

# NATIONAL FINANCE CENTER WEB APPLICATIONS REQUEST FOR SECURITY ACCESS FORM

## SECTION 1. USER INFORMATION

Check this box for multiple users with different or same access. See pages 4, 5, or 6.

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 IDENTIFIER/ROLE NAME	C. ENVIRONMENT <input type="checkbox"/> PROD <input type="checkbox"/> CUAT <input type="checkbox"/> TRAINING
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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) (POI)	
C. CONTACT POINTS		
D. EMPLOYING OFFICE	E. ORIGINATING OFFICE NUMBER (OON)	F. AGENCY LOCATION CODE (ALC)

## SECTION 5. REPORTING CENTER

<input type="checkbox"/> SENSITIVE/DETAIL	<input type="checkbox"/> NON-SENSITIVE (DETAIL)	
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In the column to the left of each report, please select an A, M, or D (*add, modify, or delete*)

ADMINISTRATIVE REPORTS	FINANCIAL REPORTS	PERSONNEL REPORTS (ORG and/or POI required - sensitive)
Cost Metrics Reports ( <i>ORG required</i> )	BEAR56 ( <i>ORG and/or POI required sensitive only</i> )	Form 1095-C Employer Provided Health Insurance Offer and Coverage ( <i>ORG and/or POI required - detail and sensitive only</i> )
Energy Reports ( <i>USDA only</i> )		ABCO Forms ( <i>POI required</i> )
Retirement Processing Reports ( <i>ORG and/or POI required</i> )	SF-224 Abstract of Transactions ( <i>Agency-wide only</i> )	W2 Wage & Tax Statement ( <i>ORG and/or POI required - detail only</i> )
GESD Request Tracking Reports ( <i>ORG required</i> )	FSDW Report ( <i>USDA and Agency-wide only</i> )	
T&A Reports ( <i>Employee Office and/or contact point required - detail only</i> )	SF-2812 Reports ( <i>Department-wide only</i> )	
OTRS Reports ( <i>ALC required</i> )	Statement of Earnings & Leave ( <i>ORG and/or POI required - detail only</i> )	<b>WORKFORCE REPORTS</b> ( <i>ORG and/or POI required - sensitive</i> )
Outstanding Travel Advances ( <i>USDA only and OON required</i> )		

REMARKS

## SECTION 6. OTHER AVAILABLE APPLICATIONS

Select the application that applies. Agencies should only select applications that they are authorized to have access to.

<b>OCFO FEE (OFEE)</b> ( <i>USDA and - Agency-wide only</i> ) <input type="checkbox"/> Agency Approver (CFO) <input type="checkbox"/> Agency Preparer <input type="checkbox"/> OCFO Administrator <input type="checkbox"/> OCFO Preparer <input type="checkbox"/> OIG Auditor	<b>FINANCIAL STATEMENTS DATA EXCHANGE (FSDE)</b> ( <i>USDA only</i> ) <input type="checkbox"/> Administrator <input type="checkbox"/> Agency User <input type="checkbox"/> Auditor  <b>webTA</b> <input type="checkbox"/> USDA <input type="checkbox"/> DOJ <input type="checkbox"/> DSA ( <i>USDA only</i> ) <input type="checkbox"/> HR Admin	<b>WORKING CAPITAL FUND (FUND)</b> ( <i>USDA only</i> ) <input type="checkbox"/> Administrator <input type="checkbox"/> Auditor ( <i>all agencies</i> ) <input type="checkbox"/> Preparer-GB <input type="checkbox"/> Reviewer-GB  <b>PAYCHECK8</b> <input type="checkbox"/> Agency Connect HR Admin  <b>DIRECT PREMIUM REMITTANCE WEB (DPRW)</b> ( <i>POI required</i> ) <input type="checkbox"/> Agency HR <input type="checkbox"/> OPM
<b>INTRADPARTMENTAL TRANSACTIONS RECONCILIATION SYSTEM (ITRS)</b> ( <i>USDA only</i> ) <input type="checkbox"/> Administrator <input type="checkbox"/> OIG Auditor <input type="checkbox"/> Preparer		

REMARKS

**SECTION 7. INSIGHT** Check this box for multiple users with different or same access. See page 7.**INSIGHT APPLICATIONS**

As applicable to the user, mark each box with an X or the otherwise appropriate information.

