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, security is assigned to the position. If you need security assistance please contact your agency security administrator for Workday.

For access to the Datamart:
https://www.oregon.gov/das/Financial/Acctng/Pages/Syst-security.aspx

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.

DAS
DEPARTMENT OF
ADMINISTRATIVE
S E R V I C E S
ENTERPRISE
GOODS & SERVICES

Statewide Payroll Reference Manual

Introduction   *OSPA Security*

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 Workday, PEBB and OSGP. To request the creation of a new security profile, please contact the OSPS Helpdesk.

AGENCY GROUPS

Agency groups are used in cases where a payroll office supports payroll functions for 2 or more separate agencies. The Security Officer can now submit one request for the group

Group Name	Agency Number
DASPR	10700, 10800, 11400, 11500, 11900, 12000, 12100, 12400, 13100, 15000, 17000, 19900, 21300, 25000, 25500, 25800, 27400, 35000, 39900, 40400, 44000, 52400*, 54300, 58400, 63200, 66200, 81100, 83300, 83400, 84700, 85500, 86000, 86200, 91400, 91500, 91900, 96300, 96500, 96600, 96700, 96800, 97300, 97400, 97800 *52400 is for historical Datamart access; agency dissolved 6/2019
DASFS	10800, 11400, 11500, 11900, 12000, 12100, 12400, 13100, 17000, 19900, 21300, 35000, 39900, 52400, 54300, 58400, 63200, 66200, 81100, 85500, 86200, 91500
DHSPR	10000, 44300
DOJPR	13700, 19600
DOTPR	10900, 73000
LEGPR	14200, 14300, 14400, 14500, 15500, 15600, 42500
LHWPR	14100, 91400, 66000, 69000, 69100
ODFPR	62800, 62900
OJDPR	17500, 19700, 19800
OMDPR	24800, 84800

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 P	Labor cost report access only Full payroll report 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 <u>only</u> 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

PAGY	Payroll agency profile set up screen. Central payroll support function to update.
PBED	View only for PPDB personnel system – F1-employee information, F2-Job information F3-Pay information and F4-Reference information. – Retired as of 2/1/2019
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 BUDGET ACCESS- USER TYPE 85

This access is designed for employees at agencies in budget roles to validate cost center data on the employee information screen.

Screens with Update Access

None

Screens with View Only Access

P030, P160, PMSG

Payroll/Accounting Report Access

To request access to 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

ePayroll Access

None

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, 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, PMSG, PAGY

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
http://www.oregon.gov/das/Financial/Payroll/Documents/OSPS.99.30.pdf
- BA: Access to ePaystub only
- PA: Access to ePaystub and eTime
- TA: Access to eTime view only

AGENCY ACCOUNTING REPORTS/DATAMART ACCESS USER TYPE 78

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

Screens with View Only Access

None

Payroll/Accounting Report Access

To request access to 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

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, P190, P435, PCHG, PRPT, PSEC

*Retirement information update only

Screens with View Only Access

P002, P030, P032, P090, P091**, P160, P191, P192, P370, P420, P430, PTB1, PTB2, PTD1, PTD2, PTD3, PTW1, PTW2, PMSG, PAGY

**P091 is tied to P370 access.

Payroll/Accounting Report Access

To request access to the electronic payroll reports, please complete the OSPS form
http://www.oregon.gov/das/Financial/Payroll/Documents/OSPS.99.30.pdf
- 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
http://www.oregon.gov/das/Financial/Payroll/Documents/OSPS.99.30.pdf
- BA: Access to ePaystub only
- PA: Access to ePaystub and eTime
- TA: Access to eTime view only

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, P190, P435, PCHG, PRPT, PSEC

*Retirement information update only

Screens with View Only Access

P002, P030, P032, P090, P091**, P160, P191, P192, P370, P420, P430, PTB1, PTB2, PTD1, PTD2, PTD3, PTW1, PTW2, PMSG, PAGY

**P091 is tied to P370 access.

Payroll/Accounting Report Access

To request access to the electronic payroll reports, please complete the OSPS form
http://www.oregon.gov/das/Financial/Payroll/Documents/OSPS.99.30.pdf
- 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
http://www.oregon.gov/das/Financial/Payroll/Documents/OSPS.99.30.pdf
- •BA: Access to ePaystub only
- •PA: Access to ePaystub and eTime
- •TA: Access to eTime view only

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, P050, P070, P190, P191, P192, P160, P370, P430, PMSG

