



SAPHR Organisational Management Access Form

This form is to be completed for OM Access on SAP HR & Payroll system only.

The form is to be completed by the Employee and approved by the Line Manager and Senior Manager. Please submit the completed form to hri.crm@hse.ie

Please note the following:

- The SAP HR & Payroll Access and Training Request Form is required for all other SAP HR & Payroll Access

(Can be downloaded from: <https://sapccc.hse.ie/weblog/login.asp?URL=/weblog/main/default.asp>)

- Access to SAP is via Citrix; this should be requested via National Service Desk (*Ivanti*).

Section 1: Employee Details (Please Use Block Capitals)

Employee No.	First Name	Middle Name	Surname	Grade
Position Number				
Your Division				
Work Email Address				
Telephone Number				

Section 2: Level of Organisational Management Access Required (Please Tick)

Organisational Management Administration	Update Access	Amend Organisational Units and Positions on Organisational Structure	<input type="checkbox"/>
Organisational Management	Read Only	Display Access to the Organisational Structure	<input type="checkbox"/>
New SAP HR User	<input type="checkbox"/>	If Existing SAP HR User, please provide User ID	
Please identify the area of the Organisational Structure access is required to, e.g. Health Region			
Enter Org Unit No(s) if known			

*Please contact the HR Integration team at hri.crm@hse.ie for further information on Org Unit Nos if not known.

Section 3: To be completed by Line Manager

Line Manager Name	
Line Manager Email	
Line Managers Phone Number	
Line Manager Grade	
Line Managers Signature	
Date	



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Section 4: Approval to be completed by Senior Manager (Grade 8 and above)

Approval Manager Name	
Approval Manager Grade	
Approval Manager Signature	
Date	