Wharton Finance & Administration
University of Pennsylvania

<table>
<thead>
<tr>
<th>Subject</th>
<th>Access Form Process Overview and How to Guides</th>
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</thead>
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<tr>
<td>Purpose</td>
<td>To provide an overview of the access process for users, as well as provide guidance on completing access request forms.</td>
</tr>
<tr>
<td>Effective Date</td>
<td>12/01/2018</td>
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<tr>
<td>Date of Last Review/Update</td>
<td>01/02/2019</td>
</tr>
<tr>
<td>Author</td>
<td>Wharton Finance &amp; Administration</td>
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Note: For Departing / Transferring Staff, it is best to refer to the Departing Staff Checklist located here:
https://finadmin.wharton.upenn.edu/training-access/
Section 1: Access Process
Overview for Users
System Access Request Process Flow:

START

Have you completed the required trainings?

Great! You can request access to the systems you will need for your role.

Yes

Have you completed the required trainings?

No

Stop here and discuss your training plan with your Supervisor as training is required for access. Complete training and then move forward.

Complete the access form(s), either eForm or paper form, depending on the specific access being requested.

The access form is sent to your BA or Denise Mount* for signature.

Once your BA or Denise Mount* signs off, the form is sent to your Access Admin. The Access Admin will confirm, via Knowledge Link, whether training requirements were met (paper forms are scanned and maintained by all parties).

The form is sent to Financial Systems for final approval.

Prior to granting access, Financial Systems validates, via information from Financial Training, that training requirements have been met.

Access is granted and an email is sent to the Requestor as notification.

Is access related to Purchasing or Payroll?

Yes

Appropriate signatures are obtained (i.e., HR, Payroll, Purchasing, etc.).

END

No

Great! You can request access to the systems you will need for your role.

Have you completed the required trainings?

Complete the access form(s), either eForm or paper form, depending on the specific access being requested.

The access form is sent to your BA or Denise Mount* for signature.

Once your BA or Denise Mount* signs off, the form is sent to your Access Admin. The Access Admin will confirm, via Knowledge Link, whether training requirements were met (paper forms are scanned and maintained by all parties).

The form is sent to Financial Systems for final approval.

Prior to granting access, Financial Systems validates, via information from Financial Training, that training requirements have been met.

Access is granted and an email is sent to the Requestor as notification.

*If you are a BA completing an access form you should put Denise Mount as your Supervisor. If you are not a BA completing an access form you should put the name of your department’s BA as your Supervisor.

Note: If access is denied and/or more information is needed at any point in the process, the respective approver will return the access request form back to the prior approver/requestor.
System Access Process Further Explained:

✓ Only Access Administrators have the authority and system privileges to grant user access. Effective December 3, 2018 the following Wharton F&A personnel are responsible for approving access:
  
  o **Mary Marino**, F&A Audit  
    - **Responsibility**: BEN Financials, Data Warehouse, Hyperion, Payroll
  
  o **Mary Burns**, F&A Restricted Funds Manager  
    - **Responsibility**: Sponsored Research (ERA/ERS)
  
  o **Erika Powell**, F&A Audit  
    - **Responsibility**: Cards (Purchasing Card, Meeting Card, Bank of America Travel Card, Student Program Card)

*Please note access to some systems, including Atlas, is strictly limited to specific roles, BA’s should not request access to Atlas.*

✓ Paper forms should be hand delivered to Steinberg-Dietrich Hall (SHDH), Room 1100, marked *Attention: Mary Marino*. This includes research and grant related forms, ERS/ERA forms. Mary Marino will provide any ERS/ERA paper forms to Mary Burns after initial review. Indication of which forms are paper are discussed in the respective sections below.

✓ **Please note access must be approved within 60 days of training completion; otherwise the training(s) must be recompleted.** It is ultimately the responsibility of the user to ensure timely approval. This may require following up with those that have not yet approved your request.

✓ **Please note for removing access for departing/transferring staff, refer to the Departing Staff Checklist which can be found on the F&A website here:**
  - [https://finadmin.wharton.upenn.edu/training-access/](https://finadmin.wharton.upenn.edu/training-access/)

✓ Note: Access related questions can be sent to **finadmin-accessforms@wharton.upenn.edu** which is monitored on a daily basis. Responses are typically provided within 1 – 2 business days.
Section 2: How to Complete the BEN Financials eForms
Section 2a: Requestor and Routing Information

✓ Step 1: Navigate to the following location for the BEN Financial Access Request Forms. Note, you will need your PENN Key and password to log in:

✓ Step 2: Complete the Requester Information Section at the top of the eForm. See the notes in the example below. This section will need to be filled in for each BEN eForm submitted, if any of the five BEN Financial access sections are submitted at separate times:

