Implementing Procedures for PPM 230-7

APPENDIX C

Layoff Roster Query Instructions

In order to pull the Layoff Roster, please access the OPIS homepage at: http://som-prod4.ucsd.edu/opis/home.html. Accessing the home page will allow you to log-in to the system. Please select “Login” on the top, right hand corner (as shown below).
Once logged in to OPIS, select the APDB tab at the top, left side of the screen (as shown below). Scroll down to the “Reports” option, which will allow you to select the type of report you wish to view. Select the report titled “Layoffs”.
Once you select the “Layoff” report, you will then select the appropriate Department/Division, series, rank, and Layoff Status. For current appointees in layoff status, please select “Preferential.” Once you have made your selections, click the “Search” button on the lower left side of the screen. Selecting “Search” will generate the layoff roster for the specific department/division selected.
PPM 230-7 IMPLEMENTATION PROCEDURES
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