BANNER HR/PAYROLL TIP SHEET

Function	Form Name	Form Description
Find Employee Status, Class, Benefit/Leave Category, Home Dept, Service Date	**PEAEMPL**	Employee Information
United States Regulatory Information for I-9 and 1042-S	**PEAEMPL**	Employee Information
Find Employee Leave Balance Information	**PEALEAV**	Employee Leave Balances
Find Leave Balance History by Employee	**PEILHIS**	Employee Leave History
Find Employee Salary History	**PEISALH**	Employee Salary History Inquiry
View Timesheet per Pay Period (Enter Year, Payroll ID (MN, BW, F9, or SF), Payroll Number), Rate of Pay, Gross Pay, FOAP, Earn codes, and Hours Per Job	**PHAHOUR**	Banner Time Sheet View
View Leave Accrual per Pay Period (Enter Year, Payroll ID (MN, BW, F9, or SF), Payroll Number)	**PHIACCR**	Pay History Leave Accruals
View Pay Events per Payroll (Gross vs Net Pay) for Specific Employee	**PHILIST**	Pay Event List
Quick Employee Search (enter known info & press F8 or execute query)	**POIIDEN**	Employee Search Form
Employee General Info (address, bio, email, contacts, alternate ID)	**PPAIDEN**	Identification
View All Available Earn codes	**PTREARN**	Earnings Code Rules
Employee Job Title with Compensation & Default Earnings-Labor Distribution by Effective Date (must enter Banner ID and Position using query)	**NBAJOBS**	Employee Jobs and Labor Distribution
Budget Allocation by Position	**NBAPBUD**	Position Budget
Position Attributes such as FTE, Title, Class, Group, Supervisor, Job Location	**NBAPOSN**	Position Definition
Find Employee's Job List	**NBIJLST**	Employee Job Inquiry
Listing of Employees by Position Number	**NBIPINC**	Position by Incumbent List
Find all Employees Position Number by Specified Position Class	**NBIPLST**	Position List by Position Class
Listing of Positions by Organization (dept.)	**NBIPORG**	Position Listing by Org.
Labor Distribution List by Specified Period and FOAP Combination (press F7 then F8, use scroll bar to see more info)	**NHIDIST**	Labor Distribution Inquiry
Labor Distribution for a Specified Employee and Period of Time	**NHIEDST**	Employee Distribution Inquiry

SELF SERVICE BANNER INFORMATION TO SHARE WITH ALL EMPLOYEES

Go to: Employee Services Tab, Self-Service Banner Tab, then Employee Tab to find following info:
Benefits and Deductions: Where to find employee Retirement, Health, Flex & Others benefit information
Pay Information: Employee Direct Deposit Information; PAY STUB, Payroll History, Deductions Taken
Tax Forms: Find Federal withholding information and taxes withheld by period. (W2, A4 and W4)
Job Summary Info: shows jobs held since Banner was implemented.
Leave Balances: Find employee available Leave Balances

Go to: Employee Services Tab, Self-Service Banner Tab, Personal Information Tab to find following info:

View and Update your address and phone number
View and Update your emergency contact information
Obtain instructions on changing your name or updating social security number

EPRINT REPORTS

Labor Distribution Report (select type of payroll, org., range of orgs.)	**PZILDST**	Labor Distribution by Payroll Type and Period
Labor Distribution showing Contract & Grants and Cost Share Information -select all boxes, use alt F, or select box to find fund, fund-org.or name. When printing make sure to select PAGE only or entire report will print.	**PZILDCG**	Labor Distribution for Contract & Grants and Cost Shares
Salary & Wage Transfer Report by Fund - run as needed	**PZILDR1**	Labor Redistribution (SWT)
Salary & Wage Transfer Report by Organization - run as needed	**PZILDRR**	Labor Redistribution (SWT)
Salary & Wage Transfer Report by Organization - run as needed	**PZILDA1**	Labor Distributions for Adjustments (Manual and True Voids)

EMPLOYEE CLASS TABLE

Applicable accounts in Banner	Payroll ID	EClass Code	Earn Code	Earn Code Description
60115	**F9**	**F9**	**R18**	FT 9-month Faculty
61000, 61010, 61005	**BW**	**FB**	**R26**	FT BW Employee
60115	**MN**	**FF**	**R12**	FT 12 Month Faculty
60000, 60005, 60115, 60200, 60300, 60400, 60600, 60700	**MN**	**FM**	**R12**	FT 12 Month Non-Faculty
60500	**BW**	**GS**	**STU**	Graduate Student Employee – Bi-weekly
60500, 60515	**MN**	**GA**	**GA**	Graduate Assistants - Monthly
60120	**F9**	**P9**	**PT9**	PT 9-month Faculty
61015	**BW**	**PB**	**PTB**	PT BW/Non-student
61300	**BW**	**PB**	**ADL**	Additional Pay (Z Job) – Bi-weekly
60120	**MN**	**PF**	**PTF**	PT 12 Month Faculty
60250, 60120	**MN**	**PM**	**P12**	PT 12 Month Non-Faculty
60125	**SF**	**SF**	**SUM**	Summer Faculty – 9 Month
61100	**BW**	**ST**	**STU**	Students – Undergraduate – Bi-weekly
61015	**BW**	**TE**	**PTB**	Temporary Employee – Bi-weekly
61200	**BW**	**WA**	**WSA**	Work-Study @ Auburn – Bi-weekly
60251	**F9**	**D9**	**PD9**	Post-Doc Earnings - 9 Month
60251	**MN**	**DM**	**PDE**	Post-Doc Earnings - Monthly
60251	**MN**	**DP**	**PDP**	Post-Doc Earnings – PT Monthly
61015	**BW**	**PC**	**PTB**	PT Contingent Employee – PT Bi-weekly

Electronic Personnel Action Form (EPAF)

	AU	AUM
Add FB Job (Full-Time Biweekly)	ADJBFT	AUMFB1
Add PB Job (Part-Time Biweekly)	ADJBPT	AUMPBW
Add F9/P9 Job (Semi-Monthly)	ADJFAS	AUMPSE
Add GA/GRA/GTA Job (Grad Student Assistantship Monthly)	ADJGA	
Add GB Job (Grad Student NO Assistantship Biweekly)	ADJGB	
Add FF/FM Job (Full-Time Monthly)	ADJMON	AUMFM1
Add PT Job Monthly Employee	ADJMPT	AUMPMT
Add PF/PM Job (Part-Time Monthly)	ADJSFT	AUMFS1
Add Z Job (Additional Job Full-Time Employee)	ADJZJ	AUMAZJ
Labor Distribution Change	LDCHG	LDCHG
Leave of Absence (Return Any Leave Type)	LVABS	AUMLOA
Leave of Absence (Begin Any Leave Type Excluding SCP)	LVBGN	
New GA/GRA/GTA Job (Grad Student Assistantship Monthly)	NJGA	AUMAGT
New ST Job (Undergrad/Grad Student Biweekly)	NJST	AUMAST AUMAWS
New Job (TES Biweekly)	NJTES	
Add/Chg. Special Pay (OOC/END/PROF/SUP)	OSPECP	AUMOTC AUMSPP
Change FB Job (Rate/Timesheet Org. Biweekly Paid)	RTCHGB	AUMFBC
Change GA/GRA/GTA Job (Rate/Timesheet Org/FTE Monthly Paid)	RTCHGA	AUMGAC
Change FM Job (Rate/Timesheet Org. Monthly Paid)	RTCHGM	AUMFMC
Change F9 Job (Rate/Timesheet Org. 9 Month Paid)	RTCHSG	AUMFMS AUMPTC AUMSMC
Change PB/TES Job (Rate/Timesheet Org/FTE Biweekly Paid)	RTFPTB	AUMPBC
Change PF/PM Job (Rate/Timesheet Org/FTE Monthly Paid)	RTFPTM	AUMPTC
Change ST Job (Rate/Timesheet Org/FTE Biweekly Paid)	RTCSTU	AUMWSC AUMSTC
Termination (Employee AND Job)	TERMEE	AUMTEM
Termination (Job ONLY)	TERMJB	AUMTMJ
Termination (Retirement)	TERMRT	AUMRTD
Vehicle Allowance	VEHCL	AUMVEH
Add AUM UNIV Job		AUMUNIV
Adding award/monies for all EE types	AWDALL	

