# [Internal HR DEPTS]

**E N T E R P R I S E A P P L I C A T I O N S**

**( Banner, WAYNEBUY, Cognos, ODS, Xtender (Imaging), Workflow, Webtailor, SMARTi, STARS )**

This form is to be filled out by authorized management and/or School/College/Division (SCD) Business Affairs Officer.

The person authorizing the access must use the **Cherwell Service Management system** and

File Upload this form and submit to **C&IT ISO - Identity & Access Management** for processing.

|  |  |  |
| --- | --- | --- |
| Applicant’s Name & Title | | AccessID |
|  | |  |
| School/College/Division | Department/Campus Phone | |
|  |  | |

**Type YES, if this is a NEW BANNER account or a CHANGE to an existing account.**

|  |  |
| --- | --- |
|  | Create **NEW** Banner Account |
|  | Change EXISTING Banner Account and **ADD / REMOVE select access** |
|  | Change EXISTING Banner Account and **REPLACE All Access** with this Profile Request |

# Type YES to indicate database(s) for which access is needed. NOTE: Most Banner System users will only get PROD access.

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| **X** | **PROD** – Production (Access for most Banner Systems users) **LDAP: USRHR** |
|  | PPRD – Pre-Production (C&IT/Developers & designated users performing system testing)  **DEVL/ PPRD/TROD** |

**NOTE: By default, all users with access to Banner will receive the same administrative system access to Cognos and**

**Xtender Default Groups. NOTE:** ***You must indicate NO in this selection if you do not want this user to have this access.***

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|  | **STARS (Student Tracking Advising Retention System)** – ***University ADVISOR*** access.  Additional Request Information: | | |
|  | **SMARTi/COLD USER** – Required for users to view output feed reports in Appworx. (**CLDUHRS)** | | |
|  | **WEBTAILOR – ADD/REMOVE** Webtailor Role on the last page. | | |
|  | **WORKFLOW –** Please implement the selection listed and/or **ADD/REMOVE** Role on pages 9-10. | | |
|  | **XTENDER / IMAGING –** Granted by default of access to Banner and/or indicate Group(s) at the end of this document. | | |
|  | **COGNOS –** Required for persons to view and run Standard Certified Reports*.* ***(Granted by Default with access to Banner.)* X *Select area(s) for Cognos Only Request: \_\_ Alumni \_\_ Finance \_\_ Human Resources \_\_ Student* *\_\_ FINAID***  ***\_\_ Report Studio*** | | |
|  | **ODS (Operational Data Store)** - By **Administrative System**, notify the Contact Name below for access approval.  **X *Select area(s) for ODS Only Request: \_\_ Alumni \_\_ Finance \_\_ Human Resources \_\_ Student* *\_\_ FINAID***  **Select Role Type: *\_\_* Casual\_Role or *\_\_* Power\_Role \_\_ WSU\_MASK\_SSN \_\_ USR\_DOC\_MGMT** | | |
| **Administrative System** | | **Contact Name** | **Contact E-Mail Address** |
| Development & Alumni Affairs-ADVANCE | | **Kathleen Gouthro** | [ac4601@wayne.edu](mailto:ac4601@wayne.edu) |
| Finance/WayneBuy  Management Systems | | **Enterprise**  **Administrative Applications** | [businessapps@wayne.edu](mailto:%20businessapps@wayne.edu) |
| Human Resources Management System | | **Enterprise**  **Administrative Applications** | [businessapps@wayne.edu](mailto:%20businessapps@wayne.edu) |
| Student Records, Registration & Scheduling | | **Kurt Kruschinska** | [ac5753@wayne.edu](mailto:ac5753@wayne.edu) |
| Undergraduate Admissions  Graduate Enrollment Services | | **Ericka M. Jackson**  **Sherry Quinn** | [au6361@wayne.edu](mailto:au6361@wayne.edu)  [ai6644@wayne.edu](mailto:ai6644@wayne.edu) |
| Student Financial Aid | | **Karen Fulford** | [ak5389@wayne.edu](mailto:ak5389@wayne.edu) |

|  |  |
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| **Authorizer’s Full Name & Title** | **WSU AccessID E-MAIL ADDRESS** |
| Bill Ging, Director, HR Data & Technology  Elizabeth Godwin, AssocDir, Business Affairs | GQ2188@wayne.edu  [AA6746@wayne.edu](mailto:AA6746@wayne.edu) |

