

COOPERATIVE EXTENSION SERVICE

University of Arkansas, United States Department of Agriculture, and County Governments Cooperating

BANNER

**How Do I Find . . .
Human Resources User-s Guide**

2001

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How do I find an employee's Social Security number?

After logging into Banner:

- S Enter the name of the form, **PEAEMPL**, in the **Direct Access** box and press **<ENTER>**.

or

Select **File**, choose **Direct Access**. In the **Direct Access** box, type **PEAEMPL** and press **<ENTER>**.

- S From the Employee Form screen, press TAB once to move your cursor to the Name field (next to the ID field). Enter the employee last name and press **<ENTER>**. The name search is not case sensitive. You can enter the last name in lowercase.

TIP: You can also enter a portion of the last name, substituting the % for the missing letters. For example, enter sower% and press **<ENTER>** to find Sowerbrower.

- S If there is only one person in Banner with the last name you entered, the full name and social security number (ID) will automatically appear on the form.
If more than one person meets the criteria, a drop-down box will be displayed. Select the down arrow in the highlighted box to find the desired employee and select the entry to fill in the social security (ID) and name fields on the form.

- S The General Employee Information screen will be displayed. Press **Ctrl/Page Down** and information is displayed in the blank fields.

To Exit:

- S Select the **Red Door** (last icon on the right on the toolbar).

How do I find an employee's FT/PT Status?

After logging into Banner:

- S Enter the name of the form, **PEAEMPL**, in the **Direct Access** box and press **<ENTER>**.

or

Select **File**, choose **Direct Access**. In the **Direct Access** box, type **PEAEMPL** and press **<ENTER>**.

- S From the Employee Form screen, press TAB once to move your cursor to the Name field (next to the ID field). Enter the employee last name and press **<ENTER>**. The name search is not case sensitive. You can enter the last name in lowercase.

TIP: You can also enter a portion of the last name, substituting the % for the missing letters. For example, enter sower% and press **<ENTER>** to find Sowerbrower.

- S If there is only one person in Banner with the last name you entered, the full name and social security number (ID) will automatically appear on the form.
If more than one person meets the criteria, a drop-down box will be displayed. Select the down arrow in the highlighted box to find the desired employee and select the entry to fill in the social security (ID) and name fields on the form.

- S The General Employee Information screen will be displayed. Press **Ctrl/Page Down** and information is displayed in the blank fields.

- S Note the information in the FT/PT Status field.

To Exit:

- S Select the **Red Door** (last icon on the right on the toolbar).

How do I find an employee=s status, classified/non-classified?

After logging into Banner:

S Enter the name of the form, **PEAEMPL**, in the **Direct Access** box and press **<ENTER>**.

or

Select **File**, choose **Direct Access**. In the **Direct Access** box, type **PEAEMPL** and press **<ENTER>**.

S From the Employee Form screen, press TAB once to move your cursor to the Name field (next to the ID field). Enter the employee last name and press **<ENTER>**. The name search is not case sensitive. You can enter the last name in lowercase.

TIP: You can also enter a portion of the last name, substituting the % for the missing letters. For example, enter sower% and press **<ENTER>** to find Sowerbrower.

S If there is only one person in Banner with the last name you entered, the full name and social security number (ID) will automatically appear on the form.

If more than one person meets the criteria, a drop-down box will be displayed. Select the down arrow in the highlighted box to find the desired employee and select the entry to fill in the social security (ID) and name fields on the form.

S The General Employee Information screen will be displayed. Press **Ctrl/Page Down** and information is displayed in the blank fields.

S Note the information in the Employee Status field.

To Exit:

S Select the **Red Door** (last icon on the right on the toolbar).

How do I find an employee's organization #?

After logging into Banner:

S Enter the name of the form, **PEAEMPL**, in the **Direct Access** box and press **<ENTER>**.

or

Select **File**, choose **Direct Access**. In the **Direct Access** box, type **PEAEMPL** and press **<ENTER>**.

S From the Employee Form screen, press TAB once to move your cursor to the Name field (next to the ID field). Enter the employee last name and press **<ENTER>**. The name search is not case sensitive. You can enter the last name in lowercase.

TIP: You can also enter a portion of the last name, substituting the % for the missing letters. For example, enter sower% and press **<ENTER>** to find Sowerbrower.

S If there is only one person in Banner with the last name you entered, the full name and social security number (ID) will automatically appear on the form.

If more than one person meets the criteria, a drop-down box will be displayed. Select the down arrow in the highlighted box to find the desired employee and select the entry to fill in the social security (ID) and name fields on the form.

S The General Employee Information screen will be displayed. Press **Ctrl/Page Down** and information is displayed in the blank fields.

S Note the information in the Organization field.

To Exit:

S Select the **Red Door** (last icon on the right on the toolbar).

How do I find an employee's current hire date?

After logging into Banner:

- S Enter the name of the form, **PEAEMPL**, in the **Direct Access** box and press **<ENTER>**.

or

Select **File**, choose **Direct Access**. In the **Direct Access** box, type **PEAEMPL** and press **<ENTER>**.

- S From the Employee Form screen, press TAB once to move your cursor to the Name field (next to the ID field). Enter the employee last name and press **<ENTER>**. The name search is not case sensitive. You can enter the last name in lowercase.

TIP: You can also enter a portion of the last name, substituting the % for the missing letters. For example, enter sower% and press **<ENTER>** to find Sowerbrower.

- S If there is only one person in Banner with the last name you entered, the full name and social security number (ID) will automatically appear on the form.
If more than one person meets the criteria, a drop-down box will be displayed. Select the down arrow in the highlighted box to find the desired employee and select the entry to fill in the social security (ID) and name fields on the form.

- S The General Employee Information screen will be displayed. Press **Ctrl/Page Down** and information is displayed in the blank fields.

- S Note the information in the Current Hire-CES field.

To Exit:

- S Select the **Red Door** (last icon on the right on the toolbar).

How do I find an employee's State career service date used for calculating career service bonuses?

