

# SENIOR ADMINISTRATORS & MANAGEMENT BANNER FORMS



Department of Human Resources  
Banner 9

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## 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.

Employee Jobs NBAJOBS 9.3.6

ID: Position: SQ3393 Suffix: 00 Query Date: 11-OCT-2018 Last Paid Date: 12-OCT-2018

Start Over

Base Job Job Detail Payroll Default Deferred Pay Miscellaneous Excluded Deductions/Benefits Default Earnings Work Schedules Job Labor Distribution

BASE JOB

Job Detail

Begin Date \* 08-DEC-2012 End Date Job Type \* Primary Faculty Stats Canada Reporting Indicator \* (None)

Details

COA M Increase MM and DD 02 / 15 Eligible Date Deferred Balance 0.00

Accrue Leave Civil Service

Salary Encumbrance

Total Encumbrance Future Years 0.00

Hours Current Fiscal Year 55,961.88 Total Encumbrance 55,961.88

Probationary Data

Probationary Period Probationary End Date

Probationary Begin Date

Contract Information

Start Date End Date Total Contract Hours

Fringe Encumbrance

Current Fiscal Year 0.00 Total Encumbrance 0.00

Future Years 0.00

EDIT Record: 1/1 NBAJOB\_NBAJOB\_BEGIN\_DATE [1] SAVE Memorial

## 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.

The screenshot displays the 'Job Detail' window in the NBAJOBS 9.3.6 application. The window is titled 'Employee Jobs NBAJOBS 9.3.6' and includes a 'Start Over' button. The main content area is divided into several sections: 'Job Detail' (Effective Date: 01-APR-2018, Personnel Date: 01-APR-2018, Status: Active, Title: System Analyst, Job FTE: 1.000, Appointment Percent: 100.00, Encumbrance Hours), 'Pay Plan' (Group: 201804, Table: NB, Grade: 05, Step: 36), 'Compensation' (Rate, Hours per Pay: 70.00, Factor: 26.0, Pays: 26.0, Annual Salary), and 'Encumbrance' (Indicator: System Calculated). The window also features a sidebar with navigation icons and a bottom status bar showing 'Record 1 of 12' and 'Memorial'.

- 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.

Employee Jobs NBAJOBS 9.3.6

ID: [REDACTED] Position: S03393 Suffix: 00 Query Date: 11-OCT-2018 Last Paid Date: 12-OCT-2018

Base Job Job Detail Payroll Default Deferred Pay Miscellaneous Excluded Deductions/Benefits Default Earnings Work Schedules Job Labor Distribution

**PAYROLL DEFAULT**

Timesheet Defaults

Effective Date: 01-APR-2018

Timesheet COA: M

Timesheet: 60002 Department of Human Resources

Organization: [REDACTED]

Payroll ID: B1 Bi-weekly Payroll (Salaried)

Default Shift: 1

Time Entry Method: Dept Time Entry with Approvals

Time Entry Type: Pay Period Exception Time Only

☐ Time In and Out

Leave Report Method: Departmental Leave Report

Leave Report Payroll ID: B1 Bi-weekly Payroll (Salaried)

Premium Pay Methods

Longevity: [REDACTED]

Premium Pay: [REDACTED]

EDIT Record: 1/12 NBAJOBS.NBAJOBS\_COAS\_CODE\_TS [1] SAVE

Memorial

<b>Timesheet COA</b>	Will always be M for Memorial
<b>Timesheet Organization</b>	This displays the organization where the employee is located for leave entry.
<b>Payroll ID</b>	B1 – Bi weekly salaried employees B2 – Hourly employees M1 - Pensioners
<b>Time Entry Method</b>	Displays the Time Entry Method to be associated with the job.
<b>Time Entry Type</b>	Indicates whether employees who enter their time for approval report both regular and exception time or report exception time only
<b>Time In and Out</b>	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:

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

The screenshot displays the 'Employee Jobs NBA/JOBS 9.3.0' application window. The top menu bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. Below the menu, a status bar shows 'ID: [blank]', 'Position: S03383', 'Suffix: 00', 'Query Date: 12-OCT-2018', and 'Last Paid Date: 12-OCT-2018'. A 'Start Over' button is on the right. The main window has a tabbed interface with 'Base Job', 'Job Detail', 'Payroll Default', 'Deferred Pay', 'Miscellaneous', 'Excluded Deductions/Benefits', 'Default Earnings' (selected), 'Work Schedules', and 'Job Labor Distribution'. The 'Default Earnings' tab is active, showing a 'DEFAULT EARNINGS' section with a 'Query Date' of '08-DEC-2012'. Below this is a table with the following data:

Effective Date *	Earnings Code *	Earnings Code Description	Hours or Units	Deemed	Special Rate	Shift	Ended as of Date
08-DEC-2012	REG	Regular Pay	70.00			1	

At the bottom of the table, there are navigation controls: '1 of 1', 'Per Page', and 'Record 1 of 1'.

**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

The screenshot displays the 'Employee Jobs NBAJOBS 9.3.6' application window. The top navigation bar includes tabs for 'Base Job', 'Job Detail', 'Payroll Default', 'Deferred Pay', 'Miscellaneous', 'Excluded Deductions/Benefits', 'Default Earnings', 'Work Schedules', and 'Job Labor Distribution' (which is currently selected). The 'Job Labor Distribution' tab shows a table with columns: COA \*, Index, Fund, Orgn \*, Account, Program, Activity, Location, Project, Cost, and Percent. The table contains one record with the following values: COA \* M, Index (blank), Fund 100001, Orgn \* 66003, Account 62002, Program 4104, Activity (blank), Location (blank), Project (blank), Cost (blank), and Percent 100.00. Below the table, there is a section for 'ENCUMBRANCE INFORMATION' which includes fields for Encumbrance Number (PR190001), Encumbrance Sequence (508), Latest Recast Date (13-OCT-2018), Last Calculated Date (04-OCT-2018 03:03:24 PM), Fund (100001), Memorial University Operating, Budget Start Date, Budget End Date, Encumbrance Override End Date, and a checkbox for 'Encumber Multi Year Labor'.

COA *	Index	Fund	Orgn *	Account	Program	Activity	Location	Project	Cost	Percent
M		100001	66003	62002	4104					100.00
Total Percent										100.00

Record 1 of 1

ENCUMBRANCE INFORMATION

Encumbrance Number: PR190001  
Encumbrance Sequence: 508  
Latest Recast Date: 13-OCT-2018  
Last Calculated Date: 04-OCT-2018 03:03:24 PM  
Fund: 100001 Memorial University Operating  
Budget Start Date:   
Budget End Date:   
Encumbrance Override End Date:   
☐ Encumber Multi Year Labor

## 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.

**Position Definition NBAPOSN 9.3.3**

Position Number: S03363

**Position** | Comments | Regulatory

**POSITION DEFINITION**

Position Status: Active | Type: Single | COA: M

Position Begin Date: 01-DEC-1994 | Position End Date:

**COMPENSATION AND CLASSIFICATION**

Position Class: E9867 Systems Analyst | Bargaining Unit: 40 Non-Bargaining (Salaried)

Position Title: Systems Analyst | Job Location: MAIN St John's Campus

Employee Class: ES Support Staff | Appointment Percent: 100.00

Job Progression: | Budget Type: Permanent

Salary Group: 201804 Non-Bargaining Staff | Exempt Indicator: ☐

Salary Table: NR | Accrue Seniority: ☐

Salary Grade: 05 | Range Low: | Range Midpoint: | Range High: | Step Value:

Salary Step: 1

Reports To: |

Work Schedule: |

Probationary Period: 6

## NBIJLST – Employee Job Inquiry

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

Employee Job Inquiry NBIJLST 9.3.3

ID: [ ] Query Date: 12-OCT-2018 [Start Over]

EMPLOYEE JOB INQUIRY

Position *	Suffix *	Begin Date *	End Date	Job Type
S03393	00	08-DEC-2012		Primary

Record 1 of 1

DETAILS

Effective Date	Job Status	Description	Employee Class	Pay ID	COA	Organization	Job Change Reason	Employer
01-APR-2018	Active	System Analyst	ES	B1	M	60002	NEWFY	01

Record 1 of 1

## 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.

Position Incumbent List NBIPINC 9.3.3

Position Number: S03393 Query Date: 12-OCT-2018 Status: A Title: Systems Analyst Budget FTE: 1.00 Filled FTE: 1.00 Position Begin Date and End Date: 01-DEC-1994 [Start Over]

