



Guide for Requesting SAP HCM Access through GRC

The purpose of this guide is to provide information on how to request Human Capital Management (HCM) access through GRC. The SAP access approval process is managed by the Office of Information Technology (OIT) through the SAP Governance Risk and Compliance (GRC) Access Control Workflow.

SAP Access Control is accessed through the SAP ESS Portal, <https://portal.sap.mypgc.us/irj/portal>.

Requests for SAP role access follow the basic steps below:

- 1) Employee completes required SAP training.
- 2) Agency IT Coordinator enters a request in SAP GRC, specifying which role the employee needs.
- 3) Requests are routed to appropriate approvers for review.
- 4) Roles are assigned.

Detailed instructions, provided by OIT, can be found here:

[http://intranet/sites/sap/Governance%20Risk%20and%20Compliance%20GRC/Training%20Materials/SAP%20Access%20Control Enter%20Access%20Request.pdf](http://intranet/sites/sap/Governance%20Risk%20and%20Compliance%20GRC/Training%20Materials/SAP%20Access%20Control%20Enter%20Access%20Request.pdf)

As part of the request process, IT Coordinators must select the SAP GRC role name. GRC roles names for frequently requested HCM roles are identified in the chart below.

Role	Summary of Access	GRC Role Name(s)	Course Required
HR Liaison 1	View and maintain HCM data; Perform transactions such as hiring and separation.	ZHCM_HR_AGENCY_LIAISON_LEVEL1	OMPA01
HR Liaison 2	View only HCM access.	ZHCM_HR_AGENCY_LIAISON_LEVEL2	OMPA02
HR Liaison 3	View and maintain HCM data; Perform transactions such as hiring and separation. For designated HRLs in public safety agencies.	ZHCM_HR_AGENCY_LIAISON_LEVEL3	OMPA01

Role	Summary of Access	GRC Role Name(s)	Course Required
ePRB Initiator (HRL access)	Create ePRB forms; start the workflow; view status of own ePRB items.	ZHCM_PRB_FORM_INITIATOR	PRB Workflow
HR OMB Analyst	Review and approve ePRB forms; for OMB staff only.	ZC_HCM_OMB_ANALYST	PRB Workflow
HR OMB Director	Review and approve ePRB forms; for designated OMB staff only.	ZC_HCM_OMB_DIRECTOR	PRB Workflow
HR Agency Budget Analyst	View limited HCM data; maintain cost centers and Internal Orders on positions.	ZHCM_HR_AGENCY_BUDGET_ANALYST	OMPA02
PRB Reporter	View status of the ePRB forms submitted by all HRLs in the agency.	ZHCM_PRB_REPORTING	PRB Workflow