

# 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: \_\_\_\_\_ Business Area (Code): \_\_\_\_\_

Email: \_\_\_\_\_ Enterprise Reporting Logon ID (if known): \_\_\_\_\_

## Universe Level Access Requested:

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	WWA EDW Time and Labor
Actions WWA EDW Payroll	WWA EDW (All)

## User Role:

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)

## Other Access:

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.

*Please type your full name in the signature fields. Do not use E-sign features or insert signature images.*

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.

*Please type your full name in the signature fields. Do not use E-sign features or insert signature images.*

Signature:

Date:

Printed Name:

Email:

Email the signed User Access request form to: OFM Help Desk [HereToHelp@ofm.wa.gov](mailto:HereToHelp@ofm.wa.gov)

## OFM ADMINISTRATOR APPROVAL *(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:

*Please type your full name in the signature fields. Do not use E-sign features or insert signature images.*

Printed Name:

Email:

Email requests for Enterprise User Access to: [strategichr@ofm.wa.gov](mailto:strategichr@ofm.wa.gov)

## OFM IT USE

System security changes made by:

Date:

# USER ACCESS DEFINITIONS:

## 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

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

## 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

## 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

### 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.*