

**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 BUSINESS PROFILE (SSN)		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](#). At Michigan Tech, the SSN is classified as Tier-I confidential information as defined in the [Data Classification and Protection Standard](#).

*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: \_\_\_\_\_

Please Submit to [it-help@mtu.edu](mailto:it-help@mtu.edu)