



# 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
- 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

### AP

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)*