- The person requesting access should be the one who fills out the form, because they are the person who needs to agree to the Confidentiality Policy, mentioned in Step 4 below. Exceptions are deleting or transferring access which can be performed by the Supervisor or Access Administrator.
- The information above the first highlighted section will be automatically filled in.
- Select Employee for the Affiliation Type. Requesting access for a Consultant is not as common. If you want to complete an access form on behalf of a Consultant seek advice from F&A prior to completing the form. Email finadmin-accessforms@wharton.upenn.edu
- The Request Section should be completed as follows:
  - New Logon ID – if this is the first time you are completing any of the 5 (see table of contents of this manual) BEN eForms.
  - Delete Logon ID – if you previously were granted access and it is now being deleted. If you are completing this for someone other than yourself, be sure to change the On behalf of Penn ID to the person you are deleting access for, otherwise your own access will be deleted. This is for someone that no longer needs access to the system at all, whether still employed or leaving Penn. Their login will be deleted.
  - Change Application Access – if you have previously submitted an access request form for any of the 5 (see table of contents) BEN eForms and are adding/changing access. For example, adding or removing an Org. You would also use this if someone was transferring from one department to another within the School and you need to remove their old Orgs (TIP: You can remove old Orgs and add new Orgs on the same form by clicking Change Org List under the respective BEN section(s)).
  - Transfer – Use this option if you are transferring to another School within Penn. When an employee is transferring to a new department 2 eforms are required. One eform from the department transferring from and the second to the department transferring to.

1. Transfer FROM eform should have the following
   - New Supervisor’s User Name & Penn ID
   - Remove all Orgs associated with that department (i.e. click Remove next to any of the areas that have the word ‘Secured’ in the name, for example ‘GL Inquiry (Secured)’ under BEN Balances. This means the access is specific to certain Orgs. For anything that does not have ‘Secured’ in the name check with your new Supervisor if you will need access, anything not needed should be removed on the ‘TO’ form, discussed directly below.

2. Transfer TO eform should have the following: (The User should find out from their new department which responsibilities they will keep and need to add)
   - New Supervisor’s User Name & Penn ID
   - Add all Orgs associated with the new department
   - All new responsibilities needed for the function of the new role
   - New Default Approver

- If you are a BA filling out this form, you should put Denise Mount as your Supervisor.
- If you are not a BA, you should put your BA’s name in the Supervisor section.
Step 3: Complete the individual sections of the BEN eForm for which you are requesting access. Refer to the respective sections below for how to fill out the individual BEN sections.

Step 4: Once the specific access form(s) is completed, in order to submit the form you need to complete the Confidentiality Statement and Form Routing Sections and continue to submitting the form. See the notes in the example below:

Confidentiality Statement

Individuals requesting access to the University’s administrative data must indicate their acceptance of the following statement:

As an individual whose position requires interaction with any or all of the University’s administrative information systems, I may be provided with direct access to confidential and valuable data and/or use of data systems. In the interest of maintaining the integrity of these systems and of ensuring the security and proper use of the data to which I have access, I will maintain in strictest confidence all data and information received. Any unauthorized disclosure of confidentiality will not be shared in any manner with others who are unauthorized to view such data. I will use the systems for the sole purpose of conducting official business of the University. I understand that the use of these systems and their data for any illegal or improper use is prohibited. I understand that any abuse of access to the University’s systems and their data, any illegal use of copying of software, any misappropriation of equipment may result in disciplinary action, loss of access to the University’s systems, and possible sanctions consistent with the University’s Policy on Adherence to Policy on Adherence to

I will abide by this policy

Supervisor Action

For Supervisor use only. Please select the appropriate School/Center Access Administrator from the list.

School/Center Access Administrator

Form Routing

To add a comment to your request or approval action, enter it in the note field provided and click the save button. Click the appropriate button (submit, approve, disapprove, etc.) to submit the form for continued processing in the workflow.

Create Note

<table>
<thead>
<tr>
<th>Author</th>
<th>Date</th>
<th>Note</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary R Marano</td>
<td>10/16/2018</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submit | Cancel

Implementation Notes

For internal financial use only. The following implementation actions are complete:

Training Requirement(s) have been Met or Partially Met See Training Notes below

Training Notes

ID Assigned (Ponkey) mmmarano

This section will be completed by Financial Systems. No action is required by the requestor.

Step 5: Once the eForm has been submitted you can check the status of the eForm by following these instructions: How To Check The Status Of An eForm
Section 2b: BEN Buys

✓ Overview & Training Requirements: BEN Buys is part of the BEN Financials system. This particular area of the system is used for purchasing. Prior to completing the form, the following trainings must be completed. Refer to Knowledge Link for more detail.

  o PO Manager
    ▪ Business at Penn Curriculum (Part 1 and Part 2)
    ▪ BEN Buys – Purchase Order Manager *
    ▪ BEN Buys – Invoice Inquiry (if you are requesting PO Manager access, Invoice Inquiry is included with PO Manager access so you do not need to complete the BEN Pays section of the BEN eForm)
  o Requisitoner ONLY (if you do not need PO Manager access)
    ▪ BEN Buys – Requisitioner Only*

✓ Step 1: Make sure you fill out the Requester Information section of the eForm. Refer to Section 2a, Requestor and Routing Information, above for more information.

