

INTRODUCTION TO OSPA

Currently, OSPA pays over 35,000 employees of more than 130 state agencies. The Department of Higher Education operates a separate payroll system, which handles the special needs of thousands of academic employees. All other state agencies are now on OSPA.

HISTORY OF OSPA

Developed by DAS programmers for use on the state's mainframe computer, the Oregon State Payroll Application (OSPA) replaced the mechanical Joint Payroll System in December 1986.

LOGGING ON

Action	More
<p>1. Access the state's mainframe. If you can directly access the mainframe menu, at the bottom of the menu, type E23 and press [ENTER].</p>	
<pre> Department of Administrative Services Oregon State Data Center TSC Help Desk SDC ServiceDesk 503 378-2135 503 373-1000 7am - 11pm 11pm - 7am E1 - ROSCOE E24 - SFMSTRN E31 - CICSTSRI E8 - SWITCH E25 - SFMSACPT H2 - GCICS E15 - PEBBCICS E26 - SFMSTEST H3 - DHR TSO E18 - CICSSPR E27 - CASPOOL L3 - AIRS PROD E19 - TSO E28 - SFMSUNIT L6 - AIRS TEST E21 - DASCICST D28 - OSPSTRNG M2 - PPDS E23 - DASCICSP E29 - DASACPT T8 - ODOT-MENU E30 - SFMSOPRD THIS MENU IS SUBJECT TO CHANGE Your IP Address: ###.###.###.## Netname: ET##### </pre>	
<p>2. Press [PAUSE] to clear the screen.</p> <p>3. Type CESN and press [ENTER].</p>	
<pre>cesn</pre>	
<p>4. Type your Userid.</p> <p>5. [TAB] to Password and type your password.</p>	
<pre> CICS Sign-on Type your userid and password: Userid ==> AAAAA## Password ==> ***** Language ==> New Password ==> PF 3=End DFHCE3520 Please type your userid. </pre>	<p>If you make a mistake in entering your Userid / password combination, CICS will automatically disable your password after the fourth unsuccessful attempt.</p>

Action	More
<p>6. Press [ENTER].</p> <p>7. CICS will give the message "DFHCE3549 Sign-on is complete (Language E)."</p> <p>8. Press [PAUSE] to clear the screen.</p> <p>9. Type PUIS and your agency number (PUIS #####).</p>	
<pre> puis ##### </pre>	
<p>10. Press [ENTER].</p>	
<p>11. Type your RACF ID (same as Userid) and press [ENTER].</p>	
<pre> PUIS OSPS - USER IDENTIFICATION SCREEN 10700 - REQUESTED AGENCY ENTER USER CODE FOR THE ABOVE AGENCY ENTER RACF ID: AAAAA## </pre>	
<p>12. OSPA will display the PMSG screen.</p>	
<pre> PMSG ** OSPS NEWSLETTER (ENTER FOR NEXT PAGE, CLEAR OR KEY NEXT TRANS) PAGE-1 10:00 AM - EXCEPTION REPORTS HAVE BEEN DISTRIBUTED AND FAXED TO OUTLYING AGENCIES. ^ P080 OPEN ^ FOR: > > > ***** PAGE 2 FOLLOWS ***** < < < ^ MARCH </pre>	

CHANGING YOUR PASSWORD

When you first receive access to OSPA, you will receive a temporary password via e-mail. You must change it the first time you log on to OSPA. Once you have established your password, it will expire every 90 days. You may not re-use an existing password.

See DAS Operations Division: http://oregon.gov/DAS/OP/system_access.shtml for password guidelines. If you need to reset your password or your userid is revoked, send an e-mail to das.racfuseradm@das.state.or.us.

Action	More
<ol style="list-style-type: none"> 1. Access the state mainframe. 2. Press [PAUSE] to clear the screen. 3. Type CESN and press [ENTER]. 4. Type your Userid. 5. [TAB] to Password and type your current password. 6. [TAB] to New Password and type your new password. 7. Press [ENTER]. 8. CICS will ask you to retype your New Password. 9. Re-type your New Password. 10. Press [ENTER]. 11. Continue to log-on to OSPA. 	

LOGGING OFF

If you do not make any entries or perform any inquiries in OSPA, CICS will automatically log you off after 30 minutes. Because OSPA contains confidential employee information and performs critical payroll functions, do not leave your computer unattended and logged onto OSPA. If you will be away for a few minutes, lock your PC with a secure password. When you know you will be away for a longer time or are finished using OSPA, use the following steps to log-off the application.

