the position had package 103 and 102, and package 102 was not approved, you must delete package 103 <Update> then delete package 102 <update> Then copy the deleted package 103 segment to restore the package that was approved, enter package 103 in the package field <Update>.	Yes
Command Button	Click on the <Update> Command to save the changes	Yes
Warning Message	The message "Make sure ALL Cross Reference segments are completed. You will not be able to modify the record once it has been saved. Do you wish to continue?" will be presented. Press <Yes> to continue the update function.	
NOTE	Deleted segments are orange and are moved to the bottom of the segment list.	

ORPICS Data Entry Guide

- Restore a package that was previously deleted

Auth No	001373979	Pos No	0999999	WD	Pos Count	1	Total FTE	1.00											
Phase	ARB	Pkg	103	DCR	11500-030-01-00-00000	Class	AAON C0102AA	Pos Type	Permanent Full-Time	Current Package: 1 of 1									
Step	2	Mos	24.00	Pos Count	1	Fte	1	Rate	2,590										
Accounts					Seasonal														
	GF	LF	OF	FF	Total	J	A	S	O	N	D	J	F	M	A	M	J	Phase In	07/01/2021
Salary	62,160	0	0	0	62,160													Phase Out	06/30/2023
Ope	50,607	0	0	0	50,607	J	A	S	O	N	D	J	F	M	A	M	J	Effective	4/15/2020
PS Total	112,767	0	0	0	112,767													Discontinue	
Splits	1.0000	0.0000	0.0000	0.0000	1.0000														

Field/Command	Action/Description	Required?
Filters		
Bien	Select the Bien using the drop-down window.	Yes
Agency	Select the Agency using the drop-down window. The Agency will default to your security agency.	Yes
Auth No	If you know the Authorization No fill that in. Note: Do Not include the leading zeroes.	No
Budget Cycle	Select Prep from the Budget Cycle drop down filter.	Yes
Pos No	Enter the Position No if you know it.	No
Detail Window		
	Click on the position that needs to be restored. The row will be highlighted in blue. Note: If the position should be restored as it was prior to eliminating it, copy the original position.	Yes
Data Entry Window		
Select	Select the orange-colored package segment that was deleted when the package was not approved.	
Command Button	Click on the <Copy> Command to restore the segment. Enter the same package number that the deleted segment had.	Yes
NOTE	Use this process when a package that was previously NOT approved and was deleted is later approved. For example, the package was not approved at GB but was later approved at LAB.	Yes
Command Button	Click on the <Update> Command to save the changes	Yes
Warning Message	The message "Make sure ALL Cross Reference segments are completed. You will not be able to modify the record once it has been saved. Do you wish to continue?" will be presented. Press <Yes> to continue the update function.	

ORPICS Data Entry Guide

Fund Shift Changes

Auth No 000998060	Pos No 1150009	WD 000000038629	Pos Count 1	Total FTE 1.00	Cornwell, Michelle
Phase ARB	Pkg 104	DCR 11500-050-01-00-00000	Class UA C2167 AA	Pos Type Permanent Full-Time	Current Package: 1 of 1
Step 8	Mos 24.00	Pos Count 1	Fte 1	Rate 4,436	

Accounts					Seasonal		Phase In 07/01/2021
	GF	LF	OF	FF	Total	J	Phase Out 06/30/2023
Salary	59,620	0	46,844	0	106,464	A	Effective 4/15/2020
Ope	34,448	0	27,066	0	61,514	S	
PS Total	94,068	0	73,910	0	167,978	O	Discontinue
Splits	0.5600	0.0000	0.4400	0.0000	1.0000	N	

Field/Command	Action/Description	Required?
Filters		
Bien	Select the Bien using the drop-down window.	Yes
Agency	Select the Agency using the drop-down window. The Agency will default to your security agency.	Yes
Auth No	If you know the Authorization No fill that in. Note: Do Not include the leading zeroes.	No
Budget Cycle	Select Prep from the Budget Cycle drop down filter.	Yes
Detail Window		
	Click on the position that needs to be changed. The row will be highlighted in blue.	Yes
Data Entry Window		
Command Button	Click on the <Copy> Command to create a newly inserted record for updating. The newly inserted record will be highlighted in light blue.	Yes
Pkg	Select the desired package number from the Pkg drop down window.	Yes
Accounts	In the Splits field under each column enter the percentage for each fund. Entry must balance to 1.00. For example: Enter .50 in GF and .50 in OF; this will split the position 50/50 between GF and OF.	Yes
Command Button	Click on the <Update> Command to save the changes	Yes
Warning Message	The message "Make sure ALL Cross Reference segments are completed. You will not be able to modify the record once it has been saved. Do you wish to continue?" will be presented. Press <Yes> to continue the update function.	

