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 –FM
NYPH Billing Analyst	NYPH Billing Supervisor	Master Data Clerk – FI
eForm Workflow PR - Security Deposit	eForm Workflow PR - Treasury	
eForm Workflow Fund Create - Central Finance	eForm Workflow PR - Griffis	Financial Partner*

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

Budget and Planning System

Budget Administrator	Budget PO Finance Reviewer

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

Lease/Equipment Management   (Select 1 Position)

Asset Accountant	Contract Display Only	Contract Manager
FASB Analyst	Lease Display Only	Real Estate Display
Real Estate Manager	WCI-NYP Analyst	

Physicians Organization   *PO Management contains all noted PO positions

PO Finance	PO Prorates Admin	PO Management
PO Train Analysis	PO AST Contract Manager	PO AST Contracts
PO AP Analyst	PO Support	PO RAJV Analyst
PO BI Report	EForm Workflow Fund Create - Physician Organization	
Eform Workflow PR - RAJV	Eform Workflow PR – RAJV Approver Level 1	
Eform Workflow PR – RAJV Approver Level 2		

Purchasing & Disbursements   *WF Approvals: SRM Requisition

AP Master Data Clerk *	AP Analyst	AP Manager
Corporate Card	AP Supervisor	SRM Purchasing Assistant
SRM Operational Purchaser	Electronic Bank Statement Admin	Electronic Bank Statement Display

Central Finance Positions

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

eForm Workflow PR - OSRA   eForm Workflow T&E - OSRA   eForm Workflow Fund Create – OSRA

GM - AVC & Budget Maintenance   GM - AVC Maintenance   GM – Billing

GM - Budget Data Display   GM - Cash Application   GM - GL Account Postings Clear Customer

GM - IDC Clearing   GM - IDC Revenue Reclass   GM - Attribute Maintenance

GM - Master Data Creation   GM - Master Data Display   GM - Master Data Maintenance

GM - Master Data <u>Mass</u> Maintenance   GM – Reporting   GM - RRB Billing

GM - Sales Order Management   GM - Sponsored Class and Prog Maintenance   GM - SPDD Display

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Space Inventory

Space Planning Group   Space Planning Group Display   Inventory Analyst

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Student Accounting/Cashier

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

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*** Finance Partner position entails Funds Center / Org Unit creation in Employee Central ***

Central Finance Reporting

Shipping Reports

EHS Reporting

Research Administration Reporting

Awards & Proposals   Clinical Research Financials   Conflicts of Interest

Effort   Clinical Research Studies   Sponsored Programs

Research Integrity   Clinical Research Subjects   Routing

Central HCM Positions

Benefits Administrator   Benefits Manager

Compensation

Compensation Admin   Compensation Manager   Job Profile Administrator

Development

HR Development

Human Resources/Management & Employee Relations

Employee Relations Admin   HCM Manager   HR Executive   Leave Partner

HR Administration   HR Representative   HR Services

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 Coordinator

Onboarding Document Center   Onboarding Team Task   Agency Administration

Onboarding HR 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:_____