

SAP Access Request Form - Qatar Research

Notation: This form is only applicable for authorization under 27* Fund Centers.

User's Name: _____ User's CWID: _____

Employee Number: _____ Position Number: _____

New User Change Access Position Change (will replace existing access) Deactivate SAP ID

Roles Requested

Please select appropriate Roles to be assigned or removed.

1. Qatar Research - Unit Head* (SC Fund Approval /FI-BI Report, and SAP Desktop)
2. Qatar Research - Unit Admin* (SC creation /FI-BI Reports, and SAP Desktop)
3. Qatar Research - End User* (SC creation /FI-BI Reports)
4. Qatar Research Master Data (Create, Change, Display access limited to Research Accounts)
5. Unit Payroll Report Admin* (Access to Compensation, Change of Funding reports in BI)
6. Unit Head – Compliance (limited to SC Approval for product category N06- Animals)

Select Fund Center

* Please select fund center to restrict above authorizations (applicable on roles 1,2, 3, and 5 only)

Fund Center _____ Fund Center _____ Fund Center _____

Fund Center _____ Fund Center _____ Fund Center _____

Select Sponsored Program (If required to limit access with in above selected fund centers), Please use a separate sheet and attach with this form if more than six are needed).

Sponsored Program _____ Sponsored Program _____ Sponsored Program _____

Sponsored Program _____ Sponsored Program _____ Sponsored Program _____

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 or Grant access.

User's Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Unit Head's Signature: _____ Date: _____

Finance/HR Signature: _____ Date: _____