

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>).

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

Click on the “down arrow” icon to search for a position number.

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

Position Number: 010114

Position Status: Active Type: Single
 Position Begin Date: 12-AUG-2005 Position End Date: COA: B

Compensation and Classification

Position Class: 01223 Admin Specialist 3 Appointment Percent: 100.00
 Position Title: Admin Specialist 3 Budget Type: Permanent
 Employee Class: XR Exempt Staff - Regular Exempt Indicator
 Job Progression: Accrue Seniority
 Salary Group: 2009 Staff Classification Sal Sched Range Low: .00
 Salary Table: SC Range Midpoint: 21.08
 Salary Grade: 00_79 Range High: 22.03
 Salary Step: 3 Step Value: 21.37
 Reports To: Work Schedule: Probationary Period: Bargaining Unit: Job Location:

Position class; press LIST for valid codes.
 Record: 1/1 <OSC>

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.”

To view the ‘Options’ menu either click “Options” from menu bar or right-click in a blank area for a pop-up menu.

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 Number: 010114

Position Group Code: CIPC: Federal Occupation Code: National Occupation Code: 1560GZ SW GZ Instu Supt
 Occupational Title Code: 43-9199 Office and Administrative Support Workers, Al

For California Pension Purposes, position considered: Certificated Classified

Position Group Code; press LIST for valid codes.
 Record: 1/1 <OSC>

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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>.

Could not enter Budget Profile: NO LOV in PREP

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

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

Field	Value
Budgeted Amount	25,000.00
Encumbered Amount	
Expended Amount	38,114.05
Remaining Amount	-13,114.05
Position Budget Basis	5,000.00
Position Annual Basis	5,000.00
Budget Appointment Percent	100.00
Budget FTE	1.0000

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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.

The information on this tab is normally only updated yearly through a Fiscal Year process or at the time of setting up a new PCN.

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	Status	Begin Date	End Date	Type	Budget FTE	Job FTE	Annualized FTE
204265 Administrative Professional 1	A	26-AUG-1990		S	1	1	
210396 Administrative Professional 1	A	24-APR-1990		S	1	1	
629045 Administrative Professional 1	A	01-JUL-2003	30-JUN-2010	S	1	1	
920615 Administrative Professional 1	A	01-JUL-1996	30-JUN-2010	S	1	1	
924682 Administrative Professional 1	A	16-DEC-2008	30-JUN-2010	S	1	0	

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.

Change Date	Position Class	Exempt	Position Title	Employee Class
08-JUL-2007	01223 Admin Specialist 3		Admin Specialist 3	XR Exempt Staff - Regular
08-JUL-2007	01223 Admin Specialist 3	<input checked="" type="checkbox"/>	Admin Specialist 3	XR Exempt Staff - Regular
12-AUG-2005	01223 Admin Specialist 3	<input checked="" type="checkbox"/>	Admin Specialist 3	XR Exempt Staff - Regular

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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

Current Identification | Alternate Identification | Address | Telephone | Biographical | E-mail | Emergency Contact | Additional Identification

ID: 30039384 Name Type: [] SSN/SIN/TIN: 30038221

Person

Last Name: Splitpayroll Tim
First Name: Tiny
Middle Name: []
Prefix: []
Suffix: []
Preferred First Name: []
Full Legal Name: []
Marital Status: M Married

Non-Person

Name: []

ID and Name Source

Last Update
Origin: SXJDM
Activity Date: 15-OCT-2007
Origin: PPAIDEN

Original Creation

User: ENWAD1
Create Date: 10-NOV-2004

Current identification number, overwrite to change.
Record: 1/1 <OSC>

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

Change Type will indicate if this is a name or ID change.

Alternate Identification | Address | Telephone | Biographical | E-mail | Emergency Contact | Addi...

Alternate Names or IDs

Name Type: [] Change Type: Name
ID: 30039384

Last Name: Tim
First Name: Tiny
Middle Name: []

Name Type: [] Change Type: []

ID: []

Last Name: []
First Name: []
Middle Name: []

Origin: PPAIDEN
User: ENWAD1
Activity Date: 09-MAY-2005
Create User: SNLMA
Create Date: 09-MAY-2005

Origin: []
User: []
Activity Date: []
Create User: []
Create Date: []

Previous Name Type Code, press LIST for values.
Record: 1/1 List of Valu... <OSC>

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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

Address start date; format (DD-MON-YYYY); blank is always effective.
Record: 1/1

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

Phone type code; press LIST for valid codes.
Record: 1/1

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<Next Block> to Biographical information.

