

BANNER HR ACCESS - CAMPUS USERS

**If you have not already done so, fill out the Banner Runtime Account Request.
Complete Sections 1, 2, 3 and 4 and return to Systems and Procedures, 1100 W. Market Street.**

Direct any questions regarding the completion of this form to Systems and Procedures, Ext. 4-5936.

SECTION 1 - Applicant Information

Name _____ Dept _____ Phone _____

Banner Username _____ Email _____

Job Title _____

New Position? Yes No

If No, this position was previously held by _____

SECTION 2 - Applicant System Access

1. Specify Org number or Org range to be _____
accessed:

2. Check **ALL** that apply:

- Departmental Time Entry
- Time Entry Training Completed Date Completed _____
- Departmental Query
- EPAF Originator
- EPAF Approver (Check all that apply.)
- Principal Investigator
- Department Level
- Unit Level (ie. AVC, Dean, Dir)
- Division Level
- e-Print (View reports in e-Print)

3. Comments: _____

SECTION 3 - Confidentiality Agreement

I agree to maintain in strictest confidence the data to which I will have access in Banner HR, and not to use it for personal or illegal purposes, which is prohibited under N.C. General Statute 126-24. I understand that violation of this confidentiality agreement, or NCGS 126-24 or failure to follow proper policies and procedures concerning access to personal, proprietary, and otherwise confidential data may result in sanctions and disciplinary action, up to and including termination of employment at The University of North Carolina at Greensboro.

Requester Signature _____ Date _____

SECTION 4 - Approvals

Department Head/Dean Approval _____ Date _____

S&P Entered _____
Date _____