✓ Step 2: Complete the form. See the example noted below for a mocked up version for a standard BA:

*If you already filled out a form before and were granted access and you simply want to change the PO default approver only, an eForm is not necessary, simply email finadmin-accessforms@wharton.upenn.edu who will then contact Debbie Schmidt.
Section 2c: BEN Balances

☑ Overview & Training Requirements: BEN Balances is part of the BEN Financials system. This particular area of the system is used to perform general ledger functions (e.g. posting journal entries). Prior to completing the form, the following trainings must be completed. Refer to Knowledge Link for more detail.

   o GL Inquiry (Secured)
   o GL Reporting (Secured)
      ▪ Business at Penn Curriculum (Part 1 and Part 2)
      ▪ Using the Chart of Accounts within Responsibility Center Management (RCM)
      ▪ BEN Balances – General Ledger Inquiry and Reporting (Part 1 and Part 2)
   o Journal Entry – General
   o Journal Entry – G&C Transfers
      ▪ Business at Penn Curriculum (Part 1 and Part 2)
      ▪ Using the Chart of Accounts within Responsibility Center Management (RCM)
      ▪ BEN Balances – General Ledger Inquiry and Reporting (Part 1 and Part 2)
      ▪ Ben Balances – Manual Journal Entry (MJE) Interfund Knowledge Building
      ▪ BEN Balances – Manual Journal Entry (MJE) Interfund
      ▪ BEN Balances – Journal Entry Grant and Cost Transfer (only if you are filling out the grant section)
   o Budget Entry (Secured)
      ▪ Business at Penn Curriculum (Part 1 and Part 2)
      ▪ Using the Chart of Accounts within Responsibility Center Management (RCM)
      ▪ BEN Balances – General Ledger Inquiry and Reporting (Part 1 and Part 2)
      ▪ BEN Balances – Budget Journal Entry (BJE)
   o Freeze Grant (Secured)
   o Freeze/Unfreeze Grant (Secured)
      ▪ Business at Penn Curriculum (Part 1 and Part 2)
      ▪ Using the Chart of Accounts within Responsibility Center Management (RCM)
      ▪ BEN Balances – General Ledger Inquiry and Reporting (Part 1 and Part 2)
      ▪ BEN Balances – Freeze Grants (only if you are filling out the grant section)

☑ Step 1: Make sure you fill out the Requester Information section of the eForm. Refer to the Section 2a, Requestor and Routing Information, above for more information.
Step 2: Complete the form. See the example noted below for a mocked up version for a standard BA (in yellow). In green is information regarding the items that are typically not requested:

- **Journal Entry – Cash**: This is only needed by a few departments. It includes access to additional cash object codes outside of general access.
- **Journal Entry – International**: If you will be dealing with international transactions.
- **Journal Entry-Special**: This is for F&A use only. It includes access to revenue and AR object codes JE general is included under this responsibility.

- The yellow highlighted sections should be completed as identified.
- Items noted as (Secured) means that you need to specify the Org(s) for which you will need access. List the Org(s) you are responsible for. If you are unsure, check with F&A Audit and/or see the BA listing here: BA List for Org numbers and names.
- TIP: If you will be handing all the Orgs in one department, instead of typing each Org, you can search the Parent Org (e.g., MKTG, for Marketing). Refer here for a Parent Org Hierarchy List: Parent Org Hierarchy List.
- If you want to change the Orgs you have access to, click **Change Org List** to **Add** or **Remove** individual Orgs.
- If you want to change the Orgs you have access to, click **Change Org List** to **Add** or **Remove** individual Orgs.

You only need these if your Org(s) have grants. If you are unsure, check with F&A.

For secured functions, complete the following:

**Maintain C-Ref Values (Secured)** and **Senior BA Reporting (Unsecured)** are for F&A use ONLY.

Use **Change Org List** when you want to **Add** and **Remove** at the same time instead of submitting separate forms to remove old access and add new access.
Section 2d: BEN Pays

✔ Overview & Training Requirements: BEN Pays is part of the BEN Financials system. This particular area of the system is used for invoice inquiry. Prior to completing the form, the following training must be completed. Refer to Knowledge Link for more detail:
  o BEN Buys – Invoice Inquiry *

✔ Step 1: Make sure you fill out the Requester Information section of the eForm. Refer to Section 2a, Requestor and Routing Information, above for more information.

✔ Step 2: Complete the form. See the example noted below for a mocked up version for a standard BA:

* Please note: if you have already requested PO Manager access, mentioned in Section 2b, BEN Buys, above then you do not need to request Invoice Inquiry access, as it is included within PO Manager Access. If you only requested Requisitioner access under BEN Buys then you should request Invoice Inquiry.
Section 2e: BEN Assets

✓ **Overview & Training Requirements:** BEN Assets is part of the BEN Financials system. This particular area of the system is used for assets such as computer mainframes or lab equipment. **Prior to completing the form, the following trainings must be completed. Refer to Knowledge Link for more detail.**
  - BEN Assets Knowledge Building
  - BEN Assets Application Training

✓ **Step 1:** Make sure you fill out the Requester Information section of the eForm. Refer to *Section 2a, Requestor and Routing Information*, above for more information.

