SENIOR ADMINISTRATORS & MANAGMENT BANNER FORMS

Department of Human Resources

Banner 9

Contents

NBAJOBS – The Employee Jobs

The Employee Jobs Form (NBAJOBS) maintains information about an employee's assignments within the institution. This information defines when and how an employee is to be paid and the amounts and labor distributions account numbers to use when encumbering and expending with the Banner Finance system.

Key Block
Enter a valid ID and Position in the Key block. This information has to be entered before you navigate to other blocks of the page.

ID   Enter the ID of the employee. If you have to search for the ID, click on the Search button in the ID field.

Position Enter or select a position number for the job assignment. Select a position number by clicking on the Search button in the Position Field.

Suffix   Enter a suffix number to further define a Position.

Query Date Enter the date that you want to search

Click the Go Button

After you click the Go Button, the last paid date will be populated. This date displays the last pay date for the employee.

Base Job Information
The Base Job Information window contains several job-related fields that are fixed, such as the original Job Begin Date. Each employee can be associated with only one primary job.

Job Detail Information

The Job Detail Information window displays the most recent job information whose effective date is less than or equal to the query date specified in the Key block of the Employee Jobs Form (NBAJOBS). This window collects compensation, pay plan, and encumbrance information.

Effective Date	The date that the job assignment becomes effective. This field is system-populated when a job detail record is saved.(The effective date can only be entered when a new record is created. It cannot be changed once the record exists in the database.)
Personnel Date	The date when a change was actually made as opposed to the effective date which is for payroll purposes.
Status	*Active Leave without pay, with benefits, Leave without pay, without benefits, Leave with full pay and benefits, Leave with partial pay and benefits,* and *Terminated*.
Title	Displays the title of the employee's job assignment.
Job FTE	Job FTE should sum up to 1.0 for a full-time employee. The value of this field defaults as the lesser of *1* or the FTE value for the position on the Position Definition Form (NBAPOSN).
Appointment Percent	This is the percentage of pay that is accountable with the job.
Encumbrance Hours	Displays the encumbrance hours entered for the year if your institution uses the encumbrance hours method to encumber salaries. This can be changed manually if the employee's status changes.
Hours per Day	Displays the hours per day associated with the job.

Employee Class Displays the employee class associated with the job based on the employee class associated with the position on the Position Definition Form (NBAPOSN).

Change Reason Displays the reason for change with every job action. This provides a history of all job changes.

Employer Code Displays the employer code associated with the job.

The Pay Plan block displays the **Group**, **Grade**, **Step**, and **Table**

Group   The Salary Group code specifies the current salary table being used.

Table   Displays the salary group of the employee.

Grade   Displays the band level

Step   Displays the step the employee is currently on

Rate   Displays the regular rate per hour associated with the job.

Hours per Pay Displays the hours the employee works

Assign Salary This is the amount of pay per pay period.

Factor   This is the number of pays per calendar year for which the compensation is earned.

Pays   This is the number of pays an employee will be paid.

Annual Salary This field displays the annual gross salary associated with the job, based on a calendar year.

Payroll Default Information

The Payroll Default Information window collects time sheet and premium pay data.

Timesheet COA	Will always be M for Memorial
Timesheet Organization	This displays the organization where the employee is located for leave entry.
Payroll ID	B1 – Bi weekly salaried employees B2 – Hourly employees M1 - Pensioners
Time Entry Method	Displays the Time Entry Method to be associated with the job.
Time Entry Type	Indicates whether employees who enter their time for approval report both regular and exception time or report exception time only
Time In and Out	Select this indicator to specify that an employee must enter time in and out information on the Web or have it entered by a department administrator on the Electronic Approvals of Time Entry Form (PHATIME).

Leave Report Method Displays the method by which leave reports will be entered by the employee from the pull-down list. Choices include:

None (Payroll)

Leave Report on the Web

Departmental Leave Report

Third Party Report

Leave Report Payroll ID Displays the employee's payroll frequency (from the Payroll Identification Code Rule Form (PTRPICT).)

Premium Pay Displays a premium pay code.

