

Arkansas State University Finance and Administration Security Request Form

Requesting Department

Date Submitted Department

Point of Contact (POC) POC Phone

Supervisor

Please make sure the appropriate training has been completed.

For more information, visit www.astate.edu/a/banner-support/security/.

Person Information (Employee or Student)

Banner ID First Name Last Name

Is this employee replacing someone? Yes No Enter Name of Employee:

Security/Access Requested

BUDGET/FINANCE:

- Enter Requisitions/Transfers
- Approve Requisitions/Transfers
- View Finance/Budget Data

Enter Fund-Orgn Codes:

Example:
110000-311081

HUMAN RESOURCES/PAYROLL:

- View Employee Job Information
- Supervise Employees/Approve Leave or Time
- Enter Employee Time in INB-Banner
- Enter Comp Time
- Time/Leave Approver (not Supervisor)
- Leave/Time Proxy (Back-up approver)

Who is the Approver?

An employee report will be generated based on the information provided. Once the POC/Supervisor reviews the changes, the security will be established and any employee changes will be submitted to Payroll Services. A separate request is not needed.

STUDENT ACCOUNTS:

- View Student Account Detail
- Enter Charges

List types of charges:

TRAVEL AND EXPENSE:

- Traveler Delegate Approver

List the Delegate's ID(s) and Name(s) for the Traveler listed above.

List the Traveler's ID(s) and Name(s) for the Delegate listed above.

Enter Fund-Orgn Codes (if different than above):

Example:
110000-311081

Additional Information: