

SAP Departmental Access Request Form

User's Name: _____ Employee Number: _____ User's CWID: _____

New User

Change Access

Position Change (Will replace existing access as noted in this form)

Deactivate SAP ID

Page 1: Department Administrator / Department Designee / Divisional Administrator Security Positions

Page 2: Non-DA/DD/DivA Security Positions

1st - (This section is for **DA** access. Change the "select" status to "ADD" or "REMOVE" and note if the request is for a Clinical or Non-Clinical DA)

Non-Clinical Department Administrator

OR

Clinical Department Administrator

2nd - (Please note what Fund Center is required and what access to assign - Workflow Approvals (AP) or Display Only (DP).)

Fund Center _____ AP __ DP __ Fund Center _____ AP __ DP __

Fund Center _____ AP __ DP __ Fund Center _____ AP __ DP __

3rd - (Time Approval is required. You must note if access should be granted as a Main or Backup and note what subarea access should be granted.)

Time Administrator Main__ Backup__ Sub Area_____ Sub Area_____ Sub Area_____ Sub Area_____

4th - (Time Keeper access is optional. If access is required, please select Time Keeper.)

Time Keeper (Optional)

1st - (This section is for **DD** access. Change the "select" status to "ADD" or "REMOVE" and note if the request is for a Clinical or Non-Clinical DD)

Non-Clinical Department Designee

OR

Clinical Department Designee

2nd - (Please note what Fund Center is required and what access to assign - Workflow Approvals (AP) or Display Only (DP).)

Fund Center _____ AP __ DP __ Fund Center _____ AP __ DP __

Fund Center _____ AP __ DP __ Fund Center _____ AP __ DP __

3rd - (Time Approval is required. You must note if access should be granted as a Main or Backup and note what subarea access should be granted.)

Time Administrator Main__ Backup__ Sub Area_____ Sub Area_____ Sub Area_____ Sub Area_____

4th - (Time Keeper access is optional. If access is required, please select Time Keeper.)

Time Keeper (Optional)

1st - (This section is for **Divisional Administrator** access. Change the "select" status to "ADD" or "REMOVE" if the user should be a DivA)

Divisional Administrator

2nd - (Please note what Fund Center is required and what access to assign - Workflow Approvals (AP) or Display Only (DP).)

Fund Center _____ AP __ DP __ Fund Center _____ AP __ DP __

Fund Center _____ AP __ DP __ Fund Center _____ AP __ DP __

3rd - (Time Approval is required. You must note if access should be granted as a Main or Backup and note what subarea access should be granted.)

Time Administrator Main__ Backup__ Sub Area_____ Sub Area_____ Sub Area_____ Sub Area_____

4th - (Time Keeper access is optional. If access is required, please select Time Keeper.)

Time Keeper (Optional)

5th - (Change of Funding access is optional. If access is required, please select Change of Funding and note what Fund Center access should be granted.)

Change of Funding (Optional) Fund Center_____ Fund Center_____ Fund Center_____

6th - (Supplemental Comp. access is optional. If access is required, please select Clinical-SUP and note what Fund Center access should be granted.)

Clinical-SUP (Optional) Fund Center_____ Fund Center_____ Fund Center_____

User's Name: _____ Employee Number: _____ User's CWID: _____

New User

Change Access

Position Change (Will replace existing access as noted in this form)

Deactivate SAP ID

1st - (Procurement Access for users who are not in the DA, DD, or DivA security positions. Change the "select" status to "ADD" for the noted position.)

Non-DA/DD/DivA Procurement Access

Purchasing Req Entry

Purchase Reporting

Purchasing Goods Receipt

2nd - (If user should have shopping carts routed to their inbox to approve, select the appropriate security workflow approval position below.)

SRM RARC Appr

SRM OHP Appr

SRM ITS-NY Appr

3rd - (PCARD access uses a different form that is routed to Accounting. Please click "[HERE](#)" to be routed to the PCARD request form.)

1st - (Time access for users who are not in the DA, DD, or DivA security positions. Change the "select" status to "ADD" for the noted position.)

Non-DA/DD/DivA Time Management Access

2nd - (For Time Approval, you must note if access should be granted as a Main or Backup and note what subarea access should be granted to.)

Time Administrator

Main__ Backup__

Sub Area_____

Sub Area_____

Sub Area_____

Sub Area_____

3rd - (For Time Keeper access, please change the "select" status to "ADD" for the noted position.)

