

SAP Qatar Access Central Request Form

User's Name: _____		Unit: _____	
Employee Number: _____	Position Number: _____	User's CWID: _____	
New User	Change Access	Position Change (Will replace existing access as noted in this form)	Deactivate SAP ID

Qatar Finance Positions

Accounting Operations			
Accounts Payable Coordinator	Research Accountant		
Cashier			
Cashier			
Facilities Management			
Facilities Manager	Facilities Store	Public Affairs Admin	Research Admin
Financial Management * WF Approvals: Finance Approval (Line Item & Info Type)			
Associate Director of Finance*	Director of Finance	Financial Manager	
Procurement Card			
PCARD Access: Please fill out the form located HERE			
Purchasing			
Purchasing 1	Purchasing 2	Purchasing 3	Associate Director Procurement
Workflow – PO Approval			
Unit Head - Procurement	Unit Head – Finance	Unit Head - Deans Office	

Qatar HCM Roles

Compensation & Benefits	
Comp & Benefits (Qatar)	
Immigration and Evacuation	
Qatar Evacuation Administrator	Qatar Evacuation Display Qatar
Qatar Immigration & Mobilization (Data Maintenance)	Immigration Process (System Admin)
Payroll	
Qatar Payroll Administrator	
Personnel Administration	
Qatar New Hire	Qatar New Hire Review Qatar Post Hire
Time Management	
Time Keeper	Time Administrator
Main__ Backup__	Main__ Backup__
Sub Area_____	Sub Area_____
Sub Area_____	Sub Area_____
Sub Area_____	Sub Area_____
Weill Training Management System	
Course Administrator	Instructor

Additional Comments:	
I AM AWARE OF AND AGREE TO COMPLY WITH WCMC/WCMC-Q POLICIES AND PROCEDURES PERTAINING TO THE PROPRIETARY AND CONFIDENTIAL NATURE OF THE INFORMATION TO WHICH I MAY HAVE ACCESS.	
User's Signature: _____	Date: _____
Unit Head's Signature: _____	Date: _____
Finance/HR's Signature: _____	Date: _____