**OBIEE ROLES - Must select ONLY ONE from this category.** AUTHOR - Create, Edit, Share Reports CONSUMER - View Detailed and Summary Data CONSUMER - View Summary Data ONLY**ROLE BASED ACCESS** (As applicable to the user, mark each box with an X). \*\*\* If "Personnel - All" is selected, you do not need to select other Personnel roles. PERSONNEL - ALL

Grants access to all personnel related data.

 PERSONNEL - BASIC

Grants access to all personnel related data with the exception of the Personnel Roles: Diversity, PII, Union Designation, Disability/Veterans Designation.

 PERSONNEL - DIVERSITY

Grants access to view Ethnicity and Race information.

 PERSONNEL - SOCIAL SECURITY NUMBER

Grants access to view social security number only.

 PERSONNEL - UNION DESIGNATION

Grants access to view Union information.

 PERSONNEL - DISABILITY AND VETERANS DESIGNATION

Grants access to view Disability and Veterans Designation information.

 PERSONNEL - OTHER SENSITIVE

Grants access to view additional sensitive information such as Performance Ratings and Wage Garnishment Data.

 ABCO

Grants access to accounts billing and collections information.

 ABCO Claims

Grants access to Non-Sensitive ABCO Claims information.

 PAYTA (To view Personnel data in PAYTA, select the appropriate sub-role above.)

Grants access to Payroll and Time and Attendance data.

 PMSO (To view Position sub-role data in PMSO, select the appropriate sub-role above.)

Grants access to Position Management data.

 EmpowHR (To view EmpowHR sub-role data in Work Force Profile, select the appropriate sub-role above.)

Grants access to EmpowHR data.

 TMGT

Grants access to table management data.

 MASC

Grants access to Management Accounting Structure Codes System data.

 SETS

Grants access to Security Entry Tracking.

 RETM Master

Grants access to RETM Master

 RETM Claims

Grants access to RETM Claims

 webTA - Non Sensitive

Grants access to webTA

 webTA - Sensitive

Grants access to webTA

ADDITIONAL NOTES:



## MULTIPLE USERS FOR REPORTING CENTER

LIST MULTIPLE USERS							LEVEL OF ACCESS			
ACTION A/M/D <i>(Add, Modify, Delete)</i>	NFC USER ID <i>(Existing users)</i>	USER NAME	SOCIAL SECURITY NUMBER <i>(New federal users only)</i>	CONTRACTOR (Y/N)	EXPIRATION DATE <i>(Contractor only)</i>	USER EMAIL <i>(New users only)</i>	ALC	ORG. CODE	POI	CONTACT POINTS
1										
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## MULTIPLE USERS FOR OTHER AVAILABLE APPLICATIONS