POSITION INCUMBENT LIST

ID	Name	Suff	Status	FTE	Begin Date	End Date
[ ]	[redacted]	00	A	1.00	08-DEC-2012	
				FTE Total	1.00	

Record 1 of 1

## 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 List By Position Classification NBIPLST 9.3.3									
Position Class: A9939 Intermediate Clerk Steno Query Date: 12-OCT-2018									
* POSITION LIST BY POSITION CLASSIFICATION									
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
Record 1 of 171									

## 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.

Position List By Organization NBIPORG 9.3.3									
COA: M Organization: 46313 Department of Physics Query Date: 12-OCT-2018									
* POSITION LIST BY ORGANIZATION									
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	1.0000
F00476		A	01-DEC-1983		S	1.0000	1.000	1.0000	1.0000
F00774		A	01-APR-1971		S	1.0000	1.000	1.0000	1.0000
F01017		A	01-SEP-1958		S	1.0000	1.000	1.0000	1.0000
F01292		A	01-SEP-1961		S	1.0000	1.000	1.0000	1.0000
F01293		A	01-SEP-1984		S	1.0000	2.000	1.0000	1.0000
F01295		A	01-SEP-1966		S	1.0000	1.000	1.0000	1.0000
F01296		A	01-SEP-1963		S	1.0000	2.000	1.0000	1.0000
F01299		A	01-SEP-1968		S	1.0000	1.000	1.0000	1.0000
F01308		A	01-OCT-1972		S	1.0000	1.000	0.8000	1.0000
F01314		A	01-SEP-1968		S	1.0000	1.000	1.0000	1.0000
F01715		A	01-SEP-1975		S	1.0000	1.000		
F01770		A	01-SEP-1989		S	1.0000	1.000	1.0000	1.0000
F01771		A	01-SEP-1971		S	1.0000	1.000	1.0000	1.0000
F01772		A	01-AUG-1986		S	1.0000	2.000	1.0000	1.0000
F01773		A	01-SEP-1968		S	1.0000	1.000	1.0000	1.0000
F02122		A	14-JUN-1984		S	1.0000	1.000	1.0000	1.0000
F02503		A	01-SEP-1977		S	1.0000	1.000	1.0000	1.0000
F04012		A	01-APR-1996		P	1.0000	3.000		
F06280		A	01-SEP-2011		S	1.0000	1.000		1.0000
Record 1 of 45									

## 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).

Position History NBIPOSH 9.3.3

ADD

RETRIEVE

RELATED

TOOLS

Position Number: S00019

Position Status: Active

Position Begin Date: 31-MAR-2011

Query Date: 12-OCT-2018

Position Type: Single

Position End Date:

Start Over

POSITION HISTORY

InsertDeleteCopyFilter

Change Date	Position Class	Position Class Description	Exempt	Position Title	Employee Class	Employee Class Description	Accrue Seniority	Job Progression	Job Progression Description
08-DEC-2012	A9938	Intermediate Secretary	<input type="checkbox"/>	Intermediate Secret...	EC	CUPE Employee	<input type="checkbox"/>		

<>

<>

1 of 1

10 Per Page

Record 1 of 1

## 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

Salary Group: 201804 Salary Table: NN Salary Grade: 01

SALARY OR WAGE STRUCTURE RANGES

Schedule Type: ☐ Salary ☒ Hourly

	Annual Salary or Base Wage Rate	Monthly Amount
Low	16,780	
Midpoint	20,160	
High	23,530	

STEP STRUCTURE

Step	Annual Salary or Base Wage Rate	Monthly Salary
1		16,780
2		16,900
3		17,170
4		17,360
5		17,500
6		17,740
7		17,930
8		18,130
9		18,320
10		18,520
11		18,710
12		18,900
13		19,000

Record 1 of 36

## NTRSGRP – Salary Group Rules

Displays active and inactive salary groups for each table.

