



USER INFORMATION

DEPARTMENT: _____ EMPLOYEE POSITION IS: NON-BENEFITED BENEFITED

NAME: _____ DU ID#: _____ PHONE: _____

EMAIL ADDRESS: _____ USERNAME: _____

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"/> Approver / Timekeeper NOTE: This is NOT for Kronos, but for Banner only Position # of Approver: _____ Please list organization codes that you will be approving: _____ _____ <input type="checkbox"/> View HR/Payroll Cognos Reports	Orgn – there is no rollup, please list each specific 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 _____ Pat Kavanagh, Shared Services/Payroll Office (fax: 14221)
4. UTS – EAS (fax: 17998) _____ Date _____ Or you may email: eas@du.edu

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.