



USER INFORMATION

DEPARTMENT: EMPLOYEE POSITION IS: [] NON-BENEFITED [] BENEFITED

NAME: DU ID#: PHONE:

EMAIL ADDRESS: USERNAME:

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, Approver / Timekeeper, and View HR/Payroll Cognos Reports. Includes a section for listing organization codes.

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. IT - EAS (fax: 17998) Date Or you may email: eas@du.edu

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