Kent State University
Request for Banner Finance Access

Section 1 - To be completed by requesting department security administrator

(A) Employee Information

Employee Name ____________________ Employee Org # __________ Campus phone __________
Department __________________________ Position/Title __________________________
Flashline User ID ___________________ @kent.edu Banner ID ______________________
Status (check one): [ ] FT/PT on payroll, [ ] Temp on payroll, [ ] Temp - ext. agency, [ ] Student, [ ] Other

(B) Access requirements

Request type (check one): [ ] Create User, [ ] Remove User, [ ] Replace Permissions
Access to (check all that apply): [ ] Production, [ ] Test __________________________ (instance)
Special instructions / other requirements ____________________________________
________________________________

(C) Authorizations

Dept Security Admin Name __________________________ Dept Security Admin Signature ____________
Date __________

Section 2 - To be completed by data steward for Business and Finance

☐ BAN_FIN_1099_C
☐ BAN_FIN_ALUMNI_AP_C ☐ BAN_FIN_CHKWRITOFF_C ☐ BAN_FIN_LEDGER_STAFF_C
☐ BAN_FIN_ALUMNI_DEPTUSERS_C ☐ BAN_FIN_FINAI_FWS_C ☐ BAN_FIN_PARKING_C
☐ BAN_FIN_ALUMNI_STAFF_C ☐ BAN_FIN_FINAI_SCH_C ☐ BAN_FIN_PLANT_C
☐ BAN_FIN_AP_MANAGER_C ☐ BAN_FIN_FOUND_DEPTUSERS_C ☐ BAN_FIN_PROC_MANAGER_C
☐ BAN_FIN_AP_STAFF_C ☐ BAN_FIN_FOUNDATION_STAFF_C ☐ BAN_FIN_PROC_STAFF_C
☐ BAN_FIN_APFWP_C ☐ BAN_FIN_FWPJOBS_C ☐ BAN_FIN_PROMO_C
☐ BAN_FIN_BUDGET_OFFICERS_C ☐ BAN_FIN_GRANTS_STAFF_C ☐ SPREADSHEET BUDGETING
☐ BAN_FIN_DEPT_USERS_C ☐ BAN_FIN_LEDGER_MANAGER_C

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

Version 1.4, Last Revised: 02/20/2019
Kent State University  
Request for Banner Finance Access - Instructions

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

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 Business and Finance 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 Finance: Provide all information requested in Section 1, selecting "Create User" on the "Request Type" line.

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

When submitting a request to modify the rights granted to a user who already has access to Banner Finance: Provide all information requested in Section 1, selecting "Replace Permissions" 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:

<table>
<thead>
<tr>
<th>Flashline User ID _____________________ @kent.edu</th>
<th>Assignment Dates ____________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status (check one): ☐ FT/PT on payroll, ☐ Temp on payroll, ☐ Temp - ext. agency, ☐ Student, ☐ Other _________</td>
<td></td>
</tr>
</tbody>
</table>

"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:

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".