

BANNER PROFILE ASSIGNMENTS
TO BE COMPLETED BY FINANCIAL SERVICES SECURITY COORDINATOR
*This form must accompany a **BANNER FINANCIAL RECORDS ACCESS FORM.***

Campus ID:

Last Name (print) First Name Middle

FINANCE AND SUPPORT STAFF

(check all that apply)

ALL FINANCE INB USERS

- BAN_FIN_ALL_C
- BAN_FIN_CAMPUS_RECEIVING_C
- BAN_GEN_ALL_USERS_C

ALL FINANCIAL SERVICES USERS

- BAN_FIN_FINANCIAL_SVC_STAFF_C
- BAN_FIN_REQUISITION_C
- E_PRINT

GENERAL ACCOUNTING

- BAN_FIN_ACCT_STAFF_C
- BAN_FIN_BK_RECON_C
- BAN_FIN_FUPLOAD_C
- BAN_FIN_GEN_ACCT_STDS_BRD_C
- BAN_FIN_JRNL_VCHR_C
- BAN_FIN_NCAS_C

ACCOUNTS PAYABLE

- BAN_FIN_AP_BASE_C
- BAN_FIN_AP_MANAGER_C
- BAN_FIN_AP_STAFF_C
- BAN_GEN_FIN_ACH_MGT_C
- BAN_GEN_FIN_ACH_QUERY_C

PURCHASING

- BAN_FIN_PURCH_MGR_C
- BAN_FIN_PURCH_STAFF_C
- BAN_FIN_VENDOR_MAINT_C

FIXED ASSETS

- BAN_FIN_FIXED_ASSETS_STAFF_C

GRANTS

- BAN_FIN_RESEARCH_STAFF_C

BUDGET

- BAN_FIN_BUDGET_STAFF_C
- BAN_FIN_RACF_ID_BUD_C

SYSTEMS

- BAN_FIN_SYSTEMS_C
- BAN_GEN_FIN_SYSTEMS_C

REPORTING

- BAN_FIN_EPRINT_C
- BAN_FIN_FORMFUSION_USER_C

HR STAFF

- BAN_FIN_HR_STAFF_C

SSC PAYROLL

- BAN_FIN_PAYROLL_SSC_C

FINE GRAIN ACCESS GROUP

- | | | |
|----------|----------|----------|
| 1. _____ | 2. _____ | 3. _____ |
| 4. _____ | 5. _____ | 6. _____ |

EVISIONS INTELECHECK

- AP SUPERVISOR RECONCILIATION PROCESS ONLY RE-PROCESS ONLY

CAMPUS AT LARGE ACCESS

EPRINT

- BAN_FIN_CAMPUS_RPTS_C
- BAN_FIN_EPRINT_FACILITIES_C

FINANCE SELF SERVICE

- CWID and PIN ACTIVATION

**University of North Carolina School of the Arts
Security and Confidentiality
Statement of Responsibility**

Security and confidentiality of records, reports, and files are matters of critical importance to the University of North Carolina School of the Arts (UNCSA). Access to such information is provided solely for use in the performance of assigned duties. Any other use is prohibited. The purpose of this statement is to clarify your responsibilities. Each individual who has access to information is expected to adhere to the security and confidentiality principles stated below.

As a person who has access to such information, you **will not**:

- Share your password with any person, or permit any other person to access information using your identity, except the University of North Carolina School of the Arts authorized technical support staff;
- Permit the unauthorized use of any information in records, reports, and files to which you have access;
- Seek personal benefit from information that you have acquired as a result of your access;
- Disclose the contents of any confidential record, report, or file to any unauthorized person, except in the conduct of professional responsibilities;
- Knowingly include a false, inaccurate, or misleading entry in any official record, report, or file
- Knowingly destroy or alter information from any record, report, or file, except as authorized;
- Remove any record, report, or file from the office where it is maintained, except in the performance of your assigned duties;
- Cause or assist another person to violate these principles.

Violations of these principles may lead to disciplinary action consistent with applicable personnel policies. Violations can also lead to action under North Carolina Statutes pertaining to theft, alteration of public records, or other applicable sections.

By signing below, you are indicating you have read, understand and will comply with these principles. Please be advised that the conditions of this security and confidentiality statement of responsibility remain in full effect for the duration of your employment with the University of North Carolina School of the Arts. You will be required to renew this Statement of Responsibility upon rehire following any breaks in employment.

Printed Name: _____

Signature: _____

Date: _____