After logging into Banner:

S Enter the name of the form, **PEAEMPL**, in the **Direct Access** box and press **<ENTER>**.

or

Select **File**, choose **Direct Access**. In the **Direct Access** box, type **PEAEMPL** and press **<ENTER>**.

S From the Employee Form screen, press TAB once to move your cursor to the Name field (next to the ID field). Enter the employee last name and press **<ENTER>**. The name search is not case sensitive. You can enter the last name in lowercase.

TIP: You can also enter a portion of the last name, substituting the % for the missing letters. For example, enter sower% and press **<ENTER>** to find Sowerbrower.

S If there is only one person in Banner with the last name you entered, the full name and social security number (ID) will automatically appear on the form.

If more than one person meets the criteria, a drop-down box will be displayed. Select the down arrow in the highlighted box to find the desired employee and select the entry to fill in the social security (ID) and name fields on the form.

S The General Employee Information screen will be displayed. Press **Ctrl/Page Down** and information is displayed in the blank fields.

S Note the information in the Career Service field.

To Exit:

S Select the **Red Door** (last icon on the right on the toolbar).

How do I find an employee=s length of service with Extension?

After logging into Banner:

- S Enter the name of the form, **PEAEMPL**, in the **Direct Access** box and press **<ENTER>**.

or

Select **File**, choose **Direct Access**. In the **Direct Access** box, type **PEAEMPL** and press **<ENTER>**.

- S From the Employee Form screen, press TAB once to move your cursor to the Name field (next to the ID field). Enter the employee last name and press **<ENTER>**. The name search is not case sensitive. You can enter the last name in lowercase.

TIP: You can also enter a portion of the last name, substituting the % for the missing letters. For example, enter sower% and press **<ENTER>** to find Sowerbrower.

- S If there is only one person in Banner with the last name you entered, the full name and social security number (ID) will automatically appear on the form.
If more than one person meets the criteria, a drop-down box will be displayed. Select the down arrow in the highlighted box to find the desired employee and select the entry to fill in the social security (ID) and name fields on the form.

- S The General Employee Information screen will be displayed. Press **Ctrl/Page Down** and information is displayed in the blank fields.

- S Note the information in the Adj UA Hire Date field.

To Exit:

- S Select the **Red Door** (last icon on the right on the toolbar).

How do I find an employee's last day of work?

After logging into Banner:

- S Enter the name of the form, **PEAEMPL**, in the **Direct Access** box and press **<ENTER>**.

or

Select **File**, choose **Direct Access**. In the **Direct Access** box, type **PEAEMPL** and press **<ENTER>**.

- S From the Employee Form screen, press TAB once to move your cursor to the Name field (next to the ID field). Enter the employee last name and press **<ENTER>**. The name search is not case sensitive. You can enter the last name in lowercase.

TIP: You can also enter a portion of the last name, substituting the % for the missing letters. For example, enter sower% and press **<ENTER>** to find Sowerbrower.

- S If there is only one person in Banner with the last name you entered, the full name and social security number (ID) will automatically appear on the form.
If more than one person meets the criteria, a drop-down box will be displayed. Select the down arrow in the highlighted box to find the desired employee and select the entry to fill in the social security (ID) and name fields on the form.

- S The General Employee Information screen will be displayed. Press **Ctrl/Page Down** and information is displayed in the blank fields.

- S Note the information in the Last Work Day field.

To Exit:

- S Select the **Red Door** (last icon on the right on the toolbar).

How do I find an employee=s leave balances?

After logging into Banner:

S Enter the name of the form, **PEAEMPL**, in the **Direct Access** box and press **<ENTER>**.

or

Select **File**, choose **Direct Access**. In the **Direct Access** box, type **PEAEMPL** and press **<ENTER>**.

S From the Employee Form screen, press TAB once to move your cursor to the Name field (next to the ID field). Enter the employee last name and press **<ENTER>**. The name search is not case sensitive. You can enter the last name in lowercase.

TIP: You can also enter a portion of the last name, substituting the % for the missing letters. For example, enter sower% and press **<ENTER>** to find Sowerbrower.

S If there is only one person in Banner with the last name you entered, the full name and social security number (ID) will automatically appear on the form.

If more than one person meets the criteria, a drop-down box will be displayed. Select the down arrow in the highlighted box to find the desired employee and select the entry to fill in the social security (ID) and name fields on the form.

S The General Employee Information screen will be displayed. Press **Ctrl/Page Down** and information is displayed in the blank fields.

S From the Options list on the left side, select the Leave Balances Information option.

S The Leave Balances screen is displayed.

S Note the information in the Current Available field.

To Exit:

S Select the **Red Door** (last icon on the right on the toolbar).

How do I find an employee=s termination reason and date?

After logging into Banner:

S Enter the name of the form, **PEAEMPL**, in the **Direct Access** box and press **<ENTER>**.

or

Select **File**, choose **Direct Access**. In the **Direct Access** box, type **PEAEMPL** and press **<ENTER>**.

S From the Employee Form screen, press **TAB** once to move your cursor to the Name field (next to the ID field). Enter the employee last name and press **<ENTER>**. The name search is not case sensitive. You can enter the last name in lowercase.

TIP: You can also enter a portion of the last name, substituting the % for the missing letters. For example, enter sower% and press **<ENTER>** to find Sowerbrower.

S If there is only one person in Banner with the last name you entered, the full name and social security number (ID) will automatically appear on the form. If more than one person meets the criteria, a drop-down box will be displayed. Select the down arrow in the highlighted box to find the desired employee and select the entry to fill in the social security (ID) and name fields on the form.

S The General Employee Information screen will be displayed. Press **Ctrl/Page Down** and information is displayed in the blank fields.

S From the Options list on the left side, select the Termination Information option.

S The Termination Information screen is displayed.

To Exit:

S Select the **Red Door** (last icon on the right on the toolbar).

How do I find an employee's leave of absence reason and dates?

After logging into Banner:

S Enter the name of the form, **PEAEMPL**, in the **Direct Access** box and press **<ENTER>**.

or

Select **File**, choose **Direct Access**. In the **Direct Access** box, type **PEAEMPL** and press **<ENTER>**.

S From the Employee Form screen, press TAB once to move your cursor to the Name field (next to the ID field). Enter the employee last name and press **<ENTER>**. The name search is not case sensitive. You can enter the last name in lowercase.

TIP: You can also enter a portion of the last name, substituting the % for the missing letters. For example, enter sower% and press **<ENTER>** to find Sowerbrower.

S If there is only one person in Banner with the last name you entered, the full name and social security number (ID) will automatically appear on the form.

If more than one person meets the criteria, a drop-down box will be displayed. Select the down arrow in the highlighted box to find the desired employee and select the entry to fill in the social security (ID) and name fields on the form.

S The General Employee Information screen will be displayed. Press **Ctrl/Page Down** and information is displayed in the blank fields.

S From the Options list on the left side, select the Leave/Absence Information option.

S The Leave/Absence Information screen is displayed.

To Exit:

S Select the **Red Door** (last icon on the right on the toolbar).

How do I find what benefits an employee=s has?

After logging into Banner:

- S Enter the name of the form, **PDADEDN**, in the **Direct Access** box and press **<ENTER>**.

or

Select **File**, choose **Direct Access**. In the **Direct Access** box, type **PDADEDN** and press **<ENTER>**.

- S From the Employee Benefits/Deduction Form screen, press TAB once to move your cursor to the Name field (next to the ID field). Enter the employee last name and press **<ENTER>**. The name search is not case sensitive. You can enter the last name in lowercase.

TIP: You can also enter a portion of the last name, substituting the % for the missing letters. For example, enter sower% and press **<ENTER>** to find Sowerbrower.

- S If there is only one person in Banner with the last name you entered, the full name and social security number (ID) will automatically appear on the form.
If more than one person meets the criteria, a drop-down box will be displayed. Select the down arrow in the highlighted box to find the desired employee and select the entry to fill in the social security (ID) and name fields on the form.
- S The Employee Benefits/Deduction Form screen will be displayed for that employee. Select the flashlight icon next to Dedn:.
- S From the Options List, select Employee Deductions - PDIDLST.
- S The Employee Query Form screen is displayed showing the current benefits/deductions for the employee.

To Exit:

- S Select the **Red Door** (last icon on the right on the toolbar).

How do I find an employee's Retirement Plan and Vesting?

After logging into Banner:

S Enter the name of the form, **PPACMNT**, in the **Direct Access** box and press **<ENTER>**.

or

Select **File**, choose **Direct Access**. In the **Direct Access** box, type **PPACMNT** and press **<ENTER>**.

S From the Comment Form screen, press TAB once to move your cursor to the Name field (next to the ID field). Enter the employee last name and press **<ENTER>**. The name search is not case sensitive. You can enter the last name in lowercase.

TIP: You can also enter a portion of the last name, substituting the % for the missing letters. For example, enter sower% and press **<ENTER>** to find Sowerbrower.

S If there is only one person in Banner with the last name you entered, the full name and social security number (ID) will automatically appear on the form.

If more than one person meets the criteria, a drop-down box will be displayed. Select the down arrow in the highlighted box to find the desired employee and select the entry to fill in the social security (ID) and name fields on the form.

S The Comment Form screen for that employee is displayed. Press **Ctrl/Page Down** and information is displayed in the blank fields.

S Scroll down through selections in the Coded Comments box for Retirement Plan and Vesting.

To Exit:

S Select the **Red Door** (last icon on the right on the toolbar).

How do I find an employee=s rank?

After logging into Banner:

Enter the name of the form, **PPACMNT**, in the **Direct Access** box and press **<ENTER>**.

or

Select **File**, choose **Direct Access**. In the **Direct Access** box, type **PPACMNT** and press **<ENTER>**.

S From the Comment Form screen, press TAB once to move your cursor to the Name field (next to the ID field). Enter the employee last name and press **<ENTER>**. The name search is not case sensitive. You can enter the last name in lowercase.

TIP: You can also enter a portion of the last name, substituting the % for the missing letters. For example, enter sower% and press **<ENTER>** to find Sowerbrower.

S If there is only one person in Banner with the last name you entered, the full name and social security number (ID) will automatically appear on the form.

If more than one person meets the criteria, a drop-down box will be displayed. Select the down arrow in the highlighted box to find the desired employee and select the entry to fill in the social security (ID) and name fields on the form.

S The Comment Form screen for that employee is displayed. Press **Ctrl/Page Down** and information is displayed in the blank fields.

S Scroll down through selections in the Coded Comments box for employee rank.

To Exit:

S Select the **Red Door** (last icon on the right on the toolbar).

How do I find an employee=s working title?

After logging into Banner:

Enter the name of the form, **PPACMNT**, in the **Direct Access** box and press **<ENTER>**.

or

Select **File**, choose **Direct Access**. In the **Direct Access** box, type **PPACMNT** and press **<ENTER>**.

S From the Comment Form screen, press TAB once to move your cursor to the Name field (next to the ID field). Enter the employee last name and press **<ENTER>**. The name search is not case sensitive. You can enter the last name in lowercase.

TIP: You can also enter a portion of the last name, substituting the % for the missing letters. For example, enter sower% and press **<ENTER>** to find Sowerbrower.

S If there is only one person in Banner with the last name you entered, the full name and social security number (ID) will automatically appear on the form.

If more than one person meets the criteria, a drop-down box will be displayed. Select the down arrow in the highlighted box to find the desired employee and select the entry to fill in the social security (ID) and name fields on the form.

S The Comment Form screen for that employee is displayed. Press **Ctrl/Page Down** and information is displayed in the blank fields.

S Scroll down through selections in the Coded Comments box for employee working title.

To Exit:

S Select the **Red Door** (last icon on the right on the toolbar).

How do I find an employee=s educational history?

After logging into Banner:

Enter the name of the form, **PPACMNT**, in the **Direct Access** box and press **<ENTER>**.

or

Select **File**, choose **Direct Access**. In the **Direct Access** box, type **PPACMNT** and press **<ENTER>**.

