



Information Technology Enterprise Application Systems Banner Human Resources / Payroll Account Request Form

INSTRUCTIONS:

- Complete the User Information section.
- Have your supervisor complete the Banner Access Request sections as applicable.
- Sign and date the form (user and supervisor).
- Banner access will not be granted unless all appropriate training classes have been completed and all signatures are obtained.
- The person authorizing the access must submit this two page form to **Sharon Shriver** in Information Technology. An e-mail will be sent to you when access is activated and informing you of your UserID and password if applicable.

Section 1 - USER INFORMATION

Last Name: _____ First Name: _____ MI: _____

Email Address: _____ Phone: _____

Banner UserID (if known/assigned): _____

Dept: _____ Employee ID: _____

Job Title: _____

By signing this form I understand the Banner system contains information protected by the Federal Privacy Act of 1974 (FERPA). Violation of this Act can possibly result in criminal and civil penalties and loss of employment.

User's Signature: _____ Date: _____

Employee Status: Staff Faculty Student Other _____

Type of Position: Permanent Part-Time/Hourly Temporary (e.g., temps, students)

Section 2 - REQUIRED BANNER TRAINING

a. Have you attended the **Banner General Navigation Class**?

Yes Date(s): _____ No

Section 3 - AUTHORIZATION

Type of Access: New User Change to Existing User Replaces _____

PROD PPRD Deactivate as of Date: _____

Authorized for:

The following classes require approval from the HUMAN RESOURCES Manager if differs from designated departments or program (signature required)					
Add / Delete	Security Profile Description		Add / Delete	Security Profile Description	
	HR_APPLICANT			HR_COMMITTEE	
	HR_AUX_PROCESSING			HR_DATA_CUSTODIAN	
	HR_BARG_UNITS_INQ			HR_EEO_REPORT	
	HR_BENEFICIARIES			HR_ELECTRONIC_APPR	
	HR_BENEFITS_REPORT			HR_EMPLOYEE_DEMOG_INQ	
	HR_BENEFIT_DED_INQ			HR_EMPLOYEE_DEMOG_M	
	HR_BENEFIT_DED_M			HR_EMPLOYEE_HISTORY	
	HR_BENEFIT_DED_UPDATE			HR_EMPLOYEE_JOBS_INQ	
	HR_BUDGET_TECHS			HR_EMPLOYEE_JOBS_M	
	HR_COBRA			HR_EMPLOYMENT	
				HR_EMP_LEAVE_UPDATE_M	
				HR_FACULTY_INQ	
				HR_FACULTY_MOD	
				HR_FACULTY_REPORT	
				HR_FMLA_AND_MED	
				HR_FOR_FINANCE	
				HR_GENERAL	
				HR_GENERAL_REPORT	
				HR_GRANTS_CERT	
				HR_HEALTH_AND_SAFETY	



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NAME: _____

The following classes require approval from the HUMAN RESOURCES Manager if differs from designated departments or program (signature required) (continued)					
Add / Delete	Security Profile Description		Add / Delete	Security Profile Description	
	HR_LABOR_RELATIONS			HR_POSITION_UPDATE	
	HR_POSITION_CNTL			HR_SECURITY	
	HR_POSITION_REVIEW				
					ARGOS_HUMAN_RESOURCES
					ARGOS_HR_SPECIAL_ACCESS

The following classes require approval from the PAYROLL Manager if differs from designated departments or program (signature required)					
Add / Delete	Security Profile Description		Add / Delete	Security Profile Description	
	PAY_BUDGET			PAY_INSTRUCTION_C	
	PAY_BUDGET_DEPT			PAY_PAYROLL_PROCESSING	
	PAY_BUDGET_REPORT			PAY_PAYROLL_REPORT	
	PAY_DATA_CUSTODIAN			PAY_PROCESSING	
	PAY_DEPT_TIME_ENTRY			PAY_TAXES	
	PAY_FINANCIAL_AID			PAY_TAXES_REPORT	
					ARGOS_PAYROLL

By signing below, the supervisor certifies that the access requested is required to carry out the responsibilities of this employee's position and that the Information Technology department will be notified if the employee's duties change during the course of employment at the College.

Signature of Manager or Dean Date Print Name Phone Ext.

Signature of Human Resources Manager Date Print Name Phone Ext.

Signature of Payroll Manager Date Print Name Phone Ext.

INFORMATION TECHNOLOGY USE ONLY

UserID Assigned: _____

Created: _____

Completed / User Notified Date: _____