NM STATE
New Mexico State University
Information Technology
Banner Central Office Security Class Selection

This form is a supplement to the Computer Systems Access form for Central Office employees. Place a check mark next to the appropriate security class needed for your employee. Custodian signature is required for each section as indicated. This form must accompany the Computer Systems Access form. In accordance with ARP 15.40, the Computer & Data Security training must be completed before access will be granted. The online training can be found by logging on to trainingcentral.nmsu.edu. Submit the signed and completed form through a TeamDynamix Ticket.

SECTION 1: REQUESTOR INFORMATION

Date (mm/dd/yyyy): _____ Employee Name: _____ Aggie ID: _____

Login ID: _____ Department: _____ E-mail Address: _____ Phone: _____

☐ UBAN   ☐ PBAN

SECTION 2: REQUEST DETAILS

Accounting & Finance Associate Controller

☐ FIN_FISCAL_MONITOR   ☐ FIN_BANK_RECON   ☐ FIN_COA_MAINTENANCE

☐ FIN_FIP   ☐ FIN_GUAUPLP   ☐ FIN_FIP_CLERK

Printed Name: _____ Signature: _____ Date: _____

Accounting & Finance Associate Controller must authorize the assignment of security classes!

Budget Group

☐ BUD_CUSTODIAN   ☐ BUD_CLERK

BUD_ADMIN
BUD_FIP
FIN_BUD_DEPT_MGR

Printed Name: _____ Signature: _____ Date: _____

Budget Director must authorize the assignment of security classes!

Controller Group

☐ FIN_CUSTODIAN   ☐ FIN_ADMIN

Printed Name: _____ Signature: _____ Date: _____

Controller must authorize the assignment of security classes!

Procurement Services

☐ FIN_CENTRAL_REC   ☐ FIN_VENDOR_MT
☐ FIN_PURCH_MANAGER   ☐ FIN_PROP_PHYSICAL
☐ FIN_PURCH_CLERK   ☐ FIN_PROP_CLERK

Printed Name: _____ Signature: _____ Date: _____

Procurement Services Director must authorize the assignment of security classes!

[Reset]

Business Operations Support

- ☐ FIN_REPORT_WRITER
- ☐ FIN_FSA_HELP_CTR
- ☐ FIN_EPRO_SYSADMIN
- ☐ FIN_SECURITY
- ☑ HR_REPORT_WRITER
- ☐ FIN_CENTRAL_JV
- ☐ FIN_SHARED_SVCS

Printed Name: _____ Signature: _____ Date: _____

Business Operations Officer or Appadmin Mgr. must authorize the assignment of security classes!

Accounts Payable

- ☐ FIN_AP_CLERK
- ☐ FIN_AP_CHECK
- ☐ FIN_AP_MANAGER
- ☐ FIN_AP_1099

Printed Name: _____ Signature: _____ Date: _____

Accounts Payable Manager must authorize the assignment of security classes!

Sponsored Projects Account Group

- ☐ FIN_GR_CREATE
- ☐ FIN_RA_MANAGER
- ☐ FIN_BILLING
- ☐ FIN_EEC_ELR
- ☐ FIN_ACCTG_CASH_RECEIPT
- ☐ FIN_FISCAL_MONITOR
- ☐ HR_PSL_MOD_QUERY
- ☐ HR_PSL_MOD_MAINT
- ☐ FIN_PROP_CLERK
- ☐ FIN_PROP_MGMT
- ☐ BCM_ADMIN_SPA
- ☐ BCM_QUERY_SPA

Printed Name: _____ Signature: _____ Date: _____

SPA Director must authorize the assignment of security classes!

HR Office (Personnel)

			EPAF Central Office
☐ HR_CUSTODIAN	☐ HR_PAY_MANAGER	☐ HR_GEN_VALIDATE	<u>Approval</u>
☐ HR_PAY_CLERK	☐ HR_BENEFITS	☐ HR_GUAUPLP	☐ HR - Personnel
☐ HR_EHIRE_PER	☐ HR_VIEW	☐ BCM_ADMIN_PAYROLL	☐ HR1 – HR Services
☐ HR_ EMPLREL	☐ HR_BEN_UHC	☐ BCM_QUERY_PAYROLL	☐ PAY – Payroll
☐ HR_MANAGER	☐ HR_DATA		☐ HRFYI – HR FYI
☐ HR_CLERK	☐ HR_OIE		☐ HRMGR – HR Managers

Payroll Office

- ☐ HR_CUSTODIAN
- ☐ HR_PAY_CLERK
- ☐ HR_PAY_MANAGER
- ☐ HR_GEN_VALIDATE

☐ HRIS – HRIS Users
<u>Originator</u>
☐ Central

Printed Name: _____ Signature: _____ Date: _____

Director/HR Custodian must authorize the assignment of security classes!

University Accounts Receivable

- ☐ AR_CUSTODIAN
- ☐ AR_CUST_SERV
- ☐ AR_MANAGER
- ☐ AR_PROJECTS
- ☐ AR_COLL_SUPV
- ☐ AR_GUAUPLP
- ☐ AR_ADMIN
- ☐ AR_WS_VIEW
- ☐ BCM_ADMIN_UAR
- ☐ BCM_QUERY_UAR

Printed Name: _____ Signature: _____ Date: _____

UAR Director must authorize the assignment of security classes!

University Accounts Receivable - Non - Centralized

- ☐ AR_EXT_CASHIERING
- ☐ AR_EXT_FINAID
- ☐ AR_EXT_SUPPORT
- ☐ AR_EXT_CC_STUDSERV

Printed Name: _____ Signature: _____ Date: _____

UAR Director must authorize the assignment of security classes!

[Reset]