

HR Systems Access Request

Pre-requirement: 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) select, with his/her approval, the corresponding training; and (3) have your supervisor or personnel administrator [complete a Service Desk request](#) for the access needed. See also <http://hr.vcu.edu/learning-and-development/banner.html>.

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.

HR Role	Duties and Required HR Systems Training	
Personnel Administrator	Duties:	<p>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).</p> <p>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.</p> <p>HireRight: Processes criminal records check requests and Form I-9s.</p>
	Training Requirements:	<p>PAA002: Personnel Administrator Orientation for Access</p> <p>Click here to contact your HR Consultant to schedule training.</p>
Super Personnel Administrator	Duties:	Reserved for designated staff to act as primary HR liaison
	Training Requirements:	(See PA “Training Requirements” above)
Non-Personnel Administrator HireRight Access	Duties:	<p>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.</p>
	Training Requirements:	PAA008: HireRight and E-Verify Training – Navigation & Policy
Labor Distribution	Duties:	<p>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.</p>
	Training Requirements:	PAA003: Labor Distribution Training
HR Inquiry Only	Duties:	<p>Banner: Provides inquiry-only Banner access to basic employee, job and position information and labor distribution reports on the VCU Reporting Center.</p>
	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 *(continued)*

HR Role	Duties and Required HR Systems Training	
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

HR Role	Duties and Required HR Systems Training	
Timekeeper	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:	<ul style="list-style-type: none"> • Timekeeping Policies • Hands-on RealTime – Timekeepers/Managers *

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

<ul style="list-style-type: none"> • Budget Inquiry • Bank Recon • Comptroller • HR Staff 	<ul style="list-style-type: none"> • Reserved for university Budget Office staff to inquire on position control screens – university-wide access required. • Reserved for Financial Reporting staff – ability to view and update bank reconciliation table only. • Reserved for the Controller – access to NTRFINI for fiscal year-end processing. • HR Staff Only: administration, HR consultants, operations, payroll, other
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Access Level & Justification

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

Questions? Email hrsecurity.