PTAU

OSPS Authorized User Table

SCREEN PURPOSE

The PTAU gives an employee access to LARS and OSPA and defines the application functionality the employee will have.

For the Production region, the Statewide Accounting and Reporting Section (SARS), State Controller's Division (SCD), Department of Administrative Services (DAS), enters employees on the PTAU.

For the Test regions, OSPS enters employees on the PTAU.

ALSO KNOWN AS

PREREQUISITES, IF ANY

The agency's authorized Security Officer must submit a written request to security.systems@state.or.us to give an employee access to OSPA and LARS. The request must indicate the level of access the employee is to have and provide the employee's terminal id and RACF id.

The employee must be in PPDB for the current agency and job to receive a RACF for the position.

Security, General Government Data Center (GGDC), Information Resources Division (IRMD), DAS, must activate the employee's RACF for mainframe access.

SCREEN ACCESS KEY SEQUENCE

Sign-on to OSPA with agency all, not a specific agency number.

PTAU, RACF

RACF = the user's RACF. Optional. If you type in a specific USER CODE, OSPA will display that employee at the top of the list.

SCREEN ELEMENTS

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Ⓐ              Ⓑ                           Ⓒ      OSPS - AUTHORIZED USER TABLE
 PTAU                                             ALL   -  DISPLAYED AGENCY
                              Ⓓ
 **END OF DISPLAY DATA**           Ⓔ     Ⓕ Ⓖ Ⓗ  Ⓘ   Ⓙ  Ⓚ   Ⓛ  Ⓜ Ⓝ Ⓞ
   ADD NEW ENTRIES:  _                   -------  AGENCY ---------  --OSPS---
                                                  D   L   S   C   U   J   R   T
        Ⓟ            Ⓠ                    T    E   E   C   H   S   O   E   A
                                          I   A   D   A   H   E   E   I   C   B
   USER                                   M   D   U   V   E   C   R   N   O   L
   CODE         USER NAME                 E   J   C   E   D   K   S   T   N   E

