

## SAP System Access for Non-employees

In order to obtain SAP system access, non-employees must be placed into a position via a mini master ISR. The first step would be to create a non-employee position with the appropriate roles assigned. Maintaining an existing vacant position is another viable option. The personnel sub-area must be U099 or H099 (non-employee) depending upon whether the organization unit being assigned to is within the University or a Health System Employer. The employee group must be 8 (non-employee) and the employee sub-group will be assigned based on the person's role in the organization. If you are hiring an independent contractor the sub-group is 06. When hiring staff paid through a temporary agency, please use one of the following sub-groups: 09 for clerical staff, 10 for technical staff, 11 for nurses and 12 for non-nursing clinical staff.

Placing the individual into a dummy position (99999999) will not give them system access. Once you have the position number created or have maintained an existing position, process a mini master ISR. Please note that there is a different mini master ISR for independent contractors. The personnel sub-area, employee group and employee sub-group will default from the position number.