SALARY GROUP RULES

Code	Description	Table
201104	Agency Staff	AG
201204	Agency Staff	AG
201304	Agency Staff	AG
201404	Agency Staff	AG
201504	Agency Staff	AG
201604	Agency Staff	AG
201704	Agency Staff	AG
201804	Agency Staff	AG
201104	Adjunct Staff	AJ
201109	Adjunct Staff	AJ
201204	Adjunct Staff	AJ
201304	Adjunct Staff	AJ
201404	Adjunct Staff	AJ
201504	Adjunct Staff	AJ
201604	Adjunct Staff	AJ
201704	Adjunct Staff	AJ
201804	Adjunct Staff	AJ
201109	Academic Staff (Faculty)	AS
201204	Academic Staff (Faculty)	AS
201209	Academic Staff (Faculty)	AS

Record 1 of 256

## 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.

The screenshot displays the 'Employee PEAEMPL 9.3.6' form. The 'General Employee' tab is selected, showing various fields for employee information. The 'Employee Status' is set to 'Active', 'Employee Class' to 'CUPE Employee', 'Employee Group' to 'Contractual Employee', and 'Leave Category' to 'Three Week Accrual (Salaried)'. The 'Benefit Category' is 'P1 - Benefits and Pension', and 'Part or Full Time' is 'Full Time'. The 'Home Department' is 'COA - M', and the 'Organization' is '70021 - Student Residences'. The 'Check Distribution' is also 'COA - M', with 'Organization' '70K - Student Residences'. The 'Employee District' is 'District or Division'. The 'Service Dates' section includes 'Current Hire' (05-JAN-2015), 'Original Hire' (30-MAY-2011), 'Adjusted Service' (05-JAN-2015), 'Seniority' (05-JAN-2015), 'First Work Date' (05-JAN-2015), and 'Last Work Date'. The 'Termination' section has 'Reason' and 'Termination Date'. The 'Leave of Absence' section has 'Reason', 'Begin Date', and 'End Date'. The 'Hiring Location' section has 'Location', 'College', and 'Campus'. The form is saved, and the 'Memorial' button is visible at the bottom right.

### Canadian Regulatory tab:

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

The screenshot displays the 'Employee PEAEMPL 9.3.6' form with the 'Canadian Regulatory' tab selected. The 'Non-Resident Data Reported on T4A-NR' section includes 'Days in Canada' and 'Service Industry'. The 'Statistics Canada Payroll' section has 'Grouping'. The 'Electronic Tax Form Consent' section shows 'Employee Consent' checked, 'Updated By' as 'WEBMUN', and 'Capture Date' as '19-DEC-2013'. The form is saved, and the 'Memorial' button is visible at the bottom right.

## 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	WkrsComp	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.

<b>Comments Indicator</b>	Select the <b>Detail</b> 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.
<b>Adjustment Indicator</b>	This check box is marked if the seniority hours earned by the employee have been manually entered or adjusted.
<b>Reason</b>	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.
<b>Activity Date</b>	Displays the date on which this record was last updated.
<b>User ID</b>	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.

Date	Day	Earnings Code	Earnings Code Description	Hours	Reason
02-APR-2018	Monday	ANN		7.00	Attendance Interface
10-APR-2018	Tuesday	SKW		7.00	Attendance Interface
19-APR-2018	Thursday	ANN		7.00	Attendance Interface
20-APR-2018	Friday	ANN		7.00	Attendance Interface
24-MAY-2018	Thursday	SKW		7.00	Attendance Interface
29-MAY-2018	Tuesday	ANN		7.00	Attendance Interface
30-MAY-2018	Wednesday	FML		7.00	Attendance Interface
31-MAY-2018	Thursday	SKN		7.00	Attendance Interface
01-JUN-2018	Friday	SKN		7.00	Attendance Interface
04-JUN-2018	Monday	SKW		7.00	Attendance Interface
12-JUN-2018	Tuesday	FML		3.00	Attendance Interface
26-JUN-2018	Tuesday	ANN		7.00	Attendance Interface
27-JUN-2018	Wednesday	ANN		7.00	Attendance Interface

  

Total Hours By Day					
Monday	14.00	Tuesday	45.00	Wednesday	35.00
Thursday	46.50	Friday	46.00	Saturday	
Sunday		Total	186.50		

## 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: ☒ Appointment or Tenure ☐ Rank ☐ Sabbatical/Other Leaves

Query From:  To:

