



WBG Departmental Access Request Form – NY

Employee Name:	Employee Number:	Employee CWID:
New User	Change Access	Position Change (will replace existing access as noted in this form)
		Deactivate WBG Access

Department Administrator Access

Department Administrator	Department Designee	Division Administrator (Part 1)
<i>The Department Administrator (DA), Department Designee (DD) and Division Administrator (DivA) by default contain access to the following applications: BI Reporting (FM/GM, Purchasing/AP, Payroll, HR) and Shopping Cart Entry & Approval. In addition, DA's and DD's have access to the following applications: System Access Requests, Change of Funding Entry & Approval, and Space Management & Certification.</i>		

Indicate the required Fund Center(s) and the level of access to "Add" or "Remove".

Fund Center	Fund Center
Fund Center	Fund Center
Fund Center	Fund Center

Time Administrator Approval access is optional. If access is desired, indicate the Sub Area(s) to "Add" or "Remove".
Provides access to approve time for the designated sub area(s)

Time Administrator Approval

Sub Area	Sub Area
Sub Area	Sub Area

Time Keeper access is optional. If access is desired, select "Add".
Provides access to Enter Time for your Department or Division. Access is restricted to the employees where you have a DA, DD, or DivA Fund Center relationship.

Time Keeper

For Clinical Departments only. If access is desired, select "Add".
Provides access to both Enter and Approve Supplemental Compensation.

Supplemental Compensation

Division Administrator (Part 2 - Optional)

Indicate the required Fund Center(s) to "Add" or "Remove".
Provides access to enter Change of Funding. There is no Change of Funding approval with this position.

Change of Funding

Fund Center	Fund Center
Fund Center	Fund Center

Indicate the required Fund Center(s) and the level of access to "Add" or "Remove".
Provides access to enter Supplemental Compensation. There is no Supplemental Compensation approval with this position.

Supplemental Compensation

Fund Center	Fund Center
Fund Center	Fund Center



Non-Department Administrator Access

Purchasing Access

Indicate the position(s) to "Add" or "Remove".

Provides access to create a shopping cart

Purchase Requisition Entry

Provides access to Purchasing Reports

Purchase Reporting

EHS Only. Provides access to create a good receipt.

Purchasing Goods Receipt

Indicate the position(s) to "Add" or "Remove".

Department-specific product category approvals. For RARC, OHP and ITS departments only.

Shopping RARC Approval

Shopping ITS-NY Approval

Shopping OHP Approval

Note: For P-Card access, complete the additional form available [here](#).

Time Management Access

Indicate "Add" or "Remove" for each Sub Area.

Provides access to approve time for the designated sub area(s).

Time Administrator:

Sub Area

Sub Area

Sub Area

Sub Area

Indicate "Add" or "Remove".

Provides access to maintain the time for employees and all Sub Areas. No approval access.

Time Keeper:

Compensation Access

Indicate the required Fund Center(s) to "Add" or "Remove".

Provides Entry only access in the Fund Center(s) indicated.

Change of Funding Entry

Clinical Supplemental Compensation Entry

Fund Center

Fund Center

Fund Center

Fund Center

Fund Center

Fund Center

Auxiliary Billing Access

Indicate "Add" or "Remove".

Provides access to administer billing activities within the noted departments. Access is only applicable to the departments listed.

Duplicating

RARC

ITS

Research Core

NYPH

Epigenomics Core



BI Reporting Access (access details on page 5)

Indicate the required Fund Center(s) to “Add” or “Remove”.

Provides BI reporting access by category for the specified fund center(s). Reports in each category are documented on page five.

BI Funds & Grants Reporting

BI Personnel Reporting

BI Purchasing & Accounts Payable Reporting

BI Payroll Reporting

Fund Center

Fund Center

Fund Center

Fund Center

Fund Center

Fund Center

Indicate the required Fund(s) or Sponsored Program(s).

Provides BI reporting for faculty members by specific Fund(s) or Sponsored Program(s). Reports in this role are documented on page five.

BI Faculty Reporting

Fund(s) & Sponsored Program(s):

Space Management & Inventory Access

Indicate the position(s) to “Add” or “Remove” and the required Fund Center(s).

Provides access to maintain space and inventory associated to your department. This access is entry only.

Space Management Department Entry

Equipment Entry

Fund Center

Fund Center

Fund Center

Fund Center

Fund Center

Fund Center

Weill Training Management System (WTMS) Access

Indicate the position(s) to “Add” or “Remove”.

Provides access to maintain WTMS courses or to become an instructor for a course within WTMS.

Course Administrator

Instructor

Electronic Forms (eForms)

Indicate the eForm to “Add” or “Remove”.

Provides access to create electronic forms.

Fund Create

Additional Comments



Notes

- 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 Department Administrator/Department Designee must attach this completed request form within WBG Access Request by opening a WBG Access Request. To open an Access Request, log in to the WBG and click on the "System Access" tab followed by the "Create Access Request" link.
- All accounts that have not been active for 90 days or more will be locked due to inactivity. If an ID has been locked due to inactivity, the Department Administrator or Department Designee of the user must approve the unlocking of the ID.
- By submitting this Access Request Form, you affirm to the following statement:
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.



BI Reporting Access Details						
Report Area	Report Name	Funds & Grants	Purchasing & AP	Personnel	Payroll	Faculty
FI-Funds & Grants	Discretionary Fund Statement (4*, 5*, 6*, 8*)	X				X
FI-Funds & Grants	Fund Detail Statement	X				X
FI-Funds & Grants	Fund Master Data	X				X
FI-Funds & Grants	Fund Responsible Assignments	X				X
FI-Funds & Grants	Fund Statement (1*, 3*)	X				X
FI-Funds & Grants	Funds Reservation Details	X				X
FI-Funds & Grants	Grant Detail Statement	X				X
FI-Funds & Grants	Grant Responsible Assignments	X				X
FI-Funds & Grants	Grant Statement	X				X
FI-Funds & Grants	Journal Voucher Details	X				X
FI-Funds & Grants	Open Commitments	X				X
FI-Funds & Grants	PO Fund Statement	X				X
FI-Funds & Grants	Project Fund Statement	X				X
FI-Funds & Grants	Sponsored Program Master Data	X				X
FI-SRM/AP	Accounts Payable Details		X			X
FI-SRM/AP	Good Receipt Details by Fund		X			X
FI-SRM/AP	Good Receipt Details by SP		X			X
FI-SRM/AP	Invoice/Purchase Order Summary		X			
FI-SRM/AP	Line of Credit Order Details		X			
FI-SRM/AP	Purchase Order Details		X			X
FI-SRM/AP	Purchase Order Life Cycle					
FI-SRM/AP	Shopping Cart Approval Trail		X			
FI-SRM/AP	Shopping Cart by Status		X			
FI-SRM/AP	Shopping Cart Details		X			
HR-Personnel	Employee Action History			X		
HR-Personnel	Employee Basic Data			X		
HR-Personnel	Number of Personnel Actions by Start Date			X		
HR-Payroll	Employee Planned Funding by Fund				X	X
HR-Payroll	Employee Planned Funding by Organizational Unit				X	
HR-Payroll	Employee Planned Funding by WBS				X	X
HR-Payroll	Labor Commitment/Consumption Details by Fund				X	X
HR-Payroll	Labor Commitment/Consumption Details by Organizational Unit				X	
HR-Payroll	Labor Commitment/Consumption Details by SP				X	X
HR-Payroll	Labor Distribution by Fund				X	X
HR-Payroll	Labor Distribution by Organizational Unit				X	
HR-Payroll	Labor Distribution by WBS				X	X