S From the Comment Form screen, press TAB once to move your cursor to the Name field (next to the ID field). Enter the employee last name and press **<ENTER>**. The name search is not case sensitive. You can enter the last name in lowercase.

TIP: You can also enter a portion of the last name, substituting the % for the missing letters. For example, enter sower% and press **<ENTER>** to find Sowerbrower.

S If there is only one person in Banner with the last name you entered, the full name and social security number (ID) will automatically appear on the form.

If more than one person meets the criteria, a drop-down box will be displayed. Select the down arrow in the highlighted box to find the desired employee and select the entry to fill in the social security (ID) and name fields on the form.

S The Comment Form screen for that employee is displayed. Press **Ctrl/Page Down** and information is displayed in the blank fields.

S Note the information the Free Form Comments section. Use the scroll bar to move up/down to view the information.

To Exit:

S Select the **Red Door** (last icon on the right on the toolbar).

How do I find an employee's Extension work history?

After logging into Banner:

S Enter the name of the form, **PPACMNT**, in the **Direct Access** box and press **<ENTER>**.

or

Select **File**, choose **Direct Access**. In the **Direct Access** box, type **PPACMNT** and press **<ENTER>**.

S From the Comment Form screen, press TAB once to move your cursor to the Name field (next to the ID field). Enter the employee last name and press **<ENTER>**. The name search is not case sensitive. You can enter the last name in lowercase.

TIP: You can also enter a portion of the last name, substituting the % for the missing letters. For example, enter sower% and press **<ENTER>** to find Sowerbrower.

S If there is only one person in Banner with the last name you entered, the full name and social security number (ID) will automatically appear on the form.

If more than one person meets the criteria, a drop-down box will be displayed. Select the down arrow in the highlighted box to find the desired employee and select the entry to fill in the social security (ID) and name fields on the form.

S The Comment Form screen for that employee is displayed. Press **Ctrl/Page Down** and information is displayed in the blank fields.

S Note the information the Free Form Comments section. Use the scroll bar to move up/down to view the information.

To Exit:

S Select the **Red Door** (last icon on the right on the toolbar).

How do I find an employee=s degree?

After logging into Banner:

- S Enter the name of the form, **PPAGENL**, in the **Direct Access** box and press **<ENTER>**.

or

Select **File**, choose **Direct Access**. In the **Direct Access** box, type **PPAGENL** and press **<ENTER>**.

- S From the General Information Form screen, press TAB once to move your cursor to the Name field (next to the ID field). Enter the employee last name and press **<ENTER>**. The name search is not case sensitive. You can enter the last name in lowercase.

TIP: You can also enter a portion of the last name, substituting the % for the missing letters. For example, enter sower% and press **<ENTER>** to find Sowerbrower.

- S If there is only one person in Banner with the last name you entered, the full name and social security number (ID) will automatically appear on the form.
If more than one person meets the criteria, a drop-down box will be displayed. Select the down arrow in the highlighted box to find the desired employee and select the entry to fill in the social security (ID) and name fields on the form.

- S The General Information Form screen for that employee is displayed. Press **Ctrl/Page Down** and information is displayed in the blank fields.

- S Note the information below Diploma/Degree section.

To Exit:

- S Select the **Red Door** (last icon on the right on the toolbar).

How do I find an employee=s annual performance evaluation rating?

(Currently this form is only operative for classified employees.)

After logging into Banner:

S Enter the name of the form, **PEAREVW**, in the **Direct Access** box and press **<ENTER>**.

or

Select **File**, choose **Direct Access**. In the **Direct Access** box, type **PEAREVW** and press **<ENTER>**.

S From the Employee Review Form screen, press TAB once to move your cursor to the Name field (next to the ID field). Enter the employee last name and press **<ENTER>**. The name search is not case sensitive. You can enter the last name in lowercase.

TIP: You can also enter a portion of the last name, substituting the % for the missing letters. For example, enter sower% and press **<ENTER>** to find Sowerbrower.

S If there is only one person in Banner with the last name you entered, the full name and social security number (ID) will automatically appear on the form.

If more than one person meets the criteria, a drop-down box will be displayed. Select the down arrow in the highlighted box to find the desired employee and select the entry to fill in the social security (ID) and name fields on the form.

S The Employee Review Form screen for that employee is displayed. Press **Ctrl/Page Down** and information is displayed in the blank fields.

To Exit:

S Select the **Red Door** (last icon on the right on the toolbar).

How do I find an employee=s position number?

After logging into Banner:

S Enter the name of the form, **NBAJOBS**, in the **Direct Access** box and press **<ENTER>**.

or

Select **File**, choose **Direct Access**. In the **Direct Access** box, type **NBAJOBS** and press **<ENTER>**.

S From the Employee Jobs Form screen, press TAB once to move your cursor to the Name field (next to the ID field). Enter the employee last name and press **<ENTER>**. The name search is not case sensitive. You can enter the last name in lowercase.

TIP: You can also enter a portion of the last name, substituting the % for the missing letters. For example, enter sower% and press **<ENTER>** to find Sowerbrower.

S If there is only one person in Banner with the last name you entered, the full name and social security number (ID) will automatically appear on the form.
If more than one person meets the criteria, a drop-down box will be displayed. Select the down arrow in the highlighted box to find the desired employee and select the entry to fill in the social security (ID) and name fields on the form.

S Enter the employee=s position number and suffix in the POSN: field

or

If the position number is not known, select the flashlight icon next to POSN: field, select List of Employee=s Job (NBIJLST) from the Options List screen and select the appropriate position number from the Employee Job Inquiry Form screen.

S After returning to the Employee Jobs Form screen, press **Ctrl/Page Down** and information is displayed in the blank fields.

To Exit:

S Select the **Red Door** (last icon on the right on the toolbar).

How do I find an employee=s line item title?

After logging into Banner:

Enter the name of the form, **PPACMNT**, in the **Direct Access** box and press **<ENTER>**.

or

Select **File**, choose **Direct Access**. In the **Direct Access** box, type **PPACMNT** and press **<ENTER>**.

