

# Arkansas State University Sponsored Employee Account Request

A copy of a valid ID must be submitted along with this form.

## Requesting Department

Department

Department Orgn

Point of Contact (POC)

POC Phone

\*Supervisor

Supervisor Phone

Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

## Sponsored Employee Information

First Name

Last Name

Degree Credentials

Address

Personal Email

Personal Phone

Work Phone

Citizenship

Banner ID

Classification

If Other, enter explanation in Purpose of Account field

Purpose of Account

How long will access be needed?

Permanently

Temporarily

Enter End Date

\*Please email [nesponsoredrequest@astate.edu](mailto:nesponsoredrequest@astate.edu) when a sponsored employee terminates its relationship with the University.

**Do NOT send this form through Interdepartmental Mail!**

Provide a copy of a valid ID along with this form to Payroll Services in the Administration Building or through ShareSpace: <http://www.astate.edu/a/banner-support/training/sharespace/> to [nesponsoredrequest@astate.edu](mailto:nesponsoredrequest@astate.edu).

Payroll Services will contact the individual for the appropriate personal information to complete the account creation process in Banner HR.

Please allow at least 2 days for processing.

### For ITS Purposes only:

Network ID \_\_\_\_\_