New Department Administrator System Access Request Form

Dept Admin Name/HUID:                           Dept:            Date:

Access to Department/Mega Org:

Access to PS Dept (enter code):       Requested by

These are typical applications and roles that FAS Department Administrators need. Appsec will provide access for the department specified. If you need additional systems or additional departments, please fill out the Comments box.

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| Common Applications | Default Roles for Administrator |
| Aurora | 🗸Lookup with Salary *Default Employee Categories:* All, excl SR Faculty [ ]  \*Need access to SR Faculty Salaries |
| 🗸Action Preparer  | 🗸Action Approver |
| 🗸Add Pay Preparer  | 🗸Add Pay Approver  |
| 🗸ASIP Role: Ws\_Admin *Needs approval from FAS HR (Diane Cox)* |
| Harvard Careers | 🗸Department Facilitator *Approval from FAS HR needed. Contact FAS HR for materials and help* |
| PeopleSoft | PS Depts:       | 🗸 Payroll Register: |
|  | 🗸 T&L Groups:       | 🗸 Time Adjuster |
|  | 🗸 Absence Groups:       | 🗸 Absence Adjuster |
|  | 🗸 QH LHT Preparer | 🗸 QH Temp Preparer  | 🗸 QH Student Submitter  |
| Fieldglass (Yoh) | 🗸 Hiring Manager |
| POI | 🗸 Approver [Policy Training Required](https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/app/me/learningeventdetail/cours000000000023402?regId=regdw000000000792090&returnurl=common%2Fsearchresults%2FPOI%2FALL) |
| \* Departments managing sponsored awards can request Aurora/ General/All and HART/Detail with Root 52100Online Training is required for [Buy-to-Pay: Supplier Portal Overview (University-Wide)](https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/app/me/learningeventdetail/cours000000000018121?regId=regdw000000000892711&returnurl=common%2Fsearchresults%2Fb2p%2FALL) , [Buy2Pay Approver](https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/app/me/learningeventdetail/cours000000000019241?returnurl=common%2Fsearchresults%2FRoppa%2FALL) , Buy2Pay [Requestor](https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/app/me/learningeventdetail/cours000000000019242?returnurl=common%2Fsearchresults%2FRoppa%2FALL) and [CONCUR](https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/app/me/learningeventdetail/cours000000000006502?returnurl=common%2Fsearchresults%2FCONCUR%2FALL) Attach certificates  |
| General LedgerGL-PCR | 🗸Journal Voucher 🗸ADI Spreadsheet 🗸FCOR^MXXX^Role |
| Buy2Pay | 🗸 Supplier Portal 🗸 Requestor🗸 Approver Org(s):                              🗸 Approval level: [ ] $ 20,000 Level 2 [ ]  $50,000 Level 3 |
| Web Reimbursement | 🗸 BCD Travel and Employee Advance Request Only |
| Concur | 🗸Expense Approver 🗸COA Approver Org(s):       |
| HCOM (archive) | 🗸Inquiry Role Only |
| HUBS | 🗸EmplCINA Mega Org:        |

Online Tools training certificate is required for HART dashboards: [HART Tools Training](https://wiki.harvard.edu/confluence/display/HART/HART%2BTools%2BTraining)

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| HART (Financial Reporting) | 🗸 Accounts Payables (P2P) |
| 🗸 Cash Management |
| 🗸 Finance General [ ]  \*Need access to SR Faculty Salaries |
| 🗸 Finance – Detailed Compensation\* (include reports with salary detail) |
| 🗸 Travel & Expense  |
| 🗸 Finance – Journals General  |
| 🗸 PCard Dashboard  |
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| Common Applications | Roles |
| FinReports | 🗸Department All Sign Off Flag: Yes |
| PCard | *Contact Josh Dunn, FAS Administrative Operations - dunn@fas.harvard.edu* |
| Spectra | 🗸Department Administrator (For Academic Department only) |
| PI Dashboard | 🗸Mega Org access  |
| Qlikview (HR Reporting Tool) |  *Contact appsec for additional details* |

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| For Departments managing Sponsored Awards |
| GMAS | 🗸Department Administrator |
| HART | 🗸 Grants Management – GMAS access required |
| Ecrt | 🗸 PEC Primary Effort Coordinator Org(s):       |
| General Ledger  | [ ]  FCOR^TFO^370 Role |

For Departments managing equipment over $5,000:

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| Oracle Assets | 🗸AP Adjustments Requestor🗸AP Adjustments Approver | Science Departments:🗸MASSADD^WB FULL🗸Inventory |

For Academic Departments:

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| SIS (Student Info Sys) | 🗸Department Admin Role |
| GCAST | 🗸Department Administrator |
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For Departments with billing services:

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| Accounts Receivable | 🗸Department Admin Role Org(s):        |
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| Comments: |  |
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