REQUESTING USER PERMISSIONS VIA WORKFRONT

HR-TMS

1. Go to Banner Systems (My BSU):

2. Under “Additional Tools” select “Workfront Project Management”:

3. In Workfront, click on “Requests”, then click on “New Request”. Select “Human Resources – TMS User Request” as your Request Type:
4. Complete the Subject, Organization Name and Organization Number fields. *You may enter multiple Organization Names and Organization Numbers:

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Subject
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HR - TMS
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HR - User Role Request Form
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HR - Organization Name
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HR - Organization Number
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5. Enter the names of those employees who will be assigned user roles in the Organization Name(s) and Organization Number(s) indicated above:

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HR - Applicant Reviewer
This role includes the following: View Posting, Review Applications, Move Applications to Workflow States such as Interview or Recommend for Hire, View Hiring Proposal.
HR - Applicant Reviewer: Please list the names of employees in your department that need to be set up in this user role.
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HR - Hiring Manager
This role includes the following: View Position Descriptions, Modify/Create Position Descriptions, Create Posting, View Posting, Review Applications, Create Hiring Proposal, View Hiring Proposal.
HR - Hiring Manager: Please list the names of employees in your department that need to be set up in this user role.
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HR - Chair/ Director
This role includes the following: View Position Descriptions, Modify/Create Position Descriptions, Create Posting, View Posting, Review Applications, Create Hiring Proposal, View Hiring Proposal.
HR - Chair/ Director: Please list the names of employees in your department that need to be set up in this user role.
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6. Submit your request by clicking on the “Submit Request” button:

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Submit Request  Cancel
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7. Once your request has been processed, you will receive a confirmation email from Human Resources.

**QUESTIONS?**

CONTACT UNIVERSITY HUMAN RESOURCE SERVICES AT 5-1834.