

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 (Y/N)	E. EXPIRATION DATE <i>(Contractor only)</i>	F. USER EMAIL <i>(New users only)</i>

SECTION 2. ACTION REQUIRED ENVIRONMENT

ADD
 MODIFY
 DELETE
 CUAT
 PRODUCTION
 TRAINING

SECTION 3. ORGANIZATIONAL STRUCTURE

DEPARTMENT	AGENCY	SERVICED AGENCY
EMPLOYING OFFICE ²	ORIGINATING OFFICE ³	AGENCY LOCATION CODE (ALC) ⁴

SECTION 4. LEVEL OF ACCESS

ORGANIZATION CODE ⁵	PERSONNEL OFFICE IDENTIFIER(S) (POI) ⁶
CONTACT POINTS ⁷	USDA ONLY ⁸

SECTION 5. REPORTING CENTER

REPORTING CENTER APPLICATIONS

<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 indicate an A, M, or D (add, modify, or delete)

ADMINISTRATIVE/T&A REPORTS	FINANCIAL REPORTS	OTHER REPORTS
BEAR56 ⁵ <i>(sensitive only)</i>		ABCO Reports ⁵ <i>(sensitive only)</i>
Cost Metrics Reports ⁵	SF-224 Abstract of Transactions ⁵ <i>(Agency-wide access only)</i>	ABCO Forms ⁶ <i>(POI only)</i>
Energy Reports ⁸	FSDW Report ^{5, 8}	W2 Wage & Tax Statement ^{5, 6} <i>(Organizational Structure and/or POI).</i>
Retirement Processing Reports ^{5, 6}	SF-2812 Reports ⁵ <i>(Department-wide access only).</i>	PERSONNEL ACTION REPORTS ^{5, 6} <i>(Organizational structure and/or POI) (sensitive only)</i>
GESD Request Tracking Reports ⁵	Statement of Earnings & Leave ^{5, 6} <i>(Organizational Structure and/or POI).</i>	
T&A Reports <i>(POI or contact point – contains detail data)</i> ^{2, 7}	Form 1095-C <i>(description)</i> Employer ^{5, 6} Provided Health Insurance Offer and Coverage <i>(sensitive only)</i>	WORKFORCE REPORTS ^{5, 6} <i>(Organizational structure and/or POI).</i>
OTRS Reports ⁴		
Outstanding Travel Advances ^{3, 8}		

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) ⁶ <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) ⁸ <input type="checkbox"/> Administrator <input type="checkbox"/> Agency User <input type="checkbox"/> Auditor WebTA <input type="checkbox"/> USDA <input type="checkbox"/> DOJ <input type="checkbox"/> DHS <input type="checkbox"/> HR Admin	WORKING CAPITAL FUND (FUND) ⁸ <input type="checkbox"/> Administrator <input type="checkbox"/> Auditor <i>(all agencies)</i> <input type="checkbox"/> Preparer-GB <i>(Agriculture only)</i> <input type="checkbox"/> NFC-IPAC <input type="checkbox"/> Reviewer-GB
INTRADEPARTMENTAL TRANSACTIONS RECONCILIATION SYSTEM (ITRS) ⁶ <input type="checkbox"/> Administrator <input type="checkbox"/> OIG Auditor <input type="checkbox"/> Preparer		PAYCHECK8 <input type="checkbox"/> Agency Connect HR Admin DIRECT PREMIUM REMITTANCE WEB (DPRW) ⁶ <input type="checkbox"/> Agency HR <input type="checkbox"/> OPM HR ONLY

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**ROW LEVEL ACCESS** Identify Department and Agency/Agencies if further restriction is needed. Type in the appropriate organization codes for all requested organization levels.
**Optional entries: list additional requested organization/POI restrictions if applicable. DEPARTMENT **ORG LEVEL 5 AGENCY/AGENCIES **ORG LEVEL 6 **ORG LEVEL 2 **ORG LEVEL 7 **ORG LEVEL 3 **ORG LEVEL 8 **ORG LEVEL 4 **POI