Valid Values are:

BEN	Pay in Lieu of Benefits
PEB	Pay in Lieu of Benefits
PLP	Pay in Lieu of Pension
PLP6	Pay in Lieu of Pension 6 Percent
PLP8	Pay in Lieu of Pension 8 Percent
VAC4	Vacation at 4%
VAC6	Vacation at 6%
VAC8	Vacation at 8% - WORKS
VAC9	Vacation at 9%
VAC10	Vacation at 10%
VAC19	Vacation at 19.23%
VP8	Vacation Pay at 8%

Deferred Pay Information

Enables you to set up deferred pay. It displays the per pay salary, factor, number of pays, and amount deferred per pay.

Miscellaneous

The Miscellaneous section contains Base Job window data, including U.S. Federal EEO information and supervisory, location, and Workers' Compensation identifiers.

Excluded Deductions/Benefits

The Excluded Deductions/Benefits allows you to exclude benefits and deductions from this job definition.

Default Earnings Information

The Default Earnings window maintains the earnings codes and hours that will be automatically generated when an employee's time sheet is created.

Effective Date	Date on which the earnings code becomes effective.		
Earnings Code	The default earnings code associated with a job and used on the time sheet.		
Hours or Units	The number of hours or units that default onto the time sheets for an earn code.		
Deemed	Reportable hours for Employment Insurance. Deemed hours are used when the amount of hours required to be reported for Employment Insurance differs from the actual hours worked.		
Special Rate	The special rate used for an earn code, if available.		
Shift	The shift code that defaults onto time sheets for each earn code. Note: Memorial does not use this field.		
Ended as of Date	Inactivate an earnings code by entering an end date.		

Work Schedules

The Work Schedules window maintains work schedule information such as the Effective Date of the schedule, the Schedule Begin Day, and the Schedule End Date.

Currently, not used by Memorial.

Job Labor Distribution

Displays the Fund, Organization, Account, Program, Activity and Location of an employee's position

Encumbrance Information

The Encumbrance Information block displays associated encumbrance information for selected labor distribution records, and grant related dates and information from Banner Finance, as shown above. This is one instance where information is referenced and coordinated between Banner Finance and Banner Human Resources.

NBAPBUD –Position Budget

The Position Budget Form (NBAPBUD) authorizes all positions. It enables you to define position budgets by fiscal year, regular earnings totals (budgeted, encumbered, expended, and remaining), premium earnings totals, fringe benefits, and position labor distributions.

Position Budget

Status: Status of the defined position. Select one of the following from a pull down list:

- **Active** = When salary budget information is entered for a position, the position automatically becomes active. A job can be assigned (via NBAJOBS) only to a position whose status is active. The budget for an active position will be rolled based on the budget roll rules defined.
- **Cancelled** = A Cancelled position is one that will no longer be used, for example, a discontinued department's staff position. The position can be reactivated at a later time, if desired. The cancelled status can be assigned to a position only if all employee job records assigned against the position have been terminated. No budget amounts will be rolled for cancelled positions
- **Frozen** = A Frozen position is one that has been budgeted for, has not been filled for a period of time, and is to be re-activated at some future time. This status is used, for example, if there is a hiring freeze, or if a position is deliberately left vacant to use salary savings. Budget dollars will be rolled for the position based on the budget roll rules defined.
- **Inactive** = When a position is created on NBAPOSN, its status is Inactive. This status may be used if the position is not intended to be budgeted or filled for an indefinite period of time. It can, however, be used in Applicant Processing or for other specialized purposes. As soon as salary budget information is entered for a position, its status changes to Active. After a position has a status other than Inactive, its status cannot be changed back to Inactive. No budget amounts will be rolled for Inactive positions.

Type Single or pooled
Single position is one position for one employee
Pooled position is one position for multiple employees. Example: Agencies, students

COA Chart of Accounts – M for Memorial

Begin The date the position was created

Date

Salary Budgets

The Salary Budgets window displays the amounts budgeted, encumbered, and expended and the Budget FTE in a given fiscal year, and provides budget modeling capabilities via the budget identification and phase code. This window also specifies the code identifying the organization responsible for the position. To access this window, select *Salary Budget* from the Options menu or select the Salary Budgets tab.

