

UNIVERSITY COMPUTING SERVICES BANNER HR® PRIVILEGES REQUEST FORM

The purpose of this form is to request privileges to query and/or update information in forms in the Banner HR® system. This form should be completed by an individual seeking Banner HR® privileges and should be reviewed and signed by that individual's responsible supervisor. After signatures, the form should be forwarded to Computing Services, 4th Floor, Drinko Library. Following processing by Computing Services, the form will be forwarded to Human Resource Services and/or the Payroll Office. Certain prerequisite training or orientation may need to be completed prior to the extension of privileges. Applicants will be notified about training requirements and the results of their applications.

Name			
Department			
MU ID Number			
MU Username			
Campus Address			
Work Phone			
E-Mail			
Please Check One		FIRST-TIME ENROLLMENT	CHANGE TO AN EXISTING ENROLLMENT
		RE-ACTIVATION OF A FORMER ENROLLMENT THAT HAS LAPSED	

Privileges to query and/or update are requested for the following processes (place a check mark before each item requested). Some processes may be unavailable for application. Requests will be processed and approvals granted only for currently-available processes.

REQUESTED	FORM/PROCESS
	VIEW PROCESS: View Employees, Positions, and Jobs including forms PEAEMPL, NBAPOSN, and NBAJOBS
	EPAF PROCESS: Develop/submit Electronic Personnel Action Forms (EPAFs) including forms NOAEPAF, NOAAPSM, NOIEMSG, NOIESUM, etc.
	EMPLOYEE LOOKUP PROCESS: View forms NBIJLST, POIIDEN
NOT AVAIL	RECRUITING PROCESS: Participate in recruiting/applicant tracking including forms PAAREQU, PAIALIST, PAAAPOS, PAAAPPL, PAIPOSN, PAIRCAN, PAIREQL, etc.
NOT AVAIL	TIME ENTRY/PAYROLL PROCESS: Forms PHAHOURL, PHAMTIM, PHITTOT, PHITSKY, PHAADJT, PHIUPDT, etc.
	FACULTY INFORMATION PROCESS: Add/edit faculty information utilizing forms PEAFACT, PEAFACT, PEAFACT, PEIFACT, PEPFACL, PERFACL, PTRFTYP, PTRRANK, PTVFACC, and PPACMNT

In the spaces below identify the University budget organizations (Banner® ORGs) for which participation in the above processes is requested. Additional budget ORGs may be listed on an attachment sheet. Check here if additional budget ORG listings are attached.

BUDGET ORGANIZATIONS (ORGs) FOR WHICH PRIVILEGES ARE REQUESTED			
ORG NO.	ORG NAME	ORG NO.	ORG NAME
EMPLOYEE SIGNATURE		DATE SIGNED	
SUPERVISOR SIGNATURE		DATE SIGNED	
SUPERVISOR PRINTED NAME			

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Human Resource Services FORMS

207 Old Main, One John Marshall Drive, Huntington, WV 25755, Phone 304.696.6455, FAX 304.696.6844
Statewide Toll-Free 1-866-447-5315, E-mail human-resources@marshall.edu, Web <http://www.marshall.edu/human-resources/>
For any questions about or assistance with this form, contact Human Resource Services at the above address.