The screenshot shows the 'Biographical' tab of the 'Identification' form. The form contains various fields for personal and professional information. A callout box points to the 'Confidential' checkbox, which is currently unchecked.

Field	Value
ID	30039384
Name	Tiny Splitpayroll Tim
Gender	Male
Birth Date	06-MAY-1960
Age	49
SSN/SIN/TIN	30038221
Deceased	Deceased
Citizenship	United States Citizen
Marital Status	Married
Religion	
Legacy	
Ethnicity	Hispanic
New Ethnicity	Hispanic or Latino
Confirmed Date	
Veteran File Number	
Veteran Category	None
Active Duty Separation Date	
Armed Forces Service Medal Indicator	
Special Disabled Veteran	
User	BANINST1
Activity Date	10-DEC-2008

HR does not use the confidential flag, however Student does

<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.

The screenshot shows the 'E-mail' tab of the 'Identification' form. It displays a list of email addresses with their types and associated settings. A callout box explains the meaning of the 'FGEN' email type.

E-mail Type	E-mail Address	Comment	Activity Date	User
FGEN	TSTim@alaska.edu	UAF Generated Address	18-MAY-2010	SNLMA

Generated E-mail Type addresses:
 AGEN-Anchorage
 FGEN - Fairbanks & Statewide
 JEMP-Juneau

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<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 screenshot displays the Oracle Developer Forms Runtime window for PPAIDEN 8.2 (PREP). The 'Emergency Contact' tab is selected. The form includes fields for ID (30039384), Name (Tiny Splitpayroll Tim), and a 'Generate ID' button. Below are sections for 'Telephone' (Area Code, Phone Number, Extension), personal information (Last Name, First Name, Middle Name), and address details (Address Type, Street Line 1-3, City, State or Province, ZIP or Postal Code, Nation). A 'Last Update' box contains 'User' and 'Activity Date' fields. A footer note states: 'Priority of this contact in relation to other contacts; values (1 through 9). Record: 1/1 <OSC>'.

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

The screenshot shows the Oracle Developer Forms Runtime window for GUIALTI. It features a table with the following headers: SSN/SIN/TIN, ID, Entity, Last Name, First Name, Middle Name, Birthdate, and Change. The table contains approximately 15 empty rows. At the bottom, there are radio buttons for 'Case Insensitive Query' (selected) and 'Case Sensitive Query'. The footer includes the instruction 'Enter a query, press F8 to execute, Ctrl+Q to cancel.' and 'Record: 1/1 Enter-Qu... <OSC>'.

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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.*

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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.

Abbreviation	User ID	Name
AA	ENAA	Alice Atuk
AAA	JNAAA	Alicia A Anderson
AAA1	FFAA1	Alicia A Alonzo
AAB	FNAAB	Alicia Ann Barger
AAB	ANAAB	April A Brower
AAB21	FNAAB21	Alexis Ann Bowman
AAB22	FNAAB22	Alexis Bystedt
AAC	SNAAC	Alicia A Chaney
AAC	LNAAC	Agnes A Chaliak
AAC21	JNAAC21	Aria Alexandra Chipley
AAF	FNAAF	Annie A Fritze
AAF1	FNAAF1	Amy Alison Taylor
AAM20	ANAAM20	Alexandra Anatolyevna Moskvicheva
AAP	ANAAP	Alexei Anatolievich Posivenko
AAP	FNAAP	Alicia G Powers
AAS	SNAAS	Aiah Albert Sankoh
AAS	FNAAS	Aiah A Sankoh
AAS20	FNAAS20	Aurora Alice Suchland
AAT	FNAAT	Amy Alison Taylor
AAW2	FNAAW2	Aileen Anne Walsh
AB	FFAB	Abel Bult-ito

Additional Security Class needed for access to this form

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.

Username	ID	Name
ANALG1	30038910	Charlie Chaplin
ANARH	30010659	Anthony R Harkey
ANBRB	30012099	Brad R Bodde
ANBW1	30011332	Roberta Weber
ANCAG1	30012783	Carole A Guffay
ANCAM	30010531	Cindy A Milner
ANCCG	30012290	Charese C Gearhart-Dekreon
ANCEW	30008460	Carolyn E Waltz
ANCIH	30011875	Carolyn J Hanthorn
ANCJS	30008907	Cyndi J Snyder
ANCLB3	30039871	Cat Black
ANCOL	30014855	Charles O Ling
ANDGB	30039654	David Beckham
ANDMG	30009241	Deborah M Ginsburg
ANDRD	30015324	Deanna Rae Daniels
ANDSW	30015809	David S Woodley
ANDYLL	30029608	Talkeetna Y Lovaas
ANEN	30009177	Elsie M Nelson
ANFMK	30012167	Florence M Kahklen
ANFRF	30014139	Francine R Feero
ANGGO	30014896	Gwen G Odom
ANGRH	30012425	Gordon R Harper
ANHAH	30007861	Heather A Hoyt

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Employee Form (PEAEMPL)

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

HR Personnel Techs fill in this information from the "Employee Information" section of the Job Form. It may also be updated through automated system processes.

