University Computing Services
BANNER HR® PRIVILEGES REQUEST FORM

The purpose of this form is to request privileges to query and/or update information in forms in the Banner HR® system. Completed, signed, forms should be forwarded to Computing Services, Fourth Floor, Drinko Library. Following processing by Computing Services, the form will be forwarded to Human Resource Services. Employee must attend Banner HR Introduction training before Banner HR privileges can be granted. Applicants will be notified about training requirements and the results of their applications.

Name	
Department	
MU ID Number	
MU Username	
Campus Address	
Work Phone	
E-Mail	
Please Check One	☐ FIRST-TIME ENROLLMENT ☐ CHANGE TO AN EXISTING ENROLLMENT
	☐ RE-ACTIVATION OF A FORMER ENROLLMENT THAT HAS LAPSED

Privileges to query and/or update are requested for the following processes (place a check mark before each item requested). Some processes may be unavailable for application. Requests will be processed and approvals granted only for currently-available processes.

REQUESTED	FORM/PROCESS
	VIEW PROCESS: View Employees, Positions, and Jobs including forms PEAEMPL, NBAPOSN, and NBAJOBS
	EPAF PROCESS: Develop/submit Electronic Personnel Action Forms (EPAFs) including forms NOAEPAF, NOAAPSM, NOIEMSG, NOIESUM, etc.
	EMPLOYEE LOOKUP PROCESS: View forms NBIJLST, POIIDEN
NOT AVAIL	**RECRUITING PROCESS**: Participate in recruiting/applicant tracking including forms PAAREQU, PAIALIST, PAAAPOS, PAAAPPL, PAIPOSN, PAIRCAN, PAIREQL, etc.
NOT AVAIL	**TIME ENTRY/PAYROLL PROCESS**: Forms PHAHOUR, PHAMTIM, PHITTOT, PHITSKY, PHAADJT, PHIUPDT, etc.
	FACULTY INFORMATION PROCESS: Add/edit faculty information utilizing forms PEAFACD, PEAFACL, PEAFACT, PEIFACT, PEPFACL, PERFACL, PTRFTYP, PTRRANK, PTVFACC, and PPACMNT

In the spaces below identify the University budget organizations (Banner® ORGs) for which participation in the above processes is requested. Additional budget ORGs may be listed on an attachment sheet. Check here _____ if additional budget ORG listings are attached.

BUDGET ORGANIZATIONS (ORGs) FOR WHICH PRIVILEGES ARE REQUESTED			
ORG NO.	ORG NAME	ORG NO.	ORG NAME

EMPLOYEE SIGNATURE		DATE SIGNED	
SUPERVISOR SIGNATURE		DATE SIGNED	
SUPERVISOR PRINTED NAME			

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