

The University of Alabama in Huntsville  
Banner Finance Self-Service (FSS) Request Form

Step One - Application Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
                    First                    MI                    Last  
Department Name: \_\_\_\_\_ Charger ID \_\_\_\_\_  
Banner A Number: \_\_\_\_\_ Email: \_\_\_\_\_ @UAH.EDU

Step Two - Check Modules Requested

Finance Self Service	Query Only - View Budget Queries
Web Time Entry (timesheet approval)	Query and Posting - View Budget Queries and Data Entry
ePrint Access	

Step Three - 6 Digit Organizational Code Requested \*

\_\_\_\_\_  
\_\_\_\_\_  
Comments: \_\_\_\_\_

Step Four - Applicant's Signature

I consent to the monitoring of my use of these computing resources for the purpose of accountability and authorized use. I understand that I am subject to disciplinary action and/or criminal prosecution for unauthorized use. I have read, understood, signed and will comply with the University Computer & Network Use Policy & the University Confidentiality Statement

\_\_\_\_\_  
Signature Date

Step Five - Department Authorization

I approve the requested access for this employee. I agree to notify Budget Office (SSB 306) when the applicant is terminated from the University or no longer needs access to FSS.

Check here to terminate access for applicant. Applicant does not need to sign.

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(To Be Completed by Office of Budgets & Management Information)  
SSB 306

\_\_\_\_\_  
Approved Date Home Labor

\* If requesting access to a Foundation Org Code, please fill out the Foundation Banner Self-Service Access Request Form and turn it into Accounting for processing.