BW User Authorizations by Reporting Folder

To Determine Access to Analysis Reports in SAP

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- Based on the data stored in SAP, this report will help you understand a user’s access to BW Analysis reports.
- You will be able to see the personnel area(s) or org unit(s) for which a user can run reports in a particular report folder.
• Select your criteria. There are several options.
• Reporting Area is required. Personnel Admin is the folder where the Pending I-9 report is stored.

Click the radio button to choose from the menu

Type in the user’s pernr in the Employee field
Results will look something like this:

You can remove and add fields like you would in any other Analysis report, but you probably don’t need to.

This user can run Personnel Admin reports for two org units.
What if the user doesn’t have access?

• Remember: there are many reports in each Reporting Folder. If you follow the steps to add roles to an SAP user they will be able to run every report in the folder where you grant access.

• For example, if you grant access to the Personnel Admin folder for three org units the report user can see salary data for every pernr in those three org units if they run Employee Master Data by Date.

• If you are sure that it’s appropriate to add a role “ZSR Role Help” and “SMART Tool Role Selection” on the HRSS Metrics and Analysis Reporting website can walk you through choosing the right one(s).
  • https://ssc.jhmi.edu/hr_payroll/reporting.html
Who do I contact with questions?

Technical problems with Analysis/BW Reports:
- JHU IT Help & Support
  - https://it.johnshopkins.edu/help/index.html

Questions about getting started with HR reports:
- HR Shared Services
- HRSS-Reporting@jhu.edu