✓ **Step 2:** Complete the form. See the example noted below for a mocked up version for a standard BA:
Section 2f: Penn Marketplace Non-PO Payment Requests

✅ Overview & Training Requirements: Penn Marketplace Non-PO Payment Requests is recommended for administrative and support staff of the University who only require access to BEN Financials for researching invoices and who may need access to prepare/approve. Prior to completing the form, the following trainings must be completed. Refer to Knowledge Link for more detail.
   - Penn Marketplace Non-PO Payment Request – Knowledge Building
   - Penn Marketplace Non-PO Payment Request – Application Training for Preparers
   - Penn Marketplace Non-PO Payment Request – Application Training for Approvers

✅ Step 1: Make sure you fill out the Requester Information section of the eForm. Refer to the Section 2a, Requestor and Routing Information, above for more information.

✅ Step 2: Complete the form. See the example noted below for a mocked up version for a standard BA:

![Form Example]

Note: Once you are granted access to Penn Marketplace, the first thing you should do is update your default Deliver to Location. Please call BEN Helps at 215-746-4357 if you are unsure what to select.
Section 3: How to Complete the Data Warehouse eForms
Section 3a: General Ledger

✓ Overview & Training Requirements: Recommended for administrative and support staff of the University who are responsible for the financial management of their area. You should have been granted BEN Access prior to completing this form as BEN Financial Org access flows through the Data Warehouse. The Data Warehouse (also referred to as Business Objects or WEBI) pulls data from the BEN Financial System. Prior to completing the form, the following trainings must be completed. Refer to Knowledge Link for more detail.

- Business at Penn Curriculum (Part 1 and Part 2)
- Using the Chart of Accounts within Responsibility Center Management (RCM)
- Penn Data Warehouse Introduction for New Users
- General Ledger Data Collection

✓ Step 1: Navigate to the following location for the Data Warehouse Access Request Forms. Note, you will need your PENN Key and password to log in:

✓ Step 2: Complete the form. See the example noted below for a mocked up version for a standard BA:
Section 3b: Salary Management

You must be authorized to access this collection. If you are not a BA please consult with F&A by emailing finadmin-accessforms@wharton.upenn.edu

✓ Overview & Training Requirements: Administrative and support staff of the University who are responsible for the financial management of their area. The Data Warehouse (also referred to as WEBI) pulls data from the BEN Financial System. Prior to completing the form, the following trainings must be completed. Refer to Knowledge Link for more detail.
  - Penn Data Warehouse Introduction for New Users
  - Introduction to the Salary Management Data Collection

✓ Step 1: Navigate to the following location for the Data Warehouse Access Request Forms. Note, you will need your PENN Key and password to log in:

✓ Step 2: Complete the form. See the example noted below for a mocked up version for a standard BA:

<table>
<thead>
<tr>
<th>Requester Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>On behalf of Penn ID:</td>
</tr>
<tr>
<td>On behalf of (auto filled from above):</td>
</tr>
<tr>
<td>Privilege change:</td>
</tr>
<tr>
<td>Supervisor Penn ID:</td>
</tr>
<tr>
<td>Supervisor (auto filled from above):</td>
</tr>
<tr>
<td>Request initiated by:</td>
</tr>
<tr>
<td>Privilege Change:</td>
</tr>
<tr>
<td>New Logon ID - if this is the first time you are requesting access (i.e. you don’t have login information to the system)</td>
</tr>
<tr>
<td>Change Privs - if you have previously submitted an access request form and are adding access. Note, if you already submitted a BEN form for your new position or new Org(s), then the update has been made in the Data Warehouse since BEN Org access flows to the DW.</td>
</tr>
<tr>
<td>Remove privs - if you previously were granted access and it is being deleted. You do not need to list the Orgs (Oracle ID needed). This is if you are removing a data collection, such as, Assets or Learning Management.</td>
</tr>
</tbody>
</table>

The information above the first highlighted section will be auto filled.

The Privilege Change section should be completed as follows:

- New Logon ID
- Change Privs
- Remove privs

Business Objects should be selected for Type of access.

If you are a BA filling out this form, you should put Denise Mount as your Supervisor. If you are not a BA, put the name of your BA in the Supervisor section.

You will need to specify the Org(s) for which you require access. List the Org(s) for which you are responsible. If you are unsure check with F&A Audit and/or see the BA listing here: BA List for Org numbers and names.

