



# 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: \_\_\_\_\_

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 (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:**

**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		Add / Delete	Security Profile Description
	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



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

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_GRANTS_CERT			HR_POSITION_REVIEW	
	HR_HEALTH_AND_SAFETY			HR_POSITION_UPDATE	
	HR_LABOR_RELATIONS			HR_SECURITY	
	HR_POSITION_CNTL				

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

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_BANK_RECON			PAY_INSTRUCTION_C	
	PAY_BUDGET			PAY_MISSING_TIMESHEET	
	PAY_BUDGET_DEPT			PAY_PAYROLL_FEED2FIN	
	PAY_BUDGET_REDS			PAY_PAYROLL_GENERATION	
	PAY_BUDGET_REPORT			PAY_PAYROLL_PROCESSING	
	PAY_DATA_CUSTODIAN			PAY_PAYROLL_REPORT	
	PAY_DEPT_TIME_ENTRY			PAY_POSN_CONTROL	
	PAY_FINANCIAL_AID			PAY_PROCESSING	
					PAY_TAXES
					PAY_TAXES_REPORT
					PAY_TIMESHEET
					PAY_WEBROUTES
					ARGOS_PAYROLL
					ARGOS_PAYROLL_Student Employees

**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.

<b>INFORMATION TECHNOLOGY USE ONLY</b>
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UserID Assigned: \_\_\_\_\_

Created: \_\_\_\_\_

Completed / User Notified Date: \_\_\_\_\_