

## SAP Central FI/HCM Access Request Form

User's Name: _____	Employee Number: _____
User's Email: _____	Department: _____
<input type="checkbox"/> New User (Temp <input type="checkbox"/> Employee <input type="checkbox"/> )	<input type="checkbox"/> Position Change (Will replace existing access as noted in this form)
<input type="checkbox"/> Change Access (CWID: _____ )	<input type="checkbox"/> Deactivate SAP ID (CWID: _____ )

### Central Finance Positions

<b>Accounting Operations</b>			
Accountant I	Supervisor – Accounting	Master Data Clerk – FI	Master Data Clerk – FM

<b>Budget</b> *WF Approvals: Change of Funding, Board Approved Comp		
Budget Analyst	Budget Manager *	Budget Director *
Financial Budget Analyst	Financial Budget Manager	

<b>Compliance</b> *WF Approvals: SRM Requisition
Compliance*

<b>Financial Management/Controller</b> *WF Approvals: SRM Requisition		
Associate Controller*	Controller - Accounting*	FI CO Management

<b>IDC/Asset Management</b>			
AA Master Data Clerk	IDC Admin	IDC Analyst	Supervisor - Indirect Costs

<b>Physicians Organization</b> *PO Management contains all noted PO positions				
PO Finance	PO Prorates Admin	PO Management	PO BI Reports	PO Support

<b>Purchasing &amp; Disbursements</b> *WF Approvals: SRM Requisition			
AP Master Data Clerk *	AP Analyst	AP Supervisor	AP Manager
PCard Mgmt	SRM Operational Purchaser	SRM Purchasing Assistant	

<b>Research Accounting</b> *WF Approvals: Change of Funding, SRM Requisition		
RA Analyst	Supervisor - Research Acctg	Controller - Research Acctg *

<b>Research &amp; Sponsored Programs</b>	
Grants & Contracts Admin	

<b>Space Inventory</b>		
Space Planning Group	Space Planning Group Display	Space Survey Group

<b>Student Accounting/Cashier</b>			
Cashiers Office	Administrative Aid - STU Acctg	Student Accounting Mgr	Treasury Clerk

### Central HCM Positions

<b>Benefits Management</b>	
Benefits Administrator	Benefits Manager

<b>Compensation</b>	
Compensation Admin	Compensation Manager

<b>Development</b>	
HR Development	

<b>Human Resources/Management &amp; Employee Relations</b>	
Employee Relations Admin	HCM Manager

<b>Payroll</b>	
Payroll Administrator	Payroll Manager

<b>Records &amp; Data Management</b>		
Records & Data Admin Display	Records & Data Admin	Records Manager

<b>Recruiting</b>	
Immigration Admin	Recruitment Admin

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](mailto: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.**

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.

User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson's Signature: \_\_\_\_\_ Date: \_\_\_\_\_