Fringe Benefit

Not used.

Premium Earnings Totals

Not used.

Position Labor Distribution

The Position Labor Distribution window defines the labor distributions that will be posted to the Banner Finance System. It contains detailed information about the operating budget. It displays budgeted, expended, and remaining totals. Labor distributions can be split for given positions, and splits can be specified by amount or percentage.

NBAPOSN – Position definition

The Position Definition Form defines all positions. Positions are defined within a position classification by fiscal year.

NBIJLST – Employee Job Inquiry

The Employee Job Inquiry Form lists the primary, secondary, and overload positions occupied by a specified employee.

NBIPINC – Position Incumbent List

The Position Incumbent List Form lists position incumbents by fiscal year as of a user-specified date. It provides data on past and present incumbents of each position, future incumbents by the effective job date, and total occupied FTEs for each position. Data provided for each incumbent includes identification number, name, job begin/end dates, and employee status.

NBIPLST – Position List by Position Class

Displays all the positions assigned to a position classification. Fields displayed include position number, position title, status, begin/end dates, type of position, and number of budgeted and filled FTEs.

Position	Position Description	Status	Begin Date	End Date	Type	Budget FTE	Job FTE	Annualized FTE
S00003	Intermediate Clerk Steno	A	13-JUN-1974		S	1	1	
S00023	Intermediate Clerk Steno	A	14-FEB-1974		S	1	0	
S00041	Intermediate Clerk Steno	A	12-SEP-1974		S	1	2	2
S00050	Senior Clerk	F	14-SEP-1972		S	1	0	
S00053	Intermediate Clerk Steno	A	22-APR-2005		S	1	0	
S00063	Intermediate Clerk Steno	A	06-SEP-1977		S	1	1	1
S00098	Intermediate Clerk Steno	A	11-JAN-1973		S	1	1	
S00099	Intermediate Clerk Steno	A	01-JUL-1986		S	1	1	
S00107	Intermediate Clerk Steno	A	13-DEC-1973		S	1	2	1
S00108	Intermediate Clerk Steno	A	14-DEC-1972		S	1	2	
S00113	Intermediate Clerk Steno	A	09-JAN-1975		S	1	1	1
S00120	Intermediate Clerk Steno	A	12-NOV-1985		S	1	1	
S00122	Intermediate Clerk Steno	A	01-APR-1971		S	1	2	1
S00139	Intermediate Clerk Steno	F	25-SEP-1973		S	1	0	
S00144	Intermediate Clerk Steno	A	29-NOV-1999		S	1	1	1
S00148	Intermediate Clerk Steno	A	10-FEB-1972		S	1	1	
S00155	Intermediate Clerk Steno	A	10-OCT-1974		S	1	2	2
S00174	Intermediate Clerk Steno	F	03-MAY-1971		S	1	0	
S00176	Intermediate Clerk Steno	F	13-APR-1972		S	1	0	
S00178	Intermediate Clerk Steno	A	15-JAN-2007		S	1	1	1

Position Class: A9939 Intermediate Clerk Steno Query Date: 12-OCT-2018

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NBIPORG – Position List by Organization

The Position List by Organization Form provides a list of positions defined for a specified organization. Positions appear in sequence according to defined Position Number. Position FTE totals appear for each position.

