CIPPS FINDS Security Authorization Request Form

Employing Agency: _____ Agy No. ____

Action: ☐ Add ☐ Change ☐ Delete

TSO Logonid: _____ Update Online Rpts: ☐ All User Stored Reports *
☐ Individual Stored Rpts Only

User Name: _____

CIPPS Access Agencies:

CIPPS Options	Enable	Disable
Report 10	☐	☐
Report U033	☐	☐
Report U060	☐	☐
Employee Data	☐	☐
Deduction Data	☐	☐
Special Pay Data	☐	☐
State Tax Data	☐	☐
Refresh*	☐	☐

* DOA suggests limiting full access for this item to two staff members at your agency.

FINDS access is granted at the request of the agency Security Officer. Access is provided for the sole purpose of performing business related downloads in accordance with the employee's job responsibilities. Misuse of this access is a Group II offense under Standards of Conduct and Performance falling under the category of "unauthorized use or misuse of State property or records."
All downloaded data is confidential and by signing below the employee agrees to maintain such data as confidential before and after employment and to store such data in accordance with VITA/NG sensitive data standards.

Employee Name: _____ Date: _____

Signature: _____

Agency Payroll Security Officer: _____ Date: _____
(PSO)
Signature: _____

DOA CIPPS Security Officer: _____ Date: _____
(System Owner Proxy)
Signature: _____

DOA DBA Security Officer: _____ Date: _____

Signature: _____

Fax to: (804) 225-3499 or (804) 786-9201 Form # FINDS-PR 09/2009