A 'System Termination Process' will insert information into these fields.

These two blocks are not currently in use by UAF HR.

DLEVEL

TKL

Job Location

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.

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Employee PEAEMPL 7.1UA (TRNX)

ID: 30013925 John Moriarity

General Employee United States Regulatory Canadian Regulatory

FLSA I9

FLSA Indicator: (None) Work Period: []

Form Indicator: Received Date: 06-JAN-2006 Expiration Date: []

IPEDS reporting - employee paid with Soft Money

Social Security Name

First: [] Middle: [] Last: [] Suffix: []

California Pension

Current Membership Status: (None)

1042S

1042S Recipient: (None)

Record: 1/1

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 Leave Balances PEALEAV 7.0 (TRNX)

ID: 30013925 John Moriarity

Leave Category: BL Base Leave

Leave Code	Date Available	Day or Hour	Begin Balance	Accrued	Taken	Current Available	Banked
SICK Sick Lv	09-JAN-2006	H	18.48	.00	.00	18.48	.00
VAC Vacation	09-JAN-2006	H	21.24	.00	4.00	17.24	.00
[]	[]	[]	[]	[]	[]	[]	[]

Change Reason: Leave record inserted when Employee record was created.

Record: 2/2

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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.

The screenshot shows the Employee History Form (PEIEHIS) for employee John Moriarity (ID: 30013925). The table displays the following data:

Capture Date and Time	User ID	Status	Home Organization	Employee Class	Leave Category	Benefit Category	Current Hire	Adjusted Service
03-MAR-2006 11:06:55 AM	FNKMM2	A	D6ENGL	XR	BL	BB	09-JAN-2006	09-JAN-2006
03-MAR-2006 11:06:49 AM	FNKMM2	A	D6ENGL	XR	BL	BB	09-JAN-2006	09-JAN-2006
03-MAR-2006 11:06:43 AM	FNKMM2	A	D6ENGL	XR	BL	BB	09-JAN-2006	09-JAN-2006

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>.

The screenshot shows the Employee Miscellaneous Information Form (PEA2EMP) for employee Moira I O'Malley (ID: 1027945). The form includes the following fields and callouts:

- Contract Length:** 9. Callout: "Used to record Benefit Eligible Employees Length of Contract 12 = 12 month emps 9 = less than 12 months"
- Print Deposit Advice:** . Callout: "Indicates employee has a Direct Deposit Advice printed & mailed"
- Rehire Requires HR Approval:** . Callout: "Indicates that the HR Office must be contacted prior to rehire of this employee."
- Vested for Pension:** . Callout: "Updated by a monthly automated program which identifies those regular employees who have become vested in either Pension or ORP during the past month."
- Pension Vested As-Of Date:** [Empty field]
- Vested for ORP:** . Callout: "Updated by a monthly automated program which identifies those regular employees who have become vested in either Pension or ORP during the past month."
- ORP Vested As-Of Date:** [Empty field]
- Step Increase Month:** [Empty field]
- Step Increase Day:** [Empty field]. Callout: "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."
- Security Clearance As Of:** [Empty field]
- Security Clearance Expiration:** [Empty field]
- E-Verify Date:** [Empty field]. Callout: "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"

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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>.

The screenshot shows the PHIACCR form interface. At the top, there are fields for ID, Year (2006), Payroll ID (BW), Payroll Number (1), Begin Date (11-DEC-2005), End Date (24-DEC-2005), and Check Date (06-JAN-2006). Below these fields is a table with the following data:

Leave Code	Description	Current Accrued	Current Taken	Bank Indicator
SICK	Sick Leave	4.62	.00	
VAC	Vacation Leave	6.46	.00	

Below the table is a callout box with the following text:

Current UA Leave Accrual Rates
Annual Leave:
1-5 yrs= 5.54 hrs per 80 hrs worked
5-10 yrs= 6.46 hrs per 80 hrs worked
10+ yrs= 7.38 hrs per 80 hrs worked
Sick Leave:
4.62 hrs per 80 hours worked

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>.

