# 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 <a href="https://apps.lausd.net">https://apps.lausd.net</a>.

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

| Home                | Financials/Budget      | Human Resources               |                                      | Access Request |       | Projects System     |     |
|---------------------|------------------------|-------------------------------|--------------------------------------|----------------|-------|---------------------|-----|
| Home                | Universal Worklist     |                               |                                      |                | 1. Se | lect Access Request |     |
| Upcoming            | Upcoming Dates         |                               |                                      |                |       |                     |     |
| < ) I               |                        |                               |                                      |                |       |                     |     |
| Detailed Navigation |                        |                               | The BTS website supports Internet Ex |                |       |                     |     |
| Upcoming Dates      |                        |                               |                                      |                |       |                     | L^  |
| About BTS           |                        |                               | Uncoming Time Entry Cut-Off Da       |                |       |                     | Da. |
| ALERT               | - R/3 Logoff Procedure | optoming rime Entry Cut-On Da |                                      |                |       | υa                  |     |



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

| Home                                 | Financials/Bu       | dget     | Human Res               | sources | Access Request | Projects System |  |  |
|--------------------------------------|---------------------|----------|-------------------------|---------|----------------|-----------------|--|--|
| Access Request Form   Role Approvers |                     |          |                         |         |                |                 |  |  |
| List Actio                           | on in Roles         |          | /                       |         |                |                 |  |  |
|                                      |                     |          |                         |         |                |                 |  |  |
| Detailed                             | Detailed Navigation |          |                         |         |                |                 |  |  |
| List Action in Roles                 |                     |          | List of Actions in Role |         |                |                 |  |  |
| <ul> <li>Role Ap</li> </ul>          | oprover             | 3. Click | Role Approver           |         |                |                 |  |  |

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

| Active Queries   |                  |  |  |  |  |  |
|--|------------------|--|--|--|--|--|
| Workitems All (1): Access Management (0) Process Control (0) Risk Management (0) |                  |  |  |  |  |  |
| Workitems - All  |                  |  |  |  |  |  |
| View: [Standard View]   Print Version Export                                     |                  |  |  |  |  |  |
| C Subject  |                  |  |  |  |  |  |
| Approval required for access role request 20802 4. Click on the request          | Decision pending |  |  |  |  |  |
|  |                  |  |  |  |  |  |
|  |                  |  |  |  |  |  |

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

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

| Approve Access Request  |  |  |   | History                               | Back Forward    |  |  |  |
|---|--|--|---|---------------------------------------|-----------------|--|--|--|
| Access Request: 20802   |  |  |   |                                       |                 |  |  |  |
| Submit   Other Actions   Class   Refresh  |  |  |   |                                       |                 |  |  |  |
| Request Type Change Account Due Date 10/23/2017 Priority User ID User Name Requestor  |  |  |   |                                       |                 |  |  |  |
| Stage Role Owner Approval for Change Access Requests  |  |  |   |                                       |                 |  |  |  |
| As an approver it is required you to review the request contents and take action<br>risk analysis and mitigate the risks in "Risk Violations" tab. The other tabs available | as per your company's policies.<br>le provide additional information | System access is located under the that might be relevant for processing | e "User Access" tab and user's details under "Ur<br>) the request | er Details" tab. You can also perform | Hide Quick Help |  |  |  |
| Reason for Request  |  | Attachments Preview  | ,   |                                       |                 |  |  |  |
| * Description: New SAA requesting access  |  |  |   |                                       |                 |  |  |  |
| Business Process:         Select         5. Click Comments tab           User Access         User Details         Comments         Attachments         Custom Data          |  |  |   |                                       |                 |  |  |  |
| View: [Standard View]  View: Simulation Approve Reject Other  | Actions A Remo   | e Existing Assignments Sho   | w All Assignments   |                                       | 22              |  |  |  |
| C Approval St Assignment System Risk Violations Mi  | tigation C Type  | Valid From Valid To A  | ssignment Comments Provisioning E                                 | Description User ID F                 | rovisioning     |  |  |  |
| Approve • BH091_0000 PR1910   | Single Role  | 10/23/2017 12/31/9999  | Add Comments Production   | A                                     | isign 👻         |  |  |  |
|   |  |  |   |                                       | -               |  |  |  |

- 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.

| Access Deguastr 20002  |            |
|--|------------|
|  | 50         |
|  |            |
| Request Type Change Account Due Date 10/23/2017 Priority User ID JTALAVERA001 User Name Jonathan Talavera Requestor JONATHAN TALAVERA                      |            |
| 7. Click Submit  |            |
| risk analysis and mitigate the risks in "Risk Violations" is to available provide additional information that might be relevant for processing the request | Quick Help |
| Reason for Request Attachments Preview   |            |
|  |            |
| 6 Enter Approved   |            |
| C. Enter Approved  |            |
| B/BBHNUM<br>Approved   |            |

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

| Access Request: 42142   |   |               |            |             |                                    |  |  |  |
|---|---|---------------|------------|-------------|------------------------------------|--|--|--|
| Submit Other Actions A  | Refresh   |               |            |             |                                    |  |  |  |
| Request Type Change Account   | Due Date 07/30/2018   | Priority      | User ID    | User Name   | Requestor                          |  |  |  |
| As an approver it is required you to<br>Violations" tab. The other tabs avail | As an approver it is required you to review the request contents and take action as per your company's policies. System access is located under the "User Access" tab a<br>Violations" tab. The other tabs available provide additional information that might be relevant for processing the request |               |            |             |                                    |  |  |  |
| Reason for Request  |   |               |            |             | Attachments Preview                |  |  |  |
| * Description: New SAA requ   | lesting access  |               |            |             | (i) The table does not contain any |  |  |  |
| Request Details Business Process: Select User Access User C Votes             | Details Audit Log   | User System D | etais Comm | Attachments | Custom Data                        |  |  |  |
|   |   |               |            |             |                                    |  |  |  |
|   |   |               |            |             |                                    |  |  |  |
| Add Note  |   |               |            |             |                                    |  |  |  |

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.