

Human Resources Banner Admin Screens Employee and Relevant Information

| Banner Form Name | Banner Form Name Description | Information Contained on Form | Comments |
|------------------|------------------------------|---|---|
| PEAEMPL | Employee Record | <ul style="list-style-type: none"> • Employee Name • Banner ID • Employee Status: A, T, on Leave • Employee Class and Description • Employee Group and Description • Leave Category and Description • Benefit Category and Description • Part or Full-time Designation • Organization Code and Description Name • Timekeeping Location and Description • Division Code (xxx) and Description • Hiring Location and Description • Campus Code Indicator and Description • Service Dates of Employee Record • Leave of Absence Reason Code and Description and Begin/End Date • Termination Code and Description • Termination Effective Date • Form I-9 expiration dates for temporary status employees | <p>This screen includes general information regarding an employee record. It includes tabs that contain relevant information: General Employee and United States Regulatory</p> <p><i>Search employee by Banner ID or Employee Name</i></p> |
| NBAJOBS | Employee Job Record | <ul style="list-style-type: none"> • Effective Dates of Last Job Change • Job Title • Job FTE (Full-time equivalent) • Appointment Percentage • Hours per Pay • Employee Class Code and Description • Change Reason of Last Job Change and Description • Pay Type Table • Salary Grade of Job • Rate of Pay (Hourly Rate) • Assign Salary (amount per pay) • Pay Factor (Number of Pays for Job Type) • Annual Salary (annualized salary amount) • Timesheet Code Number and Description • Payroll ID (payroll type) • Job Supervisor Name, Position Number, and Title • Job Location Code and Description • Payroll Earnings Code and Description • Job Labor Distribution Code (fund/organization/account/program) | <p>This screen includes job information for an employee. It includes multiple tabs that contain relevant information: Job Detail, Payroll Default, Miscellaneous, Default Earnings, Job Labor Distribution</p> <p><i>Search by Banner ID or Employee Name, Position Number, Position Suffix, Query Date</i></p> |

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| PPAIDEN | Employee Identification | <ul style="list-style-type: none"> • Employee Name • Preferred First Name • Marital Status Code and Description • Employee Address Type Code and Description (Mailing, Local, Campus) • Citizenship Code and Description • Emergency Contact Information | <p>This screen includes employee identification information. It includes tabs that contain relevant information: Current identification, Address, Telephone, Biographical, Email, Emergency Contact</p> <p><i>Search by Banner ID or Employee Name</i></p> |
| PEALEAV | Employee Leave Information | <ul style="list-style-type: none"> • Leave Code and Description • Leave Totals by Leave Code | <p>This screen includes leave types and totals including accrual rates.</p> <p><i>Search by Banner ID or Employee Name</i></p> |
| NBAPOSN | Position Information | <ul style="list-style-type: none"> • Position Status (active/inactive) • Type of Position • Position Class Code • Position Title • Employee Class Code and Description • Salary Table • Salary Grade • Position Reports to Supervisor Position Number • Job Location Code and Description • Appointment Percentage • Salary Range (Low/Midpoint/High) | <p>This screen contains relevant information for a position.</p> <p><i>Search information by position number</i></p> |
| NBAPBUD | Position Budget | <ul style="list-style-type: none"> • Position Title • Employee Class Code and Description • Position Status (Active/Inactive) • Position Type (Single/Pooled) • Position Budget • Position Budget Expended • Position Budget Remaining • Job Labor Distribution Code (fund/organization/account/program) | <p>This screen includes position budget information. It includes tabs that contain relevant information: Salary budgets, Premium earnings totals, Labor distributions.</p> <p><i>Search by Fiscal Year and Position number</i></p> |