Faculty Action:  Query By:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

**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.

ID	Name	COA	Organization	Position	Suffix	Comments Exist	Appointment Effective	Appointment Begin	Appointment End	Reappointment Review Type
F01602					00	<input type="checkbox"/>				
F01602					00	<input type="checkbox"/>				
F02058					00	<input type="checkbox"/>				
F01258					00	<input type="checkbox"/>				
F01258					00	<input type="checkbox"/>				
F01258					00	<input type="checkbox"/>				
F01378					00	<input type="checkbox"/>				
F99766					00	<input type="checkbox"/>				
F01084					00	<input type="checkbox"/>				
F01084					00	<input type="checkbox"/>				
F01902					00	<input type="checkbox"/>				
F01766					00	<input type="checkbox"/>				
F99784					00	<input type="checkbox"/>				
F99784					00	<input type="checkbox"/>				
F37001					00	<input type="checkbox"/>				
F37000					00	<input type="checkbox"/>				
F37000					00	<input type="checkbox"/>				
F00515					00	<input type="checkbox"/>				
F01146					00	<input type="checkbox"/>				
F01721					00	<input type="checkbox"/>				

**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

Employee Summary View Form PEIESUM 9.3.5

ADDRETRIEVERELATEDTOOLS

ID:

Query Date: 01-APR-2013

Employee Class: ES Staff

Home Department COA: M

Organization: 66002

Show Future Jobs:

Start Over

JobsJob and Labor DistributionEmployee HistoryFaculty InformationPosition Budget

EMPLOYEE SUMMARY VIEW

InsertDeleteCopyFilter

Position	Suffix	COA	Organization	Title	Job Status	Personnel Date	Change Reason	Effective Date	Next Effective Date	Job Type	Job FTE	Appointment Percent	Em
S03393	00	M	66002	Comp Systems Assist - Hr	Leave without Pa...	08-DEC-2012	TEMP	08-DEC-2012	15-FEB-2014	Primary	1.000	100.00	
S02007	00	M	66002	Asst Computer Sys Officer	Active	01-APR-2013	NEWFY	01-APR-2013	15-FEB-2014	Overload	1.000	100.00	
Totals											2.000		

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Record 1 of 2

### Job and Labor Distribution Tab

Employee Summary View Form PEIESUM 9.3.5

ADDRETRIEVERELATEDTOOL

ID:

Query Date: 01-APR-2013

Employee Class: ES Staff

Home Department COA: M

Organization: 66002

Show Future Jobs:

Start Over

JobsJob and Labor DistributionEmployee HistoryFaculty InformationPosition Budget

EMPLOYEE SUMMARY VIEW

InsertDeleteCopyFilter

Position: S03393

End Date:

Suffix: 00

Job Type: Primary

Begin Date: 08-DEC-2012

DETAILS

InsertDeleteCopyFilter

Effective Date: 08-DEC-2012	Change Reason: TEMP Temporary Assignment
Personnel Date: 08-DEC-2012	Group: 201304
Status: Leave without Pay, w/t	Table: NB
Next Change Date: 15-FEB-2014	Grade: 04
Title: Comp Systems Assist - Hr	Step: 26
Employee Class: ES Support Staff	Rate:
Leave Category:	Assign Salary:
Job Location: MAIN	Factor/Pays: 26 / 26
Job FTE: 1.000	Annual Salary:
Pay ID: BT	Position Class: E9957
Appointment Percent: 100.00	National Occupation: 2171
Timesheet COA: M	Code:
Timesheet Organization: 66002 Department of Human Resources	Employment Category:
	Standard:
	Occupational Category:

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Record 1 of 12



## Employee History Tab

Employee Summary View Form PEIESUM 9.3.5

ID: [REDACTED] Query Date: 01-APR-2013 Employee Class: ES Staff Home Department COA: M Organization: 66002 Show Future Jobs: [X] Start Over

Jobs Job and Labor Distribution **Employee History** Faculty Information Position Budget

EMPLOYEE SUMMARY VIEW

Job Effective Date: 08-DEC-2012

Capture Date	Status	Home Organization	Employee Class	Benefit Category	Current Hire	Adjusted Service	Termination Date	Code	Termination Reason
17-DEC-2013	Active	66002	ES	P1	15-FEB-1999	15-FEB-1999			
09-JUL-2013	Active	66002	ES	P1	15-FEB-1999	15-FEB-1999			
08-DEC-2012	Active	66002	ES	P1	15-FEB-1999	15-FEB-1999			
08-DEC-2012	Active	66002	ES	P1	15-FEB-1999	15-FEB-1999			

