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.

Table of Contents

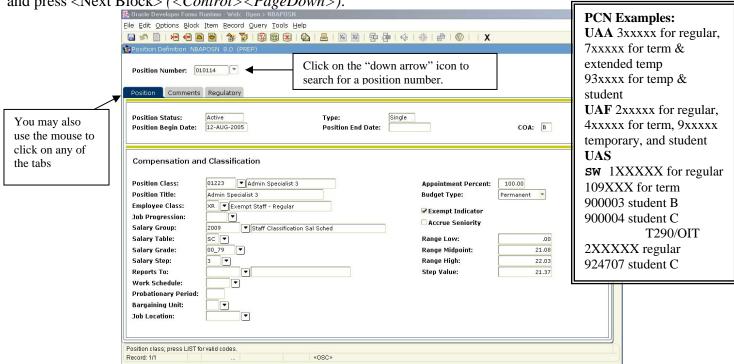
| NBAPOSN Position Definition Regulatory | Page 1 |
|---|---------|
| NBAPBUD Position Budget Salary Budgets Labor Distributions | Page 2 |
| NBIPINC | Page 3 |
| NPIPLSTPosition List by Position Classification | Page 4 |
| NBIPOSHPosition History | Page 4 |
| PPAIDEN Current Identification Alternate Identification Address Telephone Biographical E-mail Emergency Contact | Page 5 |
| GUIALTISSN/SIN Alternate ID Search | Page 8 |
| GUITINHSSN/SIN/TIN History | Page 9 |
| GUASYSTSystem Identification | Page 9 |
| GUAIDEN | Page 10 |
| GOAEACC Enterprise Access Control | Page 10 |

| PEAEMPLGeneral Employee United States Regulatory | Page 11 |
|--|---------|
| PEALEAVEmployee Leave Balances | Page 12 |
| PEIEHIS Employee History | Page 13 |
| PEA2EMP Employee Miscellaneous Information | Page 13 |
| PHIACCRPay History Leave Accruals | Page 14 |
| NBAJOBSEmployee Jobs | Page 14 |
| NBIJLSTEmployee Job Inquiry | Page 15 |
| NBAJOBS General Job Job Detail Payroll Default | Page 16 |
| Default Earnings | D 17 |
| NBAJOBS Employee Jobs – Job Labor Distribution | Page 17 |
| NEA2SPR | Page 18 |
| NEA2SPE Employee's Supervisors | Page 18 |
| PEIDTOT Deduction Year To Date Totals | Page 19 |
| PEIETOT Employee Year To Date Totals | Page 19 |
| PEIJTOT Job Year To Date Totals | Page 20 |
| PEAREVWEmployee Review | Page 20 |

| PHICHEK Check Detail Inquiry Earnings Information Deductions Information | Page 21 |
|--|---------|
| PHITSKYTime Sheet Keys | Page 23 |
| PHILISTPay Event List | Page 23 |
| PHIJOBS | Page 24 |
| PTRCALN | Page 24 |
| PTREHOL Employee Holiday Rules | Page 25 |
| PHAHOUR On-line Time Entry – Time Entry Selection Criteria On-line Time Entry | Page 25 |
| PHIDERR | Page 27 |
| Payroll Disposition Codes | Page 27 |
| Payroll Cycle | Page 28 |
| NEA2TRM Employee Termination | Page 29 |
| NEI2TRM Employee Termination Inquiry | Page 29 |
| Reference to restricted query document PDADEDN PDABENE PDABCOV PDABDSU PEIEHIS PEIJHIS | Page 30 |
| Reference links to additional documents: | Page 30 |

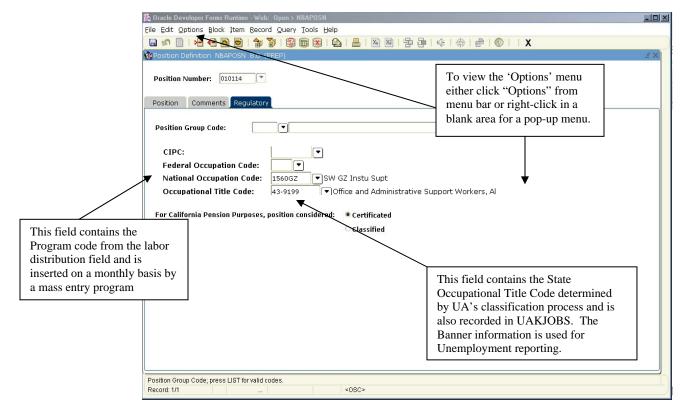
Position Definition Form (NBAPOSN)

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>).



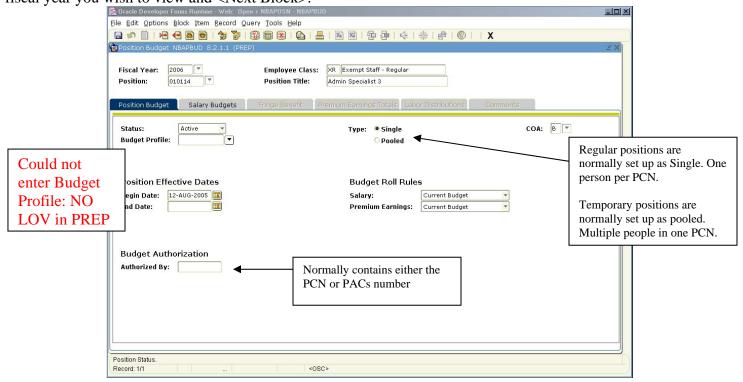
To view Regulatory Information either right-click in a blank area to bring up a pop-up menu, or select 'Options' from the menu at the top and click on "Regulatory Information."