- Reclassify a Position

ORPICS Data Entry Guide

Field/Command	Action/Description	Required?
Filters		
Bien	Select the Bien using the drop-down window.	Yes
Agency	Select the Agency using the drop-down window. The Agency will default to your security agency.	Yes
Auth No	If you know the Authorization No fill that in. Note: Do Not include the leading zeroes.	No
Budget Cycle	Select Prep from the Budget Cycle drop down filter.	Yes
Pos No	Enter the Position No if you know it.	No
Detail Window		
	Click on the position that needs to be change. The row will be highlighted in blue.	Yes
Data Entry Window		
Command Button	Click on the <Copy> Command to create a newly inserted record for updating. The newly inserted record will be highlighted in light blue.	Yes
Class	Select the Classification from the Class drop down window.	Yes
Pkg	Select the desired package number from the Pkg drop down window.	Yes
Command Button	Click on the <Update> Command to save the changes	Yes
Warning Message	The message "Make sure ALL Cross Reference segments are completed. You will not be able to modify the record once it has been saved. Do you wish to continue?" will be presented. Press <Yes> to continue the update function.	

ORPICS Data Entry Guide

- Change a Position with multiple DCR's

The screenshot displays two identical forms for entering position data. Each form has the following structure:

- Header Fields:** Auth No (001373981), Pos No (0088888), WD, Pos Count (1), Total FTE (1.00).
- Phase Information:** Phase (ARB), Pkg (105), DCR (11500-060-01-00-00000), Class (AAON C0107 AA), Pos Type (Permanent Full-Time), Current Package (1 of 2).
- Step and Rate:** Step (2), Mos (12.00), Pos Count (0), Fte (0.50), Rate (3,541).
- Accounts Table:**

	GF	LF	OF	FF	Total
Salary	42,492	0	0	0	42,492
Ope	28,113	0	0	0	28,113
PS Total	70,605	0	0	0	70,605
Splits	1.0000	0.0000	0.0000	0.0000	1.0000
- Seasonal Availability:** A grid for months J, A, S, O, N, D, J, F, M, A, M, J with checkboxes for each month.
- Phase Dates:** Phase In (07/01/2021), Phase Out (06/30/2023), Effective (4/15/2020), Discontinue.

Field/Command	Action/Description	Required?
Filters		
Bien	Select the Bien using the drop-down window.	Yes
Agency	Select the Agency using the drop-down window. The Agency will default to your security agency.	Yes
Auth No	If you know the Authorization No fill that in. Note: Do Not include the leading zeroes.	No
Budget Cycle	Select Prep from the Budget Cycle drop down filter.	Yes
Pos No	Enter the Position No if you know it.	No
Detail Window		
	Click on the position that needs to be change. The row will be highlighted in blue.	Yes
Command Button	Press the <Min/Max> command to view more than one segment.	No
Data Entry Window		
	Hold the Shift key on your keyboard while clicking into the first segment of the position and the last segment of the position. They will be highlighted in dark blue.	
Command Button	Click on the <Copy> Command to create newly inserted records for updating. The newly inserted records will be highlighted in a light blue.	Yes
DCR/Class/Funds/etc	Update the necessary fields.	Yes
Pkg	Select the desired package number from the Pkg drop down window.	Yes
Command Button	Click on the <Update> Command to save the changes	Yes
Warning Message	The message "You will not be able to modify the record once it has been saved. Do you wish to continue?" will be presented. Press <Yes> to continue the update function.	

