Banner HR Account Request Form

ETSU Office of Information Technology
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Section 1. Personal Information.　**To process your request, all information in this section must be completed. Please print or type.**

Name _____
　　　　　　　[last]　　　　　　　　　[first]　　　　　　　　　[middle]

ETSU Domain Name	_____	**School / College**	_____
E#	_____	**Department / Office**	_____
ETSU Phone Number	_____	**Campus Box Number**	_____
Supervisor	_____	**Budget Number**	_____

☐ Faculty
☐ New Employee: start date - _____ / _____ / _____
☐ I am a regular, full-time employee requesting a departmental
account, to be administered by me.

☐ Staff/Administrator

Section 2. ePrint HR report access. Check all that apply.
Temporary employees must use a departmental account, requested by a regular employee, to access these applications.

☐ I am requesting access to ePrint for Leave report and need access to the following organization codes: _____
_____

☐ I am requesting access to ePrint for Labor report and need access to the following organization codes: _____
_____

☐ I am requesting access to ePrint for Budget report and need access to the following organization codes: _____
_____

☐ I am requesting access to ePrint for Transcript report and need access to the following organization codes: _____
_____

Section 3. INB Banner HR Applications. **Reserved for HR and Business and Finance employees only.** Check all that apply.

I am requesting access to the following:

☐ HR Level 1 (HR_HR1)	☐ HR Level 2 (HR_HR2)
☐ HR Level 3 (HR_HR3)	☐ Payroll Level 1 (HR_PAY1)
☐ Payroll Level 2 (HR_PAY2)	☐ Budget (HR_BUDGET)
☐ Financial Aid (HR_FINAID)	☐ COM Level 1 (HR_COM1)
☐ COM Level 2 (HR_COM2)	☐ Family Medicine (HR_FAMED)
☐ Comptroller Level 1 (HR_COMP1)	☐ Comptroller Level 2 (HR_COMP2)
☐ Comptroller Level 3 (HR_COMP3)	☐ Comptroller Level 4 (HR_COMP4)
☐ Internal Audit (HR_AUDIT)	☐ President's Office (HR_PRESOFF)
☐ Academic Affairs Level 1 (HR_ACAFF1)	☐ Academic Affairs Level 2 (HR_ACAFF2)
☐ PEAEMPL Access (HR_PEAEMPL)	☐ HR Accounts Receivable (HR_AR)
☐ HR Switchboard (HR_SWBD)	☐ HR Switchboard Read Only (HR_SWBD_RO)

Section 4. Responsibilities and Approvals.

I understand that data integrity is my responsibility and have read and agree to abide by the Data Standards Data Entry Guidelines at
http://www.etsu.edu/banner/ETSU%20Data%20Standards%20Doc%20V3-3%20for%20Web-Revised.doc.
I agree to abide by the ETSU Computer Resource Code of Ethics, found at **http://www.etsu.edu/oit/ppp/policies/ethics.asp** and further agree that accessing
ETSU computing resources and using my assigned user identification and/or password gives ETSU permission to review, by any method it deems appropriate,
any and all material I store on any system owned, operated and/or maintained by ETSU in order to protect the integrity and security of the system.

signature of applicant	Date	signature of department head, budget supervisor or faculty advisor (**if same as applicant use immediate supervisor**)	Date	printed name of department head, budget supervisor or faculty advisor (**if same as applicant use immediate supervisor**)

Section 5. Human Resources use only.

Request has been reviewed and approved by the Banner HR Data Custodian, Box 70564.

_____　_____
signature of HR Data Custodian　　　Date