

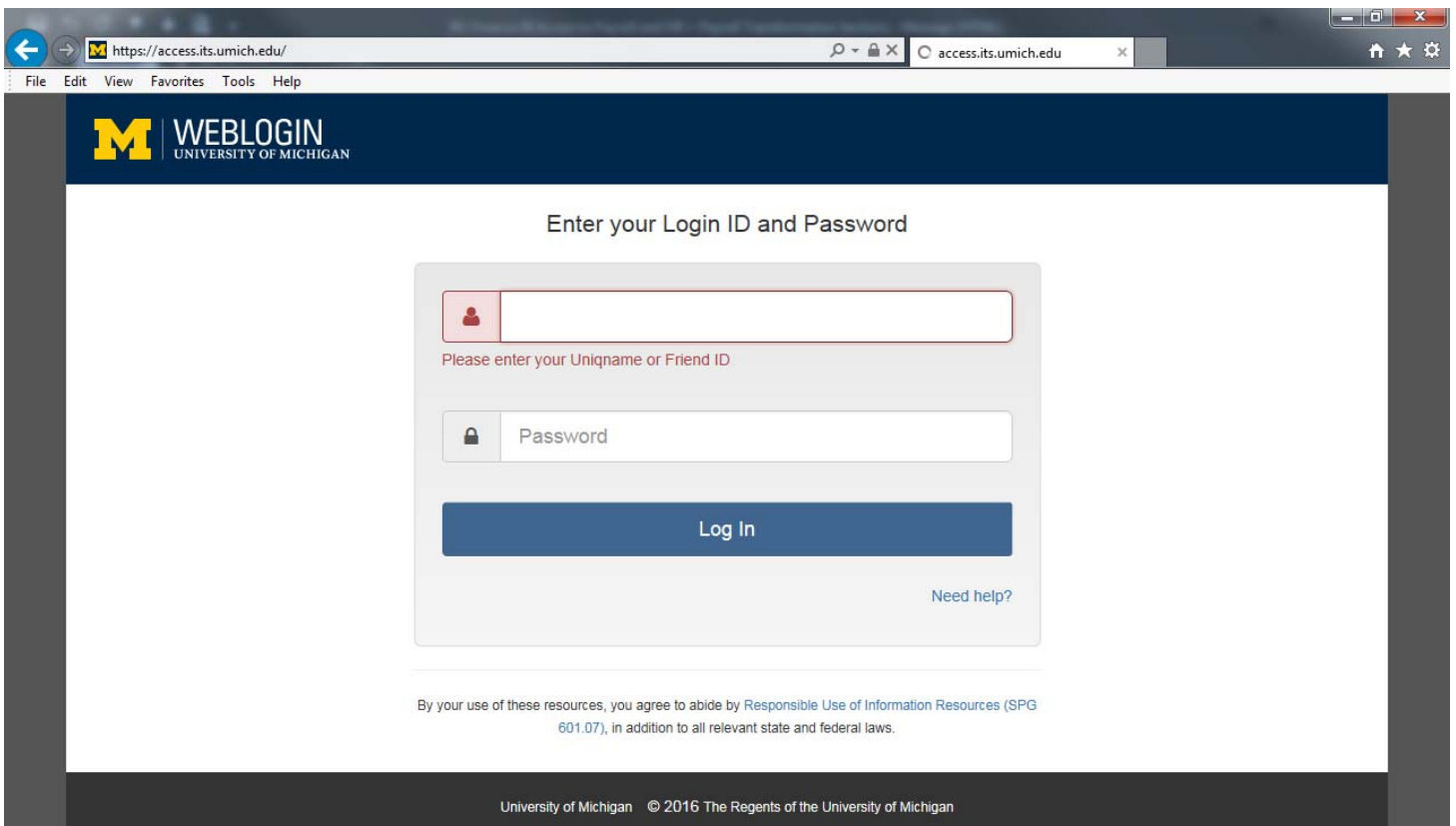
Objective:

