

# HR/Payroll Module Banner Security Form

Ursa security access is necessary in order to provide you access to any of the four integrated modules; STUDENT, FINANCIAL, PAYROLL/HR, FINANCIAL AID. This form is used specifically for HR/PAYROLL access.

Complete this form for access to Banner HR/PAYROLL and fax to the Payroll office at 970.351.2852

## CLIENT INFORMATION

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Bear Number: \_\_\_\_\_ Department: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone Extension: \_\_\_\_\_

Employee Type:      Faculty              Staff              TA/GA              University Aide              Student Employee

## ACTION

- New User: If you do not currently have Banner access
- Update User: If you currently have Banner access to the listed database
- Remove User: Employee leaving University/Department and no longer needs Banner access

## DATABASE

- PRODUCTION               TEST               PRE-PRODUCTION               QA

## HR/PAYROLL NEEDS

Please indicate what information you need the HR/PAYROLL system access for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Electronic Personnel Action Form (EPAF) processing       Timesheet/Leave Entry processing

## GLOBAL BANNER HR/PAYROLL QUERY ACCESS CLASSES

- UNC\_GEN\_USER\_ALL\_C               UNC\_HR\_USER\_ALL\_C

# HR/Payroll Module Banner Security Form



## FUND & ORGANIZATION ACCESS

Actions: (A)dd, (U)pdate, or (D)elete

Access: (P)osting, (Q)uery, or (B)oth

Form: (T)imesheets, (L)eave, or (B)oth

Org	Action	Access	Form

## CLIENT SIGNATURE *(PLEASE REVIEW AND SIGN)*

I acknowledge that I have read the University of Northern Colorado procedures for the administration of the Family Educational Rights & Privacy Act at <http://www.registrar.unco.edu/Ferpa/Ferpa.htm> and the University of Northern Colorado Information Technology Procedures at <http://www.unco.edu/it/aboutit/computingproceduresindex.htm> and the University of Northern Colorado Ursa Data Standards at [http://www.unco.edu/ursaunc/resources/data\\_standards.pdf](http://www.unco.edu/ursaunc/resources/data_standards.pdf). I further acknowledge that I understand my responsibilities as related to FERPA and to the Information Technology policies and understand that unauthorized release of student information is in violation of the FERPA policy and will necessitate the revocation of access to the University data. Violation of FERPA and Information Technology policies and any improper use of computer resources may result in disciplinary action up to and including termination.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SUPERVISOR AUTHORIZATION *(PLEASE REVIEW AND SIGN)*

When you sign this request to grant access you assume the responsibility to provide training for the person receiving the authorization, to provide information about FERPA, to monitor the use of the information, to request the cancellation of access should the user resign or be terminated from his/her position, and authorize changes for login.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## HR/PAYROLL DATA STEWARD APPROVAL

HR/Payroll Signature: \_\_\_\_\_ Date: \_\_\_\_\_