# 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)

☐ Change Access  (CWID:_____)                      ☐ Deactivate SAP ID (CWID:_____)

## Central Finance Positions

**Accounting Operations**
| | | | |
|---|---|---|---|
| Accountant I | Supervisor – Accounting | Master Data Clerk – FI | Master Data Clerk – FM |
| NYPH Billing Analyst | NYPH Billing Supervisor | | |

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

**Compliance**    *WF Approvals: SRM Requisition*
Compliance *

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

**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

**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

**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 Administrator          Payroll Manager

**Records & Data Management**
Records & Data Admin Display          Records & Data Admin          Records Manager

**Recruiting**
Immigration Admin          Recruitment Admin          Recruitment Support

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:_____