

This bulletin contains written communications that are relevant to OAKS. Please read these communications carefully, as they contain valuable information that will direct and assist your agency as it performs the tasks necessary to operate effectively and efficiently in OAKS. These communications are archived at: <http://www.das.ohio.gov/hrd/OAKSWeeklyCommArchive.htm>.

FROM HRD HCM OAKS SUPPORT UNIT:

Entering an Expired Life Event

Pam Perry, HCM Benefits Manager
Pamela.Perry@das.state.oh.us

Employees have 31 days from the occurrence of a life event to notify their employer to make changes to their health benefits. Examples of a life event include birth of a child, marriage, divorce, etc. Any elections that need to be entered 31 days from the event will need to be approved by DAS HCM Benefits before the agency should enter the manual event into the system. DAS HCM Benefits will only approve those events with extenuating circumstances.

SOPPS Update

Erica Thomas, OBM

The SOPPS Team has made five new SOPPS (State of Ohio Payroll Projection System) reports available this week, in addition to the Biennial Payroll Projection reports that were released in June, 2008.

These new reports could be useful for the human resources office in your agency, in addition to your current users. If your agency would like to add a new HR user for SOPPS, please ask your agency's Chief Fiscal Officer to send an email to OBM.SOPPS@obm.state.oh.us to request SOPPS access for the new user.

The following is a description of each new SOPPS report, which will also be added to the FIN Report Book.

SOPPS EMPLOYEES ELIGIBLE FOR RETIREMENT REPORT

The Employees Eligible for Retirement Report will provide a list of all employees that are eligible for retirement (based on service time in HCM) for a future date. This report can aid in attrition estimates or ERI planning.

Navigation: www.SOPPS.ohio.gov

Steps for running the Report:

1. Go to www.obm.ohio.gov. Click the SOPPS link on the left side of the page.
2. Enter your Email and Password to sign in to the State of Ohio – Payroll Projection System.
3. Select the report in the left window bar under "Reports".
4. Select the parameters for the report. Leave blank to default to all.
 - *Eligible Retirement Date:* The report will determine who is eligible for retirement on this future date that is selected by the user.
 - *Retirement Type:* This report can be run for all employees; for all employees eligible for retirement, for all employees with 30+ years of service; for all employees who are

60 years old or older and that have 5 or more years of service; or for all employees who are 55 years old or older and that have 25 or more years of service.

- *Agency*: Defaults to the agency that the user has access to view.
 - *Job Description*: Display all or choose from specific job descriptions.
 - *JobClassNo*: Display all or choose from specific job class codes.
 - *Ethnic Group*: Display all or choose from specific ethnic groups.
5. Select "View Report" (may have to scroll right). View Report
- Alternatively you may choose a format to export the report. Options are: XML file with report data; CSV (comma delimited); TIFF file, Acrobat (PDF) file; Web archive, or Excel.
6. Note that each report includes a footer with a summary of the parameters that were selected to run the report. It also displays the date and who ran the report.

Source: SOPPS

Availability: The report is available ad hoc.

Office of Budget and Management

Home > Reports > Retirement Projections Payroll Projection User Manual

Eligible Retirement Date: Retirement Type:

Agency: DeptId:

Job Description: Employee Name:

JobClassNo: EthnicGroup:

Gender:

