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

Name: _____   Date: _____

Email: _____   Office Phone: _____   Department: _____

Banner Account Action: ☐ Create New Account   ☐ Change Existing User Access

Access Options	Access Type	Banner Class	Banner Role
Env. Health & Safety	☐ Query	BAN_HR_OSHA_INQUIRY_C	HR_OSHA
	☐ Update	BAN_HR_OSHA	HR_OSHA
Tech Fit	☐ Update	BAN_HR_TECHFIT_SDC_C	
Department Time Entry	☐ Update	BAN_PAY_TIME_C	
University Senate	☐ Update	USR_HR_UNIVSENATE_C	
Budget Office	☐ Update	BAN_HR_BUDGET_C	
OIEI	☐ Update	BAN_HR_IEI_C	
Salary Planner	☐ Query		HRMANAGER
	☐ Update		HRMANAGER
EPAF	☐ Origination	BAN_HR_EPAF_USERS_C	EPAFADMIN

Departmental Reports

Department(s) Needed: _____

☐ Payroll Labor/Roster   ☐ Position Management   ☐ Department Specific   ☐ 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: _____