The screenshot shows the NBAJOBS form interface. At the top, there are fields for ID (30013925), Name (John Moriarity), Position, Suffix, and Query Date (09-JAN-2006). Below these fields is a tabbed menu with options: General Job, Job Detail, Payroll Default, Deferred Pay, Miscellaneous, Excluded Deductio..., Default Earnings, Work Schedules, and Job Labor Distribution. The main form area contains various fields for job details, including:

- Begin Date
- IPEDS Reporting Indicator
- COA
- Accrue Leave
- Increase MM and DD
- Eligible Date
- Deferred Balance
- Encumbering Data (Salary Encumbrance, Fringe Encumbrance, Total Encumbrance Hours)
- Job Type
- Probationary Data (Probationary Period, Probationary Begin Date, Probationary End Date)
- Contract Start/End
- Total Contract Hours

A pop-up 'Option List' box is displayed over the form, containing the following options:

- List of all Positions
- List of Employee's Jobs (NBJLST)

A callout box points to the 'down arrow' on the Position field with the text: "If position # and/or suffix is unknown, click to 'down arrow' to get pop-up box, then choose 'List of Employee's Jobs.'"

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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.

Employee Job Inquiry NBDLST 7.0 (TRNX)

ID: 30013925 John Moriarity

Query Date: 01-JAN-2006

Position	Suffix	Begin Date	End Date	Job Type
>> 202895	00	09-JAN-2006		P
999011	00	22-JAN-2006	13-MAY-2006	S

P=Primary
S=Secondary
O=Overload

Effective Date	Job Status	Description	Employee Class	Pay ID	COA	Organization	Job Change Reason	Employer
09-JAN-2006	A	Applications Specialist	XR	BW	B	T125		UA

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.

Employee Jobs NBAJOBS 7.1.0.1 (TRNX)

ID: 30013925 John Moriarity

Position: 202895 Suffix: 00

Last Paid Date:

Query Date: 09-JAN-2006

General Job Job Detail Payroll Default Deferred Pay Miscellaneous Excluded Deductio... Default Earnings Work Schedules Job Labor Distribution

Begin Date: 09-JAN-2006 End Date: Job Type: Primary

IPEDS Reporting Indicator

COA: B Accrue Leave

Increase MM and DD: 01 / 09

Eligible Date:

Deferred Balance: .00

Encumbering Data

Salary Encumbrance: 17,470.00

Fringe Encumbrance:

Total Encumbrance Hours:

Probationary Data

Probationary Period:

Probationary Begin Date:

Probationary End Date:

Contract Start:

Contract End:

Total Contract Hours:

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.

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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.

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

Not all salary tables have steps.

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

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

Banner HR - Common Query Forms

<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."

Employee Jobs NBAJOBS 7.1.0.1 (TRNX)

ID: 30013925 John Moriarity
 Position: 202895 Suffix: 00
 Last Paid Date:
 Query Date: 09-JAN-2006

General Job Job Detail Payroll Default Deferred Pay Miscellaneous Excluded Deductio... **Default Earnings** Work Schedules Job Labor Distribution

Query Date: 09-JAN-2006

Effective Date	Earnings Code	Hours or Units	Deemed	Special Rate	Shift	Ended as of Date
09-JAN-2006	010 Regular Pay	80.00			1	

Earnings Code: Varies. A listing is available at <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.

Earnings Code; press LIST for valid codes.
 Record: 1/1

<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.

Employee Jobs NBAJOBS 7.1.0.1 (TRNX)

ID: 30013925 John Moriarity
 Position: 202895 Suffix: 00
 Last Paid Date:
 Query Date: 09-JAN-2006

General Job Job Detail Payroll Default Deferred Pay Miscellaneous Excluded Deductio... **Default Earnings** Work Schedules **Job Labor Distribution**

Effective Date: 09-JAN-2006

COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost	Percent
B		103010	61179	1251	3041AS					100.00

Account number varies by ECLS. A complete listing can be found on: <http://www.alaska.edu/files/hr/reference.reference.labor.account.changes.pdf>

Total Percent: 100.00

Account Index; press LIST for valid codes.
 Record: 1/1

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.

Oracle Developer Forms Runtime - Web: Open > NEA2SPR

File Edit Options Block Item Record Query Tools Help

Supervisor's Employees Form NEA2SPR 8.3UA (PREP)

ID: 30029567 Exempt, Fourprep
Position: 399041 Suffix: 00 Query Date: 01-JUL-2000

Employees Listed Below

Effective Date	ID	Name	Posn	Suff	Title	Sup	Time
01-JUL-2000						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>

Employee Identification Number, Press LIST for employee search.

Record: 1/1 ... <OSC> 1/30

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.

