



Payroll Office 5510

Banner Web Time Entry and Electronic Approval Access Form Banner Payroll Forms

User Information

Last Name _____ First Name _____

Banner ID _____ Brio ID _____

Department _____ Title _____

Organizations _____

- Approve and Acknowledge Time and Exception Time
- Approve EPAF Initiate EPAF
- Banner Time Entry (HR_TIME_ENTRY)
- Banner Time Entry (HR_DEPT_APPROVER)

As an employee of New Mexico Tech, I am aware that the data and material to which I may have access are to be treated in a professional and confidential manner. I agree herein, as a consideration of my employment, that I will not disclose or cause to be disclosed any confidential information gained in the course of my employment. I am aware that any breach of the confidentiality of this material or any abuse of my position, including but not limited to alteration of records, destruction of records or other similar acts, may result in disciplinary action or constitute a basis for termination of employment. I understand there is mandatory training.

User's Signature _____ Date _____

Director's Signature _____ Date _____

Below is the proxy appointed to act on my behalf when creating EPAFs, approving time, and approving exception time, with access to HR data in Banner. Proxies are authorized to approve in the absence of the original approver, but does not relieve the approver of their assigned responsibilities.

Proxy Information

Last Name _____ First Name _____

Banner ID _____ Brio ID _____

Department _____ Title _____