



**OREGON STATEWIDE  
PAYROLL SERVICES  
(OSPS)**  
(503) 378-3518 fax  
E-mail:  
[OSPS.Help@oregon.gov](mailto:OSPS.Help@oregon.gov)

Online Resource Center:  
<http://go.usa.gov/bEJk>

**INSTRUCTIONS TO  
PAYROLL OFFICES:**

1. Verify all fields are complete.
2. Ensure non-payroll staff requesting ePayroll access section is completed.
3. Ensure your agency number appears on the form.
4. Submit electronically using the email submit button.

**OSPS Use Only**  
Received Date Stamp

Revised 10/2017  
Form No. OSPS.99.30

**ELECTRONIC ACCESS REQUEST – OSPS Reports & ePayroll**

**Access Level:**

**LC – Labor Cost** Distribution Reports for Agency Accounting/Fiscal Staff

**PR – Payroll Reports** for Agency Payroll/HR Staff (Includes LC access level)

- For non-Payroll/HR staff, please use the box provided in Section B to substantiate user's need for full payroll report access.

**ePayroll Access Levels**

- BA – ePaystub only
  - PA – ePaystub and eTime
  - TA – eTime view only
- For non-Payroll staff, please use the box provided in Section B to substantiate user's need for ePayroll Access.

**Section A: User Information**

If you need additional user information lines, use more than one form.

<b>Agency Number(s)</b>	
<b>RACF ID:</b>	<b>Employee ID Number (do not use SSN)</b>  <b>OR</b> _____
<b>Full Name:</b>	<b>Email Address:</b>
<b>Report Access:</b>  ___ LC      ___ PR	<b>ePayroll Access:</b>  ___ BA      ___ PA      ___ TA

**Section B: Authorization**

<b>Non-Payroll staff requiring PR and/or ePayroll access due to the following:</b>

Full Name	Title	Contact Number

By my signature (print version) or email address (electronic submission) below, I authorize access to these agency information assets for the person(s) named on this request. I understand that payroll reports may include Level 3 information. I certify that once our agency payroll, human resource and accounting departments accesses online reports, we will save said reports to secure network folders or CD accessible only to authorized users. These information assets are subject to Statewide Policy # 107-004-110 to ensure that we are in compliance with Secretary of State Archive retention requirements.

Signature/Email Address: \_\_\_\_\_ Date: \_\_\_\_\_

**For OSPS Use Only**

___ PUSC Access Verified	___ Online Access Granted
___ OSPS Manager Approval	___ E-mail Notification to User(s)