1

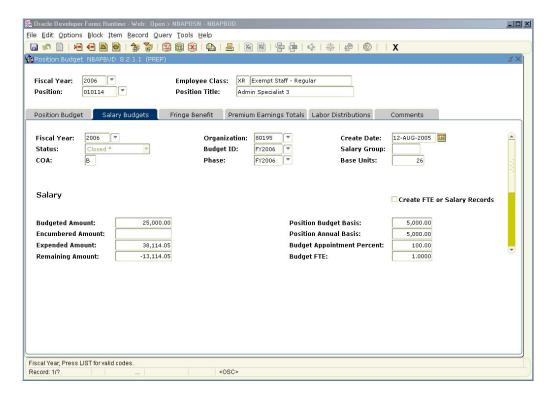


Position Budget Form (NBAPBUD)

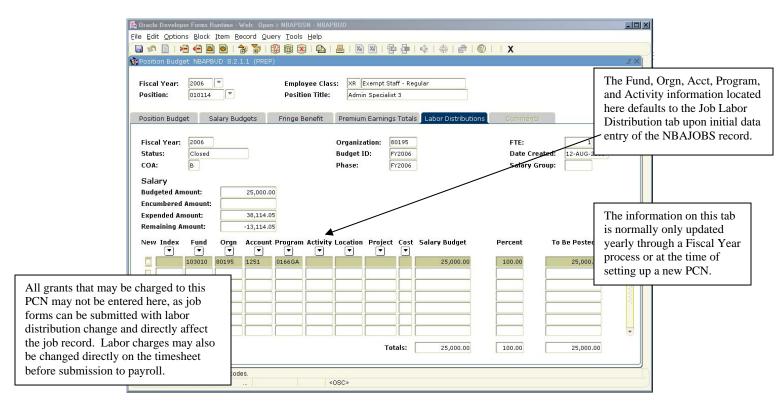
Select "Position Budget" from the 'Options' menu to access the Position Budget Form (NBAPBUD). Key in the fiscal year you wish to view and <Next Block>.



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



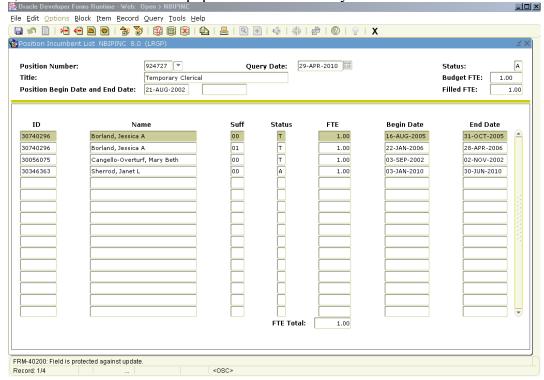
Press <Next Block> three times to get to the Position Labor Distribution Window.



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.



Position List by Position Classification (NBIPLST)

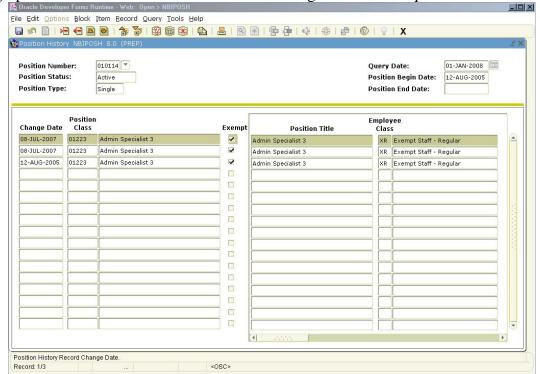
This form provides a listing of all the positions assigned to a particular position class. Enter 4-digit PCLS and query date. Press <Next Block> to bring forward the requested information.

🕵 Oracle Developer Forms Runtime - Web: Open > NBIPLST File Edit Options Block Item Record Query Tools Help Position List By Position Classification NBIPLST 8.0 (LRGP) Position Class: 01241 Administrative Professional 1 Query Date: 29-APR-2010 Budget Job FTE Annualized Position Begin Date **End Date** 204265 Administrative Professional 1 26-AUG-1990 A A A 8 8 8 210396 Administrative Professional 1 24-APR-1990 629045 Administrative Professional 1 01-JUL-2003 30-JUN-2010 920615 Administrative Professional 1 01-JUL-1996 30-JUN-2010 924682 Administrative Professional 1 16-DEC-2008 30-JUN-2010 Record: 1/5 <080×

Position History Form (NBIPOSH)

This form provides a listing of all the changes to the parameters of a position.

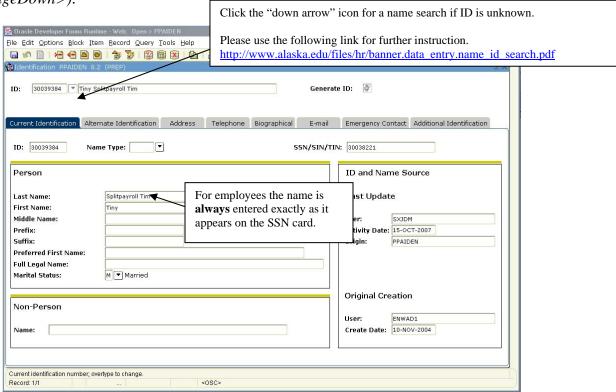
Enter the 6-digit position number. Press <Next Block> to bring forward the requested information.



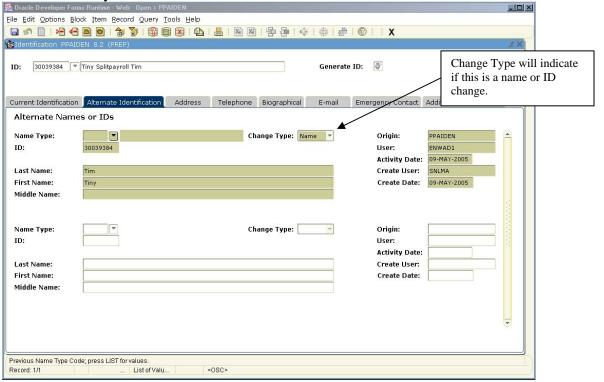
Identification form (PPAIDEN)

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

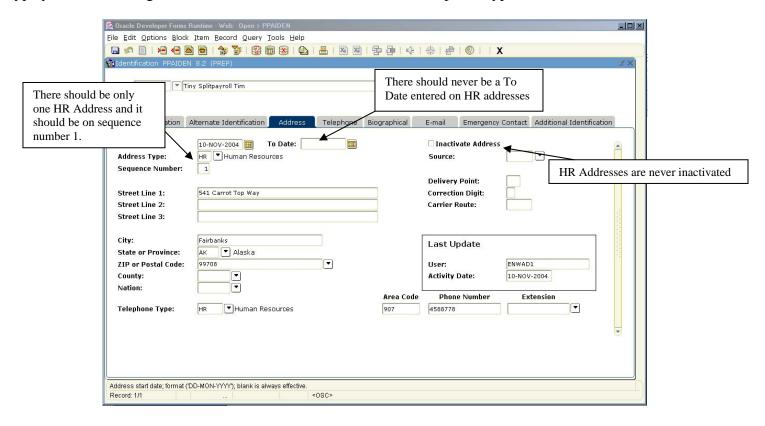
(< Control > < PageDown >).



