User's Name	User's Empl ID	User's Edison ID

FA – 1016 (Revised 10/12/2020)   **RDA SW25**

Indicate User Type: ☐ **State Employee**   ☐ **Contractor**   ☐ **External (Higher Ed, Loc Ed, Loc Gov)**

Effective Date: ☐

☐ **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**

*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

Additional Authorization: _____ _____ _____
                     Signature   Print Name/Title   Date

Description of change needed:

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

User's Name	User's Empl ID	User's Edison ID

Central State Benefits

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

Agency Level ☐ (Access to an Entire BU)	Department Level ☐ (Access to a single department within a BU)	*Multiple Agencies ☐ (Access to multiple BU's, requires justification below)	Multiple Departments ☐ (Access to multiple departments within a BU)

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):

Agency Coordinators		
☐ BA-1001 BA Agency Benefits Coordinator		
BENEFITS RESTRICTED – Central State Agencies Only		
☐ BA-1016 Central Flex Specialist	☐ BA-1018 OBF Benefits Billing Specialist	☐ BA-1022 Central TCRS Specialist
☐ BA-1023 Legislative Benefits Coordinator		
BENEFITS RESTRICTED – Central Benefits and Treasury Only		
☐ BA-1011 Deferred Comp Admin	☐ BA-1015 Flex Accounting Query	
BENEFITS RESTRICTED – CORE AGENCY BENEFITS ADMIN. ONLY		
☐ BA-1002 BA Central Retro Specialist	☐ BA-1003 Central Base Benefit Administrator	☐ BA-1004 Central Benefits AETP Specialist
☐ BA-1005 Central Benefits Administrator 1	☐ BA-1006 Central Benefits Administrator 2	☐ BA-1007 Central Benefits Analyst
☐ BA-1008 Central Benefits Billing Specialist	☐ BA-1009 Central Benefits COBRA Specialist	☐ BA-1010 Central Benefits Call Center Specialist
☐ BA-1019 RET Benefits Administrator 1	☐ BA-1020 BA Retirement Analyst	☐ BA-1021 Benefits Admin Service Center Lead
Edison Benefits Roles		
☐ BA-1026 Benefits Admin Help Desk		
Edison Payroll Lockout		
This is the payroll lockout bypass role for B.A. It has access to navigations during the payroll lockout period. They require approval by the Edison Payroll module lead and the Payroll Director.		
☐ PY-1014 PY BA Payroll Bypass		
BENEFITS RESTRICTED - EDISON ONLY		
☐ BA-1012 Edison Benefits Configuration Administrator		