

The University of Alabama – Department of Human Resources

Request for Access to Banner HR

Please allow the employee below to access to the Banner HR System to view employee personal, salary, and job information for the purpose of completing Personnel Action Forms and performing other personnel related duties.

Employee Name

CampusWide ID

Job Title

Campus Box Number

Phone Number

Email Address

List the organization numbers you need to view:

A SecureID (token) issued by the Office of Information Technology is required to access the Banner HR screens.

Do you have a SecureID? Yes No

What is your MyBama ID?

Do you need access to Eprint to review HR Reports? Yes No

The confidential nature of the information obtained from the Banner HR screens is subject to the provisions of the confidentiality section in the Staff Handbook and the Personnel File Privacy Policy.

Employee Signature: _____ Date: _____

Approvals:

College/School/Department Financial Officer _____ Date: _____

Phone:

Email Address:

Dean/Director/Department Head: _____ Date: _____

HR Approval: _____ Date _____

OIT Approval: _____ Date _____

Return this form to: Greg Gaddis, Box 870236