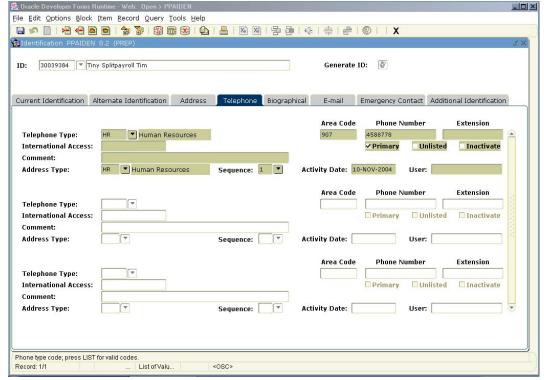
Press <Next Block> to view any Previous Names or IDs.



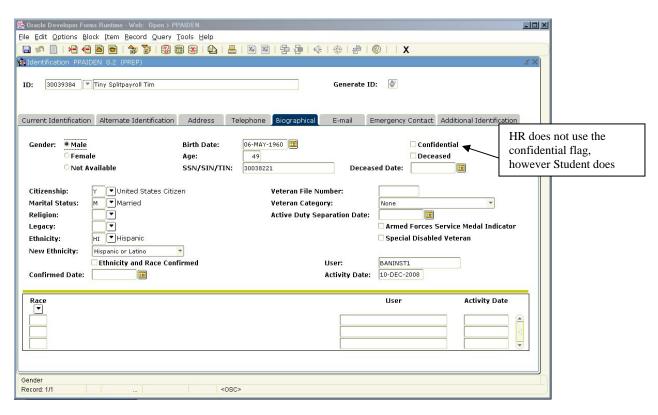
<Next Block> to get to the address and phone number information. This is normally a multi-record block. Use the <Next Record> (down arrow key) and <Previous Record> (up arrow key) functions to scroll to the record type you are searching for. All HR address records have an address/phone type of **HR**.



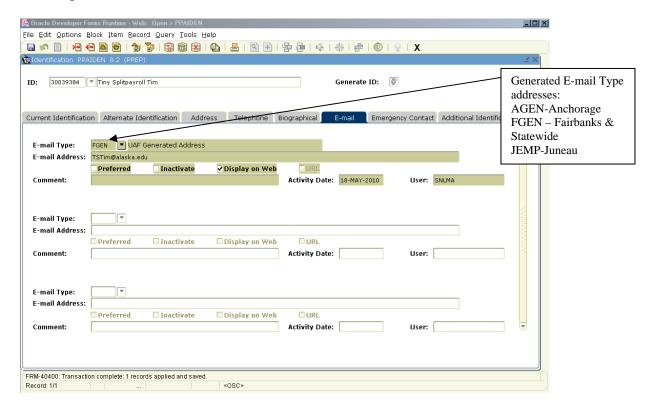
<Next Block> one to get to telephone information. Current telephone number by type is easier viewed from the Address information block.



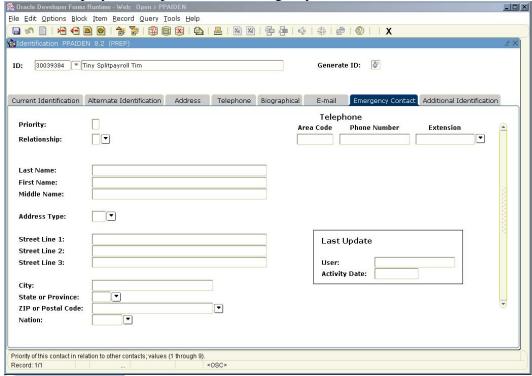
<Next Block> to Biographical information.



<Next Block> to E-mail. *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.



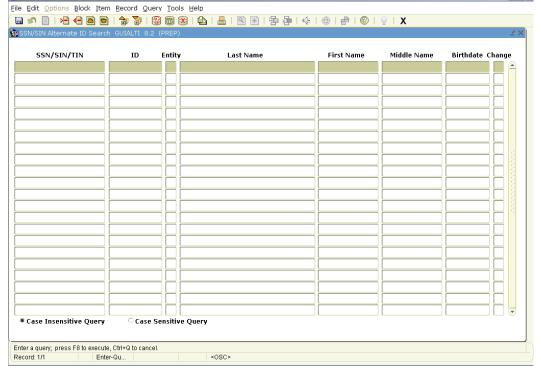
<Next Block> to Emergency Contact Please Note: This information is not entered by HR. HR has no responsibility for the validity of the data. Information may appear here if the Student Area has completed data entry in Banner or if the employee has updated their Emergency Contact information on UAOnline.



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)

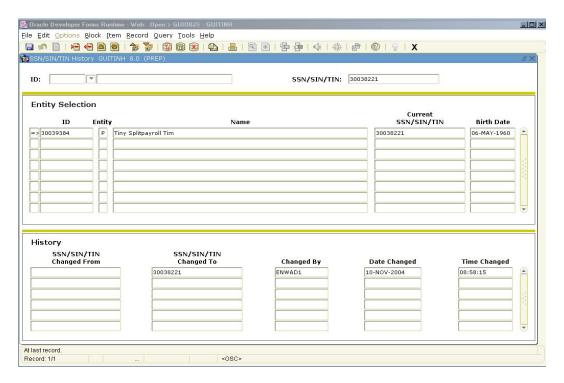
This form is used to search for employee records on Banner. Please refer to the Name/ID Search Procedures for complete details on using this form. Website: http://www.alaska.edu/files/hr/banner.data_entry.name_id_search.pdf



System Identification Form (GUITINH)

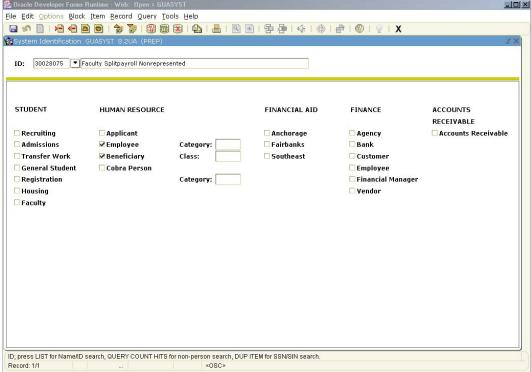
This form is another form that may be used to search for employee information on Banner. Please refer to the Name/ID Search Procedures for complete details on using this form.

