



**OREGON STATEWIDE  
PAYROLL SERVICES  
(OSPS)**

(503) 378-3518 fax

E-mail:

[OSPS.Help@oregon.gov](mailto:OSPS.Help@oregon.gov)

Online Resource Center:

<http://go.usa.gov/bEJk>

**This form authorizes  
access to electronic  
(pdf) versions of reports  
produced through the  
Oregon Statewide  
Payroll Application.**

**INSTRUCTIONS TO  
PAYROLL OFFICES:**

1. Complete this form online at <http://go.usa.gov/BVNG>.
2. Verify all required fields are complete.
3. Ensure your agency number appears on the form.
4. Submit electronically using the email submit button.

**OSPS Use Only**  
Received Date Stamp

## ELECTRONIC ACCESS REQUEST – OSPS

**Reports**

**ePaystub**

**eTime**

**Access Level:**

**LC – Labor Cost** Distribution Reports for Agency *Accounting/Fiscal Staff*

**PR – Payroll Reports** for *Agency Payroll/HR Staff (Includes LC access level)*

- For non-Payroll/HR staff, please use the box provided in Section B to substantiate user's need for full payroll report access.
- Access Levels
  - BA – ePaystub only
  - PA – ePaystub and eTime

**Section A: User Information**

If you need additional user information lines, use more than one form.

<b>Agency Number(s)</b>
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<b>RACF ID</b>	<b>Employee ID Number</b> (Do not use your SSN) OR _____	<b>Access Level?</b> <input type="checkbox"/> LC <input type="checkbox"/> PR <input type="checkbox"/> BA <input type="checkbox"/> PA
<b>Full Name</b>		<b>Email Address</b>

<b>RACF ID</b>	<b>Employee ID Number</b> (Do not use your SSN) OR _____	<b>Access Level?</b> <input type="checkbox"/> LC <input type="checkbox"/> PR <input type="checkbox"/> BA <input type="checkbox"/> PA
<b>Full Name</b>		<b>Email Address</b>

**Section B: Authorization**

<b>Non-Payroll/HR Staff above require PR access level due to the following:</b>

<b>Full Name</b>	<b>Title</b>	<b>Contact Number</b>
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By my signature (print version) or email address (electronic submission) below, I authorize access to these agency information assets for the person(s) named on this request. I understand that payroll reports may include Level 3 information. I certify that once our agency payroll, human resource and accounting departments accesses online reports, we will save said reports to secure network folders or CD accessible only to authorized users. These information assets are subject to Statewide Policy # 107-004-110 to ensure that we are in compliance with Secretary of State Archive retention requirements.

Signature/Email Address: \_\_\_\_\_ Date: \_\_\_\_\_

**For OSPS Use Only**

<input type="checkbox"/> PTAU Access Verified (or <input type="checkbox"/> N/A)	<input type="checkbox"/> Online Access Granted
<input type="checkbox"/> OSPS Manager Approval (or <input type="checkbox"/> N/A)	<input type="checkbox"/> E-mail Notification to User(s)