   OSPSQ99    OSPS TEST USER 1            U   U   U   U   U   D   N   D   D   D
   OSPSA99    OSPS TEST USER 2            U   U   U   U   U   D   N   D   D   D
                                                          Ⓡ
```

Legend

No.	Description
A	Screen designation. Screen access key sequence, required.
B	RACF. Screen access key sequence, optional. If entered, OSPA will display this user at the top of the list.
C	Screen title. Protected. Indication of how user logged on to OSPA – either with a specific agency number or ALL.
D	OSPA messages. Protected. See Screen Message Codes below.
E	To add new users, type A in this field and press [ENTER].

No.	Description
F	Time Capture screens, including: P001 payroll time capture – establish session default values P002 Time Capture P003 Time Capture P004 Time Capture P005 Payroll Time Capture – Employee Entry Menu P006 Payroll Time Capture – Supervisor Entry Menu P007 Payroll Time Capture – Entered Pay Types by Day – Summary P370 Calculation of Current Payoff PSEC OSPS – Time Entry Security Table Available to OSPS and agency staff members. Column title, protected.
G	Gross Pay Adjustment screens, including: P050 Gross Pay Adjustments P060 Tax/OPE Adjustments on File Available to OSPS and agency staff members. Column title, protected.
H	Deduction and accompanying inquiry screens, including: P010 Withholding Data / Locator Data P070 Deductions and Deduction Adjustments P071 P080 OSPS Bond System -- Bond Data Entry P081 OSPS Bond System – Person Locator P090 YTD Wages, Taxes, and Retirement P091 YTD Wages, Taxes, and Retirement P190 Payroll Register Data PRPT OSPS – Agency Report Selection Available to OSPS and agency staff members. Column title, protected.
I	LARS screens, including: P420 Leave Clearing Account Balances P430 Employee Leave Data P435 Employee Leave Data Available to OSPS and agency staff members. Column title, protected.
J	Work schedules, including: P020 Work Schedule Data Available to OSPS and agency staff members. Column title, protected.

No.	Description
K	Manual check and employee check reversals, including: P130 Check Reversal / Stop Payment P140 Manual Checks Available to OSPS and agency staff members on a limited exception basis. Column title, protected.
L	User table: PTAU OSPS – Authorized User Table In the Production region, available only to SARS staff members. In the test regions, available only to OSPS staff members. Column title, protected.
M	Joint payroll, not currently used. Column title, protected.
N	Reconciliation, including: P009 P031 Job Status Update P300 Vendor Checks P310 Vendor Check Reversal / Stop Payment P320 Check Print Request Only available to OSPS staff members. Column title, protected.
O	Tables OSPS has update access to the following tables: ADB1 and ADB2 Payroll Benefit Package Table ADD1 and ADD2 Payroll Deduction Table ADW1 and ADW2 Payroll Work Schedule Table Agency staff members and OSPS have inquiry only access to the following tables: PTB1 and PTB2 Payroll Benefit Package Table PTD1 and PTD2 Payroll Deduction Table PTW1 and PTW2 Payroll Work Schedule Table Column title, protected.
P	Employee's current RACF from PPDB. Required.
Q	Employee's name. Required.

No.	Description
R	The level of access the employee will have. Required. Possible values include: D = display only H = PEBB user N = no access R = PERS user U = update and display access

NOTES

Access to P030, P032, and P160 – All users have access to the P030 Job Status Data, P032 Job Status Display, and P160 Name Locator, which are inquiry only for data interfaced from PPDB to OSPA.

Add access for an individual – to add a new individual, type a on the line after ADD NEW ENTRIES and press [ENTER]. OSPA will display a screen with blank fields. Type in the information for the individual(s) and press [ENTER].

Change an individual's access – type over the existing information for the individual you wish to change and press [ENTER].

Delete an individual's access – to delete an individual from the PTAU, type delete over the USER NAME, clear the rest of the field, and press [ENTER]. You will receive the message " **OPERATION SUCCESSFUL - RECORD(S) CHANGED/ADDED/DELETED AS ENTERED."

RACF – State employees are assigned a RACF through PPDB. It is employee, agency, and job specific. Any time the employee transfers to a new job, PPDB will assign a new RACF.

The employee must enter a current RACF id and employee assigned password to gain access to OSPA. The password does not display on any screen.

When an employee enters a transaction in OSPA, the application logs the employee's terminal ID, name, the date, and time.

Security for OSPA and LARS is maintained at both the terminal and individual level.

First, the terminal from which data will be entered must be given access to the CICS region of the DAS mainframe. This is done through DAS, IRMD, GGDC, Security.

Second, the terminal must be given access to OSPA on the PDTC through DAS, SCD, SARS.

Third, the employee's RACF must be activated for access to the mainframe by DAS, IRMD, GGDC, Security.

Finally, the individual must be given access to OSPA on the PTAU through DAS, SCD, SARS. The PTAU defines the individual's operating authority in OSPA and LARS.

SCREEN MESSAGE CODES

Code	Message with Code	Description
	** REQUESTED AU TBL KEY NOT FOUND - NEXT HIGHEST DISPLAYED	RACF entered was not found, system displays next highest value
	**OPERATION SUCCESSFUL - RECORD(S) CHANGED/ADDED/DELETED AS ENTERED	System changed/added/deleted record as entered
	**PRESS ENTER FOR NEXT RECORD ON FILE	Press enter to see next record
	HIGHLIGHTED DATA INVALID - ERROR CODE 01	Name is required
	HIGHLIGHTED DATA INVALID - ERROR CODE 02	Name is required or the word "Delete" is not in name field
	HIGHLIGHTED DATA INVALID - ERROR CODE 03	Code entered in Table column is not equal to "U", "D", "N" or "T"
	HIGHLIGHTED DATA INVALID - ERROR CODE 04	Code entered in Adj column is not equal to "U", "D" or "N"
	HIGHLIGHTED DATA INVALID - ERROR CODE 05	Code entered in Deduct column is not equal to "U", "D", "N", "H", or "R"
	HIGHLIGHTED DATA INVALID - ERROR CODE 06	Code entered in Leave column is not equal to "U", "D" or "N"
	HIGHLIGHTED DATA INVALID - ERROR CODE 07	Code entered in Schedule column is not equal to "U", "D" or "N"
	HIGHLIGHTED DATA INVALID - ERROR CODE 08	Code entered in Check column is not equal to "U" "D" or "N"
	HIGHLIGHTED DATA INVALID - ERROR CODE 09	Code entered in User column is not equal to "U" or "N"
	HIGHLIGHTED DATA INVALID - ERROR CODE 10	Code entered in Joint column is not equal to "U", "D" or "N" and user authority is not equal to All

Code	Message with Code	Description
	HIGHLIGHTED DATA INVALID - ERROR CODE 11	Reconciliation code value invalid
	HIGHLIGHTED DATA INVALID - ERROR CODE 12	Code entered in Table column is not equal to "D", "N" or "T"
	HIGHLIGHTED DATA INVALID - ERROR CODE 19	Duplicate record exists in table
	NO DATA AVAILABLE, OR REQUESTING USER CODE IS BEYOND EXISTING DATA	RACF entered was not found or code goes beyond the last entry in the table
	TO ADD AU TBL RECORD: FILL PARAMETERS, PRESS ENTER	Displayed after operator requests to add records
	USER NOT PERMITTED ACCESS	Access not permitted to screen

For a complete alphabetical listing of OSPA message codes see Appendix E.

OSPA REASONABILITY EDITS

SUPPORTING DOCUMENTATION

OSPA SCREEN INTERACTIONS

Affected By

The employee must have a current record in PPDB.

Directly Affects

The PTAU determines the employee's access to all screens in OSPA and LARS.

Indirectly Affects

CATEGORY / SCREEN CLASSIFICATION

Application security, update access limited to staff members in SARS (Production region) and OSPS (Test regions).

REVISION HISTORY

Date	Rev. No.	Modification
07/20/06	1.0	Original