Banner HR - Common Query Forms

**Purpose:**
To provide a training reference to department personnel who need to access and use Banner HR data to perform essential functions of their job.

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Position Definition Form (NBAPOSN)
This form is used to establish/assign a position number, or it can be used to query on existing position numbers. At the first window, you can view general information about the specified position. Enter the position number and press <Next Block> (<Control><PageDown>).

To view Regulatory Information either right-click in a blank area to bring up a pop-up menu, or select ‘Options’ from the menu at the top and click on “Regulatory Information.”

You may also use the mouse to click on any of the tabs.

PCN Examples:
- UAA 3xxxxx for regular,
  7xxxxx for term & extended temp
- 93xxxx for temp & student
- UAF 2xxxxx for regular,
  4xxxxx for term, 9xxxxx temporary, and student
- UAS
- SW 1XXXXX for regular
  109XXX for term
  900003 student B
  900004 student C
  T290/OIT
- 2XXXXX regular
- 924707 student C

This field contains the Program code from the labor distribution field and is inserted on a monthly basis by a mass entry program.

This field contains the State Occupational Title Code determined by UA’s classification process and is also recorded in UAKJOBS. The Banner information is used for Unemployment reporting.
Position Budget Form (NBAPBUD)
Select “Position Budget” from the ‘Options’ menu to access the Position Budget Form (NBAPBUD). Key in the fiscal year you wish to view and <Next Block>.

<Next Block> once more to navigate to the Position Salary Budgets Window.

Regular positions are normally set up as Single. One person per PCN.
Temporary positions are normally set up as pooled. Multiple people in one PCN.

Normally contains either the PCN or PACs number.

Could not enter Budget Profile: NO LOV in PREP.
Press <Next Block> three times to get to the Position Labor Distribution Window.

The Fund, Orgn, Acct, Program, and Activity information located here defaults to the Job Labor Distribution tab upon initial data entry of the NBAJOBS record.

All grants that may be charged to this PCN may not be entered here, as job forms can be submitted with labor distribution change and directly affect the job record. Labor charges may also be changed directly on the timesheet before submission to payroll.

**Position Incumbent List Form (NBIPINC)**

This form provides a history of individuals assigned to a particular position number. Enter the 6-digit position number. The query date should default to the current date. This query date works in reverse of how it works in most other forms in Banner. The form will show all the data from the query date BACKWARDS, to when Banner was first populated with data- July 1996.
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Position List by Position Classification (NBIPLST)
This form provides a listing of all the positions assigned to a particular position class. Enter 4-digit PCLS and query date. Press <Next Block> to bring forward the requested information.

Position History Form (NBIPOSH)
This form provides a listing of all the changes to the parameters of a position. Enter the 6-digit position number. Press <Next Block> to bring forward the requested information.
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Identification form (PPAIDEN)

This form shows demographic and address information. Enter the ID number and press <Next Block> (<Control><PageDown>).

Click the “down arrow” icon for a name search if ID is unknown.

Please use the following link for further instruction:
http://www.alaska.edu/files/hr/banner.data_entry.name_id_search.pdf

For employees the name is always entered exactly as it appears on the SSN card.

Press <Next Block> to view any Previous Names or IDs.

Change Type will indicate if this is a name or ID change.
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<Next Block> to get to the address and phone number information. This is normally a multi-record block. Use the <Next Record> (down arrow key) and <Previous Record> (up arrow key) functions to scroll to the record type you are searching for. All HR address records have an address/phone type of HR.

There should be only one HR Address and it should be on sequence number 1.

There should never be a To Date entered on HR addresses.

HR Addresses are never inactivated.

<Next Block> one to get to telephone information. Current telephone number by type is easier viewed from the Address information block.
Banner HR - Common Query Forms

<Next Block> to Biographical information.

Please Note: HR does not do data entry on the email address tab and is not responsible for its validity. It is updated through a batch process for all campuses. Information may appear here if the employee/student has update information thru UAOnline.

Generated E-mail Type addresses:
AGEN-Anchorage
FGEN – Fairbanks & Statewide
JEMP-Juneau
Banner HR - Common Query Forms

<Next Block> to Emergency Contact   Please Note: This information is not entered by HR. HR has no responsibility for the validity of the data. Information may appear here if the Student Area has completed data entry in Banner or if the employee has updated their Emergency Contact information on UAOnline.