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

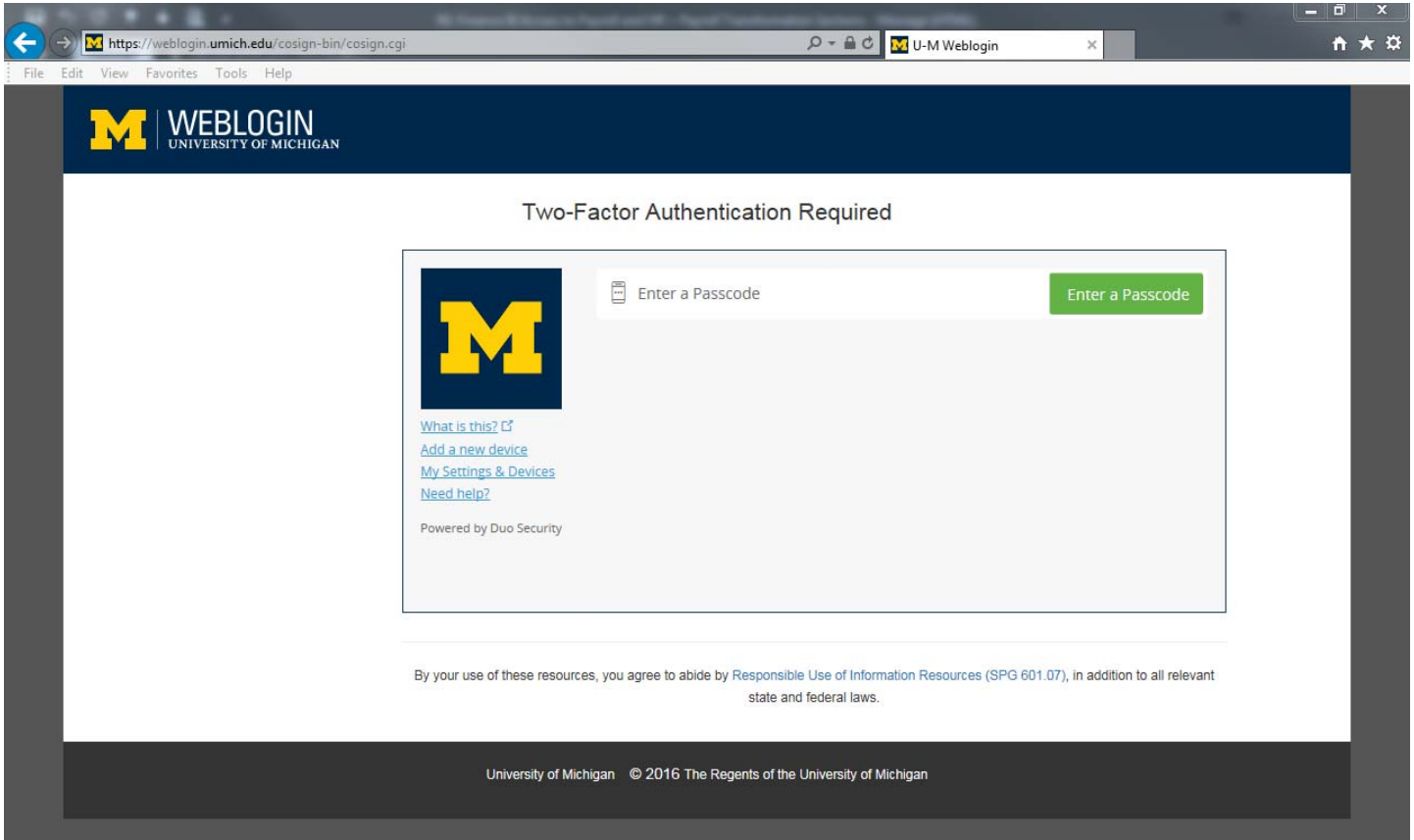


The screenshot shows a web browser window with the URL <https://access.its.umich.edu/>. The page header features the Michigan Medicine logo and the text "WEBLOGIN UNIVERSITY OF MICHIGAN". The main content area is titled "Enter your Login ID and Password" and contains a login form with the following elements:

- A text input field with a red border and a person icon, labeled "Please enter your Uniqname or Friend ID".
- A text input field with a lock icon and the label "Password".
- A blue "Log In" button.
- A link labeled "Need help?".


At the bottom of the page, there is a disclaimer: "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." The footer includes "University of Michigan © 2016 The Regents of the University of Michigan".