Time Keeper (Optional)

1st - (Compensation Access for users who are not in the DA, DD, or DivA security positions. Change the "select" status to "ADD" for the noted position.)

Non-DA/DD/DivA Compensation Access

Change of Funding

Fund Center _____

Fund Center _____

Clinical-SUP

Fund Center _____

Fund Center _____

2nd - (If user should approve compensation items, select the security workflow approval position below to have items routed to their inbox.)

Clinical-Supp-PO Appr

Clinical-Supp/Fund NYPH Appr

1st - (BI Reporting access for users who are not in the DA, DD, or DivA security positions. Change the "select" status to "ADD" or "REMOVE" for the noted position.)

Non-DA/DD/DivA BI Reporting Access

BI FM/GM Reporting

BI HR Reporting (Excl. Payroll)

BI SRM/AP Reporting

BI Payroll Reporting (Payroll Only)

Fund Center _____

Fund Center _____

Fund Center _____

Fund Center _____

Faculty Reporting

Fund(s) / Sponsored Program(s) _____

1st - (Auxiliary department access. Change the "Select" status to "ADD" or "REMOVE" for the noted position.)

Non-DA/DD/DivA Auxiliary

Auxiliary Billing – Duplicating

Auxiliary Billing – NYPH

Auxiliary Billing – Research Core

Auxiliary Billing – ITS

Auxiliary Billing – RARC

Auxiliary Billing – Epigenomics Core

1st - (Space Inventory department entry access. Change the "Select" status to "ADD" or "REMOVE" for the noted position.)

Non-DA/DD/DivA Space Inventory

Space Department Entry

Fund Center _____

Fund Center _____

Fund Center _____

Additional Comments:

Training: All positions requested require that you attend a training session. To schedule a training session, please contact the training team at: wbg-training@med.cornell.edu

The DA/DD must attach the completed request form within GRC by opening a GRC Request. To open a GRC request, log in to the [WBG](#) and click on the "GRC" tab followed by the "Compliant User Provisioning" link.

All accounts that have not been active for 90 days or more will be locked due to inactivity. The DA or DD of the user must approve the unlocking of an id that was locked due to inactivity.

I AM AWARE OF AND AGREE TO COMPLY WITH WCMC POLICIES AND PROCEDURES PERTAINING TO THE PROPRIETARY AND CONFIDENTIAL NATURE OF THE INFORMATION TO WHICH I MAY HAVE ACCESS.

Users Signature: _____

Date: _____

DA/DD Signature: _____

Date: _____

	Process Area	Report Name	BI FM/GM Reporting	BI SRM/AP Reporting	BI HR Reporting	BI Payroll Reporting	Faculty Reporting
1	FI-Funds & Grants	Discretionary Fund Statement (4*, 5*, 6*, 8*)	X				X
2	FI-Funds & Grants	Fund Detail Statement	X				X
3	FI-Funds & Grants	Fund Master Data	X				X
4	FI-Funds & Grants	Fund Responsible Assignments	X				X
5	FI-Funds & Grants	Fund Statement (1* / 3*)	X				X
6	FI-Funds & Grants	Funds Reservation Details by Fund	X				X
7	FI-Funds & Grants	Funds Reservation Details by SP	X				X
8	FI-Funds & Grants	Grant Detail Statement	X				X
9	FI-Funds & Grants	Grant Responsible Assignments	X				X
10	FI-Funds & Grants	Grant Statement	X				X
11	FI-Funds & Grants	Journal Voucher Details by Fund	X				X
12	FI-Funds & Grants	Journal Voucher Details by SP	X				X
13	FI-Funds & Grants	Open Commitments by Fund	X				X
14	FI-Funds & Grants	Open Commitments by SP	X				X
15	FI-Funds & Grants	PO Fund Statement	X				X
16	FI-Funds & Grants	Project Fund Statement	X				X
17	FI-Funds & Grants	Sponsored Program Master Data	X				X
18	FI-SRM/AP	Accounts Payable Details by Fund		X			X
19	FI-SRM/AP	Accounts Payable Details by SP		X			X
20	FI-SRM/AP	Good Receipt Details by Fund		X			X
21	FI-SRM/AP	Good Receipt Details by SP		X			X
22	FI-SRM/AP	Invoice/Purchase Order Summary		X			
23	FI-SRM/AP	Line of Credit Order Details		X			
24	FI-SRM/AP	Purchase Order Details by Fund		X			X
25	FI-SRM/AP	Purchase Order Details by SP		X			X
26	FI-SRM/AP	Purchase Order Life Cycle		X			
27	FI-SRM/AP	Shopping Cart Approval Trail		X			
28	FI-SRM/AP	Shopping Cart by Status		X			
29	FI-SRM/AP	Shopping Cart Details		X			
30	HR-Personnel	Employee Action History			X		
31	HR-Personnel	Employee Basic Data			X		
32	HR-Personnel	Number of Personnel Actions by Start Date			X		
33	HR-Payroll	Employee Planned Funding by Fund				X	X
34	HR-Payroll	Employee Planned Funding by Organizational Unit				X	
35	HR-Payroll	Employee Planned Funding by WBS				X	X
36	HR-Payroll	Labor Commitment/Consumption Details by Fund				X	X
37	HR-Payroll	Labor Commitment/Consumption Details by Organizational Unit				X	
38	HR-Payroll	Labor Commitment/Consumption Details by SP				X	X
39	HR-Payroll	Labor Distribution by Fund				X	X
40	HR-Payroll	Labor Distribution by Organizational Unit				X	
41	HR-Payroll	Labor Distribution by WBS				X	X

