



Banner HR/Payroll System Application / Authorization

This form is used to: 1) grant access to the HR/Payroll System for new users or, 2) modify access to the Banner HR/Payroll System for existing users (including departmental transfers.) Please fill in the information below and **submit this form to Human Resources.**

Section 1: Applicant / Banner User Profile Information

Name: _____ / _____ (please print)
Last Name First Name

Position Title: _____

CSM CWID: _____ Are you transferring to another department? ☐ Yes ☐ No (check **one** box only)

This is a request to access (check all that apply): ☐ Internet Native Banner ☐ Self-Service Web ☐ E~print reports

Email Address: _____ Phone No: _____

Department: _____ Location Building _____ Room No: _____

I understand and agree that I will use my Banner username for legitimate CSM business only, and will use it in compliance with the CSM Computing & Networking Resource and Responsible Use Policy & Guidelines and the CSM Administrative Data Access Policy I will not share it with others and I understand that misuse may result in disciplinary action being taken by CSM.

Signature: _____ Date: ____ / ____ / ____

Section 2A: Personnel Data Query Access

A Human Resources user can access information for any employee. This section is to be used by the Human Resources to **authorize query** access to individuals who have a need to view personnel data, but do not have authorization to change data. Please list the query groups that this individual needs permissions for to **view personnel** details.

HR Classes (Assigned by HR)	Description of Query Access Needed

Section 3: Authorization – Supervisor (Head, Director, Principal Investigator)

I hereby approve the access specified above for Banner Human Resources.

Name: _____ / _____ (please print)
Last Name First Name

Title: _____

Signature: _____ Date: ____ / ____ / ____ Phone No: _____

Section 4: Human Resources / ES

Date in HR: ____ / ____ / ____ Date in IS: ____ / ____ / ____ Date to User: ____ / ____ / ____

Course(s) attended: _____ Banner Username assigned: _____ INB ☐ SSB ☐ e~print ☐

INB CLASSES GRANTED By E.S.		

HR/E.S. Approval:

Name (print): _____ Signature: _____ Date: _____

Name (print): _____ Signature: _____ Date: _____

Instructions

This Authorization form is needed by the Banner office in order to provide you with access to the Banner database. The prerequisite for receiving a Banner Username is hands-on training. See the Training section on the LINK web site for details (<http://www.is.mines.edu/link/training>).

Banner Username for INB and e~print

Your Banner username and password provides access to the Banner Oracle database. They are used to sign on to the Banner system via a browser and the Jinitiator software on your PC for INB, or via a browser directly to e~print. Security roles (access rights) are set up for each username, allowing users access to certain data in the database. Your password can be 6-30 characters long and must begin with a letter. You can change your password with the GUAPSWD form on Banner INB.

CSM username and Access to Self-Service Web Products via Trailhead

Your CSM username and a PIN† is needed to access the Banner Self-Service Web products through the Trailhead portal. Your username is the first letter of your first name followed by up to 7 letters of your last name. (If this is not unique, digits are added by the system to make it unique.) Your email address will be this username@mines.edu. You will be informed via an email, phone call, or note of your initial pin and the Trailhead portal (<https://trailhead.mines.edu>) will require you change it when you first access the system. Note that administrative staff must have a Banner Username set up with security assigned before they can utilize the Finance or HR/Employee Self-Service Web Products. (Employees who only require access to their own information do not require this.)

† This PIN (Personal Identification Number) is 6 digits long. Initially, it is set to your birth date in the format yymmdd. You can change your PIN through the Trailhead portal.

For assistance in completing this form please contact either Human Resources at 3528 or IS at 3877.

ONCE COMPLETED, SEND THIS FORM TO HUMAN RESOURCES.



Confidentiality Agreement for Access to HRS and Banner

Background:

HRS and Banner are the data systems wherein all electronic personnel records are stored and from which Payroll is generated. Included are records of employees, retirees, former employees, student workers, and former student workers. Certain employees of CSM have jobs whose duties include the entry, processing and use of these electronic records. Many of these records contain personal information about employees and are confidential and private. Additionally, because the system creates pay, access to records must be limited and monitored. Access may only be granted if the access is consistent with appropriate separation-of-duties safeguards, as well as with internal policies and procedures regulating the entry, use or viewing of such records. Employees whose jobs require working with or using the data contained within the HRS or Banner systems will be given access only to that information necessary for the performance of their jobs.

Agreement:

By my signature below, I understand that my work requires me to access to certain personnel records or the processes necessary to use such records. In the course of performing my job, I understand that I will have access to, use, and become aware of information regarding employees and applicants that is confidential. I understand that unauthorized disclosure of such information is not permitted. Further, I understand that when working with such information, I must take active steps to safeguard such information from the casual observation by others who are not authorized to see the information. I agree that any confidential information I am using or accessing will be safeguarded or put away in the event that I leave my work area. Further, I agree that I will not disclose or otherwise share confidential information in any manner with those not authorized to have such information. I also understand and agree that I may not inappropriately perform operations within HRS or Banner that are outside of the scope of my job duties. I understand that compliance with the above and my completion of this agreement constitute terms and conditions of my employment with the Colorado School of Mines. I also understand and agree that violation of these restrictions can lead to disciplinary action and the possible termination of my employment with the Colorado School of Mines.

Signature

Date

Cc: Personnel file