COA: M Organization: 46313 Department of Physics Query Date: 12-OCT-2018

Position *	Title	Status	Begin Date	End Date	Type	Budget FTE	Job FTE	Annualized FTE
F00375		A	01-SEP-1983		S	1.0000	1.000	1.0000
F00476		A	01-DEC-1983		S	1.0000	1.000	1.0000
F00774		A	01-APR-1971		S	1.0000	1.000	1.0000
F01017		A	01-SEP-1958		S	1.0000	1.000	1.0000
F01292		A	01-SEP-1961		S	1.0000	1.000	1.0000
F01293		A	01-SEP-1984		S	1.0000	2.000	1.0000
F01295		A	01-SEP-1966		S	1.0000	1.000	1.0000
F01296		A	01-SEP-1963		S	1.0000	2.000	1.0000
F01299		A	01-SEP-1968		S	1.0000	1.000	1.0000
F01308		A	01-OCT-1972		S	1.0000	1.000	0.8000
F01314		A	01-SEP-1968		S	1.0000	1.000	1.0000
F01715		A	01-SEP-1975		S	1.0000	1.000	
F01770		A	01-SEP-1989		S	1.0000	1.000	1.0000
F01771		A	01-SEP-1971		S	1.0000	1.000	1.0000
F01772		A	01-AUG-1986		S	1.0000	2.000	1.0000
F01773		A	01-SEP-1968		S	1.0000	1.000	1.0000
F02122		A	14-JUN-1984		S	1.0000	1.000	1.0000
F02503		A	01-SEP-1977		S	1.0000	1.000	1.0000
F04012		A	01-APR-1996		P	1.0000	3.000	
F08280		A	01-SEP-2011		S	1.0000	1.000	1.0000

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NBIPOSH – Position History

Displays a history of the changes made to a specified position via the Position Definition Form (NBAPOSN). The changes are shown in descending order by date; that is, the most current change is shown first, and the information originally entered for the position is shown last. When the probationary period and/or bargaining unit information for a particular position is changed on NBAPOSN, a record recording that change will be made to the fields, **Probation Period**, **Bargaining Unit**, and **Job Location**, in the associated Position History Form (NBIPOSH).

The **Probation Period**, field specifies the number of probationary days or months at the position level, the **Bargaining Unit** field specifies the bargaining unit for the position and the **Job Location** field specifies the location of the position.

When seniority tracking for positions is considered, the **Accrue Seniority** check box appears marked on this form based on the corresponding field on the Position Definition Form (NBAPOSN). Similarly, the **Job Progression** code associated with the position is also recorded which defaults from the corresponding field on the Position Class Rule Form (NTRPCLS).

NHIDIST - Labor Distribution Data Inquiry

The Labor Distribution Data Inquiry Form provides query access to all payroll distribution data for the Finance Document Number, Chart of Accounts, time frame and FOAPAL elements entered in the Key Block. The displayed information specifies the dollar amount distributed to the FOAPAL, earning and/or benefit by Employee ID. This form displays earnings and/or benefit data for the Chart of Accounts, FOAPAL elements, category, and date range entered in the Key block. To view fields that are not currently visible on the screen, move the horizontal scroll bar beneath ID or use the Next Field function.

Finance Document Number	Enter or select a finance document number from the Finance Transaction Input table (GURFEED) or the Finance Distribution table (NHRDIST). The Finance Document Number List of Values only provides a list of documents that currently exist in the GURFEED table, not yet interfaced to Banner Finance. Previously interfaced Finance Document Numbers must be known and entered into the field for use when querying records.
Hierarchy Roll Up	Check the **Hierarchy Roll Up** check box to roll up earnings and benefit data to the FOAPAL fields specified in the Key block. Uncheck the **Hierarchy Roll Up** checkbox to view all earnings and benefit values for the FOAPAL as they exist on the database.
Category	Enter or select one of the following items to indicate the category of data to be displayed: *Expenses* *Liabilities* *Encumbrances* *Accruals (Defer Pay)* *Payout (Defer Pay)* *Clearing Acct* *Fringe Actuals* *Budget*
Grant	Enter, or search and select a grant code. When a Grant value is entered, only records associated with the Fund connected to that Grant on the Fund Code Validation Form (FTVFUND) will be displayed. The system displays a description of the selected grant code. The following message is displayed if Banner does not find a match for the entered Key block information: *Query caused no records to be retrieved. Re-enter.*

Total hours and amount values are accumulated as more records are queried. To access the full totals for all hours and amounts, select *View Full Totals* from the Options menu. This takes you to the last record of the query and displays the full totals.

NTRSALA – Salary/Rate Structure Rules

Displays the annual salary or hourly rate of salary groups

NTRSGRP – Salary Group Rules

Displays active and inactive salary groups for each table.

