

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

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

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.*