

## Application and Authorization for OPSB System Access Form Instructions

Please prepare the OPSB System Access Form and submit to Department of Budget and Management, by email to: [Shared.Services@maryland.gov](mailto:Shared.Services@maryland.gov).

1. Select action requested: New, Change, or Inactivate
  - a. **New**, used for an employee without previous access with your agency.
  - b. **Change**, used for an employee changing their access, specific role, or systems.
  - c. **Inactivate**, used for an employee who no longer requires access.
2. Enter the **effective date** of the requested action. This is the date you want requested action to start.
3. Enter **Previous Incumbent** (if applicable). The previous incumbent is the employee who had prior access.
4. Check all systems in 1<sup>st</sup> column left hand side of system chart (under  heading) for each requested access.
  - a. Personnel Officers' Website-site for HR info, policy and procedures;
  - b. Statewide Personnel System (SPS) = Workday;
  - c. Benefits Administration System (BAS)-benefits transaction system;
  - d. Pre-Offer Confirmation (POC)-list of ineligible former State employees, to check all hires prior to any offer of employment; and/or
  - e. JobAps-State's recruitment, testing and selection system.
5. Enter (if applicable) the **Agency Name or Code** in the 3<sup>rd</sup> column that apply to system request. The exact Supervisor Organization name is essential to assigning security to SPS. The agency specific code is a 2, 4, 6, or 9 digit code. You may enter **multiple codes** as necessary. Specify the name or code that provides the employee the necessary required access.
6. List or check the appropriate **Role(s)** in the 4<sup>th</sup> column that the employee needs. If you have questions regarding roles, please contact the OPSB office responsible for the system for assistance. Please check all that apply.
7. Record in the 5<sup>th</sup> column,( if needed) additional information required to process the request for certain systems. This information was previously part of each individual form. Please complete as required.
  - a. BAS, Check Distribution Code(s), this limits access by locations/agency units
  - b. POC, Agency Contact yes or no, responding "yes" will list the employee as the agency contact on the POC site for your agency.
8. **User Information:** Information for Employee Requesting the Access
  - a. Enter the employee's First and Last name.
  - b. Enter Signature of employee. Must be signed by employee to process.
  - c. Enter Agency name and code of the department/agency.
  - d. Enter Agency Mailing Address/ work address.
  - e. Enter Phone/ office telephone number.
  - f. Enter User ID or Network ID (example: jsmith or john.smith@maryland.gov ).
  - g. Enter official email address.
  - h. Enter **Agency HR Director (Authorizing Official)**. (Must be the Agency HR Director, or an authorized designee.) This signature assures DBM and DoIT that the employee requesting access has a position/role in the agency that requires information contained in the system(s) and that the agency is approving this access request.
9. **Save the completed form** to your local or network drive to avoid losing the information.
10. **Print the completed form. Obtain signature from** employee, and HR Director or designee.
11. **Scan the signed form in black and white mode and save** to your local or network drive using agency name, last name of employee requesting access, and 6 digit date (example: DBM Smith 012714 for Department of Budget and Management John Smith January 27, 2014).
12. **Email the completed, signed, scanned form** as an attachment to [Shared.Services@Maryland.gov](mailto:Shared.Services@Maryland.gov) for review and approval. If you have access to an electronic signature, you may submit the form with electronic signature(s).