S From the Comment Form screen, press TAB once to move your cursor to the Name field (next to the ID field). Enter the employee last name and press **<ENTER>**. The name search is not case sensitive. You can enter the last name in lowercase.

TIP: You can also enter a portion of the last name, substituting the % for the missing letters. For example, enter sower% and press **<ENTER>** to find Sowerbrower.

S If there is only one person in Banner with the last name you entered, the full name and social security number (ID) will automatically appear on the form.

If more than one person meets the criteria, a drop-down box will be displayed. Select the down arrow in the highlighted box to find the desired employee and select the entry to fill in the social security (ID) and name fields on the form.

S The Comment Form screen for that employee is displayed. Press **Ctrl/Down** and information is displayed in the blank fields.

S Scroll down through selections in the Coded Comments box for line item title.

To Exit:

S Select the **Red Door** (last icon on the right on the toolbar).

How do I find an employee=s salary?

After logging into Banner:

Enter the name of the form, **NBAJOBS**, in the **Direct Access** box and press **<ENTER>**.

or

Select **File**, choose **Direct Access**. In the **Direct Access** box, type **NBAJOBS** and press **<ENTER>**.

S From the Employee Jobs Form screen, press TAB once to move your cursor to the Name field (next to the ID field). Enter the employee last name and press **<ENTER>**. The name search is not case sensitive. You can enter the last name in lowercase.

TIP: You can also enter a portion of the last name, substituting the % for the missing letters. For example, enter sower% and press **<ENTER>** to find Sowerbrower.

S If there is only one person in Banner with the last name you entered, the full name and social security number (ID) will automatically appear on the form. If more than one person meets the criteria, a drop-down box will be displayed. Select the down arrow in the highlighted box to find the desired employee and select the entry to fill in the social security (ID) and name fields on the form.

S Enter the employee=s position number in the POSN: field and make sure 00 is in the Suffix: field.

or

If the position number is not known, select the flashlight icon next to POSN: field, select List of Employee=s Job (NBIJLST) from the Options List screen and select the appropriate position number from the Employee Job Inquiry Form screen.

S After returning to the Employee Jobs Form screen, press **Ctrl/Page Down** and information is displayed in the blank fields.

S Continue to press **Ctrl/Page Down** to view the Job/Detail Information screen or select Job Detail from the Options on the left.

S Select View Job Detail effective dates to view history and select most recent record.

S The salary information is displayed under the Compensation section of the screen.

To Exit:

S Select the **Red Door** (last icon on the right on the toolbar).

How do I find an employee=s salary and fringe benefits encumbrance?

After logging into Banner:

S Enter the name of the form, **NBAJOBS**, in the **Direct Access** box and press **<ENTER>**.

or

Select **File**, choose **Direct Access**. In the **Direct Access** box, type **NBAJOBS** and press **<ENTER>**.

S From the Employee Jobs Form screen, press TAB once to move your cursor to the Name field (next to the ID field). Enter the employee last name and press **<ENTER>**. The name search is not case sensitive. You can enter the last name in lowercase.

TIP: You can also enter a portion of the last name, substituting the % for the missing letters. For example, enter sower% and press **<ENTER>** to find Sowerbrower.

S If there is only one person in Banner with the last name you entered, the full name and social security number (ID) will automatically appear on the form.

If more than one person meets the criteria, a drop-down box will be displayed. Select the down arrow in the highlighted box to find the desired employee and select the entry to fill in the social security (ID) and name fields on the form.

S Enter the employee=s position number and suffix in the POSN: field

or

If the position number is not known, select the flashlight icon next to POSN: field, select List of Employee=s Job (NBIJLST) from the Options List screen and select the appropriate position number from the Employee Job Inquiry Form screen.

S After returning to the Employee Jobs Form screen, press **Ctrl/Page Down** and information is displayed in the blank fields.

S Salary encumbrance and fringe encumbrance is displayed on this first screen.

To Exit:

S Select the **Red Door** (last icon on the right on the toolbar).

How do I find an employee=s percentage of time worked?

After logging into Banner:

S Enter the name of the form, **NBAJOBS**, in the Direct Access box and press **<ENTER>**.

or

Select **File**, choose **Direct Access**. In the **Direct Access** box, type **NBAJOBS** and press **<ENTER>**.

S From the Employee Jobs Form screen, press TAB once to move your cursor to the Name field (next to the ID field). Enter the employee last name and press **<ENTER>**. The name search is not case sensitive. You can enter the last name in lowercase.

TIP: You can also enter a portion of the last name, substituting the % for the missing letters. For example, enter sower% and press **<ENTER>** to find Sowerbrower.

S If there is only one person in Banner with the last name you entered, the full name and social security number (ID) will automatically appear on the form. If more than one person meets the criteria, a drop-down box will be displayed. Select the down arrow in the highlighted box to find the desired employee and select the entry to fill in the social security (ID) and name fields on the form.

S Enter the employee=s position number and suffix in the POSN: field

or

If the position number is not known, select the flashlight icon next to POSN: field, select List of Employee=s Job (NBIJLST) from the Options List screen and select the appropriate position number from the Employee Job Inquiry Form screen.

S After returning to the Employee Jobs Form screen, press **Ctrl/Page Down** and information is displayed in the blank fields.

S Continue to press **Ctrl/Page Down** to view the Job/Detail Information screen or select Job Detail from the Options on the left.

S The percentage time of time worked is displayed on the Job/Detail Information screen as Appt %.

To Exit:

S Select the **Red Door** (last icon on the right on the toolbar).

How do I find an employee's hourly pay rate?

After logging into Banner:

S Enter the name of the form, **NBAJOBS**, in the **Direct Access** box and press **<ENTER>**.

or

Select **File**, choose **Direct Access**. In the **Direct Access** box, type **NBAJOBS** and press **<ENTER>**.

S From the Employee Jobs Form screen, press TAB once to move your cursor to the Name field (next to the ID field). Enter the employee last name and press **<ENTER>**. The name search is not case sensitive. You can enter the last name in lowercase.

