**SAP Access Request & Key Links**

**Requester Information:**

* **Full Name:**
* **UID:**
* **Current Title:**
* **Position #:**
* **Details of Role:**
* **Brief Reason for Access:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Access Options:**

**1. Distributed Financial Institute Roles**

*(Choose from the following roles as applicable)*:

* Cashier
* Grant Administrator (**must have financial access**)
* Department Approver
* Department Submitter
* ISR (Internal Service Requester)
* ISR (Internal Service Provider)
* Travel Approver (**Authorized user only**)

**2. Funds Center Roles**

Allows access to department financial data.

* **Example:** 257XXX *(The system reads only the first 3 digits of the Master Cost Center.)*
* **Note:** Access for the **Department of Medicine Fund Center Role** for **2573180000** requires **authorization by Rania Burke.** Due to system limitations, this access will allow visibility into all financial data for the Department of Medicine.

**3. Distributed HR Roles**

*(Must include your Organizational Unit #, e.g., 10001XXX)*

* Faculty Manager *(One manager per organization)*
* Staff Manager *(One manager per organization)*
* Faculty Payroll Coordinator
* Staff Payroll Coordinator
* Timekeeper Role *(Hourly Staff)*
* ECM Merit Approver
* ECM Merit Recommender

**4. Procurement Roles (Ariba)**

* Shopper Role

**5. SAP Analytics Cloud (SAC) Reporting Access**

[**SAP Analytics Cloud (SAC) Reporting Access : TechWeb : Boston University**](https://www.bu.edu/tech/support/buworks/business-reporting-analytics/sac/access-request/)

**Student Access & Roles (Questions can be sent via BU service now ticket)** [**Student Employment Help Ticket**](https://bu.service-now.com/sp?id=sc_category&sys_id=944a01b393201e10d2473ad97bba104d&catalog_id=-1&spa=1)

* **Manage Student Pay (JOBX):**
<https://bu.studentemployment.ngwebsolutions.com>

**Distributed Student HR Roles**

*(Must include your Organizational Unit #, e.g., 10001XXX)*:

* STUDENT\_TIMEKEEPER
* STU\_HIRE\_APPROVER
* STU\_SUPERVISOR

**MyBu Portal (Roles for Registrar Functions)**

A Few Example(s)

|  |  |  |
| --- | --- | --- |
| **BU\_AA\_ADVISOR\_ASSIGNMENT** | **AA Advisor Assignment** |  |
| **BU\_AA\_STDNT\_EXCEPT\_UPD** | **AA Stdnt Except Specialist** |  |
| **BU\_CC\_PERS\_BASIC\_INQ** | **CC Personal Data Basic Inquiry** |  |
| **BU\_CS\_BASELINE** | **Provides basic login tools** |  |
| **BU\_CS\_QUERY\_VIEWER** | **CS Query Viewer** |  |
| **BU\_CS\_STAFF** | **CS Staff** |  |

**5. FSR (Facilities Service Request)**

To request FSR access, email **Tony Rizzo** with the following details:

* BU email
* Full Name
* Phone #
* Account #s you need access to create FSRs

**Important Links:**

* **BUworks Central Portal:** <https://www.bu.edu/tech/services/admin/fin-hr-proc/central/>
* **MyBUworks Home:** <https://www.bu.edu/tech/support/mybuworks/mybuworksfeatures/>
* **Accessing BUworks:** <https://www.bu.edu/tech/support/buworks/accessing-buworks/>
* **[Frequently Asked Questions:](https://www.bu.edu/tech/support/mybuworks/frequently-asked-questions/)** [https://www.bu.edu/tech/support/mybuworks/frequently-asked-questions](https://www.bu.edu/tech/support/mybuworks/frequently-asked-questions/)

**BU SERVICE NOW LINKS:** [Forms - Service Portal](https://bu.service-now.com/sp?id=sc_category&catalog_id=-1)

**FAQ’S:**