Mississippi Management and Reporting System
SuccessFactors (Employee Central)

Type of Request (select one):   Add New User*   Update Access   Remove Access

User Information: Employee Central Master Agency Number: _____

Agency Name: _____   EC Username*: _____

First Name: _____   Last Name: _____   Middle Initial _____

E-Mail Address: _____   Phone Number: _____

* If the request is to add an independent contractor for an agency or employee of an agency working on behalf of another agency, the agency security contact must first create the CON ID in IDM. After creating the CON ID in IDM, submit this form for HR access. Example, CON000000123

Security Permission Roles and Groups: Please check the Employee Central (EC) Permission Role

> **EC_ViewAll** - An assigned role to ONLY view employee data within the person's purview (agency or statewide).

> **EC_HR** - An assigned role for agency HR staff to view and manage employee data and positions. This role would process employee transactions (hire, transfer, separate).

> **EC_HR_Super** - An assigned role for agency HR staff to view and manage employee data and positions. This role would process employee transactions (hire, transfer, separate) with the added designation of being able to delete records/actions in the employee file.

> **EC_MSPBAdmin** - An assigned role for MSPB HR staff to manage position data foundation objects. This role would process job and position changes statewide for MSPB-owned data. This role allows MSPB to perform mass changes related to fiscal year end conversion. This role also requires EC_HR_Super.

> **EC_MSPB_ReportAdmin** - An assigned role for MSPB HR staff to access the EC advanced reporting tool and AdHoc Reports. This role also requires EC_MSPBAdmin.

> **EC_LBO_ReportAdmin** - An assigned role for LBO staff to access the EC advanced reporting tool and AdHoc Reports. This role also requires EC_ViewAll or EC_HR.

> Other (MMRS Use Only) _____ , _____

Target Group Level. Select only one of the following target group Security Level Descriptions

- **1**   Agency Only [Enter Target Group (Sub-agency _____)]
- **2**   Agency and any sub-agencies within Master Agency
- **2E** Agency and any sub-agencies within Master Agency **EXCEPT** specified sub-agencies listed below
- **3**   Any SPB processed agency except SPB
- **4**   Any SPB processed agency including SPB
- **5**   All agencies within the State
- **6I** Specified sub-agencies listed below
- **6E** All agencies **EXCEPT** specified sub-agencies listed below

Please select the type of employees the user should access
          All employees   Regular Employees (PINs)   Contract Employees (WINs)

Security Level 2E, 6I or 6E Sub-Agency Number(s): _____ _____ _____ _____ _____

Authorized EC Security Contact		
Requested by:	Date:	Phone Number:

For MMRS Internal Use Only	
Approved By:	
MMRS Security Administrator:	
Granted Group:	Target Group: