

MICHIGAN TECHNOLOGICAL UNIVERSITY
Human Resources – Request for Banner and Report Access

ID: _____ Name: _____

Email: _____ Department: _____

<u>Access Options</u>	<u>Access Type</u>	<u>Banner Class</u>	<u>Banner Role</u>	<u>WebTailor Role</u>
Env. Hlth & Sfty	<input type="checkbox"/> Query	BAN_HR_OSHA_INQUIRY_C	HR_OSHA	
	<input type="checkbox"/> Update	BAN_HR_OSHA	HR_OSHA	SAFETYADMIN
Tech Fit	<input type="checkbox"/> Update	BAN_HR_TECHFIT_SDC_C		
Dept Time Entry	<input type="checkbox"/> Update	BAN_PAY_TIME_C		
University Senate	<input type="checkbox"/> Update	USR_HR_UNIVSENATE_C		
Internal Audit	<input type="checkbox"/> Query	*8 TOTAL*	*2 TOTAL*	
Budget Office	<input type="checkbox"/> Update	BAN_HR_BUDGET_C		
OIEI	<input type="checkbox"/> Update	BAN_HR_IEI_C		
Salary Planner	<input type="checkbox"/> Query			HRMANAGER
	<input type="checkbox"/> Update			HRMANAGER
EPAF	<input type="checkbox"/> Origination	BAN_HR_EPAF_USERS_C		EPAFADMIN

Departmental Reports

WebFOCUS Department Folder(s) Needed: _____

Payroll Labor/Roster Position Management WebFOCUS Reports Other: _____

Applicant Certification

Access privileges are issued to employees with the understanding that they will use the information thus obtained only in the conduct of their official duties, and that no information will be disclosed to other persons who do not have a need to know. In addition, access to, and disclosure of, student information is governed by a federal law - the Family Educational Rights and Privacy Act ([FERPA](#)). By requesting access to the Human Resources System, the employee accepts responsibility for knowing and complying with [FERPA](#).

I certify that I understand my responsibilities as an authorized user of the requested data.

Applicant Signature: _____ Date: _____

Department Approval

The above employee's duties require access to the administrative computer system and data. I realize that it is my responsibility to have the employee read and understand [FERPA](#) guidelines.

Department Signature: _____ Date: _____

HR Data Custodian Signature: _____ Date: _____

Notes: