

# 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**

**3a - Professional Services - Academic, Financial & Operations staff ONLY (if you are in a faculty or institute see section 3b below)**

Access to be copied from (name and username):

**Purchasing Hub Staff ONLY**

Operational Buyer

Team Leader, Liaison Officer

Manager, Senior Team Leader

**3b FACULTY, SCHOOLS & RESEARCH INSTITUTE STAFF – please complete the following:**

SAP	MyWorkPlace Portal/MyApps
Authorised Signatory to initial required access	Authorised Signatory to initial required access
Sales (Internal and External)	CRM Interaction Centre <sup>2</sup>
Financial Reporting	☆ Online E-Expenses checker/approver <sup>1</sup>
★ ☆ E- Expenses Admin (access to update ZAPPROVERS table)	★ ☆ Online expenses proxy
★ ☆ E- Expenses Admin Read only access to ZAPPROVERS table)	
View Student Lifecycle Management Read Only)	Business Warehouse student and applicant reports
Maintain Student Lifecycle Management (Interactive)	SIG (Student Information Gateway – this access is automatically assigned to Academic staff)
☆ Student Employment on Campus Admin (Update ZHR_SEOC_APPROVERS table)	<input type="checkbox"/> Student Employment on Campus Recruiter
<input type="checkbox"/> Student Employment on Campus Reports	☆ Student Employment on Campus Checker/Approver <sup>1</sup>
Human Resources Drilldown Reporting	Pcard (Malaysia/Singapore staff only) Newcastle staff should contact <a href="mailto:pcards@ncl.ac.uk">pcards@ncl.ac.uk</a> for access
Manager's Desktop – (Full Access)	
Manager's Desktop – (Admin Access for PDRs & Sickness only)	
Library SLCM and HR (Read Only)	
PEC (Personal Extenuating Circumstances - School Admin Access - includes inbox access)	PEC (PEC committee/Board of Examiners Access via SIG - No inbox access required)
Processing SAMS	SAMS BW Reports
Processing SNAFs	SRM (aka P2P) - 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>
Training and Events Management (Admin)	
Training and Events Management (Clerk)	

★ 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

<sup>1</sup>Substitutes - please list who will need to substitute **for** you in your absence (name and login)

☆ Online Expenses Approver:

☆ Student Employment Checker/Approver:

<sup>1</sup>Substitutes - please list who you will need to substitute **on behalf of** in their absence (name and login)

☆ Online Expenses Approver:

☆ Student Employment Checker/Approver:

<sup>2</sup>CRM – Access to be copied from:

**Section 4 – Authorisation – Head of School/Service**

For a list of authorised signatories visit <http://www.ncl.ac.uk/itservice/account-admin/accesstosap/>

Sign Name:

Print Name: