

## BANNER HR/PAYROLL TIP SHEET

<i>Function</i>	<i>Form Name</i>	<i>Form Description</i>	<i>HRS Screen</i>
Employee General Info (address, bio, email, contacts, alternate ID)	PPAIDEN	Identification	011 & 020
Quick employee search (enter known info & press F8 or execute query)	POIIDEN	Employee Search Form	
Find Employee Status, class, benefit/leave category, home dept, service date	PEAEMPL	Employee Information	012 & 016
United States Regulatory Information for I-9 and 1042-S	PEAEMPL	Employee Information	017
Find Employee Leave Balance Information	PEALEAV	Employee Leave Balances	046
Find Leave Balance History by Employee	PEILHIS	Employee Leave History	046
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	016 & L36
Find Employee's Job List	NBIJLST	Employee Job Inquiry	
Find Employee Salary History	PEISALH	Employee Salary History Inquiry	016
Labor Distribution List by specified period and F O A P combination (press F7 then F8, use scroll bar to see more info)	NHIDIST	Labor Distribution Inquiry	LDA
Labor Distribution for a specified employee and period of time	NHIEDST	Employee Distribution Inquiry	
Position attributes such as FTE, Title, Class, Group, Supervisor, Job Location	NBAPOSN	Position Definition	061
Listing of employees by position number	NBIPINC	Position by Incumbent List	L61
Find all employees position number by specified position class	NBIPLST	Position List by Position Class	
Listing of <b>positions</b> by organization (dept)	NBIPORG	Position Listing by Org	
Budget Allocation by Position	NBAPBUD	Position Budget	061 & 063

### 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

**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, then 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 social security number

**Website to provide to your employees so they can understand SSB (find pay stubs, benefits, leave)**

**Website for employee assistance:** [https://fp.auburn.edu/banner/documents/hr\\_training](https://fp.auburn.edu/banner/documents/hr_training)

### 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 and Voids - Funds
Salary & Wage Transfer Report by Organization - run as needed	PZILDRR	Labor Redistribution and Voids

### EMPLOYEE CLASS TABLE

<i>Applicable accounts in Banner</i>	<i>Pay ID</i>	<i>EC Code</i>	<i>Description</i>	<i>Earn Code</i>
60100, 60120	F9	F9	Full Time 9 month Faculty	R18
61000, 61005, 61010	BW	FB	Full Time Biweekly Employees	R26
60100, 60120	MN	FF	Full Time 12 month Faculty	R12
60000, 60005, 60200, 60300, 60400, 60600	MN	FM	Full Time 12 month Non-Faculty	R12
60500	MN	GA	Graduate Assistants	GA
60100, 60120	F9	P9	Part Time 9 month Faculty	PT9
61000, 61005, 61010	BW	PB	Part Time Biweekly Employees	PTB
61300	BW	PB	Additional Pay (Z Job)	ADL
60100, 60120	MN	PF	Part Time 12 month Faculty	PTF
60000, 60005, 60200, 60300, 60400, 60600	MN	PM	Part Time 12 month Non-Faculty	P12
60100, 60120	SF	SF	Summer Faculty	SUM
61100	BW	ST	Students - Graduate & Undergrad	STU
61000	BW	TE	Temporary Service Employee	PTB
61200	BW	WA	Work-Study @ Auburn	WSA
61200	BW	WM	Work-Study @ Montgomery	WSM

### Web Related Instructional Guide

[https://fp.auburn.edu/banner/documents/hr\\_training/documents/Banner%20HR%20Manual\\_04-AUG-2006.doc](https://fp.auburn.edu/banner/documents/hr_training/documents/Banner%20HR%20Manual_04-AUG-2006.doc)



**TASK QUICK LIST**

Address & Phone Number	PPAIDEN
Banner Alternate ID #	PPAIDEN
Birthdate, Gender, Citizenship	PPAIDEN
Email & Emergency Contact Info	PPAIDEN
Employee Telephone Number	PPAIDEN
Employee Class, Group or Status	PEAEMPL
Home Department	PEAEMPL
Service Dates for Employee	PEAEMPL
Termination or Leave of Absence	PEAEMPL
US Regulatory Info (I-9, 1042-S)	PEAEMPL

**SCREEN**

**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**

Yrs Service	Hrs/Yr	Lv/Hr	Hrs /80 Hr	Days/Yr
0 - 2	97.76	.047	3.76	12.00
3 - 4	112.32	.054	4.32	14.00
5 - 6	128.96	.062	4.96	16.00
7 - 8	145.6	.070	5.60	18.00
9 - 10	160.00	.077	6.16	20.00

Leave accrues on hours worked per pay period.

