INSIGHT ACCESS REQUEST FORM

SECTION 1

USER ID	FIRST NAME	MIDDLE INITIAL	LAST NAME	DATE SUBMITTED

USER EMAIL ADDRESS

ACCESS NEED

☐ NEW INSIGHT ID ☐ MODIFY ACCESS FOR EXISTING ID ☐ DELETE ID ☐ TEMPORARY HOLD ON ID

ENVIRONMENT ☐ CUAT ☐ PRODUCTION

SECTION 2

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

SECTION 3

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 following 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.
☐ RETM Master	Grants access to retirement Information.
☐ RETM Claims	Grants access to retirement claims information.
☐ HUD Biweekly	Grants access to Department of Housing and Urban Development data.
☐ HUD YTD	Grants access to Department of Housing and Urban Development Ytd. data.
☐ webTA	Grants access to Time and Attendance data.
☐ SETS	Grants access to Security Entry Tracking.
☐ EPIC	Grants access to Entry, Processing, Inquiry, and Correction System data.

ADDITIONAL NOTES:

Instructions for the Insight Access Request Form

The following instructions provide guidance to assist with completion of the Insight Access Request Form:

Section 1

User ID - Populate with the user's existing NFC User ID.

Date Submitted - Populate with the date (mm/dd/yy) the form is submitted to NFC.

Name - Populate with the user's first, last name and middle initial.

User Email Address - Populate with user's email address.

Access Need

Check the appropriate box to indicate whether the request is to create a new Insight ID, modify an existing ID, delete an existing ID, or put a temporary hold on an ID (e.g., medical leave).

Environment

Check the appropriate box to indicate the instance of the system required. To request access to the pre-production environment (for testing activities), check the CUAT box. To request access to the production environment, check the Production box. Please note, both boxes can be checked if appropriate.

Section 2

OBIEE Roles

Defines what actions the user can complete in Insight. Check the appropriate box to indicate the role requested. Only one role should be checked.

OBIEE Author – Allows user "create/edit/share" access to reports at detailed and summary level.

OBIEE Consumer – Allows user "read-only" access to reports.

- Consumer (Detailed and Summary Data) – Allows user to drill down within reports to more specific employee data.

- Consumer (Summary Data Only) – Allows user to view summary employee data without drill-down capability.

Row Level Access

Defines the level of organizational data the user can see in Insight. Complete this section to indicate requested organizational data (e.g., Agency, Sub-Agency, Directorate). For example, a user with limited access to organizational data (e.g., Org level 4 only) should complete the access form down to the Org Level 4 line. Conversely, a user that requires access to all organizational data (all data at the Agency level and below) should complete the access form down to the Agency line.

Note:

- Users that require access to all Org levels within their Agency, should complete the Department and Agency lines only.

- Users that require cross-Agency access should list the multiple Agencies that are needed.

- The more Org Levels listed, the more restricted the data access for the user.

Contractor

Indicate if the user is a Contractor (Y/N). System access expiration date should be completed for all Contractors.

Section 3

Role Based Access

Role Based Access indicates the type of data elements that can be viewed within the system (e.g., Personnel, ABCO, PAYTA, PMSO, and EmpowHR). To request access to view all Personnel data elements, select "Personnel –All". To request access to view all non-sensitive Personnel data, select "Personnel – Basic". Otherwise, select the appropriate Personnel role(s) for the user.

Note: ABCO, PAYTA, PMSO, and EmpowHR are separate from the personnel roles and are not included in the "Personnel –All" role.

Additional Notes

If any mandatory fields were not completed, please provide an explanation here.