Oracle Developer Forms Runtime - Web: Open > NEA2SPE

File Edit Options Block Item Record Query Tools Help

Employee's Supervisors Form NEA2SPE 8.3UA (PREP)

ID: 30029567 Exempt, Fourprep Last Paid Date:
Position: 399041 Suffix: 00 Query Date: 01-JAN-1996

Supervisors Listed Below

Effective Date	ID	Name	Posn	Suff	Title	Sup	Time
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>

Employee Identification Number, press LIST for employee search.

Record: 1/1 ... <OSC> 1/30

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.

The screenshot shows the PEIDTOT form for employee ID 30091249 (Temporary Adler) in 1998. The form displays a table of monthly deductions, with November highlighted. Below the table are sections for Quarterly Totals, Yearly Totals, and Life to Date Totals.

Month	Employee Amount	Employer Amount	Applicable Gross
JANUARY	30.14	30.14	2,078.40
FEBRUARY	23.12	23.12	1,594.52
OCTOBER	12.06	12.06	832.00
NOVEMBER	5.88	5.88	405.35

Quarterly Totals			
Quarter 1:	53.26	53.26	3,672.92
Quarter 2:			
Quarter 3:			
Quarter 4:	17.94	17.94	1,237.35

Yearly Totals	
Employee:	71.20
Employer:	71.20
Applicable Gross:	4,910.27

Life to Date Totals	
Employee:	191.75
Employer:	191.75
Applicable Gross:	13,223.87

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.

The screenshot shows the PEIETOT form for employee ID 30091249 (Temporary Adler) in 1998. The form displays a table of monthly earnings and hours, with January highlighted. Below the table are sections for Quarterly Totals and Yearly Totals.

Month	Hours	Gross	Net
JANUARY	160.00	2,078.40	1,132.38
FEBRUARY	122.75	1,594.52	1,169.39
OCTOBER	130.00	832.00	634.24
NOVEMBER	60.00	405.35	299.32

Quarterly Totals			
Quarter 1:	282.75	3,672.92	2,301.77
Quarter 2:			
Quarter 3:			
Quarter 4:	190.00	1,237.35	933.56

Yearly Totals	
Hours:	472.75
Gross:	4,910.27
Net:	3,235.33

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.

File Edit Options Block Item Record Query Tools Help

Job Year To Date Totals PEIJTOT 7.0 (TRNX)

ID: 30091249 Temporary Adler
 Position:
 Earnings:
 Include Non Cash

Employer: UA University of Alaska
 Year: 1998 01-JAN-1998 to 31-DEC-1998
 Year Type: Calendar Fiscal

Earnings Totals		
Month	Hours	Gross
JAN	160.00	2,078.40
FEB	122.75	1,594.52
OCT	128.00	832.00
NOV	60.00	405.35
Yearly Totals:	470.75	4,910.27
Quarter 1:	282.75	3,672.92
Quarter 2:		
Quarter 3:		
Quarter 4:	188.00	1,237.35

Assignment Totals		
Quarter	Hours	Gross
Quarter 1:	282.75	3,672.92
Quarter 2:		
Quarter 3:		
Quarter 4:	188.00	1,237.35
Yearly Totals:	470.75	4,910.27

Results can vary based on information entered on these fields.

Press Clear Form/Rollback for next query.
 Record: 1/4

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.

File Edit Options Block Item Record Query Tools Help

Employee Review PEAREVW 7.0 (TRNX)

ID: 30013925 John Moriarity

Review Type	Due Date	Completed	Completed Date	Rating	Reviewer ID
TC Career Ladders	10-JAN-2006	<input checked="" type="checkbox"/>	10-JAN-2006		
TE Excellence in Customer Service	10-JAN-2006	<input checked="" type="checkbox"/>	11-JAN-2006		
TR Respectful Workplace	10-JAN-2006	<input checked="" type="checkbox"/>	25-JAN-2006		
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			

Comments:

Review Rating:
 Record: 1/3

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.

Check Detail Inquiry PHICHEK 8.0 (PREP)

ID: 30025547 Employee NonExemptreg
 Year: 2009 Payroll ID: BW Payroll Number: 24 Sequence Number: 0

Gross: 110.00
 Deductions: 30.71
 Net Amount: 79.29

Disposition: 70 Complete
 Unemployment Insurance Weeks: []
 Unemployment Insurance Exception Indicator: []

Deductions Information PHICHEK 8.0 (PREP)

Employer	Deductions	Employee Amount	Employer Amount	Applicable Gross
UA	020 Federal Withholding Tax	.00	.00	80.46
	030 Fica Medicare	1.17	1.17	80.46
	230 PERS Emp Retire Def'd Benefit	.00	.00	.00
	360 B-12 Employee HC Standard	29.54	.00	110.00
	535 Pension - TIAA-CREF	.00	8.42	110.00
	ADJ Adjustment	.00	.00	110.00

Record: 1/6 ... <OSC>

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.

