



**BANNER ACCESS REQUEST
HUMAN RESOURCES**

NAME: _____

CWID: _____

JOB TITLE: _____

PHONE: _____

DEPARTMENT: _____

EMAIL ADDRESS: _____

Please indicate specific access you are requesting:

☐ HR - All

☐ Payroll – All

☐ Human Resource Data Entry

☐ Payroll Entry/Processing

☐ Human Resource Manager

☐ Payroll Manager

☐ HR Position Control

☐ HR Bank Reconciliation

☐ HRIS Analyst

☐ Financial Aid Officer

Please indicate specific HR/Payroll form(s) you are requesting access to and indicate (circle) whether you need Query or Modify access:

_____	Query/Modify	_____	Query/Modify	_____	Query/Modify
_____	Query/Modify	_____	Query/Modify	_____	Query/Modify
_____	Query/Modify	_____	Query/Modify	_____	Query/Modify
_____	Query/Modify	_____	Query/Modify	_____	Query/Modify

By signing this form, I verify I have read and understand the Human Resources Policy Statements listed on the back of the form.

EMPLOYEE SIGNATURE: _____

DATE: _____

EMPLOYEE DEPT HEAD/MANAGER: _____

DATE: _____

HR AUTHORIZING AGENT: _____

DATE: _____

After completing the Banner Access Form and obtaining Department Head/Manager/Supervisor's signature, send to:
DEPARTMENT OF HUMAN RESOURCES, ADMINISTRATION BUILDING, ROOM 1-106

Human Resources Banner Access Policy Statement

1. BANNER data is the property of The University of Louisiana at Monroe. Access to BANNER data is restricted to authorized personnel only. Unauthorized access is prohibited.
2. BANNER data will be used for official University business only. Specific non-University business use of BANNER data may be authorized under other official University policy. Unless specifically permitted by another official University policy, the use of BANNER data for personal gain or curiosity, or another's personal gain or curiosity, is prohibited.
3. Persons, and processes, accessing BANNER data will uphold the confidentiality and privacy of individuals whose data they access and observe any laws, regulatory requirements, policies and ethical restrictions that may apply with respect to their accessing, using or disclosing such information.
4. Persons, and processes, with access to BANNER data, regardless of its form (electronic or print), will insure that all reasonable and prudent measures are taken to protect the data from theft and unauthorized or accidental viewing, copying, downloading, modification or destruction. The data must be protected while in use, in transit and in storage. The University Computing Center (UCC) is to be notified immediately in the event the security of any BANNER or other administrative data is compromised.
5. Anyone in the service of the University, with a genuine business or educational need, may be authorized to access the BANNER data necessary to perform his/her duties. An individual's access to BANNER data will be removed when the individual leaves the service of the University or during an extended absence. Supervisors should notify immediately, the UCC at (318) 342-5015 and the Department of Human Resources (318-342-5140) when an individual, including student employees, leaves their service or begins an extended absence.
6. BANNER Module Owners have the sole authority to authorize access to the data within the modules they administer. Module Owners are encouraged to use the principle of least privilege when authorizing access to their module data.