

USER INFORMATION

ADC LOGONID

Email Address

Effective Date

Employee Name

Employee Title

Phone

Agency Name

Agency Code

Employee Termination/Transfer Date

For Security Officers and Functional Coordinators Only: THIS ACCESS DOES NOT CARRY FOWARD IN A COPY ID

View Global Security

☐ YES

☐ NO

View TESS Security

☐ YES

☐ NO

PAYROLL (TESS)

ACCESS ACTION (check one)

☐ ADD

☐ MODIFY

☐ DELETE

MODEL ACCESS PROFILE (Check one):

☐ AGENCY CENTRAL STAFF 1(CSTAFF1)

☐ AGENCY CENTRAL STAFF 2 (CSTAFF2)

☐ AUDITOR (AUDITOR)

☐ CPB STAFF (CPBSTAFF)

☐ ETR APPROVER (ETRAPROV)

☐ FMIS SECURITY OFFICE (SECURITY)

☐ AGENCY SUPERVISOR (AGYSUPV)

☐ TESS FUNCTIONAL ANALYST (TESS)

☐ TIMEKEEPER (TIMEKPR)

☐ TIMEKEEPER / APPROVER (TKAPROV)

Customized Profile:

TYPE	RG/CT	AGENCY NO.	TK GRP	LOC	Customized Profile: <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, indicate changes)														
					AUTHORITY					APPROVAL LEVELS									
					TE	S	L	TB	A	1	2	3	4	5	6	7	8	9	
1																			
2																			
4																			

APPROVALS:

Employee Signature

Date

Agency Designee (optional):

Approved___ Denied*___ Signature

Date

Phone

Agency TESS Functional Coord:

Approved___ Denied*___ Signature

Date

Phone

Agency FMIS Security Officer:

Approved___ Denied*___ Signature

Date

Phone

DoIT FMIS Security Officer:

Approved___ Denied*___ Signature

Date

Phone

FMIS Control Clerk:

Date Completed

Initials

*Reason for Denial

The following procedures should be used to add a new user, modify an existing security profile, or delete a security profile for TESS Security.

USER INFORMATION SECTION:

ADC Logon ID: Enter logon ID of the user requiring FMIS TESS system access. If the user logon ID has not been established, leave blank (In such cases the Agency ACF2 Security Officer must establish the logon ID and enter the newly established logon ID on the form.)

Employee Email address: Enter the email address of the employee.

Effective Date: Enter the date that the request is to be effective.

Employee Name: Enter the full name of the user.

Employee Title: Enter the title of the user.

Phone: Enter users telephone number, including area code and any extension.

Agency Name: Enter the home agency name of the user.

Agency Code: Enter the Agency Profile Code associated with the user's financial Agency.

Employee Termination / Transfer Date: If the request is a result of a termination or transfer, enter the date.

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If view access to the Global Security Table is needed, check Yes, if not, check No.

If view access to the TESS Security Table is needed, check Yes, if not, check No.

ACCESS ACTION:

Check **ADD** to add a new user profile.

Check **MODIFY** to replace existing access privileges with those indicated on form.

Check **DELETE** to delete access privileges (profile) of the user indicated.

MODEL ACCESS PROFILE: If adding a new TESS user or changing a profile for an existing TESS user, check one of the model Access Profiles listed. Choose the profile which best describes the type of access required for the user to perform their job.

CUSTOMIZED PROFILE: Use this area to list copy ID or information needed during modification.

TYPE: All profiles MUST contain record types 1, 2, and 4

A profile can contain ONLY one record type 1

Beneath a record type 1, a profile can contain several record type 2's

Beneath a record type 2, a profile can contain several record type 4's.

RG/CT: For record types 2 and 4 enter 'RG' for regular employees / enter 'CT' for contractual employee (future phase).

AGENCY #: For record types 2 and 4 enter the six-position agency code(s) for which the user is responsible.

TK GRP: For record type 4 ONLY beneath EACH record type 2, enter the timekeeping group code(s) for which the user is responsible.

LOC: for record type 4 ONLY aside each TK GRP, enter the Location code(s) for which the user is responsible.

CUSTOMIZE PROFILE:

Check **NO** if no customizing is required to the MODEL ACCESS PROFILE selected. Check **YES** to modify the MODEL ACCESS PROFILE selected and indicate changes in the spaces provided under **AUTHORITY** and **APPROVAL LEVELS**. If a copy ID is to be used, check YES and list in box titled Customized Profile.

APPROVALS:

Employee Signature: The user signs and dates the request form. The employee signature indicates acceptance of responsibility for the access privileges requested and subsequently granted.

NOTE: If the Access Action is DELETE, the employee signature is not required.

Agency TESS Functional Coordinator: The Agency TESS Functional Coordinator indicates whether the request is approved or denied and signs and dates the form.

Agency FMIS Security Officer: The Agency Security Officer indicates whether the request is approved or denied and signs and dates the form. The Agency Security Officer sends approved requests to the Security Services, 45 Calvert Street, Annapolis, MD 21401.

DoIT FMIS Security Officer: The FMIS Security Officer indicates whether the request is approved or denied and signs and dates the form.

FMIS Control Clerk: The FMIS Control Clerk initials and dates the form when the data entry is complete.