Website: http://www.alaska.edu/files/hr/banner.data entry.name id search.pdf



System Identification Form (GUASYST)

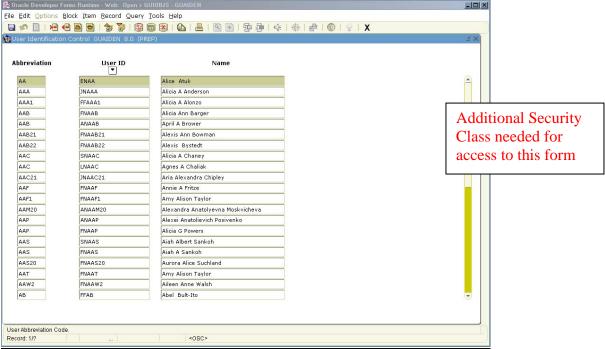
This form shows where records are located on the Banner system for an individual. Enter the ID number and <Tab> if needed to bring up the name. *You cannot <Next Block> into this form.*



User Identification Control Form (GUAIDEN)

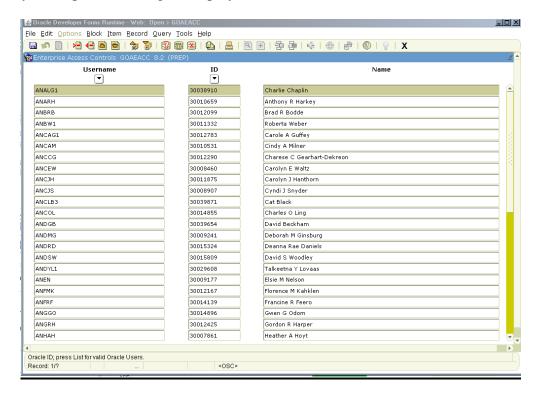
This form is used to associate system logon IDs with the proper names of users. You can search by User ID or

Name. This form may be helpful in identifying a person if you only have a user id.



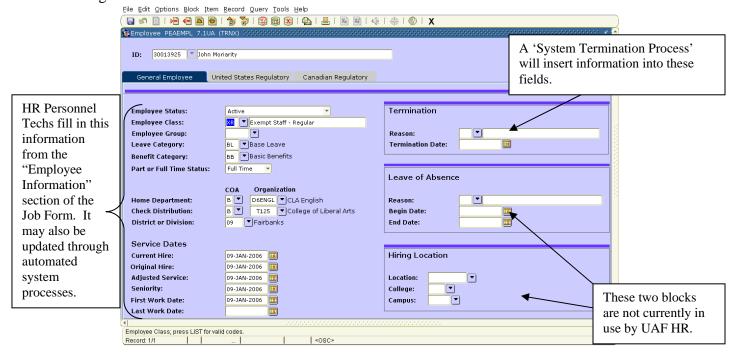
Enterprise Access Controls Form(GOAEACC)

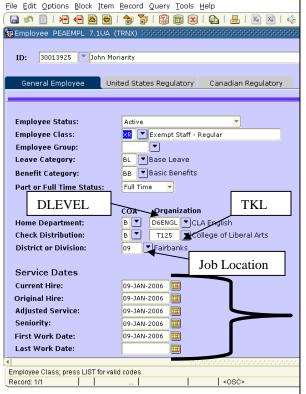
This form is used to associate Oracle Username with the User's ID and Name. You can search by Username or ID. This form may be helpful in finding an employee's Oracle Username.



Employee Form (PEAEMPL)

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





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. **

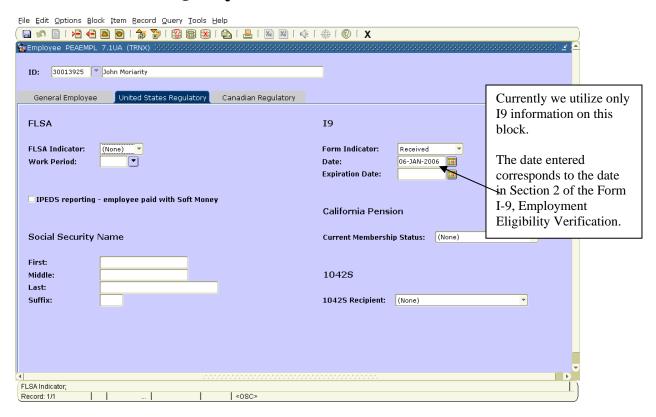
Seniority: Used to identify when an employee began contributing to the ORP, PERS, or the TRS retirement program. This date must be updated if the employee has had a break in service of more than 10 consecutive working days from a retirement-eligible position, when the employee elects to participate in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

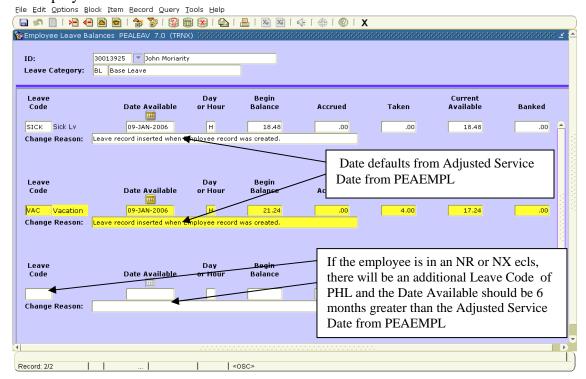
**Adjusted Service and Seniority have no meaning for temporary employees.

<Next Block> to 'United States Regulatory' information.



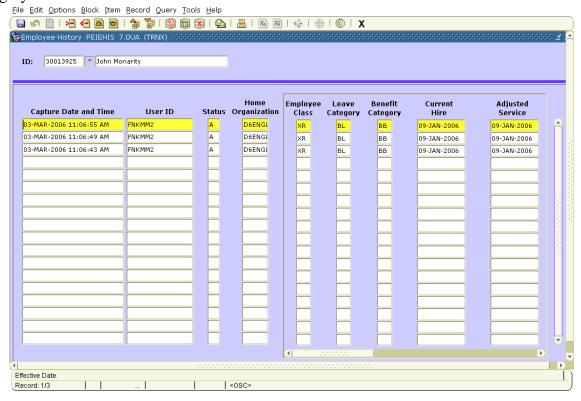
Employee Leave Balances (PEALEAV)

From the 'Options' menu select "Leave Balances" to list all leave hours, broken down by category, currently available to the employee.



