Instructions for Payroll Time Entry Security Requests

1 Introduction

2 Scope

3 Definitions

4 Policy and Procedure Statements

4.1 Instructions for Payroll Time Entry Security Requests

1. ASU home web page
2. Select My ASU
3. Select Computer Resources
4. Select Electronic forms
5. Select Information Technology Services
6. Select University Computer Accounts
7. Enter your user name and password
8. Click Submit
9. Select "http://policy.appstate.eduClick here to continue"http://policy.appstate.edu
10. Select Request Banner Account Options
11. Enter the user Id of the person needing access
12. Select department name
13. Enter employees Job title
14. Enter employees position number
15. Department head will enter their name under Requester Name
16. Locate Banner Human Resources section
17. Check the box next to Time Entry Security Form
18. Scroll to the bottom of the page and click Submit
19. Complete the online security form (including department name, organization code number, banner ID numbers, position numbers, email address, etc.)
20. Click submit

Please note that the same employee cannot have an approver and originator role. The approver must be the Department Head.

5 Additional References

6 Authority

7 Contact Information
8 Original Effective Date

9 Revision Dates