ORPICS Data Entry Guide

- Remove one DCR from a multiple DCR Position

Field/Command	Action/Description	Required?
Filters		
Bien	Select the Bien using the drop-down window.	Yes
Agency	Select the Agency using the drop-down window. The Agency will default to your security agency.	Yes
Auth No	If you know the Authorization No fill that in. Note: Do Not include the leading zeroes.	No
Budget Cycle	Select Prep from the Budget Cycle drop down filter.	Yes
Pos No	Enter the Position No if you know it.	No
Detail Window		
	Click on the position that needs to be change. The row will be highlighted in blue.	Yes
Command Button	Press the <Min/Max> command to view more than one segment.	No
Data Entry Window		
	Hold the Shift or Control key on your keyboard while clicking into the segments that are being KEPT. They will be highlighted in dark blue. Do not copy the segment that is being eliminated. Helpful Hint: Press the <Min/Max> command button to view just the detail on the position. Use the vertical scrollbar to view additional segments.	
Command Button	Click on the <Copy> Command to create a newly inserted record(s) for updating. The newly inserted record(s) will be highlighted in a light blue.	Yes
Mos	Update the number of Months in the Mos field as necessary.	Yes
Pkg	Select the desired package number from the Pkg drop down window.	Yes
Command Button	Click on the <Update> Command to save the changes	Yes
Warning Message	The message "You will not be able to modify the record once it has been saved. Do you wish to continue?" will be presented. Press <Yes> to continue the update function.	

ORPICS Data Entry Guide

Reports

The new ORPICS reports will function similarly to current ORBITS reports. They will each have a selection criteria window that allows the user to narrow down the reporting to meet their needs.

Note: Many reports will have a Cycle selection of "Exec" – at this time this selection is not working. SABRS will be reviewing this selection and making changes to the reports in the future.

As with all ORBITS reports these new reports will contain an option to "Save As Extract". This is displayed on the Report Viewer window at the bottom of the screen. The "Save As Extract" command allows the user to save the report to an Excel document. When selecting this please keep in mind that as with many of the ORBITS reports the extract will likely return the column headers in the wrong place. If you choose to use this functionality additional formatting to the Excel document may be required.

