

# 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.        ADD                      DELETE MODIFY                    REESTABLISH	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 <i>(required for Star Web)</i>
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## 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).

ABC0 (ORG required)	TRAI (ORG/POI required)	SETS (ORG/POI required)
Read	Read	Read
Claims Screens	Update	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	PDS User
Update	PERHIS (ORG/POI required)	PDS 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
SALPERS	Non-Sensitive	Sensitive
PAYTA	Non-Sensitive	Sensitive
PERHIS	Non-Sensitive	Sensitive
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](mailto:PERSEC@USDA.GOV)

PDSD SIGNATURE (SETS WEB approval only)

DATE

Send Robotic Process Automation (RPA) request to [NFC.GESDRequest@usda.gov](mailto: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										
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## 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  
TINQ – 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.