

Sample Request for Time Keeper Roles

The following is an example of how to request time keeper roles for SAP access. *This form is only to be used by LAUSD employees.*

Click the link below to login and view the SAP Security Access Form for the BTS project: <http://btssecform-1p.lausd.net/>

Login to the SAP Security Access Form

To access the form, log in using your Single Sign-On (SSO) user name and password. You do not need to enter the domain name (@lausd.net). If you cannot remember your password, click [Get Support](#) the link below; you will see a selection to reset your SSO password.

Once you have entered the Username and Password, click to continue.



SAP Security Access Form Business Tools For Schools

Username:
Password:

Enter your Single Sign-On (email) username and password to Log In.
e.g. (msmith@lausd.net, mary.smith@lausd.net)
Do not add domain name (@lausd.net)

Logon Problems? [Get Support](#)



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The SAP Security Access Form will display. Note that the system will automatically disconnect after 5 minutes of inactivity.

Indicate the nature of the request by clicking the following selections:

- Request New Role(s)
- Are you requesting Time Keeper/Approver roles: **Yes**

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Verify User Information

If you have any questions on how to complete this form please contact the ITD Service Desk at 213-241-5200. Once the form is printed and submitted, an email will be sent to you to confirm receipt of the request.

* Request New Roles(s) Delete Time Keeper and Approver Role

* Select Request Type:
Are you requesting Time Keeper / Approver roles: Yes No

Please specify work phone #, and select the assignment in which you are seeking additional roles(s).
If you have active concurrent assignments, please select the assignment in which you are seeking additional role(s).

User Information

*Employee ID: *Email:

*First Name: Middle Name:

*Last Name:

*Work Phone#(eg: 213-241-1000):

*Assignment:

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User Information

Based on your Single Sign-On, the form will be populated with your user information:

- Employee ID
- Email address
- First name
- Middle name
- Last name

You will be required to complete the following fields:

- Work phone number: Enter your work phone number in xxx-xxx-xxxx format. Entering the phone number in any other format will display an error message: Example: “**213-2415200** is not a valid phone number. (eg: 213-241-1000)”. If the phone number is not entered before attempting to continue, the

following error message will display: “Please type your work telephone number, so that we can contact you regarding the request.”

- **Assignment:** Click the arrow next to the Assignment field to display and select the assignment the request is being submitting for. If you have more than one active assignment, specify which assignment you are submitting the request for. *If you wish to request roles for more than one assignment, you will need to submit a separate request for each assignment.* If no selection is made, the following error message will display: “Please select one assignment that will be associated with this request”

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Verify User Information

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* Request New Roles(s) Delete Time Keeper and Approver Role

* Select Request Type:
Are you requesting Time Keeper / Approver roles: Yes No

Please specify work phone #, and select the assignment in which you are seeking additional roles(s).
If you have active concurrent assignments, please select the assignment in which you are seeking additional role(s).

User Information

*Employee ID: 00112233 *Email: JANE.JOHNSON@LAUSD.NET

*First Name: Jane Middle Name: Ann

*Last Name: Johnson

*Work Phone#(eg: 213-241-1000): 213-241-5200 **Enter phone number in xxx-xxx-xxxx format**

*Assignment: Choose One
Choose One
00112233 **Select assignment from the available list**

Once an assignment has been selected, the associated Job Description and Location will display below the Assignment, followed by a list of predetermined roles for the assignment. These predetermined roles are referred to as “baseline” roles.

Once the assignment has selected, click to continue to the Security Role Selection screen.

The Time Keeper/Approver Role Selection screen will display.

- Click the selection for Time Keeper
- Click Yes or No to indicate whether the request is for a Summer School assignment
- Enter the 7 digit cost center(s) you are requesting access for

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Time Keeper/Approver Role Selection

If you have any questions on how to complete this form please contact the ITD Service Desk at 213-241-5200. Once the form is printed and submitted, an email will be sent to you to confirm receipt of the request.

