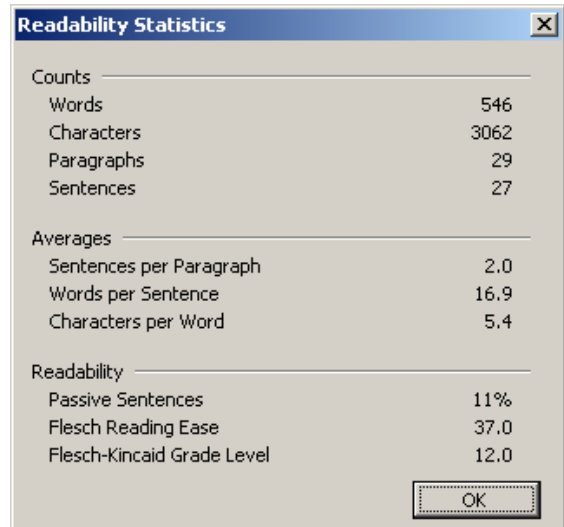


# BEFORE:

Welcome to your new payroll position at xxx!

In this email:

1. We're Here to Help You: Intro to OSPS
2. Stay in the Know with E-mail Newsletters
3. Resources at Your Fingertips
4. Training Offered
5. OSPA User Forums
6. Payroll Deadlines and Other Dates: OSPS Processing Calendar
7. Welcome



Readability Statistics	
<b>Counts</b>	
Words	546
Characters	3062
Paragraphs	29
Sentences	27
<b>Averages</b>	
Sentences per Paragraph	2.0
Words per Sentence	16.9
Characters per Word	5.4
<b>Readability</b>	
Passive Sentences	11%
Flesch Reading Ease	37.0
Flesch-Kincaid Grade Level	12.0

## 1. WE'RE HERE TO HELP YOU: INTRO TO OSPS

Oregon Statewide Payroll Services (OSPS) exists to assist agency payroll representatives with questions pertaining to the Oregon Statewide Payroll Application (OSPA) which is the computer application that processes your agency payroll. We are available Monday through Friday until 5:00PM via email at <mailto:OSPS.Help@das.state.or.us> or via telephone at 503-378-6777. Specific contact information is available from our Web site (<http://oregon.gov/DAS/SCD/OSPS> ). Click on "Contact Us" for more information.

## 2. STAY IN THE KNOW WITH E-MAIL NEWSLETTERS

OSPS uses an e-mail newsletter called OSPS E-News to communicate procedure changes, changes to OSPA, and various other time-sensitive topics to agency payroll professionals. This electronic newsletter is hosted by the State Library. You can find information on how to subscribe to this newsletter here:

<http://listsmart.osl.state.or.us/mailman/listinfo/osps-news> .

There are other e-mail newsletters from the State Controller's Division available to you also. Please see this web page for synopses and convenient subscription links:

[http://oregon.gov/DAS/SCD/news\\_groups.shtml](http://oregon.gov/DAS/SCD/news_groups.shtml) .

## 3. RESOURCES AT YOUR FINGERTIPS

OSPS has many tools to help answer questions that payroll professionals may have. Our Web site is full of useful information, references, and necessary forms for interaction with OSPA. The OSPS Web site is located here: <http://oregon.gov/DAS/SCD/OSPS> .

Here are just a few highlights:

- \* OSPA Reference Manual. This includes guides for every screen in OSPA, many of the reports we produce (including handy info on how to recreate a report in the Datamart, if possible), many recommended practices, entry guides, pay and deduction code listings, and more.

- \* Resources links. This page has links to relevant policies, Oregon Accounting Manual rules, wage and hour authorities, bargaining contracts, and more.

- \* OSPS Agency Contacts list. This list contains names and telephone numbers for all state agencies who use OSPA.

## 4. TRAINING OFFERED

To support and empower state agency payroll professionals, OSPS offers classroom instruction on using OSPA and on OSPS business processes; online audio/visual presentations on specific processes; and PowerPoint slides from previous classes. For more information, see: <http://oregon.gov/DAS/SCD/OSPS/training.shtml> .

For class dates, see the OSPS Processing Calendar at <http://oregon.gov/DAS/SCD/OSPS/processtools.shtml> or the SCD Training Calendar at [http://oregon.gov/DAS/SCD/training\\_calendar.shtml](http://oregon.gov/DAS/SCD/training_calendar.shtml) .

#### 5. OSPA USER FORUMS

OSPS also hosts quarterly User Forums where we discuss timely topics in greater detail in an open forum where we encourage feedback, interaction, and ideas. OSPS Forum dates are noted on the processing calendar and are also available on the training page of our Web site <http://oregon.gov/DAS/SCD/OSPS/training.shtml> .

#### 6. PAYROLL DEADLINES AND OTHER DATES: OSPS PROCESSING CALENDAR

The processing calendar for OSPA, detailing cutoffs and other related dates, can be found in PDF format linked from our processing tools page: <http://oregon.gov/DAS/SCD/OSPS/processtools.shtml> .