Note: Two-Factor Authentication is Required:

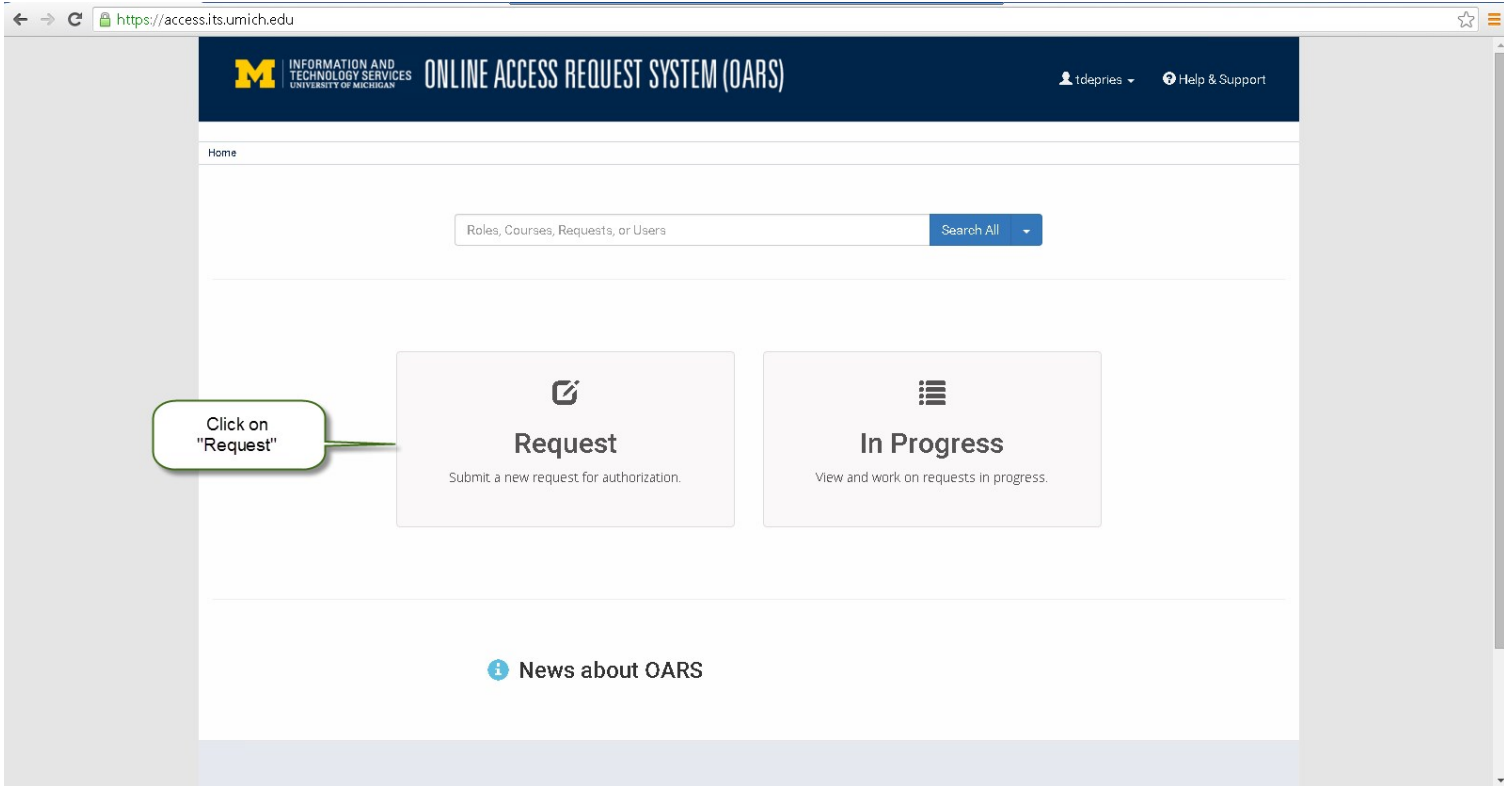


FINANCIAL SYSTEMS

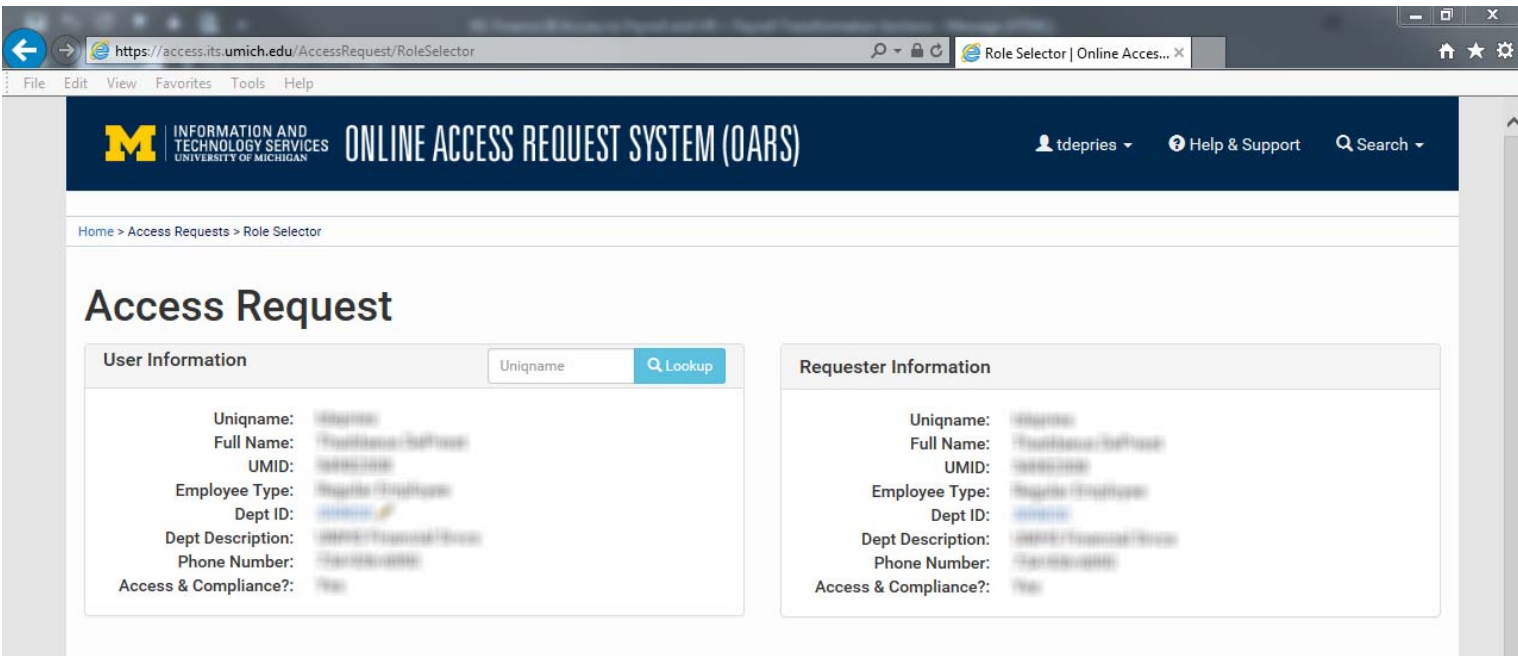