LIST MULTIPLE USERS										
ACTION A/M/D <small>(Add, Modify, Delete)</small>	NFC USER ID <small>(Existing users)</small>	USER NAME	SOCIAL SECURITY NUMBER <small>(New federal users only)</small>	USER EMAIL <small>(New users only)</small>	ORG/ POI	OFEE	DPRW	ITRS	FSDE	FUND
1						<input type="checkbox"/> Agency Approver (CFO) <input type="checkbox"/> Agency Preparer <input type="checkbox"/> OCFO Administrator <input type="checkbox"/> OCFO Preparer <input type="checkbox"/> OIG Auditor	<input type="checkbox"/> Agency HR <input type="checkbox"/> OPM	<input type="checkbox"/> Administrator <input type="checkbox"/> OIG Auditor <input type="checkbox"/> Preparer	<input type="checkbox"/> Administrator <input type="checkbox"/> Agency User <input type="checkbox"/> Auditor	<input type="checkbox"/> Administrator <input type="checkbox"/> Auditor <i>(all agencies)</i> <input type="checkbox"/> Preparer-GB <input type="checkbox"/> Reviewer-GB
2						<input type="checkbox"/> Agency Approver (CFO) <input type="checkbox"/> Agency Preparer <input type="checkbox"/> OCFO Administrator <input type="checkbox"/> OCFO Preparer <input type="checkbox"/> OIG Auditor	<input type="checkbox"/> Agency HR <input type="checkbox"/> OPM	<input type="checkbox"/> Administrator <input type="checkbox"/> OIG Auditor <input type="checkbox"/> Preparer	<input type="checkbox"/> Administrator <input type="checkbox"/> Agency User <input type="checkbox"/> Auditor	<input type="checkbox"/> Administrator <input type="checkbox"/> Auditor <i>(all agencies)</i> <input type="checkbox"/> Preparer-GB <input type="checkbox"/> Reviewer-GB
3						<input type="checkbox"/> Agency Approver (CFO) <input type="checkbox"/> Agency Preparer <input type="checkbox"/> OCFO Administrator <input type="checkbox"/> OCFO Preparer <input type="checkbox"/> OIG Auditor	<input type="checkbox"/> Agency HR <input type="checkbox"/> OPM	<input type="checkbox"/> Administrator <input type="checkbox"/> OIG Auditor <input type="checkbox"/> Preparer	<input type="checkbox"/> Administrator <input type="checkbox"/> Agency User <input type="checkbox"/> Auditor	<input type="checkbox"/> Administrator <input type="checkbox"/> Auditor <i>(all agencies)</i> <input type="checkbox"/> Preparer-GB <input type="checkbox"/> Reviewer-GB
4						<input type="checkbox"/> Agency Approver (CFO) <input type="checkbox"/> Agency Preparer <input type="checkbox"/> OCFO Administrator <input type="checkbox"/> OCFO Preparer <input type="checkbox"/> OIG Auditor	<input type="checkbox"/> Agency HR <input type="checkbox"/> OPM	<input type="checkbox"/> Administrator <input type="checkbox"/> OIG Auditor <input type="checkbox"/> Preparer	<input type="checkbox"/> Administrator <input type="checkbox"/> Agency User <input type="checkbox"/> Auditor	<input type="checkbox"/> Administrator <input type="checkbox"/> Auditor <i>(all agencies)</i> <input type="checkbox"/> Preparer-GB <input type="checkbox"/> Reviewer-GB
5						<input type="checkbox"/> Agency Approver (CFO) <input type="checkbox"/> Agency Preparer <input type="checkbox"/> OCFO Administrator <input type="checkbox"/> OCFO Preparer <input type="checkbox"/> OIG Auditor	<input type="checkbox"/> Agency HR <input type="checkbox"/> OPM	<input type="checkbox"/> Administrator <input type="checkbox"/> OIG Auditor <input type="checkbox"/> Preparer	<input type="checkbox"/> Administrator <input type="checkbox"/> Agency User <input type="checkbox"/> Auditor	<input type="checkbox"/> Administrator <input type="checkbox"/> Auditor <i>(all agencies)</i> <input type="checkbox"/> Preparer-GB <input type="checkbox"/> Reviewer-GB