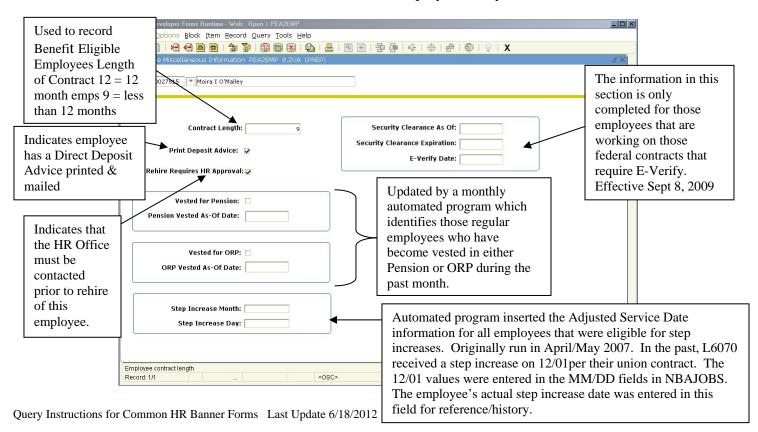
Employee History Form (PEIEHIS)

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



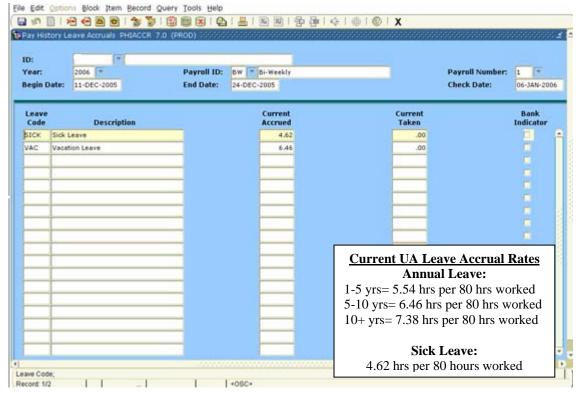
Employee Miscellaneous Information Form (PEA2EMP)

This form is used to record/track a number of items for UA employees. Key in the ID and then <Next Block>.



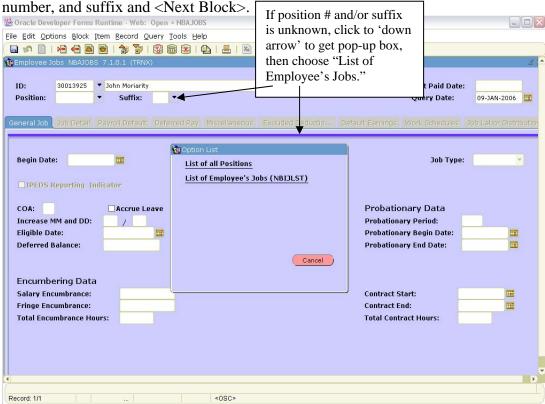
Pay History Leave Accruals Form (PHIACCR)

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

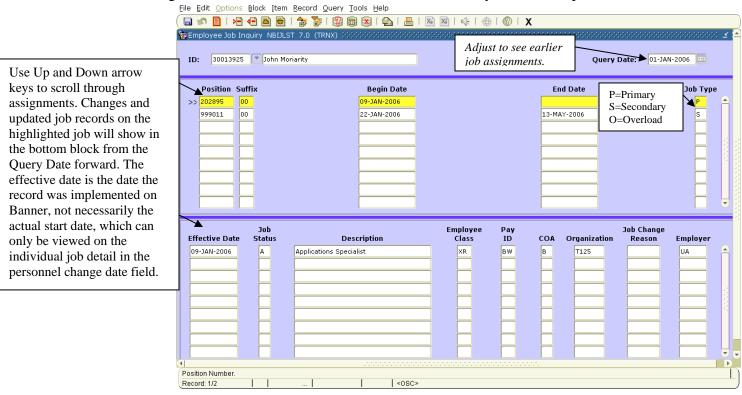


Employee Jobs Form (NBAJOBS)

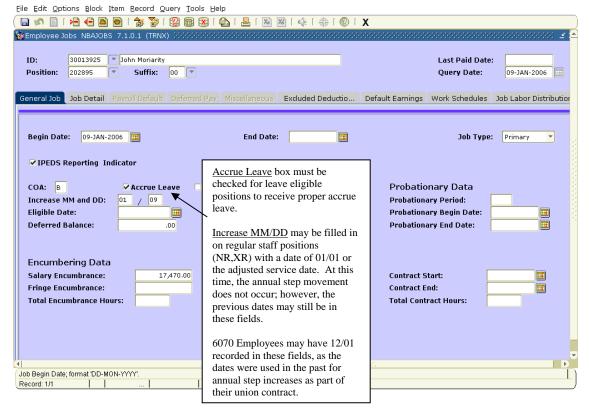
The information about an employee's job assignment(s) is found on NBAJOBS. Enter the employee ID, position



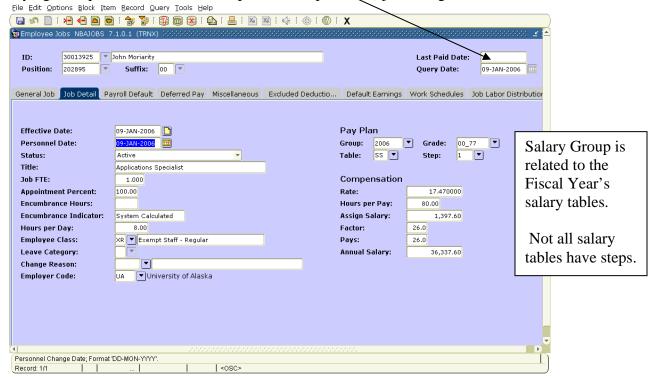
Once on NBIJLST, you may need to <Rollback> (<Shift><F7>) and change the "Query Date," as this form shows only job records from the query date <u>forward</u>. Scroll down to the assignment you want to view in detail and <Shift><F3> to bring Position and Suffix back into the NBAJOBS key block, then press <Next Block>.



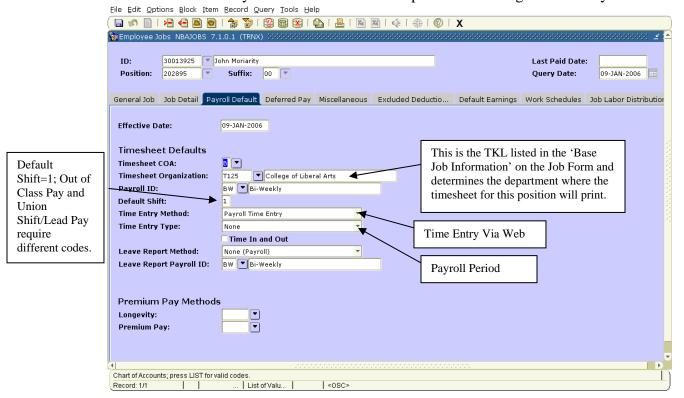
The 'General Job' information block will reflect information submitted to HR in the 'Base Job Information' section on the Job Form. Press <Next Block> to view 'Job Detail' block.



