# [HR DEPTS Internal]

# [BAO ACCESS REQUEST FORM]

# E N T E R P R I S E A P P L I C A T I O N S

#  *(BANNER, XTENDER, SMARTi, ODS, COGNOS, BI REPORTING TAB, WORKFLOW, STARS)*

# ACCESS REQUEST FORM

## This form is to be filled out by authorized management and/or School/College/Division (SCD) authorized Business Manager.

## Attach this document to an e-mail message and send it to the Computing & Information Technology (C&IT) Access & Identity Management Office: security@lists.wayne.edu

|  |  |
| --- | --- |
| Applicant’s Name & Title | AccessID |
|  |  |
| School/College/Division | Department/Campus Phone |
|  |  |

**Type YES, if this is a NEW BANNER account or a CHANGE to an existing account.**

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|  | Create **NEW** Banner Account |
|  | Change EXISTING Banner Account and **ADD Access** to Account |
|  | Change EXISTING Banner Account and **REPLACE Access** with this Profile Request |

# Type YES to indicate database(s) for which access is needed. NOTE: Most Banner System users will only get PROD access.

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|  | **PROD** – Production (Access for most Banner Systems users) |
|  | PPRD – Pre-Production (C&IT/Developers & designated users performing system testing)  |

**NOTE: By default, all users with access to Banner will receive the same administrative system access to Cognos and**

 **Xtender Default Groups. NOTE:** ***You must indicate NO in this selection if you do not want this user to have this access.***

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|  | **STARS (Student Tracking Advising Retention System)** – ***University ADVISOR*** access.Additional Request Information:  |
|  | **SMARTi/COLD USER** – Required for users to view output feed reports. |
|  | **WORKFLOW –** Please implement the selection listed on the last page.  |
|  | **XTENDER / IMAGING –** Granted by default of access to Banner and/or indicate Group(s) at the end of this document. |
|  | **BI REPORTING TAB**  –  **X Select area(s): \_\_ Finance \_\_ Human Resources \_\_ Enrollment Management**  |
|  | **COGNOS –** Required for persons to view and run Standard Certified Reports*.* ***(Granted by Default with access to Banner.)* X *Select area(s) for Cognos Only Request: \_\_ Alumni \_\_ Finance \_\_ Human Resources \_\_ Student* *\_\_ FINAID*** ***\_\_ Report Studio***  |
|  | **ODS (Operational Data Store)** - By **Administrative System**, notify the Contact Name below for access approval.**X *Select area(s) for ODS Only Request: \_\_ Alumni \_\_ Finance \_\_ Human Resources \_\_ Student* *\_\_ FINAID***  **Select Role Type: *\_\_* Casual\_Role or *\_\_* Power\_Role** |
| **Administrative System**  | **Contact Name**  | **Contact E-Mail Address**  |
| Development & Alumni Affairs-ADVANCE | **Kathleen Gouthro** | ac4601@wayne.edu |
| Finance/WayneBuyManagement Systems | **BTS – Business Technology Solutions** | fbo-itech@wayne.edu |
| Human Resources Management System | **BTS – Business Technology Solutions** | fbo-itech@wayne.edu |
| Student Records, Registration & Scheduling | **Kurt Kruschinska** | ssts@lists.wayne.edu |
| Undergraduate AdmissionsGraduate Enrollment Services | **Ericka M. Jackson****Sherry Quinn** | au6361@wayne.eduai6644@wayne.edu |
| Student Financial Aid | **Karen Fulford** | ak5389@wayne.edu |

**NOTE:**  **The e-mail message requesting Banner System access must be sent from the e-mail account of the authorized**

|  |  |
| --- | --- |
| **Authorizer’s Full Name & Title** | **WSU AccessID E-MAIL ADDRESS** |
|  |  |

**BANNER HRMS MANAGEMENT SYSTEM**

**HR INTERNAL PROFILES**

## This form is to be filled out by authorized management and/or School/College/Division (SCD) authorized Business Manager. Indicate an ‘X’ on your selection(s) in the ADD column.

**To *EXPIRE* *Banner* access, send the Applicant’s Name and WSU AccessID in an e-mail message to the Computing & Information Technology (C&IT)**