Effective Date = date the position was implemented.

Year	Payroll ID	Number	Sequence Number	Position	Suffix	Effective Date	COA	Time Sheet Organization	Method	Disposition	Pay Period End Date
2005	BW	18	0	900014	01	01-JUL-2001	B	T765	T	10	20-AUG-2005
2005	BW	17	0	900014	01	01-JUL-2001	B	T765	T	10	06-AUG-2005
2004	BW	24	0	900014	01	01-JUL-2001	B	T765	T	05	13-NOV-2004
2003	BW	17	0	900014	01	01-JUL-2001	B	T765	T	10	09-AUG-2003
2003	BW	16	0	900014	01	01-JUL-2001	B	T765	T	10	26-JUL-2003
2003	BW	15	0	900014	01	01-JUL-2001	B	T765	T	10	12-JUL-2003
2003	BW	15	0	900014	01	01-JUL-2003	B	T765	T	10	12-JUL-2003
2003	BW	12	0	900014	01	01-JUL-2001	B	T765	T	10	31-MAY-2003
2003	BW	4	0	900014	01	01-JUL-2001	B	T765	T	10	08-FEB-2003
2003	BW	3	0	900014	01	01-JUL-2001	B	T765	T	10	25-JAN-2003
2002	BW	6	0	900014	01	01-JUL-2001	B	T765	T	10	09-MAR-2002
2002	BW	1	0	900014	01	01-JUL-2001	B	T765	T	10	29-DEC-2001
2001	BW	25	0	900014	01	01-JUL-2001	B	T765	T	10	01-DEC-2001
2001	BW	19	0	900014	01	01-JUL-2001	B	T765	T	10	08-SEP-2001
1998	BW	24	1	900014	00	03-AUG-1998	B	T765	T	47	07-NOV-1998
1998	BW	24	2	900014	00	07-NOV-1998	B	T765	T	40	07-NOV-1998
1998	BW	23	1	900014	00	03-AUG-1998	B	T765	T	70	24-OCT-1998
1998	BW	22	0	900014	00	03-AUG-1998	B	T765	T	70	10-OCT-1998
1998	BW	22	1	900014	00	03-AUG-1998	B	T765	T	37	10-OCT-1998
1998	BW	22	2	900014	00	03-AUG-1998	B	T765	T	30	10-OCT-1998

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 Date = Pay date

Year	Payroll ID	Payroll Number	Sequence Number	Event Type	Disposition	History Date	Gross	Net
2006	BW	5	0	C Original	70	03-MAR-2006	1,572.80	1,144.36
2006	BW	4	0	C Original	70	17-FEB-2006	1,572.80	1,144.36
2006	BW	3	0	C Original	70	03-FEB-2006	1,572.80	1,144.36
2006	BW	2	0	C Original	70	20-JAN-2006	1,772.80	1,281.34
2006	BW	1	0	C Original	70	06-JAN-2006	1,572.80	1,144.36
2005	BW	26	0	C Original	70	23-DEC-2005	1,572.80	1,241.13
2005	BW	25	0	C Original	70	09-DEC-2005	1,572.80	1,141.13
2005	BW	24	0	C Original	70	25-NOV-2005	1,572.80	1,141.13
2005	BW	23	0	C Original	70	10-NOV-2005	1,572.80	1,141.13
2005	BW	22	0	C Original	70	28-OCT-2005	1,572.80	1,178.63
2005	BW	21	0	C Original	70	14-OCT-2005	1,572.80	1,178.63
2005	BW	20	0	C Original	70	30-SEP-2005	1,572.80	1,178.63
2005	BW	19	0	C Original	70	16-SEP-2005	1,572.80	1,178.63
2005	BW	18	0	C Original	70	02-SEP-2005	1,572.80	1,178.63
2005	BW	17	0	C Original	70	19-AUG-2005	1,491.60	1,123.02
2005	BW	16	0	C Original	70	05-AUG-2005	1,491.60	1,123.02
2005	BW	15	0	C Original	70	22-JUL-2005	1,462.56	1,103.13

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>.

