

# NATIONAL FINANCE CENTER PAYROLL PERSONNEL REQUEST FOR SECURITY ACCESS

## SECTION 1. USER INFORMATION

Check this box for multiple users with different or same access. See page 3.

A. NFC USER ID <i>(Existing users)</i>	B. USER NAME	C. SOCIAL SECURITY NUMBER <i>(New federal users only)</i>	D. CONTRACTOR <i>(Y/N)</i>	E. EXPIRATION DATE <i>(Contractor only)</i>	F. USER EMAIL <i>(New users only)</i>

## SECTION 2. ACTION REQUIRED

A. <input type="checkbox"/> ADD <input type="checkbox"/> MODIFY <input type="checkbox"/> DELETE	B. ROLE NAME
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## SECTION 3. ORGANIZATIONAL STRUCTURE

A. DEPARTMENT	B. AGENCY	C. SERVICED AGENCY
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## SECTION 4. LEVEL OF ACCESS

A. ORGANIZATION CODE	B. PERSONNEL OFFICE IDENTIFIER(S) <i>(POI)</i>	C. CONTACT POINTS <i>(required for Star Web)</i>
D. ENVIRONMENT <input type="checkbox"/> PROD <input type="checkbox"/> CUAT		

## SECTION 5. ACCESS TO MAINFRAME PAYROLL PERSONNEL SYSTEMS

Select the application that applies. In the column to the left of each report, please indicate an A, M, or D *(add, modify, or delete)*.

ABCOINQ	DOTSE	PROP
ABCOINQ	Inquiry	Read
ABCOINQ Claims Screens	Update	Update
<b>EPIC Web/EPIC</b> <i>(ORG required)</i>	All <i>(Update and Recert)</i>	<b>SETS</b>
Sensitive	<b>EARN</b> <i>(ORG required)</i>	Read
Non-Sensitive	(Read only) No update	Update
<b>PERSONNEL</b>	<b>RETM</b>	Comment
Read	Read	<b>webTA</b>
Update	Update	HR Admin
<b>PAYROLL</b>	<b>PERHIS</b>	DSA <i>(USDA only)</i>
Read	Sensitive	<b>TRAI</b>
Update	Non-Sensitive	Read
<b>FOCUS</b>	<b>TINQ</b>	Update
LIBRARY	Read	Update
	(No read) Update only	<b>SPPS (Mainframe)</b>
PAYPERS	Sensitive	Non-Sensitive
	<b>IRIS</b> <i>(ORG required)</i>	QSR Inquiry
SALPERS	Sensitive	Non-Sensitive
	Sensitive	QSR Update
PAYTA	Sensitive	Non-Sensitive
	Non-Sensitive	Indebtedness/Death Case <i>(Update only)</i>
PERHIS	Sensitive	Non-Sensitive
	<b>PINQ</b>	<b>SPPS (Web)</b>
<b>CADI</b>	Sensitive	Inquiry
Inquiry	Non-Sensitive	Update
Update	<b>PMSO</b>	Supervisor Approval
Project Report Process <i>(Agencies 07, 32, and 15 only)</i>	Read	<b>STAR Web</b>
<b>CULPRT</b>	Update	Transmit
PACT/PRES Reports	<b>RFQS</b>	Timekeeper
Payroll/Personnel Reports	Read only	Administrator <i>(Contact points required)</i>
	<b>LIST</b> <i>(DOJ, IRS)</i>	<b>TMGT</b>
	Read	Read
	Update	Update

<b>TRAV</b>		<b>UCFE (ORG required)</b>	
	INQUIRY		Read
	ENTRY ( <i>DOJ only</i> )		Update
	Release Authorization		Secure Remarks
	Release Voucher	<b>WTWO</b>	
	ORG:		( <i>ORG/POI required</i> )
	OON: (N/A for Inquiry)		

**SECTION 6. SPECIAL INSTRUCTIONS**

Add other applications and transmissions not listed above, such as CAISDNLD, BEARDNLD, FESI, ETC.

