University of South Alabama – Banner HR/Payroll Security Form

1. General Person (User) Information

Last Name:		First Name:		Middle Initial:	
Department:		Position/Title:		Phone:	
E-mail:		J-Number:		Fax:	
DOB:					

2. Select Type of Security Access Being Requested

- ☐ Request General Access to Banner HR/Payroll
- ☐ Change Roles
- ☐ Delete All Access to Banner HR/Payroll

Business Office Use Only

Oracle ID:		By:	
FOMPROF:		By:	
Term. Date:		By:	

3. General System Access Information

Do you currently have a Banner Login name? ☐ Yes ☐ No If "Yes" Enter Name: _____

4. Banner HR/Payroll Role Access

_____ USA_HR_ADMIN_DEL_REPORTS
_____ USA_HR_FMLA_M
_____ USA_HR_GENPER_M
_____ USA_HR_GEN_Q
_____ USA_HR_OTHERS_Q
_____ USA_HR_POSITION_M
_____ USA_HR_VTABLES_M
_____ USA_HR_VTABLES_Q
_____ USA_PAYROLL_PROCESS
_____ USA_PAYROLL_REPORT
_____ USA_PAY_ADMIN_DEL_PROCESS
_____ USA_PAY_ADMIN_DEL_REPORTS
_____ USA_PAY_GENPER_M
_____ USA_PAY_OTHER_DEL_REPORTS
_____ USA_PAY_TIME_ENTRY
_____ Other:_____
_____ Other:_____
_____ Other:_____

5. User Responsibility Agreement and Approval

Before receiving access to university computing systems, you must read and agree to the following statement:

I understand that as part of my duties and responsibilities as an employee of the University of South Alabama, I may be given access to one or more administrative computer systems. The information contained in these systems may be of a private and confidential nature and I acknowledge it is my responsibility to maintain the privacy of these records.

Furthermore, I have read the Computer Center policy concerning security and understand all the requirements and guidelines stated therein. I understand I am responsible for NOT sharing any passwords to which I have access with any other individual and I will be held accountable for any invalid use of my user identification. I further acknowledge that my failure to follow these security guidelines will subject me to disciplinary action up to and including dismissal and possible legal action.

_____	_____	_____	_____
User's signature	Date	Department Head	Date
_____	_____	_____	_____
Human Resources Approval	Date	Payroll Approval	Date