University of South Alabama – Banner HR/Payroll Security Form					
1. General Person (User) Information					
Last Name:First Name:Department:Position/TitleE-mail:J-Number:DOB:Image: State S	: Middle Initial: Phone: Fax:				
2. Select Type of Security Access Being Requested					
 Request General Access to Banner HR/Payroll Change Roles Delete All Access to Banner HR/Payroll General System Access Information 	Business Office Use Only Oracle ID: By: FOMPROF: By: Term. Date: By:				
Do you currently have a Banner Login name? 🔲 Yes 🗌 No	If "Yes" Enter Name:				
4. Banner HR/Payroll Role Access					
USA_HR_ADMIN_DEL_REPORT USA_HR_FMLA_M USA_HR_GENPER_M USA_HR_GEN_Q USA_HR_OTHERS_Q USA_HR_POSITION_M USA_HR_VTABLES_M USA_HR_VTABLES_Q USA_HR_VTABLES_Q USA_HR_VTABLES_Q USA_HR_VTABLES_Q USA_AR_VTABLES_Q USA_PAYROLL_PROCESS USA_PAYROLL_REPORT USA_PAY_ADMIN_DEL_PRO USA_PAY_ADMIN_DEL_REPORT USA_PAY_GENPER_M USA_PAY_OTHER_DEL_RE USA_PAY_OTHER_DEL_RE USA_PAY_TIME_ENTRY Other: Other: Other:	DCESS PORTS				
5. User Responsibility Agreement and Approval Before receiving access to university computing systems, you must read and agree to					

I understand that as part of my duties and responsibilities as an employee of the University of South Alabama, I may be given access to one or more administrative computer systems. The information contained in these systems may be of a private and confidential nature and I acknowledge it is my responsibility to maintain the privacy of these records.

Furthermore, I have read the Computer Center policy concerning security and understand all the requirements and guidelines stated therein. I understand I am responsible for NOT sharing any passwords to which I have access with any other individual and I will be held accountable for any invalid use of my user identification. I further acknowledge that my failure to follow these security guidelines will subject me to disciplinary action up to and including dismissal and possible legal action.

User's signature	Date	Department Head	Date	A
Human Resources Approval	Date	Payroll Approval	Date	ТМ