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 **Claudia Coronado** in Information Technology. An email 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:_____

Portal Username: _____

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 (required) **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:

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

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NAME: _____

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

Add / Delete	Security Profile Description	Add / Delete	Security Profile Description	Add / Delete	Security Profile Description
	The following class requires approval from your Manager or Dean **if differs from designated departments or program (signature required)**				
					ARGOS_HR_Temporary Employment

Add / Delete	Security Profile Description	Add / Delete	Security Profile Description	Add / Delete	Security Profile Description
	The following classes require approval from the PAYROLL Manager **if differs from designated departments or program (signature required)**				
	PAY_BANK_RECON		PAY_INSTRUCTION_C		PAY_TAXES
	PAY_BUDGET		PAY_MISSING_TIMESHEET		PAY_TAXES_REPORT
	PAY_BUDGET_DEPT		PAY_PAYROLL_FEED2FIN		PAY_TIMESHEET
	PAY_BUDGET_REDS		PAY_PAYROLL_GENERATION		PAY_WEBROUTES
	PAY_BUDGET_REPORT		PAY_PAYROLL_PROCESSING		
	PAY_DATA_CUSTODIAN		PAY_PAYROLL_REPORT		ARGOS_PAYROLL
	PAY_DEPT_TIME_ENTRY		PAY_POSN_CONTROL		ARGOS_PAYROLL_Student Employees
	PAY_FINANCIAL_AID		PAY_PROCESSING		

Authorized for: PTRUSER ☐ Yes ☐ No

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 Director, Payroll　　Date　　Print Name　　Phone Ext.

INFORMATION TECHNOLOGY USE ONLY

UserID Assigned: _____　　Created: _____

Completed / User Notified Date: _____