

**SAP HR User Authorization Request**  
**For College users**

**Instructions:**

1. Requestor must complete the attached form and submit for approval by the department supervisor and Vice President of Administration.
2. The completed form should be submitted to the SPOC either via email or hard copy. If the form is issued via email, the requestor may attach or forward email approvals from the department supervisor and Vice President of Administration with the form.
3. The campus SPOC is **required** to approve or deny the request.
4. Approved requests should be forwarded to [operag@email.laccd.edu](mailto:operag@email.laccd.edu)
5. Authorizations administrators at the District Office will review, deny, grant or question the request by issuing a written response to the requestor and SPOC via email.
6. Any denial to a request will be explained to the requestor.
7. The requestor may appeal the denial. See SPOC for appeal process and further authorizations procedures.

If you want to see a detail description of each role, [click here](#).

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**Position Information:**

**Requestor Information:**

Position Title _____	Name: _____
Position ID: _____	Campus: _____
Position Code: _____	Department: _____
	E-Mail: _____

**Roles**

#	Role Description	Choose One Role	Campus Wide	Department And Down	Department Only
1	Initiator (w/ basic view)				
2	Approver (w/ basic view)				
3	Manager View				
4	Manager's Assistant				
5	Payroll				
6	Personnel				
7	Scheduler				
8	SPOC				

Department Supervisor Approval: \_\_\_\_\_

Vice President of Administration Approval : \_\_\_\_\_

**If signature not provided, please indicate the email approval has been forwarded.**