FINANCIAL SYSTEMS

FINANCE BI – PAYROLL ACCESS



Objective:

This guide explains how to get access to view payroll data in Finance BI.

Security for payroll data in Finance BI is based on a user's role in the campus data warehouse. To get approval for the appropriate role to view payroll data use the following steps in the Online Access Request System (OARS).

NOTE: The OARS access system works best in Google Chrome.

Go to: <u>https://access.its.umich.edu</u> and log in with your Level 1 Password

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	Need help?	
	By your use of these resources, you agree to abide by Responsible Use of Information Resources (SPG 601.07), in addition to all relevant state and federal laws.	
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Note: Two-Factor Authentication is Required:

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Once logged in, click on the "Request" button:

INFORMATION AND TECHNOLOGY SERVICES ONLINE ACCESS REQUEST SYSTEM (OARS) ▲ tdepries - ● Help & Support Home	
Home	
Roles, Courses, Requests, or Users Search All 👻	
Click on "Request" Request In Progress	
Submit a new request for authorization. View and work on requests in progress.	
News about OAPS	

On the main request page, user information is pre-populated:

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Scroll down to the "Add/Remove Rolls" section:



To request Payroll access in Finance BI, perform the following:

- 1. Under the "Role Selection Tool" section, expand Human Resources
- 2. Expand Human Resources Data Warehouse
- 3. Expand Business Objects
- 4. Put a checkmark in the Payroll -BO (DW) checkbox

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5. In the Additional Comments section, note that you need the MP Pay_Def role code 5. Click "Submit for Authorization"

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https://access.its.u	mich.edu/AccessRequest/RoleSelector		Ø ▼ 🗎 O 🤗 Role Selector Online Acces ×	
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When finished requesting access, please be sure to scroll to the top of the page and logout:

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Home > Access Requests > Role Selector	ACCESS REQUEST SYSTEM (OARS)	Please Logout	L tdepries - O Help & Support

NOTE: Once the request is approved in OARS access will automatically be granted in Finance BI.