

SAP Qatar Central Access Request Form

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

Qatar Finance Positions

Accounting Operations		
Accounts Payable Coordinator	Research Accountant	Research Accounting Manager
Budget and Planning		
Qatar Budget Administrator	Qatar Budget Approver	
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
Housing		
Qatar Housing Analyst	Qatar Housing 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 Positions

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
Recruiting/Onboarding		
HR Reporting	RCM & ONB Admin	RCM & ONB Coordinator
PMGM Central Admin	RCM & ONB Team Task	
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: _____