

OSPS Training Survey

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

Less than 6 months

6months – 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 PEBA Admin Website

____ Understanding Deduction/Plan/Benefit Codes

____ Understanding your role as it pertains to FMLA/OFLA

____ Troubleshooting – How to fix errors