POS100 - PICS Budget Ledger

Housing & Community Svcs Dept Agency Number: 91400

2021-23 Biennium Start-up

POS100 - PICS Budget Ledger

Ver Type	Cross Reference	Pkg	Account	Fund	2021-23 Base Budget	Essential Packages	Policy Packages	Updated Date
Auth No: 828700 Pos No: 1040 Workday Id: 11685								
A	91400-010-02-00-00000	0	3110 Class/Unclss Sal and Per Diem	3400 Other Funds Ltd	(87,180)	-	-	HDVAJ54 4/20/2020
A	91400-010-02-00-00000	0	3110 Class/Unclss Sal and Per Diem	6400 Federal Funds Ltd	(87,180)	-	-	HDVAJ54 4/20/2020
A	91400-010-02-00-00000	0	3210 Empl Rel Bd Assessments	3400 Other Funds Ltd	(29)	-	-	HDVAJ54 4/20/2020
A	91400-010-02-00-00000	0	3210 Empl Rel Bd Assessments	6400 Federal Funds Ltd	(29)	-	-	HDVAJ54 4/20/2020
A	91400-010-02-00-00000	0	3220 Public Employees' Retire Cont	3400 Other Funds Ltd	(14,934)	-	-	HDVAJ54 4/20/2020
A	91400-010-02-00-00000	0	3220 Public Employees' Retire Cont	6400 Federal Funds Ltd	(14,934)	-	-	HDVAJ54 4/20/2020
A	91400-010-02-00-00000	0	3230 Social Security Taxes	3400 Other Funds Ltd	(6,870)	-	-	HDVAJ54 4/20/2020
A	91400-010-02-00-00000	0	3230 Social Security Taxes	6400 Federal Funds Ltd	(6,870)	-	-	HDVAJ54 4/20/2020
A	91400-010-02-00-00000	0	3250 Worker's Comp Assess (WCD)	3400 Other Funds Ltd	(23)	-	-	HDVAJ54 4/20/2020
A	91400-010-02-00-00000	0	3250 Worker's Comp Assess (WCD)	6400 Federal Funds Ltd	(23)	-	-	HDVAJ54 4/20/2020
A	91400-010-02-00-00000	0	3270 Flexible Benefits	3400 Other Funds Ltd	(19,116)	-	-	HDVAJ54 4/20/2020
A	91400-010-02-00-00000	0	3270 Flexible Benefits	6400 Federal Funds Ltd	(19,116)	-	-	HDVAJ54 4/20/2020
Other Funds					(127,952)	-	-	
Federal Funds					(127,952)	-	-	
All Funds					(255,904)	-	-	
Position					(1)	-	-	
FTE					(1.00)	-	-	
Auth No: 828700 Pos No: 1040 Workday Id: 11685								
A	91400-010-08-00-00000	1	3110 Class/Unclss Sal and Per Diem	3400 Other Funds Ltd	87,180	-	-	HDVAJ54 4/20/2020
A	91400-010-08-00-00000	1	3110 Class/Unclss Sal and Per Diem	6400 Federal Funds Ltd	87,180	-	-	HDVAJ54 4/20/2020
A	91400-010-08-00-00000	1	3210 Empl Rel Bd Assessments	3400 Other Funds Ltd	29	-	-	HDVAJ54 4/20/2020
A	91400-010-08-00-00000	1	3210 Empl Rel Bd Assessments	6400 Federal Funds Ltd	29	-	-	HDVAJ54 4/20/2020
A	91400-010-08-00-00000	1	3220 Public Employees' Retire Cont	3400 Other Funds Ltd	14,934	-	-	HDVAJ54 4/20/2020
A	91400-010-08-00-00000	1	3220 Public Employees' Retire Cont	6400 Federal Funds Ltd	14,934	-	-	HDVAJ54 4/20/2020
A	91400-010-08-00-00000	1	3230 Social Security Taxes	3400 Other Funds Ltd	6,870	-	-	HDVAJ54 4/20/2020
A	91400-010-08-00-00000	1	3230 Social Security Taxes	6400 Federal Funds Ltd	6,870	-	-	HDVAJ54 4/20/2020
A	91400-010-08-00-00000	1	3250 Worker's Comp Assess (WCD)	3400 Other Funds Ltd	23	-	-	HDVAJ54 4/20/2020
A	91400-010-08-00-00000	1	3250 Worker's Comp Assess (WCD)	6400 Federal Funds Ltd	23	-	-	HDVAJ54 4/20/2020
A	91400-010-08-00-00000	1	3270 Flexible Benefits	3400 Other Funds Ltd	19,116	-	-	HDVAJ54 4/20/2020
A	91400-010-08-00-00000	1	3270 Flexible Benefits	6400 Federal Funds Ltd	19,116	-	-	HDVAJ54 4/20/2020
Other Funds					127,952	-	-	
Federal Funds					127,952	-	-	
All Funds					255,904	-	-	
Position					1	-	-	
FTE					1.00	-	-	

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10:11 AM

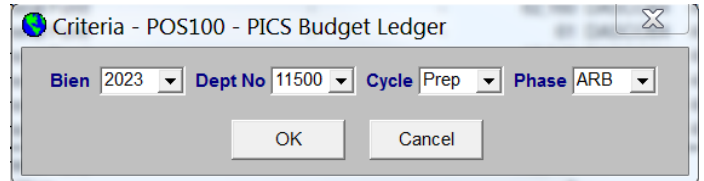
Re-run Print << < Page 1 of 2 > >> Zoom (83%) Save As Extract Elapsed Time: 0.87sec Exit

ORPICS Data Entry Guide

POS100 PICS Budget Ledger Report

This report will show all package records for a select phase and the entries that were passed into the ORBITS Budget Table.

Menu Path: ORPICS > POS100 PICS Budget Ledger Report



Note: Although the selection criteria window displays Frz and STR in the Phase selection drop down the report will not display any data when these are chosen.

