On Sunday, August 24th, 2014 UNH IT Accounts will be implementing a new USNH Banner HR Security Request process. This is the initiative which Alicia began last year and worked with many of you to define. The new simplified process will be more efficient in establishing Banner HR access and will require employee and supervisor acceptance.

If users have any problems completing an account request they should contact the UNH IT Service Desk at 603.862.4242, M-F, 7:30 am – 5:00 pm for assistance.

The new process will provide a defined list of User Roles to be used for identifying the user's required Banner HR access and is applicable to requests for adding or editing accounts. At this time we will not be removing any existing user access previously established which is outside of the new defined User Roles. Reconciliation of existing user access against the new User Roles will be handled in a future separate phase.

Functionality which will be implemented includes:

**My Supervisor Approvals**
Location where Supervisors will go to Approve their employee's Banner HR, WTE and Leave Reporting account requests.
*Available on the left side bar menu.*

**My Web Time Entry/EPAF Proxies**
Location where users can see the proxies they have chosen for Web Time Entry and EPAF Entry.
*Available on the left side bar menu.*

**New Hire Early Access Request (GSC/UNH/USNH Only)**
This functionality has been modified to require an employee record in the Banner HR system before Banner HR and associated HR accounts can be requested.

**Add > Request Access for an Employee**
Changes to the Banner HR account request process include:
- Employee Affiliation will default automatically.
- Username will automatically default to required lowercase.
- When the requestor is not the supervisor, identifies the employee's supervisor if available and requires entry of the supervisor's username for approvals.
- Addition of Approval Levels
- Addition of Org Access
- **Base this account on the following user** option
  - o provides a list of Banner HR users from which to choose
  - o provides a list of the User's Roles and Org Access.
  - o allows for the removal and addition of User Roles and Org Access

**Edit > Modify Access for an Employee**
When editing an existing Banner HR account you can add/remove User Roles, Approval Levels, and Org Access as required.

When a request is submitted, the requestor, the employee and the supervisor will all be notified of the request. The supervisor (if they are not the requestor) will receive an email providing them with information on how to approve their employee's request. The employee will receive an email requiring them to agree to a confidentiality agreement if they have not completed an agreement within the year. Reminder emails will be generated until the request is approved or the confidentiality agreement is completed.

Detailed information regarding the new Banner HR Security Request process is available at: http://usnh.edu/banner/BANNER_HR_Security/security_requests.html and includes a flow chart, step-by-step instructions and samples of the confidentiality agreement and email messages generated.