**OneFinance Reporting Access and Approval Pool Request**

* Before completing this form, please refer to the [Cost Centre hierarchy matrix](https://info.lse.ac.uk/staff/divisions/Finance-Division/assets/documents/OneFinance/Cost-Centre-hierarchy-matrix.xlsx) for supporting guidance
on selecting the correct hierarchy level and value for your area
* Please complete the required sections and ensure the request is authorised before submitting
* Forms must be submitted via the [Finance Division Enquiry Form](https://lseapps.secure.force.com/form?formid=217915)

|  |  |
| --- | --- |
| Name  |  |
| LSE ID number |  |
| Division / Department |  |

1. **Reporting requirements**

**At what level is reporting required? (please tick one)**

|  |  |  |  |
| --- | --- | --- | --- |
| Security hierarchy Level  | Value |  | Payroll access |
| ORG2  |  |  | N/A - temp and contractor staff pay detail onlyP1 - all salaries, excluding academic salariesP2 - all salaries, **including** academic salaries |
| ORG3  |  |  | N/A  |  |
| ORG4  |  |  | P1 |  |
| Cost Centre  |  |  | P2 |  |

 **Project Access** (For access to specific project(s) without general access to the cost centre). Please list the project codes to grant access to. Please note project specific access will result in the user having access to all payroll transactions charged to that project(s).

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1. **Approval Pools**

**For each cost centre/project please select the appropriate approval limit**

|  |  |  |  |
| --- | --- | --- | --- |
| Project / Cost Centre | Up to £1,000 | £1,001 to £10,000 | £10,001 to £50,000 |
|  |  |  |  |
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**Authorisation:**

|  |  |  |  |
| --- | --- | --- | --- |
| Head of DepartmentBudget Controller Department Manager |  | First Name | Surname |
|  |  |
| Authoriser Signature: |