TIP: You can also enter a portion of the last name, substituting the % for the missing letters. For example, enter sower% and press **<ENTER>** to find Sowerbrower.

S If there is only one person in Banner with the last name you entered, the full name and social security number (ID) will automatically appear on the form. If more than one person meets the criteria, a drop-down box will be displayed. Select the down arrow in the highlighted box to find the desired employee and select the entry to fill in the social security (ID) and name fields on the form.

S Enter the employee's position number and suffix in the POSN: field

or

If the position number is not known, select the flashlight icon next to POSN: field, select List of Employee's Job (NBIJLST) from the Options List screen and select the appropriate position number from the Employee Job Inquiry Form screen.

S After returning to the Employee Jobs Form screen, press **Ctrl/Page Down** and information is displayed in the blank fields.

S Continue to press **Ctrl/Page Down** to view the Job/Detail Information screen or select Job Detail from the Options on the left.

S The Hourly Pay Rate is displayed on the Job/Detail Information screen under the Compensation section in the Rate field.

To Exit:

S Select the **Red Door** (last icon on the right on the toolbar).

How do I find an employee=s annual salary?

After logging into Banner:

S Enter the name of the form, **NBAJOBS**, in the **Direct Access** box and press **<ENTER>**.

or

Select **File**, choose **Direct Access**. In the **Direct Access** box, type **NBAJOBS** and press **<ENTER>**.

S From the Employee Jobs Form screen, press TAB once to move your cursor to the Name field (next to the ID field). Enter the employee last name and press **<ENTER>**. The name search is not case sensitive. You can enter the last name in lowercase.

TIP: You can also enter a portion of the last name, substituting the % for the missing letters. For example, enter sower% and press **<ENTER>** to find Sowerbrower.

S If there is only one person in Banner with the last name you entered, the full name and social security number (ID) will automatically appear on the form. If more than one person meets the criteria, a drop-down box will be displayed. Select the down arrow in the highlighted box to find the desired employee and select the entry to fill in the social security (ID) and name fields on the form.

S Enter the employee=s position number and suffix in the POSN: field

or

If the position number is not known, select the flashlight icon next to POSN: field, select List of Employee=s Job (NBIJLST) from the Options List screen and select the appropriate position number from the Employee Job Inquiry Form screen.

S After returning to the Employee Jobs Form screen, press **Ctrl/Page Down** and information is displayed in the blank fields.

S Continue to press **Ctrl/Page Down** to view the Job/Detail Information screen or select Job Detail from the Options on the left.

S The annual salary is displayed on the Job/Detail Information screen under Compensation section.

To Exit:

S Select the **Red Door** (last icon on the right on the toolbar).

How do I find an employee=s pay history (gross & net) by year and pay period?

After logging into Banner:

- S Enter the name of the form, **PHICHEK**, in the **Direct Access** box and press **<ENTER>**.

or

Select **File**, choose **Direct Access**. In the **Direct Access** box, type **PHICHEK** and press **<ENTER>**.

- S From the Check Detail Inquiry Form screen, press TAB once to move your cursor to the Name field (next to the ID field). Enter the employee last name and press **<ENTER>**. The name search is not case sensitive. You can enter the last name in lowercase.

TIP: You can also enter a portion of the last name, substituting the % for the missing letters. For example, enter sower% and press **<ENTER>** to find Sowerbrower.

- S If there is only one person in Banner with the last name you entered, the full name and social security number (ID) will automatically appear on the form.
If more than one person meets the criteria, a drop-down box will be displayed. Select the down arrow in the highlighted box to find the desired employee and select the entry to fill in the social security (ID) and name fields on the form.

- S From the Check Detail Inquiry Form screen, enter year, pay ID, pay number and sequence number about the check to be viewed and press **Ctrl/Page Down**.

or

If the information is not known, select the flashlight icon next the year field. From the Pay Event List Form, select the desired check. Note: The gross and net pay of each check are displayed on the Pay Event List Form with the other check information.

- S After returning to the Check Detail Inquiry Form screen, press **Ctrl/Page Down** and information is displayed in the blank fields.

To Exit:

- S Select the **Red Door** (last icon on the right on the toolbar).

How do I find an employee's benefit deduction amounts (employee & employer portions)?

After logging into Banner:

S Enter the name of the form, **PHICHEK**, in the **Direct Access** box and press **<ENTER>**.

or

Select **File**, choose **Direct Access**. In the **Direct Access** box, type **PHICHEK** and press **<ENTER>**.

S From the Check Detail Inquiry Form screen, press TAB once to move your cursor to the Name field (next to the ID field). Enter the employee last name and press **<ENTER>**. The name search is not case sensitive. You can enter the last name in lowercase.

TIP: You can also enter a portion of the last name, substituting the % for the missing letters. For example, enter sower% and press **<ENTER>** to find Sowerbrower.

S If there is only one person in Banner with the last name you entered, the full name and social security number (ID) will automatically appear on the form.

If more than one person meets the criteria, a drop-down box will be displayed. Select the down arrow in the highlighted box to find the desired employee and select the entry to fill in the social security (ID) and name fields on the form.

S From the Check Detail Inquiry Form screen, enter year, pay ID, pay number and sequence number about the check to be viewed and press **Ctrl/Page Down**.

or

If the information is not known, select the flashlight icon next the year field. From the Pay Event List Form, select the desired check. Note: The gross and net pay of each check are displayed on the Pay Event List Form with the other check information.

S After returning to the Check Detail Inquiry Form screen, press **Ctrl/Page Down** and information is displayed in the blank fields.

S From the Options list to the left, select Deductions Information or continue to press **Ctrl/Page Down** until the Deductions Information screen is displayed.

To Exit:

S Select the **Red Door** (last icon on the right on the toolbar).

How do I find an employee=s full name?

After logging into Banner:

S Enter the name of the form, **PPAIDEN**, in the **Direct Access** box and press **<ENTER>**.

or

Select **File**, choose **Direct Access**. In the **Direct Access** box, type **PPAIDEN** and press **<ENTER>**.

