

Introduction to Manual

Purpose

The purpose of this manual is to provide additional tools and support to state payroll technicians and managers for processing and managing payroll at their agencies. As a supplement to each agency's own policies, procedures, or internal controls, it includes technical information on how to process transactions in OSPA, system reports and outputs, and recommendations about basic payroll procedures and controls.

Audience

Both the new and experienced user of the application and of the OSPA data will find applicable information in this manual.

Structure

In this, our fifth edition, we've taken a slightly different approach and used a slightly different format. This manual is separated into several sections. They include:

1. Introduction
2. Screen Descriptions
3. Reports
4. Data Mart Tables
5. Recommended Practices
6. Entry Guides
7. Other System Interfaces
8. Appendices

Conventions Used in This Manual

"Actions" will be in all capital letters in square brackets, for example, [ENTER], [TAB], [PAUSE], or [F3].

When referring to a specific OSPA screen for the first time in a chapter, we will give the screen designation followed by the screen title -- if the screen has a title -- for example, P030 Job Status Data. Subsequently, we will simply give the screen designation; for example, P030.

The designation [F#] indicates a function key at the top of your keyboard.

REVISION HISTORY

Date	Rev. No.	Modification
08/25/06	1.0	Original
08/17/07	1.1	Periodic review