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| **WASHINGTON WORKFORCE ANALYTICS USER ACCESS** |
| *The following person is requesting access, as indicated, to Human Resource and Payroll related data in the WWA Enterprise Data Warehouse using SAP Business Objects.*  |
| **REQUESTER:** |
| ☐ Add☐ Delete☐ Modify | Name:  | Enterprise Reporting Logon ID (if known):  |
| Business Area (Code):  |
| Email:  |
| The following selections specify **Universe Level** **Access** in WWA EDW. Please check specific universe(s) requested or check WWA EDW (All) (see Universe Level Access definitions): |
| ☐ WWA EDW AFRS | ☐ WWA EDW Quota |
| ☐ WWA EDW Grievance (Agency-Level Only) | ☐ WWA EDW Staffing Assignments |
| ☐ WWA EDW Headcount and Personnel Actions | ☐ WWA EDW Time and Labor |
| ☐ WWA EDW Payroll | ☐ WWA EDW (All) |
| The following selections specify the type of **User Role** (see Type of User definitions). **Select only one**: |
| ☐ Agency User (Statewide Limited) | ☐ Small Agency Client Services  |
| ☐ Enterprise User (OFM Authorization Required) | ☐ Developer / Security Administrator (OFM IT Only) |
| The following selections are optional (see Other Access definitions):  |
| ☐ I am an agency designated **Power User**, responsible for maintaining my agency report folder. |
| ☐ It is necessary for me to have an additional **Secure Data Access** role to report on agency-level sensitive Employee Personal Information (*Date of Birth, Home Address, Email, Phone Number, and Social Security Number*). ***Note:*** *This User Role requires a separate Logon ID.* |
| Signature: | Date: |
| ☐ I acknowledge I have signed a Non-disclosure Agreement. |
| **APPROVAL OF AGENCY ADMINISTRATOR:** |
| ☐ I acknowledge I have received a signed Non-disclosure Agreement from the Requester and Requestor is authorized for Universe Level(s), User Role, and optional access as selected above. |
| Signature: | Date: |
| Printed Name: | Email: |
| Email the signed User Access request form to: OFM Help Desk HereToHelp@ofm.wa.gov |
| **APPROVAL OF OFM ADMINISTRATOR FOR ENTERPRISE USER ACCESS** *(OFM Administrator only):* |
| I acknowledge I have reviewed the above request for access and have concluded the requested access level☐ is ☐ is not supported by business need. |
| Signature: | Date: |
| Printed Name: | Email: |
| Email requests for Enterprise User Access to: strategichr@ofm.wa.gov |
| **OFM IT USE ONLY** |
| System security changes made by: | Date |

USER ACCESS DEFINITIONS:

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| **Universe Level Access** |
| WWA EDW AFRS | Agency Financial Reporting System payroll-related data such as AFRS payroll dollars and hours by financial codes |
| WWA EDW Grievance (Agency-Level Only) | Agency level grievance data such as grievance counts by grievance types and agency |
| WWA EDW Headcount and Personnel Actions | Headcount and personnel actions data such as number of employees by organizational unit and number of actions by action type/reason |
| WWA EDW Payroll | Payroll data such as payroll dollars and hours by wage type |
| WWA EDW Quota | Quota data such as quota accrued, quota taken and quota balances by quota type |
| WWA EDW Staffing Assignments | Staffing assignment data such as number of positions, number of occupied positions, and number of unoccupied positions by organizational structure. |
| WWA EDW Time and Labor | Time and labor data such as time taken by time type |
| **Type of User** |
| Agency User (Statewide Limited) | * User can create, edit, delete, and execute personal queries in personal folder
* User can copy and execute agency queries in agency folder
* User can view statewide results if query does not include Personnel Number or Employee Name.
* User *cannot* view statewide results if query includes Personnel Number or Employee Name – if these fields are included, results are limited to agency level authorization (Business Area)
* User can execute and copy/edit standard reports
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| Enterprise User (OFM authorization required) | * User can create, copy, edit, delete and execute personal queries in personal folder
* User can create, copy, edit, delete and execute statewide queries in community folder
* User can manage the community folder structure
* User can copy and execute all agency queries in agency folders
* User can execute and copy/edit standard reports
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| Small Agency Client Services  | * User can create, edit, delete, and execute personal queries in personal folder
* User can copy and execute all queries in assigned small agency folders
* User can view statewide results if query does not include Personnel Number or Employee Name.
* User *cannot* view statewide results if query includes Personnel Number or Employee Name – if these fields are included, results are limited to agency level authorization (Business Area)
* User can execute and copy/edit standard reports
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| Developer / Security Administrator (OFM IT Only) | * User can create, copy, edit, delete and execute any query
* User can manager folder structure for all agencies
* User can create, execute, and copy/edit standard reports
* User can manage standard report folder structure
 |
| **Other Access** |
| Power User | * User can manage agency’s shared report folder
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| Secure Data Access | * User can view sensitive Employee Personal Information *(Date of Birth, Home Address, Email, Phone Number, and Social Security Number)*. *Note: Requires a separate Logon ID.*
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