

SAP User Access Request Approving SAP Roles

Payroll Administration

May 19, 2021

SAP User Access Request: Approving SAP Roles

All time approvers must approve the SAP Security Access Request for **new users, users changing roles, and removing users.**

***Time Approvers may approve their own access request.**



Benefits of approving SAP User Role Access:

- Approve employees assigned to site
- Approve employees that perform services at your location, but are not assigned to your Cost Center
- Run and generate various time reporting reports
- View school roster and data

Use the following instructions to approve SAP role access. The instructions begin from the Home Welcome Page of SAP. Users may access the BTS portal via the CITRIX application at <https://apps.lausd.net>.

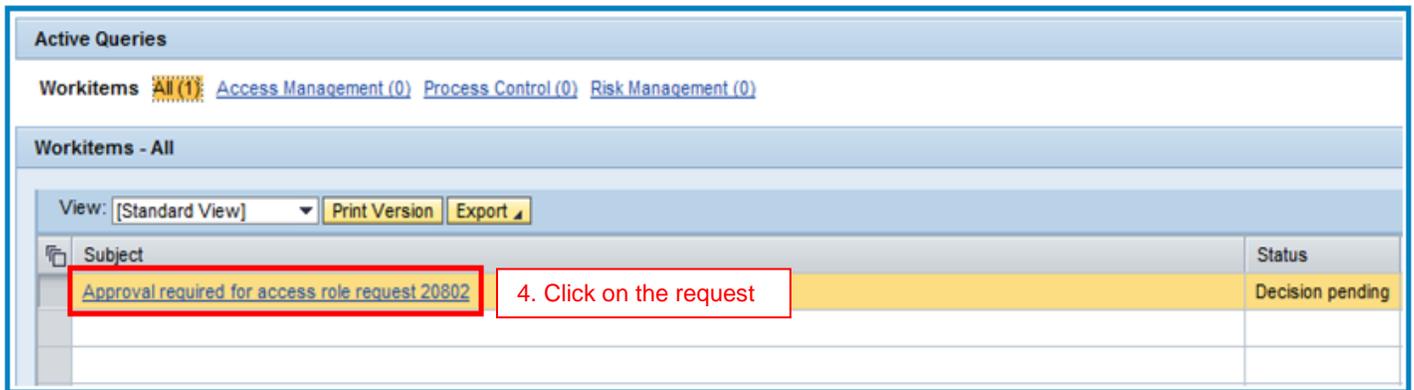
1. Click on the **Access Request** tab to complete the SAP Access Request.

The screenshot shows the SAP system navigation bar with the following tabs: Home, Financials/Budget, Human Resources, Access Request (highlighted with a red box), and Projects System. Below the navigation bar, there is a 'Detailed Navigation' menu with the following items: Upcoming Dates, About BTS, and ALERT - R/3 Logoff Procedure. The main content area displays the text: 'The BTS website supports Internet Ex' and 'Upcoming Time Entry Cut-Off Da'. A red callout box points to the 'Access Request' tab with the text '1. Select Access Request'.