View Report

1 of 1 100% Find | Next Select a format Export

State of Ohio Employees Eligible to Retire by Agency Report

Agency
LIB - State Library Board

Employee	Job Class & Description	HireDate Date	EEO Info.	Birth Date	Department	30 Yr. Retire Date	Service time as of: 7/5/2008	Retire Type	Service Years and Age in: 7/30/2008
	64315 - LIBRARIAN	10/28/1974	M Age: 58 WHITE	09/08/1949	LIB161300 - RES SVCS	09/21/2011	26.79	55 and 25	Svc Yrs: 26.9 Age: 58
	18311 - LIBRARY AS	06/29/1970	F Age: 56 WHITE	01/19/1952	LIB151200 - SEO CONS	05/25/2013	25.11	55 and 25	Svc Yrs: 25.2 Age: 56
	18312 - LIBRARY AS	11/05/1979	M Age: 50 WHITE	11/17/1957	LIB161200 - PAT CAT SV	04/07/2008	30.24	30 Year Eligible	Svc Yrs: 30.3 Age: 50
	64317 - LIBRARY CO	10/13/1987	F Age: 64 WHITE	06/24/1944	LIB161500 - LIB PRG DV	09/22/2017	20.78	60 and 5	Svc Yrs: 20.9 Age: 64
	64313 - LIBRARIAN	05/21/1979	M Age: 53 WHITE	03/27/1955	LIB161300 - RES SVCS	03/30/2004	34.26	30 Year Eligible	Svc Yrs: 34.3 Age: 53
	64315 - LIBRARIAN	03/10/2003	F Age: 54 WHITE	05/27/1954	LIB161300 - RES SVCS	01/20/2008	30.45	30 Year Eligible	Svc Yrs: 30.5 Age: 54

SOPPS DEMOGRAPHICS BY AGENCY REPORT

This report will provide a summary of agency demographics such as ethnic groups, gender and average age.

Navigation: www.SOPPS.ohio.gov

Steps for running the Report:

1. Go to www.obm.ohio.gov. Click the SOPPS link on the left side of the page.
2. Enter your Email and Password to sign in to the State of Ohio – Payroll Projection System.
3. Select the report in the left window bar under "Reports".
4. Select the parameters for the report. Leave blank to default to all.
 - *Agency*: Defaults to the agency that the user has access to view.
 - *Sex*: Display all or choose gender.
 - *EthnicGroup*: Display all or choose ethnic group.
 - *View*: Choose to view a Statistics Table, Ethnic Matrix or a Gender & Age Matrix.

- Select "View Report" (may have to scroll right). [View Report](#)
Alternatively you may choose a format to export the report. Options are: XML file with report data; CSV (comma delimited); TIFF file, Acrobat (PDF) file; Web archive, or Excel.
- Note that each report includes a footer with a summary of the parameters that were selected to run the report. It also displays the date and who ran the report.

Source: SOPPS

Availability: The report is available ad hoc.

Office of Budget and Management

Home > Reports > Demographics **Payroll Projection User Manual**

Agency: Sex: [View Report](#)

EthnicGroup: View:

1 of 1 100% Find | Next Select a format Export

State of Ohio Demographics Report By Agency

Agency Demographic Statistics						
Agency	Agency Description Long	Gender	Ethnic Group	Employees	Employee Average Age	Group Percentage of Agency
LIB	State Library Board	M	BLACK	4	48.7	4.444 %
LIB	State Library Board	M	UNKNOWN	5	40.7	5.556 %
LIB	State Library Board	F	WHITE	41	50.3	45.556 %
LIB	State Library Board	M	WHITE	23	50.4	25.556 %
LIB	State Library Board	F	BLACK	4	45.7	4.444 %
LIB	State Library Board	F	UNKNOWN	11	39.9	12.222 %
LIB	State Library Board	U	UNKNOWN	1	24.4	1.111 %
LIB	State Library Board	F	AMIND	1	74.5	1.111 %

Ethnic Groups by Agency	AMIND	BLACK	UNKNOWN	WHITE	Total
State Library Board	1	8	17	64	90
Total	1	8	17	64	90

SOPPS LEAVE STATISTICS REPORT

This report will give a summary of average service years, average employee time used, and average employee leave balances by agency.

Navigation: www.SOPPS.ohio.gov

Steps for running the Report:

- Go to www.obm.ohio.gov. Click the SOPPS link on the left side of the page.
- Enter your Email and Password to sign in to the State of Ohio – Payroll Projection System.
- Select the report in the left window bar under "Reports".
- Select the parameters for the report. Leave blank to default to all.
 - Agency:* Defaults to the agency that the user has access to view.
 - DeptID:* Default to all or select for a particular department within the agency.
- Select "View Report" (may have to scroll right). [View Report](#)
Alternatively you may choose a format to export the report. Options are: XML file with report data; CSV (comma delimited); TIFF file, Acrobat (PDF) file; Web archive, or Excel.

