

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

SECTION 2. ACTION REQUIRED

A.	ADD MODIFY	DELETE REESTABLISH	B. ROLE IDENTIFIER/ROLE NAME	C. ENVIRONMENT <input type="checkbox"/> PROD <input type="checkbox"/> CUAT <input type="checkbox"/> PARALLEL <input type="checkbox"/> TRAINING
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SECTION 3. ORGANIZATIONAL STRUCTURE

A. DEPARTMENT	B. AGENCY	C. SERVICED AGENCY

SECTION 4. LEVEL OF ACCESS

A. ORGANIZATION CODE	B. PERSONNEL OFFICE IDENTIFIER(S) (POI)	C. CONTACT POINTS (required for Star Web)

SECTION 5. ACCESS TO MAINFRAME PAYROLL PERSONNEL SYSTEMS

Select the application that applies. In the column to the left of each report, please select A (Add), M (Modify), or D (Delete).

ABCO (ORG required)					TRA1 (ORG/POI required)		SETS (ORG/POI required)			
	Read					Read				
	Claims Screens					Update				
EPIC Web (ORG/POI required)					FESI			Comment		
	Non-Sensitive					PINE Upload		SETS Web (ORG required/USDA only)		
	Sensitive					PMSO Upload			Auditor (Read)	
	PERSONNEL					TMGT Download			HR User	
	Read					Daily Download			PDSD User	
	Update				PERHIS (ORG/POI required)			PDSD Admin		
	PAYROLL					Non-Sensitive			Agency/Security POC	
	Read					Sensitive		DOTSE (ORG/POI required)		
	Update				TINQ (ORG/POI required)			Read		
FOCUS						Update			Update	
LIBRARY			Read		Update	IRIS (ORG/POI required)			All (Update and Recert)	
	PAYPERS		Non-Sensitive		Sensitive		Non-Sensitive		SPPS Mainframe (ORG/POI required)	
	SALPERS		Non-Sensitive		Sensitive		Sensitive			QSR Read
	PAYTA		Non-Sensitive		Sensitive	IRIS Web (ORG/POI required)			QSR Update	
	PERHIS		Non-Sensitive		Sensitive		Non-Sensitive			Indebtedness/Death Case (Update only)
CADI (ORG required)						Sensitive		SPPS Web (ORG/POI required)		
	Read				PINQ (ORG/POI required)			Read		
	Update					Non-Sensitive			Update	
	Project Report Process (Agencies 07, 32, and 15 only)					Sensitive			Supervisor Approval	
CULPRPT					PMSO (ORG/POI required)			Certify		
	Payroll/Personnel Reports (E series)					Read		STAR Web		
	PACT/PRES Reports (P series)					Update			Transmit	
	Error Suspense Reports (U series)				RFQS (ORG/POI required)			Timekeeper		
RETM (ORG/POI required)						Read			Administrator (Contact points required)	
	Read				TMGT (ORG/POI required)		UCFE (ORG/POI required)			
	Update					Read			Read	
LIST (DOJ, IRS) (ORG/POI required)						Update			Update	
	Read				WTWO (ORG/POI required)			Secure Remarks		
	Update					Read				

SECTION 6. SPECIAL INSTRUCTIONS

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

SUPERVISOR'S SIGNATURE

SECTION 7. APPROVALS (ASO use only)

Authorizing this form acknowledges that the business requirements have been reviewed and adhere to the agency business requirements and federal regulatory requirements of least privileges.

ASO SIGNATURE ONLY

DATE

Send SETS Web request to PERSEC@USDA.GOV

PDSD SIGNATURE (SETS WEB approval only)

DATE

Send Robotic Process Automation (RPA) request to NFC.GESDRequest@usda.gov

NFC APPLICATION OWNER SIGNATURE (RPA BOTS only)

PRIVACY ACT NOTICE: In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of your Social Security Number (SSN) is authorized by Executive Order 9397 of November 22, 1943 and 5 U.S.C. 301. The primary purpose of requesting the 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 IDENTIFIER	ORG. CODE	POI	CONTACT POINTS
	1									
	2									
	3									
	4									
	5									
	6									
	7									
	8									
	9									
	10									
	11									
	12									
	13									
	14									
	15									
	16									

APPLICATION DESCRIPTION

ABCO – Accounts Receivable and Collection Data
CULPRPT – Standardized System Generated Reports
CADI – Central Accounting Database Inquiry
DOTSE – Document Tracking System
EPIC WEB – Entry, Processing, Inquiry, and Correction System
FESI – Front End System Interface
FOCUS – Ad Hoc Report Generator System
IRIS – Information Research Inquiry System
PERHIS – History Correction & Cancellation Report
PINC – Information Research Inquiry System
PMSO – Position Oriented Database Management System
RETM – Retirement Processing System
RFQS – Remote Forms Queuing System
RIFR – Reduction in Force
LIST – Locator Information System
SETS – Security Entry and Tracking System
SPPS – Special Payroll Processing System
STAR – System for Time and Attendance Report
TINC – Time Leave Correction
TMGT – Table Management
TRAI – Training Information System
UCFE – Unemployment Compensation-Federal Employees
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), delete an existing ID, (DELETE), or reestablish ID, (REESTABLISH).
- B. Enter Role Identifier/Role Name.
- C. Environment – To request access to the production environment, check the PROD box. To request the pre-production environment, check the CUAT box. To request the training environment, check the training box. Please note all boxes can be checked if appropriate.

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)

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, 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.

(Personnel and Document Security Division (PDSD) use only)

PDSD SIGNATURE only – The PDSD must sign their name for SETSWEB request.

(Robotic Process Automation (RPA) use only)

NFC APPLICATION OWNER SIGNATURE only – The application owner must sign for Robotic Process Automation request.