

Roane State Community College

Guideline G-130

Subject: Request for Active Directory and Banner Accounts

Approved: April 1, 2015

Revised: February 21, 2017

430 ITSD106-3 – PROCEDURES FOR REQUESTING USER ACCOUNTS

Active Directory Accounts (Network, Email)

1. Active Directory and email accounts are created automatically at the time of employment.
2. Changes to Active Directory or Email accounts should be directed to the Help Desk.

Banner Accounts


1. Users will submit a request to their supervisor.
2. Supervisors will initiate a Banner Workflow request.
3. Data Custodians will approve or reject the request.
4. Upon approval of the Workflow, Administrative Systems staff will grant access based on classifications in the request.

Account Modification

1. To make modifications to the existing account, users may contact the Data Custodian who will initiate a Workflow to make the necessary modifications.
2. For all changes in positions a new Workflow must be initiated by the user's immediate supervisor.

Account Termination

1. Supervisors and Budget ORG Managers are responsible for notifying HR of employee departures that occur prior to the contract end date.
2. For terminated employees Human Resources is responsible for initiating the Terminated Employee Workflow.
3. Employees voluntarily leaving employment are responsible for initiating the Out-processing Workflow in Banner. From RaiderNet, select the *Employee Tab*, then *SSB*, then from the *Main Menu*, select *Employee* and then *Employee Checkout Form*. (See screen shot next page.)



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Employee

- [Time Sheet](#)
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- [Tax Forms](#)
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- [Jobs Summary](#)
- [Leave Balances](#)
- [Programming Request](#)
- [Employee Checkout Form](#)
This is where employees start the checkout procedure
- [Success Coach Menu](#)
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