**Access & Identity Management Office:** ***security@lists.wayne.edu***

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| ADD | HR – Internal Departmental Profiles | ADD | HR – Internal Departmental Profiles | ADD | HR – Internal Departmental Profiles |
|  | **BENEFITS**Benefits AdministrationHR-Total Compensation & Wellness |  | **EPAF ADMIN**~ ESC SuperUsers (Troubleshooter and Approvers Proxy)**ESC Staff Only – ESC Director Approval Required** |  | **TABLES**Selected Individuals: Approved by **AVP of HR** or designated representative. |
|   | **CLASSCOMP** Office of Classification & CompensationHR-Total Compensation & Wellness |  | **EPAF APPLIER**~ ESC Appliers (Review, report errors, and apply HR EPAF)**ESC Staff Only – ESC Director Approval Required** |  | **TAXES**Payroll DepartmentBenefits Administration |
|  | **EMPLOYMENT**Office of Employment ServicesHR-Employment Service Center |  | **HRMSSECURITY**Selected Employees: Access must be approved by **AVP of HR** or designated representative.**NO APPROVAL = NO ACCESS !!!** |  | **TCWSTU**This profile grants the Benefits Student positions Query access to assist with auditing the benefitsfiles.  |
|  | **ESC**HR-Employment Service Center |  | **MEDICAL**Selected Employees: Access must be approved by the**AVP of HR** or designated representative.**NO APPROVAL = NO ACCESS !!** |  | **TCWBENMED**This profile grants the Benefits and Medical and MADSpermissions. **TCWBEMSTMTWEB**[H\_HRMS\_TCW\_BENEFITS\_STMT\_WEB] |
|  | **HRESCDIRECTOR****HR**-Employment Service Center Director |  | **ESCPTS**This profile grants query access to the Employment Services Center part-time staff to view personnel action information for current or previous employees(e.g. identity information, termination, etc.). This profile also grants access to the part-time staff to enteremployee’s performance review ratings. |  | **BAN\_WSUHRMS\_TCW\_ACA** Note: This Banner HR Class was created and assigned to select HR staff to review and test new forms (PDAHIOC, PTROCMU) to assist in supporting governmental regulatory reporting of Affordable Care Act (ACA) data. |

**BANNER HRMS MANAGEMENT SYSTEM**

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| ADD | HRMS – Business Profiles | ADD | HR – Select Departmental Profiles | ADD | HR – Restricted Profiles |
|  | **DEPARTMENT *[HRS\_SCD\_DEPARTMENT]***This profile grants query access into employee’s personal information, faculty information and position budget, etc. This Profile is restricted by HRMS organizational security at the Department level.**\*List in range order HR ORG Code(s):** **[i.e., H0501 – H0515]** |  | **TIME *[HRS\_SCD\_TIME]*****Web Time Approvers**This profile grants designated employees access to approve WTE timesheets. This Profile is restricted by HRMS organizational security.**\*List in range order Timesheet 6-digit ORG Code(s):** **[i.e., H05010 – H0501C; H05030-H0503A]** |  | **QUERYALL – *[HRS\_SCD\_QUERYALL]***This profile grants query access to **ALL** employees personalinformation, faculty information, and position budgets, etc. **Selected Employees Only - Access must be approved****by Office of the Associate Vice President or****designated representative @ “FBO - Business** **Technology Solutions” [** **fbo-itech@wayne.edu** **]** |
|  | **SCD – DIVISION *[HRS\_SCD\_SCD]***This profile grants query access into employee’s personal information, faculty information and position budget, etc. This Profile is restricted by HRMS organizational security at the SCD level.**\*List in range order HR ORG Code(s):** **[i.e., H05; H0501 – H0515]** |  | **TIMESUPER *[HRS\_SCD\_TIMESUPER]*****Web Time SuperUsers**This profile grants designated employees access to approve WTE timesheets and to maintain approval queues. This Profile is restricted by HRMS organizational security.**\*List in range order Timesheet 6-digit ORG Code(s):** **[i.e., H05010 – H0501C; H05030-H0503A]** |  | **RAISESUNITS *[HRS\_SCD\_RAISESUNITS]***Wayne Salary Adjustment Module (WSAM) UsersThis profile grants the WSAM Users access to distribute merit pools for their Unit. It also allows general inquiry.**This Profile is restricted by HRMS organizational** **level codes and Department Budget Administrators** **Only.****List HR ORG Code(s) in range order:*****PLEASE NOTE****: As standard process, users will be granted* *access to their Home Org. However, if the request includes* *Home Orgs outside of their S/C/D, the Security Office will* *send the request to HR Service Center for review and* *decision.*WebTailor Administrator required to apply Role:**[Mass Salary Planner]** |
|  | **LABOR DISTRIBUTION REPORTS ACCESS*****[NO Banner CLASS ASSIGN/ Finance ORG ONLY]***This profile should be selected only if the user should be granted access to Labor Distribution Cognos Reports.**\*List in range order Finance Dept. ORG Code(s):** **[i.e., 05A-05J]** |  | **MADS\_HIPPA\_MED [MADSTCW]****[BAN\_WSUHRMS\_MADS\_HIPPA\_MED]****TCW Staff Only****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****MADS\_HIPPA\_MED\_INQ - [MADSINQ]****[BAN\_WSUHRMS\_MADS\_HIPPA\_MED\_INQ****HR System Support**  |  | **RAISES****Mass Salary Owner**This profile grants the Mass Salary Owners access to adjust salaries for their unit. It also allows maintenanceof salary tables. **This Profile is restricted by HRMS organizational security and users within these** **departments: TWC; BUDGET; PROVOST**  |

