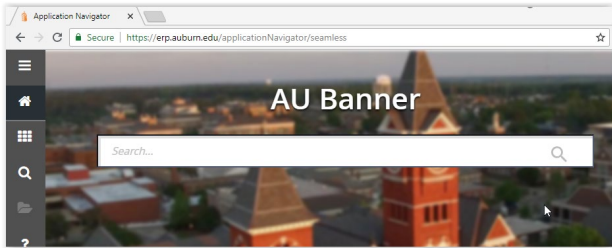


PZRH110 – Salary Job Change Reasons by Date Range and Division

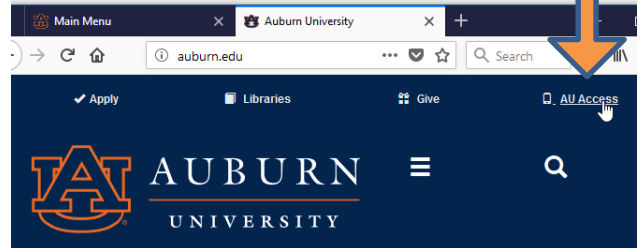
Lists predefined job change reasons for employees within a specific division and date range. The following job change reasons are included: ADMLE, ADMLN, ADMLP, AGEND, BEPRO, BLEAV, BOOC, BSPEC, C0912, CEPRO, CONVT, COOC, CSPEC, DEMO, EEPRO, EEOC, EQAJT, ESPEC, EXTND, FLSA, FT/PT, FYPRO, FYSAL, INTAD, INTDE, JCHAN, JFPRO, LAYOF, LEDAD, LEDDE, LTD, LVEND, LWOP, MILVB, MILVE, MINW, NHIRE, NWJOB, OCORR, OJI, OJIR, OLOAD, PCHAN, PILVE, PROMO, PWAGE, RCLAS, REORG, RTIRE, SALIG, SCP, SCPE, SDR, SPPAY, TEMPC, TERM, VEHCL

1 Banner Admin
erp.auburn.edu

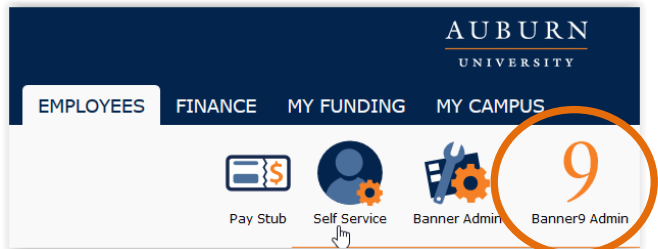
2 AU Authenticate and 2-factor DUO



1 AU Access

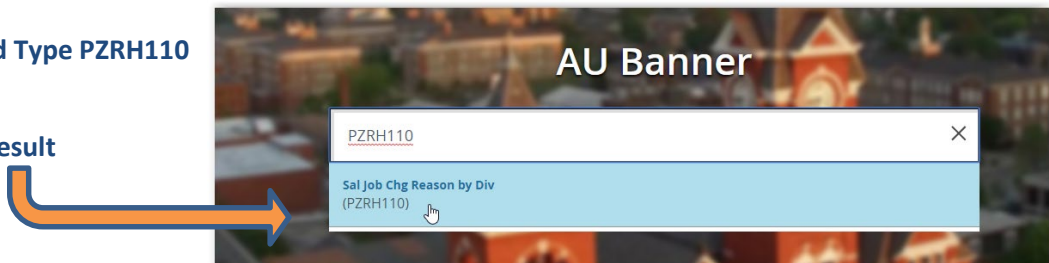


2 Employee Tab -> Banner9 Admin

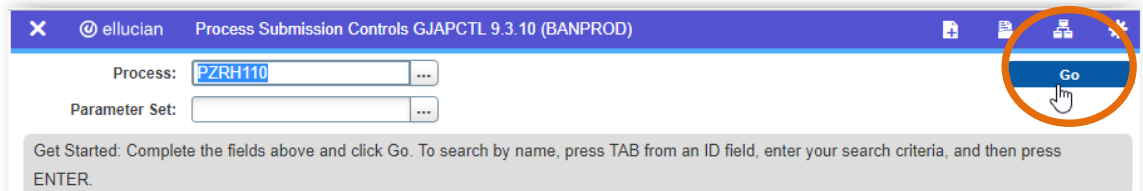


3 Search Field Type PZRH110

4 Select the result



5 Submission Control -> Go



Process: PZRH110 Sal Job Chg Reason by Div Parameter Set: Start Over

PRINTER CONTROL

Submit Time: [] PDF Font Size: []
 MIME Type: None Delete After Days: []
 PDF Font: []

PARAMETER VALUES

Number *	Parameters	Values
01	Begin Date	[]
02	End Date	[]
03	Division	[]

Record 1 of 3

LENGTH: 11 TYPE: Date O/R: Required M/S: Single
 Enter Begin Date

SUBMISSION

Save Parameter Set as Hold / Submit Hold Submit

Name: [] Description: []

CANCEL SELECT SAVE

7

Submission Block

Cursor MUST click within the Submission Block. Either check the Save Parameter Set* OR click your cursor on the Name Field

**Save Parameter Set as will keep the values entered for future runs.*

8

Save

Saving the form runs the script/report.

If the report was submitted with no errors, the runner will receive a sequence number. If you save the parameter set, then you will also see message regarding default values.

Check your email

non-reply@auburn.edu

selected job change reasons by selected division - pzh110 Wed 12/5/2018 2:40 PM

Links in Email

Click the link within the email to open and download the reports.