IF CONTRACTOR, THE EXPIRATION DATE IS REQUIRED

 YES NO

EXPIRATION DATE

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

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 <i>(Add, Modify, Delete)</i>	NFC USER ID <i>(Existing users)</i>	USER NAME	SOCIAL SECURITY NUMBER <i>(New federal users only)</i>	USER EMAIL <i>(New users only)</i>	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 HR ONLY <input type="checkbox"/> Agency HR	<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 <i>(Agriculture only)</i> <input type="checkbox"/> NFC-IPAC <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 HR ONLY <input type="checkbox"/> Agency HR	<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 <i>(Agriculture only)</i> <input type="checkbox"/> NFC-IPAC <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 HR ONLY <input type="checkbox"/> Agency HR	<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 <i>(Agriculture only)</i> <input type="checkbox"/> NFC-IPAC <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 HR ONLY <input type="checkbox"/> Agency HR	<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 <i>(Agriculture only)</i> <input type="checkbox"/> NFC-IPAC <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 HR ONLY <input type="checkbox"/> Agency HR	<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 <i>(Agriculture only)</i> <input type="checkbox"/> NFC-IPAC <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 DOJ DHS		HR Admin (webTA) DSA (webTA) Agency connect HR Admin (Paycheck8)
	USDA DOJ DHS		HR Admin (webTA) DSA (webTA) Agency connect HR Admin (Paycheck8)
	USDA DOJ DHS		HR Admin (webTA) DSA (webTA) Agency connect HR Admin (Paycheck8)
	USDA DOJ DHS		HR Admin (webTA) DSA (webTA) Agency connect HR Admin (Paycheck8)
	USDA DOJ DHS		HR Admin (webTA) DSA (webTA) Agency connect HR Admin (Paycheck8)
	USDA DOJ DHS		HR Admin (webTA) DSA (webTA) Agency connect HR Admin (Paycheck8)
	USDA DOJ DHS		HR Admin (webTA) DSA (webTA) Agency connect HR Admin (Paycheck8)
	USDA DOJ DHS		HR Admin (webTA) DSA (webTA) Agency connect HR Admin (Paycheck8)
	USDA DOJ DHS		HR Admin (webTA) DSA (webTA) Agency connect HR Admin (Paycheck8)
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	USDA DOJ DHS		HR Admin (webTA) DSA (webTA) Agency connect HR Admin (Paycheck8)
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	USDA DOJ DHS		HR Admin (webTA) DSA (webTA) Agency connect HR Admin (Paycheck8)
	USDA DOJ DHS		HR Admin (webTA) DSA (webTA) Agency connect HR Admin (Paycheck8)
	USDA DOJ DHS		HR Admin (webTA) DSA (webTA) Agency connect HR Admin (Paycheck8)
	USDA DOJ DHS		HR Admin (webTA) DSA (webTA) Agency connect HR Admin (Paycheck8)
	USDA DOJ DHS		HR Admin (webTA) DSA (webTA) Agency connect HR Admin (Paycheck8)

MULTIPLE USERS FOR INSIGHT

LIST MULTIPLE USERS					USER ROLES	ORG LEVELS	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	<input type="checkbox"/> DEPARTMENT <input type="checkbox"/> AGENCY/AGENCIES <input type="checkbox"/> **POI	<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 <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
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	<input type="checkbox"/> DEPARTMENT <input type="checkbox"/> AGENCY/AGENCIES <input type="checkbox"/> **POI	<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 <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
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	<input type="checkbox"/> DEPARTMENT <input type="checkbox"/> AGENCY/AGENCIES <input type="checkbox"/> **POI	<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 <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

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

Security Reports:

Contractors Report
 ACFO System Access Reports
 T & A Transmission Access Reports
 Cross Servicing Validation T&A Access
 Report
 Mainframe User Inactivity Reports
 Active Directory Inactivity (All Domains)
 Report
 EmpowHR Application Access Report
 EmpowHR Privilege User Report
 EmpowHR Inactive User Report
 Payroll Personnel System Access Report
 SAS Datamart
 PCIP Reports