Kent State University
Request for Banner HR Access
Section 1 - To be completed by requesting department security administrator

(A) Employee Information   Campus phone _____

　　　Employee Name _____ Position/Title _____

　　　Department _____ Organization code(s) _____

　　　Flashline Username _____ @kent.edu　Banner ID _____

(B) Access requirements

　　　Request type (check one): ❏Add, ❏Delete, ❏Replace

　　　Access to (check all that apply): ❏Production, ❏Test _____ (instance)

　　　Job functions (check all that apply): ❏Request EPAF, ❏Approve EPAF, ❏ Approve Leave , ❏ Faculty Comp Admin

　　　Special instructions / other requirements _____

(C) Authorizations

　　　Dept Security Admin Name _____❏Confidentiality Agreement

　　　Dept Security Admin Signature _____　　Date _____

Section 2 - To be completed by data steward for Human Resources

❏ BAN_HR_AFFIRM_ACTN_DATAENTRY_C	❏ BAN_HR_EPAF_APPROVER_C	❏ BAN_HR_PAYROLL_MANAGER_C
❏ BAN_HR_AFFIRM_ACTN_MANAGER_C	❏ BAN_HR_EPAF_ORIGINATOR_C	❏ BAN_HR_PAYROLL_RULE_VALID_C
❏ BAN_HR_BANK_RECONCILE_C	❏ BAN_HR_FAC_TRACK_ADMIN_C	❏ BAN_HR_PAYROLL_STUDENT_C
❏ BAN_HR_BENEFITS_DATAENTRY_C	❏ BAN_HR_FLAC_ADMIN_C	❏ BAN_HR_POSN_CONTROL_C
❏ BAN_HR_BENEFITS_MANAGER_C	❏ BAN_HR_FLAC_USER_C	❏ BAN_HR_QUERY_BUSINESS_C
❏ BAN_HR_BUDGET_OFFICER_C	❏ BAN_HR_GRANTS_RAGS_C	❏ BAN_HR_QUERY_C
❏ BAN_HR_CAREERSVCS_DATAENTRY_C	❏ BAN_HR_HEI_C	❏ BAN_HR_RECS_ACAD_DATAENTRY_C
❏ BAN_HR_CAREERSVCS_MANAGER_C	❏ BAN_HR_INTL_AFFAIRS_C	❏ BAN_HR_RECS_ACAD_MANAGER_C
❏ BAN_HR_COMP_DATAENTRY_C	❏ BAN_HR_IS_SUPPORT_C	❏ BAN_HR_RECS_DATAENTRY_C
❏ BAN_HR_COMP_MANAGER_C	❏ BAN_HR_LABOR_DIST_C	❏ BAN_HR_RECS_MANAGER_C
❏ BAN_HR_COMPTROLLER_C	❏ BAN_HR_LEAVE_REPORTING_C	❏ BAN_HR_SECURITY_ADMIN_C
❏ BAN_HR_EMPLOYVERIF_C	❏ BAN_HR_MIGRATION_C	❏ BAN_HR_SURVEY_C
❏ BAN_HR_EMPLOYEE_RELATIONS_C	❏ BAN_HR_OPEN_ENROLLMENT_C	❏ BAN_HR_TIME_WEBAPPROVER_C
❏ BAN_HR_EMPLOYMENT_DATAENTRY_C	❏ BAN_HR_PARKINGSVCS_C	❏ BAN_HR_UNIV_ BUDGET_OFFICE_C
❏ BAN_HR_EMPLOYMENT_MANAGER_C	❏ BAN_HR_PAYROLL_DATAENTRY_C	

　　　Employee classes _____

　　　Data Steward Signature _____　　Date _____

Section 3 - To be completed by Information Technology

　　　Completed by _____　　Date _____

　　　❏ Verify confidentiality agreement, ❏ Grant approved access, ❏ Notify dept security administrator, ❏ Notify data steward

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Kent State University
Request for Banner HR Access - Instructions

When to use this form

The *Request for Banner HR Access* form must be completed for any Banner HR access creation or deletion, and any time a modification is required for an existing user's access rights in Banner HR.

How to use this form

Section 1 of the form should be completed by the user's departmental security administrator, and then submitted to the Human Resources security administrator using the instructions printed in the upper right-hand corner of the form.

When submitting a request for a user who does not currently have access to Banner HR: Provide all information requested in Section 1, selecting "Add" on the "Request Type" line.

When submitting a request to remove access for a user who already has access to Banner HR: Provide all information requested in Section 1, selecting "Delete" on the "Request Type" line.

When submitting a request to modify the rights granted to a user who already has access to Banner HR: Provide all information requested in Section 1, selecting "Replace" on the "Request Type" line, and then describe the requested change on the "Special Instructions" line.

What to expect

Once the completed form is submitted, the Business and Finance security administrator will review the request and assign system rights to the user in Section 2. The form will then be submitted to Access Management. When all necessary approvals are collected, the request will be processed by Access Management. To confirm completion of the request, an e-mail notification will be sent by Access Management, addressed to the Finance security administrator, the requesting department's security administrator, and the end user.

Help with specific form elements

In Section 1, Part A:

> Flashline User ID _____ @kent.edu   Assignment Dates _____
>
> Status (check one): ❑FT/PT on payroll, ❑ Temp on payroll, ❑Temp - ext. agency, ❑ Student, ❑ Other _____

"Status" refers to the user's employment status at Kent State University. "Assignment Dates" refers to the beginning and end date of the user's employment. Both fields are required.

- FT/PT on payroll - indicates a full or part time employee paid out of the University payroll
- Temp on payroll - indicates a temporary employee paid out of the University payroll
- Temp - ext. agency - indicates a temp paid through an external agency instead of the University payroll
- Student - indicates a student employee
- Other - used to indicate any other type of arrangement such as an external consultant

In Section 1, Part B:

> Job functions (check all that apply): ❑Request EPAF, ❑Approve EPAF, ❑Approve Leave, ❑ FTP

"Job functions" are duties commonly performed by users with access to Banner HR. They are provided as a shortcut to help express a user's access requirements. If the user has additional requirements that are not listed here, or are not obvious based on the listed department name and title, include these in the lines marked "Special instructions / other requirements".

- Request EPAF - User submits Electronic Personnel Action Form (EPAF) requests
- Approve EPAF - User submits Electronic Personnel Action Forms (EPAF) approvals
- Approve Leave - User approves leave requests in Banner HR
- FTP - User requires access to transfer files for batch processing