#### 7. WELCOME

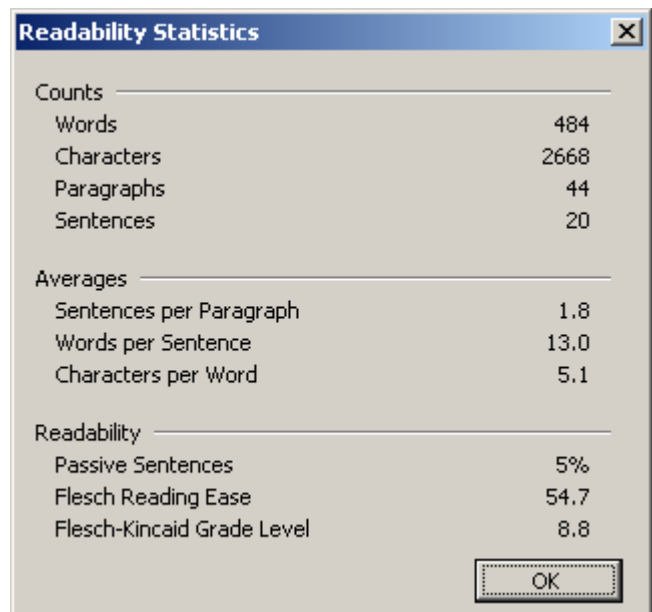
Again, welcome to your new payroll position. Please don't hesitate to contact us if there is anything with which we can help you.

## AFTER:

Welcome to your new payroll position at xxx!

In this email:

1. We are Here to Help You: Intro to OSPS
2. Check Processing Authorization
3. The OSPS Electronic Newsletter Keeps You Updated
4. Tools to Help You
5. Training Offered
6. OSPA User Forums
7. Payroll Deadlines/OSPS Processing Calendar
8. Welcome



Readability Statistics	
<b>Counts</b>	
Words	484
Characters	2668
Paragraphs	44
Sentences	20
<b>Averages</b>	
Sentences per Paragraph	1.8
Words per Sentence	13.0
Characters per Word	5.1
<b>Readability</b>	
Passive Sentences	5%
Flesch Reading Ease	54.7
Flesch-Kincaid Grade Level	8.8

#### 1. WE ARE HERE TO HELP YOU: INTRO TO OSPS

Oregon Statewide Payroll Services (OSPS) is here to help the agencies use the state's payroll system, the Oregon State Payroll Application (OSPA), to prepare their payrolls. We are available Monday through Friday 8:00 am to 5:00 pm

- Call us 503-378-6777
- Email us [OSPS.Help@das.state.or.us](mailto:OSPS.Help@das.state.or.us).
- Staff and services directory

[http://oregon.gov/DAS/SCD/OSPS/contact\\_us\\_directory.shtml](http://oregon.gov/DAS/SCD/OSPS/contact_us_directory.shtml)

## 2. CHECK PROCESSING AUTHORIZATION

We keep a list of agency employees authorized to sign for check requests. If ordering manual checks will be part of your duties, please submit an original completed "Authorized OSPA Signature" form.

The form is on our Web site here:

<http://oregon.gov/DAS/SCD/SARS/policies/oam/75.45.01.FO.pdf>

OSPS honors faxed copies for three (3) business days to allow for transit time of the original form.

## 3. THE OSPS ELECTRONIC NEWSLETTER KEEPS YOU UPDATED

You have been subscribed to the OSPS E-news. We use this newsletter to tell agency payroll about changes and other important topics.

There are other newsletters available to you. This web page describes each one that our division manages: [http://oregon.gov/DAS/SCD/news\\_groups.shtml](http://oregon.gov/DAS/SCD/news_groups.shtml) .

## 4. TOOLS TO HELP YOU

- \* OSPS Web site: <http://oregon.gov/DAS/SCD/OSPS>
- \* OSPA Reference Manual: <http://oregon.gov/DAS/SCD/OSPS/referencemanual.shtml>
- \* Agency Contact List: <http://oregon.gov/DAS/SCD/OSPS/docs/pubs/ospsagencycontact.pdf>
- \* Other Payroll Resources: <http://oregon.gov/DAS/SCD/OSPS/relatedsites.shtml>
- \* Forms for working with OSPA: <http://oregon.gov/DAS/SCD/OSPS/form.shtml>
- \* Glossary of Payroll Terms: <http://oregon.gov/DAS/SCD/OSPS/glossary.shtml>

## 5. TRAINING OFFERED

See our training web page (<http://oregon.gov/DAS/SCD/OSPS/training.shtml> ) for:

- Dates for the OSPS Users' Forum
- Our monthly training newsletter
- Descriptions of our annual classes
- PowerPoint slides from prior classes

Would you like to take a class? See the SCD Training Calendar

([http://oregon.gov/DAS/SCD/training\\_calendar.shtml](http://oregon.gov/DAS/SCD/training_calendar.shtml) ) or the OSPS Processing Calendar (<http://oregon.gov/DAS/SCD/OSPS/docs/processtools/2008cal.pdf> ) for dates and times.

## 6. OSPA USER FORUMS

OSPS hosts quarterly User Forums where we discuss timely topics in great detail. It is an open forum where we encourage feedback, interaction and ideas.

OSPS Forum dates are on the processing calendar and are also available on the training page of our Web site. <http://oregon.gov/DAS/SCD/OSPS/training.shtml>.

## 7. PAYROLL DEADLINES/OSPS PROCESSING CALENDAR

The processing calendar details payroll deadlines and other useful dates. It is in PDF format on our Web site here: <http://oregon.gov/DAS/SCD/OSPS/processtools.shtml> .

## 8. WELCOME

Again, welcome to your new payroll position. Please contact us with your questions or comments.