6. You can click on the hypertext to drill down into more detail for the report.
7. Note that each report includes a footer with a summary of the parameters that were selected to run the report. It also displays the date and who ran the report.

Source: SOPPS

Availability: The report is available ad hoc.

Home > Reports > Leave Statistics

AGENCY: LIB - STATE LIBRARY BOARD DEPTID: All Departments

1 of 1 100% Find | Next Select a format Export

State of Ohio Employee Leave Statistics by Agency

		State Averages *		12.6	380.8	30.2	107.0		
Agency	Employees	Average Service Years	Average Employee Leave Balance	Average Hours Balance Per Year Of Service	Average Employee Leave Used	Sick Leave Balance	Sick Used Ytd	OLD SICK LEAVE Balance	Old Sick Used Ytd
STATE LIBRARY BOARD - LIB	77	17	492.6	28.4	122.6	17,748	2,773	4,768	64

Notes:
 * Average hours are based on Sick Leave, Old Sick Leave, Vacation Leave, Personal Leave & Comp Time Leave. They do NOT include Disability or Fire fighters holiday
 ** All fields represent Hours except for the "Service Years" column

Reporting Parameters used:
 Agency: LIB - STATE LIBRARY BOARD
 Department: All Departments

Date Printed 7/30/2008 1:14:18 PM
 Printed By: Thomas, Erica

Drill down to

Home > Reports > Leave Statistics

AGENCY: LIB - STATE LIBRARY BOARD DEPTID: All Departments

EmplId: %

1 of 2 100% Find | Next Select a format Export

State of Ohio Employee Leave Statistics by Agency, Department & Employee

Agency			Number of Employees	Average Service Years	Sick Leave Balance	Sick Accrued	Sick Used Ytd	Old Sick Leave Balance	Old Sick Used Ytd		
STATE LIBRARY BOARD - LIB	Totals >>		77	17.35	17,748	237	2,773	4,768	64		
Department: LIB110000 - STATE LIBRARIAN'S OFFICE			3	10.36	716	9	59	0	0		
	As of PayEnd Date	EmplId	Name	Hire Date	Job Code	Service Years	Sick Leave Balance	Sick Accrued	Sick Used Ytd	Old Sick Leave Balance	Old Sick Used Ytd
	07/05/2008			07/01/2004	61614	4.00	280.07	3.10	16.00	0.00	0.00
	07/05/2008			06/09/1997	16832	5.03	212.40	3.10	24.50	0.00	0.00
	07/05/2008			06/28/1983	99580	22.05	223.75	3.10	18.00	0.00	0.00
Department: LIB111200 - MARKETING & COMMUNICATIONS			1	1.53	39	3	57	0	0		
	As of PayEnd Date	EmplId	Name	Hire Date	Job Code	Service Years	Sick Leave Balance	Sick Accrued	Sick Used Ytd	Old Sick Leave Balance	Old Sick Used Ytd
	07/05/2008			12/11/2006	63215	1.53	39.00	3.10	57.40	0.00	0.00
Department: LIB120000 - INFORMATION SYSTEMS & TECH			4	14.30	1,285	12	67	208	0		
	As of					Service	Sick Leave	Sick	Sick Used	Old Sick Leave	Old Sick

SOPPS VACANT POSITIONS REPORT

This report will provide information about vacant positions such as the number of days that the position has been vacant and the average hourly rate.

Navigation: www.SOPPS.ohio.gov

Steps for running the Report:

1. Go to www.obm.ohio.gov. Click the SOPPS link on the left side of the page.
2. Enter your Email and Password to sign in to the State of Ohio – Payroll Projection System.
3. Select the report in the left window bar under “Reports”.
4. Select the parameters for the report. Leave blank to default to all.
 - *Agency:* Defaults to the agency that the user has access to view.
 - *Department:* Default to all or select for a particular department within the agency.
 - *Job Description:* Default to all or select for a particular job description.
 - *Position Status:* Default to all or select from approved, proposed, or rejected positions.
 - *Effective Status:* Default to all or select from active or inactive positions.
 - *Job Code:* Default to all or select for a particular job code.
5. Select “View Report” (may have to scroll right).