**BANNER HRMS MANAGEMENT SYSTEM**

**HR INTERNAL PROFILES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ADD | HR – Internal Departmental Profiles | ADD | HR – Internal Departmental Profiles | ADD | HR – Internal Departmental Profiles |
|  | **BENEFITS**  Benefits Administration  HR-Total Compensation & Wellness |  | **EPAF ADMIN**  ~ ESC SuperUsers  (Troubleshooter and Approvers Proxy)  **ESC Staff Only – ESC Director Approval Required** |  | **TABLES**  Selected Individuals: Approved by **AVP of HR** or  designated representative. |
|  | **CLASSCOMP**  Office of Classification & Compensation HR-Total Compensation & Wellness |  | **EPAF APPLIER**  ~ ESC Appliers  (Review, report errors, and apply HR EPAF)  **ESC Staff Only – ESC Director Approval Required** |  | **TAXES**  Payroll Department  Benefits Administration |
|  | **EMPLOYMENT**  Office of Employment Services HR-Employment Service Center |  | **HRMSSECURITY**  Selected Employees: Access must be approved by  **AVP of HR** or designated representative.  **NO APPROVAL = NO ACCESS !!!** |  | **TCWSTU**  This profile grants the Benefits Student positions  Query access to assist with auditing the benefits  files. |
|  | **ESC**  HR-Employment Service Center |  | **MEDICAL**  Selected Employees: Access must be approved by the  **AVP of HR** or designated representative.  **NO APPROVAL = NO ACCESS !!** |  | **TCWBENMED**  This profile grants the Benefits and Medical and MADS  permissions.  **TCWBEMSTMTWEB**  [H\_HRMS\_TCW\_BENEFITS\_STMT\_WEB] |
|  | **HRESCDIRECTOR**  **HR**-Employment Service Center Director |  | **ESCPTS**  This profile grants query access to the Employment  Services Center part-time staff to view personnel action  information for current or previous employees  (e.g. identity information, termination, etc.). This  profile also grants access to the part-time staff to enter  employee’s performance review ratings. |  | **BAN\_WSUHRMS\_TCW\_ACA**  Note: This Banner HR Class was created and assigned to select HR staff to review and test new forms (PDAHIOC, PTROCMU) to assist in supporting governmental regulatory reporting of Affordable Care Act (ACA) data. |

**BANNER HRMS MANAGEMENT SYSTEM**

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| ADD | HRMS – Business Profiles | ADD | HR – Select Departmental Profiles | ADD |  |
|  | **DEPARTMENT *[HRS\_SCD\_DEPARTMENT]***  This profile grants query access into employee’s  personal information, faculty information and position  budget, etc. This Profile is restricted by HRMS organizational security at the Department level.  **\*List in range order HR ORG Code(s):**  **[i.e., H0501 – H0515]** |  | **TIME *[HRS\_SCD\_TIME]***  **Web Time Approvers**  This profile grants designated employees access to approve WTE timesheets. This Profile is restricted by HRMS organizational security.  **\*List in range order Timesheet 6-digit ORG Code(s):**  **[i.e., H05010 – H0501C; H05030-H0503A]** |  | **ESC – EMPLOYMENT SERVICE CENTER**  **Archived Profile** |
|  | **SCD – DIVISION *[HRS\_SCD\_SCD]***  This profile grants query access into employee’s  personal information, faculty information and position  budget, etc. This Profile is restricted by HRMS organizational security at the SCD level.  **\*List in range order HR ORG Code(s):**  **[i.e., H05; H0501 – H0515]** |  | **TIMESUPER *[HRS\_SCD\_TIMESUPER]***  **Web Time SuperUsers**  This profile grants designated employees access to  approve WTE timesheets and to maintain approval  queues. This Profile is restricted by HRMS organizational security.  **\*List in range order Timesheet 6-digit ORG Code(s):**  **[i.e., H05010 – H0501C; H05030-H0503A]** |  | **PPR – PERSONNEL PROCESSING**  **Archived Profile** |
|  | **LABOR DISTRIBUTION REPORTS ACCESS**  ***[NO Banner CLASS ASSIGN/ Finance ORG ONLY]***  This profile should be selected only if the user  should be granted access to Labor Distribution  Cognos Reports.  **\*List in range order Finance Dept. ORG Code(s):**  **[i.e., 05A-05J]** |  | **MADS\_HIPPA\_MED [MADSTCW]**  **[BAN\_WSUHRMS\_MADS\_HIPPA\_MED]**  **TCW Staff Only**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **MADS\_HIPPA\_MED\_INQ - [MADSINQ]**  **[BAN\_WSUHRMS\_MADS\_HIPPA\_MED\_INQ**  **HR System Support** |  |  |

