



Email completed form to
accounting@lanecc.edu

Banner Finance and/or HR Access Request

Employee Name:

L Number:

Dept:

Phone:

Email:

New Access Request OR Additional Access Request

Responsible Manager (print):

Signature:

Date:

Access Items:

If copying from another employee:

Copy from L Number:

Copy from Name:

- Access to create purchase orders
- Access to Banner page NHIDIST
- Access to Express Lane to review payroll, finance or budget queries
- Access to approve timesheets
- Access to the following ORG codes:

, , , ,

For College Finance/HR Internal Use Only

Security Classes Assigned: