

Banner Finance Access Form Instructions

The Banner Finance Access form should be completed for new or current users of the Banner Finance system.

Any changes in Banner Finance Security should be requested by the Fiscal Budget Manager of the appropriate department/division. The Dean, Director, Department Head or Fiscal Budget Manager of the department/division should provide a signature for approval of the request.

Please enter the appropriate information:

NAME: name of the banner user

MY BAMA USER ID: The Office of Information Technology issues the myBama user ID at employee orientation.

CWID: campus wide identification number

PHONE: work phone number

FAX: work fax number

BOX: work box number

DEPT NAME: department name where this user will be employed

STREET ADDRESS: work street address

ROOM # & BUILDING NAME: work room number and building

EMAIL: preferred work email address

New Employee: If the employee is a new employee, choose this option

Transfer from another UA department: If the employee transferred from another dept on campus, choose this option.

Update Access: If a current employee needs a change in security, choose this option and describe the updates needed in the blank provided.

Leaving UA: If this employee has been terminated, retired or left UA, choose this option.

Will this employee need Buy Bama access?

If you are requesting Buy Bama access only, choose this option.

Will this employee need to view contract and grant funds?

If the employee will need to view inception-to-date funds on Banner forms FRIGITD, choose Y.

Contract and Grant Accounting requires training to be completed before access to their forms is given.

Will this employee need to view budget data?

If the employee will need to view budget data, choose Y.

Will this employee prepare budget revisions?

If the employee will be recording budget changes through FGJVC, choose Y.

Will this employee need to view salary budget data (FZISBVW)?

If the employee will be viewing salary budget data for the department, choose Y.

Does this employee have a security token?

If the employee currently has a security token issued by OIT (Office of Information Technology), choose Y and enter the serial number on the back of the token on this form.

List banner organizations/organization range (departments) assigned to this employee:

Enter the organization codes or a range of codes for which the employee will need to access.

Return the form through Campus Mail Box 870136, fax (348-1341) or scanned to email sdeas@fa.ua.edu to Starr Deas.

Your Banner Finance Access will be processed as quickly as possible. The employee will be notified via email that his/her security setup is complete.

BANNER FINANCE ACCESS FORM

*NAME: _____
*MY BAMA USER ID⁽¹⁾: _____
*CWID: _____
*PHONE: _____
*FAX: _____
*BOX: _____
*DEPT NAME: _____
STREET ADDRESS (if known): _____
*ROOM # & BUILDING NAME: _____
*EMAIL: _____

Please select one:

New Employee
Transfer from another UA department
Update access - Please describe updates needed: _____
Leaving UA
Buy Bama access only

Will this employee need Buy Bama access?	Y	N
Will this employee need to view contract and grant funds?	Y	N
Will this employee need to <u>view</u> budget data?	Y	N
Will this employee prepare budget revisions?	Y	N
Will this employee need to view salary budget data (FZISBVW)?	Y	N
Does this employee have a security token? (If yes, please provide serial number below.)	Y	N

List banner organizations/organization range (departments) assigned to this employee:

Dean/Director/Dept Head approval signature: _____

Dean/Director/Dept Head - Print name here: _____

-or-

Fiscal Manager approval signature: _____

Fiscal Manager - Print name here: _____

Return this form to:
Starr Deas
326 Rose
Box 870136
348-9890(ph) 348-1341(fax)
sdeas@fa.ua.edu

⁽¹⁾To obtain a Bama ID or retrieve your password, visit mybama.ua.edu

* Required