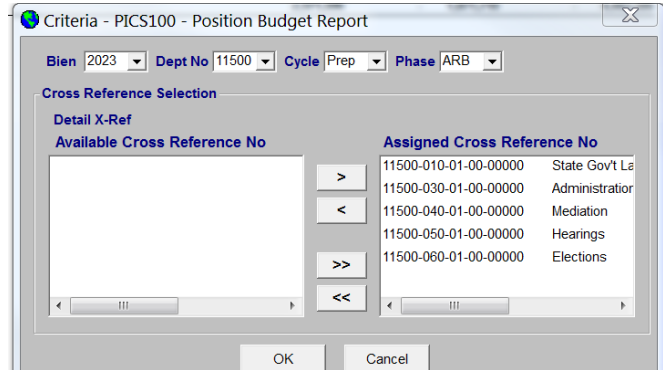
Employment Relations Board							Agency Number: 11500		
2021-23 Biennium							Agency Request Budget		
POS100 - PICS Budget Ledger									
Ver Type	Cross Reference	Pkg	Account	Fund	2021-23 Base Budget	Essential Packages	Policy Packages	Updated User	Date
Auth No: 1373979			Pos No: 999999		Workday Id:				
A	11500-030-01-00-00000	70 3110	Class/Unclass Sal. and Per Diem	8000 General Fund	-	-	(62,160)	DASCO64	4/15/2020
A	11500-030-01-00-00000	70 3210	Empl. Rel. Bd. Assessments	8000 General Fund	-	-	(61)	DASCO64	4/15/2020
A	11500-030-01-00-00000	70 3220	Public Employees' Retire Cont	8000 General Fund	-	-	(10,549)	DASCO64	4/15/2020
A	11500-030-01-00-00000	70 3230	Social Security Taxes	8000 General Fund	-	-	(4,755)	DASCO64	4/15/2020
A	11500-030-01-00-00000	70 3250	Worker's Comp. Assess. (WCD)	8000 General Fund	-	-	(58)	DASCO64	4/15/2020
A	11500-030-01-00-00000	70 3270	Flexible Benefits	8000 General Fund	-	-	(35,184)	DASCO64	4/15/2020
General Fund					-	-	(112,767)		
Position					-	-	(1)		
FTE					-	-	(1.00)		
Auth No: 1373979			Pos No: 999999		Workday Id:				
A	11500-030-01-00-00000	100 3110	Class/Unclass Sal. and Per Diem	8000 General Fund	-	-	62,160	DASCO64	4/15/2020
A	11500-030-01-00-00000	100 3210	Empl. Rel. Bd. Assessments	8000 General Fund	-	-	61	DASCO64	4/15/2020
A	11500-030-01-00-00000	100 3220	Public Employees' Retire Cont	8000 General Fund	-	-	10,549	DASCO64	4/15/2020
A	11500-030-01-00-00000	100 3230	Social Security Taxes	8000 General Fund	-	-	4,755	DASCO64	4/15/2020
A	11500-030-01-00-00000	100 3250	Worker's Comp. Assess. (WCD)	8000 General Fund	-	-	58	DASCO64	4/15/2020
A	11500-030-01-00-00000	100 3270	Flexible Benefits	8000 General Fund	-	-	35,184	DASCO64	4/15/2020
General Fund					-	-	112,767		
Position					-	-	1		
FTE					-	-	1.00		
Auth No: 1373981			Pos No: 88888		Workday Id:				
A	11500-030-01-00-00000	101 3110	Class/Unclass Sal. and Per Diem	8000 General Fund	-	-	42,492	DASCO64	4/15/2020
A	11500-030-01-00-00000	101 3210	Empl. Rel. Bd. Assessments	8000 General Fund	-	-	30	DASCO64	4/15/2020
A	11500-030-01-00-00000	101 3220	Public Employees' Retire Cont	8000 General Fund	-	-	7,211	DASCO64	4/15/2020
A	11500-030-01-00-00000	101 3230	Social Security Taxes	8000 General Fund	-	-	3,251	DASCO64	4/15/2020
A	11500-030-01-00-00000	101 3250	Worker's Comp. Assess. (WCD)	8000 General Fund	-	-	29	DASCO64	4/15/2020
A	11500-030-01-00-00000	101 3270	Flexible Benefits	8000 General Fund	-	-	17,592	DASCO64	4/15/2020
A	11500-060-01-00-00000	101 3110	Class/Unclass Sal. and Per Diem	8000 General Fund	-	-	42,492	DASCO64	4/15/2020
A	11500-060-01-00-00000	101 3210	Empl. Rel. Bd. Assessments	8000 General Fund	-	-	30	DASCO64	4/15/2020
A	11500-060-01-00-00000	101 3220	Public Employees' Retire Cont	8000 General Fund	-	-	7,211	DASCO64	4/15/2020
A	11500-060-01-00-00000	101 3230	Social Security Taxes	8000 General Fund	-	-	3,251	DASCO64	4/15/2020
A	11500-060-01-00-00000	101 3250	Worker's Comp. Assess. (WCD)	8000 General Fund	-	-	29	DASCO64	4/15/2020
A	11500-060-01-00-00000	101 3270	Flexible Benefits	8000 General Fund	-	-	17,592	DASCO64	4/15/2020
General Fund					-	-	141,210		
Position					-	-	1		
FTE					-	-	1.00		
04/15/20		Page 1 of 3			POS100 - PICS Budget Ledger				
9:20 AM					POS100				