Action	More
<ol style="list-style-type: none"> When you are finished with your session in OSPA, press [PAUSE] to clear the screen. Type PUIS OFF. 	
<pre>puis off</pre>	
<ol style="list-style-type: none"> Press [ENTER]. 	
<pre> CICS Sign-on Type your userid and password: Userid ==> Password ==> Language ==> New Password ==> PF 3=End DFHCE3520 Please type your userid.</pre>	
<ol style="list-style-type: none"> To cancel the CICS session, press F3. 	
<pre>DFHCE3543 You have cancelled your sign-on request. Sign-on is terminated.</pre>	
<ol style="list-style-type: none"> Press [PAUSE] to clear the screen. Type OFF. 	
<pre>off</pre>	
<ol style="list-style-type: none"> Press [ENTER]. The mainframe menu will display. 	

NAVIGATION

To move from one screen to another, in most instances, you can simply type over the screen access key sequence currently displaying in the upper left hand corner of the screen and press [ENTER]. The Screen Descriptions in this manual describe the screen access key sequence for each screen and indicate the instances where you need to press [PAUSE] to clear the screen first.

Following is an example:

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p030 OR##### 10700
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ENTERING / SAVING TRANSACTIONS

If you have update access for a particular screen, you can change any field that has a ? next to the field, at the beginning of the line, or attached to a portion of the screen.

Action	More
<ol style="list-style-type: none"> Change the ? to A (add), C (change) or D (delete). Make the planned entries. 	
<pre> P020 OR##### ##### 1 WORK SCHEDULE DATA 020 FRANKLIN, BENJAMIN WR02 ENTER UPDATES START END WS SHIFT SHIFT DATE DATE CODE START CODE a 090106 999999 BA7 0800 1 ? 030105 999999 AA7 0000 1 </pre>	
<ol style="list-style-type: none"> Press [ENTER]. Watch for a message such as "TRANSACTION COMPLETE" or "OPERATION SUCCESSFUL" that confirms that OSPA has saved the entry. 	
<pre> P020 OR##### ##### 1 WORK SCHEDULE DATA 020 FRANKLIN, BENJAMIN WR13 UPDATE COMPLETED START END WS SHIFT SHIFT DATE DATE CODE START CODE ? ? 090106 999999 BA7 0800 1 030105 083106 AA7 0000 1 </pre>	
<ol style="list-style-type: none"> If you do not receive this message, look for error messages. Correct the error and press [ENTER] again. 	See Appendix E for a list of screen message codes.

ENTERING NUMBERS

Negative numbers have a minus sign after the number, for example, 356.22-.

Enter percents without the decimal, for example, 50% = 050.

SCREENS

You access the OSPA databases through several screens, which fall into two general groups – display only and update screens. The Screen Descriptions section of this manual contains detailed information about each screen. A summary follows.

Screen Title	Screen Description	Inquiry / Update
ADB1 Payroll Benefit Package Table	This is the first of two screens that OSPS staff members use to establish the benefit packages. The ADB1 includes the usage and accrual business rules for leave types for a given benefit package. It also includes the maximum state contribution amounts and the opt out amounts for PEBB benefits.	Update
ADB2 Payroll Benefit Package Table	OSPS staff members use the ADB2 to establish the specific pay types that may be used with a given benefit package. It also establishes the business rules for each pay type.	Update
ADD1 Payroll Deduction Table	This is the first of two screens that OSPS staff members use to establish deduction codes. The ADD1 includes the vendor name and address and some of the general business rules and controls that govern the code.	Update
ADD2 Payroll Deduction Table	OSPS staff members use the PTD2 to set-up the cost information about each of the plan codes associated with a given deduction code.	Update
ADW1 Payroll Work Schedule Table	OSPS staff members use the ADW1 to define work schedule codes. It defines the days of the week and hours a full-time employee would work with a given work schedule code.	Update
ADW2 Payroll Work Schedule Table	The ADW2 allows OSPS staff members to see a schedule for a given work schedule code, beginning with a specified past, present, or future date.	Inquiry
P001 Establish Session Default Values	The P001 establishes the pay period and agency for which the user will enter time. It governs only the P002 and P003 screens.	Time Capture, Update
P002 Time Capture	The P002 displays an employee's time entered on the P003. The screen summarizes an employee's time and attendance for a pay period by pay type and work charge code.	Time Capture, Inquiry
P003 Time Capture	Agency payroll and timekeepers use the P003 to enter an employee's time from a paper timesheet. The screen summarizes an employee's time and attendance for a pay period by pay type and work charge code.	Time Capture, Update

