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MISSISSIPPI STATE UNIVERSITY
BANNER ELECTRONIC APPROVALS REQUEST FORM
Human Resource Actions

Form completed by: _____ ***APPROVER*** ***ORIGINATING USER*** ***PROXY***

Please print clearly.

User Name_____ Social Security Number_____

Department_____ Telephone_____

Access Effective Date_____ Access Expiration Date (to revoke access)_____

Are you a current Banner Human Resources/Finance user? _ _ Yes List current login:_____

_ _ No Contact the MSU HelpDesk (325-0631)

APPROVER TYPE. Check "appropriate" boxes. Each approver type is required to have at least one designated proxy. Each proxy is required to submit a Banner Electronic Approvals Request Form.

€ **Vice President** **Proxy For:_____ Banner Login:_____**

Designated Proxy #1: Name_____ Banner Login_____

Designated Proxy #2: Name_____ Banner Login_____

€ **Dean/Director** **Proxy For:_____ Banner Login:_____**

Designated Proxy #1: Name_____ Banner Login_____

Designated Proxy #2: Name_____ Banner Login_____

€ **Department Head** **Proxy For:_____ Banner Login:_____**

Designated Proxy #1: Name_____ Banner Login_____

Designated Proxy #2: Name_____ Banner Login_____

ORGANIZATION. List organization code(s) for which this approver or proxy is authorized.

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

Approved by:

_____

Department Head Date

_____

Dean/Director Date

_____

Vice President Date

For Internal Use Only

Date and Initial each as received/processed:

Form Received _____

Proxy or Approver Form must be on file

Submitted for Processing_____

Access Granted _____

BAN_HRDEPTEA_C *for* **__A __OU __P**

Rev. 7/11/00