The emergency contact information is kept on hard-copy only (HR Personnel file) if provided by the employee.

SSN/SIN Alternate ID Search Form (GUIALTI)
This form is used to search for employee records on Banner. Please refer to the Name/ID Search Procedures for complete details on using this form. Website: http://www.alaska.edu/files/hr/banner.data_entry.name_id_search.pdf
Banner HR - Common Query Forms

System Identification Form (GUITINH)
This form is another form that may be used to search for employee information on Banner. Please refer to the Name/ID Search Procedures for complete details on using this form.
Website:  http://www.alaska.edu/files/hr/banner.data_entry.name_id_search.pdf

System Identification Form (GUASYST)
This form shows where records are located on the Banner system for an individual. Enter the ID number and <Tab> if needed to bring up the name. You cannot <Next Block> into this form.
Banner HR - Common Query Forms

User Identification Control Form (GUAIDEN)
This form is used to associate system logon IDs with the proper names of users. You can search by User ID or Name. This form may be helpful in identifying a person if you only have a user id.

Enterprise Access Controls Form (GOAEACC)
This form is used to associate Oracle Username with the User’s ID and Name. You can search by Username or ID. This form may be helpful in finding an employee’s Oracle Username.
Banner HR - Common Query Forms

**Employee Form (PEAEMPL)**

General employee information, termination information, leave balances, and regulatory information can be accessed through PEAEMPL. Enter the ID and **<Next Block>**.

A ‘System Termination Process’ will insert information into these fields.

**Service Dates**

**Current Hire:** The first working day of the employee's continuous service, regardless of the original employee class for which the employee was hired. If the employee was terminated from the UA system, this date should be revised to reflect the most recent hire date.

**Original Hire:** First hire date with UA.

**Adjusted Service:** The first day the employee was hired in a leave category eligible for leave accrual. This date must be updated if the employee has had a break in service of more than 10 consecutive working days from a leave-eligible position. Leave accruals are determined from this date. **

**Seniority:** Used to identify when an employee began contributing to the ORP, PERS, or the TRS retirement program. This date must be updated if the employee has had a break in service of more than 10 consecutive working days from a retirement-eligible position, when the employee elects to participate in PERS or TRS, or when the employee elects to switch participation from PERS to TRS or from TRS to PERS. **

**First Work Day:** First recorded day of work (usually same as original hire date). Currently not updated or maintained.

**Last Work Day:** Last day worked. Normally entered through automated process.

**<Next Block>** to ‘United States Regulatory’ information.
Employee Leave Balances (PEALEAV)

From the ‘Options’ menu select “Leave Balances” to list all leave hours, broken down by category, currently available to the employee.

Currently we utilize only I9 information on this block.

The date entered corresponds to the date in Section 2 of the Form I-9, Employment Eligibility Verification.

Date defaults from Adjusted Service Date from PEAEMPL

If the employee is in an NR or NX ecls, there will be an additional Leave Code of PHL and the Date Available should be 6 months greater than the Adjusted Service Date from PEAEMPL.
**Banner HR - Common Query Forms**

**Employee History Form (PEIEHIS)**
This form shows when there is a change to an employee’s D level (Home Organization), Employee Class or Leave Category.

**Employee Miscellaneous Information Form (PEA2EMP)**
This form is used to record/track a number of items for UA employees. Key in the ID and then <Next Block>.

- **Used to record Benefit Eligible Employees Length of Contract 12 = 12 month emps 9 = less than 12 months**
- **Indicates employee has a Direct Deposit Advice printed & mailed**
- **Indicates that the HR Office must be contacted prior to rehire of this employee.**
- **The information in this section is only completed for those employees that are working on those federal contracts that require E-Verify. Effective Sept 8, 2009**
- **Updated by a monthly automated program which identifies those regular employees who have become vested in either Pension or ORP during the past month.**
- **Automated program inserted the Adjusted Service Date information for all employees that were eligible for step increases. Originally run in April/May 2007. In the past, L6070 received a step increase on 12/01 per their union contract. The 12/01 values were entered in the MM/DD fields in NBAJOBS. The employee’s actual step increase date was entered in this field for reference/history.**
Banner HR - Common Query Forms

Pay History Leave Accruals Form (PHIACCR)
This form shows the current leave accrual rate. Key in ID, calendar year, Payroll ID (BW), Pay Number, and then <Next Block>.