**BANNER HRMS MANAGEMENT SYSTEM**

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| --- | --- | --- | --- | --- | --- |
| **A**  **D**  **D** | **HR – Select Departmental Profiles** | **A**  **D**  **D** | **HR – Select Departmental Profiles** | **A**  **D**  **D** | **HR – Select Departmental Profiles** |
|  | ***[HRS\_HRT\_ADMIN]***  **HR-ADMIN**  HR Transaction Processing user for  HR Client Services |  | ***[HRS\_HRT\_COORDINATOR]***  **HR-COORDINATOR**  HR Coordinator & Workflow user for  HR Client Services |  | **HRT-TMC**  HR Talent Acquisition user for  HR Client Services |
|  | ***[HRS\_HRT\_MGMT]***  **HR-MGMT**  HR Consult and Management User for  HR Client Services |  | ***[HRS\_HRT\_CUSTSVCS]***  **HRT\_CUSTSVCS**  HR ESC - Director  HR Client Service Center |  | **PHICHECKVIEW** |
|  | ***[HRS\_PAY\_WSUPAYROLLMANGDIR]***  **WSUPAYROLLMANGDIR**  Payroll Director |  | **WSUPAYROLLMANG**  Payroll Management |  | **WSUPAYROLLSPECIALIST**  Payroll Specialist |
|  | ***[HRS\_PAY\_WSUPAYROLL]***  **WSUPAYROLL**  Payroll Staff |  | **WSUPAYROLLTEMP**  Payroll Temp Staff |  |  |

**BANNER HRMS MANAGEMENT SYSTEM**

## HRMS – RESTRICTED PROFILES

|  |  |  |  |  |  |
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| ADD | HRMS – Restricted Profiles | ADD | HRMS – Restricted Profiles | ADD | HRMS – Restricted Profiles |
|  | **RAISES**  **Wayne Salary Adjustment Module (WSAM) Owner**  This profile grants the WSAM Owners access to adjust salaries. It also allows maintenance of salary tables.  This Profile is restricted by HRMS organizational security and administrators within these departments: **TCW & Provost**  WebTailor Administrator required to apply Role:  **[Mass Salary Planner]**  **“Enterprise Applications” [businessapps@wayne.edu]**  **Required Orgn Sec: “H0-H99960”** |  | **RAISESBUDGET**  **Wayne Salary Adjustment Module (WSAM) Budget**  This profile grants the Budget Office access to adjust budgets for the University via the WSAM application.  It also allows general inquiry.  This Profile is restricted by HRMS organizational security and administrators only within the department: **Budget, Planning & Analysis**  WebTailor Administrator required to apply Role:  **[Mass Salary Planner]**  **“Enterprise Applications”**  **[businessapps@wayne.edu]**  **Required Orgn Sec: “H0-H99960”** |  | **RAISESPAYROLL**  **Wayne Salary Adjustment Module (WSAM) Payroll**  This profile grants the Payroll Office access to adjust retroactive pay amounts for the University via the WSAM application. It also allows general inquiry.  This Profile is restricted by HRMS organizational security and administrators only within the department**:  Payroll**  WebTailor Administrator required to apply Role:  **[Mass Salary Planner]**  **“Enterprise Applications” [businessapps@wayne.edu]**  **Required Orgn Sec: “H0-H99960”** |
|  | **RAISESUNITS *[HRS\_SCD\_RAISESUNITS]***  Wayne Salary Adjustment Module (WSAM) Users  This profile grants the WSAM Users access to distribute merit pools for their Unit. It also allows general inquiry.  **This Profile is restricted by HRMS organizational**  **level codes and Department Budget Administrators**  **Only.**  **List HR ORG Code(s) in range order:**  ***PLEASE NOTE****: As standard process, users will be granted*  *access to their Home Org. However, if the request includes*  *Home Orgs outside of their S/C/D, the Security Office will*  *send the request to HR Service Center for review and*  *decision.*  WebTailor Administrator required to apply Role:  **[Mass Salary Planner]** |  | **QUERYALL – *[HRS\_SCD\_QUERYALL]***  This profile grants query access to **ALL** employees personal  information, faculty information, and position budgets, etc.  **(business reason: "Access needed to support product development and testing in PPRD and DEVL")**  **Selected Employees Only - Access must be approved**  **by Office of the Associate Vice President or**  **designated representative @ “Enterprise Applications” [businessapps@wayne.edu]** |  |  |