Payroll/Accounting Report Access

To request access to the electronic payroll reports, please complete the OSPS form
http://www.oregon.gov/das/Financial/Payroll/Documents/OSPS.99.30.pdf
- •PR: Payroll Reports for Agency Payroll/HR Staff (includes LC access.
  - oFor 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
http://www.oregon.gov/das/Financial/Payroll/Documents/OSPS.99.30.pdf
- •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, P160, P370, P430, PMSG

ePayroll Access

To request payroll administration access to ePayroll please complete the OSPS form
http://www.oregon.gov/das/Financial/Payroll/Documents/OSPS.99.30.pdf
- •BA: Access to ePaystub only
- •PA: Access to ePaystub and eTime
- •TA: Access to eTime view only

PUC Payroll Liaison User Type 39

Limited to the following agencies
86000

Screens with Update Access

P001, P020

Screens with View Only Access

P002, P007, P030, P032, P090, P160, P190, P191, P192, P420, P430, P435, PTB1, PTB2, PTD1, PTD2, PTD3, PTW1, PTW2, PMSG, PSEC

ePayroll Access

To request payroll administration access to ePayroll please complete the OSPS form
http://www.oregon.gov/das/Financial/Payroll/Documents/OSPS.99.30.pdf
- •BA: Access to ePaystub only
- •PA: Access to ePaystub and eTime
- •TA: Access to eTime view only

DHS/OHA Payroll P070 Entry User Type 38

Limited to the following agencies
10000, 44300

Screens with Update Access

P001, P070

Screens with View Only Access

P030, P160, PMSG

ePayroll Access

To request payroll administration access to ePayroll please complete the OSPS form
http://www.oregon.gov/das/Financial/Payroll/Documents/OSPS.99.30.pdf
- •BA: Access to ePaystub only
- •PA: Access to ePaystub and eTime
- •TA: Access to eTime view only

DOC Payroll P020 Entry User Type 37

Limited to the following agencies
25500, 29100

Screens with Update Access

P001, P020

Screens with View Only Access

P160, PMSG

ePayroll Access

To request payroll administration access to ePayroll please complete the OSPS form
http://www.oregon.gov/das/Financial/Payroll/Documents/OSPS.99.30.pdf
- •BA: Access to ePaystub only
- •PA: Access to ePaystub and eTime
- •TA: Access to eTime view only

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. a. PdB access form

Responsible Entity	Responsibility
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.
	a. PdB access form; submit to PEBB
Agency Security Officer	5. Completes, signs and submits the Financial Systems Security Request form to request access to OSPA and Datamart.
Agency Employee	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
08/08/2016	1.10	Added new template for agency 86000, payroll liaison for client agency PUC.
06/02/2017	1.11	Added new templets for agency 10000/44300 (P070 only) and DOC (P020/P435) only.
10/26/2017	1.12	Updated ePayroll security options to include eTime view only access.
01/09/2018	1.13	Added PUSC group names and agencies for security groupings.
03/09/2018	1.14	Added PUSC group for LHWPR
05/07/2018	1.15	Clean up of screen lists for each user type to match profiles.
05/21/2018	1.16	Added Datamart to user type 78 description.
06/20/2018	1.17	Added PAGY view access to user types 79, 69 and 68.
09/21/2018	1.18	Changed User 78 PMSG screen to 'N' as this user type does not receive OSPA access and therefore having display access to the login message screen is irrelevant. This will prevent user 78 users to not show on the yearly audit if they do not have WARP access.
03/21/2019	1.19	Added agency 25000 to DASPR as a client agency.
05/13/2019	1.20	Updated link for Datamart security access. Removed PPDB form and added language applicable to WD.
08/12/2019	1.21	Added agency 25500 and 91900 to DASPR group. Removed DOCPR and OFWPR group as they only have one agency for each of those.

09/06/2019	1.22	Added agency 97800 as a client agency for DASPR group. They will become a client agency as of 10/1/2019
12/31/2019	1.23	Added agency 97300 and 15000 as a client agency for DASPR group. 97300 is a client agency as of November 2019 and DOR as of 1/1/20 Added user type 85 for agency budget staff.
05/08/2020	1.24	Moving agency 66200 from group LHWPR to DASPR effective 01/01/2020 as a new client agency.
06/03/2020	1.25	Updated link to Datamart access request form.
06/28/2020	1.26	Added agency 96300 to DASPR. Became DAS client agency Jan 2020
08/12/2020	1.27	Added agency 66200 to DASFS. Became DAS client agency for financial services.