Banner Human Resources Authorization

For access to Banner and to Web processes, complete and fax at **398-8287** (Shared Services).
Form may be filled in by printing clearly in ink, or by keying information in using a browser. **NOTE:** Banner and Web appointment training is <u>mandatory</u> in order to receive authorization and customer support.

Section 1 – Applicant

First name: **Last name:**

Phone: **McGill ID:**   **Banner UserID:**

Department: **Email:**

Signature: **Date:**

I understand that I may not use such personal and/or confidential information and/or documents in an unauthorized manner, and I may not misuse, divulge or subvert such information.

A) Banner client access. *Briefly indicate what you need Banner HRIS access for. If you need an access identical to a co-worker, please indicate that co-worker's Banner UserID and name.*

B) Web Appointment access on Minerva.
i) *Choose your level at the University (check only one)*

Dept-level ☐	Faculty-level ☐	VP Academic approver ☐	HR Admin approver ☐	Accounting FOAPAL Verification ☐

ii) *Check desired type of access*

Type of access	Academic	Admin. Support	Trades & Services	Acad. Students	Course Lecturer	Salaried Casual
Full appointment process (includes <u>all</u> processes)	☐	☐	☐	☐	☐	☐
Limited access: Hires only	☐	☐	☐	☐	☐	☐
Limited access: FOAPAL maintenance only	☐	☐	☐	☐	☐	☐
Limited access: Appointment Status Report	☐	☐	☐	☐	☐	☐

C) Organizations. *Indicate the org units to which you require access:*

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Section 2 – Approval from Department head or Faculty-level head (all fields are required)

First name: **Last name:**

Phone: **McGill ID:**   **Email:**

Department: **Date:**

Signature:

Section 3 – Human Resources Approval (for HR use only – DO NOT WRITE IN THIS SPACE)

Course(s) attended: ☐   **Registered to listserv :**   ☐

Granted HRIS Classes:

BSX (Imaging) Groups:

Employee Confidential Views: ☐

Approver's stamp or signature, with date: