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 *(Existing users)*	B. USER NAME	C. SOCIAL SECURITY NUMBER *(New federal users only)*	D. CONTRACTOR *(Y/N)*	E. EXPIRATION DATE *(Contractor only)*	F. USER EMAIL *(New users only)*

SECTION 2. ACTION REQUIRED

A. ADD DELETE
    MODIFY REESTABLISH

B. ROLE IDENTIFIER/ROLE NAME

C. ENVIRONMENT
☐ PROD ☐ CUAT ☐ PARALLEL ☐ TRAINING

SECTION 3. ORGANIZATIONAL STRUCTURE

A. DEPARTMENT	B. AGENCY	C. SERVICED AGENCY

SECTION 4. LEVEL OF ACCESS

A. ORGANIZATION CODE	B. PERSONNEL OFFICE IDENTIFIER(S) (POI)	C. CONTACT POINTS *(required for Star Web)*

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)*.

ABCO *(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		PDSD User
	Update	**PERHIS** *(ORG/POI required)*			PDSD Admin
PAYROLL			Non-Sensitive		Agency/Security POC
	Read		Sensitive	**DOTSE** *(ORG/POI required)*	
	Update	**TINQ** *(ORG/POI required)*			Read
FOCUS			Update		Update

FOCUS							
LIBRARY		Read		Update	**IRIS** *(ORG/POI required)*		All *(Update and Recert)*
	PAYPERS		Non-Sensitive		Sensitive		Non-Sensitive
	SALPERS		Non-Sensitive		Sensitive		Sensitive
	PAYTA		Non-Sensitive		Sensitive	**IRIS Web** *(ORG/POI required)*	
	PERHIS		Non-Sensitive		Sensitive		Non-Sensitive

FOCUS				**SPPS Mainframe** *(ORG/POI required)*	
LIBRARY	Read	Update	**IRIS** *(ORG/POI required)*		QSR Read
PAYPERS	Non-Sensitive	Sensitive	Non-Sensitive		QSR Update
SALPERS	Non-Sensitive	Sensitive	Sensitive		Indebtedness/Death Case *(Update only)*
PAYTA	Non-Sensitive	Sensitive	**IRIS Web** *(ORG/POI required)*	**SPPS Web** *(ORG/POI required)*	
PERHIS	Non-Sensitive	Sensitive	Non-Sensitive		Read
CADI *(ORG required)*			Sensitive		Update
	Read		**PINQ** *(ORG/POI required)*		Supervisor Approval
	Update		Non-Sensitive		Certify
	Project Report Process *(Agencies 07, 32, and 15 only)*		Sensitive	**STAR Web**	
CULPRPT			**PMSO** *(ORG/POI required)*		Transmit
	Payroll/Personnel Reports (P series)		Read		Timekeeper
	PACT/PRES Reports (E series)		Update		Administrator *(Contact points required)*
	Error Suspense Reports (U series)		**RFQS** *(ORG/POI required)*	**UCFE** *(ORG/POI required)*	
RETM *(ORG/POI required)*			Read		Read
	Read		**TMGT** *(ORG/POI required)*		Update
	Update		Read		Secure Remarks
LIST *(DOJ, IRS)* *(ORG/POI required)*			Update		
	Read		**WTWO** *(ORG/POI required)*		
	Update		Read		

SECTION 6. SFTP INFORMATION

TYPE OF TRANSMISSION			SFTP User ID
Inbound	Outbound	Bi-Directional	

TECHNICAL POC NAME	TECHNICAL POC EMAIL ADDRESS	TECHNICAL POC PHONE NUMBER

SECTION 7. SPECIAL INSTRUCTIONS

Add other applications and transmissions not listed above, such as CAISDNLD, BEARDNLD, etc.

SUPERVISOR'S SIGNATURE

SECTION 8. 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

DEPARTMENTAL/ZONE ASO SIGNATURE (RPA BOTS only)	DATE

Send Robotic Process Automation (RPA) request to NFC.GESDRequest@usda.gov

NFC APPLICATION OWNER SIGNATURE (RPA BOTS only)

Send SETS Web request to PERSEC@USDA.GOV

PDSD SIGNATURE (SETS WEB approval only)	DATE

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.

FORM AD-3100-P (Revised 10/24)

LIST MULTIPLE USERS

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	LEVEL OF ACCESS		
								ORG. CODE	POI	CONTACT POINTS
	1									
	2									
	3									
	4									
	5									
	6									
	7									
	8									
	9									
	10									
	11									
	12									
	13									
	14									
	15									
	16									

FORM AD-3100-P (Revised 10/24)

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

PINQ – 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.

FORM AD-3100-P (Revised 10/24)