Record 1 of 4

DETAILS

Employee Data as of: 18-OCT-2018

Check Distribution: M

COA: 60G

Organization: [REDACTED]

Original Hire: 15-FEB-1999

First Work Date: 15-FEB-1999

Last Day Worked: [REDACTED]

## Faculty Information Tab

Employee Summary View Form PEIESUM 9.3.5

ID: [REDACTED] Query Date: 01-APR-2013 Employee Class: FA Acad Adm Home Department COA: M Organization: 46300 Show Future Jobs: [X] Start Over

Position: F01084 Title: Dean, Full Professor

Suffix: 00 Status: [REDACTED]

EMPLOYEE SUMMARY VIEW

Appointment

Appointment Effective Date: 01-SEP-2013

Appointment Begin Date: 04-FEB-2008

Appointment End Date: 03-MAR-2017

Tenure

Tenure Effective Date: 04-FEB-2008

Tenure Code: Tenured

Tenure Status: Tenured

IPEDS Contract Type: [REDACTED]

Terminal Appointment: [X]

Next Review Date: [REDACTED]

Review Type: [REDACTED]

Tenure Review Type: [REDACTED]

Tenure Review Date: [REDACTED]

Tenure FTE: [REDACTED]

FACULTY LEAVE

Leave Begin Date: [REDACTED]

Leave End Date: [REDACTED]

Leave Type: [REDACTED]

Sabbatical: [X]

Sabbatical Type: [REDACTED]

Next Eligibility Type: [REDACTED]

Next Eligibility Date: [REDACTED]

RANK

Rank Effective Date: [REDACTED]

Rank: [REDACTED]

Next Review Date: [REDACTED]

## Position Budget Tab

Employee Summary View Form PEIESUM 9.3.5

ID: [REDACTED] Query Date: 18-OCT-2018 Employee Class: ES Staff Home Department COA: M Organization: 66002 Show Future Jobs: [X] Start Over

Jobs Job and Labor Distribution Employee History Faculty Information **Position Budget**

EMPLOYEE SUMMARY VIEW

Position: S03393

Suffix: 00

Current Position Budget: 0.00 FTE 1.000

Current Job Annual Salary: 55,962.00 FTE 1.000

CURRENT POSITION BUDGET DISTRIBUTION

Fiscal Year: 2019

COA *	Index	Fund	Orgn *	Acct *	Prog *	Actv	Locn	Position Budget	Percent
M		100001	66003	62002	4104			0.00	100.00

Record 1 of 1

CURRENT JOB LABOR DISTRIBUTION

Effective Date	COA *	Index	Fund	Orgn *	Acct *	Prog *	Actv	Locn	Salary	Percent
01-APR-2018	M		100001	66003	62002	4104				100.00

Record 1 of 1

## 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 INQUIRY**

Primary Activity: Instructional Original Appointment: 04-FEB-2008

Primary Discipline: [ ] Begin Date: [ ]

Academic Title: [ ] End Date: [ ]

**APPOINTMENT AND TENURE**

Current Appointment: [ ] Tenure Status: [ ]

Begin Date: [ ] IPEDS Contract Type: [ ]

End Date: [ ] Tenure Effective Date: [ ]

☐ Terminal Appointment

Review Type: [ ] Tenure Review Type: [ ]

Next Review Date: [ ] Tenure Review Date: [ ]

Tenure Code: [ ]

**FACULTY LEAVE**

Leave Type: [ ] End Date: [ ]

Type: [ ] Next Eligibility Type: [ ]

☐ Sabbatical

Begin Date: [ ] Next Eligibility Date: [ ]

☐ Multiple Leaves on this Date

**RANK**

Rank: [ ] Next Review Date: [ ]

Rank Date: [ ]

### 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 Type** A check in this box identifies the leave of absence as a sabbatical. 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.

