HR Systems Access Request

Pre-requisite: To obtain any HR Banner access, users are required to complete “PAA001: Banner Basic Navigation & System/Data Security.” Note – this course is only available on Blackboard.

Consult with your supervisor or personnel administrator to (1) determine the HR role below that is required for your job responsibilities; (2) complete the corresponding training; and (3) have your supervisor or personnel administrator complete a Service Desk request for the access needed.
See also https://insidehr.vcu.edu/hr-information-systems/banner/.

Departmental Staff Access Level (select one)
NOTE: All ORGs to which the individual should have access must be listed in the Access Level & Justification section on the service desk ticket.

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<tr>
<th>HR Role</th>
<th>Duties</th>
<th>Required HR Systems Training</th>
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</table>
| Personnel Administrator  | Banner: Enters new employee/affiliate data and maintains labor distribution data. Has inquiry access to employee, job and position information and reports on the VCU Reporting Center. Keys ePAF actions (e.g., terminations, timesheet ORG changes and adjunct renewals).  
  eJobs: Posts classified and hourly vacancies; reviews and processes applications; makes job offers; prepares requests to establish classified positions; and requests classified pay practice changes, role changes and in-band adjustments.  
  HireRight: Processes criminal records check requests and Form I-9s. |
|                          | Training Requirements: HR Orientation for Systems Access (formerly PAO)  
  https://go.vcu.edu/talentatvcu |
| Super Personnel Administrator | Banner: Reserved for designated staff to act as primary HR liaison. |
|                          | Training Requirements: (See PA “Training Requirements” above) |
| Non-Personnel Administrator HireRight Access | Banner: HireRight: Processes criminal records check requests and Form I-9s. Users will have access to make requests in HireRight, view their requests and receive email notifications for their own requests. |
|                          | Training Requirements: PAA008: HireRight and E-Verify Training – Navigation & Policy |
| Labor Distribution       | Banner: Maintains labor distribution information in Banner. Has inquiry access to Banner finance-related job and position information and reports on the VCU Reporting Center. |
|                          | Training Requirements: PAA003: Labor Distribution Training |
| HR Inquiry Only          | Banner: Provides inquiry-only Banner access to basic employee, job and position information and labor distribution reports on the VCU Reporting Center. |
|                          | Training Requirements: No training required, but a justification for the need for HR Banner access should be included in the “description” section of the request. |
## HR Systems Access – Request

### Affiliate Maintenance

**Duties:** Banner: Enters, maintains and terminates non-employee affiliates in Banner who require access to some university systems and/or resources.

**Training Requirements:** AFM001: Banner Affiliate Maintenance Training

### eJobs Hiring Manager

**Duties:** eJobs: Prepares requests to establish classified positions; submits classified posting requests; reviews and processes applications; and requests classified pay practice changes, role changes and in-band adjustments on EWPs for which the hiring manager has been granted access.

**Training Requirements:** Hiring Manager trains with departmental PA

### Timekeeping

**Duties:** VCU RealTime: Reviews and verifies employee hours worked and leave taken in RealTime, supporting compliance with federal, state, and VCU policies and guidelines. Has Banner inquiry access to employee and job information.

**Training Requirements:**
- Timekeeping Policies – enroll by searching for Timekeeping under Learning Search in Talent (go.vcu.edu/talentatvcu).
- RealTime Timekeeping module – search for “realtime” in Blackboard to self-enroll. *

### Special Functional Banner Access (select one) – Additional Authorization Required

- **Budget Inquiry**
  - Reserved for university Budget Office staff to inquire on position control screens – university-wide access required.
- **Bank Recon**
  - Reserved for Financial Reporting staff – ability to view and update bank reconciliation table only.
- **Comptroller**
  - Reserved for the Controller – access to NTRFINI for fiscal year-end processing.
- **HR Staff**
  - HR Staff Only: administration, HR consultants, operations, payroll, other

### Access Level & Justification

<table>
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<tr>
<th>Departmental ORG List</th>
<th>University-wide Access</th>
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<tr>
<td>Authorized Home and/or Timesheet ORG List – or – Justification for university-wide access.</td>
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* Note: Departments in Facilities are not currently using VCU RealTime. New Timekeepers in these departments should contact Learning & Development at learndev@vcu.edu to schedule training.

Questions? Email hrsecurity@vcu.edu.