

Benefits User Security Authorization

FA - 1016 (Revised 04/19/2013) Check One: ☐ New Hire/Rehire/New User ☐ Transfer/Job Change Remove Access Role Addition ■ Non Payroll Separation **Effective Date:** If available, Current Edison Login ID **User Type:** Central State Employee Contractor External (Higher Ed, Loc Ed, Loc Gvt.) **Requesting Agency Information** Agency Name Agency Bus Unit Requester Name Requester Phone Number Requester Email **User Information** First Name MI Last Name Birth Month Birth Day Birth Year Last 4 digits of SSN Organization User's Department ID Employee ID User's Email Address **Security Authorization Signatures Agency** Authorization: Print Name/Title Signature Date **Benefits Administration** Authorization: Signature Print Name/Title Date Submit this form to ben.admin.syssup@tn.gov NOTE: RECEIPT DATE MUST BE WITHIN 30 DAYS OF SIGNATURE DATE



Data Access Levels – Please indicate the required access levels below.

NOTE: For State Agencies: Single Agency access please indicate as: Example:Bus Unit 37101 Dept ID 3170100004 Multiple Agency/Department access please indicate as: Example: Bus Unit 31701 Dept IDs 3170100004 and 3170100008			
For External Agencies: Please indicate Department Code or multiple department codes Example: 9955700000 or 9944300000 and 9944300001 END NOTE			
Agency Level Department Le	evel 🗌	Multiple Agencies	Multiple Departments
List the Departments, Divisions and/or Agencies to which the user will need access. *Note: List your 10-digit department ID and not your 8-digit agency position number.			
If needed, agencies, departments, and/or divisions can be listed on a separate page.			
Reason for access (Required for Multiple Agency access only):			
BENEFITS - ABC			
☐ State Agency Benefits		nal Agency Benefits	☐ Benefits Inquiry Only (View-
Coordinator (Keying Access)	•	dinator (Keying Access)	only/Reports access)
BENEFITS RESTRICTED - Central State Agencies Only			
☐ Central Flex Specialist		Benefits Billing	Legislative Benefits
☐ Central TCRS Specialist	Speci	alist	Coordinator
BENEFITS RESTRICTED – Central Benefits and Treasury Only			
☐ Flex Accounting Query ☐ Deferred Comp Admin			
BENEFITS RESTRICTED – CORE AGENCY BENEFITS ADMIN. ONLY			
Central Benefits Analyst		ral Benefits COBRA	Central Benefits AETP
Central Benefits / thanyst	Speci		Specialist
Central Benefits Administrator	Central Benefits Billing Specialist		Central Benefits Retro Specialist
Central Benefits Administrator 2	Central Base Benefit Administrator		Central Benefits Call Center Specialist
☐ Benefits Administration Service Center Lead	RET	Benefits Administrator 1	RET Benefits Analyst
BENEFITS RESTRICTED - EDISON ONLY			
Edison Benefits Configuration Administrator			