

# SAP and MyWorkPlace Registration Form

Please return to [it.servicedesk@newcastle.ac.uk](mailto:it.servicedesk@newcastle.ac.uk)

## Section 1 – Personal Details – All Fields MUST Be Completed

|  |  |
|--|--|
| Surname  |  |
| Forename(s)                                    |  |
| IT Service Username                            |  |
| Personnel Number                               |  |
| Job Title                                      |  |
| Telephone Number                               |  |
| Faculty / Service                              |  |
| School / Institute / Section                   |  |
| E-mail Address                                 |  |
| Date of Contract Termination <i>(if known)</i> |  |

## Section 2 - Declaration

The SAP system holds sensitive personal and financial data; it is therefore vital that you maintain the security of the system by:

- Choosing a secure password. (The password must be at least 8 characters in length and must include both letters and numbers, using both upper and lower case, and may use any printable keyboard symbols.)
- Not divulging your password to any other person in any circumstances. (No-one will ever require you to divulge your password for operational reasons.)
- Never using or attempting to use another person's user id and password.
- Never knowingly attempting to access data for which you have not been granted authorisation.
- Never leaving your workstation unattended when logged in. In the event of an emergency, consider your own safety first and do what you can to secure the system under the circumstances.

Failure to follow these rules may be treated as gross misconduct; any other act or omission which compromises security may also be regarded as misconduct. In either case, any allegation would be subject to investigation and consideration under the normal disciplinary procedure.

Signature:

Date:

## Section 3 – Required Access

For descriptions of the SAP modules listed over and their associated training courses see <http://www.ncl.ac.uk/itservice/sap-training/trainingcourses/coursecatalogue/> **before completing the form**

| <b>Corporate Services &amp; infrastructure/Finance, Business &amp; Research/Student &amp; Academic Services staff ONLY</b> |  |                              |  |
|--|--|------------------------------|--|
| Access to be copied from (name and username):  |  |                              |  |
| <b>Purchasing Hub Staff ONLY</b>   |  |                              |  |
| Operational Buyer  |  | Team Leader, Liaison Officer |  |
|  |  | Manager, Senior Team Leader  |  |

| <b>SCHOOLS, INSTITUTE AND FACULTY CUSTOMERS – please complete the following:</b> |  |   |  |
|--|--|---|--|
| <b>SAP</b>   |  | <b>MyWorkPlace Portal/MyApps</b>  |  |
| <b>Authorised Signatory to initial required access</b>                           |  | <b>Authorised Signatory to initial required access</b>  |  |
| Sales (internal and external)  |  | International Exchange Admissions   |  |
| Financial Reporting  |  | Business Warehouse student and applicant reports  |  |
| View Student Lifecycle Management (read only)                                    |  | International Exchange Admissions   |  |
| Maintain Student Lifecycle Management (interactive)                              |  | ☆ Online expenses checker/approver <sup>1</sup>   |  |
| Training and Events Management (Clerk)   |  | ★ ☆ Online expenses proxy   |  |
| Training and Events Management (Admin)   |  | CRM Interaction Centre <sup>2</sup>   |  |
| Human Resources : Drilldown Reporting  |  | Student Information Gateway (SIG)   |  |
| Manager's Desktop (full access)  |  | SAMS BW Reports   |  |
| Manager's Desktop (admin access for PDRs & Sickness only)                        |  | Pcard (Malaysia/Singapore staff)  |  |
| Library SLCM and HR (read only)  |  | 👤 Student Employment on Campus Recruiter  |  |
| Processing SAMS  |  | ☆ Student Employment on Campus Checker/Approver <sup>1</sup>  |  |
| Processing SNAFs   |  |   |  |
| ★ ☆ E- Expenses Admin (Update ZAPPROVERS TABLE)                                  |  |   |  |
| ☆ Student Employment on Campus Admin (Update ZHR_SEOC_APPROVERS table)           |  | SRM (You must also complete the SRM Change Request Form at:- <a href="http://www.ncl.ac.uk/itservice/account-admin/accesstosap/">www.ncl.ac.uk/itservice/account-admin/accesstosap/</a> ) |  |
| 👤 Student Employment on Campus Reports   |  |   |  |
| PEC (Personal Extenuating Circumstances)   |  |   |  |

★ You cannot have both of these roles. ☆ Honorary, guest or visiting members of staff and temporary agency staff cannot have access to the expenses portal or act as administrators or proxies or SEoC Admin, checkers or approvers. 👤 Must be regular or contingent staff

| <b><sup>1</sup>Substitutes - please list who will need to substitute <b>for</b> you in your absence (name and login)</b>   |             |
|--|-------------|
| ☆ Online Expenses Approver:  |             |
| ☆ Student Employment Checker/Approver:   |             |
| <b><sup>1</sup>Substitutes - please list who you will need to substitute <b>on behalf of</b> in their absence (name and login)</b>   |             |
| ☆ Online Expenses Approver:  |             |
| ☆ Student Employment Checker/Approver:   |             |
| <sup>2</sup> CRM – Access to be copied from:   |             |
| <b>Section 4 – Authorisation – Head of School/Service</b>  |             |
| For a list of authorised signatories visit <a href="http://www.ncl.ac.uk/itservice/account-admin/accesstosap/">http://www.ncl.ac.uk/itservice/account-admin/accesstosap/</a> |             |
| Sign Name:   | Print Name: |