Screen Title	Screen Description	Inquiry / Update
P004 Time Capture	Employees with on-line daily time (ODT) use the P004 to enter their own time and attendance on a daily basis.	Time Capture, Update
P005 Employee Entry Menu	The P005 provides access to the P004 and summarizes the data entered on the P004.	Time Capture, Update
P006 Supervisor Entry Menu	Managers use the P006 to review and approve (lock) employees' time entered on the P004 and P005.	Time Capture, Update
P007 Entered Pay Types by Day – Summary	The P007 displays the number of hours per pay type by day entered by the employee on the P004.	Time Capture, Inquiry
P009	OSPS staff members use the P009 to “scrub” the PIN for an employee who uses ODT. Agencies request a scrub when an employee has forgotten his/her PIN or is unable to enter his/her own time.	Time Capture, Update
P010 Withholding Data / Locator Data	The P010 includes tax, retirement, insurance waiver, and employee separation information.	Update
P020 Work Schedule Data	Each employee must have a current work schedule code on the P020. OSPA uses the work schedule to forecast time for FLSA exempt and salaried employees, to perform edits against the employee's entered time, and to generate timesheets. It also provides a history of shift assignments for employees who do not work a traditional eight to five schedule.	Update
P030 Job Status Data	The P030 displays job status information from the Position / Personnel Database (PPDB).	Inquiry only
P031 Job Status Display	OSPS staff members use the P031 to maintain job segments and resolve data interface problems between the PPDB and OSPA.	Update
P032 Job Segment Display	The P032 lists an employee's most recent job segments for each concurrent job.	Inquiry only
P050 Gross Pay Adjustments	We use the P050 to make one-time or on-going adjustments (generally increases) to the employee's gross pay. These may include some differentials, expense or fringe benefit reimbursements, leave pay-offs, lump sum or special payments, or prior period adjustments.	Update

Screen Title	Screen Description	Inquiry / Update
P060 Tax and OPE Adjustments on File	We use the P060 to adjust taxes and other payroll expenses (OPE). Agency payroll has access to adjust PERS subject wages and contributions. Only OSPS staff members have access to make other adjustments.	Update
P070 Deductions and Deduction Adjustments	We use the P070 to enter one-time or on-going deductions (generally reductions) for an individual employee's pay. It is employee, agency, and pay period specific.	Update
P071	When an employee transfers from one state agency to another, a staff member from the gaining agency will use the P071 to clone the employee's entries from the losing agency on the P010, P020, P050, and P070.	Update
P080 Savings Bond Data	We use the P080 to enter the purchase information for U.S. Series EE Savings Bonds for an employee.	Savings Bonds, Update
P081 Savings Bond Locator	The P081 is a quick way to locate a specific person within the OSPA savings bond application. You may inquire by SSN or Employee ID for a state employee and by SSN for a non-employee owner, co-owner, or beneficiary.	Savings Bonds, Inquiry
P090 YTD Wages, Taxes and Retirement	The P090 displays year-to-date wage, tax, and retirement information for an employee. OSPA updates the data after each final payroll run.	Inquiry only
P091 YTD Wages, Taxes and Retirement	The P091 displays year-to-date wage, tax, and retirement information from an on-line calculation of entries made since the last final payroll run. You can only access the P091 from the P370 Calculation of Current Payoff.	Inquiry only
P130 Check Reversal/Stop Payment	OSPS staff members use the P130 to cancel employee checks from a regular payroll run that is still on the P190 Payroll Register Data. Some agencies have the authority to cancel their own employee checks.	Update
P140 Manual Checks	OSPS staff members use the P140 to issue off-cycle or manual checks for employees.	Update
P160 Name Locator	The P160 provides a quick way to find the employee's social security or employee ID number by querying with the employee's name.	Inquiry only

Screen Title	Screen Description	Inquiry / Update
P190 Payroll Register Data	The P190 shows net pay, check issue date, and pay period ending date for the past three months. OSPA updates the screen after each final payroll run. You can use this screen to set the corrective flag to re-calculate closed payroll months or to add a payroll run.	Update
P191 Register Summary	The P191 shows the summary pay registers for an employee for the last three pay periods in run, register set, and concurrent job number order. OSPA updates the screen after each final payroll run.	Inquiry only
P192 Register Listing	The P192 displays the payroll register detail for a designated employee, pay period, and payroll run. OSPA updates the screen after each final payroll run and maintains the data for three pay periods.	Inquiry only
P300 Vendor Checks	OSPS staff members use the P300 to issue off-cycle or manual checks to vendors or to employees when replacing a lost check.	Update
P310 Vendor Check Reversal/Stop Payment	OSPS staff members use the P310 to cancel vendor checks, employee off-cycle or manual checks, or regular payroll run employee checks that are no longer on the P190. The P310 cancels the check in the OSPA check file and returns the money from the joint payroll account to the agency. It does not reverse the calculations in OSPA.	Update
P320 Check Print Request	OSPS staff members use the P320 to request the printing of off-cycle or manual checks and to process the return of overpayments.	Update
P370 Calculation of Current Pay-off	The P370 shows the results of an on-line calculation from entries made since the last final payroll run.	Inquiry only
P420 Leave Clearing Account Balances	The P420 displays the leave balances that are in the clearing account for an employee who has transferred to another state agency or has separated from state service.	LARS, Inquiry
P430 Employee Leave Data	The P430 summarizes an employee's leave balances by leave type.	LARS, Inquiry
P435 Employee Leave Data	Agency payroll uses the P435 to manually update an employee's leave balances. It also displays leave activity entered through the P003, P004, and P050. LARS will delete the entries displayed during the next leave accrual process.	LARS, Update
PCHG Work Charge Entry Table	The PCHG is a coding reduction tool available to agencies for entering frequently used work charge codes on the P003 and P004 screens.	Update

Screen Title	Screen Description	Inquiry / Update
PMSG	OSPA displays the PMSG screen when you first log-on to OSPA. OSPS staff members use the screen to share information with agency users.	Update
PRPT Agency Report Selection	Agency payroll uses the PRPT to select the number of copies of specific OSPA reports they wish to receive.	Update
PSEC Time Entry Security Tables	Agencies use the PSEC to give agency employees access to ODT.	Update
PTB1 Payroll Benefit Package Table	This is the first of two screens that describe the benefit packages. The PTB1 displays the usage and accrual business rules for leave types for a given benefit package. It also displays the maximum state contribution amounts and the opt out amounts for PEBB benefits.	Inquiry only
PTB2 Payroll Benefit Package Table	The PTB2 displays the specific pay types that may be used with a given benefit package. It also describes the business rules for each pay type.	Inquiry only
PTD1 Payroll Deduction Table	This is the first of two screens that describe deduction codes. The PTD1 displays the vendor name and address and some of the general business rules and controls that govern the deduction code.	Inquiry only
PTD2 Payroll Deduction Table	The PTD2 displays cost information about each of the plan codes associated with a given deduction code.	Inquiry only
PTW1 Payroll Work Schedule Table	This is the first of two screens that describe work schedule codes. The PTW1 displays the days of the week and hours a full-time employee would work with a given work schedule code.	Inquiry only
PTW2 Payroll Work Schedule Table	The PTW2 allows a user to see a schedule for a given work schedule code, beginning with a specified past, present, or future date.	Inquiry only

SECURITY

Your manager requests access to OSPA or the OSPA Datamart for you through your agency's Security Officer. The Security Officer sends the request to the System Security Officer (SSO), Statewide Accounting and Reporting Section (SARS), State Controller's Division (SCD), Department of Administrative Services (DAS). The SSO will work with other work groups in DAS to set up your security. See the SARS System Security web site:

http://www.oregon.gov/DAS/SCD/SARS/systems_security.shtml . The website includes links to the Oregon Accounting Manual (OAM) 10.70.00.PO and 10.70.00.PR, Security Access to Financial Systems.

OSPA and LARS have security requirements at both the terminal and user level. DAS staff members will enter the terminal id for your PC in tables in both CICS and OSPA. They will also enter your RACF from the PPDB, which is specific to you, your position, and your agency, in both CICS and OSPA.

Your manager will determine the type of access you will have for OSPA. When entering you in the OSPA security table, SARS will indicate the functions in OSPA you may perform and whether you have display or update access to the associated screens.

