

SAP User Access Request Approving SAP Roles

Payroll Administration

January 10, 2019

SAP User Access Request: Approving SAP Roles

All time approvers must approve the SAP Security Access Request for **new users, users changing roles, and removing users.**

***Time Approvers may approve their own access request.**



Benefits of approving SAP User Role Access:

- Approve employees assigned to site
- Approve employees that perform services at your location, but are not assigned to your Cost Center
- Run and generate various time reporting reports
- View school roster and data

Use the following instructions to approve SAP role access. The instructions begin from the Home Welcome Page of SAP at <https://bts.lausd.net/iri/portal>. MAC users may access the BTS portal via the CITRIX application at <https://apps.lausd.net>.

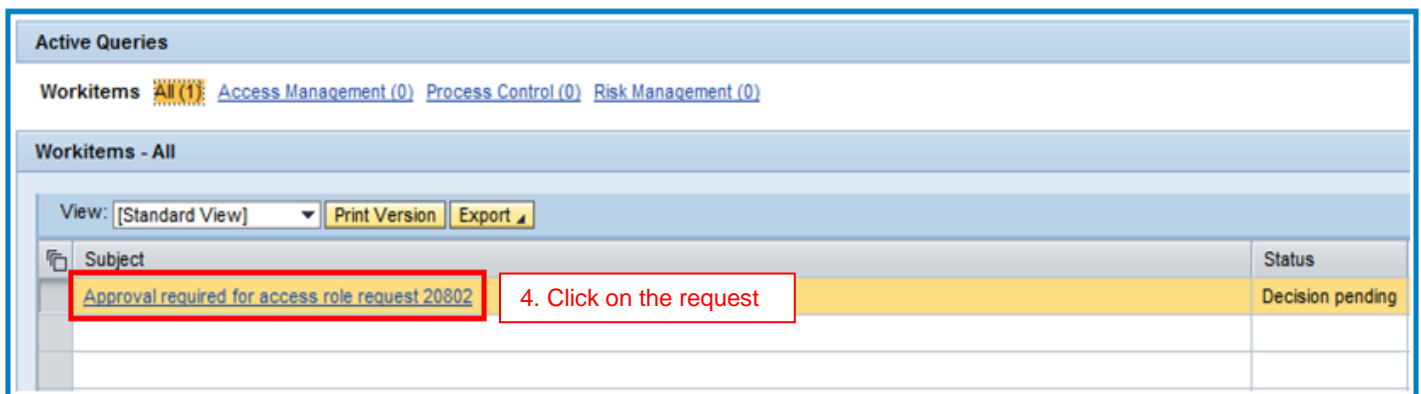
1. Click on the **Access Request** tab to complete the SAP Access Request.

A screenshot of the SAP Access Request tab in the BTS portal. The navigation bar at the top includes "Home", "Financials/Budget", "Human Resources", "Access Request" (highlighted with a red box), and "Projects System". Below the navigation bar, there is a "Home" link and a "Universal Worklist" link. A red box highlights the text "1. Select Access Request". The main content area displays "Upcoming Dates" and "Detailed Navigation" on the left, and a large text area on the right that reads "The BTS website supports Internet Ex" and "Upcoming Time Entry Cut-Off Da".

