



Submit the completed form via [ServiceNow](#) to the OMES IS Identity & Access Management team.

Requesting agency information

Agency name	Agency number
Division/department/unit	Date
This request is for: <input type="checkbox"/> Initial set up <input type="checkbox"/> Additional access <input type="checkbox"/> Reactivation	
Special note/additional information:	

Name of user needing access	Employee ID#	
Job title	Email	Phone

Financial mainframe system access (see instructions for descriptions)

<input type="checkbox"/> Miscellaneous Claims & 700 Fund Trans. Upload	<input type="checkbox"/> Core Payroll Extracts
<input type="checkbox"/> 1099 Transactions Upload	<input type="checkbox"/> OMES IS; mirror user: _____
<input type="checkbox"/> EDT Payroll (Higher Education)	<input type="checkbox"/> Ensono contractor; mirror user: _____
<input type="checkbox"/> Core Common Files	

Authorized approval signature (agency approving officer only)

***Must have OMES Form 13 (Signature Card) on file with OMES**

I hereby authorize the above-named individual access to the mainframe system and/or other authorized system with the security levels indicated until we send written notification that their access should be terminated. I certify that the user has received the training necessary to successfully perform all granted functions.

Name of agency approving officer	RESTRICTED SIGNATURE – SEE ABOVE*	
Title	Email	Phone

Security Agreement

The undersigned agrees to abide by the following:

1. Data originated or stored on state computer equipment is state property. Users will access only data which are required for their job. Users will not make or permit unauthorized use of any system data. They will not seek personal or financial benefit or allow others to benefit personally or financially by knowledge of any data which has come to them by virtue of their work assignment.
2. Users will enter, change, and delete data only as authorized within their job responsibilities. They will not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry, nor will they knowingly alter or expunge from any record or report, or cause to be altered or expunged, a true and proper entry.
3. Users will not release system data except as required in the performance of their job or as directed in writing by their Appointing Authority.
4. Users are responsible for protecting their access authorization and must take steps to prevent others from using their User ID. Users will construct good passwords and manage them securely, keeping their passwords secret and not sharing them with others. If a user has reason to believe that others have learned his/her password, the user will change the password and notify the Help Desk of the situation. Users will not attempt to use the logons and passwords of others.
5. If a user finds that they have access to data they should not be authorized to view, they will exit from that data and report the problem to OMES Security.
6. I am aware of the responsibilities associated with access to the System and agree to abide by the OMES Information Security Policies and Procedures. I understand that according to 74 O.S. § 840-2.11, Social Security numbers, home addresses and home phone numbers of current and former state employees are confidential and not for public inspection or disclosure.

User signature	Date
----------------	------

Descriptions – financial mainframe system access definitions

Requested access	Files
Miscellaneous Claims & 700 Fund Trans. Upload	CORE.BUXXX00.MISCCLMS CORE.BUXXX00.DPOS
1099 Transactions Upload	OSFCLM.TCLM.A###.MISC1099.TRAN.LIST OSFCLM.TCLM.A###.MISC1099.VEND.LIST
EDT Payroll (Higher Education)	Uxxx999.TPAY.* OSFPAY.TPAY.A###.*
Core Common Files	CORE.SWC.* (Statewide Contract Files – read only) CORE.VENDOR.* (Vendor Files – read only) CORE.CMOD.* (Commodity Files – read only) CORE.GL.* (GL Alltrans, Cash/Allot, Account descriptions – read only) CORE.AP.* (AP Funding and Warrant Alltrans files – read only) CORE.PO.* (Purchase Orders Information – read only)
CORE Payroll Extracts	CORE.PY.* - read only CORE.BUxxx00.PY.* - read only CORE.BUxxx00.PY.TLI.* (Time and Labor files)