ORPICS Data Entry Guide

PICS100 Position Budget Report

The Position Budget Report provides a summary page displaying Agencywide total Salary and OPE by Fund Type. The following pages will display all positions by Detail Cross Reference Number based on the Phase selected. This report may be run for any phases of the Budget Prep cycle.

Menu Path: ORPICS > PICS100 Position Budget Report



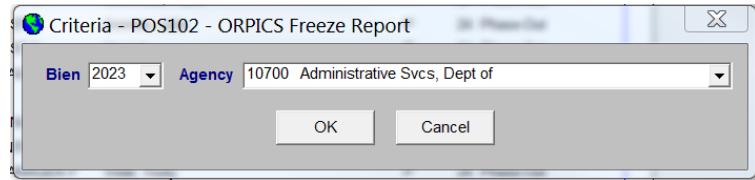
PICS100 - Position Budget Report											Administration				
2021-23 Biennium											Cross Reference Number: 11500-030-01-00-00000				
Budget Preparation											Agency Request Budget				
Position Number	Classification	Classification Name	Sal Rng	Pos Type	Pos Cnt	FTE	Mos	Step	Rate	SAL/OPE	Salary/OPE				
											GF	LF	OF	FF	AF
0015001	UA C0110 RP	LEGAL SECRETARY	18	PF	1	1.00	24	10	4675	SAL	62,832	-	49,368	-	112,200
										OPE	35,239	-	27,687	-	62,926
0027001	MESN Z7006 AP	PRINCIPAL EXECUTIVE/MANAGER D	31X	PF	1	1.00	24	6	7363	SAL	98,941	-	77,771	-	176,712
										OPE	44,125	-	34,684	-	78,809
0999999	AAON C0102 AA	OFFICE ASSISTANT 2	9	PF	1	1.00	24	2	2590	SAL	62,160	-	-	-	62,160
										OPE	50,607	-	-	-	50,607
1150001	MEAH Z7530 HP	EMPLOYMENT RELATIONS BRD CHAIR	40X	PF	1	1.00	24	5	16230	SAL	218,131	-	171,389	-	389,520
										OPE	68,799	-	54,057	-	122,856
1150002	MENN Z7531 RP	EMPLOYMENT RELATIONS BRD MMBR	38X	PF	1	1.00	24	5	14837	SAL	178,044	-	178,044	-	356,088
										OPE	58,408	-	58,408	-	116,816
1150003	MENN Z7531 RP	EMPLOYMENT RELATIONS BRD MMBR	38X	PF	1	1.00	24	5	14837	SAL	199,409	-	156,679	-	356,088
										OPE	65,417	-	51,399	-	116,816
Total Salary											819,517	-	633,251	-	1,452,768
Total OPE											322,595	-	226,235	-	548,830
Total Personal Services											1,142,112	-	859,486	-	2,001,598

ORPICS Data Entry Guide

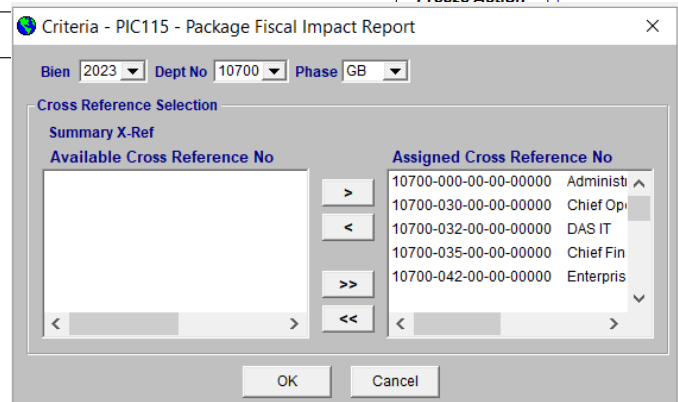
POS102 ORPICS Freeze Report

This report lists all positions that were changed during the ORPICS Freeze process with an Action that describes the change that was made.

