



Benefits User Security Authorization

User's Name	User's Empl ID	User's Edison ID
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FA – 1016 (Revised 7/30/2019)

RDA SW25

Check (all applicable): New Hire/Rehire Transfer/Job Change

Indicate User Type: Central State Employee Contractor External (Higher Ed, Loc Ed, Loc Gvt.)

Role Addition Only **Role Removal Only**

Data Level Security Modification - Add to current dept id access

Data Level Security Modification - Remove a current dept id

Data Level Security Modification - Remove current dept id access and add the new access identified on page 2

Effective Date:

***All Requesting Agency Information and User Information is Required Unless Otherwise Noted**

Requesting Agency Information

Agency Name		Agency Bus Unit	
Requester Name		Requester Edison Access ID (BA Only)	
Requester Phone Number	Requester Email		

User Information

First Name	MI	Last Name	Birth Month	Birth Day	Year (if contractor)
Organization/Vendor (if not state employee)			Last 4 digits of SSN (if not state employee)		
User's Department ID:			Employee ID, if state employee:		
Email Address:			Phone Number:		

Security Authorization Signatures

Agency

Authorization: _____

Signature Print Name/Title Date

Benefits Administration

Authorization: _____

Signature Print Name/Title Date

Description of change needed:

NOTE: RECEIPT DATE MUST BE WITHIN 30 DAYS OF SIGNATURE DATE



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

NOTE:

For State Agencies:

Single Agency access please indicate as: Multiple Agency/Department access please indicate as:
 Example: Bus Unit 37101 Dept ID 3170100004 Example: Bus Unit 31701 Dept IDs 3170100004 and 3170100008

For External Agencies:

Please indicate Department Code or multiple department codes
 Example: 9955700000

Agency Level <input type="checkbox"/> (Access to an Entire BU)	Department Level <input type="checkbox"/> (Access to a single department within a BU)	*Multiple Agencies <input type="checkbox"/> (Access to multiple BU's, requires justification below)	Multiple Departments <input type="checkbox"/> (Access to multiple departments within a BU)
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If security access to **Multiple Agencies and (or) Departments** is required, list the departments or agencies to which the user will need access. *If needed, agencies or departments can be listed on an Excel spreadsheet.*

*Reason for access (Required for Multiple Agency access only):

BENEFITS – ABC		
<input type="checkbox"/> BA-1001 BA Agency Ben Coordinator (Central State ABC Only)	<input type="checkbox"/> BA-1013 BA External Agency Ben Coordinator (Keying Access for External ABC)	<input type="checkbox"/> BA-1017 Benefits Inquiry Only (View-only/Reports access for External ABC)
BENEFITS - ELM		
<input type="checkbox"/> EL-3011 Ext Agency Learner		
BENEFITS RESTRICTED – Central State Agencies Only		
<input type="checkbox"/> BA-1016 Central Flex Specialist	<input type="checkbox"/> BA-1018 OBF Benefits Billing Specialist	<input type="checkbox"/> BA-1022 Central TCRS Specialist
<input type="checkbox"/> BA-1023 Legislative Benefits Coordinator		
BENEFITS RESTRICTED – Central Benefits and Treasury Only		
<input type="checkbox"/> BA-1011 Deferred Comp Admin	<input type="checkbox"/> BA-1015 Flex Accounting Query	
BENEFITS RESTRICTED – CORE AGENCY BENEFITS ADMIN. ONLY		
<input type="checkbox"/> BA-1002 BA Central Retro Specialist	<input type="checkbox"/> BA-1003 Central Base Benefit Administrator	<input type="checkbox"/> BA-1004 Central Benefits AETP Specialist
<input type="checkbox"/> BA-1005 Central Benefits Administrator 1	<input type="checkbox"/> BA-1006 Central Benefits Administrator 2	<input type="checkbox"/> BA-1007 Central Benefits Analyst
<input type="checkbox"/> BA-1008 Central Benefits Billing Specialist	<input type="checkbox"/> BA-1009 Central Benefits COBRA Specialist	<input type="checkbox"/> BA-1010 Central Benefits Call Center Specialist
<input type="checkbox"/> BA-1019 RET Benefits Administrator 1	<input type="checkbox"/> BA-1020 BA Retirement Analyst	<input type="checkbox"/> BA-1021 Benefits Admin Service Center Lead
BENEFITS RESTRICTED - EDISON ONLY		
<input type="checkbox"/> BA-1012 Edison Benefits Configuration Administrator		