

Unemployment Insurance Database Management System

Access Request Form – (for State use)

Instructions: All parts of this form are to be completed by manager/authorizing official. Rules of Behavior for the Unemployment Insurance Database Management System (UIDBMS) should be read and understood by users before access to the system is granted. A copy of this form will be retained in the files in the event of an Office of Inspector General (OIG) audit. **All System Administrators must retain the original of this form for OIG auditing purpose.**

Employee departures: When an employee leaves the organization, such as retires, resigns, etc., a copy of this form must be completed to disable that employees account within 1-3 business days upon the employee’s departure. This form must be completed by the manager of that employee.

A. General User Information

| | | |
|--|----------------------------------|-------------------------|
| 1. Identify type of employee: State <input type="checkbox"/> State Contractor <input type="checkbox"/> Company Name (if contractor): _____ | | |
| 2. Name of User First Name: _____ Last Name: _____ | | 3. Job Title |
| 4. Office Location <Select State> | 5. Phone Number () | 6. Email Address |
| 7. Identify Type of Account: Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Emergency <input type="checkbox"/> | | |

B. Account Access Requested *(Check all system modules that apply)*

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| 8. Benefit Accuracy Measurement (BAM) <input type="checkbox"/> | | | |
| Action Requested: Add <input type="checkbox"/> Delete <input type="checkbox"/> Modify <input type="checkbox"/> | | | |
| User Type: Investigator Access <input type="checkbox"/> Manager Access <input type="checkbox"/> Supervisor Access <input type="checkbox"/> | | | |
| <i>Please check (X) all access levels you wish to grant the user</i> | | | |
| BAM Select Rights <input type="checkbox"/> | Case Assignment <input type="checkbox"/> | Case Conversion <input type="checkbox"/> | Case Reassignment <input type="checkbox"/> |
| Case Review Report <input type="checkbox"/> | Change Control Information <input type="checkbox"/> | DCI Report <input type="checkbox"/> | Interstate Request Logs <input type="checkbox"/> |
| New Investigative Assignments <input type="checkbox"/> | Official Time Lapse <input type="checkbox"/> | Rates Calculations <input type="checkbox"/> | Reopen Completed Cases <input type="checkbox"/> |
| Sample Characteristics <input type="checkbox"/> | Sample Validation <input type="checkbox"/> | Set BAM Functions <input type="checkbox"/> | Set Functions <input type="checkbox"/> |
| Set Local Office Table <input type="checkbox"/> | Set Validation Limits <input type="checkbox"/> | Set Validation Time Limits <input type="checkbox"/> | Stamp <input type="checkbox"/> |
| Standard Reports <input type="checkbox"/> | Supervisor Sign Off <input type="checkbox"/> | Update Cases <input type="checkbox"/> | User Defined Time Lapse <input type="checkbox"/> |



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| 9. UI – Data Validation (DV) <input type="checkbox"/> | | | |
| Action Requested: Add <input type="checkbox"/> Delete <input type="checkbox"/> Modify <input type="checkbox"/> | | | |
| <i>Please check (X) all access levels you wish to grant the user</i> | | | |
| Tax User <input type="checkbox"/> | Benefits User <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| 10. Tax Performance System (TPS) <input type="checkbox"/> | | | |
| Action Requested: Add <input type="checkbox"/> Delete <input type="checkbox"/> Modify <input type="checkbox"/> | | | |
| <i>Please check (X) all access levels you wish to grant the user</i> | | | |
| End User <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| 11. Unemployment Insurance Reports (UIR) <input type="checkbox"/> | | | |
| Action Requested: Add <input type="checkbox"/> Delete <input type="checkbox"/> Modify <input type="checkbox"/> | | | |
| <i>Please check (X) all access levels you wish to grant the user</i> | | | |
| End User <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| 12. System Administrator <input type="checkbox"/> | | | |
| Action Requested: Add <input type="checkbox"/> Delete <input type="checkbox"/> Modify <input type="checkbox"/> | | | |
| <i>Please check (X) all access levels you wish to grant the user</i> | | | |
| Limited Access <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

C. Comments

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| 13. Enter any additional comments |
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