2. Click on **Role Approvers**.
3. Under Detailed Navigation, click on **Role Approver**.

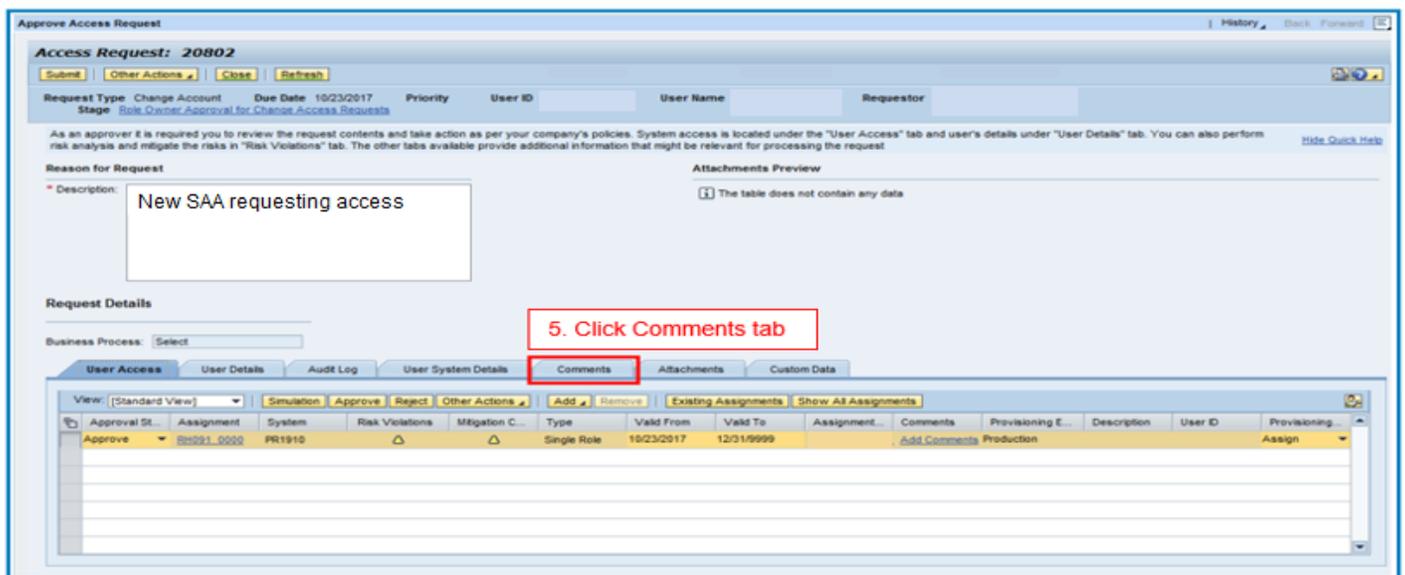


4. Click on the line item(s) listed under the **Subject** column to approve the access role request.

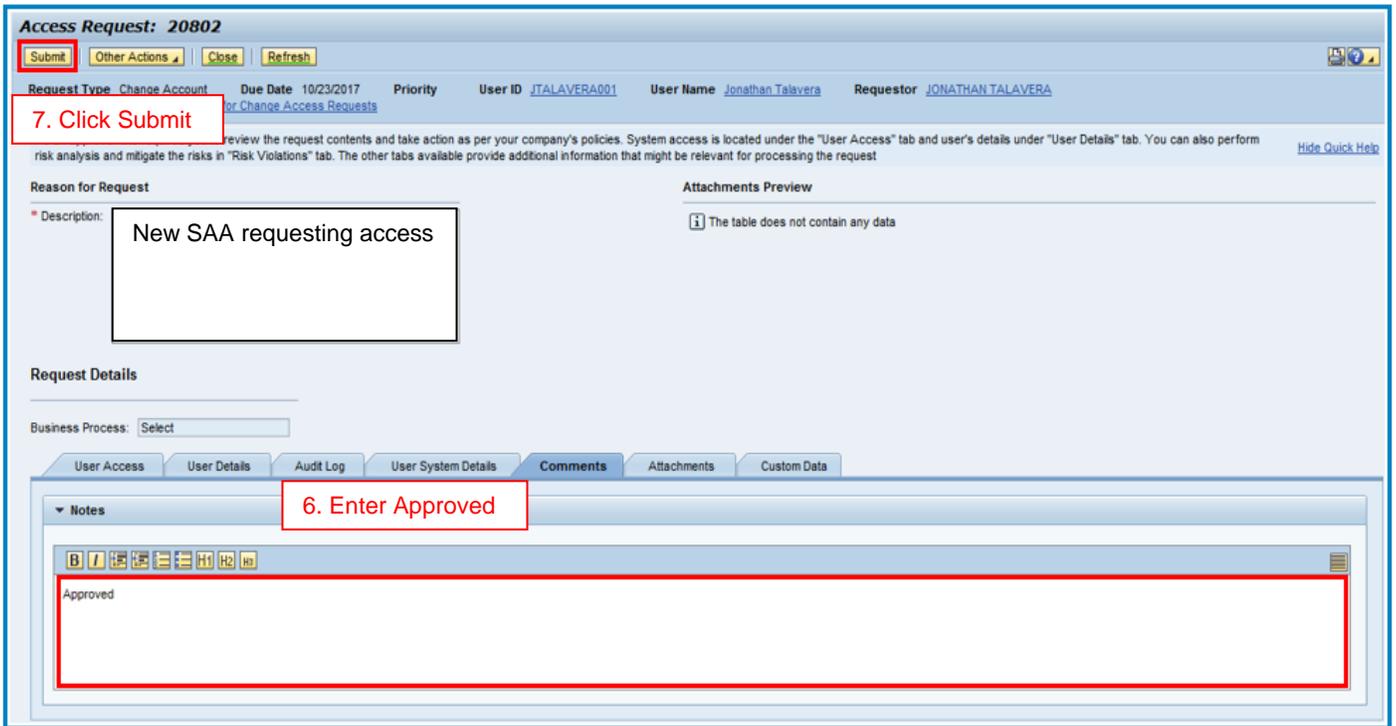


Note: A new window will display to approve the Access Request.

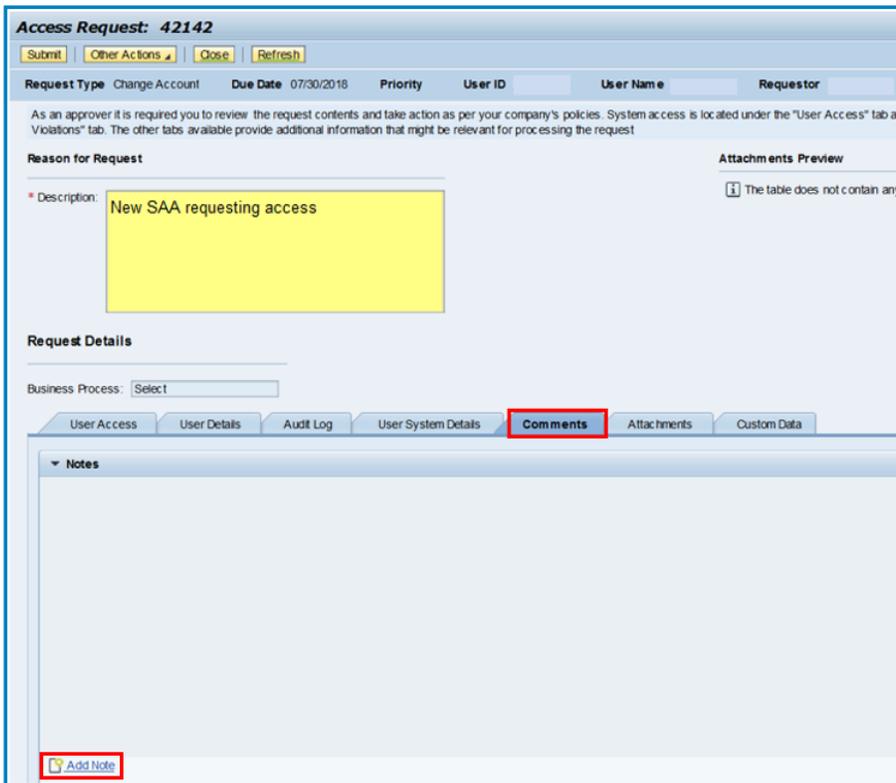
5. Click on the **Comments** tab to add a note.



6. Enter **Approved** in the Comments field.
7. Click **Submit**.
8. After clicking the Submit button, a message, **"Your action has been completed"** will display.



Note: If the Comments tab to add a note is shaded, select Add Note to allow entries.



Note: Approvers may log off of the system. The requestor will be automatically notified by email when their user role request has been approved or rejected.