Alternatively you may choose a format to export the report. Options are: XML file with report data; CSV (comma delimited); TIFF file, Acrobat (PDF) file; Web archive, or Excel.
8. Note that each report includes a footer with a summary of the parameters that were selected to run the report. It also displays the date and who ran the report.

Source: SOPPS

Availability: The report is available ad hoc.

The screenshot shows a web browser window displaying the 'STATE OF OHIO VACANT POSITIONS BY AGENCY REPORT' for the 'LIB - State Library Board'. The report is filtered for 'APPROVED' positions. The table below lists the details of these positions.

As of Pay End Date	Days Vac	DeptId	Department	Full / Part Time	Position Nbr	Job Cd	Job Description	Avg Filled Hly Rate	Effective Status	Std Hours	Barg Unit
07/19/2008	14	LIB150000	SEO LIBRARY CENTER	F	20010385	18311	LIBRARY ASST 1	\$16.88	ACTIVE	40.00	09
07/19/2008	574	LIB151200	SEO CONSORTIUM	P	20010400	84316	LIBRARIAN 2	\$24.61	ACTIVE	40.00	10
Total Vacant APPROVED positions for agency LIB					2						
Total Vacant APPROVED positions for agency LIB					2						

Parameters Used for This report
 Agency: LIB - State Library Board
 Position Status: APPROVED
 Department: All Departments
 Position Effective Status: ACTIVE
 Job Description: All Jobs
 JobClass No: All Job Codes

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FROM TRAINING:

DAS Training Update

Cindy Bridges, OAKS HCM Training Coordinator
cindy.bridges@das.state.oh.us

HRD Process Manual

Step-by-Step Processes

- Step-by-Step Processes are located in the HRD Process Manual at:
<http://www.das.ohio.gov/HRD/Policy/HRDProcessManual.pdf>
- OAKS Job aids
http://oakspmohio.gov/oaks/training/HCM_Job_Aids/index.asp

Thank you for using the HRD Process Manual and your willingness to provide valuable feedback to DAS Training & Development regarding areas of improvement and links that are not working. Your continued feedback is welcome.

HCM User Group Upcoming August Session:

The next scheduled **HCM User Group Meeting** is:

Date:	August 25, 2008
Location:	Lobby Hearing Room State Office Tower
Time:	2:00 – 4:30 p.m.

Please register for this session following the instructions below.
Registration is based on space availability.

HOW TO REGISTER FOR AN OAKS MEETING and/or Training

1. Open the Web site, <http://trainreg.das.ohio.gov/>, in your Web browser.
2. Click the "OAKS" link or enter the class name in the search field in the light blue toolbar.
3. Choose session date and time, and then click the "**Add Course**" button next to your choice.
4. Your choice will appear on the left side of the screen under "My Classes". Click the "**Register Now**" button.
5. At the next screen, enter your user name and password. **IMPORTANT: If you are a new user** click the link "[click here](#)" on the online registration system, fill-in the required fields then click the "**Submit**" button at the bottom of the page. If you are a new user, you may want to note your user name and password for future registrations.
6. If you have already registered and established an account, **do not** establish an additional record for your training. If you need assistance with your user name and password, please contact the Office of Training & Development at **(614) 387-6183**.
7. A registration confirmation will appear, if it is acceptable click the "**Submit**" button to complete the registration process. You will receive an e-mail confirmation shortly.

*You may cancel your registration by clicking on "**Click here to cancel a course**" in the gray area on the left of the screen and then following the screens.*

If you would like more detailed information on registration, paste the following link into your Web browser for a brochure in PDF format:

<http://das.ohio.gov/hrd//Training/pdf/GSMU%20registration%20brochure.pdf> .

If you need assistance with registration, call (614) 387-6183 or (614) 466-0169.

If you have questions about any OAKS training e.g. Benefits Sessions, User Groups or classes, please contact Fran Ryan, DAS, Human Resources Division, Office of Training & Development at fran.ryan@das.state.oh.us or call (614) 466-0169.