FINANCE BI – PAYROLL ACCESS



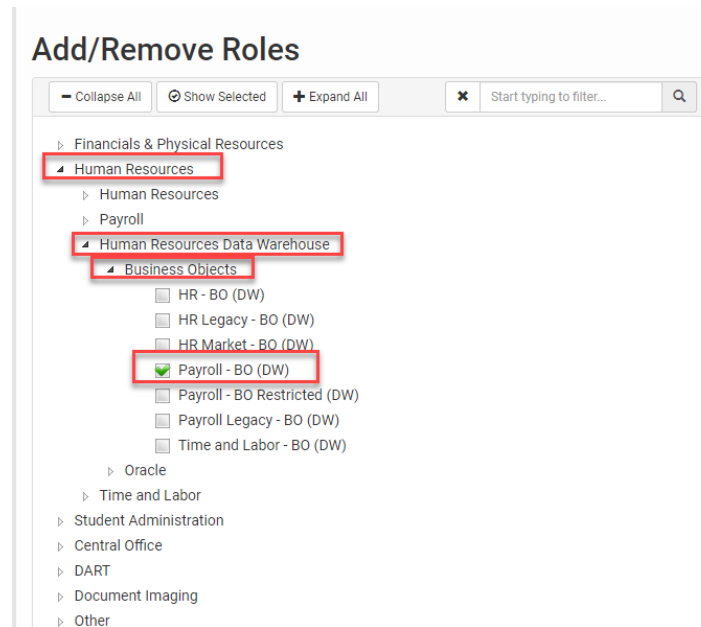
Once logged in, click on the “Request” button:



