

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. 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)
<input type="checkbox"/> Cost Metrics Reports (<i>ORG required</i>)	<input type="checkbox"/> BEAR56 (<i>ORG and/or POI required sensitive only</i>)	<input type="checkbox"/> Form 1095-C Employer Provided Health Insurance Offer and Coverage (<i>ORG and/or POI required - detail and sensitive only</i>)
<input type="checkbox"/> Energy Reports (<i>USDA only</i>)	<input type="checkbox"/> SF-224 Abstract of Transactions (<i>Agency-wide only</i>)	<input type="checkbox"/> ABCO Forms (<i>POI required</i>)
<input type="checkbox"/> Retirement Processing Reports (<i>ORG and/or POI required</i>)	<input type="checkbox"/> SF-2812 Reports (<i>Department-wide only</i>)	<input type="checkbox"/> W2 Wage & Tax Statement (<i>ORG and/or POI required - detail only</i>)
<input type="checkbox"/> T&A Reports (<i>Employee Office and/or contact point required - detail only</i>)	<input type="checkbox"/> Statement of Earnings & Leave (<i>ORG and/or POI required - detail only</i>)	<input type="checkbox"/> WORKFORCE REPORTS (<i>ORG and/or POI required - sensitive</i>)
<input type="checkbox"/> OTRS Reports (<i>ALC 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.

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

- | | |
|--|--|
| <input type="checkbox"/> PERSONNEL - ALL | <input type="checkbox"/> PAYTA |
| <input type="checkbox"/> PERSONNEL - BASIC | <input type="checkbox"/> PMSO |
| <input type="checkbox"/> PERSONNEL - DIVERSITY | <input type="checkbox"/> EmpowHR |
| <input type="checkbox"/> PERSONNEL - SOCIAL SECURITY NUMBER | <input type="checkbox"/> TMGT |
| <input type="checkbox"/> PERSONNEL - UNION DESIGNATION | <input type="checkbox"/> MASC |
| <input type="checkbox"/> PERSONNEL - DISABILITY AND VETERANS DESIGNATION | <input type="checkbox"/> RETM |
| <input type="checkbox"/> PERSONNEL - OTHER SENSITIVE | <input type="checkbox"/> webTA - Non Sensitive |
| <input type="checkbox"/> ABCO Receivables | <input type="checkbox"/> webTA - Sensitive |
| <input type="checkbox"/> ABCO Claims | |

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										
2										
3										
4										
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7										
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15										
16										

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 <small>(Add, Modify, Delete)</small>	INSTANCE	USER NAME	APPLICATION ROLE
	USDA		HR Admin (<i>webTA</i>)
	NON-USDA		Agency connect HR Admin (<i>Paycheck8</i>)
	SBA		
	DOJ		
	USDA		HR Admin (<i>webTA</i>)
	NON-USDA		Agency connect HR Admin (<i>Paycheck8</i>)
	SBA		
	DOJ		
	USDA		HR Admin (<i>webTA</i>)
	NON-USDA		Agency connect HR Admin (<i>Paycheck8</i>)
	SBA		
	DOJ		
	USDA		HR Admin (<i>webTA</i>)
	NON-USDA		Agency connect HR Admin (<i>Paycheck8</i>)
	SBA		
	DOJ		
	USDA		HR Admin (<i>webTA</i>)
	NON-USDA		Agency connect HR Admin (<i>Paycheck8</i>)
	SBA		
	DOJ		
	USDA		HR Admin (<i>webTA</i>)
	NON-USDA		Agency connect HR Admin (<i>Paycheck8</i>)
	SBA		
	DOJ		
	USDA		HR Admin (<i>webTA</i>)
	NON-USDA		Agency connect HR Admin (<i>Paycheck8</i>)
	SBA		
	DOJ		
	USDA		HR Admin (<i>webTA</i>)
	NON-USDA		Agency connect HR Admin (<i>Paycheck8</i>)
	SBA		
	DOJ		
	USDA		HR Admin (<i>webTA</i>)
	NON-USDA		Agency connect HR Admin (<i>Paycheck8</i>)
	SBA		
	DOJ		
	USDA		HR Admin (<i>webTA</i>)
	NON-USDA		Agency connect HR Admin (<i>Paycheck8</i>)
	SBA		
	DOJ		
	USDA		HR Admin (<i>webTA</i>)
	NON-USDA		Agency connect HR Admin (<i>Paycheck8</i>)
	SBA		
	DOJ		
	USDA		HR Admin (<i>webTA</i>)
	NON-USDA		Agency connect HR Admin (<i>Paycheck8</i>)
	SBA		
	DOJ		
	USDA		HR Admin (<i>webTA</i>)
	NON-USDA		Agency connect HR Admin (<i>Paycheck8</i>)
	SBA		
	DOJ		
	USDA		HR Admin (<i>webTA</i>)
	NON-USDA		Agency connect HR Admin (<i>Paycheck8</i>)
	SBA		
	DOJ		
	USDA		HR Admin (<i>webTA</i>)
	NON-USDA		Agency connect HR Admin (<i>Paycheck8</i>)
	SBA		
	DOJ		