2. Click on **Role Approvers**.
3. Under Detailed Navigation, click on **Role Approver**.

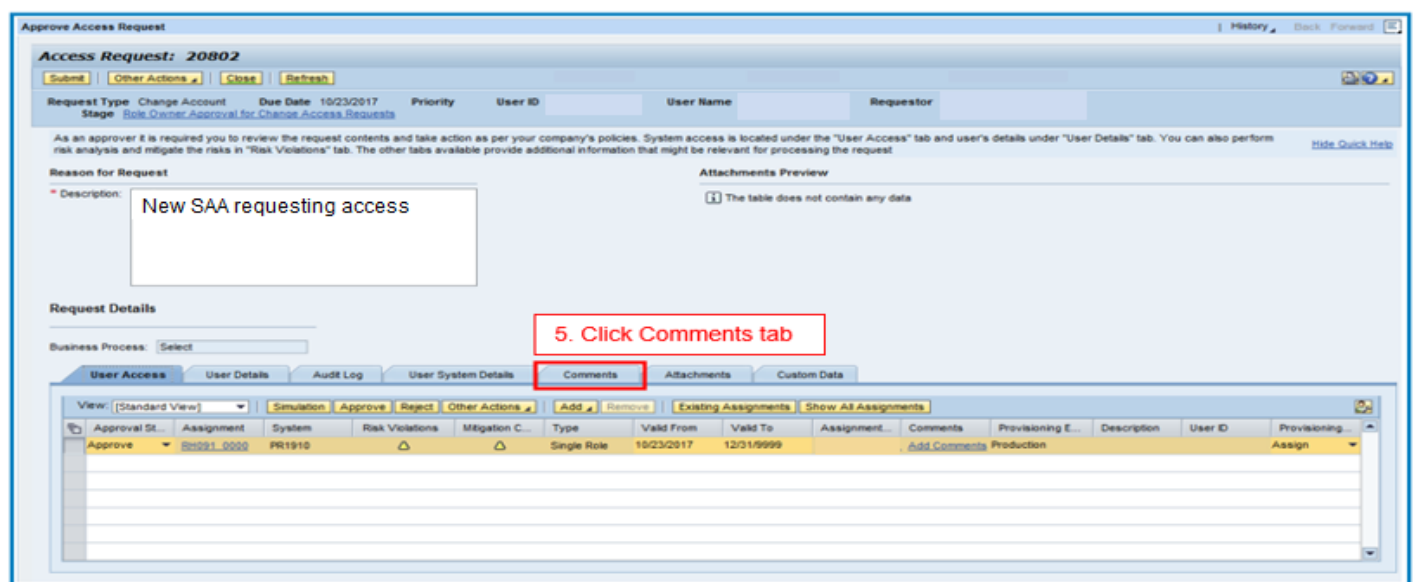


4. Click on the line item(s) listed under the **Subject** column to approve the access role request.

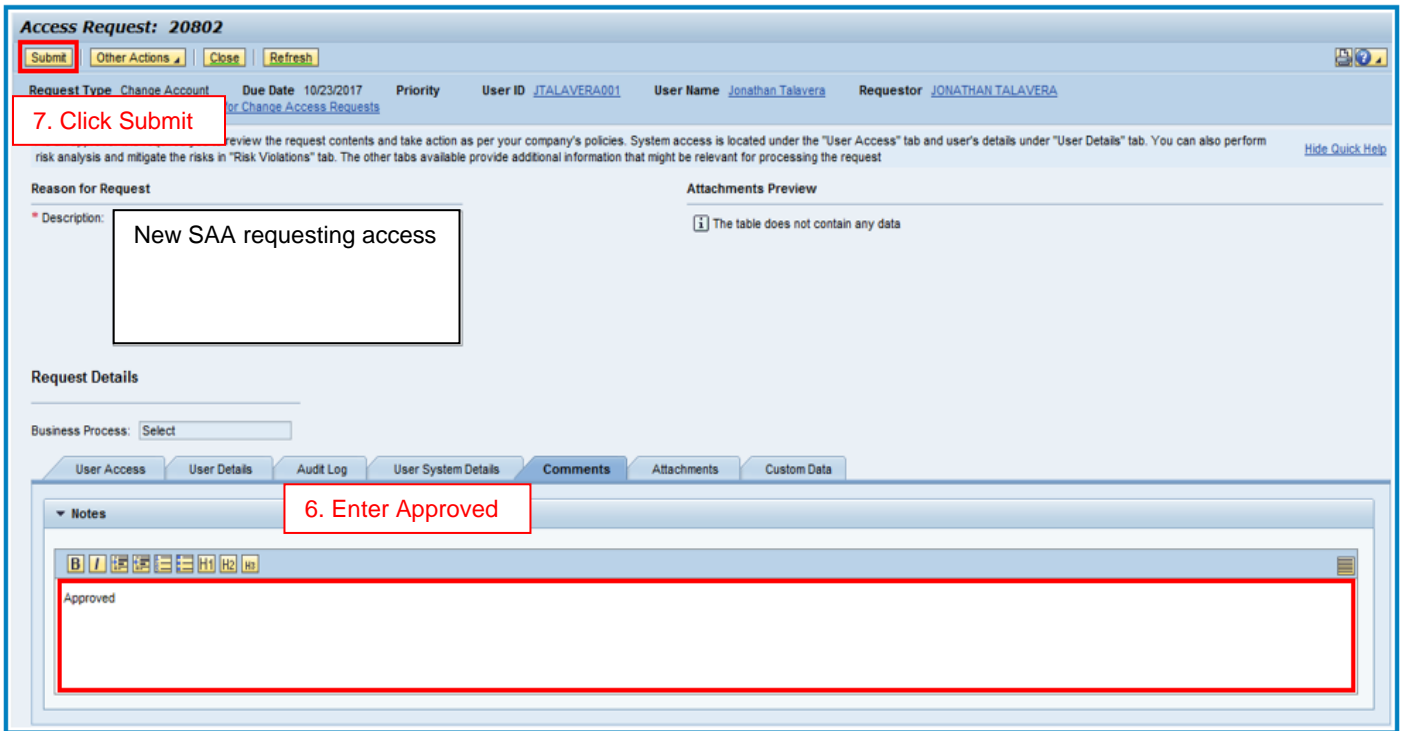


Note: A new window will display to approve the Access Request.

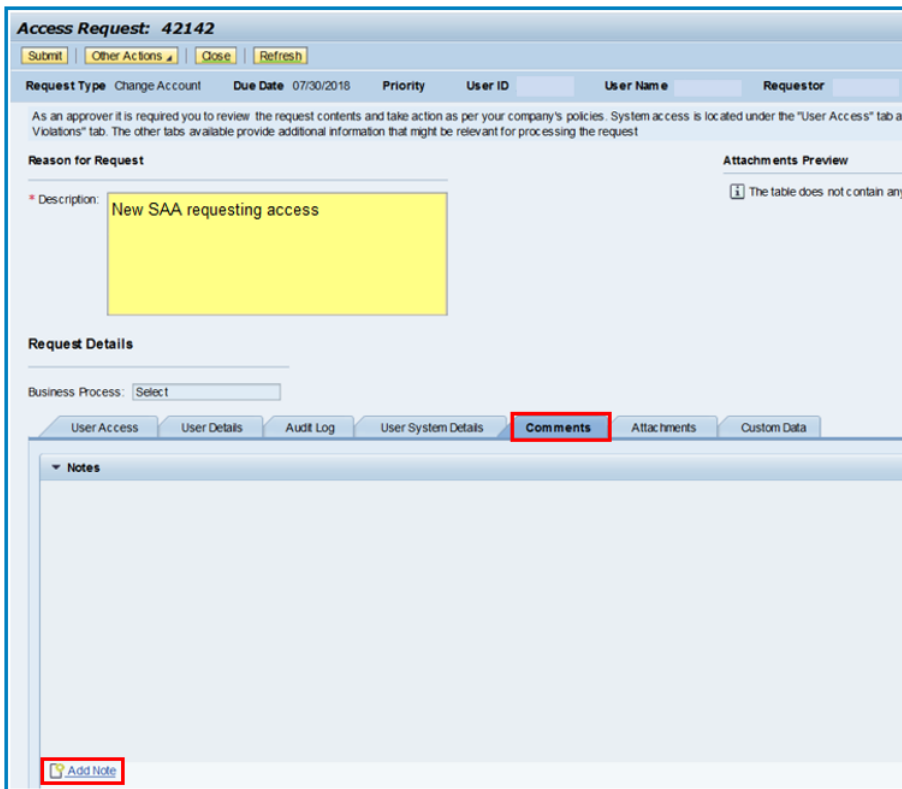
5. Click on the **Comments** tab to add a note.



6. Enter **Approved** in the Comments field.
7. Click **Submit**.
8. After clicking the Submit button, a message, **"Your action has been completed"** will display.



Note: If the Comments tab to add a note is shaded, select Add Note to allow entries.



Note: Approvers may log off of the system. The requestor will be automatically notified by email when their user role request has been approved or rejected.