Please select if you are requesting Time Keeper or Time Approver role.
Time Keeper: You need to report time for a location.
Time Approver: You are the administrator for the location and need to approve time

* Time Keeper Time Approver

* Is it for Summer School? Yes No

For School or Center Office - Cost Center Access

Please Identify the 7 digit cost center(s) you need to perform your job duty:
(separate multiple cost centers with "," E.g. 1234567,5678678)

*

If you need to request for division wide or local district wide access, please specify the role and justification here:

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Click to continue.

Verify that the cost center(s) you've entered are correct. If you need to make a change, click [Go Back](#) to make your changes.

The screen will also display a list of time keepers (if any) for your location.

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Verify Time Keeper / Approver Role Selection

If you have any questions on how to complete this form please contact the ITD Service Desk at 213-241-5200. Once the form is printed and submitted, an email will be sent to you to confirm receipt of the request.

The cost center(s) you are requesting access already have the following **Time Keeper(s)**:

Time Keeper	Cost Center
Krystal Martinez	1065401
Katrina Matthews	1065401
Jesse McBryan	1065401

<< < 1 > >>

- You are requesting Time Keeper role for Cost Center(s): **1065401**
- If you would like to change your selection, please go back to the previous page and re-enter the Cost Center(s).

[Go Back](#) [Next Step](#)

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After verifying the entries, click [Next Step](#) to continue.

The Roles Selection Final confirmation page will display. Verify that the correct roles are displayed.

If you have requested Time Keeper roles for more than one location, you will see the roles displayed more than once.

SAP Security Access Form

Business Tools For Schools [Log out](#)

Roles Selection Final confirmation

If you have any questions on how to complete this form please contact the ITD Service Desk at 213-241-5200. Once the form is printed and submitted, an email will be sent to you to confirm receipt of the request.

These are the roles you have selected, please check and make sure they are what you would need for your assignment(s).	
Time Keeper (RH010_0654)	Individual who enters time on the time sheet, validates time captured through interface and corrects any time entry errors; also maintains workschedule.
<< < > >>	
Click here if you would like to select different roles	
Click here if you would like to request Time Keeper or Approver Role	

If you would like to go back to beginning to make correction, please click "Go Back to Step 1"

Otherwise, please click "Confirm Selection and Print" to print your form.

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Click to continue.

Verify that the user information is correct, that the selected roles are correctly displayed, and that any required role justification statements have been completed.

Click [Print this page](#) to print the form. Once the required signatures have been obtained, fax the completed form to the SAP security team at (213) 241-8020.

You will receive an email indicating receipt of your request. There is a 3 day turnaround time for requests that have been completed properly. Please refer to the Request Number when checking the status of your request.

(TEST)Request for Business Tools for School (BTS) Access Roles	
Los Angeles Unified School District	Date: Aug 04, 2008
Information Technology Division	Request Number: 146
Person ID: <u>00112233</u>	Cost Center Code: <u>1065401</u> (Master Planning & Demographics)
Job Code: <u>24102838</u>	Position Number: <u>30000411</u>
First Name: <u>Jane</u> Middle Name: <u>A</u> Last Name: <u>Johnson</u>	
Phone#: <u>213-241-5200</u>	Email: <u>JANE.JOHNSON@LAUSD.NET</u>
Submission/Agreement (to be agreed and signed by user)	
I understand that the user of LAUSD computer equipment, software, and information will be restricted to District approved work only, and that I will be the only one authorized to use the UserID.	
Agreed/signed _____	Date _____
Please use button at the end of the form to print the form, or use the browser print function ("Go to Menu → File Print"), get the manager approval signature, then fax to (213)241-8020	
Endorsement (to be completed by user's supervisor and location principal/administrator)	
Endorsement/Supervisor Employee ID _____	Print Name _____
Title _____	Signature _____ Date _____
Endorsement (If necessary, BTS team will obtain additional approval.)	
Employee ID _____	Print Name _____
Title _____	Signature _____ Date _____
Endorsement (If necessary, BTS team will obtain additional approval.)	
Employee ID _____	Print Name _____
Title _____	Signature _____ Date _____
Selected Roles:	
User entered Cost Center(s) for adding Time role: 1065401	
RH010_0654 Time Keeper (RH010_0654)	
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