How long have you worked as a payroll professional for the state? (Circle One)

- Less than 6 months
- 6 months – 1 year
- 1 year – 5 years
- More than 5 years

Have you attended OSPA for beginners? (Yes/No)

Have you attended Critical Reports training class? (Yes/No)

What were some of the tasks that were easiest to learn?

What were some of the tasks that were most challenging to learn?

What areas do you still find difficult to understand?

What training courses/modules would you benefit from the most? (List Three)

What training courses/modules would you have benefitted the most from when you first started as a payroll professional for the state? (List Three)

Please rank in order of importance, which of the following training topics would be most helpful to you now. (1 – MOST important to you 11 – LEAST Important to you)

- Understanding Reports & the Processing Calendar
- How to process Garnishments
- New Hire/Termination Process
- Union Contracts/CBA's
- Forcing Insurances
- PPDB
- Donated Hardship
- Navigating the PEBB Admin Website
- Understanding Deduction/Plan/Benefit Codes
- Understanding your role as it pertains to FMLA/OFLA
- Troubleshooting – How to fix errors