S From the Identification Form screen, press TAB once to move your cursor to the Name field (next to the ID field). Enter the employee last name and press **<ENTER>**. The name search is not case sensitive. You can enter the last name in lowercase.

TIP: You can also enter a portion of the last name, substituting the % for the missing letters. For example, enter sower% and press **<ENTER>** to find Sowerbrower.

S If there is only one person in Banner with the last name you entered, the full name and social security number (ID) will automatically appear on the form.

If more than one person meets the criteria, a drop-down box will be displayed. Select the down arrow in the highlighted box to find the desired employee and select the entry to fill in the social security (ID) and name fields on the form.

S Press **Ctrl/Page Down** to display data in the blank fields.

S The employee=s full name is displayed below the Person Name Information section.

To Exit:

S Select the **Red Door** (last icon on the right on the toolbar).

How do I find an employee=s preferred first name?

After logging into Banner:

S Enter the name of the form, **PPAIDEN**, in the **Direct Access** box and press **<ENTER>**.

or

Select **File**, choose **Direct Access**. In the **Direct Access** box, type **PPAIDEN** and press **<ENTER>**.

S From the Identification Form screen, press TAB once to move your cursor to the Name field (next to the ID field). Enter the employee last name and press **<ENTER>**. The name search is not case sensitive. You can enter the last name in lowercase.

TIP: You can also enter a portion of the last name, substituting the % for the missing letters. For example, enter sower% and press **<ENTER>** to find Sowerbrower.

S If there is only one person in Banner with the last name you entered, the full name and social security number (ID) will automatically appear on the form.

If more than one person meets the criteria, a drop-down box will be displayed. Select the down arrow in the highlighted box to find the desired employee and select the entry to fill in the social security (ID) and name fields on the form.

S Press **Ctrl/Page Down** to display data in the blank fields.

S The employee=s preferred first name is displayed below the Person Name Information section.

To Exit:

S Select the **Red Door** (last icon on the right on the toolbar).

How do I find an employee=s ethnic group?

After logging into Banner:

S Enter the name of the form, **PPAIDEN**, in the **Direct Access** box and press **<ENTER>**.

or

Select **File**, choose **Direct Access**. In the **Direct Access** box, type **PPAIDEN** and press **<ENTER>**.

S From the Identification Form screen, press TAB once to move your cursor to the Name field (next to the ID field). Enter the employee last name and press **<ENTER>**. The name search is not case sensitive. You can enter the last name in lowercase.

TIP: You can also enter a portion of the last name, substituting the % for the missing letters. For example, enter sower% and press **<ENTER>** to find Sowerbrower.

S If there is only one person in Banner with the last name you entered, the full name and social security number (ID) will automatically appear on the form.

If more than one person meets the criteria, a drop-down box will be displayed. Select the down arrow in the highlighted box to find the desired employee and select the entry to fill in the social security (ID) and name fields on the form.

S Press **Ctrl/Page Down** to display data in the blank fields.

S From Options at the left side of the screen, select Biographic Information or continue to press **Ctrl/Page Down** until the Biographic Information screen is displayed.

S The Biographic Information screen is displayed and the ethnic group information is shown.

To Exit:

S Select the **Red Door** (last icon on the right on the toolbar).

How do I find an employee=s gender?

After logging into Banner:

S Enter the name of the form, **PPAIDEN**, in the **Direct Access** box and press **<ENTER>**.

or

Select **File**, choose **Direct Access**. In the **Direct Access** box, type **PPAIDEN** and press **<ENTER>**.

S From the Identification Form screen, press TAB once to move your cursor to the Name field (next to the ID field). Enter the employee last name and press **<ENTER>**. The name search is not case sensitive. You can enter the last name in lowercase.

TIP: You can also enter a portion of the last name, substituting the % for the missing letters. For example, enter sower% and press **<ENTER>** to find Sowerbrower.

S If there is only one person in Banner with the last name you entered, the full name and social security number (ID) will automatically appear on the form.

If more than one person meets the criteria, a drop-down box will be displayed. Select the down arrow in the highlighted box to find the desired employee and select the entry to fill in the social security (ID) and name fields on the form.

S Press **Ctrl/Page Down** to display data in the blank fields.

S Select Options, from the left side of the screen.

S From Options, select Biographic Information or continue to press **Ctrl/Page Down** until the Biographic Information screen is displayed.

S The Biographic Information screen is displayed and the gender information is shown.

To Exit:

S Select the **Red Door** (last icon on the right on the toolbar).

How do I find an employee=s citizenship status?

After logging into Banner:

S Enter the name of the form, **PPAIDEN**, in the **Direct Access** box and press **<ENTER>**.

or

Select **File**, choose **Direct Access**. In the **Direct Access** box, type **PPAIDEN** and press **<ENTER>**.

S From the Identification Form screen, press TAB once to move your cursor to the Name field (next to the ID field). Enter the employee last name and press **<ENTER>**. The name search is not case sensitive. You can enter the last name in lowercase.

TIP: You can also enter a portion of the last name, substituting the % for the missing letters. For example, enter sower% and press **<ENTER>** to find Sowerbrower.

S If there is only one person in Banner with the last name you entered, the full name and social security number (ID) will automatically appear on the form.

If more than one person meets the criteria, a drop-down box will be displayed. Select the down arrow in the highlighted box to find the desired employee and select the entry to fill in the social security (ID) and name fields on the form.

S Press **Ctrl/Page Down** to display data in the blank fields.

S Select Options, from the left side of the screen.

S From Options, select Biographic Information or continue to press **Ctrl/Page Down** until the Biographic Information screen is displayed.

S The Biographic Information screen is displayed and the citizenship information is shown.

To Exit:

S Select the **Red Door** (last icon on the right on the toolbar).

How do I find an employee=s age?

After logging into Banner:

S Enter the name of the form, **PPAIDEN**, in the **Direct Access** box and press **<ENTER>**.

or

Select **File**, choose **Direct Access**. In the **Direct Access** box, type **PPAIDEN** and press **<ENTER>**.

