

Accessing and Saving E-Reports


1. To request access to the Reports Website, you will need to first go to OSPS website and complete the [Online Report Authorization](#) form requesting access to the Reports Website.
 - a. Complete the form and e-mail, fax, or hand deliver it to the OSPS helpdesk.
 - i. The payroll manager or other manager who supervises the agency payroll function must approve the request.
2. OSPS Helpdesk will permit access when the Online Report Authorization form is received. We will endeavor to set up authorized employees within two hours of receipt.
 - a. OSPS Helpdesk will notify employee by e-mail when they are set up to access the website.
 - b. Once you have been notified that security access has been set up, go to the pdf Reports Website at:
<https://columbia.das.state.or.us:3045/cics/pw60/ospsw060>
3. You will see this screen. Enter your RACF ID and password. This is the same ID and password you use to log into OSPA.

DASWHSGN: DAS Web-to-CICS Signon - Windows Internet Explorer

https://columbia.das.state.or.us:3045/cics/pw60/ospsw060

File Edit View Favorites Tools Help

DASWHSGN: DAS Web-to-CICS Signon

 **DEPARTMENT OF ADMINISTRATIVE SERVICES**
Oregon State Data Center: SDC Service Desk 503-373-1000

Document: DASWHSGN Region: DASCICST Mainframe Security Signon Date/Time: 05/14/201008:17:46

Please enter your DAS Mainframe Userid/Password to sign-on

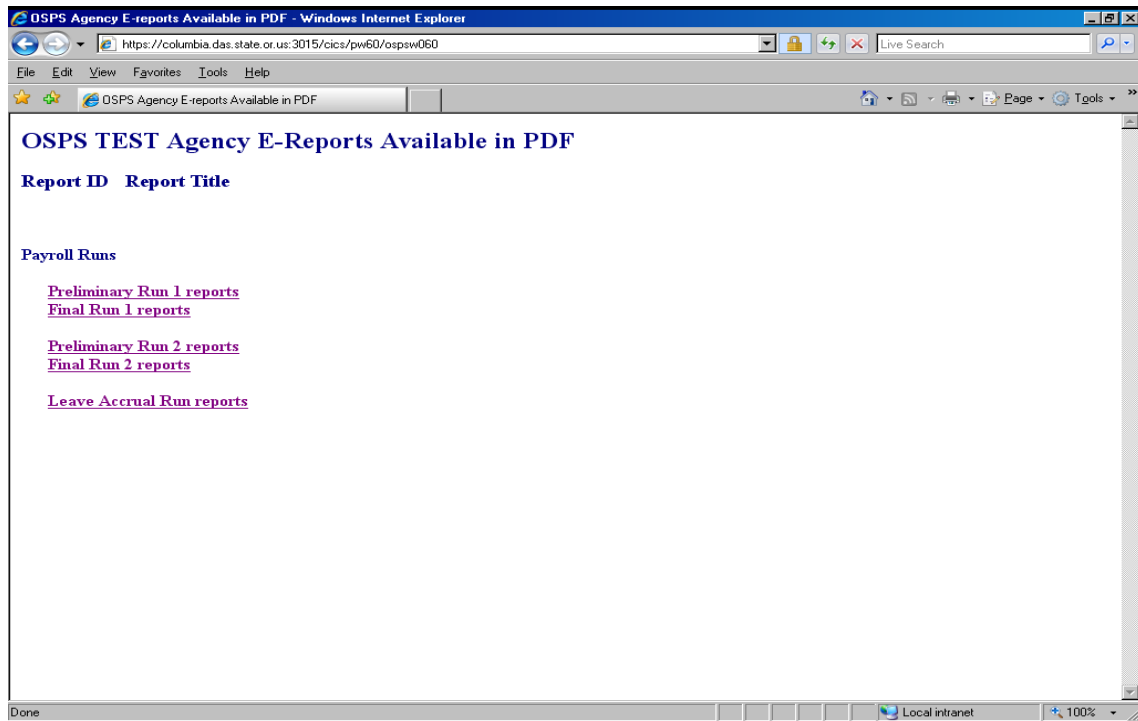
For assistance with your DAS Mainframe Userid/Password, please email: [DAS RACF User Admin](#); and include your User-name and User-id in the request.

