BANNER HR ACCESS - CAMPUS USERS

All new UNCG employees will automatically receive a Banner Admin account. If you are an existing employee without a Banner Admin account, please go to https://its.uncg.edu/Accounts/New/ and follow the instructions.

Complete Sections 1, 2, 3 and 4 and return to Wendy Brown at wcblum@uncg.edu.
Direct any questions regarding the completion of this form to Wendy Brown, Ext. 4-5936.

SECTION 1 - Applicant Information

Name_____ Dept _____ Phone _____

Banner Username _____ Email _____

Job Title _____

Position 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   Date EPAF Training Completed _____
   - ☐ 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 - Web Time Entry Supervisor - Supervisors will need access to each org for which they have a direct report, in order to approve time in Web Time Entry. Please list all of the orgs of the supervisor's direct reports.

1. Web Time Entry Supervisor Timesheet Approver

2. Timesheet Org number(s) to approve: _____

SECTION 4 - 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 NCGS126-24 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 5 - Approvals

Department Head/Dean Approval _____   Date _____

Security Entered _____

Date _____