EPAF History by Employee
Self-Service Banner > EPAF Manager Lookup

LEAVE ELIGIBILITY: Employees on regular appt of 50% or more & expected to work continuously for 12 months or longer or those not on regular appt who work 50% or more & have been employed continuously for 12 months or longer

VACATION LEAVE ACCRUAL INFO - Non-Exempt & Exempt:
All eligible employees accrue a maximum of 160 hours per calendar year - Leave accrues on hours worked per pay period. Vacation leave for full-time is 13.34 hours/month.

CARRYOVER ALLOWED (VACATION LEAVE):
Eligible employees' carryover a maximum of 320 hours.

SICK LEAVE ACCRUAL INFORMATION:
Eligible employees accrue 8hrs/month or 96 hours/year with no maximum cap. Accrual is based on hours worked.

OTHER LEAVE OPTIONS:
Other leave options are available. Visit the Human Resources website for eligibility and additional information.

ONBOARDING NEW EMPLOYEES:
New employees are expected to be fully onboarded with completion of new hire documents prior to entry into the Banner system. Refer to the Onboarding Center or TES in the Human Resources Department for guidance.

Full-time employees will access the on-line benefit enrollment system through **AUACCESS**.

VERIFICATION OF IDENTITY AND WORK AUTHORIZATION
All employees are expected to successfully complete the verification process by completion of a Form I-9 and E-Verify within federal regulation deadlines. Refer to the Onboarding Center, TES, or Human Resources Records for additional information.
Temporary work status end dates are maintained in Banner and will be monitored for compliance.

BANNER DATES DEFINED

Current Hire	Date of most recent affiliation with the University. The date does not change when the employee transfers employee classes. Date must match the first date of employment on the new Form I-9
Original Hire	First date of original employment
Seniority	Date used to determine total service for recognition program
Adjusted Service	Indicates date of most recent hire less years of prior service for determining non-exempt's accrual rate for annual leave (Prior to 1/1/2021)
First Work Date	Date on which the employee is eligible for benefits
Last Work Date	Populated with date of termination or retirement

POSITION NUMBER SCHEME
(Prefix listed below to be typically followed by timekeeping location number)

GA - Graduate Assistant	ST - Student Worker
GB - Graduate Student Worker	VS - Vacant Salary Reserves
GC - Graduate Housing	WM - Work Study at AUM
GE - Graduate Extension Asst	WA - Work Study at Auburn
GR - Graduate Research Asst	2XXXXX - AUM Position
GT - Graduate Teaching Asst	4XXXXX - ACES Position
SF - Summer Faculty	ZJ - Z Jobs (additional job for Full Time Employee)
PC – PT Contingent Employee	

Steps that departmental personnel should take to ensure accurate and timely pay for employees:

1. Meet EPAF AND PAYROLL DEADLINES. These dates are posted on AUACCESS under Payroll & Employee Benefits link. It is recommended that initiation of required documents not be left to the last minute. If a new employee begins work late in the pay period and the deadline cannot be met, be sure he or she understands that the first payment will be delayed until the next scheduled pay date for the applicable employee class. Remind student employees that time sheets submitted after the cut-off time will be processed on the next scheduled payroll. Verify job data on NBAJOBS for new employees and any changes made by EPAF.

2. CAREFULLY REVIEW THE MONTHLY AND SEMIMONTHLY PAYROLL VERIFICATIONS AND BIWEEKLY RECAP TIME SHEETS. If an employee who should appear there does not, confirm that the proper paperwork has been sent to the HR office and/or that the appropriate EPAF has been submitted and approved. Contact the HR office with any questions concerning the job assignment.

3. ENSURE timecards are APPROVED and all EXCEPTIONS have been ENTERED/CORRECTED in Kronos PRIOR to payroll processing.
Do NOT wait until the last minute to begin corrections.