Oracle Developer Forms Runtime - Web: Open > PHIJOBS

File Edit Options Block Item Record Query Tools Help

History Jobs Inquiry PHIJOBS 7.0 (TRNX)

Year: 1998 COA: B Begin Date: 07-DEC-1997
 Payroll ID: BW Organization: T765 End Date: 20-DEC-1997
 Payroll Number: 1 Time Sheet Method: (None) Check Date: 02-JAN-1998

ID	Last Name	First Name	Position	Suffix	Effective Date	Disposition	Units	Hours
57444444	Adler	Temporary	300940	00	06-JUL-1997	70	0.00	80.00
505601873	Jacobs	Classified	TA5010	00	01-JUL-1996	70	0.00	80.00
504701873	Jacobs	Exempt	399998	00	02-SEP-1997	70	0.00	80.00

Total Units: .00 Total Hours: 240.00

Employee ID: Record: 1/3 <OSC>

Payroll Calendar Rules (PTRCALN)

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

Oracle Developer Forms Runtime - Web: Open > PTRCALN

File Edit Options Block Item Record Query Tools Help

Payroll Calendar Rules PTRCALN 8.3 (PREP)

Year	Payroll ID	Payroll Number	Pay of Month	Start Date	End Date	Check Date	Web and Department Time Entry From Date	To Date
>> 2011	BW	1	1	19-DEC-2010	01-JAN-2011	14-JAN-2011	19-DEC-2010	20-JUN-2011
2011	BW	2	2	02-JAN-2011	15-JAN-2011	28-JAN-2011	02-JAN-2011	20-JUN-2011
2011	BW	3	1	16-JAN-2011	29-JAN-2011	11-FEB-2011	16-JAN-2011	20-JUN-2011
2011	BW	4	2	30-JAN-2011	12-FEB-2011	25-FEB-2011	30-JAN-2011	20-JUN-2011
2011	BW	5	1	13-FEB-2011	26-FEB-2011	11-MAR-2011	13-FEB-2011	20-JUN-2011
2011	BW	6	2	27-FEB-2011	12-MAR-2011	25-MAR-2011	27-FEB-2011	20-JUN-2011
2011	BW	7	1	13-MAR-2011	26-MAR-2011	08-APR-2011	13-MAR-2011	20-JUN-2011
2011	BW	8	2	27-MAR-2011	09-APR-2011	22-APR-2011	27-MAR-2011	20-JUN-2011
2011	BW	9	1	10-APR-2011	23-APR-2011	06-MAY-2011	10-APR-2011	20-JUN-2011
2011	BW	10	2	24-APR-2011	07-MAY-2011	20-MAY-2011	24-APR-2011	20-JUN-2011
2011	BW	11	1	08-MAY-2011	21-MAY-2011	03-JUN-2011	08-MAY-2011	20-JUN-2011

Pay Stub Message

Line 1:
 Line 2:
 Line 3:
 Line 4:
 Line 5:
 Line 6:
 Line 7:

Calendar Year, format 'YYYY'. Record: 1/? <OSC>

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.

Employee Class Code: NR NonExempt Staff - Regular

Holiday Date	Description	Activity Date
26-NOV-2010	Thanksgiving Day 2	29-APR-2008
24-DEC-2010	Christmas Day 1	29-APR-2008
27-DEC-2010	Christmas Day 2	29-APR-2008
31-DEC-2010	New Year's Day 1	29-APR-2008
03-JAN-2011	New Year's Day 2	29-APR-2008
17-JAN-2011	Martin Luther King Jr ACR Day	29-APR-2008
11-MAR-2011	Spring Recess	
30-MAY-2011	Memorial Day	
04-JUL-2011	Independence Day 1	
05-JUL-2011	Independence Day 2	
05-SEP-2011	Labor Day	
24-NOV-2011	Thanksgiving Day 1	
25-NOV-2011	Thanksgiving Day 2	
26-DEC-2011	Christmas Day 1	
27-DEC-2011	Christmas Day 2	
02-JAN-2012	New Year's Day 1	
03-JAN-2012	New Year's Day 2	
16-JAN-2012	Martin Luther King Jr ACR Day	
16-MAR-2012	Spring Recess	29-APR-2008
28-MAY-2012	Memorial Day	29-APR-2008

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).

Year: 1998 Payroll ID: BW Payroll Number: 6

Time Entry Selection Criteria PHAHOUR 7.1 (TRNX)

Begin Date: 15-FEB-1998 End Date: 28-FEB-1998 Check Date: 13-MAR-1998

Time Sheet Department: Employee ID: Method:

COA: B Organization: T765 Last Name:

Time Sheet Method: (None)

Hours	Percent	COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost

Chart of Accounts Code; LOV for valid codes; CQUERY for Coas,Orgn,Roster Comb
Record: 1/1 ... List of Valu... <OSC>

Banner HR - Common Query Forms

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.

