Banner HR Account Request Process
Cheat-Sheet for removing Banner Security Roles

Banner HR Account Request System Login and Usage:

Login:

1. Go to [http://accounts.unh.edu](http://accounts.unh.edu)
2. Click on the IT Accounts Management System button
3. Login

Removing individual Security Roles

After logging in the Home screen will show three options: Add, Edit, and Remove.

Click on Edit. A menu will appear below with two sub-groups.
Click on the action you wish to accomplish. The basic procedure is the same for each. Clicking on the link takes you to a screen titled:

Step 1. Verify Your Information.

Check to make sure all information is there and correct. Click the ‘Next’ button on the far right.
Step 2. Enter Employee’s Information

Enter the employee’s Username or ID Number in the upper box then click ‘Find Employee Info.’

Below their information section is another section titled: ‘Supervisor Information.’ The Supervisor information should default into the fields. You can override this information if it is inaccurate. If no information is provided and you are the employee’s supervisor check the box titled “Check if you are this employee’s Supervisor, otherwise enter the appropriate information.” Click ‘Next’ when done.
Step 3. Select Required Services

Under this we have four choices: Communication and Collaboration, Financial Administration, Human Resources, and ITSM. Select the appropriate service, then click ‘Next.’ An example of removing Banner HR roles follows, other choices are similar:

**Human Resources**

- **Banner HR**: Banner HR is the employee management systems database for UNH, inc etc.
- **Webi: HR**: Webi is the end-user tool used as a reporting solution for E
- **Document Imaging (Xtender): HR**: Xtender: HR is a document management solution of paper while increasing productivity by streamlining the capture and management of documents.
- **Web Time Entry**: Web Time Entry allows supervisors to approve time sheets online.
- **Leave Reporting**: Leave Reporting allows supervisors to approve exempt employee leave.
- **Application Manager (AppMan): HR**: Application Manager is a GUI-based distribute systems and then retrieve-to-display listings and log files to a centralized web server/GUI.
- **User Content Repository (UCR): HR**: UCR is a common content repository for storage processes. This central storage provides redundant service at high availability.
- **Kronos**: Kronos is the timekeeping software used by adjunct employees.
- **File Transfer System (FTS): HR**: FTS is a service for file transfers of feed data to an.
- **ID Lookup Tool**: Common ID lookup tool for the University System of New Hampshire.
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Step 4. Access Details

**Banner HR screen**
You should see the following statement: “Modify Banner HR Account: There is an existing Banner HR account for this user” with a list of the current security Roles assigned to this employee. Click on the security roles you wish to remove.

<table>
<thead>
<tr>
<th>Role</th>
<th>ORG High</th>
<th>ORG Low</th>
<th>Remove Access?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banner Broadcast Message</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>PSHAREDS - Payroll Redistribution</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Service Desk WISE PIN Reset</td>
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<td></td>
</tr>
<tr>
<td>USNH HRIS</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

Step 5. Confirm Request

Confirm the information then click the ‘Submit Account Requests’ button at the bottom when ready.

–You’re DONE!

For your information:

After completing the request the following actions will occur:

- At this point emails will be sent to the employee who’s receiving the security role changes along with an email to the requester and to the employee’s supervisor if his or her supervisor was not the requester. Note: the supervisor is asked to approve the request if they were not the one who submitted the request.
- There’s an automated check to see if the employee has signed the ‘Banner HR Security Agreement’ document within the last year. If not, an email is sent asking them to sign it electronically.
- Once the supervisor approves the request and a signed agreement exists the request is routed to Campus HR for final approval.
- When HR approves the request the request moves to IT Accounts and they will create a Banner HR Account, if one doesn’t already exist for the employee.
- The process progresses to the USNH HR department to update PTRUSER and PSAORGN.
- At this point the Employee, Requester and Supervisor are notified that the request has been completed and the ticket is closed.