Copy and use this form to add and remove names of persons in your department who are authorized to view the Banner screen (Student Employment Authorization Form/RJASEAR) containing individual student Work-Study awards and earnings.

This access is available only to PSU departments; off-campus employers do not have access to Banner screens.

You must complete both sections when one FWSP payroll supervisor no longer has that responsibility and a new FWSP payroll supervisor begins.

REMOVE this person from security access to RJASEAR

PRINT Name of person no longer responsible for monitoring Work-Study employee earnings

BANNER ID of above person  BANNER position number of above person

ADD this person to security access to RJASEAR

PRINT Name of person responsible for monitoring Work-Study employee earnings

BANNER ID of above person  BANNER position number of above person

PRINT Department Name  Name and phone number of person completing this form

Return completed form to Office of Student Financial Aid (mail code FA)

6/01 – RJASEAR access