

INTRODUCTION TO OSPA SECURITY

REGULATIONS AND POLICIES

State rules and regulations, statewide and agency policy govern access to state financial systems including the Oregon State Payroll Application. Resources include:

- State of Oregon Rules and Regulations
 - Oregon Accounting Manual,
<http://www.oregon.gov/das/Financial/Acctng/Documents/10.70.00.pdf>
 - Oregon Revised Statues
 - [ORS 291.015](#)
 - [ORS 293.595](#)
 - Statewide IT Policy
 - [Statewide IT Policy 107-004-050](#)
 - [Statewide IT Policy 107-004-052](#)

SECURITY FORMS

There are two forms to request access to DAS' payroll systems.

For access to the Oregon State Payroll Application (OSPA):

<http://www.oregon.gov/das/Financial/Acctng/Pages/Syst-security.aspx>

For access to electronic payroll reports and ePayroll:

<http://www.oregon.gov/das/Financial/Payroll/Documents/OSPS.99.30.pdf>

Other State Systems

To request payroll administration access to PEBB.Benefits, someone with PEBB.Benefits admin access can log in and retrieve the form from the PdB admin site or you can email

PDB.Administration@oregon.gov for a copy of the form.

For access to the state's personnel system, PPDB:

http://www.oregon.gov/das/HR/Documents/PPDB_SAR_CA.pdf

For access to the Datamart:

http://www.oregon.gov/das/Financial/Acctng/Documents/datamart_standard_view_access_form.pdf

Individual Screen Requests

Access to individual screens may be made by emailing the OSPS Helpdesk at

OSPS.Help@oregon.gov. Access to the P009 screen to scrub pin numbers is made this way.

SECURITY PROFILES

Security profiles provide access to specific OSPA screens based on the job type. Security may be set up for a specified agency, agency group or agency all. Please note that agency all access is limited to Statewide Payroll Systems Support staff and other centralized functions such as PPDB, PEBB and OSGP. To request the creation of a new security profile, please contact the OSPS Helpdesk.

PUSC SCREEN VALUES

Values for screens in OSPA

Value	Description
N	No Access
D	Display Access
U	Update Access

Values for web based applications

Application	Values	Description
Web Reports	A	Labor cost report access only
	P	Full payroll report access
ePayroll	B	ePaystub access only
	P	ePaystub and eTime access

SCREEN DEFINITIONS

- P001** Establishes agency and pay period dates for Time Entry. Set this before viewing or entering time on P002 or P003.
- P002** VIEW ONLY time capture screen, used to see time that has been entered for a specific pay period.
- P003** Enter paper timesheets - Time capture screen used to enter or view time or make corrections to entered time for a specific day.
- P004** Daily time capture screen used by online employee to enter time, view time entered or make corrections to entries for a specific day.
- P005** Automated payroll entry screen for online employee to sign into Daily Time Capture system and select date for time entry.
- P006** Used by supervisor to lock (approve) daily time entries made by the employee.
- P007** DISPLAY of daily time entries by date and pay type.
- P009** Used to 'scrub' an employee online daily time PIN (password).

- P010** W-4 information – Employee withholding data, used to exempt employees from withholding taxes if required, enter withholdings or make a change, enter last check date for terminating employee and/or start PERS contribution. **NOTE:** Never delete a withholding line; only A (add) a new withholding line. (Retirement start date entry only produces a report to remind you to add proper information in the fields “Rtmt Syst”, Rtmt Stat” and “Rtmt Acct”.)
- P020** Work schedule screen, used to enter and change work schedules codes. **Note:** never delete a work schedule code only A (add) a new work schedule line.
- P030** VIEW ONLY job status screen. Used in addition to personnel screens, provides information on concurrent and prior positions.
- P032** VIEW ONLY job status screen, showing limited concurrent and prior position information for a two year period.
- P050** Adjustments – Gross pay adjustment screen. Used to make continuous or one time adjustments.
- P060** Used to modify tax and other payroll expense adjustments.
- P070** Deductions screen – Shows deductions, including medical/dental/life insurance, garnishments, PPNN (OSPS manual checks) PANN (agency check) ACH (direct deposits). Used to enter continuous and one time deductions.
- P071** Used for the purpose of cloning information from Agency to Agency upon transfer.
- P090** Display year-to-day wages, tax and retirement information.
- P091** YTD Wages, Taxes, & Retirement screen accessed via P370.
- P190** Payroll Register Data screen displays summarized pay data by pay period end dates.
- P191** Payroll Register Summary screen accessed via P190 and displays pay data at detail level.
- P160** Look up employee SSN and EID by typing in name information
- P190** Net pay register by employee for prior three months. Used to set correctives, check for reversed payroll sets and determine if payroll was sent ACH.
- P191** View only register summary information for an employee for the last three pay periods. Updated after each final payroll run.
- P192** View only register detail information for an employee for the last three pay periods. Updated after each final payroll run.
- P310** Check Cancel screen used by a few agencies that issue their own manual checks and OSPS central and only.
- P370** Display money due an employee (or net pay negative) prior to payroll calc. Always view this screen before and after you make changes to an employee record. **A signed copy of the P370 screen is sent to OSPS to request a manual check.** (Enter OR#, agency #, P/R period end date, Date you want check dated)

Leave Systems Screens

- P420** Displays balances in the employee’s leave clearing account. **Note:** only SL, VA and PB is transferred to the clearing account.t
- P430** Display only screen showing all employee’s available leave. **Note:** *F, *P and *T leave types are used to tract hours worked from date of hire with agency, fiscal year and calendar year.
- P435** Employee leave data screen. Used to adjust leave data, advance leave and move leave to the clearing account.

OSPA Table Screens

- PTB1** Benefit package screen, showing accruable leaves and employer contributions – date critical
- PTB2** Benefit package screen, showing all available pay and leave types – date critical

- PTD1** Deduction screen, showing vendor full name and address – date critical
- PTD2** Deduction screen, showing all plan codes available with the deduction code – date critical
- PTD3** Deduction screen used only for PEBB plans to capture multiple fees and roll up amount to PTD2.
- PTW1** Display work schedule code days and hours.
- PTW2** Display work schedule code days and hours relative to specific start date.

Other Screens

- PBAG** Show Agency information
- PBAP** Payroll agency profile set up screen. Requires PPDB Master Authority for update access.
- PBED** View only for PPDB personnel system – F1-employee information, F2-Job information F3-Pay information and F4-Reference information.
- PBEL** Employee concurrent job history.
- PBEV** View only for employment verification.
- PBER** User ID Display/Update – under OTHER type ID=RACF to look for specific employee racf ID.
- PCHG** Establish 4-character code shortcuts for frequently used work charge codes (PCA, Projects, etc).
- PMSG** Message screen available to OSPS staff to post news to agencies.
- PRPT** Establish number of copies of selected payroll reports agencies will receive.
- PSEC** Establish security for daily time capture.

AGENCY VIEW ONLY ACCESS USER TYPE 79

This access is designed for non-payroll staff such as HR analysts and managers who supervise payroll staff but do not process payroll.

Screens with Update Access

P001

Screens with View Only Access

P002, P003, P004, P005, P006, P007, P010, P020, P030, P032, P050, P060, P070, P090, P160, P190, P191, P192, P370, P420, P430, P435, PCHG, PRPT, PSEC, PTB1, PTB2, PTD1, PTD2, PTD3, PTW1, PTW2

Payroll/Accounting Report Access

To request access the electronic payroll reports, please complete the OSPS form
<http://www.oregon.gov/das/Financial/Payroll/Documents/OSPS.99.30.pdf>

- LC: Labor Cost Distribution Reports for Agency Accounting/Fiscal Staff
- PR: Payroll Reports for Agency Payroll/HR Staff (includes LC access).
 - For non-payroll/HR staff please use box B on the form to substantiate users' need for full payroll report access

ePayroll Access

To request payroll administration access to ePayroll please complete the OSPS form
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- BA: Access to ePaystub only
- PA: Access to ePaystub and eTime

AGENCY ACCOUNTING REPORTS ACCESS USER TYPE 78

This access is designed for agency accounting staff who need access to payroll accounting reports.

Payroll/Accounting Report Access

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- LC: Labor Cost Distribution Reports for Agency Accounting/Fiscal Staff

AGENCY PAYROLL TECHNICIAN/MANAGER ACCESS

This access is designed for agency payroll technicians or managers who process payroll for the agency.

Payroll Tech Option 1 User Type 69

Screens with Update Access

P001, P003, P004, P005, P006, P007, P009, P010, P020, P050, P060*, P070, P071, P160, P190, P435, PCHG, PRPT, PSEC

*Retirement information update only

Screens with View Only Access

P002, P030, P032, P090, P091, P191, P192, P370, P420, P430, PTB1, PTB2, PTD1, PTD2, PTD3, PTW1, PTW2

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Payroll Tech Option 2 User Type 68

Limited to the following agencies

10000, 25500, 25700, 29100, 44300, 47100, 58100, 73000

Screens with Update Access

P001, P003, P004, P005, P006, P007, P009, P010, P020, P050, P060*, P070, P071, P130, P160, P190, P435, PCHG, PRPT, PSEC

*Retirement information update only

Screens with View Only Access

P002, P030, P032, P090, P091, P191, P192, P370, P420, P430, PTB1, PTB2, PTD1, PTD2, PTD3, PTW1, PTW2

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AGENCY TIMEKEEPER ACCESS

This access is designed agency timekeepers who enter time into the system but do not require full system access. Please note there are two possible levels of access.

Timekeeper Option 1 User Type 49

Screens with Update Access

P001, P003, P004, P005, P020

Screens with View Only Access

P002, P006, P007, P010, P030, P032, P160, P370, P430

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 - For non-payroll/HR staff please use box B on the form to substantiate users' need for full payroll report access

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To request payroll administration access to ePayroll please complete the OSPS form
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- BA: Access to ePaystub only
- PA: Access to ePaystub and eTime

Timekeeper Option 2 User Type 48

Screens with Update Access

P001, P003, P004, P005

Screens with View Only Access

P002, P006, P007, P030, P032, P370, P430

ePayroll Access

To request payroll administration access to ePayroll please complete the OSPS form
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- BA: Access to ePaystub only
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SECURITY REQUEST PROCESS FLOW

The steps associated with payroll processing include:

Responsible Entity	Responsibility
Agency Employee	1. Completes forms provided by the agency payroll manager or office that require an employee's signature. <ul style="list-style-type: none"> a. PdB access form b. PPDB access form
Agency Payroll Manager	2. Submits request to Agency Security Officer to request access to OSPA and/or Datamart. 3. Completes and submits form OSPS 99.30 to request access for employee for agency payroll reports and ePayroll. Submit to the OSPS Helpdesk. 4. Reviews and signs forms that require supervisor signature. <ul style="list-style-type: none"> a. PdB access form; submit to PEBB b. PPDB access form: submit to Agency Human Resource office
Agency Human Resources Manager or Appointing Authority	5. Reviews and signs the Security Access Request and Confidentiality Agreement form to request access to PPDB.
Agency Security Officer	6. Completes, signs and submits the Financial Systems Security Request form to request access to OSPA. 7. Completes, signs and submits the Financial Systems Security Request form to request access to Datamart.
Agency PPDB Security Officer	8. Reviews, signs and submits the Security Access Request and Confidentiality Agreement form to request access to PPDB to Group.PPDB@oregon.gov .
	9. Employee will receive emails from security offices when access has been granted along with a temporary password and instructions on how to change it if needed.

REVISION HISTORY

Date	Rev. No.	Modification
05/31/2016	1.0	Original