Once you have access to OSPA, you will receive an e-mail with a temporary password. Use your RACF or userid and the temporary password to log on to OSPA. CICS will require that you change the temporary password the first time you log on. See DAS Operations System Access Security web site for password guidelines and what to do if you forget your password:

http://oregon.gov/DAS/OP/system_access.shtml .

Your password never displays on a screen. DO NOT SHARE IT WITH ANYONE! Maintaining your password's secrecy protects OSPA from unauthorized access and protects you. Every time you enter a payroll transaction, OSPA logs the transaction and stores your name, your terminal id, and the date and time of the transaction. Sharing your password could permit someone to make an unwarranted entry in OSPA, which would indicate you had made the entry.

INTERFACES

OSPA shares data with several other statewide applications / systems. They include the following. For more information, see Interfaces in the Reference Manual.

EDX / jClarety –The jClarety System is a web-based retirement system that maintains employee and employer contributions to the IAP, OPSRP and PERS accounts. Employers load data into jClarety via the Employer Data Exchange (EDX) system. OSPS now collaborates with DAS HRSD to report employee retirement information to EDX electronically after each final payroll run two. OSPS electronically transfers the funds to PERS through R*STARS.

Leave Accrual and Reporting System (LARS) –The LARS database contains the leave balances for each employee by job and leave type. It accrues leave each month after final run two and electronically updates the accrued leave balances in OSPA for each employee and job. When a staff member enters a leave pay type in OSPA on the P003, P004, or P050, OSPA edits the entry

against the balances in LARS. It then updates the LARS balances when the staff member saves the transaction.

Oregon State Treasury – The State Treasury serves as the bank for state agencies. The Joint Payroll Account is a Treasury account. After each business day, OSPA supplies an electronic list of newly outstanding checks produced through the manual check process or a regular payroll run to the Oregon State Treasury. OSPA also produces an ACH file after each final payroll run to initiate the banking transactions for direct deposits. Treasury forwards the file to the ACH Clearing House for processing, records the redemption and cancellation of checks and other banking activity for the Joint Payroll Account, and provides account statements to the State Controller's Division.

Payroll Datamart – After each final run 2, OSPA provides electronic files to the payroll datamart, stored on a Sun computer. Agencies can run ad hoc queries on the payroll data. Currently, the datamart has payroll files from July 1, 2003, to the present.

PEBB "Dot" Benefits (PDB) – PDB is a web-based application for the administration of employee benefits offered through the Public Employees' Benefit Board (PEBB). The PPDB sends employee demographics to PDB nightly. Employees and agency staff members have access to enroll employees in specific PEBB insurances and make changes to their coverage in PDB. Every two minutes, PDB interfaces the changes in insurance information to OSPA. The interface creates deduction entries on the P070 for the open payroll month(s). After run two final of each month, OSPA sends an electronic file of actual hours worked for each employee to PDB. It also provides an electronic file of the premiums paid to accompany the check or ACH which is sent to each vendor.

Position / Personnel Data Base (PPDB) – The PPDB provides real-time, employee specific, information to OSPA. An employee must be in the PPDB before we can enter or process payroll data for the employee.

R*STARS (Relational Statewide Accounting and Reporting System) – R*STARS is the state's accounting application. SARS uses the general ledger data in R*STARS to prepare the Comprehensive Annual Financial Report (CAFR). Agencies use the data to prepare the state's biennial budget. After each final payroll run, OSPA summarizes the payroll expenses by agency, fund, PCA, Index, grant, project, and controller object. With the exception of Lottery, Department of Transportation, and Department of Corrections, OSPA then interfaces this financial data to R*STARS. This application automatically creates transactions to transfer cash from each agency to the Joint Payroll Account and to record the payroll expenses to each agency's accounting records.

Savings Bond program -- The Savings Bond database maintains the record of employee deductions for the purchase of savings bonds. It tracks the employee's deductions from the P070 until enough accumulates to purchase a bond of the specified denomination. It then records the purchase of the bond. The program creates an electronic file which OSPS forwards to the U.S. Treasury for the purchase of savings bonds.

REVISION HISTORY

Date	Rev. No.	Modification
08/25/06	1.0	Original
09/04/06	1.1	Formation of EISPD, DAS
02/16/07	1.2	Change EISPD website
08/14/07	1.3	Add P191 and P192 (WR#2884). Change Data Mart dates.
03/25/09	1.4	Security and password web sites
08/11/09	1.5	Datamart biennial purge
10/08/09	1.6	Appendix I moved to screen descriptions