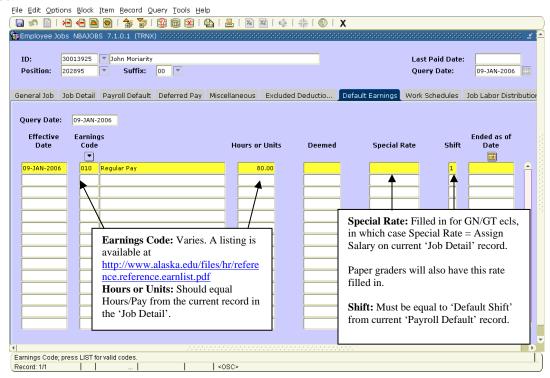
This block can have multiple records that can be accessed by using the <Next Record> and <Previous Record> functions or by selection "View Job Detail Effective Dates" in the 'Options' menu. The information listed here is entered off of the 'Job Detail Information' section on the Job Form. The "Effective 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.



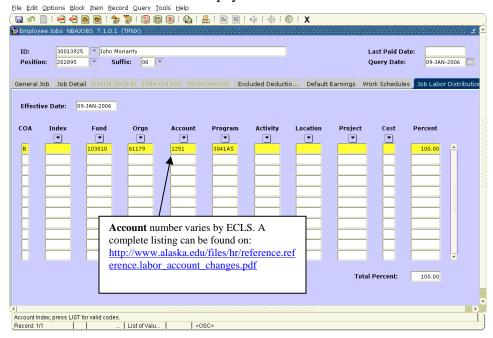
<Control><Tab> or select "Payroll Default" from the 'Options' menu to get to the 'Payroll Default' block.



<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 <u>hourly</u> 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."

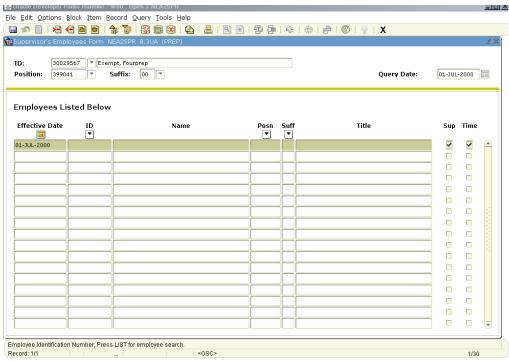


<Next Block> twice to get to the 'Job Labor Distribution' block. Both HR and the Budget office may be able to key records (per your MAU/campus procedures) to this block. HR keys from the 'Labor Distribution Information' section on the Job Form. This block has the possibility of having multiple records that can be accessed through the 'Options' menu by selecting "View Earn Codes Effective Dates." This is the distribution that prints out on the time sheets and defaults to the payroll records.



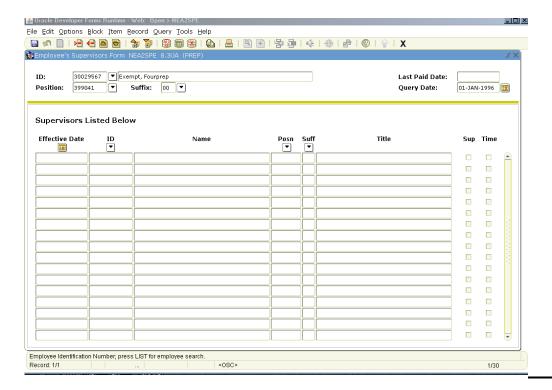
Supervisor's Employees Form (NEA2SPR)

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.



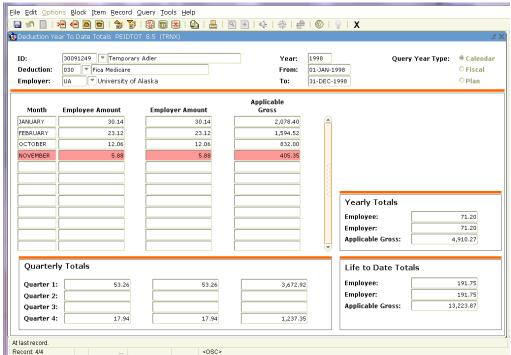
Supervisor's Employees Form (NEA2SPE)

The purpose of this form is to check who supervises an employee or to add a new supervisor to an employee.



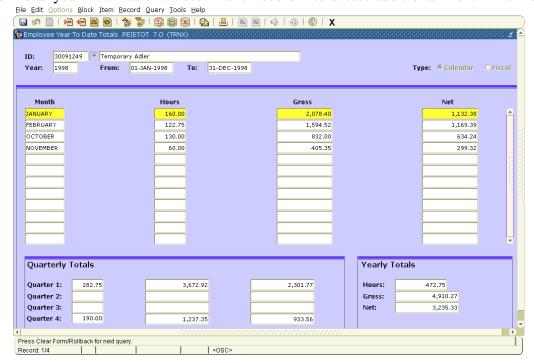
Deduction Year to Date Totals (PEIDTOT)

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.



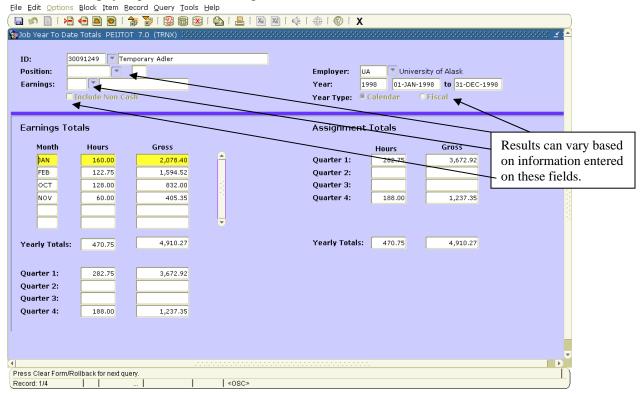
Employee Year to Date Totals (PEIETOT)

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.