TIP: If you will be handing all the Orgs in one department, instead of listing each Org, you can search the Parent Org (e.g. MKTG, for Marketing). Refer here for a Parent Org Hierarchy List: Parent Org Hierarchy List
Section 4: How to Complete Additional Forms Not Listed Above
Section 4a: BEN Deposits

- **Overview & Training Requirements:** Recommended for administrative and support staff of the University who are responsible for making deposits for their area. **Prior to completing the form, the following training must be completed.** Refer to Knowledge Link for more detail.
  - BEN Deposits Curriculum (Parts 1 and 2)

- **Step 1:** Navigate to the following location for the BEN Deposits paper request form. *Note, you will need your PENN Key and password to log in:*

  **Step 2:** Refer to the subsequent pages for mocked up versions of the BEN Deposits Access Request Form
Example. Mail Codes can be looked up here:

Mail Code List

-New Access: first time users, you don’t have a login.

-Delete Access: access is no longer needed at all. For example, someone that leaves Penn.

-Change Access: access needs to be updated (e.g. maybe you need access to an additional Org or you transferred Orgs). Then click the Add and Remove icons accordingly. Remove old Orgs and add new Orgs.

Please note that in order to gain access to BEN Deposits, the following requirements must be met:

1. You must have a PennKey and password. Please visit www.upenn.edu/computing/pennkey for full instructions on PennKey.
2. You must have a current “upenn.edu” e-mail address in the University’s on-line directory at: https://www.upenn.edu/directories.
3. You must pass both the BEN Deposits Knowledge Building and the BEN Deposits Application training courses. These courses are web-based and available via Knowledge Link http://knowledgelink.upenn.edu.
4. You must submit a completed BEN Deposits Access Request Form.

Part I. Profile Information (please print clearly)

Full Name: Bart Simpson
PennCard ID (8 digits): 8 # number printed on your Penn ID
Organization Name: department name (e.g. Wharton F&A) School/Center: 070 Wharton
Campus Address: 3600 Locust Walk, Suite xxxx
University Phone Number: Work 10 digit phone #
University E-mail Address: pennkey - xxxxx@wharton.upenn.edu

Part II. Requested Action

List all Organizations (Parent Org if applicable) to which requestor should have access. To provide additional information, please use the “NOTES” section located in Part III.

<table>
<thead>
<tr>
<th>Org/Parent Org</th>
<th>Action</th>
<th>Security Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>0745</td>
<td>Add</td>
<td>View and Edit Own Deposits Only</td>
</tr>
<tr>
<td></td>
<td>Remove</td>
<td>View All Deposits Within Org*</td>
</tr>
<tr>
<td></td>
<td>Update</td>
<td>View and Edit All Deposits Within Org*</td>
</tr>
</tbody>
</table>

-TIP: If you will be handing all the Orgs in one department, instead of typing each Org, you can search the Parent Org (e.g. MKTG, for Marketing). Refer here for a Parent Org Hierarchy List: Parent Org Hierarchy List

-You need to specify the Org(s) for which you require access. List the Orgs you are responsible for. If you are unsure check with F&A Audit and/or see the BA listing here: BA List for Org numbers and names.
Part III. NOTES:

When changing or deleting access, place a note in this section as to why access is being changed for record keeping purposes.

Part IV. Approvals

I understand that BEN Deposits access is for my exclusive use in support of my work as an employee of the University of Pennsylvania. I take responsibility for maintaining the confidentiality of University information.

Requestor:  
Sign your name  
Date

Requestor's Business Administrator:  
If you are a BA have Denise Mount sign  
Date

Access Administrator:  
Mary Marino will sign and deliver the form to financial systems  
Date

Please send completed forms to the appropriate school/center access administrator for approval. A list of access administrators can be found at http://www.finance.upenn.edu/ben/structure.

After the School/Center Access Administrator has signed, please send the completed form to:  
Financial Systems & Training  
318 Franklin Building  
3451 Walnut Street  
Philadelphia, PA 19104-6284

Or e-mail both pages of the completed and scanned form to:  
benadmin@lists.upenn.edu

For Financial Systems & Training purposes only:  
BEN Deposits Access completed (initials, date): 

Revised 10/17
Section 4b: Request for Administrative Mainframe LOGON ID
(Payroll/UMIS)

✓ **Overview & Training Requirements:** Recommended for administrative and support staff responsible for originating or updating payroll data for their area as well as those who need to gain an understanding of and access the PennWorks/Payroll/Personnel System. **Prior to completing the form, the following trainings must be completed. Refer to Knowledge Link for more detail.**
  
  - Business at Penn Curriculum (Part 1 and Part 2)
  - Fair Labor Standards Act (FLSA) Knowledge Building for Payroll Administrators
  - UMIS Payroll/Penn Works Personnel Trainings (Instructor Led Week Long Course)
  - Additional Pay for Approvers Curriculum (Parts 1, 2, and 3) *Consult with Denise Mount if this is needed for you*

✓ **Step 1:** Navigate to the following location for the UMIS/Payroll paper request form. *Note, you will need your PENN Key and password to log in:*
  

**Step 2:** Refer to the subsequent pages for mocked up versions of the UMIS Access Request Form
Do not fill out Part 2 or Part 3. Unless your BA/Supervisor said you need access to Part 3 which then you must follow the directions at the link reference in Part 3.

