University of Chicago
Enterprise Application Systems
Request for Business Objects Reporting Access (& Affiliated Systems)

User Info

Requestor Name	Requestor Chicago ID	Requestor CNET ID	Request Date	Requestor Phone Number
Requestor Email	Requestor Division Name & No.	Requestor Dept Name & No.	Requester Title	
Supervisor Name		Supervisor Title		Supervisor Phone Number

1. Complete this cover sheet to request, modify or delete a Business Objects account for the selected subject area(s).
2. <u>For new users</u> complete and sign the Confidentiality Form on the following page. Existing users do not need to fill out or send in this page.
3. Complete the applicable data access security form(s) for each subject area requested (available at https://answers.uchicago.edu/page.php?id=27328).
4. Forward all forms to your supervisor *or* other necessary approver(s) for signature, then scan and email the completed signed forms to boreporting-access@lists.uchicago.edu. (If you do not have access to a scanner, you can fax the forms to 2-6090.)
5. <u>For new users</u> the signed original of the Forms should be sent to HRS Records, 6054 S. Drexel Ave.

In this section, indicate the level of Business Objects reporting tool access you are requesting to add or change for the data required for your job duties. (To remove existing access, check the appropriate boxes in the 'delete' column.) Please see the UChicago Reporting Systems website for links to information about each area. (Note: Not all subject areas are available to all users. Please consult with your supervisor to determine which areas your duties require you to access.)

Business Objects access level descriptions:

- **Viewer** – Can open and view documents for allowed data
- **Interactive** – As per Viewer, but can also copy documents to modify data presentation
- **Analyst** – As per Interactive, but can also create new documents and modify data queries in documents
- **Delete** – Remove all access

Data Warehouse Subject Areas

Financials
☐ Add
☐ Change

Viewer	Interactive	Analyst	DELETE	
☐	☐	☐	☐	FAS Summary/Detail Data (FR-TT Universes)
☐	☐	☐	☐	Matrix/Operating Budget Summary
☐	☐	☐	☐	Expense Management Data (**GEMS** Reporting)
			☐	ACCTS – Account Create *
			☐	ACCTS – Cost Transfer * **Departmental Approver**
			☐	ACCTS – Cost Transfer * **Financial Services Approver**

Student

> For Student Data Warehouse (SDW) reporting, follow the instructions at https://answers.uchicago.edu/page.php?id=19627

Human Resources
☐ Add
☐ Change

Viewer	Interactive	Analyst	DELETE	
☐	☐	☐	☐	Payroll Data (PAR Universe)
☐	☐	☐	☐	Job and Funding Plan Data (HR Universe) **
			☐	PETS (Payroll Expense Transfer System) * **Departmental Approver**
			☐	PETS (Payroll Expense Transfer System) * **Financial Services Approver**

Research

> For AURA-Grants, AURA-IRB or AURA-COI reporting, follow the instructions at http://aura.uchicago.edu/request_access/ to request an AURA application user account with the reporting role for the desired module(s), Grants, IRB and/or COI.

* Systems affiliated with Business Objects Reporting, access requests will be forwarded to the ACCTS/PETS support group

** The data in Job and Funding Plan Data (HR Universe) is frozen as of Dec 22, 2015, for current HR reporting use Workday

Note for:

If you are planning to download data via Business Objects to populate other automated systems, contact the relevant subject area steward for approval; information is available at https://answers.uchicago.edu/page.php?id=27331 .

University of Chicago
Access to Confidential Information Authorization Form

Original Completed form should be sent to: Human Resource Services (Records) – 6054 S. Drexel Ave.

1. Your login ID(s)/password(s) are unique to you as a user of Business Objects. Your login ID(s)/password(s) must be kept confidential. Your login ID(s)/password(s) replace your handwritten signature and are legally equal to a handwritten signature.

2. Your login ID(s)/password(s) are necessary for you to perform your job, so you must memorize them and store any written login ID(s)/password(s) in a secure place.

3. If you suspect that someone else is using your login ID(s)/password(s), or if your password card has been lost or stolen, you must immediately notify your supervisor and request a replacement.

4. If you undergo a status change of any kind (job description, job title, name, promotion, resignation/termination), remind your supervisor to inform the appropriate central office(s) so that the information can be updated.

ACCESS Request to Confidential Information

It is requested that the above mentioned user be given access to the University of Chicago Data Warehouse (UCDW) for the above requested subject areas and units specified on the corresponding attached data access forms.

Employee Statement

I understand the University's policy on the necessity for security of computer login ID(s)/password(s). I have read and understand the four (4) points listed above and will handle my login ID(s)/password(s) as stated.

I also understand the University's policy on maintaining the confidentiality of information. **I have read and understand the Employee Manual and Personnel Policy #U601.01, regarding Treatment of Confidential Information**. I understand that all of these policies apply to me and that my failure to observe these policies may result in disciplinary action, including but not limited to, discharge.

Finally, I understand that a signed copy of this form, *Access to Confidential Information Authorization Form*, will be placed in my personnel file.

_____

Employee Name

_____

Employee Signature   **Date**

_____

Supervisor Name

_____

Supervisor Signature   **Date**