**MULTIPLE USERS FOR webTA/PAYCHECK8**

LIST MULTIPLE USERS			
ACTION A/M/D <i>(Add, Modify, Delete)</i>	INSTANCE	USER NAME	APPLICATION ROLE
	USDA		HR Admin ( <i>webTA</i> )
	DOJ		DSA ( <i>webTA</i> ) ( <i>USDA only</i> )
			Agency connect HR Admin ( <i>Paycheck8</i> )
	USDA		HR Admin ( <i>webTA</i> )
	DOJ		DSA ( <i>webTA</i> ) ( <i>USDA only</i> )
			Agency connect HR Admin ( <i>Paycheck8</i> )
	USDA		HR Admin ( <i>webTA</i> )
	DOJ		DSA ( <i>webTA</i> ) ( <i>USDA only</i> )
			Agency connect HR Admin ( <i>Paycheck8</i> )
	USDA		HR Admin ( <i>webTA</i> )
	DOJ		DSA ( <i>webTA</i> ) ( <i>USDA only</i> )
			Agency connect HR Admin ( <i>Paycheck8</i> )
	USDA		HR Admin ( <i>webTA</i> )
	DOJ		DSA ( <i>webTA</i> ) ( <i>USDA only</i> )
			Agency connect HR Admin ( <i>Paycheck8</i> )
	USDA		HR Admin ( <i>webTA</i> )
	DOJ		DSA ( <i>webTA</i> ) ( <i>USDA only</i> )
			Agency connect HR Admin ( <i>Paycheck8</i> )
	USDA		HR Admin ( <i>webTA</i> )
	DOJ		DSA ( <i>webTA</i> ) ( <i>USDA only</i> )
			Agency connect HR Admin ( <i>Paycheck8</i> )
	USDA		HR Admin ( <i>webTA</i> )
	DOJ		DSA ( <i>webTA</i> ) ( <i>USDA only</i> )
			Agency connect HR Admin ( <i>Paycheck8</i> )
	USDA		HR Admin ( <i>webTA</i> )
	DOJ		DSA ( <i>webTA</i> ) ( <i>USDA only</i> )
			Agency connect HR Admin ( <i>Paycheck8</i> )
	USDA		HR Admin ( <i>webTA</i> )
	DOJ		DSA ( <i>webTA</i> ) ( <i>USDA only</i> )
			Agency connect HR Admin ( <i>Paycheck8</i> )

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## MULTIPLE USERS FOR INSIGHT

LIST MULTIPLE USERS					USER ROLES	ROLE LEVELS
ACTION A/M/D <i>(Add, Modify, Delete)</i>	NFC USER ID <i>(Existing users)</i>	USER NAME	USER EMAIL <i>(New users only)</i>	ORG/ POI		
1					<input type="checkbox"/> AUTHOR - Create, Edit, Share Reports <input type="checkbox"/> CONSUMER -View Detailed and Summary Data <input type="checkbox"/> CONSUMER - View Summary Data ONLY	<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> PERSONNEL - ALL  <input type="checkbox"/> PERSONNEL - BASIC  <input type="checkbox"/> PERSONNEL - DIVERSITY  <input type="checkbox"/> PERSONNEL - SOCIAL SECURITY NUMBER  <input type="checkbox"/> PERSONNEL - UNION DESIGNATION  <input type="checkbox"/> PERSONNEL - DISABILITY AND VETERANS DESIGNATION  <input type="checkbox"/> PERSONNEL - OTHER SENSITIVE  <input type="checkbox"/> ABCO  <input type="checkbox"/> ABCO Claims                             </div> <div style="width: 30%;"> <input type="checkbox"/> PAYTA  <input type="checkbox"/> PMSO  <input type="checkbox"/> EMPOWHR  <input type="checkbox"/> TMGT  <input type="checkbox"/> MASC  <input type="checkbox"/> SETS  <input type="checkbox"/> RETM Master  <input type="checkbox"/> RETM Claims  <input type="checkbox"/> webTA Non-Sensitive  <input type="checkbox"/> webTA Sensitive                             </div> </div>
2					<input type="checkbox"/> AUTHOR - Create, Edit, Share Reports <input type="checkbox"/> CONSUMER -View Detailed and Summary Data <input type="checkbox"/> CONSUMER - View Summary Data ONLY	<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> PERSONNEL - ALL  <input type="checkbox"/> PERSONNEL - BASIC  <input type="checkbox"/> PERSONNEL - DIVERSITY  <input type="checkbox"/> PERSONNEL - SOCIAL SECURITY NUMBER  <input type="checkbox"/> PERSONNEL - UNION DESIGNATION  <input type="checkbox"/> PERSONNEL - DISABILITY AND VETERANS DESIGNATION  <input type="checkbox"/> PERSONNEL - OTHER SENSITIVE  <input type="checkbox"/> ABCO  <input type="checkbox"/> ABCO Claims                             </div> <div style="width: 30%;"> <input type="checkbox"/> PAYTA  <input type="checkbox"/> PMSO  <input type="checkbox"/> EMPOWHR  <input type="checkbox"/> TMGT  <input type="checkbox"/> MASC  <input type="checkbox"/> SETS  <input type="checkbox"/> RETM Master  <input type="checkbox"/> RETM Claims  <input type="checkbox"/> webTA Non-Sensitive  <input type="checkbox"/> webTA Sensitive                             </div> </div>
3					<input type="checkbox"/> AUTHOR - Create, Edit, Share Reports <input type="checkbox"/> CONSUMER -View Detailed and Summary Data <input type="checkbox"/> CONSUMER - View Summary Data ONLY	<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> PERSONNEL - ALL  <input type="checkbox"/> PERSONNEL - BASIC  <input type="checkbox"/> PERSONNEL - DIVERSITY  <input type="checkbox"/> PERSONNEL - SOCIAL SECURITY NUMBER  <input type="checkbox"/> PERSONNEL - UNION DESIGNATION  <input type="checkbox"/> PERSONNEL - DISABILITY AND VETERANS DESIGNATION  <input type="checkbox"/> PERSONNEL - OTHER SENSITIVE  <input type="checkbox"/> ABCO  <input type="checkbox"/> ABCO Claims                             </div> <div style="width: 30%;"> <input type="checkbox"/> PAYTA  <input type="checkbox"/> PMSO  <input type="checkbox"/> EMPOWHR  <input type="checkbox"/> TMGT  <input type="checkbox"/> MASC  <input type="checkbox"/> SETS  <input type="checkbox"/> RETM Master  <input type="checkbox"/> RETM Claims  <input type="checkbox"/> webTA Non-Sensitive  <input type="checkbox"/> webTA Sensitive                             </div> </div>

