HUMAN RESOURCES / PAYROLL MODULES
BANNER ACCESS REQUEST

Rev: 06302020

USER INFORMATION

DEPARTMENT: _____ EMPLOYEE POSITION IS: ☐ NON-BENEFITED ☐ BENEFITED

NAME: _____ DU ID#: _____ PHONE: _____

EMAIL ADDRESS: _____ USERNAME: _____

JOB TITLE: _____

CHECK APPROPRIATE BOXES BELOW	HR ORGANIZATION CODE ACCESS

☐ Hiring Processes (for example   Non-Benefited Staff Hire,
      Adjunct/Faculty Overload Hire, Work Award Hire)

☐ HR/Position without Salary Query (DUH_13)

☐ HR/Position with Salary Query (DUH_14)

☐ Approver / Timekeeper
     NOTE: This is NOT for Kronos, but for Banner only

After obtaining all required signatures, please submit this form to IT   Enterprise Application Services (EAS) for processing. Please note any request for Master Orgn must be approved by the Executive Director of Shared Services.