

Central Payroll System and Report Access Security Request (OSC CPSEC01) Field Definitions

The **Central Payroll System and Report Access Security Request Form, OSC CPSEC01**, is divided into two main sections. The first section is completed by the agency when requesting security and report access for an operator. No data or information should be recorded in the section marked OSC USE ONLY.

The **Payroll Unit Request** section provides general information about the requesting agency, the operator, and the type of request. It also indicates the type of screen access requested, the reporting requirements, and signature authority. Complete each section as required.

PAYROLL UNIT #	The payroll unit number is a three-digit identifier assigned by the OSC. For example, the unit number for DOC is 033.
UNIT NAME	The payroll unit name is the agency or university name.
SYSTEM(S) REQUESTED	<p>Mark all the systems required:</p> <ul style="list-style-type: none"> • IMBP (W-2 REPRINT) - This region is used to generate reprints of W-2s for the three years prior to the current year. • IMS PAYROLL PRODUCTION REGION – This is the payroll production region and provides for access to PXDPR, the Central Payroll System.
TYPE OF REQUEST	<p>The type of security requests available are:</p> <ul style="list-style-type: none"> • Add a new operator to the Central Payroll System or report viewing group • Change an existing operator's security • Delete an existing operator <p>The following information is conditional, based on the type of request made:</p> <p>If adding a new operator, complete fields 1 through 7. If changing an existing operator, complete fields 1, 2 and 7 and the "FROM" "TO" boxes to the right of the request indicator. If deleting an existing operator, complete fields 1 and 2.</p>
¹ OPERATOR RACF ID #	The RACF ID is assigned to an operator by the agency's RACF Security Administrator. A valid RACF ID is required before mainframe system access is granted. The RACF ID is always required .
² OPERATOR NAME	The operator's <i>complete</i> name is always required .

³ OPERATOR'S PHONE NUMBER	The operator's direct phone number is required if the type of request is an ADD .
⁴ OPERATOR'S EMAIL ADDRESS	The operator's email address is required if the type of request is an ADD .
⁵ OPERATOR'S FAX NUMBER	The operator's fax number is required if the type of request is an ADD .
⁶ OPERATOR'S CENTRAL MAIL SERVICE CENTER ADDRESS	The operator's Central Mail Service Center address is required if the type of request is an ADD .
⁷ OPERATOR'S JOB DESCRIPTION	A brief description of the operator's job functions must be provided. For example, Personnel Officer, Payroll Officer, Payroll Section Manager may describe an operator's job and related duties. It is required if the type of request is an ADD or a CHANGE .
⁸ ADD TO NOTIFICATION LIST	Mark the box if the user needs to be added to the Central Payroll Notification email group. Emails sent by the Central Payroll Office will include the employee when appropriate.
UNIT # REQUESTED	The unit number is a three-digit number that identifies the payroll unit access requested.
CENTRAL PAYROLL SYSTEM: ENTRY ACCESS	This access allows transactional data to be entered into the Central Payroll System on the screens indicated by the Statewide Security Profiles list available at http://www.ncosc.net/sigdocs/sig_docs/payroll/index.html . Access is restricted to the payroll unit number indicated. This selection is reserved for Payroll Officers/Staff.
CENTRAL PAYROLL SYSTEM: INQUIRY ONLY	Check this box to provide inquiry access to the Central Payroll System screens indicated by the Statewide Security Profiles list available at http://www.ncosc.net/sigdocs/sig_docs/payroll/index.html . Access is restricted to the payroll unit number indicated. This selection is usually reserved for Personnel Officers or fiscal management.
SYSTEMWARE REPORT ACCESS	Check this box to provide viewing capabilities for Central Payroll System generated reports through X/TPR, X/TND and X/NET. Access is restricted to the payroll unit number(s) indicated.
DHHS GLOBAL	This selection is reserved for operators that need access to all the DHHS divisions.

ALL PAYROLL UNITS	This selection is reserved for Central Payroll Operations or Central Management Agency staff.
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OSC USE ONLY

The **OSC Use Only** section is used to indicate that the request has been processed and the OSC staff member responsible for the update(s).

CENTRAL PAYROLL SYSTEM SECURITY COMPLETED BY:

The Central Payroll Section security administrator signs and dates the form when the request is executed.

Central Payroll System Unit Access Code(s):

The Central Payroll Section security administrator assigns the operator's **ACCESS CODE(S)** for the payroll system. The access code is emailed to the address indicated in the "OPERATOR'S EMAIL ADDRESS" field.

Systemware Group:

The Central Payroll Section security administrator identifies the appropriate Systemware report group for the operator's security status.

SYSTEMWARE REPORT SECURITY PROCESSED BY:

The OSC Financial Systems Division technical administrator signs and dates the form when the addition or changes are completed. This form is maintained in the Technical Operations Section of the OSC.

SECURITY REQUESTOR INFORMATION

Requested By:

The agency's or university's payroll security administrator must electronically submit the request to the following email address:

central.payroll@ncosc.net

Electronic submissions must include the full name of the requestor and the requestor's RACF ID number.

Requestor Authorization Verified By:

The Central Payroll Section management staff member responsible for verifying that electronic submissions are from authorized Payroll Unit Security Administrator must also sign the form.