

Ferris State University

Banner System - HR Security Request Form

(please use "blue" or "black" ink to complete this form)

Employee's **LEGAL** Name: _____ (Please Print--- **LEGAL** First Name, Middle Initial & Last Name)
 Title/Position: _____
 User's Supervisor: _____
 Are you a student attending Ferris? (please circle response) **Y** **N**

Novell ID: _____
 Email: _____
 Office Address: _____
 Department: _____
 Office Phone#: _____

Instructions:

Select the options which best describe the type of Banner System Security needed for you to perform your job.

Send completed form along with a Confidential Data Security Agreement to: WEST 101, ATTN: Data Security

Native Banner - Specify below which options are required

Dept. Salary Info	<input type="checkbox"/> Input	<input type="checkbox"/> Query	<input type="checkbox"/> Approval	Payroll	<input type="checkbox"/> Input	<input type="checkbox"/> Query	<input type="checkbox"/> Approval
Position/Hiring	<input type="checkbox"/> Input	<input type="checkbox"/> Query	<input type="checkbox"/> Approval	_____	<input type="checkbox"/> Input	<input type="checkbox"/> Query	_____
Student Employment	<input type="checkbox"/> Input	<input type="checkbox"/> Query	_____	_____	<input type="checkbox"/> Input	<input type="checkbox"/> Query	_____

Notes: _____

Employee's Signature: _____ Date _____

I hereby authorize the above named employee access to the Banner System as indicated above.

*****All responsible employees should consider internal control such as segregation of duties when requesting security*****

Supervisor's Name Printed _____ Supervisor's Signature _____ Date _____

BANNER SECURITY - DATA CUSTODIAN USE ONLY

DEV2 (Training use only)	<input type="checkbox"/> Other _____	<input type="checkbox"/> PRODUCTION	
Description	Assign Classes	Description	Assign Classes
Academic Secretary	_____ <input type="checkbox"/>	Kendall	_____ <input type="checkbox"/>
Affirmative Action	_____ <input type="checkbox"/>	Labor Relations	_____ <input type="checkbox"/>
Applicant Tracking	_____ <input type="checkbox"/>	Non-Acad Secretary	_____ <input type="checkbox"/>
Benefits	_____ <input type="checkbox"/>	Payroll	_____ <input type="checkbox"/>
Budget Office	_____ <input type="checkbox"/>	Position Control	_____ <input type="checkbox"/>
Employment	_____ <input type="checkbox"/>	Programmers	_____ <input type="checkbox"/>
HR Security	_____ <input type="checkbox"/>	Student Employment	_____ <input type="checkbox"/>
HR Staff	_____ <input type="checkbox"/>	Supervisors	_____ <input type="checkbox"/>
Institutional Research	_____ <input type="checkbox"/>	Unemployment	_____ <input type="checkbox"/>
Data Security	_____ <input type="checkbox"/>	GENERAL BASIC	_____ <input checked="" type="checkbox"/>

All users will be given access to the items shown with **X** in the box. Access to other classes will be assigned to the user based on their roles as specified above.

Notes: _____
 Access Granted: _____ Effective Date _____ Data Custodian Signature _____ Date _____

DATA SECURITY OFFICE USE ONLY:

Date Assigned: _____ Date User Notified: _____
 Notes: _____