

## BANNER HR ACCESS - CAMPUS USERS

All new UNCG employees will automatically receive a Banner Runtime account. If you are an existing employee without a Banner Runtime account, please go to <http://its.uncg.edu/Accounts/New/>, click on the Activate Your Default Accounts link and continue the process. This will not affect your existing UNCG accounts.

Complete Sections 1, 2, 3 and 4 and return to Systems and Procedures, 1100 W. Market Street.  
Direct any questions regarding the completion of this form to Systems and Procedures, Ext. 4-5936.

### SECTION 1 - Applicant Information

Name \_\_\_\_\_ Dept \_\_\_\_\_ Phone \_\_\_\_\_

Banner Username \_\_\_\_\_ Email \_\_\_\_\_

Job Title \_\_\_\_\_

New Position? Yes  No

If No, this position was previously held by \_\_\_\_\_

### SECTION 2 - Applicant System Access

1. Specify Org number or Org range to be \_\_\_\_\_  
accessed:

2. Check **ALL** that apply:
- Departmental Time Entry
  - Time Entry Training Completed      Date Completed \_\_\_\_\_
  - Departmental Query
  - EPAF Originator
  - EPAF Approver (Check all that apply.)
    - Principal Investigator
    - Department Level
    - Unit Level (ie. AVC, Dean, Dir)
    - Division Level
  - e-Print (View reports in e-Print)

3. Comments: \_\_\_\_\_  
\_\_\_\_\_

### SECTION 3 - Confidentiality Agreement

I agree to maintain in strictest confidence the data to which I will have access in Banner HR, and not to use it for personal or illegal purposes, which is prohibited under N.C. General Statute 126-24. I understand that violation of this confidentiality agreement, or NCGS 126-24 or failure to follow proper policies and procedures concerning access to personal, proprietary, and otherwise confidential data may result in sanctions and disciplinary action, up to and including termination of employment at The University of North Carolina at Greensboro.

Requester Signature \_\_\_\_\_ Date \_\_\_\_\_

### SECTION 4 - Approvals

Department Head/Dean Approval \_\_\_\_\_ Date \_\_\_\_\_

S&P Entered _____
Date _____