

NATIONAL FINANCE CENTER PAYROLL PERSONNEL REQUEST FOR SECURITY ACCESS

SECTION 1. USER INFORMATION

Multiple users who are getting the SAME access can be submitted on an attachment to the form without creating a separate form for each user.

NFC USER ID <i>(Existing users)</i>	USER NAME	SOCIAL SECURITY NUMBER <i>(New federal users only)</i>	CONTRACTOR <i>(Y/N)</i>	EXPIRATION DATE <i>(Contractor only)</i>	USER EMAIL <i>(New users only)</i>
1					

SECTION 2. ACTION REQUIRED

<input type="checkbox"/> ADD <input type="checkbox"/> MODIFY <input type="checkbox"/> DELETE	PROFILE/ROLE NAME(S)
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SECTION 3. ORGANIZATIONAL STRUCTURE

DEPARTMENT	AGENCY	SERVICED AGENCY
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SECTION 4. LEVEL OF ACCESS

ORGANIZATION CODE	PERSONNEL OFFICE IDENTIFIER(S) <i>(POI)</i>	CONTACT POINTS <i>(required for Star Web)</i>
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SECTION 5. ACCESS TO 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	PERHIS	SPPS <i>(Mainframe)</i>
<input type="checkbox"/> ABCOINQ	<input type="checkbox"/> Sensitive	<input type="checkbox"/> Inquiry
<input type="checkbox"/> ABCOINQ Claims Screens	<input type="checkbox"/> Non-Sensitive	<input type="checkbox"/> Update
EPIC Web/DB2EPIC <i>(ORG required)</i>	TINQ	Indebtedness/Death Case
<input type="checkbox"/> Sensitive	<input type="checkbox"/> IRIS <i>(ORG required)</i>	<input type="checkbox"/> SPSS <i>(Web)</i>
<input type="checkbox"/> Non-Sensitive	<input type="checkbox"/> Sensitive-limited <i>(includes Screens 302, 305, 311, and 314)</i>	<input type="checkbox"/> Inquiry
<input type="checkbox"/> Personnel	<input type="checkbox"/> Non-Sensitive	<input type="checkbox"/> Update
<input type="checkbox"/> Read	<input type="checkbox"/> All 300 Sensitive	<input type="checkbox"/> Approval
<input type="checkbox"/> Update	PINQ	STAR Web
<input type="checkbox"/> Payroll	<input type="checkbox"/> Sensitive	<input type="checkbox"/> Transmit
<input type="checkbox"/> Read	<input type="checkbox"/> Non-Sensitive	<input type="checkbox"/> Timekeeper
<input type="checkbox"/> Update	PMSO	<input type="checkbox"/> Administrator <i>(Contact points required)</i>
FOCUS	<input type="checkbox"/> Read	TMGT
<input type="checkbox"/> Read	<input type="checkbox"/> Update	<input type="checkbox"/> Read
<input type="checkbox"/> Update	RFQS	<input type="checkbox"/> Update
CADI	LIST <i>(DOJ, IRS, and NFC only)</i>	TRAV
<input type="checkbox"/> Inquiry	<input type="checkbox"/> Read	<input type="checkbox"/> INQUIRY
<input type="checkbox"/> Update	<input type="checkbox"/> Update	<input type="checkbox"/> ENTRY
<input type="checkbox"/> Project Report Process <i>(Agencies 07, 32, and 15 only)</i>	PROP	<input type="checkbox"/> Authorization
CULPRT	<input type="checkbox"/> Read	<input type="checkbox"/> Voucher
DOTSE	<input type="checkbox"/> Update	<input type="checkbox"/> ORG:
<input type="checkbox"/> Inquiry	SETS	<input type="checkbox"/> OON: <i>(NA for Inquiry)</i>
<input type="checkbox"/> Update	<input type="checkbox"/> Read	FTP
<input type="checkbox"/> All <i>(Update and Recert)</i>	<input type="checkbox"/> Update	<input type="checkbox"/> UCFE <i>(ORG required)</i>
EARN <i>(ORG required)</i>	<input type="checkbox"/> Comment	<input type="checkbox"/> Read
RETM	WebTA <i>(HR Admin Only)</i>	<input type="checkbox"/> Update
<input type="checkbox"/> Read	TRAI	<input type="checkbox"/> Secure Remarks
<input type="checkbox"/> Update	<input type="checkbox"/> Read	WTWO <i>(ORG/POI required)</i>
	<input type="checkbox"/> Update	

SECTION 6. WEB APPLICATIONS

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)*. Agencies should select only applications that they are authorized to have access to.

DIRECT PREMIUM REMITTANCE WEB (DPRW)	INTRADEPARTMENTAL TRANSACTIONS RECONCILIATION SYSTEM (ITRS)	WORKING CAPITAL FUND (FUND)
<input type="checkbox"/> Agency HR	<input type="checkbox"/> Administrator	<input type="checkbox"/> Administrator
<input type="checkbox"/> Auditor	<input type="checkbox"/> OIG Auditor	<input type="checkbox"/> Auditor <i>(all agencies)</i>
<input type="checkbox"/> DPRS Operations	<input type="checkbox"/> Preparer	<input type="checkbox"/> Preparer-GB <i>(Agriculture only)</i>
<input type="checkbox"/> OPM	<input type="checkbox"/> Preparer <i>(Read Only)</i>	<input type="checkbox"/> Preparer-GB+WCF
OCFO FEE (OFEE)		<input type="checkbox"/> Preparer-WCF
<input type="checkbox"/> Agency Approver (CFO)	FINANCIAL STATEMENTS DATA EXCHANGE (FSDE)	<input type="checkbox"/> Reviewer-GB
<input type="checkbox"/> Agency Preparer	<input type="checkbox"/> Administrator	<input type="checkbox"/> Reviewer-GB+WCF
<input type="checkbox"/> OCFO Administrator	<input type="checkbox"/> Agency User	<input type="checkbox"/> Reviewer-WCF
<input type="checkbox"/> OCFO Preparer	<input type="checkbox"/> Auditor	
<input type="checkbox"/> OIG Auditor		

SECTION 7. SPECIAL INSTRUCTIONS

Add other applications and processes not listed above, such as EPIC Refresh, FESI or Name Changes

SECTION 8. APPROVALS (ASO use only)

USER SIGNATURE	DATE
SUPERVISOR AUTHORIZATION	DATE

SECTION 9. AMB USE ONLY

REMEDY TICKET NUMBER	ADMINISTRATOR NAME	DATE
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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.