UNIVERSITY of DENVER

HUMAN RESOURCES / PAYROLL MODULES
BANNER ACCESS REQUEST

Rev: 06302020

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	
	Orgn – there is no rollup, please list each specific orgn	**ECLS**
☐ Hiring Processes (for example – Non-Benefited Staff Hire, Adjunct/Faculty Overload Hire, Work Award Hire)		
☐ HR/Position without Salary Query (DUH_13)		
☐ HR/Position with Salary Query (DUH_14)		
☐ Approver / Timekeeper NOTE: This is NOT for Kronos, but for Banner only Position # of Approver: _____ Please list organization codes that you will be approving: _____ _____		
☐ View HR/Payroll Cognos Reports		

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. Shared Services/Payroll Office   Date   4. Information Technology – EAS   Date
   Email payroll@du.edu   Email eas@du.edu

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