Employee Jobs Form (NBAJOBS)
The information about an employee’s job assignment(s) is found on NBAJOBS. Enter the employee ID, position number, and suffix and <Next Block>.
Once on NBIJLST, you may need to <Rollback> (<Shift><F7>) and change the “Query Date,” as this form shows only job records from the query date forward. Scroll down to the assignment you want to view in detail and <Shift><F3> to bring Position and Suffix back into the NBAJOBS key block, then press <Next Block>.

Use Up and Down arrow keys to scroll through assignments. Changes and updated job records on the highlighted job will show in the bottom block from the Query Date forward. The effective date is the date the record was implemented on Banner, not necessarily the actual start date, which can only be viewed on the individual job detail in the personnel change date field.

The ‘General Job’ information block will reflect information submitted to HR in the ‘Base Job Information’ section on the Job Form. Press <Next Block> to view ‘Job Detail’ block.

Accrue Leave box must be checked for leave eligible positions to receive proper accrue leave.

Increase MM/DD may be filled in on regular staff positions (NR,XR) with a date of 01/01 or the adjusted service date. At this time, the annual step movement does not occur; however, the previous dates may still be in these fields.

6070 Employees may have 12/01 recorded in these fields, as the dates were used in the past for annual step increases as part of their union contract.
Banner HR - Common Query Forms

This block can have multiple records that can be accessed by using the <Next Record> and <Previous Record> functions or by selection “View Job Detail Effective Dates” in the ‘Options’ menu. The information listed here is entered off of the ‘Job Detail Information’ section on the Job Form. The “Effective Date” is the date the record was implemented into Banner. The “Personnel Date” is the actual start date of the record. Changes in Banner can never be implemented prior to the “Last Paid Date.” Thus “Effective Date” and “Personnel Date” will be different when trying to implement a retro-active (prior to last paid date) job change.

<Control><Tab> or select “Payroll Default” from the ‘Options’ menu to get to the ‘Payroll Default’ block.

Salary Group is related to the Fiscal Year’s salary tables.

Not all salary tables have steps.

Default Shift=1; Out of Class Pay and Union Shift/Lead Pay require different codes.

This is the TKL listed in the ‘Base Job Information’ on the Job Form and determines the department where the timesheet for this position will print.

Time Entry Via Web

Payroll Period
<Next Block> twice to get to ‘Default Earnings,’ which is keyed from the ‘Earnings Code Information’ section of the Job Form. This block will be blank for temporary hourly employees (except for student employees on federal workstudy). This is the information that defaults to payroll for time entry purposes. It also has the possibility of having multiple records that can be accessed through the ‘Options’ menu by selecting “View Earn Codes Effective Dates.”

*Earnings Code:* Varies. A listing is available at [http://www.alaska.edu/files/hr/reference.earnlist.pdf](http://www.alaska.edu/files/hr/reference.earnlist.pdf)

*Hours or Units:* Should equal Hours/Pay from the current record in the ‘Job Detail’.

*Special Rate:* Filled in for GN/GT ecls, in which case Special Rate = Assign Salary on current ‘Job Detail’ record.

Paper graders will also have this rate filled in.

*Shift:* Must be equal to ‘Default Shift’ from current ‘Payroll Default’ record.

Account number varies by ECLS. A complete listing can be found on: [http://www.alaska.edu/files/hr/reference.reference.labor_account_changes.pdf](http://www.alaska.edu/files/hr/reference.reference.labor_account_changes.pdf)
Banner HR - Common Query Forms

**Supervisor’s Employees Form (NEA2SPR)**

The purpose of this Banner form is to enter a list of employees under a new supervisor, or transfer a group of employees from one supervisor to another, and/or to enter the initial Banner data load of supervisors into the Banner database.

**Supervisor’s Employees Form (NEA2SPE)**

The purpose of this form is to check who supervises an employee or to add a new supervisor to an employee.
Banner HR - Common Query Forms

**Deduction Year to Date Totals (PEIDTOT)**
This form shows history of deductions for an employee. Specify the deduction by clicking the arrow by deduction to find the employee’s deduction. Enter the year and choose calendar or fiscal year. Roll into the next block by clicking Block, next or by using CTRL Page Down. The monthly, quarterly, yearly and life to date totals will appear.