Signon Information	Signon Value
Userid	<input type="text"/>
Current Password	<input type="password"/>
Optional Change Password	<input type="password"/> (Max 8 chars)
Confirm Changed Password	<input type="password"/> (Same 8 chars as above)

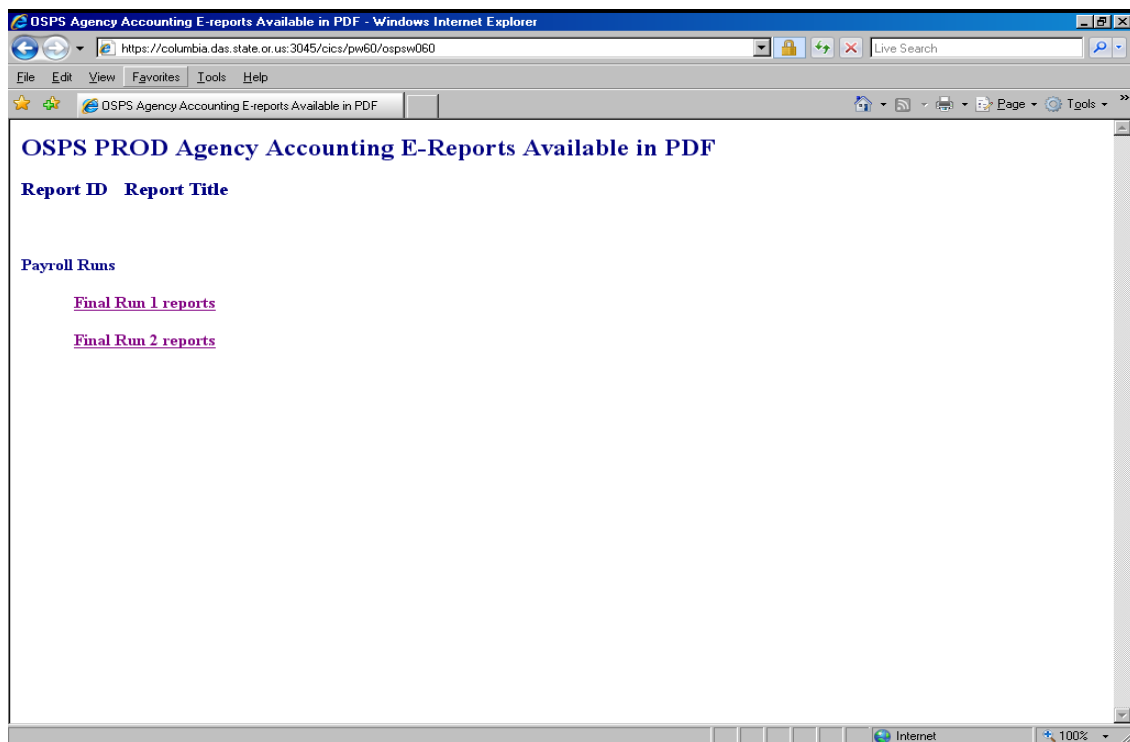
Please enter your CICS Signon information.

Done Local intranet 100%

4. Once you have entered your RACF ID and Password you will see the OSPS Agency E-Reports Available in PDF menu.
 - a. Below is how this will look for the payroll reports.



- b. The payroll cost distribution E-Reports menu will look like this:



5. From this menu of reports, you can click on the set of reports you want to review.
 - a. For example, if you want to review your Run 1 Exception reports go to the Preliminary Run 1 reports menu. All Preliminary Run 1 reports for your agency will be ready for viewing after Preliminary Run 1 has processed. The menu screen will look similar to this one, depending on what payroll reports your agency has requested:

OSPS Agency E-Reports Available in PDF

Preliminary Run 1

Report ID Report Title

Main Menu

- [agency B010 Batch Time Capture File Controls and Reject Report](#)
- [agency B055RG Employee Time Exception Report](#)
- [agency E120-042A Payroll Exception Report](#)
- [agency E120-042C Payroll Exception Report for DHS](#)
- [agency E120-052A Payroll Exception Report](#)
- [agency E120-052B PEBB Domestic Partner Report](#)
- [agency E397-120-01 Non-Leave Time Report on Holiday](#)