PEAEMPL – Employee Form

The Employee Form establishes information about an employee's terms of employment.

The Main window collects general data, including current status, employee class, leave category, benefit category, home and distribution organizations, service dates, termination data, leave of absence information and hiring location data.

<u>Canadian Regulatory tab:</u>

Displays if an employee will receive an electronic Tax form consent. This is the only field used by HR on this page.

PEALEAV – Employee Leave Balances

This block sums up and displays the leave totals accrued across multiple leave categories by each **distinct** leave code for an employee engaged in one or more job assignments (Position and Suffix), wherein each job assignment can be associated with a different leave category.

Leave usage for each leave code is maintained and expressed in terms of the following leave totals:

• Total Begin Balance
• Total Accrued
• Total Taken
• Total Banked

The above leave totals are used to derive the **Current Available** balance for each leave code. It represents the **Leave balance** for a specific leave code.

Leave Code *	Leave Code Description	Date Available *	Day or Hour	Begin Balance Hours *	Accrued Hours *	Taken Hours *	Current Available Hours *	Banked Hours *	Change Reason
AL	AnnLeav	30-MAY-2011	H	62.89	56.42	28.00	91.31	0.00	PHPUPDT program updated h
AO	Acc OT	30-MAY-2011	H	115.50	0.00	91.00	24.50	0.00	OCA-Sep.2 & 3, 2018 25.5 hr
CP	Comp	30-MAY-2011	H	0.00	0.00	0.00	0.00	0.00	PHPUPDT program updated h
FM	Family	30-MAY-2011	H	0.00	0.00	14.00	-14.00	0.00	PHPUPDT program updated h
JD	Jury	30-MAY-2011	H	0.00	0.00	0.00	0.00	0.00	PHPUPDT program updated h
PD	PD Tk	30-MAY-2011	H	0.00	0.00	0.00	0.00	0.00	PHPUPDT program updated h
SK	Sick	30-MAY-2011	H	0.00	0.00	30.50	-30.50	0.00	PHPUPDT program updated h
TR	Training	05-JAN-2015	H	0.00	0.00	0.00	0.00	0.00	PHPUPDT program updated h
UB	Union	30-MAY-2011	H	0.00	0.00	0.00	0.00	0.00	PHPUPDT program updated h
WC	WrksComp	30-MAY-2011	H	0.00	0.00	0.00	0.00	0.00	PHPUPDT program updated h

Total Begin Balance Displays the employee's total begin balance for the leave code.

Total Accrued Displays the employee's total leave accrued for the leave code.

Total Taken Displays the total amount of leave taken by the employee.

Current Available Displays the amount of leave currently available in each leave code.

Total Banked Displays the amount of leave banked for a particular leave code by the employee.

Note: the negative balance for Family Leave and compassionate leave refers to the number of hours that the employee has taken.

PEASNBL – Employee Seniority Balance

This application form allows you to track and view seniority hours and balances by Position Class accrued on one or more positions by the employee.

Position Class	Displays the Position Class code and description to which the employee belongs.
	Note: Based on the sequence number of the Position Class, the system may display a list of Position Classes that are lower in sequence.
Sequence	Displays the sequence number associated with the employee's Position Class in the selected Job Progression family.
	Note: If the sequence number of the employee's position class is 1, the system does not list any other Position Class.
Class Begin Date	Date on which the employee was included in the Position Class. This field may be modified.
Earned Hours	Displays the amount of hours earned by the employee as of the last payroll processed.
	If applicable, the system, by default, adds the corresponding amount of hours to position classes that are in a lower sequence within the job progression family.
Totals	Displays the grand total of the earned hours displayed.
Seniority Hours	The amount of seniority hours earned by the employee as of the last payroll processed. To add or update seniority hours, enter a new value in this field. This field, if modified, requires you to specify an **Adjustment Reason**.
	Note: Only those earn codes whose Accrue Seniority Indicator is checked in the Employee Class Rule Form (PTRECLS) are used in calculating the seniority hours each pay period.

Comments Indicator	Select the **Detail** icon to either enter a new comment or view comments previously entered on this form. By default, the system marks the check box to indicate a comment has been entered.
Adjustment Indicator	This check box is marked if the seniority hours earned by the employee have been manually entered or adjusted.
Reason	Displays the Adjustment Reason code entered on the Add Position Class Seniority Hours window. Required field when making an adjustment. The system also displays a description of the displayed Reason code.
Activity Date	Displays the date on which this record was last updated.
User ID	Displays the Banner ID of the user who last updated the record.

PEIATND – Employee Attendance Inquiry

The Employee Attendance Inquiry Form displays daily time and attendance data for a specified employee. This form is display only.

PEIELFA – Employee List by Faculty Action

The Employee List by Faculty Action Form enables you to query faculty members due for a tenure, promotion, reappointment, and/or sabbatical leave decision based on faculty action and query date.

Action Type: Select one of the three actions.

Query Form: Optional field. Enter the range to search for candidates having the selected faculty action.

Faculty Action Status: Display faculty actions with any of the following statuses:

- *All* Selects all statuses
- *None* Selects status of none
- *Approved* Selects all approved statuses

- *Disapproved* Selects all disapproved statuses
- *Pending* Selects all pending statuses
- *Deferred* Selects all deferred statuses

Query By: Select the records to be included in the query according to action date or according to effective date. As each faculty action is created on PEAFACT, they have both an action and effective date. Required field.

Note: The remaining fields appearing to the right of the name and ID vary based upon the action type defined in the Faculty Action Tracking Form (PEAFACT) for each action type.

PEIESUM - Employee Summary View

Shows all current jobs, job labor distribution, employee history, faculty information if applicable and position budget

Job and Labor Distribution Tab

Employee History Tab

Faculty Information Tab

Position Budget Tab

PEIFACT – Faculty Information Inquiry

Information that appears on this form defaults from the Faculty Action Tracking Form (PEAFACT). PEIFACT only queries information. Records that appear here are retrieved from the current values on the Action Window of the PEAFACT form based on the query date.

Note: Only *Approved* faculty actions are displayed on this form. Faculty actions with any other approval decision do not appear here.

Faculty Information Block

Primary Activity	Describes the primary activity of the faculty member. Can be either *Administrative, Instructional* or *Research*.
Primary Discipline	The academic discipline for this faculty member. Values come from the Discipline Code Validation Form (PTVDISP).
Academic Title	User-defined field that defaults from the PEAFACT form.
Original Appointment Begin Date	The begin date of the original appointment for the employee.
End Date	The end date of the original appointment for the employee

Appointment and Tenure Information Block

Current Appointment Begin Date   Displays the begin date of the current appointment for the employee.

End Date   Displays the end date of the current appointment for the employee.

Terminal Appointment   A check in the box indicates this is the last appointment and tenure was denied.

Review Type   The type of review that has taken place for the appointment.

Next Review Date   The next review date for appointment or reappointment.

Tenure Code   The type of tenure code as defined on Tenure Code Rule Form (PTRTENR).

Tenure Status   The Tenure Status varies based on the tenure code displayed. May be a value such as *On Track*, *Ineligible*, *Non-Tenured*, or *Tenured*.

Tenure Effective Date   The date the tenure becomes effective for the faculty member (employee).

Tenure Review Type   The type of tenure review as defined on Review Type Validation Form (PTVREVT).

Tenure Review Date   The date the faculty member is up for review for a tenure decision.

Faculty Leave Information Block

Leave Type   A description of the leave of absence. Values are listed from the Leave Reason Rule Form (PTRLREA).

Sabbatical   A check in this box identifies the leave of absence as a sabbatical.

Type   If the **Sabbatical** indicator is checked, the type of sabbatical leave appears in this field. Values for this field come from the Sabbatical Leave Type Validation Form (PTVSBTY).

Begin Date   The Start date of an approved leave of absence.

End Date   The End date of an approved leave of absence

Next Eligibility Type	The type of leave the faculty member is eligible to take. Values for this field come from the Leave Reason Rule Form (PTRLREA).
Next Eligibility Date	The next date that this faculty member is eligible to take a leave.