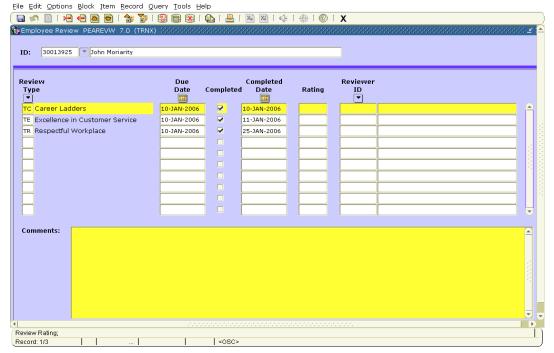
Job Year to Date Totals (PEIJTOT)

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)

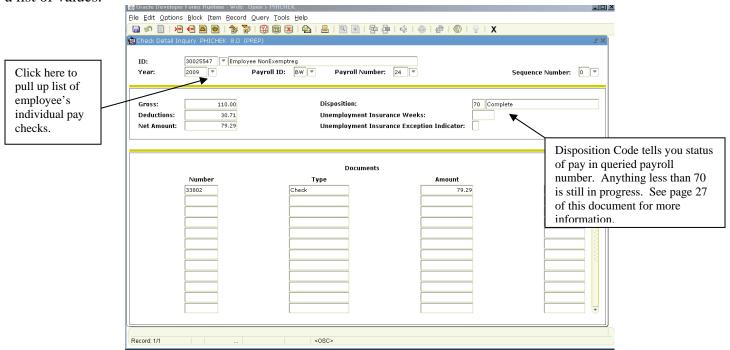
This form is used to identify employees who have retired from the University, are in Layoff Status, tracks training sessions, and may also track employee evaluations.



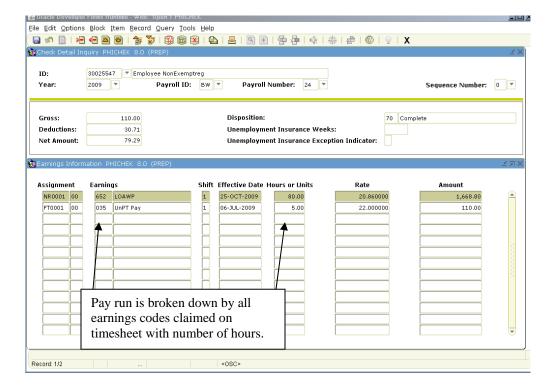
Check Detail Inquiry (PHICHEK)

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.

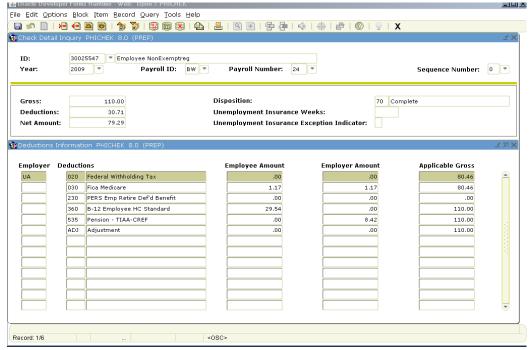


Press <Next Block> twice to access "Earnings Information."



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

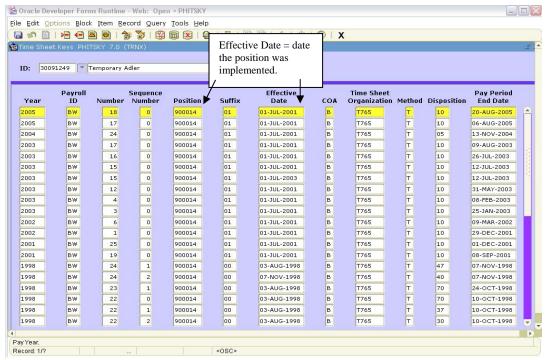
payroll number.



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.

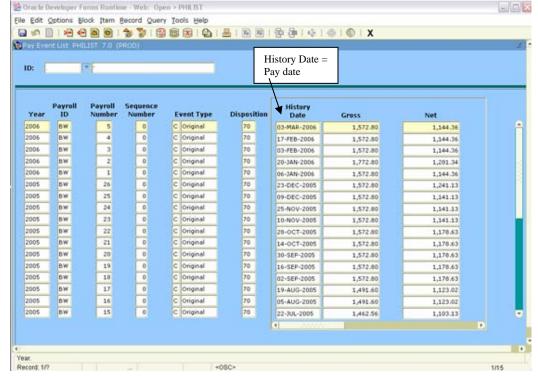
Time Sheet Keys Form (PHITSKY)

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.



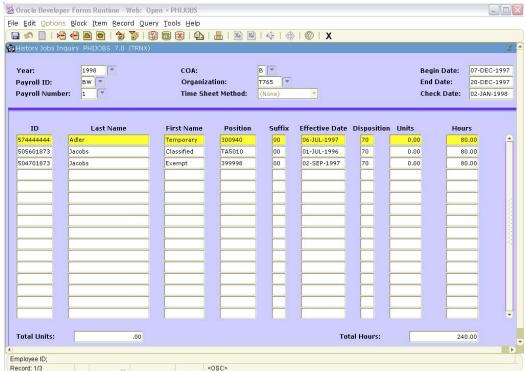
Pay Event List (PHILIST)

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.



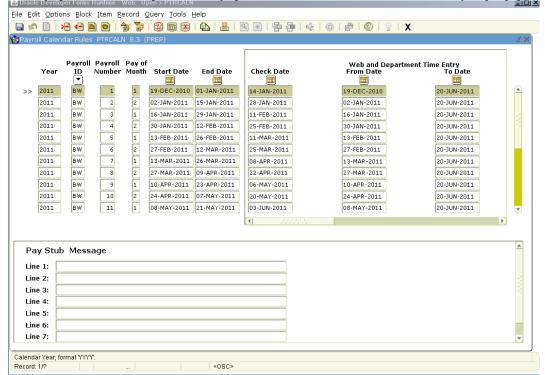
History Jobs Inquiry (PHIJOBS)

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>.



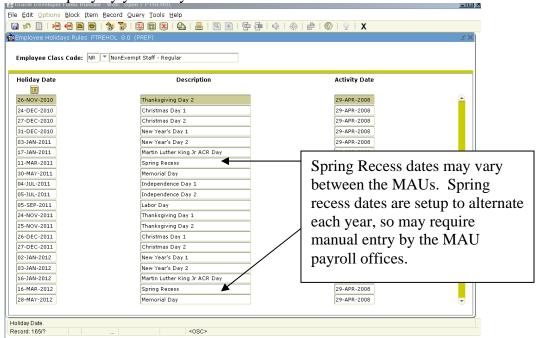
Payroll Calendar Rules (PTRCALN)

This form shows the payroll calendar year, with pay run start and end dates. You can query by year.



