

SAP Central FI/HCM Access Request Form

User's Name: _____ Employee Number: _____

New User (Temp Employee) Position Change (Will replace existing access as noted in this form) Deactivate

Central Finance Positions

Accounting Operations

Accountant I Supervisor – Accounting Master Data Clerk – FI Master Data Clerk – FM
 NYPH Billing Analyst NYPH Billing Supervisor
 eForm Workflow PR - Security Deposit eForm Workflow PR - Treasury
 eForm Workflow Fund Create - Central Finance eForm Workflow PR - Griffis

Budget * WF Approvals: Change of Funding, Board Approved Comp

Budget Analyst Budget Manager * Budget Director *
 Financial Budget Analyst Financial Budget Manager eForm Workflow Fund Create - Budget Office

Compliance * WF Approvals: SRM Requisition

Compliance *

Financial Management/Controller * WF Approvals: SRM Requisition

Associate Controller* Controller - Accounting* FICO Management TRII Report Admin

IDC/Asset Management

AA Master Data Clerk IDC Admin IDC Analyst Supervisor - Indirect Costs

Physicians Organization PO Management contains all noted PO positions.

PO Finance PO Prorates Admin PO Management PO BI Reports PO Support
 PO Train Analysis PO AP Analyst PO AST Contracts PO AST Contract Manager
 PO AP Analyst PO RAJV Analyst eForm Workflow Fund Create - Physician Organization

Purchasing & Disbursements * WF Approvals: SRM Requisition

AP Master Data Clerk * AP Analyst AP Supervisor AP Manager
 PCard Mgmt SRM Operational Purchaser SRM Purchasing Assistant

Research Accounting * WF Approvals: Change of Funding, SRM Requisition

RA Analyst Supervisor - Research Acctg Controller - Research Acctg*

Research & Sponsored Programs * WF Approvals: Change of Funding, SRM Requisition

Grants & Contracts Admin OSRA Analyst JCTO Analyst

 OSRA Transactional Workflow-Shopping Carts
 eForm Workflow PR - OSRA eForm Workflow T&E - OSRA eForm Workflow Fund Create - OSRA

Research Administration Reporting

Awards & Proposals Folder Effort Folder RI Folder Routing Folder
 Financials Folder Studies Folder Subjects Folder
 Conflicts of Interest Folder

Space Inventory

Space Planning Group Space Planning Group Display Inventory Analyst

Student Accounting/Cashier

Cashiers Office Administrative Aid - STU Acctg Student Accounting Mgr Treasury Clerk

Central HCM Positions

Benefits Management

Benefits Administrator Benefits Manager

Compensation

Compensation Admin Compensation Manager

Development

HR Development

Human Resources/Management & Employee Relations

Employee Relations Admin HCM Manager

Payroll

Payroll Accountant Payroll Administrator Payroll Manager

Records & Data Management

Records & Data Admin Display Records & Data Admin Records Manager
 HRBP Position Requisitioner

Recruiting/Onboarding

Immigration Admin Recruitment Admin Recruitment Support
 Recruiter HR Business Partner Onboarding Document Center
 Onboarding Coordinator

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.

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: _____