**BANNER HRMS MANAGEMENT SYSTEM**

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| **A****D****D** | **HR – Select Departmental Profiles** | **A****D****D** | **HR – Select Departmental Profiles** | **A****D****D** | **HR – Select Departmental Profiles** |
|  | **HRT\_ADMIN**HR Transaction Processing user for HR Client Services |  | **HRT-COORDINATOR**HR Coordinator & Workflow user for HR Client Services |  | **HRT-TMC**HR Talent Acquisition user for HR Client Services |
|  | **HRT-MGMT**HR Consult and Management User for HR Client Services |  | **HRT\_CUSTSVCS**HR ESC - Director HR Client Service Center |  |  |
|  | **WSUPAYROLLMANGDIR**Payroll Director |  | **WSUPAYROLLMANG**Payroll Management |  | **WSUPAYROLLSPECIALIST**Payroll Specialist |
|  | **WSUPAYROLL**Payroll Staff |  | **WSUPAYROLLTEMP**Payroll Temp Staff |  |  |

**BANNER HRMS MANAGEMENT SYSTEM**

**HR – EPAF Department Profiles**

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**Access & Identity Management Office:** ***security@lists.wayne.edu***

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| ADD |  ***[ EPAF Originator ]******Note: To initiate information within your own ORG, either the HR Profiles DEPARTMENT or SCD (entire division) is required for this selection.***  | ADD |  ***[ EPAF Approver ]******Note: To initiate information within your own ORG, either the HR Profiles DEPARTMENT or SCD (entire division) is required for this selection.***  | ADD |  ***[ Dual Role Requests Business Reason ]******\*Provide business reason for dual role (Originator and Approver) requests below.*** |
|  | **EPAF ORIGINATOR *[HRS\_SCD\_EPAFORIG]*****~ Business/Department Managers** **(*Initiate* the HR EPAF)*****NOTE:* EPAF Support Information:*****////////////////////////////////////////////////////////////////////*****Indicate an ‘X’ here \_\_\_\_\_ (EPAFSCDREP)**  **if you need to create transactions outside of** **the EPAF ORIGINATOR’s Home ORG.**This selection must be approved by AVP of HR or designated representatives @**[“FBO - Business Technology Solutions”** **fbo-itech@wayne.edu****]****WEB TAILOR ADMINISTRATION required on Role:****[EPAF Administrator–Auto issued upon Training]** |  | **EPAF APPROVER *[HRS\_SCD\_EPAFAPPVR]*****~ Business/Department Managers** **(*Review* accuracy of HR EPAF)****Select Routing Queue(s) - Indicate an ‘X’:****\_\_\_ 25 – Record****\_\_\_ 28 – Business Manager - Level 2 Optional****\_\_\_ 29 – Business Manager - Level 1 Optional****\_\_\_ 30 – Business Manager - Final****\_\_\_ 38 – S/C/D Optional - Level 2 Optional****\_\_\_ 39 – S/C/D Optional - Level 1 Optional****\_\_\_ 40 – S/C/D - Final****\*Request for EPAF users requiring dual roles** **(originator and approver), must include a****business reason for such requests.****Dual EPAF role access requests must be approved****by Human Resources, Office of the Associate Vice** **President or designated representatives @****[“FBO - Business Technology Solutions”** **fbo-itech@wayne.edu****]****WEB TAILOR ADMINISTRATION required on Role:****[EPAF Administrator–Auto issued upon Training]** |  | **Business Reason:**  |

**BANNER HRMS MANAGEMENT SYSTEM**

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| ADD |  **SSN ‘Read Only’ Users**  | ADD | **Restricted Access** | ADD |  |
|  | This selection is for “Read Only” users who **require** **VIEW access to SSN**. A business reason is required forapproval by the Data Owner. Enter the business reason and send this Access Request Form to the below Data Owner representative. **HUMAN RESOURCES: PPAIDEN*****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*****Business Reason:** ***Data Owner representative:*****[ “HR Service Center” - AVP]****[“FBO – Business Technology Solutions”** **fbo-itech@wayne.edu** |  | **CLASS: BAN\_WSUHRMS\_PII: Allows Query access** **view to the below Objects (SSN and Emergency****Contact Information):** **PPAIDEN; BAN\_DEFAULT\_Q** **SPAEMRG; BAN\_DEFAULT\_Q** |  |  |

**APPLICATION XTENDER (IMAGING) ACCESS**

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| --- | --- | --- | --- |
|  | **FINANCE** |  | **HR** |
|  | B-F-DOCS-PRINT**B-F-DOCS-QRY-CHECKS**B-F-DOCS-QRY-PO AND AMENDB-F-DOCS-QRY-REQB-F-DOCS-QRY-REQ SUPP DOCSW-F-FINSUPP-INDEXW-F-FINSUPP-PRINTW-F-FINSUPP-QRYW-F-FINSUPP-SCANW-F-PAF-QRYW-G-ORMCOI-PRINTW-G-ORMCOI-QUERY |  | **ESC B-H-ID-SCAN** **B-H-ID-INDEX** **B-H-ID-PRINT** |
|  |  |  | **WSUPAYROLLSPECIALIST**B-H-ID-ANNOB-H-ID-INDEXB-H-ID-PRINTB-H-ID-QRY-FINANCE DOCSB-H-ID-QRY-PAYROLLCONFIDENTIALB-H-ID-SCAN |
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