6. Final Run Reports show the reports you would receive for the current final payroll run. Run 1 reports menu screen would look similar to this:

OSPS Agency E-Reports Available in PDF

Final Run 1

Report ID Report Title

Main Menu

- [agency B065C Timesheet Audit and Control](#)
- [agency B075A Gross Pay Adjustments](#)
- [agency B075B Gross Pay Adjustments](#)
- [agency XREF01 Deduction Reconciliation](#)
- [agency XREF43 OSPS Payroll Register - Alpha](#)
- [agency XREF45 OSPS Payroll Register - Check Distribution](#)
- [agency XREF46D OSPS Payroll Register - Employee ID Version](#)
- [agency XREF76 Deduction Register Detail](#)
- [agency XREF90 SFMS - Cost Distribution by AG/Name/EID/Labor Cost/GN/PJ](#)
- [agency XREF96 SFMS - Cost Distribution by AG/Labor Cost/GN/PJ/Name/EID](#)

- a. Leave Accrual Run Reports have a similar menu as above.
7. Once you have identified the report you want to review click on the report name and it will take you to that report. The first page of the pdf reports does not contain report data. Page down to view report.
8. Following are instructions for archiving/saving online reports. Reports are only stored for one month on this web server. For example, Final Run 1 reports will remain on the server until the next Final Run 1. The server will only keep the most current Run1, Run 2, and Leave Accrual reports.

Instructions for archiving/saving reports

1. Access online payroll reports using the pdf reports website. Sign in using user id and password (same as mainframe access).
2. You will want to save all these reports to a secure server or a CD. For a secured server folder set up, consider the following:
 - a. You might first create a folder labeled 'PDF Reports'
 - i. In that folder you can break down reports by month (a folder for each month, e.g. 093010, 103110, etc)
 1. In each month folder, create folders by payroll runs (a separate folder for Prelim Run 1, Final Run 1, Prelim Run 2, Final Run 2, and Leave Accruals)
 2. Place each report in the appropriate folder. If inclined, you may decide to create additional folders to separate certain blocks of reports.
3. Click on the appropriate run to be saved (e.g. Preliminary Run 1 reports) where there are listed all of the reports processed during the run.
4. Open one or two reports to verify that the date on the report corresponds to the run date you are archiving.
5. Once verified, return to the Main Menu, by clicking on the [Main Menu](#) link at the bottom of the webpage. Begin saving reports by highlighting each report and saving to your secured lan or a CD.
 - a. Hold your mouse pointer at the end of the first report name. If the mouse pointer is a hand, move it a little further to the right until it becomes an arrow. Once it is an arrow, hold down the left mouse button and drag it to the left to highlight the name of the report. Once the report is highlighted, unclick the mouse button. With the report name now highlighted, press CTRL + c (copy) or hold down your right mouse button and select Copy from the dropdown menu.
 - b. Now that you copied the report name, hold your mouse pointer over the report name and right click (it doesn't matter if it's a pointer or an arrow because you're using your right mouse click.) Select Save Target As...from the drop down menu. When the Save dialog box opens make sure you are in the secure folder you have created or a CD. Press Ctrl+v, or use the right mouse click method, to paste the report name that you just copied, in the 'File name' field of the Save As dialog box (you may need to delete what is currently in the box file name). Click the Save button or hit enter. This will bring you back to the list where you can continue down the list of reports repeating the procedure of copying and pasting for each report.

Be careful: Make sure the file name you are pasting in the File name slot corresponds to the report you are saving from the list. The file names list is so close together that it's easy to right click on the report above or below and save it under the wrong name.

6. After moving your reports from the online screens to your local network folders or CD, inventory to ensure that you have captured and saved all reports.

Remember: Reports will only be available on the server for a limited amount of time. Please be sure you save your reports to a secured folder or CD before the next run of reports overwrites them.

Electronic Reports Security, Access and Archive Consideration

- Payroll reports may contain Level 3 information.
- Payroll reports should be stored securely with access available to only those who have otherwise been given access to OSPA or agency payroll data/reports.
- LAN files and folders, or CDs should be part of a planned and controlled backup and storage protocol that ensures:
 - Continuing access to reports for payroll staff
 - Security of the data
 - Compliance with archive requirements