Month	Hours	Gross
JAN		140.00
FEB		140.00
MAR		140.00
APR		140.00
MAY		210.00
JUN		140.00
JUL		140.00
AUG		140.00
SEP		140.00
OCT		210.00
NOV		140.00
DEC		140.00
<b>Yearly Totals</b>		<b>1,820.00</b>

	Hours	Gross
Quarter 1	420.00	
Quarter 2	490.00	
Quarter 3	420.00	
Quarter 4	490.00	

	Hours	Gross
Quarter 1	420.00	
Quarter 2	490.00	
Quarter 3	490.00	

## 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

Capture Date and Time	Status	Home Organization	Employee Class	Leave Category	Benefit Category	Current Hire	Adjusted Service	Leave Reason	Leave Reason Description	Leave Start C
17-DEC-2013 11:50:15	A	66002	ES	S3	P1	15-FEB-1999	15-FEB-1999			
09-JUL-2013 08:42:57	A	66002	ES	S3	P1	15-FEB-1999	15-FEB-1999			
08-DEC-2012 14:36:44	A	66002	ES	S3	P1	15-FEB-1999	15-FEB-1999			
08-DEC-2012 13:38:12	A	66002	ES	S3	P1	15-FEB-1999	15-FEB-1999			

## 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.

Employee Salary History Inquiry PEISALH 9.3.3

ADD RETRIEVE RELATED TOOLS

ID:  Date: 18-OCT-2018 Display Job Detail: ☒

Start Over

EMPLOYEE SALARY HISTORY INQUIRY

Insert Delete Copy Filter

Position	Suffix	Effective Date	Job Status	Begin Date	End Date	Annual Salary	Appointment Percent	Job Employee Class	Payroll ID	Job
S03393	00	01-APR-2018	A	08-DEC-2012		55,962.00	100.00	ES	B1	P

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Record 1 of 1

## 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.

Pay History Leave Accruals PHIACCR 9.3.3

ADD RETRIEVE RELATED TOOLS

ID:  Year: 2014 Payroll ID: B1 Bi-weekly Payroll (Salaried) Payroll Number: 18 Begin Date: 23-AUG-2014 End Date: 05-SEP-2014 Check Date: 04-SEP-2014

Start Over

PAY HISTORY LEAVE ACCRUALS

Insert Delete Copy Filter

Leave Code	Description	Current Accrued	Current Taken	Bank Indicator
AO	Accrued Overtime		0.00	0.00 <input type="checkbox"/>
CP	Compassionate Leave		0.00	0.00 <input type="checkbox"/>
FM	Family Leave Taken		0.00	0.00 <input type="checkbox"/>
JD	Jury Duty		0.00	0.00 <input type="checkbox"/>
PD	Professional Development TK		0.00	0.00 <input type="checkbox"/>
SK	Sick Leave		0.00	0.00 <input type="checkbox"/>
UB	Union Business		0.00	0.00 <input type="checkbox"/>

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Record 1 of 7

## 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.*

The screenshot shows the 'Employee Search Form (Employee, Applicant, COBRA) POIIDEN 9.3.5'. The interface includes a sidebar with navigation icons and a main search area. The search area has a 'Basic Filter' tab and an 'Advanced Filter' tab. Below the tabs are input fields for 'ID', 'Last Name', 'First Name', 'Middle Name', and 'Change Indicator'. There is also a dropdown menu labeled 'Add Another Field...'. At the bottom right of the search area are 'Clear All' and 'Go' buttons. Below the search area is a table with columns: ID, Last Name, First Name, Middle Name, Change Indicator, Type, and Birth Date.

## PPAIDEN - Identification

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

The screenshot shows the 'Identification PPAIDEN 9.3.6' interface. It has a sidebar with navigation icons and a main form area. The form has tabs for 'Current Identification', 'Alternate Identification', 'Address', 'Telephone', 'Biographical', 'E-mail', 'Emergency Contact', and 'Additional Identification'. The 'Current Identification' tab is active. It contains sections for 'CURRENT IDENTIFICATION', 'PERSON', 'NON-PERSON', and 'ID AND NAME SOURCE'. The 'PERSON' section has fields for 'Last Name', 'First Name', 'Middle Name', 'Prefix', 'Suffix', 'Preferred First Name', 'Full Legal Name', and 'Marital Status'. The 'NON-PERSON' section has a 'Name' field. The 'ID AND NAME SOURCE' section has fields for 'Last Update', 'Origin', 'Original Creation', 'User', and 'Create Date'. There are 'Insert', 'Delete', 'Copy', and 'Filter' buttons for each section.

### 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 or 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 citizenship 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