

# Processes & Forms Weekly Update

**Go-Live is  
Fast Approaching!**



## Important Dates: Go-Live Phases

- **Phase 1: 6/1** - This phase includes all OMF Bureaus and Divisions (except BRFS-Procurement), Portland Bureau of Transportation, Portland Water Bureau, and Portland Police Bureau.
- **Phase 2: 6/15** – This phase includes OMF-BRFS-Procurement and all other Bureaus.
- **BHR will stop accepting paper forms on 7/14** for the actions that are part of P&F.

## P&F Training Sessions Complete

Instructor-led sessions were held from May 16 – May 27. We had excellent turn out, thank you! Of the 136 persons we needed to supply instruction to, we reached 122 (that's 89% attendance for those counting!). In addition, we have received very positive feedback.

The entire P&F Team in EBS would like to publicly thank HR & PY Services for editing and supplying critical information related to training. And a special thank you to the bureau subject-matter experts who agreed to assist by teaching one or more sessions with us; you all did a fantastic job:

- Katy Schnoor
- Lynne Casey
- Elsa Kaufman
- Meghann Fertal
- Alfonzo Moore

- Maria Eldred

**Roles in P&F:** Processes and Forms users who completed training will be provided the appropriate P&F roles and City Link Portal access starting on June 1<sup>st</sup> or June 15<sup>th</sup> depending on their Bureau.

## Post Go-Live Support Sessions for Bureaus

Support sessions will be held during the months of June and July to help Bureaus with the new electronic forms. The sessions will be located in the EBS Training Room, 14th Floor, Portland Building and will be staffed by HR & PY Services staff and EBS Project Team members.

**Contact Monica Borden-Ooley or De Ann Kamish via e-mail to reserve a support session for your bureau.**

Day	Date	Time
WED	8-June	10 AM - Noon
THU	9-June	10 AM – Noon
FRI	10-June	10 AM – Noon
MON	13-June	2 – 4 PM
TUE	14-June	2 – 4 PM
TUE	21-June	10 AM – Noon
WED	22-June	10 AM – Noon
THU	23-June	10 AM – Noon
FRI	24-June	10 AM – Noon
WED	6-July	2 – 4 PM

THU	7-July	2 – 4 PM
TUE	12-July	2 – 4 PM

Drop-in sessions may also be provided. Please contact HR & PY Services (see contact info above) if you need assistance outside of the support session dates/times.

## New P&F Actions

Effective June 1<sup>st</sup>, Bureaus should plan to use the new forms for the following actions even if there are no additional approvals needed. PA40 should no longer be used for the actions below. Please see this [job aid](#) for more information.

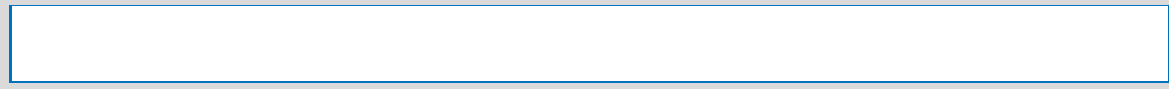
1. Employee to Retiree
2. Extend Temporary Appointment
3. New Hire
4. Regular Action
5. Rehire
6. Status Change
7. Temporary/Limited Duration Appointment

Bureaus can continue to use PA40 for the following actions:

- Separation
- Retirement
- Leave of Absence-Unpaid
- Leave of Absence-Paid
- Return from Leave
- Layoff
- End of Temp Assgn/Return to Previous Assgn
- Change in Pay

**For more information:** [Processes & Forms on EBS Site](#)

- [Processes & Forms Implementation Timeline](#)
- [Processes & Forms: Communications](#)
- [Processes & Forms: Project Documents](#)



[Click here](#) or full **Project Team** roster.

If you have any questions, please contact:  
[Monica Borden-Ooley](#) or [De Ann Kamish](#).