Rank Information Block

Rank	Proposed institutional rank. The faculty rank within the institution which is linked to an IPEDS rank (for U.S. installations) or a Statistics Canada Rank (for Canadian installations) on PTRRANK.
Rank Date	User-defined date when proposed rank takes effect
Next Review Date	User-defined date specifying when the employee will be next eligible for a rank review.

Other Information Window

Use this window to view additional information not found on the Main window such as faculty type or prior institution credit. To access this window, select *Other Information* from the Options menu of PEIFACT.

Faculty Type	Another way to describe the position held by the faculty member.
Prior Institution Credit	Credit towards the number of years of service the employee may have from prior institutions that has some bearing on current faculty action eligibility.
Birth State or Province	Identifies the birth place of the faculty member.
Emeritus Status	A check in this box indicates if the faculty member has achieved an emeritus status.
AAUP Member	A check in this box indicates if the faculty member has membership to the American Association of University Professors.

PEIJTOT - Job Year to Date Totals

The Job Year to Date Totals Form provides monthly, quarterly, and year-to-date job totals by either fiscal or calendar year. It displays data on hours and gross amounts accumulated for the requested earnings code and all earnings in a specific assignment. This form is display only.

PEILHIS - Employee Leave History

This form can be accessed 2 ways:

1. From the Go To Box on the main menu; Type PEILHIS and enter or
2. From the PEALEAV form – Options click on employee leave history

The Employee Leave History Form displays the leave history of a specified employee. It includes changes made to an employee's leave records on the Employee Leave Balances Form (PEALEAV) and during payroll runs. Data displayed includes leave code, effective date, hours banked, hours accrued, hours taken, date available, change reason, and ID of the user who made the change.

NOTE: You can use the scroll bar to scroll down through the employee's records or you can do a search on the leave code.

Searching for a leave code:

- Click on Query
- Click Enter
- You will notice in the Employee Leave History window that all records have been cleared
- In the Leave Code field; enter the leave code you are looking for
- Click on Query, execute
- The leave code that you were searching for will now be displayed in the Employee Leave History Window.

PEIEHIS – Employee History

PEISALH- Employee Salary History Inquiry

Lists the primary, secondary, and overload positions occupied by a specified employee. Related job information from the Employee Jobs Form (NBAJOBS) defaults here for each position.

PHIACCR - Pay History Leave Accruals

The Pay History Leave Accruals Form displays an employee's leave accrual history as of a specified payroll. Data displayed includes each leave code, hours accrued, hours taken, and a banked hours indicator. If the **Bank Indicator** field is checked, the current accrued hours are banked hours. This form is display only.

When using the Leave *by Employee* method of leave processing, data displayed includes leave code, hours accrued, hours taken, and whether any hours were banked for a particular pay event.

When using the Leave *by Job* method, the **Position**, **Suffix, Leave Accrual Effective Date,** and **Maximum Hours** are displayed in addition to the above fields to allow you to track leave accrued, taken and hours banked for *each* job assignment. This is a display-only form.

POIIDEN - Employee Search

Access the Employee Search Form (POIIDEN) to search the database for employees. You can narrow your search by entering a name or ID, or you can view all currently defined names by executing a query without entering data. You can use the % wildcard if you are unsure of the spelling of the employee's name or don't know the employee's first name. *Example: % Doe will return the results of all employees with the last name Doe.*

PPAIDEN - Identification

Use this form to identify a person or non-person to the Banner Human Resources System.

Alternate Identification Tab:

Displays alternate names or IDs by which a person or non-person can be identified, or view previous or alternate names or IDs assigned to the person or non-person.

Address Tab:

Displays the address and telephone information for the person on non-person being identified

Telephone Tab:

Displays the employee's telephone information

Biographical Tab:

Displays employee's birth date gender, marital status, ethnic classification and citzenship status

Email Tab:

Displays the employee's email address

Emergency Contact Tab:

Displays the emergency information of the employee

Additional Identification Tab:

Displays the employee's additional identification numbers