**Employee Year to Date Totals (PEIETOT)**
This form shows history of gross and net earnings and hours. Specify which year you want to view and if you want calendar or fiscal year information. Press <Next Record> to access additional month information if needed.
Banner HR - Common Query Forms

Job Year to Date Totals (PEIJTOT)
This form also shows history of gross earnings and hours. You must key in ID and the year you wish to view, specifying either calendar or fiscal year data. You can specify a position number and suffix or leave both fields blank to see earnings for all active assignments for that year. You can also query by earnings code, or leave ‘Earnings’ blank to see all pay regardless of earnings code.

Employee Review Form (PEAREVW)
This form is used to identify employees who have retired from the University, are in Layoff Status, tracks training sessions, and may also track employee evaluations.
Banner HR - Common Query Forms

Check Detail Inquiry (PHICHEK)

*Note: Access to this form requires additional permissions and must be requested separately.*

This form shows information that shows on an employee’s check and/or pay stub. Enter the ID, year, Payroll ID (always BW), Payroll Number and Sequence Number and then press <Next Block>. Regular payroll runs will always have a sequence number of zero. You can click on the “down arrow” button next to “Year” to select from a list of values.

Click here to pull up list of employee’s individual pay checks.

Disposition Code tells you status of pay in queried payroll number. Anything less than 70 is still in progress. See page 27 of this document for more information.

Press <Next Block> twice to access “Earnings Information.”

Pay run is broken down by all earnings codes claimed on timesheet with number of hours.
Banner HR - Common Query Forms

<Next Block> once to get to “Deduction Information.” This block lists all deductions taken out of the queried payroll number.

Note: if the check is at disposition 40 or more, you may view the earnings and deductions presently calculated by right clicking in the lower portion of the screen. A pop-up box will appear in which you may choose either earnings or deductions which will appear.
Banner HR - Common Query Forms

Time Sheet Keys Form (PHITSKY)
This form shows a listing of all payrolls an employee has been involved in and what disposition the employee is at for those payrolls. Enter the employee ID and <Next Block>. You can query on the form fields to limit your search.

Pay Event List (PHILIST)
This form also shows a listing of all payrolls for an employee, but includes gross and net pay in lieu of the position and TKL included on PHITSKY.
Banner HR - Common Query Forms

History Jobs Inquiry (PHIJOBS)
This form lists all employees in a specified TKL for a specified payroll number. Enter the year, Payroll ID (BW) and the payroll number you are querying. Enter a COA (Chart of Accounts) value of B and the TKL you wish to query and press <Next Block>.

Payroll Calendar Rules (PTRCALN)
This form shows the payroll calendar year, with pay run start and end dates. You can query by year.
Banner HR - Common Query Forms

**Employee Holidays Rules (PTREHOL)**
This form shows all the allowed holidays for a particular employee class by year. Enter the employee class code and <Next Block>. You can query by year or by date.

Spring Recess dates may vary between the MAUs. Spring recess dates are setup to alternate each year, so may require manual entry by the MAU payroll offices.

**Online Time Entry Form (PHAHOUR)**
This form is used by the payroll department to enter time sheets into Banner. However, it can also be used to query time entry. Enter the current calendar year (Payroll runs off of calendar years, not fiscal). Enter BW for Payroll ID, the applicable Payroll Number and <Tab>. Enter ‘B’ IN COA and then either your Organization Code or an individual employee’s ID number and <Next Block> to access the record(s).
If you enter a TKL instead of an individual’s ID, all employees with an active job assignment in that particular TKL will be displayed in alphabetical order. You can use <Next Record> and <Previous Record> to scroll through the entries.

The labor distribution displayed in the bottom block is for the earnings in the middle block that is currently designated with the arrow (>). If there is another earnings code you wish to see the labor distribution for, press “Arrow Keys” to position your cursor in the middle block, then <Next Record> to position your cursor on the line with the earnings you wish to see the distribution for. The bottom block will automatically update.

Position, Disposition, and rate info.

Earnings for the selected job.

Labor distribution for the selected earnings code.

This distribution reflects the “400” earnings code in the previous block.
Banner HR - Common Query Forms

Pay History Display Errors (PHIDERR)
To determine why a particular employee has not processed, you may check this screen or in VistaPlus. Enter the employee ID and roll into the next block (using Block, next or CTRL Page Down). Any errors will be displayed for the current pay period being processed.

