

## **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 Statewide 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 Hosted By: Oregon State Data Center  * * * Contact Your Agency Help/Service Desk * * *  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: AA##A### e23 </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 ==&gt; AAAAA## Password ==&gt; ***** Language ==&gt;  New Password ==&gt;  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> <b>puis #####</b>           </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                                      ##### - REQUESTED AGENCY  ENTER USER CODE FOR THE ABOVE AGENCY                                       ENTER RACF ID: <b>AAAAA##</b>           </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.  &gt; &gt; &gt; ***** PAGE 2 FOLLOWS ***** &lt; &lt; &lt;           </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](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](mailto:das.racfuseradm@das.state.or.us).

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

# 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
1. When you are finished with your session in OSPA, press [PAUSE] to clear the screen.  2. Type PUIS OFF.	
<pre>puis off</pre>	
3. Press [ENTER].	
<pre>           CICS Sign-on            Type your userid and password:            Userid ==&gt;           Password ==&gt;           Language ==&gt;            New Password ==&gt;            PF 3=End           DFHCE3520 Please type your userid.         </pre>	
4. To cancel the CICS session, press F3.	
<pre>DFHCE3543 You have cancelled your sign-on request. Sign-on is terminated.</pre>	
5. Press [PAUSE] to clear the screen.  6. Type OFF.	
<pre>off</pre>	
7. Press [ENTER]. The mainframe menu will display.	

## NAVIGATION

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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#####
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## **ENTERING / SAVING TRANSACTIONS**

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

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

## **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 OSPA Reference Manual, Screen Descriptions, give 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 screen includes the usage and accrual business rules for leave types for a given benefit package. It also includes the insurance return amounts when an employee opts out of PEBB medical or medical and dental insurance and the monthly subsidy for the employee's 5% contribution to PEBB core insurances.	Update
ADB2 Payroll Benefit Package Table	OSPS staff members use the ADB2 screen 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 screen includes the vendor name, address, and some of the general business rules and controls that govern the code.	Update
ADD2 Payroll Ded/Plan Table	Except for PEBB medical, dental and vision insurance, OSPS staff members use the ADD2 screen to set-up plan codes associated with a given deduction code. Not all deduction codes have plan codes.	Update
ADD3 Payroll Ded/Plan Table	OSPS staff members use the ADD3 screen to set-up plan codes, including the admin fees, taxes, and vendor premiums for PEBB medical, dental and vision insurance deductions. These deductions will not have values on the ADD2 screen. Values from the ADD3 screen will populate the PTD2 screen.	Update
ADW1 Payroll Work Schedule Table	OSPS staff members use the ADW1 screen 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 screen 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 screen establishes the pay period and agency for which the user will enter or view time. It governs only the P002 and P003 screens.	Time Capture, Update

<b>Screen Title</b>	<b>Screen Description</b>	<b>Inquiry / Update</b>
P002 Time Capture	The P002 screen displays an employee's time entered on the P003 screen. 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 screen to enter an employee's time. The screen summarizes an employee's time and attendance for a pay period by pay type and work charge code.	Time Capture, Update
P004 Time Capture	Employees with on-line daily time (ODT) use the P004 screen to enter their own time and attendance on a daily basis.	Time Capture, Update
P005 Employee Entry Menu	The P005 screen provides access to the P004 screen and summarizes the data entered on the P004.	Time Capture, Update
P006 Supervisor Entry Menu	Managers use the P006 screen to review and approve (lock) employees' time entered on the P004 and P005 screens.	Time Capture, Update
P007 Entered Pay Types by Day – Summary	The P007 screen displays the number of hours by pay type and day from the P004 screen.	Time Capture, Inquiry
P009	OSPS staff members use the P009 screen 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 screen includes tax, retirement, declination of PEBB benefits and employee separation information.	Update
P020 Work Schedule Data	Each employee must have a current work schedule code on the P020 screen. 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 screen displays job status information from the Position and Personnel Database (the PPDB).	Inquiry only

<b>Screen Title</b>	<b>Screen Description</b>	<b>Inquiry / Update</b>
P031 Job Status Display	OSPS staff members use the P031 screen to maintain job segments and resolve data interface problems between the PPDB and OSPA.	Update
P032 Job Segment Display	The P032 screen lists an employee's most recent job segments for each concurrent job.	Inquiry only
P050 Gross Pay Adjustments on File	We use the P050 screen 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
P060 Tax and OPE Adjustments on File	We use the P060 screen 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 screen 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 screen to clone the employee's entries from the losing agency on the P010, P020, P050 and P070 screens.	Update
P090 YTD Wages, Taxes and Retirement	The P090 screen 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 screen 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 screen from the P370 Calculation of Current Payoff screen.	Inquiry only
P130 Check Reversal/Stop Payment	OSPS staff members use the P130 screen to cancel employee checks from a regular payroll run that is still on the P190 Payroll Register Data screen. Some agencies have the authority to cancel their own employee checks.	Update
P140 Manual Checks	OSPS staff members use the P140 screen to issue off-cycle or manual checks for employees.	Update

<b>Screen Title</b>	<b>Screen Description</b>	<b>Inquiry / Update</b>
P160 Name Locator	The P160 screen provides a way to find the employee's social security or employee ID number by querying with the employee's name.	Inquiry only
P190 Payroll Register Data	The P190 screen 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 screen 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 screen 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 screen to issue off-cycle or manual checks to vendors or to replace a lost employee check.	Update
P310 Vendor Check Reversal/Stop Payment	OSPS staff members use the P310 screen to cancel vendor checks, employee off-cycle or manual checks, or regular payroll run employee checks that are no longer on the P190 screen. 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 screen 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 screen 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 screen 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 screen summarizes an employee's leave balances by leave type.	LARS, Inquiry

<b>Screen Title</b>	<b>Screen Description</b>	<b>Inquiry / Update</b>
P435 Employee Leave Data	Agency payroll uses the P435 screen to update an employee's leave balances manually. The screen also displays leave activity entered through the P003, P004 and P050 screens. LARS will post the entries to the leave tables and delete the entries displayed on the screen during the next leave accrual process.	LARS, Update
PCHG Work Charge Entry Table	The PCHG screen is a coding reduction tool available to agencies for entering frequently used work charge codes on the P003 and P004 screens.	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 screen to select the OSPA reports they wish to receive.	Update
PSEC Time Entry Security Tables	Agencies use the PSEC screen 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 screen displays the usage and accrual business rules for leave types for a given benefit package. It also displays the insurance return amounts when an employee opts out of PEBB medical or medical and dental insurance and the monthly subsidy for the employee's 5% contribution to PEBB core insurances.	Inquiry only
PTB2 Payroll Benefit Package Table	The PTB2 screen 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 screen displays the vendor name, address, and some of the general business rules and controls that govern the deduction code.	Inquiry only
PTD2 Payroll Ded/Plan Table	The PTD2 screen displays plan codes and cost information associated with a given deduction code. Not all deduction codes have plan codes.	Inquiry only
PTD3 Payroll Ded/Plan Table	The PTD3 screen displays the cost information for each plan code for PEBB medical, dental and vision insurance deductions. The admin fees and taxes are summarized on the PTD2 screen.	Inquiry only

Screen Title	Screen Description	Inquiry / Update
PTW1 Payroll Work Schedule Table	This is the first of two screens that describe work schedule codes. The PTW1 screen 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 screen 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](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 that you may perform and update or inquiry screens that you may access.

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 the process if you forget your password:

[http://oregon.gov/DAS/OP/system\\_access.shtml](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.

You use the same userid and password to access the OSPA on-line reports.

## INTERFACES

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OSPA shares data with several other statewide applications / systems. They include:

**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. DAS HRSD transmits an electronic file, including data from OSPA, to jClarety after each final payroll run 2. OSPS electronically transfers the funds to PERS. See the OSPA Reference Manual, Handbooks, Public Employee Retirement System.

**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 2 and electronically updates the accrued leave balances in OSPA for each eligible employee and job. When a staff member enters a leave pay type in OSPA on the P003, P004 or P050 screen, OSPA edits the entry against the balances in LARS. It then updates the LARS balances when the staff member saves the transaction. See the OSPA Reference Manual, Handbooks, Leave Accrual and Reporting.

**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. See the OSPA Reference Manual, Interfaces, Oregon State Treasury.

**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, 2005 to the present. See the OSPA Reference Manual, Datamart.

**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 screen for the open payroll month. After run 2 final of each month, OSPA sends an electronic file of actual hours worked and PEBB deductions on the P070 screen for each employee to PDB. It also provides an electronic file of the premiums paid to accompany the check or ACH sent to each carrier. See the OSPA Reference Manual, Handbooks, PEBB Benefits.

**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. See the OSPA Reference Manual, Interfaces, Position and Personnel Database

**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 comptroller object. With the exception of Lottery, Department of Transportation, and Department of Corrections, OSPA then interfaces this financial data to R\*STARS. The 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. See the OSPA Reference Manual, Interfaces, Relational Statewide Accounting and Reporting System.

## **REVISION HISTORY**

<b>Date</b>	<b>Rev. No.</b>	<b>Modification</b>
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
11/23/10	1.7	PEBB waive changed to decline, PEBB dental opt out, end of payroll deductions for Series EE savings bonds, handbooks
07/13/11	1.8	2003-05 data purged from Datamart
12/05/11	1.9	WR#3859, add ADD3 and PTD3 screens