

OSCAR Online HR and Payroll Tasks For Business Center Human Resources and Payroll Staff <https://oscar.oregonstate.edu>

The OSCAR (Oregon State Central Administrative Resource) website delivers fill-in forms to the OSU community, plus secure online web tasks for human resources, payroll, and finance business needs. This page is designed to familiarize you with OSCAR as it is used by business center human resources and business center payroll staff.

OSCAR Basics – the Downloadable Fill-in Forms

- Any person may access OSCAR downloadable forms. An A to Z display of all forms is available from the **Downloadable Forms** menu. Use the  buttons for instruction pages.
- Business centers frequently refer faculty and staff to the **Employee Access** menu to complete and print requested forms. The easy-to-publish quick link is <https://oscar.oregonstate.edu/EmployeeAccess>.
- Examples of available forms: direct deposit and online earnings statement authorization, I-9, leave request, name change, personal demographic information, outside activities request, overtime request, sabbatical leave application, telecommuting agreement, timesheets, W-4.

OSCAR Online Web Tasks

- Log in to **myOSU.oregonstate.edu**: from the Admin Tools menu, go directly to OSCAR (or Banner) without entering your ONID user name and password multiple times. You may also log in direct from OSCAR.
- In OSCAR, online **tasks requiring your ONID login are identified by an * next to the task name**. Because tasks contain Banner employee information, they are only available to those who have completed Banner HRIS training and have permission to view this information.
- Examples of tasks: setting up new appointments, job and pay changes, pay requests, terminations.
- **OSCAR tasks are not available when Banner is unavailable.**

Menu selections vary depending on whether you are logged in or not:

- **Business Center Tasks** contains EPAF-enabled tasks (electronic personnel actions); tasks that produce letters or emails, and tasks that update Banner through mass update processes.
- **All other task groups** (displayed on the left side navigation bar) produce paper forms for signature.
- The **“OHR/Payroll Only” task area** has specialized tasks used primarily by business center HR staff.

Tasks are dynamic: internal logic, error checking, embedded calculations, and data from Banner help to ensure that correct information is provided. Some tasks have more logic than others. Do not defeat task logic and calculations by hand-entering revised information on a form; redo the task and produce a correct form.

Use the **OSCAR HELP Menu** for information about having Adobe Reader installed, enabling pop-ups from the OSCAR site, troubleshooting information, and who to contact if you have questions. **All the online task instructions are here in one place**, open to everyone: <https://oscar.oregonstate.edu/help/TaskHelpIndex.aspx>

What Else Should I Know?

- **Help text is available—use it frequently.** Look for the  next to a task question and use the information to assist you.
- Forms produced by online **tasks have transaction numbers**. Some tasks require you to enter the transaction number from a previous task.
- Online tasks won't prevent all errors—do **check your work**. Make sure the position number you entered is consistent with the employee class, or the appointment basis, for example.
- As the task originator, **your name and office phone number will automatically print** on the forms produced by online tasks.



Who are the task experts? As you begin a task, there is an  icon at the top of the task with the name(s) of individuals responsible for answering questions about their business processes.

Behind the OSCAR tasks there is a secure data base. Data from online tasks is stored here and then used to update Banner through EPAFs or mass update processes. In addition to making Banner data available to the OSCAR tasks, we also import data from other systems (such as PeopleAdmin) into OSCAR, saving users from re-entering information and reducing the chance of error.

OSCAR-produced forms, whether from online tasks or fill-in downloadable forms, serve to document a transaction. Many of the forms will become part of an employee's official personnel file in the Nolij document management system. While Banner is a powerful enterprise-wide data base, and our payroll processing system, it is not the legal record for personnel transactions. OSCAR fills that "front end" documentation role.

If you have permission to originate OSCAR tasks enabled with electronic personnel action functionality (EPAF), please consult the **OSCAR EPAF Guide** for more information:

http://oregonstate.edu/dept/computing/train/cbt/hris_banner/EPAF_Training_Originators_BC.pdf