

Request for SAP Security Access

Payroll Administration

May 19, 2021

Request for SAP Security Access

All time reporters and time approvers must complete and submit the online SAP Security Access Request to receive access for SAP Roles. **New users, users changing roles or users changing locations must** complete the online Access Request to be granted access from the SAP Security Team.



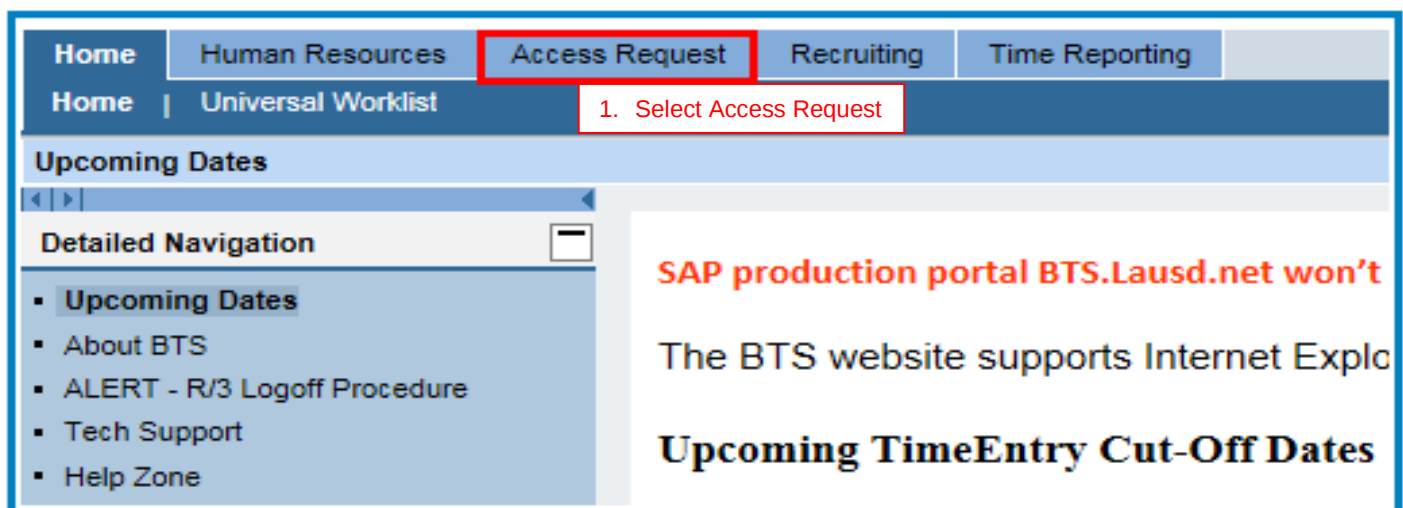
Benefits of Requesting SAP User Role Access:

- Time report and approve employees assigned to site
- Time report and approve for 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 request 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>.

Note: The Administrator can request and/or remove access.

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



2. A blank SAP Access Request form will display as seen below.

The Request Details fields will default to your assigned SAP User profile.

- Request Type
- Request For
- User
- Cost Center

3. In the Justification for Access field, enter the reason for requesting a SAP Role(s).

Example: A new or back-up SAA requesting access.

4. Click on the **Add** button and select **Role**.

The screenshot shows the 'SAP Access Request' form. At the top, there are 'Submit' and 'Close' buttons. Below is the 'Requestor' section. The 'Reason for Request' section contains a text field with the value 'New SAA requesting access.' and a red box labeled '3. Enter reason for request'. The 'Request Details' section contains four fields: '* Request Type: Change Account', '* Request For: Self', '* User: SBAEZ', and '* Cost Center: 1057401 Payroll Administ'. A red box labeled '2. Default for Request Details' is around these fields. Below the form is a tabbed interface with 'User Access' selected. In the 'User Access' tab, there is an 'Add' button and a 'Role' button, both highlighted with red boxes and a red box labeled '4. Click Add button and select Role'. Below the buttons is a table with columns: 'Valid From', 'Valid To', 'Assignment Appro...', 'Description', and 'Comments'.

Note: A new window will appear with the Search Criteria.

5. **Enter** the Cost Center.

6. Click on the **Search** button.

The screenshot shows the 'Search Criteria' window. It has a table with columns: 'Cost Center', 'Company', 'Business Process', 'Subprocess', 'Cost Center / Role Name', 'Role Description', and 'Action'. The 'Cost Center' field is set to '1057401' and the 'Company' field is set to 'Los Angeles Unified School District'. A red box labeled '5. Enter Cost Center' is around the 'Cost Center' field. The 'Cost Center / Role Name' field is highlighted with a red box and a red box labeled '6. Click Search' is around the 'Search' button. A red arrow points from the 'Cost Center / Role Name' field to the 'Search' button.

Note: All associated SAP Roles will populate.

7. Click on the **Table Selection Menu and Select All**. All of the selected roles will be highlighted.
8. Click the **Single Arrow Down** to move selected roles for approval downward to the Selected section.

Available

View: [Standard View]

7. Select Table Selection Menu and Select All

Role	System	Description	System Description	Role Type
Select All	PB1910	FundCenter Restricted Role For 1057401	PB1 - Production - Business Warehouse (BW)	Single Role
Deselect All	PB1910	MastCostCenter Restricted Role For 1057401	PB1 - Production - Business Warehouse (BW)	Single Role
RH009_1057401	PR1910	TA: 0574 - 057401 - Payroll Administration Branch	PR1 - Production - ERP - Central Component (ECC)	Derived Role
RH010_1057401	PR1910	TK: 0574 - 057401 - Payroll Administration Branch	PR1 - Production - ERP - Central Component (ECC)	Derived Role

8. Click single arrow down

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9. Roles will now display under the Selected section. Click on the **OK** button.

Selected

View: [Standard View]

Role Name	System	Description	System Description	Role Type
FC	PR1910	FundCenter Restricted R...	PR1 - Production - ERP - ...	Single Role
MC	PR1910	MastCostCenter Restrict...	PR1 - Production - ERP - ...	Single Role
RH009	PR1910	TA: - Mai...	PR1 - Production - ERP - ...	Derived Role
RH010	PR1910	TK: - Main...	PR1 - Production - ERP - ...	Derived Role

9. Click OK

OK Cancel

10. Verify all of the information. Click on the **Submit** button. Once submitted, the SAP GRC system will automatically generate an email with your confirmation request code.

SAP Access Request

Submit Close

Requestor: 10. Click submit

Reason for Request

* Justification for Access: New SAA requesting access.

Request Details

* Request Type: Change Account

* Request For: Self

* User: SBAEZ

* Cost Center: 1057401 Payroll Administ

User Access Risk Violation Attachments User Details User System Details Custom Data

Add Remove Existing Assignments Import Roles Simulation

Assignment	System	Type	Valid From	Valid To	Assignment Appro...	Description	Comments
FC_1057401	PB1910	Single Role	08/09/2018	12/31/9999		FundCenter Restr...	Add Comments
MC_1057401	PB1910	Single Role	08/09/2018	12/31/9999		MastCostCenter R...	Add Comments
RH009_1057401	PR1910	Derived Role	08/09/2018	12/31/9999		TA: 0574 - 05740...	Add Comments
RH009	RFC_PORTAL	Derived Role	08/09/2018	12/31/9999		Time Approver	Add Comments

Note: Upon completion, an email notification will be sent to the site Administrator for approval.