



Oregon
University
System

**Chancellor's Office
Access Request Form
OWAG
Payroll Aggregate Warehouse**

Office of the Chancellor
P.O. Box 488
Corvallis, OR 97339-0488
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PHONE (541) 737-3336
<http://www.ous.edu>

To complete this form:

- Fill out Sections A, B and C.
- Send the completed document to Banner-Access in the Controller's Division.
(Note: To expedite your request, this document may be faxed, and the original sent as follow-up.)

Section A – Requestor Information

Name: _____ Date Access Needed: _____
 Job Title: _____ Campus ID # _____
 Department: _____ Email Address: _____
 Institution: _____ Campus Phone: _____

Section B - Description of Access Need(s)

Describe, as best you can, your **business role** that necessitates this access. Please provide as much detail as possible.

- Are you replacing someone? If so, indicate their name here: _____
- Should your access replicate that of a coworker? If so, indicate their name here: _____

Section C - Department Signatures Required for Approval:

Name of Person Gaining Access (Printed)	Signature of Person Gaining Access	Date
Supervisor's Name (Printed)	Supervisor's Signature	Date

Security Administration - Office Use Only

	/ /
Payroll Operations Manager	Date
	/ /
CO Security Administrator	Date