Menu Path: ORPICS > POS102 ORPICS Freeze Report



Administrative Svcs, Dept of				Agency Number: 10700
2021-23 Biennium				POS102 - ORPICS Freeze Report
Budget Execution				Freeze Action
Workday Id	Auth No	Pos No	Classification	
57	10670	2533407	OAS C4101 AP CUSTODIAN	
146	1223110	6001041	OAS C0104 AP OFFICE SPECIALIST 2	
169	971350	2548801	MMN X7012 IP PRINCIPAL EXECUTIVE/MANAGER G	
191	1095360	2514889	OAS C1488 IP INFO SYSTEMS SPECIALIST 8	
213	634010	1808511	MMS X7006 AP PRINCIPAL EXECUTIVE/MANAGER D	
246	1117090	2270101	OAS C1488 IP INFO SYSTEMS SPECIALIST 8	
274	857270	8021	OAS C2446 AP PRINT SERVICES TECHNICIAN	
336	972030	2548404	OAS C1484 IP INFO SYSTEMS SPECIALIST 4	
379	190	14020	MESN Z7012 AP PRINCIPAL EXECUTIVE/MANAGER G	
429	11050	3020302	OAS C0770 AP STATE PROCUREMENT ANALYST	
518	979600	2548848	OAS C1488 IP INFO SYSTEMS SPECIALIST 8	
543	634550	4010301	OAS C1483 IP INFO SYSTEMS SPECIALIST 3	
554	979630	2548851	OAS C1488 IP INFO SYSTEMS SPECIALIST 8	
613	817440	470101	MMS X7012 IP PRINCIPAL EXECUTIVE/MANAGER G	P 24 Phase-Out
672	942690	1110111	OAS C4101 AP CUSTODIAN	P 24 Phase-Out
709	3030	520031	MMN X0873 AP OPERATIONS & POLICY ANALYST 4	P 24 Phase-Out
737	10690	2533601	OAS C0435 AP PROCUREMENT AND CONTRACT ASST	P 24 Phase-Out
754	590	150006	MMS X7010 AP PRINCIPAL EXECUTIVE/MANAGER F	P 24 Phase-Out
841	589030	940313	OAS C4404 AP MAIL DELIVERY DRIVER	P 24 Phase-Out
899	12450	6410165	OAS C4101 AP CUSTODIAN	P 24 Phase-Out
901	534030	6010410	UA C0104 AP OFFICE SPECIALIST 2	P 24 Phase-Out
1064	4130	700012	MMC X1324 AP STATE LABOR RELATIONS MANAGER	P 24 Phase-Out
1135	420	14801	MESN Z7010 IP PRINCIPAL EXECUTIVE/MANAGER F	P 24 Phase-Out
1221	1274950	1914885	OAS C1488 IP INFO SYSTEMS SPECIALIST 8	P 24 Phase-Out
1238	11780	5003103	OAS C2475 AP PRINTING PRODUCTION COORD	P 24 Phase-Out
1317	912670	211431	MMN X1143 AP POLICY AND BUDGET ANALYST	P 24 Phase-Out
1447	9860	1690601	MMS X7010 AP PRINCIPAL EXECUTIVE/MANAGER F	P 24 Phase-Out
1630	12350	6410155	OAS C4101 AP CUSTODIAN	P 24 Phase-Out
1701	12270	6410147	OAS C4101 AP CUSTODIAN	P 24 Phase-Out

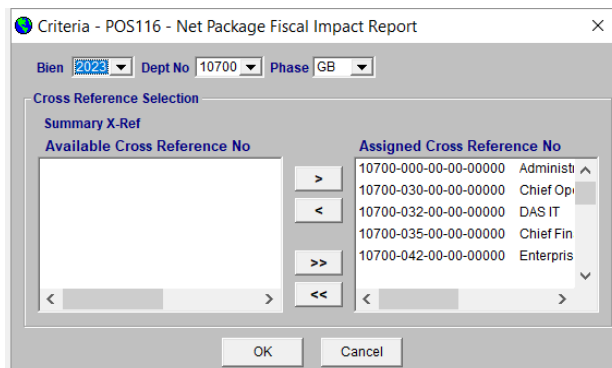


ORPICS Data Entry Guide

POS116 Net Package Fiscal Impact Report

The Net Package Fiscal Impact Report provides the net summary of all of position actions performed in a package. The report is sorted by SCR, the user can choose one specific SCR or all SCR's in an agency.

