

Banner Finance Access Control Form

(http://www.usask.ca/fsd/colleges_depts_research/unifi/unifi_information.php)

This form is a fillable PDF, we recommend completing the form electronically to take advantage of field formats and drop-down lists; then print the form and obtain the required signatures.

Last Name First Name Middle Name NSID

Department Phone # No Dashes Email

Position

Effective Date This request is to:

Does this person require the same access as someone else? If so, please provide the NSID of the person whose access is to be copied:

Does the individual have an Accountable Professional Expense Fund?

I have read the "Finance Systems Data Use Statement of Understanding" at the link above and agree to abide by the guidelines.

Signature _____ Date _____

Functional Roles: (Mark those needed with an "X" based on duties performed - see the "Banner Finance Roles" document at the link above)

Purchase Requisition Receiving Journal Vouchers General Query

Other - please describe:

Access: Please list the organization and fund codes that this person needs access to or that should be removed from person's profile:

Organization (Org) Codes:

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Fund Codes:

(Use reverse, or attach a list, if more Orgs or Funds need to be listed.)

Home Department Org Code:
(If more than one Org Code noted above.)

Ship Code:
(If different than Org Code.)

Additional Information: (e.g. If the Org and Fund are in Chart 2, please note here. Or enter REMOVE if funds/orgs listed above are to be removed from profile)

Authorization: As the authorized college / departmental representative / financial manager, I approve the access requested by the above named employee. **If this employee leaves my department or no longer requires access, I will notify UniFi Security immediately so that the system access will be removed.**

Signature _____ Print Name _____
(All signatures must be Original. Forms with stamped and/or "For" signatures will be returned.)

Position / Title _____ Phone Date _____

If there are any questions regarding the completion of this form, please call Banner Finance Support at 306-966-8783.

Distribution: Mail to UniFi Security, Room 220 Research Annex, Fax to 966-1287 or email unifisecurity@usask.ca

(Processing time is three to four business days. Users will receive a confirmation email.)

UniFi Security Use Only

Date Received Bansecr Security Finance Security Date Completed