Purpose

Use this procedure to view specific employee master data information such as the Person ID, Position and Cost Center/Fund Center. This information must be included on the **SAP Departmental Access Request Form**.

If you are requesting access for a new employee the HR paperwork must be completed and processed by HR in order for the employee record to be viewed in SAP.

Menu Path

Use the following menu path to begin this transaction:

- Compensation Display HR Master Data

Procedure

1. Start the transaction using the menu path.

Display HR Master Data

Menu Back Cancel System Display Overview

Person ID Pers.Assign

Department Admin

Infotype text
IT0001 Organizational Assignment
IT9027 Change of Funding
IT9070 Supplemental Compensation

Period

Period

From To

Today Curr.week


All Current month

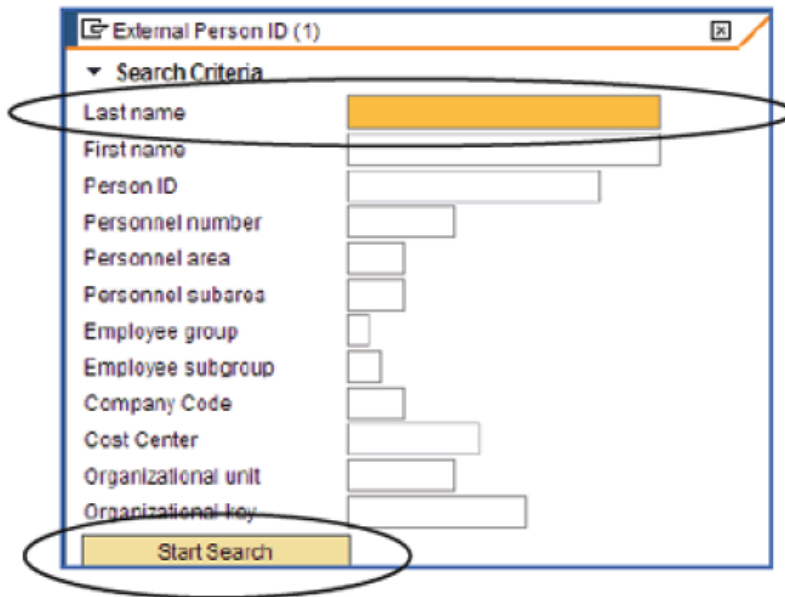
From curr.date Last week

To Current Date Last month

Current Period Current Year

Choose

2. Click the  button to the right of the Person ID field to search for a specific employee master data record.



External Person ID (1)

Search Criteria

Last name

First name

Person ID

Personnel number

Personnel area

Personnel subarea

Employee group

Employee subgroup

Company Code


Cost Center

Organizational unit

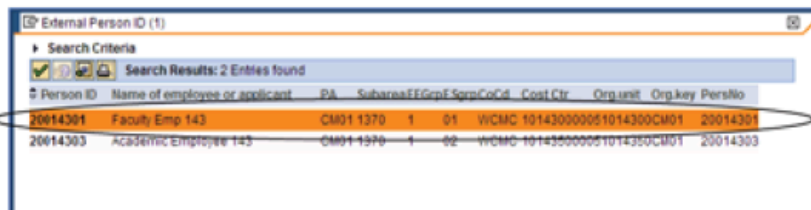
Organizational key

Start Search

3. Type the employee's last name into the **Last name** field.

 You can enter a portion of the employee name followed by the wildcard (*) to narrow your search (i.e.: When searching for the name "Bredwood" enter Bre* into the Last name field to see a list of names that begin with Bre). This is helpful when you are unsure of the correct spelling of the employee's name.

4. Click **Start Search** to view the search results.



External Person ID (1)

Search Criteria

Search Results: 2 Entries found

Person ID	Name of employee or applicant	PA	Subarea	FEGrp	SprCoCd	Cost Ctr	Org unit	Org key	PersNo
20014301	Faculty Emp 143	CM01	1370	1	01	WCMC 101430000051014300	CM01		20014301
20014303	Academic Employee 143	CM01	1370	1	02	WCMC 101430000051014300	CM01		20014303

5. Double-click the appropriate line item to select the Person ID for which you are searching.

6. Press **Enter** on your keyboard to view additional employee information on the **Display HR Master Data** page.

Display HR Master Data

Menu Back Cancel System **Display** Overview

Person ID: 20014301 Pers.Assgn: 51014300 Healing 143 520143...

Name: Faculty Emp 143

EE group: 1 Academic Pers.area: 0001 WEILL CORNELL MEDIC

EE subgroup: 01 Faculty-Sal Cost Center: 1014300000 Healing-143

Department Admin

Infotype text

<input type="checkbox"/> IT0001 Organizational Assignment	✓
<input type="checkbox"/> IT9027 Change of Funding	✓
<input type="checkbox"/> IT9070 Supplemental Compensation	✓

Period

From: [] To: []

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Choose

7. Click IT0001 Organizational Assignment to select Infotype 0001-Organizational Assignment.

8. Click **Display** to view the selected employee's organizational assignment.



The Display IT0001 Organizational Assignment page shows employee information such as the Person ID, Cost Center (Cost Ctr) and Position.

Display IT0001 Organizational Assignment

Menu Back Cancel System Previous record Next record Overview Org Structure

Person ID 20014301 Pers.Assign 51014300 Healing 143 520143...