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## MULTIPLE USERS FOR EMPOWHR

LIST MULTIPLE USERS							
ACTION A/M/D <small>(Add, Modify, Delete)</small>	EMPLOYEE ID	USER NAME	USER EMAIL ADDRESS <small>(New users only)</small>	EmpowHR PRIMARY PERMISSION LIST	EmpowHR ROW LEVEL SECURITY	APPLICATION ROLES	ID TYPE <small>(Employee or Non)</small>
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**Administrative Reports**

Bear56 Report  
 Cost Metrics Reports  
 E&L Statement Metrics  
 W-2 Processing Metrics  
 T&A Reject Report  
 T&A YTD Reject Report  
 Energy Data Download  
 Energy Detail  
 Energy Summary  
 Retirement Processing Reports  
 GESD Request Tracking Report  
 T & A Reports  
 T&A LEAVE ERROR  
 T&A ERROR ANALYSIS  
 T&A MISSING PERSONNEL ACTIONS  
 T&A'S NOT RECEIVED BY NFC  
 OTRS/IPAC Reports  
 Telephone Download  
 Telephone Over The Max Limit Report  
 Outstanding Travel Advances  
 Utility Vendor (UTVN) Reports

**Financial Reports:**

ABCO Delinquent Accts Receivable  
 SF-244 Abstract of Transactions  
 FSDW Reports  
 FSDW ABNORMAL BALANCE BY TREAS  
 SYM  
 FSDW ABNORMAL BALANCE BY FUND  
 FSDW ADJUSTMENTS REPORT  
 FSDW CONSOLIDATED FINANCIAL  
 STATEMENTS  
 FSDW CONSOLIDATING FINANCIAL  
 STATEMENTS  
 FSDW CROSSWALK TRIAL BALANCE  
 FSDW ELIMINATIONS REPORT  
 FSDW FINANCIAL STMT CONSISTENCY  
 REPORT  
 FSDW GL ACCOUNT TRIAL BALANCE  
 FSDW PRELIMINARY FINANCIAL  
 STATEMENTS  
 FSDW TRIAL BALANCE  
 FSDW TRIAL BALANCE BY TREASURY  
 SYMBOL  
 FSDW SF 133  
 FSDW BR & SF133 COMPARISON  
 FSDW FMS 2108  
 FSDW FACTS I FILE  
 SF-2812 Reports  
 Personal Benefit Statement  
 Statements of Earning and Leave  
 E&L Statement Metrics  
 W2 Wage and Tax Statement  
 FORM 1095-C (Employer-Provided Health  
 Insurance Offer and Coverage)

**Personnel Reports:**

All Actions  
 All Actions Minority Profile  
 Hires  
 Hires Minority Profile  
 Promotions  
 Promotions Minority Profile  
 Separations  
 Separations Minority Profile

**Workforce Reports:**

1102/1105 SERIES LISTING  
 AGE PROFILE REPORT  
 CPDF ERROR REPORT  
 CANCELLATION PAYMENTS  
 DOTS REPORT  
 CIVILIAN EMPLOYMENT REPORT  
 (SF-113A)  
 CIVILIAN EMPLOYMENT REPORT  
 (SF-113G)  
 COMP TIME – CURRENT  
 BALANCE  
 COMP TIME – REGULAR COMP  
 TIME DATA  
 COMP TIME – REGULAR EARNED  
 AND USED  
 COMP TIME – TRAVEL COMP  
 TIME DATA  
 DENTAL PLAN PAYMENT REPORT  
 DENTAL VISION PLAN REPORT  
 DUES WITHHELD REPORT  
 EPP ESS TRANSACTION  
 EPP USAGE STATISTICS  
 EDUCATION LEVEL PROFILE  
 REPORT  
 EMPLOYEE SEARCH (BY NAME)  
 REPORT  
 EMPLOYEE SEARCH (BY SSNO)  
 REPORT  
 EMPLOYMENT BY DISABILITY  
 CODE REPORT  
 EMPLOYMENT CHANGES  
 FLEX FUND  
 GAINS AND LOSSES  
 GENDER PROFILE REPORT  
 GRADE DISTRIBUTION REPORT  
 GRADES ACROSS MINORITY AND  
 GENDER REPORT  
 GRADE RANGE REPORT  
 HOLIDAY TIME COSTS  
 LEAVE BALANCES REPORT  
 LEAVE LIABILITY REPORT  
 LENGTH OF SERVICE PROFILE  
 REPORT  
 LIFE INSURANCE LISTING  
 REPORT

MINORITY PROFILE REPORT  
 MISC PERSONNEL/PAYROLL  
 (STARTUP 1)  
 MD-715 EEOC WORKFORCE DATA  
 NON-PAY HOURS REPORT  
 OCCUPATIONAL CATEGORIES PROFILE  
 OCCUPATIONAL SERIES LISTING  
 OFFICIAL TIME FOR UNION BUSINESS  
 ORGANIZATION PROFILE REPORT  
 OVERDUE PERFORMANCE  
 APPRAISALS  
 OVERTIME COSTS  
 PATCO PROFILE BY OCCUPATIONAL  
 SERIES  
 PAID LISTING (STARTUP 17)  
 PAY PLAN AND GRADE DISTRIBUTION  
 REPORT  
 POSITION ORGANIZATION LISTING  
 (EPOL)  
 PROJECTED PROMOTION/WGIs  
 RETIREMENT ELIGIBILITY REPORT  
 ROSTER OF EMPLOYEES REPORT  
 SALARY LISTING  
 SALARY SUMMARY REPORT  
 TABLE 74-OFFICIAL TITLES AND TITLE  
 CODES  
 TABLE 76-WORKING TITLES AND TITLE  
 CODES  
 TELEWORK REPORT  
 UNION ACTIVITY EXCEPTION REPORT  
 UNION ROSTER AND ACTIVITY  
 REPORT  
 USE OR LOSE LEAVE REPORT  
 WORK YEARS AND PERSONNEL COSTS  
 REPORT  
 WORKFORCE ANALYSIS