This P# is assigned when access is granted for new users. If you are replacing someone and using their old P#, write the name and P# of who you are replacing (if available/ if you are unsure send an email to finadmin-accessforms@wharton.upenn.edu). If this is a Change request (i.e. updating existing access), ensure your assigned P# is included on the form. New request for those not taking an old P# will put nothing here and will be assigned a new P#.

**New:** person new to payroll, never granted access. You don’t have a login.

**Change/Add:** Updates to access. For example, someone that transferred departments within Wharton. In Section 7, **Add** your new Orgs and **Remove** your old Orgs accordingly. Complete all of Section 7.

**Suspend:** If the person is leaving Wharton and the position will be posted to be filled click Suspend. This way you can reserve the P#. By deleting it deletes the P#.

**Delete:** If the person is leaving Wharton and access is being removed entirely. (You no longer need access to Payroll at all.) There are no plans for the position to be posted. Remove access in Section 7.

Example. Mail Codes can be looked up here: [Mail Code List](#).

Cost Center # is typically the 4 digit Org number followed by an additional 0. If a new Cost Center is needed, contact ISC Billing and Billing Systems (Monir Shahpari) with the fill account string to be charged.

If you are not a BA requesting access, then put the name of your BA instead of Denise Mount.
**PART 7. PAYROLL/PERSOONEL SYSTEM ACCESS**

Access levels (if School/Center access is needed, list CNAC, otherwise list only ORG(s))

<table>
<thead>
<tr>
<th>CNAC</th>
<th>Add</th>
<th>Remove</th>
<th>Add</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORGS</td>
<td></td>
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</tbody>
</table>

Please check the box for each application you need to access

- **GENERAL PERSONNEL AND PAYROLL ACCESS**
  - Check the box for each function that applies.
  - Update implies Inquiry.

<table>
<thead>
<tr>
<th>FUNCTION(S)</th>
<th>TRAN CODE</th>
<th>INQUIRY</th>
<th>UPDATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bio</td>
<td>-</td>
<td>Add</td>
<td>Remove</td>
</tr>
<tr>
<td>Role</td>
<td>-</td>
<td>Add</td>
<td>Remove</td>
</tr>
<tr>
<td>Distribution</td>
<td>-</td>
<td>Add</td>
<td>Remove</td>
</tr>
<tr>
<td>Faculty Compensation</td>
<td>-</td>
<td>Add</td>
<td>Remove</td>
</tr>
<tr>
<td>Recent Job History</td>
<td>15</td>
<td>Add</td>
<td>Remove</td>
</tr>
<tr>
<td>Time (Hours) Balances</td>
<td>25</td>
<td>Add</td>
<td>Remove</td>
</tr>
<tr>
<td>Gross Dollar Balances</td>
<td>26</td>
<td>Add</td>
<td>Remove</td>
</tr>
</tbody>
</table>

- Additional Pay SUBMITTER
  - Add
  - Remove

- **ON-LINE TIME REPORTING ACCESS**
  - Monthly transactions are held for processing until approval is granted via Approval Screen.
  - Approvals: [ ] checkbox.

- **SALARY MANAGEMENT AND REALLOCATIONS ACCESS**
  - e.g. P074501

**APPROVING SIGNATURES (Requests will be returned if approving signatures have not been obtained)**

- Access Administrator: Bring to Mary Marino to sign
- Financial Trainer: Bring to Trainer to sign
- Payroll: The Trainer will take it to Payroll to sign
- Human Resources: The Trainer will take it to HR to sign

**SEND COMPLETED FORMS (INCLUDING ALL SIGNATURES) TO:** IT Security Administrator (address on page 1)

Note: If you are removing access the only signatures you need are the Requestors, the BA, and the Access Admin. If you are changing Access, you do not need to have Financial Training sign.

HR or Training will hand deliver the form to IT Security. Typically this form is presented to your trainer in instructor led training.

Select **No** for Late Pay Approvals. This is typically P074501 HR or Training will hand deliver the form to IT Security. Typically this form is presented to your trainer in instructor led training.

- Do not fill out CNAC. This is for someone that is in charge of an entire area; for example, F&A Audit may put ‘07’ for the Wharton School.

- You need to specify the Org(s) for which you require access. List the Orgs for which you are responsible. If you are unsure, check with F&A Audit and/or see the BA listing here: BA List for Org numbers and names.

- The **Update** section includes Inquiry access, so you only need to check **Add** for these 4 in the Update section and not in the Inquiry section.

If you are unsure of the Network Printer, send an email to finadmin-accessforms@wharton.upenn.edu who will reach out to Admin Support to verify.
Section 4c: Hyperion Planning/Budgeting

✓ **Overview & Training Requirements:** Recommended for administrative and other support staff at the University who are responsible for budgeting and projections. There are no formal pre-requisites required; however, typically training is offered by the F&A Budget team during the third Quarter of the fiscal year (FYI: fiscal year is July 1 – June 30).