Personnel No 20014301 Name Faculty Emp 143

EE group 1 Academic Personnel ar CM01 WEILL CORNELL MEDICAL NY

EE subgroup 01 Faculty-Sal Status Active

Start 01/02/2008 to 12/31/9999 Chng 11/30/2008 IRS2007

Enterprise structure

CoCode WCNC Weill Cornell Med. Colleg Leg.person

Pers.area CM01 WEILL CORNELL MEDICAL ISubarea 1370 143 - Trg PSA

Cost Ctr 1014300000 Healing-143 Bus. Area MCFY New York City

Fund 20010010 Unfunded

Grant GMR GMNR

Func. Area 600 Institutional Support

Personnel structure

EE group 1 Academic Payr.area UE Bi Weekly Exempt US

EE subgroup 01 Faculty-Sal Contract PO Member

Organizational plan

Percentage 100.00

Position 52014301 Academic Faculty Emp 143

Jobkey 31200040 Chair-Clinic Chair-Clinical

Exempt E


Administrator


PersAdmin 143 143 - Trg PSA

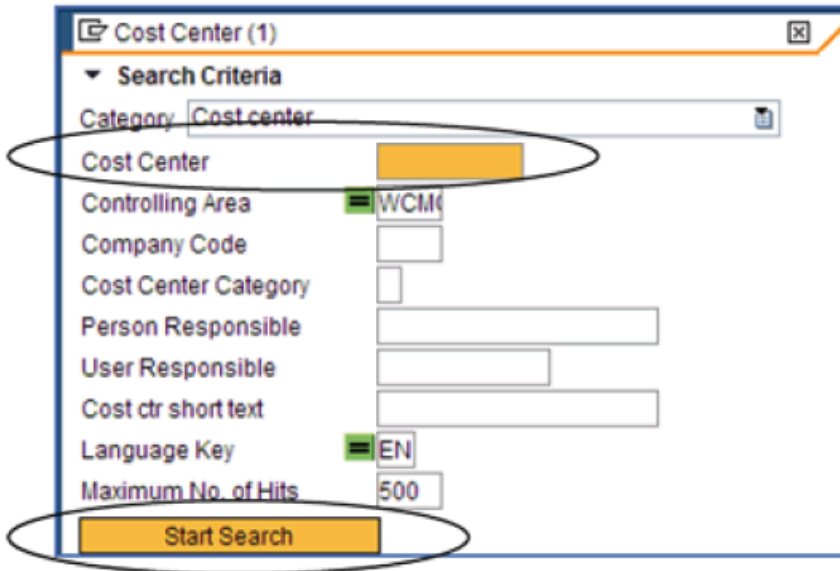
Time 143 143 - Trg PSA

PayrAdmin 143 143 - Trg PSA

9. Click inside the **Cost Ctr** field 1014300000 to display the corresponding matchcode button.

10. Click the  button to the right of the **Cost Ctr** field to search for additional cost centers/fund centers you need to include on the SAP Departmental Access Request Form.

 The **SAP Departmental Access Request Form** requires the requestor to list the Fund Center(s) the user will need to access.



Cost Center (1)

Search Criteria

Category Cost center

Cost Center

Controlling Area WCMC

Company Code

Cost Center Category

Person Responsible

User Responsible

Cost ctr short text

Language Key EN


Maximum No. of Hits 500

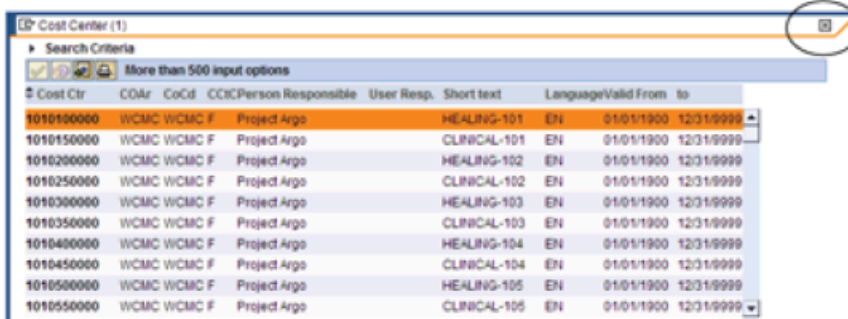
Start Search

11. Enter the first 3 - 6 digits of your fund center followed by * into the **Cost Center** field to narrow your search results.

 For example, enter 118* (CRMI) or 180035* (RARC).

12. Click Start Search to find the appropriate cost centers within your department.

 If access is being requested for all fund centers within your department (i.e.: DA/DD or BI reporting roles) then write the general Cost Center number for the department on the access form. If access is only required for specific fund centers, then list each required fund center.




Cost Center (1)

Search Criteria

More than 500 input options

Cost Ctr	COAr	CoCd	CCICPerson Responsible	User Resp.	Short text	Language	Valid From	Valid To
1010100000	WCMC	WCMC	F	Project Argo	HEALING-101	EN	01/01/1900	12/31/9999
1010150000	WCMC	WCMC	F	Project Argo	CLINICAL-101	EN	01/01/1900	12/31/9999
1010200000	WCMC	WCMC	F	Project Argo	HEALING-102	EN	01/01/1900	12/31/9999
1010250000	WCMC	WCMC	F	Project Argo	CLINICAL-102	EN	01/01/1900	12/31/9999
1010300000	WCMC	WCMC	F	Project Argo	HEALING-103	EN	01/01/1900	12/31/9999
1010350000	WCMC	WCMC	F	Project Argo	CLINICAL-103	EN	01/01/1900	12/31/9999
1010400000	WCMC	WCMC	F	Project Argo	HEALING-104	EN	01/01/1900	12/31/9999
1010450000	WCMC	WCMC	F	Project Argo	CLINICAL-104	EN	01/01/1900	12/31/9999
1010500000	WCMC	WCMC	F	Project Argo	HEALING-105	EN	01/01/1900	12/31/9999
1010550000	WCMC	WCMC	F	Project Argo	CLINICAL-105	EN	01/01/1900	12/31/9999

13. Click  in the upper right-hand corner to close the Cost Center (1) window after making a note of the appropriate cost center(s).