

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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](mailto: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:

|  |  |  |
| --- | --- | --- |
| **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.* |