

OREGON ACCOUNTING MANUAL

Subject: Accounting and Financial Reporting	Number: 45.30.00
Division: State Controller's Division	Effective date: June 29, 2007
Chapter: Payroll	
Part: Dual Update Access to PPDB and OSPA	
Section:	
Approved: John Radford, State Controller	Signature on file at SCD

Authority **ORS 240.145**
ORS 292.018
ORS 292.036

- .101 As a matter of internal control, no individual will be authorized to have general update authority for employee records in both the Position and Personnel Data Base (PPDB) system and the Oregon State Payroll Application (OSPA).
- .102 Any agency employee who has update authority to an agency owned and operated time and attendance application which interfaces data to OSPA is considered to have update access to OSPA. Update access is defined as the ability to create a time record for another employee; add, change, or delete hours to the time record of another employee; or enter any other transaction that would have an affect on the amount of money paid to another person. Employees with this level of access to the agency owned time and attendance application shall not have simultaneous update authority to the PPDB system. This does not include employees whose access to an agency owned time and attendance application is limited or controlled to only permit them to enter their own time or supervisors who validate or approve the time of subordinates.