Banner/DSD Finance & Human Resources Security Access Questionnaire

User Name (print): _____ ____ _____
First Name MI Last Name

User SSN#: _____ Email Userid: _____

Banner Userid: _____ Dept.: _____

Phone: _____ Faculty_____ Staff_____
Regular ____Temp____ Student Emp ____

____ ***If this is your first Finance/Human Resources access request:*** To help identify the proper Banner security access for you, we need you to mark all that apply to your job responsibilities with the University of Alaska Anchorage, Mat-Su, Kenai, Kodiak or PWS campuses. Additional training may be required for some access groups.

_____ ***If this request is to update existing Finance/HR access:*** Mark the new items. Additional training may be required for some access groups.

___ **Banner:** I need to query budget information for my department, and look up the status of finance transactions such as purchases and payments. (fg_finance_query_cls)

___ **Banner:** I need to enter and approve purchases for my department, using purchase requisitions, call numbers, limited purchase orders and receiving. *Requisition 1* and *Requisition 2* training will be required for this access. A modified *signature card* for each orgn/fund to be used will also be necessary. (fg_finance_dept_user_cls)

___ **Banner:** I need to look up payroll and personnel information for my department. *HR Query* training will be required for this access. (hr_query_gen_cls)

___ **Banner:** I need to view sensitive payroll check information such as deductions and deposits. *HR Query* training will be required for this access. (hr_ppa_cls)

___ **DSD:** I need to create reports of budget information, encumbrance lists, and property lists via the DSD WebQueries (QMENU/QADHOC). (user_web_finuser_cls)

___ **DSD:** I need to create reports of payroll and personnel information (includes active/inactive jobs, leave accruals, employee demographics, terminations) via the DSD WebQueries (QMENU/QADHOC) (user_web_hruser_cls)

Other areas of responsibility not listed above. Please be as specific as possible.

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If this is your first Finance/Human Resources access request: All areas of responsibility that I perform in my job with the University of Alaska Anchorage, Mat-Su, Kenai, Kodiak or PWS campuses have been marked.
If this request is to update existing Fin/HR access: All marked items are related to my job responsibilities.

_____ _____
User Signature Date

I have reviewed and approve all the marked areas of responsibility that the above user has indicated, which he or she needs in order to perform his or her job with our department.

_____ _____ _____
Department Approval Signature Printed Name Date
(you may not sign for your own access)