

VIEWDIRECT "Recipient ID" Request for TESS

AGENCY NAME:

AGENCY CODE: (6 character)

ADDRESS:

REQUESTOR'S NAME:

PHONE NO.:

REQUESTED RECIPIENT ID (6-10 characters):

AUTHORIZED VIEWING CLASS (select one):

Central Agency Staff (All Reports)

Central Agency Leave Keeper (Leave Reports ONLY)

Central Agency Cost Accounting Reports

Timekeeper: Value of Time Keeping Group
(2-4 position fields)

REMOTE PRINTER ID (RMTxxxx....same as FMIS printer):

AGENCY ACCOUNTING CODE (for ADC Job Accounting):

TESS COORDINATOR SIGNATURE: _____

DATE:

FMIS SECURITY OFFICER SIGNATURE: _____

DATE:

When this form is complete, please send (or FAX) to:

EIS Operations

DoIT

45 Calvert Street
Annapolis, MD 21401

FAX:410-558-6650
No Cover Sheet

For EIS use Only:

PASSWORD: _____

PRINTER JCL: _____

The following procedure should be used to add VIEWDIRECT access to TESS reports for a new report recipient, modify VIEWDIRECT access to TESS reports for an existing report recipient security profile, or delete a VIEWDIRECT report recipient security profile or profiles.

Obtain a blank EIS VIEWDIRECT "Recipient ID" Request for TESS Form .

1. **Agency Name** - Enter the home agency name of the user.
2. **Agency Code** - Enter the 6-digit Agency Code associated with the requestor's Payroll Agency.
3. **Address** - Enter the mailing address of the person requesting the Recipient ID.
4. **Requestor's Name** - Enter the first and last name of the person requesting the Recipient ID.
5. **Phone** - Enter the telephone number of the person requesting the Recipient ID.
6. **Requested Recipient ID** - Enter a desired 6-10 character id.
7. **Authorized Viewing Class:** Check 1 of the classes of user to indicate authorized level for viewing TESS reports:
 - Central Agency Staff (All Reports)
 - Central Agency Leave Keeper (Leave Reports ONLY)
 - Central Agency Cost Accounting Reports
 - Timekeeper
8. **Value(s) of Time Keeping Group** - For a Timekeeper viewing class, enter the 2-4 character value(s) of the timekeeping group(s).
9. **Remote Printer ID** - Enter the remote printer id (RMTxxxx) for the printer on which the recipient will print TESS reports from VIEWDIRECT.
10. **Agency Accounting Code (for ADC Job Accounting)** - Enter the agency ADC account number to which charges for printing reports from VIEWDIRECT will be billed.
11. **TESS Functional Coordinator** - The Agency TESS Functional Coordinator signs and dates the form.
12. **FMIS Security Officer** - The Agency FMIS Security Officer signs and dates the form.
13. Send the completed and signed form to EIS Operations, 45 Calvert St., Annapolis, 21401 or fax it to 410-558-6640 (no cover sheet please)

The EIS Operations ensures that the VIEWDIRECT Recipient ID is created, with a password and printer JCL, and notifies the requestor.