



Banner Central Office Security Class Selection

ROUTING
ICT-UCC, MSC 3AT
security_admin@nmsu.edu
Phone 646-8221
Fax 8 646-2699

This form is a supplement to the Request for 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 Request for Computer Systems Access Form. Return the completed form to ICT-UCC, 3AT; or fax to 6 646-2669 (fax must be dialed as 8 646-2699 even if on campus); or scan and e-mail to security_admin@nmsu.edu.

SECTION 1: REQUESTOR INFORMATION

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

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

UBAN PBAN SPA AFR UAR Treasury Services

SECTION 2: REQUEST DETAILS

Accounting and Financial Reporting Group

FIN_PROP_CLERK FIN_FISCAL_MONITOR
 FIN_PROP_MGMT

Printed Name: _____ Signature: _____ Date: _____

AFR Director must authorize the assignment of security classes!

Budget Group

BUD_CUSTODIAN BUD_CLERK

Printed Name: _____ Signature: _____ Date: _____

Budget Director must authorize the assignment of security classes!

Accounting & Finance Associate Controller

FIN_BANK_RECON FIN_COA_MAINTENANCE FIN_FIP
 FIN_FIP_CLERK

Printed Name: _____ Signature: _____ Date: _____

Accounting & Finance Associate Controller 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!

This request has been Reviewed & Approved by FSA (Excluding HR Office, Payroll Office, & University Accounts Receivable - Non - Centralized)

Printed Name: _____ Signature: _____ Date: _____

Procurement Services

- FIN_CENTRAL_REC FIN_VENDOR_MT
- FIN_PURCH_MANAGER FIN_PROP_PHYSICAL
- FIN_PURCH_CLERK

Printed Name: _____ Signature: _____ Date: _____

Procurement Services Director must authorize the assignment of security classes!

Financial Systems Administration

- FIN_REPORT_WRITER AR_SUPPORT HR_FSA_HELP_CTR **AP** FIN_AP_CLERK
- FIN_FSA_HELP_CTR FIN_SECURITY AR_REPORT_WRITER FIN_AP_CHECK
- HR_FSA_SECURITY HR_REPORT_WRITER FIN_CENTRAL_JV FIN_AP_MANAGER
- FIN_EPRO_SYSADMIN

Printed Name: _____ Signature: _____ Date: _____

FSA Director must authorize the assignment of security classes!

Sponsored Projects Account Group

- FIN_GR_CREATE FIN_EEC_ELR HR_PSL_MOD_QUERY
- FIN_RA_MANAGER FIN_ACCTG_CASH_RECEIPT HR_PSL_MOD_MAINT
- FIN_BILLING FIN_FISCAL_MONITOR

Printed Name: _____ Signature: _____ Date: _____

SPA Director must authorize the assignment of security classes!

HR Office (Personnel)

- HR_CUSTODIAN HR_PAY_MANAGER
- HR_PAY_CLERK HR_BENEFITS
- HR_EHIRE_PER HR_VIEW
- HR_EMPLREL HR_BEN_UHC
- HR_MANAGER HR_DATA
- HR_CLERK HR_OIE

- EPAF Central Office**

 - HR - Personnel
 - HR1 – HR Services
 - PAY – Payroll
 - HRFYI – HR FYI
 - HRMGR – HR Managers
 - HRIS – HRIS Users

Payroll Office

- HR_CUSTODIAN HR_PAY_MANAGER HR_PAY_CLERK

Printed Name: _____ Signature: _____ Date: _____

Director/HR Custodian must authorize the assignment of security classes! (FSA approval not required)

University Accounts Receivable

- AR_CUSTODIAN AR_COLLECTIONS GEN_PROXY_CUSTODIAN
- AR_RECV_CLERK AR_SUPV
- AR_MANAGER AR_GUAUPLP

Printed Name: _____ Signature: _____ Date: _____

UAR Director must authorize the assignment of security classes!

University Accounts Receivable - Non - Centralized

- AR_VIEW AR_REG_FINAID GEN_PROXY_MANAGER
- GEN_PROXY_VIEW

Printed Name: _____ Signature: _____ Date: _____

UAR Director must authorize the assignment of security classes! (FSA approval not required)