✓ **Step 1:** Navigate to the following location for the Hyperion Planning Access paper request form:
   Note, you will need your PENN Key and password to log in:

Step 2: Refer to the subsequent page for mocked up versions of the Hyperion Planning Access Request Form

![Step 2 Image](https://finadmin.wharton.upenn.edu/wp-content/uploads/2018/02/Hyperion-Planning-Access-Request-Form.pdf)
Mail Codes can be looked up here:

Mail Code List

- **New Access**: First time users, you don’t have a login.
- **Delete Access**: If the person is leaving Wharton and access is being removed entirely and no longer need access.
- **Change Access**: Updates to access. For example, someone that transferred departments within Wharton. In Part 2 list your new Org with 'Remove Org xxxx' next to it. See example.

You need to specify the Org(s) for which you will need access. BA’s will put the Orgs they are responsible for. If you are unsure check with F&A Audit and/or see the BA listing here: BA List for Org numbers and names.

- **TIP**: If you will be handing all the Orgs in one department, instead of typing each Org, you can search the Parent Org (e.g. MKTG, for Marketing). Refer here for a Parent Org Hierarchy List: Parent Org Hierarchy List

Part 1. Identification Information (please type or print)

This is a request for: [ ] New Access [ ] Delete Access [ ] Change Access

Full Name (include middle initial): Bart Simpson
School/Responsibility Center: 070 Wharton
University phone#: Work 10 digit #: Finance & Administra
department: pennKey (i.e. xxxxxxxx@wharton.upenn.edu)
E-mail address: pennKey (i.e. xxxxxxxx@wharton.upenn.edu)
Intramural address: 3600 Locust Walk Suite xxx Mailcode: 6400
Penn ID#: 8 digit # on your Penn photo ID: PennKey: bsimpson

I understand that this gives me access to administrative computing resources for my exclusive use and support of my work as an employee of or contractor to the University of Pennsylvania. I understand that this access is controlled by my password. I take responsibility for changing my password on a regular basis and for maintaining the secrecy of my password. I understand that I am responsible for anything done on administrative computing resources with my login ID. I take responsibility for maintaining the confidentiality of University information.

Required Signatures:

Requestor: put your name
Supervisor: if you are a BA - Denise Mount. If not a BA - have your BA sign
Training Verification: have Mary Marino sign

Part 2. Requested Access

Role: [ ] Planner (Can perform data entry on forms; launch financial reports and business rules)
(Select) [ ] View Only (Can only view data on forms and launch financial reports)
[ ] Power User (High-level access to forms/reports; by special permission from Budget Office)

Specify Org(s) or Org Parent(s): List the Org(s) you are responsible for (e.g. 0745)
Salary Access by Employee: Yes [ ] No [ ]

Send completed forms to:
Planning Access Request Office of Budget and Management Analysis 710 Franklin Building 3451 Walnut Street Philadelphia, PA 19104-6205

Forms Are Available at: http://www.budget.upenn.edu/diDocs/forms/planning_access_form.pdf
Section 4d: Electronic Research Administration (ERA) and Effort Reporting System (ERS)

✓ ERA Overview & Training Requirements: Recommended for administrative and support staff of the University who are responsible for reporting on sponsored research proposals. Prior to completing the form, the following trainings must be completed. Refer to Knowledge Link for more detail.
  o PennERA – Proposal Development System Training – Basic (ORS)
  o PennERA – Proposal Development System Training – Advanced (Budgeting) (ORS)

✓ ERS Overview & Training Requirements: Administrative and support staff of the University who are responsible for reviewing, assigning, and/or certifying effort in the effort reporting system. Prior to completing the form the following trainings must be completed, refer to Knowledge Link for more detail:
  o Sponsored Projects Compliance Certification Program (SPCCP)
  o Penn ERS – Effort Reporting System

✓ Step 1: Navigate to the following location for the request forms. Note, you will need your PENN Key and password to log in:
  ERA access request form: https://www.pennera.upenn.edu/access.pdf

Step 2: Refer to the subsequent pages for mocked up versions of the ERA and ERS Access Request Forms
This is a request to: ☐ Add New Access    ☐ Update Access    ☐ Remove All Access

Part 1. Identification Information (please print clearly)

Full Name: Bart Simpson
University Extension: 8-9999    Department: Finance
E-Mail Address: simpsonb @ wharton.upenn.edu
Intramural Address: SHDH/6340
Penn ID #: 8-digits

I understand that access to PennERA is for my exclusive use and support of my work at the University of Pennsylvania. I understand that I am responsible for any work that is done within the PennERA application using my PennKey. I take full responsibility for maintaining the confidentiality of University information.

Required Signatures

Requestor: BA name/staff name
Requestor’s Supervisor: Denise if BA is the requestor
School/Center Access Administrator: Mary Burns can sign
Trainer: Usually Evelyn Ford as the trainer will sign. If this is filled out prior to training, it can be given to Evelyn. If not, this will be signed by Evelyn after being hand-delivered by Mary Burns.