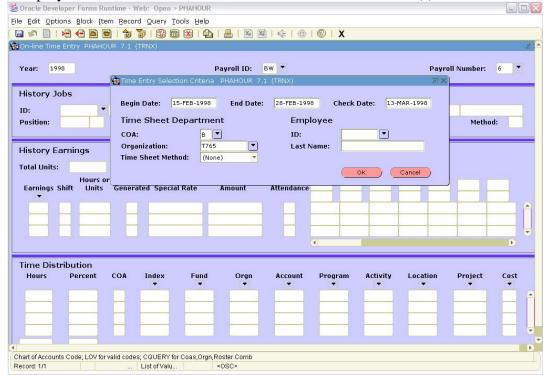
Employee Holidays Rules (PTREHOL)

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.

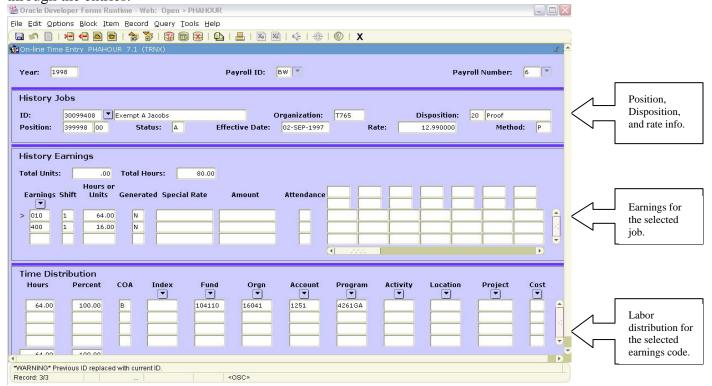


Online Time Entry Form (PHAHOUR)

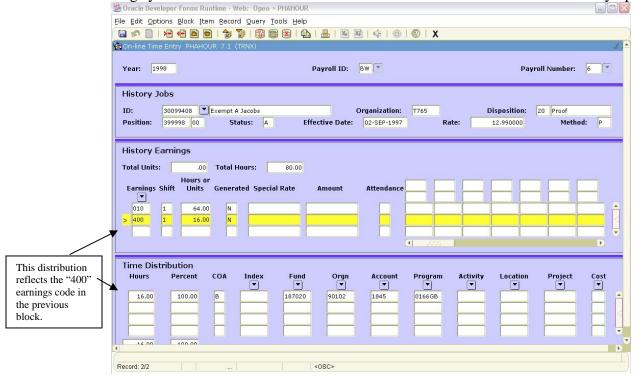
This form is used by the payroll department to enter time sheets into Banner. However, it can also be used to query time entry. Enter the current calendar year (Payroll runs off of <u>calendar</u> years, not <u>fiscal</u>). Enter BW for Payroll ID, the applicable Payroll Number and <Tab>. Enter 'B' IN 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.

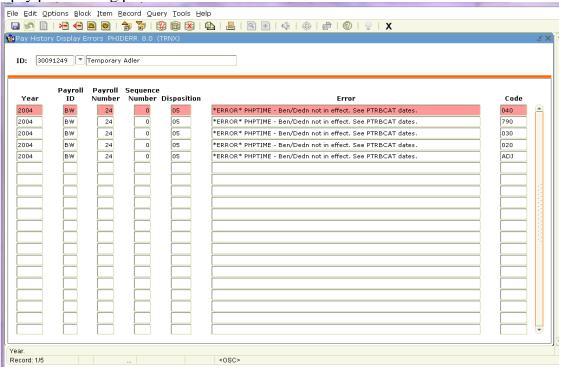


The labor distribution displayed in the bottom block is for the earnings in the middle block that is currently designated with the arrow (>). If there is another earnings code you wish to see the labor distribution for, press "Arrow Keys" to position your cursor in the middle block, then <Next Record>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



Pay History Display Errors (PHIDERR)

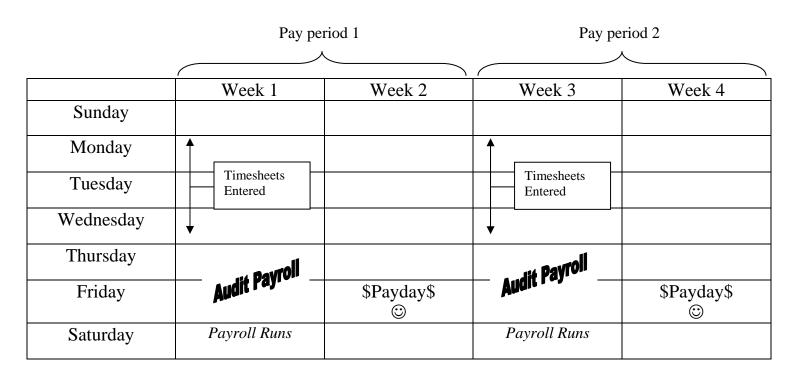
To determine why a particular employee has not processed, you may check this screen or in VistaPlus. Enter the employee ID and roll into the next block (using Block, next or CTRL Page Down). Any errors will be displayed for the current pay period being processed.



Payroll Disposition Codes

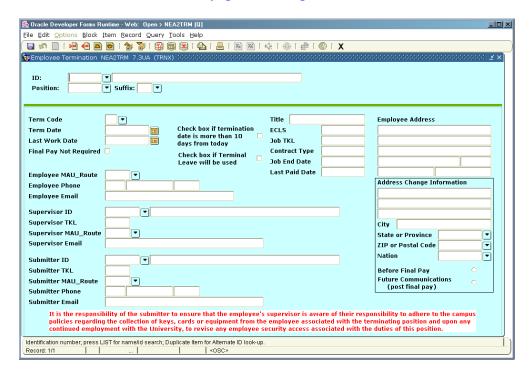
| Disposition | Description |
|-------------|------------------------------------|
| 05 | Awaiting Re-extract |
| 10 | Awaiting Time |
| 15 | Awaiting Error Correction |
| 20 | Awaiting Proof |
| 40 | Awaiting Document/Check Processing |
| 60 | Awaiting Finance Extract |
| 70 | Complete |

Payroll Cycle



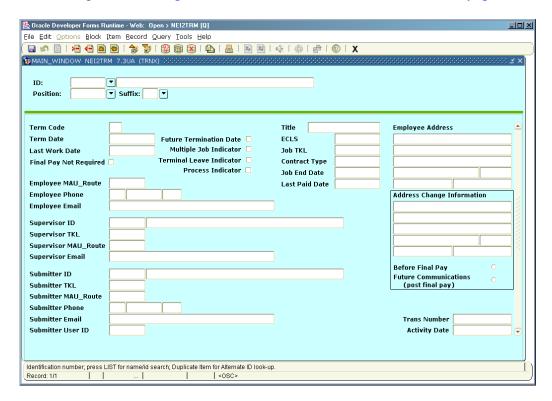
Employee Termination Form (NEA2TRM)

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



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/

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/