



# Benefits User Security Authorization

User's Name	User's Empl ID	User's Edison ID
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**FA – 1016 (Revised 4/29/2022)**

**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**



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## Central State Benefits

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

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)
<p>If security access to <b>Multiple Agencies and (or) Departments</b> is required, list the departments or agencies to which the user will need access. <i>If needed, agencies or departments can be listed on an Excel spreadsheet.</i></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>*Reason for access (Required for Multiple Agency access only):</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			

<b>Agency Coordinators</b>		
<input type="checkbox"/> BA-1001 BA Agency Benefits Coordinator		
<b>BENEFITS RESTRICTED – Central State Agencies Only</b>		
<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		
<b>BENEFITS RESTRICTED – Central Benefits and Treasury Only</b>		
<input type="checkbox"/> BA-1011 Deferred Comp Admin	<input type="checkbox"/> BA-1015 Flex Accounting Query	
<b>BENEFITS RESTRICTED – CORE AGENCY BENEFITS ADMIN. ONLY</b>		
<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
<b>Edison Benefits Roles</b>		
<input type="checkbox"/> BA-1026 Benefits Admin Help Desk		
<b>Edison Payroll Lockout</b>		
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.		
<input type="checkbox"/> PY-1014 PY BA Payroll Bypass		
<b>BENEFITS RESTRICTED - EDISON ONLY</b>		
<input type="checkbox"/> BA-1012 Edison Benefits Configuration Administrator		
<b>BENEFITS RESTRICTED – Business Intelligence (OPEB)</b>		
<input type="checkbox"/> BI-4029 BI Central HCM Benefits Author		