Date: / / 

Part 2. Proposal Development/Proposal Tracking Access Request (please include ORG(s) by number or Parent)

<table>
<thead>
<tr>
<th>Add</th>
<th>Remove</th>
<th>ORG/ORG Parent</th>
<th>Access Level</th>
<th>Access Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>ORG 07xx</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td></td>
<td>PD</td>
<td>PT</td>
</tr>
<tr>
<td>☐</td>
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<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
The UMIS # or P # is granted upon access to the Payroll System.

Mail Codes can be looked up here: Mail Code List

- Put Denise Mount if you are a BA completing this form.
- Put a BA otherwise.

PART 1 IDENTIFICATION INFORMATION (To be completed by requestor)

Check one: □ New □ Change □ Add □ Suspend □ Delete

New – brand new employee using PennERA
Change – Usually a transfer from another school
Add – to add additional responsibilities, ORG’s, on top of what they have now
Suspend – for someone who cannot use the system for a period of time/Delete – remove access

Name: Bart Simpson
(Please print)
Penn Card ID #: __8 digits__
Mainframe LOGON ID: P
(Umis#)
Department Name: Finance
Intramural Address: xxx SHDH

Title: Business Administrator
PennKey: usually last name and first name initial/like email
Campus Phone: 898-9999
E-mail Address: simpsonb@wharton.upenn.edu
Mail Code: 6340

Signature of Requestor:

Date: / / 

Mail Codes can be looked up here:

PART 2 ORGANIZATIONAL APPROVAL (To be completed by Home ORG BA of Employee)

Business Administrator of Employee: __If BA is requesting, then Denise at this time__
(Please print)
Signature: BA or Denise
Email address: BA@wharton.upenn.edu
Campus Phone: 898__ _8888

PART 3 ERS System ACCESS (To be completed by requestor)

ORG Requested (A) ERS Access Requested (check appropriate box) Access Begin Date Access End Date

All Org’s listed here
Example: 0745

□ Departmental Coordinator
□ Pre Reviewer
□ Pre Post Reviewer
□ Department Coordinator
□ Pre Reviewer
□ Pre Post Reviewer
□ Division Head
□ Post Reviewer
□ Post Reviewer
□ Division Head

* APPROVING SIGNATURES

School/Center: Mary Burns can sign for School Date:

• (A) Salary Management Access Required for Requested ORG
• Requests will be returned if approving signatures have not been obtained

PART 4 TO BE COMPLETED BY ERS SECURITY ADMINISTRATOR

University of Pennsylvania Request for PennERS
Information Systems & Computing Revised February 2006
University Of Pennsylvania
PennERS Access Request Form

☐ Authorizations in order. Salary Mgmt access verified. Date received Account Security Administrator _____________.
☐ Authorizations incomplete. Return to sender/Date returned _____________________.

SEND COMPLETED FORMS TO: ERS Administrator, Office of Research Services, P-221 Franklin Bldg / 6205

If this form is completed before ERS training, you can take this with you and give to the trainer. If this is completed after training or if done for a transfer of ORG's, Mary Burns can walk form over to ORS.

PennERS training is in Knowledgelink….

Section 4e: Cards Program

✓ Prior to completing an application for a card it should be discussed with your Supervisor/BA for F&A Audit to validate the business purpose for the card(s) is acceptable.

✓ Merchant Account Overview & Training Requirements: Those who accept credit card payments via a University sponsored Merchant Account. Prior to completing the Merchant Account form here: Merchant Account Request Form, the following trainings must be completed, refer to Knowledge Link for more detail:
  o Payment Card Industry (PCI) Compliance Training

✓ Purchasing Card Overview & Training Requirements: Administrative and support staff who are responsible for making purchases behalf of the University using a Purchasing Card. Prior to completing the Purchasing Card form here: Application Portal, the following trainings must be completed, refer to Knowledge Link for more detail:
  o Purchasing Card Knowledge Building
  o Review Policy #2303: Use of MasterCard Purchasing Card

✓ Meeting Card Overview & Training Requirements: Administrative and support staff who are responsible for making purchases behalf of the University using a Meeting Card. Prior to completing the Meeting Card form here: Application Portal, the following trainings must be completed, refer to Knowledge Link for more detail:
  o University Meeting Card - FTD

✓ Bank of America Travel Card Overview & Training Requirements: The Penn Travel Card provided by Bank of America has been developed based on community feedback received from Penn travelers’ experiences obtained through surveys and focus groups. The Penn Travel Card, provided by Bank of America, is the recommended University-sponsored travel card. Full-time faculty and staff who anticipate traveling or incurring qualifying work related expenses on behalf of the University. There is no pre-requisites required to complete an application; however, F&A Audit recommends you review the FAQs on the Card Programs website, noted below.

✓ Refer to the Card Programs website for How To Guides and FAQs: https://cms.business-services.upenn.edu/purchasing/policies-a-forms/forms/card-program-forms.html

✓ If there are additional questions please contact: finadmin-accessforms@wharton.upenn.edu