



USER INFORMATION

NAME: _____ DU ID#: _____ PHONE: _____
EMAIL ADDRESS: _____ USERNAME: _____
DEPARTMENT: _____ JOB TITLE: _____

Table with 2 columns: CHECK APPROPRIATE BOXES BELOW and HR ORGANIZATION CODE ACCESS. Includes checkboxes for Hiring Processes, HR/Position without Salary Query, HR/Position with Salary Query, and Approver / Timekeeper. Includes a note: 'NOTE: This is NOT for Kronos, but for Banner only' and a field for 'Position # of Approver'.

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. UTS - EAS (fax: 17998) Date
Pat Kavanagh, Payroll Office (fax: 14221)

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



UNIVERSITY *of*
DENVER

**HUMAN RESOURCES / PAYROLL MODULES
BANNER ACCESS REQUEST**

Rev: 093016

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.

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