S From the Identification Form screen, press TAB once to move your cursor to the Name field (next to the ID field). Enter the employee last name and press **<ENTER>**. The name search is not case sensitive. You can enter the last name in lowercase.

TIP: You can also enter a portion of the last name, substituting the % for the missing letters. For example, enter sower% and press **<ENTER>** to find Sowerbrower.

S If there is only one person in Banner with the last name you entered, the full name and social security number (ID) will automatically appear on the form.

If more than one person meets the criteria, a drop-down box will be displayed. Select the down arrow in the highlighted box to find the desired employee and select the entry to fill in the social security (ID) and name fields on the form.

S Press **Ctrl/Page Down** to display data in the blank fields.

S Select Options, from the left side of the screen.

S From Options, select Biographic Information or continue to press **Ctrl/Page Down** until the Biographic Information screen is displayed.

S The Biographic Information screen is displayed and the age for that employee is shown.

To Exit:

S Select the **Red Door** (last icon on the right on the toolbar).

How do I find an employee=s check mailing address?

After logging into Banner:

S Enter the name of the form, **PPAIDEN**, in the Direct Access box and press **<ENTER>**.

or

Select **File**, choose **Direct Access**. In the **Direct Access** box, type **PPAIDEN** and press **<ENTER>**.

S From the Identification Form screen, press TAB once to move your cursor to the Name field (next to the ID field). Enter the employee last name and press **<ENTER>**. The name search is not case sensitive. You can enter the last name in lowercase.

TIP: You can also enter a portion of the last name, substituting the % for the missing letters. For example, enter sower% and press **<ENTER>** to find Sowerbrower.

S If there is only one person in Banner with the last name you entered, the full name and social security number (ID) will automatically appear on the form.

If more than one person meets the criteria, a drop-down box will be displayed. Select the down arrow in the highlighted box to find the desired employee and select the entry to fill in the social security (ID) and name fields on the form.

S Press **Ctrl/Page Down** to display data in the blank fields.

S From Options, select Address Information or continue to press **Ctrl/Page Down** until the Address Information screen is displayed.

S If the check mailing address is not shown, use the scroll bar to the right to move down to display the check mailing address.

To Exit:

S Select the **Red Door** (last icon on the right on the toolbar).

How do I find an employee=s residence address and phone number?

After logging into Banner:

S Enter the name of the form, **PPAIDEN**, in the **Direct Access** box and press **<ENTER>**.

or

Select **File**, choose **Direct Access**. In the **Direct Access** box, type **PPAIDEN** and press **<ENTER>**.

S From the Identification Form screen, press TAB once to move your cursor to the Name field (next to the ID field). Enter the employee last name and press **<ENTER>**. The name search is not case sensitive. You can enter the last name in lowercase.

TIP: You can also enter a portion of the last name, substituting the % for the missing letters. For example, enter sower% and press **<ENTER>** to find Sowerbrower.

S If there is only one person in Banner with the last name you entered, the full name and social security number (ID) will automatically appear on the form.

If more than one person meets the criteria, a drop-down box will be displayed. Select the down arrow in the highlighted box to find the desired employee and select the entry to fill in the social security (ID) and name fields on the form.

S Press **Ctrl/Page Down** to display data in the blank fields.

S From Options, select Address Information or continue to press **Ctrl/Page Down** until the Address Information screen is displayed.

S If the residence mailing address is not shown, use the scroll bar to the right to move down to display the residence mailing address and phone number.

To Exit:

S Select the **Red Door** (last icon on the right on the toolbar).

How do I find an employee's work address, room number and phone number?

After logging into Banner:

S Enter the name of the form, **PPAIDEN**, in the **Direct Access** box and press **<ENTER>**.

or

Select **File**, choose **Direct Access**. In the **Direct Access** box, type **PPAIDEN** and press **<ENTER>**.

S From the Identification Form screen, press TAB once to move your cursor to the Name field (next to the ID field). Enter the employee last name and press **<ENTER>**. The name search is not case sensitive. You can enter the last name in lowercase.

TIP: You can also enter a portion of the last name, substituting the % for the missing letters. For example, enter sower% and press **<ENTER>** to find Sowerbrower.

S If there is only one person in Banner with the last name you entered, the full name and social security number (ID) will automatically appear on the form.

If more than one person meets the criteria, a drop-down box will be displayed. Select the down arrow in the highlighted box to find the desired employee and select the entry to fill in the social security (ID) and name fields on the form.

S Press **Ctrl/Page Down** to display data in the blank fields.

S From Options, select Address Information or continue to press **Ctrl/Page Down** until the Address Information screen is displayed.

S If the work address is not shown, use the scroll bar to the right to move down to display the work address, room number and phone number.

To Exit:

S Select the **Red Door** (last icon on the right on the toolbar).

How do I find an employee=s emergency contact information?

After logging into Banner:

S Enter the name of the form, **PPAIDEN**, in the **Direct Access** box and press **<ENTER>**.

or

Select **File**, choose **Direct Access**. In the **Direct Access** box, type **PPAIDEN** and press **<ENTER>**.

S From the Identification Form screen, press TAB once to move your cursor to the Name field (next to the ID field). Enter the employee last name and press **<ENTER>**. The name search is not case sensitive. You can enter the last name in lowercase.

TIP: You can also enter a portion of the last name, substituting the % for the missing letters. For example, enter sower% and press **<ENTER>** to find Sowerbrower.

S If there is only one person in Banner with the last name you entered, the full name and social security number (ID) will automatically appear on the form.

If more than one person meets the criteria, a drop-down box will be displayed. Select the down arrow in the highlighted box to find the desired employee and select the entry to fill in the social security (ID) and name fields on the form.

S Press **Ctrl/Page Down** to display data in the blank fields.

S From Options, select Emergency Contact Information or continue to press **Ctrl/Page Down** until the Emergency Contact Information screen is displayed.

To Exit:

S Select the **Red Door** (last icon on the right on the toolbar).