Payroll Disposition Codes

<table>
<thead>
<tr>
<th>Disposition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>05</td>
<td>Awaiting Re-extract</td>
</tr>
<tr>
<td>10</td>
<td>Awaiting Time</td>
</tr>
<tr>
<td>15</td>
<td>Awaiting Error Correction</td>
</tr>
<tr>
<td>20</td>
<td>Awaiting Proof</td>
</tr>
<tr>
<td>40</td>
<td>Awaiting Document/Check Processing</td>
</tr>
<tr>
<td>60</td>
<td>Awaiting Finance Extract</td>
</tr>
<tr>
<td>70</td>
<td>Complete</td>
</tr>
</tbody>
</table>
### Banner HR - Common Query Forms

#### Payroll Cycle

<table>
<thead>
<tr>
<th></th>
<th>Week 1</th>
<th>Week 2</th>
<th>Week 3</th>
<th>Week 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sunday</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Monday</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Tuesday</strong></td>
<td>Timesheets</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Entered</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Wednesday</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Thursday</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Friday</strong></td>
<td></td>
<td>Payday$</td>
<td></td>
<td>Payday$</td>
</tr>
<tr>
<td></td>
<td>Audit Payroll</td>
<td>$Payday$</td>
<td></td>
<td>$Payday$</td>
</tr>
<tr>
<td><strong>Saturday</strong></td>
<td>Payroll Runs</td>
<td>Payroll Runs</td>
<td></td>
<td>Payroll Runs</td>
</tr>
</tbody>
</table>
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Employee Termination Form (NEA2TRM)
This form is used by the MAU’s Cost Center Clerks or Personnel/Payroll Assistants to enter information when employees are terminating from the University. For further instructions, please refer to the following website: http://www.alaska.edu/files/hr/wf_nea2trm_entry_procedures.pdf

Employee Termination Inquiry Form (NEI2TRM)
This Form is used to query information previously entered on the NEA2TRM form. For further instructions, please refer to the following website: http://www.alaska.edu/files/hr/wf_nea2trm_entry_procedures.pdf
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Reference: Restricted Query Documents

PDADEDN
Employee Benefit/Deductions: sets up deduction/benefits for each employee
Payroll is allowed access to set up or change certain deductions after initial set up. Some deductions CANNOT be changed by Payroll, most entry by Personnel only

PDABENE
Dependent information for Health Care; entry by Personnel only

PDABCOV
Dependent coverage for Health Care: entry by Personnel only

PDABDSU
Multiple benefit/deduction set up. Some individual set up may be necessary. Entry by Personnel only

PEIEHIS
Employee history (shows all jobs held by employee); query only- entries are pulled from other forms

PEIJHIS
Employee job history: shows base job and who entered at what time: query only

Reference Links:

Main HR Link: http://www.alaska.edu/hr/

UA Policy & Regulations (Board of Regents aka BOR) http://www.alaska.edu/bor/policy-regulations/

Labor and Employee Relations http://www.alaska.edu/labor/

Benefits & Deductions http://www.alaska.edu/benefits/

Salary Schedules http://www.alaska.edu/classification/salary-schedules/

A-Z Procedures http://www.alaska.edu/hr/hr-procedures/a-z-index/

HR Forms http://www.alaska.edu/hr/forms/

Nonresident Alien /http://www.alaska.edu/hr/hr-procedures/nonresident-alien/

Payroll http://www.alaska.edu/hr/hr-procedures/payroll/

Personnel http://www.alaska.edu/hr/hr-procedures/personnel/

PPA Manual (UAF site) http://www.uaf.edu/uafhr/personnel/

Reference http://www.alaska.edu/hr/hr-procedures/reference/

Resources http://www.alaska.edu/hr/employee-resources/

Workflow /EPAF (Electronic Personnel Action Form/PJP - Paperless Job Processing:

PJP (EPAF):
http://www.alaska.edu/hr/hr-procedures/paperless-job-processing/

Continuing Student Job Assignment:
http://www.alaska.edu/hr/hr-procedures/paperless-job-processing/continuing-student-job/
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Labor Distribution Change:
http://www.alaska.edu/hr/hr-procedures/paperless-job-processing/lbrchg/

On/Off Contract Process:
http://www.alaska.edu/hr/hr-procedures/paperless-job-processing/onoff-contract-process/

HR Workflow Resources:
http://www.alaska.edu/hr/hr-procedures/paperless-job-processing/workflow/