Menu Path: ORPICS > POS116 Net Package Fiscal Impact Report



POS116 - Net Package Fiscal Impact Report													Enterprise Information Services (EIS)		
2021-23 Biennium										Cross Reference Number: 10700-042-00-00-00000					
Governors Budget										Package Number: 89					
Position Number	Auth No	Workday Id	Classification	Classification Name	Sal Rng	Pos Type	Mos	Step	Rate	Salary	OPE	Total	Pos Cnt	FTE	
2300121	1398432		OAS C1484 I P	INFO SYSTEMS SPECIALIST 4	25	PF	24	2	4,714	113,136	66,371	179,507	1	1.00	
2300122	1398433		MMN X0872 A P	OPERATIONS & POLICY ANALYST 3	30	LF	24	2	6,247	149,928	75,488	225,416	1	1.00	
General Funds										0	0	0			
Lottery Funds										0	0	0			
Other Funds										263,064	141,859	404,923			
Federal Funds										0	0	0			
Total Funds										263,064	141,859	404,923	2	2.00	

ORPICS Data Entry Guide

PICS130 Position Count by Agency

The Position Count by Agency report is a list of all positions for an Agency regardless of what cross reference number it is assigned to. It includes the Classification, Salary Range, Step and total cost by Fund Type.

Menu Path: ORPICS > PICS130 Position Count by Agency

Criteria - PICS130 - Position Count by Ag... ✕

Bien 2023
Dept No 11500
Cycle Prep

OK
Cancel

PICS130 - Position Count by Agency											11500 Employment Relations Board				
2021-23 Biennium															
Budget Preparation															
Position Number	Auth No	Workday Id	Employee Name	Classification	Pkg No	Sal Rng	Pos Type	Step	Pos Cnt	FTE	General Fund	Lottery Fund	Other	Federal Fund	
0009001	000004820	0040399	Plane, Jane R	UA C0119 AP	104	20	PF	6	1	1.00	88,758	-	69,739	-	
0013007	000004860	0022114	Doe, Denise J	UA C0108 RP	0	20	PF	4	1	1.00	85,568	-	67,246	-	
0015001	000004910	0003184	Average, Joe C	UA C0110 RP	0	18	PF	10	1	1.00	98,071	-	77,055	-	
0027001	000004920	0032834	Smith, John V	MESN Z7006 AP	0	31X	PF	6	1	1.00	143,066	-	112,455	-	
0034006	000004970	0018017	Jones, Jeff	UA C1512 RP	0	37	PF	10	1	1.00	224,688	-	176,539	-	
0034007	000004980	0062012	Johnson, Margaret	UA C1542 RP	0	33	PF	10	1	1.00	199,159	-	156,481	-	
0034009	000004990	0014429	Mean, Jean A	UA C1542 RP	0	33	PF	10	1	1.00	199,159	-	156,481	-	
0035001	000005000	0034805	Very, Terry D	UA C1512 RP	0	37	PF	5	1	1.00	181,481	-	142,592	-	
0088888	001373981			AAON C0107 AA	105	17	PF	2	1	1.00	141,210	-	-	-	
0632001	000005020	0024497	Felon, Ellen F	MESN Z7010 RP	0	35	PF	10	1	1.00	215,393	-	169,236	-	
0999999	001373979			AAON C0102 AA	103	9	PF	2	1	1.00	112,767	-	-	-	
1150001	000005040	0024502	Prim, Jim L	MEAH Z7530 HP	0	40X	PF	5	1	1.00	286,930	-	225,446	-	
1150002	000005050	0031025	Berry, Mary M	MENN Z7531 RP	104	38X	PF	5	1	1.00	236,452	-	236,452	-	
1150003	000005060	0048030	Ratt, Matt	MENN Z7531 RP	0	38X	PF	5	1	1.00	264,826	-	208,078	-	
1150009	000998060	0038629	Cornwell, Michelle	UA C2167 AA	104	20	PF	8	1	1.00	94,068	-	73,910	-	
Total:										15	15.00	\$2,571,596	-	\$1,871,710	-