**BANNER HRMS MANAGEMENT SYSTEM**

**HR – EPAF Department Profiles**

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| ADD | ***[ EPAF Originator ]***  ***Note: To initiate information within your own ORG, either the HR Profiles DEPARTMENT or SCD (entire division) is required for this selection.*** | ADD | ***[ EPAF Approver ]***  ***Note: To initiate information within your own ORG, either the HR Profiles DEPARTMENT or SCD (entire division) is required for this selection.*** | ADD | ***[ Dual Role Requests Business Reason ]***  ***\*Provide business reason for dual role (Originator and Approver) requests below.*** |
|  | **EPAF ORIGINATOR *[HRS\_SCD\_EPAFORIG]***  **~ Business/Department Managers**  **(*Initiate* the HR EPAF)**  ***NOTE:* EPAF Support Information:**    ***////////////////////////////////////////////////////////////////////***  **Indicate an ‘X’ here \_\_\_\_\_ (EPAFSCDREP)**  **if you need to create transactions outside of**  **the EPAF ORIGINATOR’s Home ORG.**  This selection must be approved by  AVP of HR or designated representatives @  **“Enterprise Applications” [businessapps@wayne.edu]**  **WEB TAILOR ADMINISTRATION required on Role:**  **[EPAF Administrator–Auto issued upon Training]** |  | **EPAF APPROVER *[HRS\_SCD\_EPAFAPPVR]***  **~ Business/Department Managers**  **(*Review* accuracy of HR EPAF)**  **Select Routing Queue(s) - Indicate an ‘X’:**  **\_\_\_ 25 – Record**  **\_\_\_ 28 – Business Manager - Level 2 Optional**  **\_\_\_ 29 – Business Manager - Level 1 Optional**  **\_\_\_ 30 – Business Manager - Final**  **\_\_\_ 38 – S/C/D Optional - Level 2 Optional**  **\_\_\_ 39 – S/C/D Optional - Level 1 Optional**  **\_\_\_ 40 – S/C/D - Final**  **\*Request for EPAF users requiring dual roles**  **(originator and approver), must include a**  **business reason for such requests.**  **Dual EPAF role access requests must be approved**  **by Human Resources, Office of the Associate Vice**  **President or designated representatives @**  **“Enterprise Applications” [businessapps@wayne.edu]**  **WEB TAILOR ADMINISTRATION required on Role:**  **[EPAF Administrator–Auto issued upon Training]** |  | **Business Reason:** |

