



McGill

Banner POPS Authorization Request

This form grants/removes access rights to employees to submit and review POPS casual payments. It has no impact on any other access rights (i.e. one cannot see job information on regular staff in the department). NOTE: POPS training is a prerequisite for system access and user support. For more details, visit www.mcgill.ca/ics/training/banner.

FAX form to HR Service Centre at 398-8287.

Section 1: Applicant Information

Name: _____ / _____ McGill ID: _____
Last Name First Name

Email Address: _____

Phone No: _____ Department: _____

Signature: _____ Date: ____ / ____ / ____
dd mon yyyy

Do you have a Banner User ID (Banner client access)? Yes ☐ Specify: _____ No ☐

I understand that I may not use such personal and/or confidential information and/or documents in an unauthorized manner, and I may not misuse, divulge or subvert such information.

Section 2: Organization Rights

List each of the Org codes to which this employee needs rights to create and /or review POPS data. Indicate whether access rights are being removed by checking off the appropriate box below. *Restricted* submitters can only see their own transmitted payments, while *Unrestricted* submitters can view all payments within that Org in Banner (PYAPOPS).

Org Code	Org Name	CP	Restricted	Unrestricted	Remove

Section 2.1: Active Directory Group

AD user authentication confirms the identity of any user trying to log on to a domain; a user can view the groups they are a member of by viewing outlook properties. Specify the POPS AD group to which the member needs to belong to (if applicable); members will view all transactions in the database of the unit:

Org	Description

Section 3: Approval – Department Head / Chair (please enter all fields)

_____ Last Name First Name
Signature: _____ McGill ID (required) _____
Department: _____ Date: ____ / ____ / ____ Phone No: _____
dd mon yyyy

Section 5: HR/ Shared Service

Course Attended by User: _____

Delete access rights indefinitely ☐ or until ____ / ____ / ____
dd mon yyyy

Remarks:

User Notified: ☐ Bansecr views checked: ☐ Payroll ListServ: ☐ Outlook: ☐

Signature, or initialized stamp (with date):

Note: Existing rights can be viewed in Banner (PYAORG) – January 2015