

HUMAN RESOURCES / PAYROLL MODULES

BANNER ACCESS REQUEST

Rev: 093011

USER INFORMATION

NAME: _____ DU ID#: _____ PHONE: _____

EMAIL ADDRESS: _____ USERNAME: _____

DEPARTMENT: _____ JOB TITLE: _____

CHECK APPROPRIATE BOXES BELOW	HR ORGANIZATION CODE ACCESS	
<input type="checkbox"/> Hiring Processes (for example – Non-Benefited Staff Hire, Adjunct/Faculty Overload Hire, Work Award Hire) <input type="checkbox"/> HR/Position without Salary Query (DUH_13) <input type="checkbox"/> HR/Position with Salary Query (DUH_14) <input type="checkbox"/> Timekeeper <input type="checkbox"/> Approver / Timekeeper Position # of Approver: _____ Please list organization codes that you will be approving: _____ _____	Orgn	ECLS

Additional Information:

Form Prepared By: _____ Preparer's Phone: _____ Fax: _____

APPROVING SIGNATURES

Comments:

Appropriate Security Classes:

1. Department Manager _____ Date _____ 2. Division Head/Budget Officer _____ Date _____

3. Banner HR/Payroll Signatory _____ Date _____ 4. AIS (fax: 17998) _____ Date _____
Pat Kavanagh, Payroll Office (fax: 14221)

After obtaining all required signatures, please submit this form to Administrative Information Services (AIS) for processing. Please note any request for Master Orgn must be approved by the Director of Human Resources.