**BANNER HRMS MANAGEMENT SYSTEM**

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| --- | --- | --- | --- | --- | --- |
| ADD | **SSN ‘Read Only’ Users** | ADD | **Restricted Access** | ADD |  |
|  | This selection is for “Read Only” users who **require**  **VIEW access to SSN**. A business reason is required for  approval by the Data Owner. Enter the business reason  and send this Access Request Form to the below  Data Owner representative.    **HUMAN RESOURCES: PPAIDEN**  ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  **Business Reason:**  ***Data Owner representative:***  **[ “HR Service Center” - AVP]**  **“Enterprise Applications” [businessapps@wayne.edu]** |  | **CLASS: BAN\_WSUHRMS\_PII: Allows Query access**  **view to the below Objects (SSN and Emergency**  **Contact Information):**  **PPAIDEN; BAN\_DEFAULT\_Q**  **SPAEMRG; BAN\_DEFAULT\_Q** |  |  |

**APPLICATION XTENDER (IMAGING) ACCESS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **FINANCE** | **HUMAN RESOURCES** | **HUMAN RESOURCES** |
|  | B-F-DOCS-PRINT  **B-F-DOCS-QRY-CHECKS**  B-F-DOCS-QRY-PO AND AMEND  B-F-DOCS-QRY-REQ  B-F-DOCS-QRY-REQ SUPP DOCS  W-F-FINSUPP-INDEX  W-F-FINSUPP-PRINT  W-F-FINSUPP-QRY  W-F-FINSUPP-SCAN  W-F-PAF-QRY  W-G-ORMCOI-PRINT  W-G-ORMCOI-QUERY | **COMPENSATION**  B-H-ID-DELETE  B-H-ID-INDEX  B-H-ID-PRINT  B-H-ID-SCAN  B-H-ID-QRY-BENEFIT DOCS  B-H-ID-QRY-DEPARTMENT DOCS  B-H-ID-QRY-EMPLOYMENT SCREENING DOCS  B-H-ID-QRY-EQUAL OPPORTUNITY DOCS  B-H-ID-QRY-IDENTITY DOCS  B-H-ID-QRY-LEGAL LABOR REL DOCS  B-H-ID-QRY-MEDICALCONFIDENTAL  B-H-ID-QRY-PERSONNELCONF | **ESC** B-H-ID-ANNO  B-H-ID-DELETE  B-H-ID-INDEX  B-H-ID-PRINT  B-H-ID-SCAN  B-H-ID-QRY-DEPARTMENT DOCS  B-H-ID-QRY-EMPLOYMENT SCREENING DOCS  B-H-ID-QRY-EQUAL OPPORTUNITY DOCS  B-H-ID-QRY-FINANCE DOCS  B-H-ID-QRY-IDENTITY DOCS  B-H-ID-QRY-LEGAL LABOR REL DOCS  B-H-ID-QRY-MEDICAL DOCS  B-H-ID-QRY-MEDICALCONFIDENTAL  B-H-ID-QRY-PAYROLL DOCS  B-H-ID-QRY-PAYROLLCONFIDENTIAL  B-H-ID-QRY-PERSONNEL DOCS  B-H-ID-QRY-PERSONNELCONF  WEMPL-REVIEW-QUERY |
|  | B-F-DOCS-PRINT  B-F-DOCS-QRY-CHECKS  B-F-DOCS-QRY-MED PAYMENTS  B-F-DOCS-QRY-PO AND AMEND  B-F-DOCS-QRY-PO INVOICE  B-F-DOCS-QRY-REQ  B-F-DOCS-QRY-REQ SUPP DOCS  W-F-FINSUPP-INDEX  W-F-FINSUPP-PRINT  W-F-FINSUPP-QRY  W-F-FINSUPP-SCAN  W-G-ORMCOI-PRINT  W-G-ORMCOI-QUERY | **BENEFITS & WELLNESS**  B-H-ID-ANNO  B-H-ID-DELETE  B-H-ID-INDEX  B-H-ID-PRINT  B-H-ID-SCAN  B-H-ID-QRY-BENEFIT DOCS  B-H-ID-QRY-DEPARTMENT DOCS  B-H-ID-QRY-EMPLOYMENT SCREENING DOCS  B-H-ID-QRY-EQUAL OPPORTUNITY DOCS  B-H-ID-QRY-IDENTITY DOCS  B-H-ID-QRY-LEGAL LABOR REL DOCS  B-H-ID-QRY-MEDICALCONFIDENTAL  B-H-ID-QRY-PERSONNELCONF | **WSUPAYROLLSPECIALIST**  B-H-ID-ANNO  B-H-ID-INDEX  B-H-ID-PRINT  B-H-ID-QRY-FINANCE DOCS  B-H-ID-QRY-PAYROLLCONFIDENTIAL  B-H-ID-SCAN  **STUDENT [BA0 REQEST FORM – VIEWALL PROFILE]**  B-S-ID-QRY-WSU TRANSCRIPT |

