

QRG - How to submit an AYS ticket to request the Timesheet Reporter and Timesheet Approver roles in CATS

SAP Security Access Request (1ERP CATS Time Reporters/Approvers)

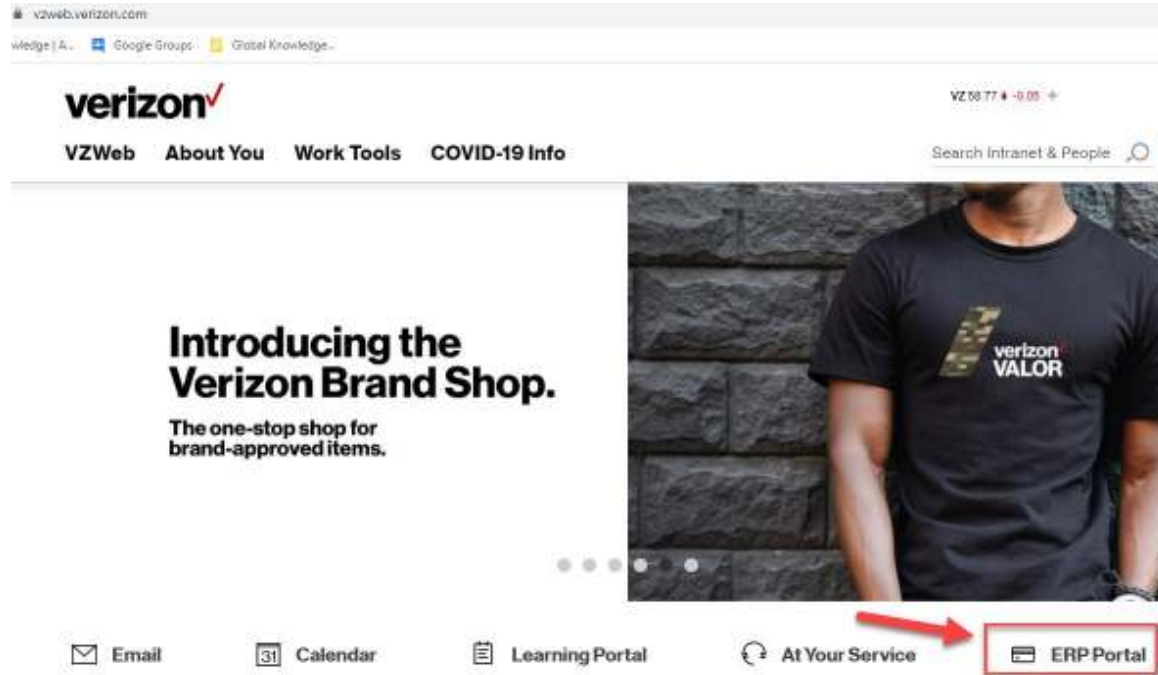
Link to VZ knowledge article

https://atyourservice.verizon.com/ay?id=ays_kb_article&sys_id=fc927d361b8c7410aa98979f1d4bcbc3&source=ta-home



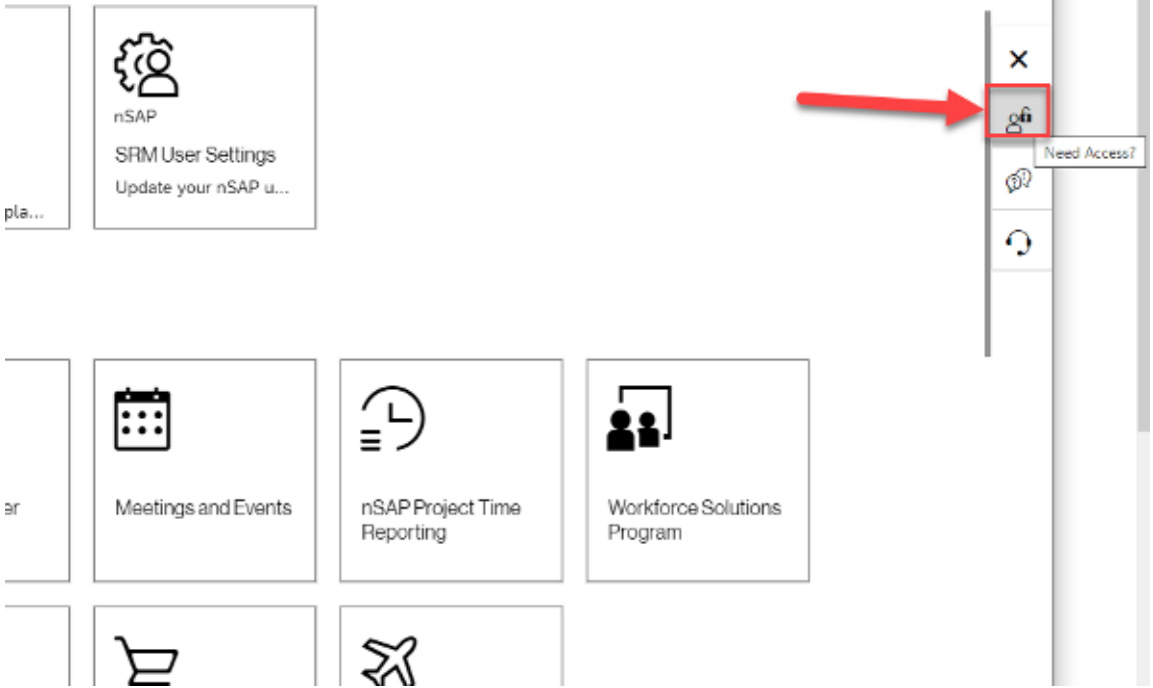
SAP Security Access Request (1ERP CATS Time Reporters/Approvers)

1, Go to the Verizon home page on VZWEB and click on ERP Portal.



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2. On the ERP Portal Click on Need Access button towards the right of the page..



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3. The form will open.

Service Catalog
Home > Service Catalog > System Access > SAP Security Access Request (1ERP&vSAP)- GRC, FireFighters, OSS Connections

SAP Security Access Request (1ERP&vSAP)- GRC, FireFighters, OSS Connections
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+ View description

Have a question on how to fill out this form? Contact the catalog item owner: Chenupati, Phani Kumar

Requester Information:

* Opened by	* Contact
Chenupati, Phani Kumar	Chenupati, Phani Kumar
* Requested For	* Preferred Contact Method
Chenupati, Phani Kumar	Corporate Email
	* Contact Method
	phani.chenupati@verizon.com
* What Application are you requesting access with?	



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4. Choose the application

* What Application are you requesting access with?

- 1ERP
- vSAP
- SAP FireFighters Access
- SAP OSS Connections
- 1Planning
- nSAP(Non-Prod)

**** Select 1ERP to request access.

5. Choose the environment.

. Choose the application

* What environment are you requesting assistance with?

- DEV
- SANDBOX
- QA
- PROD

**** Select PROD.

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Provide a short description of your request or issue. You may include the name of a user to mirror your access in this section or select the name in the next section.

**** Managers please type "Need access to approve CATS Time Reporting."

**** TAPFIN Domestic Contractor or International Employee please type "Need access to CATS Time Reporting."

*What is a short description of your request?

This field helps to provide the description of the request

6. Provide the name of a user to mirror your access if known. Click in the box, enter the name and select the correct one

Please provide the name of a user whose access we can mirror

This information will help to provide the right access

7. Provide a business justification why this access is needed.

*Provide a Business Justification

Please explain why the requestor needs this access

8. Click on Submit.