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.

The screenshot shows the PHIDERR 8.0 (TRNX) application window. At the top, there is a menu bar with options: File, Edit, Options, Block, Item, Record, Query, Tools, Help. Below the menu bar is a toolbar with various icons. The main window title is "Pay History Display Errors PHIDERR 8.0 (TRNX)".

At the top of the window, there is a search area with "ID: 30091249" and a dropdown menu showing "Temporary Adler".

The main data area is a table with the following columns: Year, Payroll ID, Payroll Number, Sequence Number, Disposition, Error, and Code. The table contains five rows of data for the year 2004, all with a Disposition of 05 and an Error message: "*ERROR* PHPTIME - Ben/Dedn not in effect. See PTRBCAT dates." The Codes for these rows are 040, 790, 030, 020, and ADJ.

At the bottom of the window, there is a status bar showing "Year: Record: 1/5" and a button labeled "<OSC>".

Year	Payroll ID	Payroll Number	Sequence Number	Disposition	Error	Code
2004	BW	24	0	05	*ERROR* PHPTIME - Ben/Dedn not in effect. See PTRBCAT dates.	040
2004	BW	24	0	05	*ERROR* PHPTIME - Ben/Dedn not in effect. See PTRBCAT dates.	790
2004	BW	24	0	05	*ERROR* PHPTIME - Ben/Dedn not in effect. See PTRBCAT dates.	030
2004	BW	24	0	05	*ERROR* PHPTIME - Ben/Dedn not in effect. See PTRBCAT dates.	020
2004	BW	24	0	05	*ERROR* PHPTIME - Ben/Dedn not in effect. See PTRBCAT dates.	ADJ

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

Banner HR - Common Query Forms

Payroll Cycle

	Pay period 1		Pay period 2	
	Week 1	Week 2	Week 3	Week 4
Sunday				
Monday	↑ Timesheets Entered		↑ Timesheets Entered	
Tuesday				
Wednesday	↓		↓	
Thursday				
Friday	Audit Payroll	\$Payday\$ 😊	Audit Payroll	\$Payday\$ 😊
Saturday	<i>Payroll Runs</i>		<i>Payroll Runs</i>	

Banner HR - Common Query Forms

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

Oracle Developer Forms Runtime - Web: Open > NEA2TRM [Q]
File Edit Options Block Item Record Query Tools Help
Employee Termination: NEA2TRM 7.3UA (TRNX)

ID:
Position: Suffix:

Term Code Title Employee Address
Term Date ECLS
Last Work Date Check box if termination date is more than 10 days from today Job TKL
Final Pay Not Required Check box if Terminal Leave will be used Contract Type
Employee MAU_Route Last Paid Date
Employee Phone
Employee Email
Supervisor ID Supervisor TKL
Supervisor MAU_Route Supervisor Email
Submitter ID Submitter TKL
Submitter MAU_Route Submitter Phone
Submitter Email

Address Change Information
City
State or Province
ZIP or Postal Code
Nation

Before Final Pay
Future Communications (post final pay)

It is the responsibility of the submitter to ensure that the employee's supervisor is aware of their responsibility to adhere to the campus policies regarding the collection of keys, cards or equipment from the employee associated with the terminating position and upon any continued employment with the University, to revise any employee security access associated with the duties of this position.

Identification number, press LIST for name/id search; Duplicate Item for Alternate ID look-up.
Record: 1/1 | ... | <OSC>

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

Oracle Developer Forms Runtime - Web: Open > NEI2TRM [Q]
File Edit Options Block Item Record Query Tools Help
MAIN_WINDOW NEI2TRM 7.3UA (TRNX)

ID:
Position: Suffix:

Term Code Title Employee Address
Term Date Future Termination Date ECLS
Last Work Date Multiple Job Indicator Job TKL
Final Pay Not Required Terminal Leave Indicator Contract Type
Employee MAU_Route Process Indicator Job End Date
Employee Phone Last Paid Date
Employee Email
Supervisor ID Supervisor TKL
Supervisor MAU_Route Supervisor Email
Submitter ID Submitter TKL
Submitter MAU_Route Submitter Phone
Submitter Email Submitter User ID

Address Change Information
City
State or Province
ZIP or Postal Code
Nation

Before Final Pay
Future Communications (post final pay)

Trans Number
Activity Date

Identification number, press LIST for name/id search; Duplicate Item for Alternate ID look-up.
Record: 1/1 | ... | <OSC>

Banner HR - Common Query Forms

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/>

Banner HR - Common Query Forms

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/>