

Office of Human Resources | Box 1040 | Edwardsville, IL 62026 | Phone: 618.650.2190 | Fax: 618.650.2696

Please complete this form online to request Employee View Access for Banner.

Employees who will assist in writing contracts and approving payroll certifications may need the Employee View Access. Employees who are given this access will be able to view and print necessary information pertaining to their job duties. This access is view only and employees will not be able to change or update any information.

Employees will gain access to Banner screens including;

NBAJOBS	Salary information i.e. contract begin and end dates
PEAEMPL	Employee leave categories, seniority dates, hire dates, etc.
PEAREVW	Tracks university and employment requirements i.e. ethic trainings & retiree earning limitations
PHAREDS	Labor redistributions
PPAIDEN	Employee personal information
PEABARG	Bargaining unit status

Please assign or remove access to the following organization codes for Employee View Access.

Select one:

<input type="checkbox"/>	Assign Employee View Access
Organization Numbers to add:	

<input type="checkbox"/>	Remove Employee View Access
Organization Numbers to remove:	

Maintaining Access for the following employee class types: (Check all that Apply)			
<input type="checkbox"/>	Faculty	<input type="checkbox"/>	Administrative Staff
<input type="checkbox"/>	Civil Service	<input type="checkbox"/>	Graduate Asst.
<input type="checkbox"/>		<input type="checkbox"/>	Professional Staff

Viewer:

Employee Name:		University ID (800):	
SIUE e-id (email):		Phone:	

Employee Signature: _____ Date: _____

Approval Signatures:

Fiscal Officer (F.O.):		SIUE e-ID (email):	
F.O. Signature:		Date:	

Please Vote: By signing and returning this form you agree with and confirm this information. If this is incorrect, please complete a new Vacation Sick Leave Administrator Authorization/Removal Form and submit it to Benefits at Box 1040. Also, submit a System Access Request Form (SARF) to Information Technology Services to finalize your Banner security access.