**WORKFLOW APPLICATION ACCESS**

**NOTE: OSFA approval is no longer required for SAA Access requested on the Business Affairs Officers (BAO) - Access Request Form (1/29/16).**

**WORKFLOW - *STUDENT AWARDS*  & *TUITION BENEFIT APPLICATION* AUTHORIZATIONS ROLES :**

Users may have more than one role; however,

* one user cannot be the Expense Approver AND the Account Approver on the same SAA or the Tuition Benefit Application.
* it may be It may be helpful as a backup to assign more than one expense and account approver.

**Indicate an ‘X’ on your selection(s) below in the ADD column.**

|  |  |  |
| --- | --- | --- |
| ADD | Workflow Role | Comments |
|  | **Requestor** | Any WSU employee can be a requester.  This person enters the information initiating either the ***SAA form or the Tuition Benefit Application*** process workflow. The requestor uses the account index, student ID and other required values. |
|  | **Expense Approver**  Level I | The expense approver is the first person who is approving the request before it is sent to the dean or director. The expense approver authorizes payments to the students listed on either the ***SAA form or the*** ***Tuition Benefit Application***. |
|  | **Account Approver**  Level II | Usually the Dean or Director is the account approver. The account approver authorizes the expense to the account and acknowledges compliance with account provisions for the ***SAA form or the Tuition Benefit Application.*** |

**WORKFLOW ROLE and WEBTAILOR ROLE ASSIGNMENTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **ADD** | **HR WORKFLOW ROLES** | **ADD** | **HR WEBTAILOR ROLE** |
|  | **HR Office Secretary** |  | **EPAF Administrator** |
|  | **HR Representative** |  | **Master Salary Planner** |
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**COGNOS APPLICATION – HR & FINANCE FOLDERS**

**ADD X:**

**COGNOS - HR-HUMAN RESOURCES:**

\_\_\_ c\_hr\_vrep\_scr [ Standard Certified Report Folder ]

\_\_\_ c\_hr\_vrep\_scr\_centofc [ Standard Certified Report Folder – Central Offices ]

\_\_\_ c\_hr\_vrep\_scr\_esc [ Standard Certified Report - Employment Service Center ]

\_\_\_ c\_hr\_vrep\_scr\_tcw [ Standard Certified Report - Total Compensation & Wellness – Benefits ]

\_\_\_ c\_hr\_vrep\_scr\_labor [ Standard Certified Report Folder – Labor Distribution ]

\_\_\_ c\_hr\_vrep\_scr\_hravp [ Standard Certified Report Folder – Human Resources AVP Office ]

\_\_\_ c\_hr\_vrep\_scr\_oeo [ Standard Certified Report Folder – Office OF Equal Opportunity ]

\_\_\_ c\_hr\_vrep\_scr\_budget [ Standard Certified Report Folder – Budget Office ]

\_\_\_ c\_hr\_vrep\_scr\_provost [ Standard Certified Report Folder – Provost Office ]

\_\_\_ c\_hr\_vrep\_scr\_som [ Standard Certified Report Folder – SOM School of Medicine]

**COGNOS - FMS-FINANCE:**

\_\_\_ c\_fin\_vrep\_scr

\_\_\_ c\_fin\_vrep\_scr\_bus\_mgrs

**COGNOS - OTHER:**

\_\_\_ DMA-DOCUMENT MANAGEMENT AUDIT

\_\_\_ SECURITY ACCESS MANAGEMENT