

NATIONAL FINANCE CENTER REPORTING CENTER REQUEST FOR SECURITY ACCESS FORM

SECTION 1. USER INFORMATION (Multiple users with the same access can be submitted on an attachment)

NFC USER ID <i>(Existing users)</i>	USER NAME	NAME CHANGE	SOCIAL SECURITY NUMBER <i>(New users only)</i>	CONTRACTOR (Y/N)	EXPIRATION DATE <i>(Contractor only)</i>
1		<input type="checkbox"/> YES <input type="checkbox"/> NO			

SECTION 2. ACCESS REQUIRED

USERS <input type="checkbox"/> ADD <input type="checkbox"/> MODIFY <input type="checkbox"/> DELETE	ACCESS <input type="checkbox"/> ADD <input type="checkbox"/> MODIFY <input type="checkbox"/> DELETE	USER EMAIL ADDRESS
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SECTION 3. ORGANIZATIONAL STRUCTURE

DEPARTMENT	AGENCY	SERVICED AGENCY
ZONE ¹	DIVISION ¹	DEPARTMENT ¹
EMPLOYING OFFICE ²	ORIGINATING OFFICE ³	AGENCY LOCATION CODE ⁴

SECTION 4. LEVEL OF ACCESS

ORGANIZATION CODE ⁵	PERSONNEL OFFICE IDENTIFIER(S) (POI) ⁶	CONTACT POINTS <i>(required for time and attendance reports)</i> ⁷	<input type="checkbox"/> DETAILED <input type="checkbox"/> SENSITIVE
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SECTION 5. REPORT ACCESS

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	ABC Reports
Cost Metrics Reports	SF-224 Abstract of Transactions <i>(Agency-wide access only)</i>	CFC Campaign Spreadsheet
Energy Reports	FSDW Report <i>(AMB: grant profile FISVFSDW on the mainframe)</i>	CFC Department Summary
T&A Reports <i>(POI or contact point – contains detail data)</i>	SF-2812 Reports <i>(Department-wide access only. NOT for specific Agency within a department.)</i>	CFC Agency Summary
OTRS Reports ⁴	Statement of Earnings & Leave ⁵ <i>(Organizational Structure and/or POI DETAIL FLAG is required)</i>	W2 Wage & Tax Statement ⁵ <i>(Organizational Structure and/or POI. DETAIL FLAG is required.)</i>
Telephone Reports	1095-C <i>(description)</i> Employer Provided Health Insurance Offer and Coverage	PERSONNEL ACTION REPORTS ⁵ <i>(Organizational structure and/or POI)</i>
Outstanding Travel Advances		WORKFORCE REPORTS ⁵ <i>(Organizational structure and/or POI. Some reports require access to sensitive data. Some reports need detail flag in order to run.)</i>
Utility Vendor (UTVN) Reports		
BEAR56		

COMMENTS

SECTION 6. SECURITY OFFICERS ONLY

- | | | |
|---|---|--|
| <input type="checkbox"/> Contractors Report | <input type="checkbox"/> Mainframe User Inactivity Reports ¹ | <input type="checkbox"/> EmpowHR Inactive User Report Payroll ⁵ |
| <input type="checkbox"/> ACFO System Access Reports ¹ | <input type="checkbox"/> EmpowHR Application Access Report ⁵ | <input type="checkbox"/> Payroll Personnel System Access Report |
| <input type="checkbox"/> T & A Transmission Access Reports ¹ | <input type="checkbox"/> EmpowHR Privilege User Report ⁵ | <input type="checkbox"/> PCIP Reports |
| <input type="checkbox"/> Cross-Servicing Validation T & A Access Report | | <input type="checkbox"/> SAS Datamart |

Please refer to Reporting Center procedures at https://www.nfc.usda.gov/Publications/HR_Payroll/Reporting/Procedures/RFQS.pdf

REMARKS

SECTION 7. APPROVALS (ASO use only)

USER SIGNATURE	DATE
SUPERVISOR AUTHORIZATION	DATE

SECTION 8. AMB USE ONLY

REMEDY TICKET NUMBER	ADMINISTRATOR NAME	DATE
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PRIVACY ACT NOTICE: In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of your Social Security Number is authorized by Executive Order 9397 of November 22, 1943 and 5 U.S.C. 301. The primary purpose of requesting the Social Security Number (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.

ACFO-FS Reports

Payroll Personnel Systems

PMSO, IRIS, PINQ, TINQ

ACFO Application Reports

UTVN, GVTS, TELE, PROP, OTRS,
EMIS, FAAD, MINC, TRAVL

Financial Reports

Payroll Listing for W-2 Research

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

Age Profile

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 Usage Statistics

Earnings Limitation Report

Education Level Profile

Employee Search (By Name)

Employee Search (By SSNO)

Employment Changes

Employment by Disability Code

Flex Fund

Gender Profile

Grade Distribution

Grade Range

Grades Across Minority and Gender

Leave Balances

Leave Liability

Leave Trends

Length of Service Profile

Life Insurance Listing

Long Term Care

MD-715 - EEOC Workforce Data

Minority Profile

Non-Pay Hours Report

Occupational Categories Profile

Occupational Series Listing

Official Time for Union Business

Organization Profile

Overdue Performance Appraisals

Overtime Costs

PATCO Profile By Occupational Series

Pay Plan and Grade Distribution

Position Organization Listing (POL)

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

Union Activity Exception Report

Union Roster and Activity Report

Use-Or-Lose Leave Report

Work Years and Personnel Costs Report

Workforce Analysis