



# Employee Security Access Form: Banner

## Employee Information:

Name	Request Date
Job Title	UCO ID#
Employee Classification	Department
Employee's Supervisor: Name	Employee is a
	Extension

## Reason for Request, Comments or Additional Requests:

Effective Date (start date, transfer date, etc.)

## Banner Details:

Accounts Receivable	Access Type	View	Modify
Previous or Current Position with the Same Requested Access			
Task Access Needed: (select all that apply)		Justification and Clarification of Responsibilities/Tasks	
View account activity on TSAAREV			
Edit TSAAREV			
Add Department Charge (Specify Org in Clarification Box)			
Other			

Financial Aid	Access Type	View	Modify
Previous or Current Position with the Same Requested Access			
Task Access Needed: (select all that apply)		Provide any additional tasks required:	
View awards			
View requirements for counseling			
Edit Awards			
Other			

Human Resources/Payroll	Access Type	View	Modify
<b>Paycom</b> is the system for posting jobs, submitting hires, time card approval, leave request, and employee transactions. <b>Supervisors</b> automatically receive 'client' access in Paycom. Paycom access is not granted via this form. Access to post jobs and submit hires is only granted after completion of required training. <b>For any questions regarding Paycom, contact hr@uco.edu</b>			
Banner Payroll (NHIDIST) - Org Numbers (separate with a comma)			

Previous or Current Position with the Same Requested Access	
Requested Banner Screen(s)/Security Class: (list all)	Justification and Additional Information

## Student Records

Access Type

View

Modify

Requested Banner Screen(s): *(list all that apply)*

Justification and Clarification of Position Tasks

### Finance Training Requirements -

For access to Banner Finance Screens you must complete training prior to your access being granted

- Banner Finance Training (*required for Finance General access*) Damita Kennedy [dkennedy@uco.edu](mailto:dkennedy@uco.edu)
- Finance Requisition Training Charlene Wiles [cwiles2@uco.edu](mailto:cwiles2@uco.edu)

All required Finance trainings were completed on this date.

All required Finance trainings have been scheduled and will be completed on this date

If finance trainings have not been scheduled, do not submit request for finance access.

## Finance

Finance General (View all budget information)

Finance Requisition (Modify Access Required)

*These options are reserved for certain positions in administration and are subject to approval. Check all that apply.*

Budget Development (*Mgmt Only*)

Purchasing

Accounting Dept

Accounts Payable

Cashiering

Inventory/Receiving

Grant Accounting

Journal Entry Access (Additional Training Required)

### Organization & Fund specific access

Org #	Fund #	Access Type	Org #	Fund #	Access Type
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*\*If you need to request access to more than 10 orgs, please attach a list of all organization numbers and access types on a separate page.*

**Supervisor Signature:**

**Date:**