SAP Qatar Access Request Form – Central

User's Name: _____ Unit: _____

Employee Number: _____ Position Number: _____ User CWID: _____

New User   Change Access   Position Change (will replace existing access as mentioned in this form)   Deactivate SAP ID

Qatar FABS Positions

Financial Management

Director of Finance _____ Associate Director of Finance _____ Assoc Director Procurement _____

Financial Manager _____ Manager Operations _____ Qatar Finance Operations _____

Assoc Director Qatar Research Operations _____ Change of Funding Entry – Qatar _____

Budget & Planning

Qatar Budget Administrator _____ Qatar Budget Approver _____ Qatar Budget Analyst _____

Qatar Employee Budget Planning _____

Accounting Operations

Accounts Payable Coordinator _____ Qatar Accounts Payable _____ Cashier _____

Qatar Financial Analyst _____ Qatar Invoice Posting _____ Qatar Accountant I _____ Research Accounting

Manager _____ Research Accountant _____ Research Admin Store _____ Facilities Store _____

Procurement

Purchasing 1 _____ Purchasing 2 _____ Purchasing 3 _____

PO Workflow Approval

Unit Head - Finance_____ Unit Head - Procurement _____ Unit Head - Deans Office _____

e-Forms

eForm Workflow PR - Qatar Finance Operations _____ e-Form Workflow PR - Qatar AP _____

eForm - Qatar PR _____ e-Form Workflow PR - Qatar Research _____

JV e-Form Monitor – Qatar _____

Procurement Card

Qatar PCARD - Allocator: Please fill out the form located **HERE**

Business Services

Qatar Housing Analyst _____ Qatar Housing Manager _____ FABS Business Analyst _____

Qatar Business Services Manager _____

Lease Management

Pro-Lease Equipment Admin (WCMQ) _____ Pro-Lease Equipment Admin – No Capitalization (WCMQ) _____

Pro-Lease Real Estate Admin (WCMQ) _____ Pro-Lease Real Estate Admin – No Capitalization (WCMQ) _____

Qatar HCM Positions

Personnel Management

Qatar New Hire _____ Qatar New Hire Review _____ Qatar Post Hire _____ Qatar HR Services _____

HR Reporting _____

Recruiting / On-boarding

Qatar RCM & ONB Coordinator _____ Qatar RCM & ONB Admin _____ Qatar RCM & ONB Team Task _____

Compensation & Benefits

Qatar HCM (RCM/Comp) _____

Immigration & Evacuation

Qatar Immigration & Mobilization _____ Qatar Immigration_____

Payroll

Qatar Payroll Administrator _____   Qatar Payroll Display _____

Time Management

Time Management - Time Keeper for Qatar _____ Time Management - Time Administrator For Qatar _____

Funds Center _____   Funds Center _____

Funds Center _____   Funds Center _____

Funds Center _____   Funds Center _____

Training Management

LSO Course Administrator – QT _____ LM Instructor - QATAR _____

Performance Management

Central Performance and Goals Admin - QT _____

HR Reporting

SuccessFactors Reporting for HR - QT _____

Qatar FHSS Positions

Facilities Management

Facilities Manager _____ Facilities Store _____ Qatar FHSS _____

Qatar Evacuation Admin _____ Qatar Evacuation Display _____

Qatar Legal Compliance Positions

Privacy and Legal Compliance

Qatar Legal Compliance Team _____

Additional Comments

I AM AWARE OF AND AGREE TO COMPLY WITH WCMC/WCM-Q POLICIES AND PROCEDURES PERTAINING TO THE PROPRIETARY AND CONFIDENTIAL NATURE OF THE INFORMATION TO WHICH I MAY HAVE ACCESS.

User Signature: _____ Date: _____

Unit Head's Signature: _____ Date: _____

Approvals

HR Approval: _____ Date: _____

Finance Approval: _____ Date: _____