SUPERVISOR'S SIGNATURE

**SECTION 7. APPROVALS (*ASO use only*)**

ASO SIGNATURE ONLY

DATE

**PRIVACY ACT NOTICE:** In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of your Social Security Number is authorized by Executive Order 9397 of November 22, 1943 and 5 U.S.C. 301. The primary purpose of requesting the Social Security Number (SSN) is to properly identify the employee. Many employees have similar names and the furnishing of the SSN will enable USDA to identify authorized users of USDA's computer systems. The information will be used by offices and employees who have a need for the information in the performance of their official duties. The information will not be disclosed outside USDA or the employing agency. Disclosure of your SSN and other information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

LIST MULTIPLE USERS								LEVEL OF ACCESS		
ACTION A/M/D (Add, Modify, Delete)	NFC USER ID (Existing users)	USER NAME	SOCIAL SECURITY NUMBER (New federal users only)	CONTRACTOR (Y/N)	EXPIRATION DATE (Contractor only)	USER EMAIL (New users only)	ROLE NAME	ORG. CODE	POI	CONTACT POINTS
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## APPLICATION DESCRIPTION

- ABCO – Accounts Receivable and Collection Data
- CULPRPT – Standardized System Generated Reports
- CADI – Database Management System which provides the agencies with on-line direct access to budgetary information.
- DOTSE – Document Tracking System
- EARN – Earning Statement System - Payroll/Personnel Inquiries
- EPIC WEB – Entry, Processing, Inquiry, and Correction System
- FOCUS – Ad Hoc Report Generator System
- IRIS – Information Research Inquiry System. Contains 1 year of personnel payroll data and 5 years history.
- PERHIS – History Correction & Cancellation Report
- PINQ – Information Research Inquiry System. Contains 1 year of personnel payroll data and 5 years history
- PMSO – Position Oriented Database Management System
- PROP – Personal Property
- RETM – Retirement Processing System
- RFQS – Remote Forms Queing System.
- RIFR – Reduction in Force
- LIST – An on-line database directory designed and built for the DOJ and IRS, which contains names, addresses, phone numbers, and other pertinent information on employees.
- SETS – Security Entry and Tracking System
- SPPS – Special Payroll Processing System
- STAR – System for Time and Attendance Report
- TINQ – Time Leave Correction
- TMGT – Table Management
- TRAI – A reporting system which provides information on employee training and the ability to enter, correct, store, inquire, and report on training information for employees.
- TRAV – Is an on-line system used to store, inquire, modify, and release travel vouchers and authorizations
- UCFE – Unemployment Compensation-Federal Employees
- webTA – Is a time and attendance system that is hosted by NFC for The Department of Homeland Security (DHS)
- WTWO – W-2 Online Processing System

## INSTRUCTIONS

### SECTION 1. USER INFORMATION

- A. Enter the NFC-assigned access USERID assigned to any individual(s) whose access is being changed. Leave blank for assignment on new requests.
- B. Enter the user's last name, first name, and middle initial, as it appears in the official personnel file.
- C. Enter the user's Social Security Number (SSN) (New users only).
- D. Indicate if the user is a Contractor (Y/N).
- E. System access Expiration Date must be completed for all contractors.
- F. Enter User's Email Address (new users only).

**NOTE:** Check the box for multiple users with different access. See Page 3.

### SECTION 2. ACTION REQUIRED

- A. Check the appropriate box to indicate whether the request is to create a new ID (ADD), modify an existing ID, (MODIFY), or delete an existing ID, (DELETE).
- B. Enter Profile/Role Name (if applicable).

### SECTION 3. ORGANIZATIONAL STRUCTURE

Identify the user's organization.

- A. Department
- B. Agency
- C. Serviced Agency

### SECTION 4. LEVEL OF ACCESS

Define the level of access the user requires.

- A. Organization Code
- B. Personnel Office Identifier(s) (POI)
- C. Contact Points (required for Star Web)
- D. Environment – To request access to the production environment, check the PROD box; to request the pre-production environment, check the CUAT box. Please note both boxes can be checked if appropriate.

**NOTE:** Users that require cross-agency access should list the multiple agencies that are needed. Use the multiple user form as needed.

### SECTION 5. ACCESS TO MAINFRAME PAYROLL PERSONNEL SYSTEMS

Select the required application/capability.

### SECTION 6. SPECIAL INSTRUCTIONS

Add other applications and transmissions not listed above, such as CAISDNLD, BEARDNLD, FESI, ETC. (Enter special instructions if needed.)

### SECTION 7. APPROVALS (Agency Security Officer(ASO) use only)

ASO SIGNATURE only – The ASO must sign their name and date the form where indicated.