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: 60%;"> <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 Receivables <input type="checkbox"/> ABCO Claims </div> <div style="width: 35%;"> <input type="checkbox"/> PAYTA <input type="checkbox"/> PMSO <input type="checkbox"/> EMPOWHR <input type="checkbox"/> TMGT <input type="checkbox"/> MASC <input type="checkbox"/> RETM <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: 60%;"> <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 Receivables <input type="checkbox"/> ABCO Claims </div> <div style="width: 35%;"> <input type="checkbox"/> PAYTA <input type="checkbox"/> PMSO <input type="checkbox"/> EMPOWHR <input type="checkbox"/> TMGT <input type="checkbox"/> MASC <input type="checkbox"/> RETM <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: 60%;"> <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 Receivables <input type="checkbox"/> ABCO Claims </div> <div style="width: 35%;"> <input type="checkbox"/> PAYTA <input type="checkbox"/> PMSO <input type="checkbox"/> EMPOWHR <input type="checkbox"/> TMGT <input type="checkbox"/> MASC <input type="checkbox"/> RETM <input type="checkbox"/> webTA Non-Sensitive <input type="checkbox"/> webTA Sensitive </div> </div>

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>
1							
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28							
29							
30							

Administrative Reports

Bear56 Report
 Cost Metrics Reports
 Energy Data Download
 Energy Detail
 Energy Summary
 OTRS/IPAC
 Retirement Metrics
 T&A Error Analysis
 T&A Missing Personnel Actions
 T&A Reject Report
 T&A YTD Reject Report
 T&As Not Received by NFC

Financial Reports

1095-C Statement Research
 ABCO Forms
 Payroll Listing for W-2 Research
 Personal Benefits Statement
 SF 2812 Reports
 SF-224 Scap5D Attachments
 Statement of Earnings and Leave
 W2 Wage and Tax Statement

Personnel Action 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
 ACT 32 PA Local Tax
 Age Profile
 CPDF Error Report

Canc. Payments Req.
 Agcy Action(DOTS)
 Civilian Employment
 (SF-113A) report
 Civilian Employment
 (SF-113G)report
 Comp Time - Current Balance
 Comp Time - Regular Comp
 Time Data
 Comp Time - Regular Earned
 and Used
 Comp Time - Travel Comp
 Time Data
 Dental/Vision Plan Report
 Dues Withheld
 EPP ESS Transaction
 EPP Usage Statistics
 Earnings Limitation Report
 Education Level Profile
 Employee Search (By Name)
 Employee Search (By SSNO)
 Employment Changes
 Employment by Disability Code
 FEHB and FEGLI Counters
 (LWOP)
 Flex Fund
 Gains and Losses
 Gender Profile
 Grade Distribution 2.0
 Grade Range
 Grades Across Minority
 and Gender
 Holiday Time Costs
 Leave Balances
 Leave Liability
 Length of Service Profile
 Life Insurance Listing
 Long Term Care
 Lump Sum Annual Leave
 Payments

MD-715 - EEOC Workforce Data
 Minority Profile
 Misc Personnel/Payroll (Startup 1)
 Non-Pay Hours Report
 Occupational Categories Profile
 Occupational Series Listing
 Official Time for Union Business
 Organization Profile
 Overdue Performance Appraisals
 Overtime Costs
 PACS44204 FCA FlexFund HCA/
 DCA
 PACS44205 FCA FlexFund HCA/
 DCA
 PACS46508 Thrift Plan Payment
 PATCO Profile By Occupational
 Series
 Paid Listing (Startup 17)
 Pay Plan and Grade Distribution
 Pay Raise
 Position Organization Listing (POL)
 Projected Promotion/WGIs
 Retirement Eligibility
 Retirement Profile (Inc. Early Out)
 Roster of Employees
 Salary Listing
 Salary Summary
 Table 74-Official Titles and
 Title Codes
 Table 76-Working Titles and
 Title Codes
 Telework Report
 Third Party Garnishments Report
 Union Activity Exception Report
 Union Roster and Activity Report
 Use-Or-Lose Leave Report
 Work Years and Personnel
 Costs Report
 Workforce Analysis