

BN01 BANNER FIS and HRIS Access

Effective 21 Mar 2003

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Who Should Read This Policy

Oregon University System (OUS) and University of Oregon (UO) employees that require access to BANNER FIS and HRIS administrative information systems in order to carry out their duties.

Background & Purpose

In 1989 the University of Oregon began using the BANNER administrative systems. BANNER is an SCT Corporation product that runs on an Oracle database platform.

Access to each of the University's BANNER administrative systems is carefully controlled in order to protect the integrity and security of the information they contain and for the purposes of financial control. Much of the information contained in the BANNER Human Resource Information System (HRIS), Financial Information System (FIS), Student Information System (SIS) is non-public, some is confidential and some requires written authorization prior to disclosure.

The University has also implemented FIS, SIS and HRIS data warehouses to meet ad-hoc querying and reporting needs of campus users that are not easily met using the BANNER screens and canned reports. Access to these data warehouses is also carefully controlled.

The University has also implemented DuckWeb, which provides students, faculty and staff with internet access to UO BANNER student, faculty, finance and human resource data.

The Computing Center, Registrar, and Human Resources administer access to Duckweb.

The Computing Center administers BANNER user accounts. Once an account is established for an employee they must acquire specific system access through the responsible BANNER Security Officer.

The Registrars Office administers access to the Student Information System and student data warehouse.

The Business Affairs Office administers access to FIS, and HRIS and the respective data warehouses.

Policy

Who May Access FIS and HRIS?

Access to BANNER FIS and HRIS including the HRIS and FIS data warehouses is controlled by the FIS/HRIS Security Officer and is limited to individuals working on behalf of the university or OUS, whose job function requires that they have access.

To gain access to BANNER FIS or HRIS an employee must have an established BANNER user account, participate in all required training and provide the FIS/HRIS Security Officer with a FIS/HRIS User Profile form signed by their Dean/Director or Department Head.

Termination of Access

Access to BANNER FIS, HRIS and the respective data warehouses is terminated:

- a. When the user's employment is terminated.
- b. When the user's job functions change and access is no longer required.
- c. Each academic term (student users of BANNER FIS only).
- d. In the event that a FIS or HRIS user fails to respond to the annual security audit conducted each year in January.
- e. Immediately if it is determined that the user has violated the University of Oregon Code of Responsibility for Security and Confidentiality of Records and Files (see policy references below).

Authority

The Director of Business Affairs has delegated oversight responsibility for the provisions set forth in this policy to the Business Affairs FIS/HRIS Security Officer. The FIS/HRIS Security Officer and his/her designated backup, are responsible for granting, terminating and auditing access to BANNER FIS and HRIS.

References

Confidentiality of employee records,
<http://hr.uoregon.edu/records/employee-data.html>

BANNER Access Form, (which includes the University of Oregon Code of Responsibility for Security and Confidentiality of Records and Files),
<http://www-vms.uoregon.edu/auxweb/barf.pdf>

FIS/HRIS User Profile Form (FUP),
<http://baowww.uoregon.edu/forms/fup.pdf>

HRIS Data Warehouse Access instruction and form,
<http://bg.uoregon.edu/hris/dw/dwaccess.html>

Related Procedures

Initiating or terminating BANNER Access,
<http://bg.uoregon.edu/Access.htm>

BANNER training,
<http://bg.uoregon.edu/Trg/trg.htm>

Initiating HRIS data warehouse access,
<http://bg.uoregon.edu/hris/dw/dwaccess.html>

Initiating FIS data warehouse access,
<http://baowww.uoregon.edu/fisdwhs/access.htm>

Q&A

What behavior might result in my BANNER access being revoked?

Access may be revoked if an individual uses another individual's user account, or allows his/her own account to be used by another. Access may also be revoked for failing to respond to the annual security audit or for inappropriately sharing non-public system information. An example would be sharing vendor sales information, student account information or disclosing an employee's social security number or mailing address.

Who do I contact if I have an employee data requirement that cannot be met easily using BANNER HRIS?

Contact the HRIS Data Warehouse Coordinator 6-6249.

Compliance Examples

The History department hires a new office manager, Jim Bean, and assigns him responsibility for financial reporting, invoice payments and payroll administration. Jim Bean completes a Banner Access Form and sends it to the Computing Center to establish a BANNER account. Jim completes a FIS/HRIS User Profile form and sends it to Business Affairs to initiate FIS and HRIS access. Jim schedules FIS and HRIS training by contacting the BAO Training Coordinator, 6-2387. Jim then participates in the FIS and HRIS training programs and is granted access.

The College of Education requests access to the FIS and HRIS Data Warehouse to meet certain ad-hoc query requirements. They submit the 'UO Request for Access: Administrative Data Warehouses', to the BAO Security Officer who approves and forwards it to the Computing Center for processing. The College then schedules one-on-one Data Warehouse training with the BAO Training Coordinator, 6-2387 and installs the Data Warehouse client software on a local computer.

Contact

FIS/HRIS Security Officer, 6-6249
BANNER Accounts and Passwords, 6-1767
BAO Training Coordinator, 6-2387

Definitions

BANNER

The proprietary name for the software that the University uses to run its principal administrative systems. The software vendor is SCT Corporation, headquartered in Malverne PA. BANNER runs on an Oracle database platform and is served at UO by 'DAISY', a DEC (Digital Equipment Corporation) Alpha server.

BAF

The BANNER Access Form is used by the University Computing Center to establish BANNER user accounts and establish an agreement regarding the University of Oregon's Code of Responsibility for Security and Confidentiality of Records and Files.

FIS

The University's financial information system is a comprehensive software package for entering, adjusting, and retrieving financial data.

HRIS

The Human Resources Information System is used to track employment information and generate the University's monthly payroll.

Data Warehouse

A separate oracle database instance composed of selected FIS or HRIS data elements that are copied periodically from BANNER production data and organized in a model that facilitates ad-hoc querying. The UO Computing Center supports the use of Hummingbird BI Query as the preferred warehouse query and reporting tool.