**SAP Human Resources – Departmental Services**

**Security Authorization Form – EXAMPLE with Instructions**

1. The requestor and the departmental user must have a TXState NetID (User ID). If user does not have a NetID, request one by accessing this link: <https://tim.txstate.edu/netidrequest>
2. Make sure you are using the most up-to-date Security Authorization Form found at the following link: <http://www.tr.txstate.edu/forms/sap-forms.html>
3. In Section 1, the requestor must provide complete information on the position and departmental user who needs SAP access added (granted) or deleted (revoked). Justification for the role assignment or removal is required; please provide the reason for the request.

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| **Section 1: Position & User Information, security authorization is being requested for the position identified below** | | | | | | |
| **Position Number:** | | | **Position Title:** | | | |
| **Name:** | | | **TXState NetID:**       **Person ID #:**  **A** | | **Classification:**  **Faculty/Staff**  **(pick one)  Student Employee**  **Temporary Employee**  **Consultant**  **Special/Guest** | |
| **Department Name:** | | | **Office Building & Room:** | | | **Phone Number:** |
| **Authorization Effective Dates**  **(Start date cannot be backdated) From:**  **(Required for Temps, Students, To:**  **Consultants, and Special/Guest)** | | | | **REQUIRED – Justification for role assignment or removal:** | | |
| **4.** In Section 2, the requestor indicates which roles should be added or deleted. Please keep in mind that removing roles from a position means that the next person hired into the position will not automatically get the roles. | | | | | | |
| **Section 2: Action and Roles, check the roles to be added (authorized) or deleted (revoked)** | | | | | | |
| **Indicate ADD or DELETE for the following ROLES or  DELETE ALL Roles** | | | | | | |
| **Action** | **Role** | **Description** | | | | |
| **DELETE**  **ADD** | **Department Head** | **Gives authorization to create and/or approve Personnel Change Requests (PCR).  Is assigned to the manager of an organizational unit and to primary administrative staff supporting the manager.** | | | | |
| **DELETE**  **ADD** | **Time Administrator** | **Gives authorization to administer and coordinate the time reporting process for a department, office, or other group of employees.** | | | | |
| **DELETE**  **ADD** | **Supervisor** | **Gives authorization to approve time entries for one or more faculty, staff, and/or student employees.  Is assigned to individuals who direct the work of other employees.** | | | | |
| **DELETE**  **ADD** | **LSO Followup**  **Administrator** | **Gives authorization to perform follow-up activities for Training and Development courses.  Is assigned to the individuals tasked with performing follow-up activities for LSO training courses.  Follow-up activities include marking an individual present or absence for an LSO course, running course attendance reports, printing attendance rosters and viewing individuals whom have signed up for a course.** | | | | |

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| **5.** In Section 3, the requestor must identify themselves by completing the required requestor information.  **6.** Requestor will obtain the Responsible Manager’s (Account Manager’s) signature.   * Requestor can submit the form by scanning the completed form into a PDF file with the First Name initial and Last Name (i.e. TSmith.pdf) of the individual identified in Section 1. The PDF should be emailed as an attachment to: [ITAC@txstate.edu](mailto:ITAC@txstate.edu) or by mailing a hardcopy to: ITAC – SAP, MCS 366. Please allow at least 24 hours lead time when making the request so that security actions and approvals can be completed by the time the individual needs the access. | | | | |
| **Section 3: Requestor & Manager Information** | | | | |
| **Requested By:** | | **TXState NetID:** | **Phone Number:** | **Date:** |
| **Responsible Manager Signature:** | | **Responsible Manager Name:**  **Responsible Manager NetID:** | | **Date:** |
| *By signing above, the Manager acknowledges that the staff member needs this access in order to perform his/her job duties.* | | | | | |
| Complete, Sign & Submit Form. Send scanned PDF to: [itac@txstate.edu](mailto:itac@txstate.edu) or mail hardcopy to ITAC – SAP, MCS 366  ⚫ Questions: Call 245-4822 or Email: [itac@txstate.edu](mailto:itac@txstate.edu)  **7.** ITAC staff will verify the information on the form, log the request and forward the form on to either Human Resources or Faculty Records for final approval. ITAC will retain a copy of the form. We recommend you keep the original form for your records. | | | | | |
| **Section 4:** **Structural Profiles – For Human Resources & Technical Support Use Only** | | | | |
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**8.** Human Resources/Faculty Records will verify the information on the form, provide applicable Profile information in Section 4, approve the request, and return the form to ITAC for processing.

**9.** ITAC staff will create the requested SAP access for the specified position.

* The departmental user will be notified of role assignments. They are not notified when roles are removed due to termination.
* The requestor, responsible manager, and Human Resources/Faculty Records will be notified when the security request has been completed.
* The approved document will be archived by ITAC.

Note: Roles are assigned to specific positions. Employees assigned to existing positions will “automatically” have access to the roles currently assigned to their position.