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



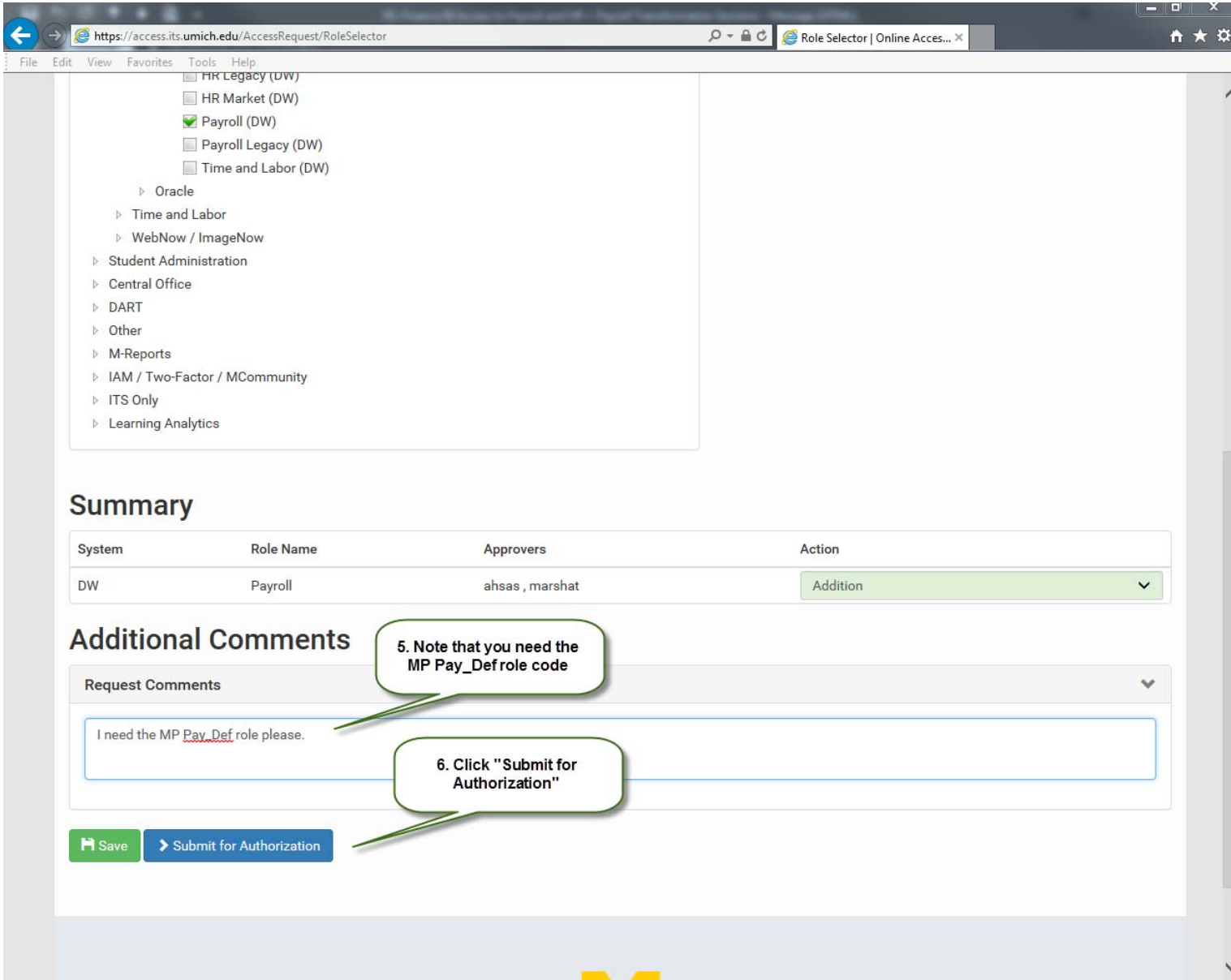
Scroll down to the “Add/Remove Rolls” section:



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

- In the Additional Comments section, note that you need the MP Pay_Def role code
- Click “Submit for Authorization”

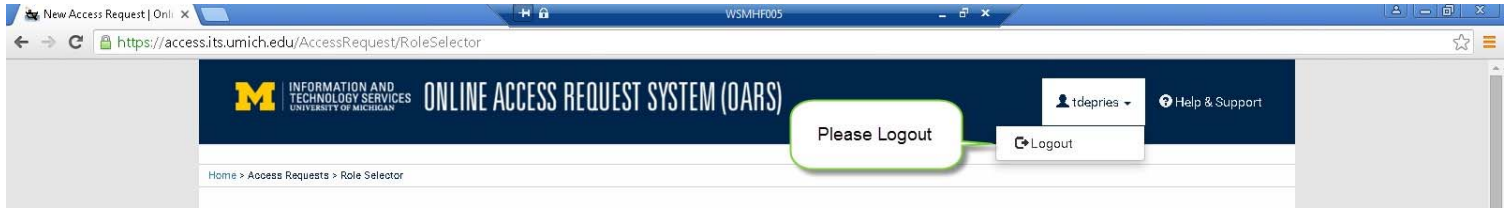


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When finished requesting access, please be sure to scroll to the top of the page and logout:



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