Maximum annual leave carryover based on years employment - see HR Guidelines

**VACATION LEAVE ACCRUAL INFO - Exempt**

**Vacation** leave for full time exempt is 13.34 hrs/month. The maximum vacation leave balance for exempt employees on each January 1 will be no more than two years' accrual (or 320 hours) of leave.

**SICK LEAVE ACCRUAL INFO**

**Full-time exempt** employees accrue 8 hr/mo or 96 hr.yr with no cap

**Eligible Non-exempt** employees accrue according to table below which is based on regular hours worked. See HR Guidelines

Hrs/Yr	Lv/Hr	Hrs/80 Hr	Days/Yr
96.00	0.0462	3.70	12

**BANNER DATES DEFINED**

<b>Current Hire</b>	Date of most recent hire
<b>Orig Hire</b>	First date of employment
<b>Seniority</b>	Date used to determine total service for recognition program
<b>Adjusted Service</b>	Indicates date of most recent hire less years of prior service for determining non-exempt's accrual rate for annual leave
<b>First Work Date</b>	Date on which the employee is eligible for benefits
<b>Last Work Date</b>	Populated with date of termination or retirement

**POSITION NUMBER SCHEME** (prefix listed below to be followed by timekeeping location number)

GA - Graduate Assistant	VS - Vacant Salary Reserves
GE - Graduate Extension Asst	WA - Work Study at Auburn Campus
GR - Graduate Research Asst	2XXXXX - AUM Position
GT - Graduate Teaching Asst	4XXXXX - ACES Position
SF - Summer Faculty	ZJ - Z Jobs (addl Jobs for Full Time Emp)
ST - Student Worker	

**Electronic Personnel Action Form (EPAF)**

Add FT Job to a Biweekly Paid Employee	ADJBFT
Add PT Job Biweekly Employee	ADJBPT
Add Job to Semi-Monthly Emp	ADJFAS
ADD FT Job Monthly Employee	ADJMON
Add PT Job Monthly Employee	ADJMPT
Add FT Job Semi-Monthly Emp	ADJSFT
Add Z Job to FT Employee	ADJZJ
Labor Distribution Change	LDCHG
Leave of Absence	LVABS
New Job Graduate Asst.	NJGA
New Job BW student-undergraduate or work study	NJST
New Job TES	NJTES
Add/stop Out-of-Class Pay	OUTCLS
Change the rate, title or FTE on hourly emp	RTCHGB
Change the rate, title or FTE on monthly graduate student.(GA)	RTCHGA
Change the rate, title or FTE on monthly	RTCHGM
Change the rate, title or FTE on semi monthly employee	RTCHSG
Change the rate, title FTE on PT Bi-weekly	RTFPTB
Change the rate, title FTE on PT Monthly	RTFPTM
Change the rate, title or FTE onbi-weekly student	RTCSTU
Termination of employment	TERME
End a job w/out terminating all employment	TERMJA
Retirement Termination	TERMRT
Vehicle Allowance	VEHCL

**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 the Employee Services tab of AUACCESS. 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. CAREFULLY REVIEW THE NAMES LISTED ON THE WEB TIME ENTRY SCREEN WHETHER OR NOT THERE IS TIME TO BE ENTERED FOR ALL INDIVIDUALS.** If an employee is missing, follow up just as in item 2 above.
- 4. CAREFULLY REVIEW THE COMPARISON REPORT TO BE SURE THE HOURS SHOWN FOR EACH EMPLOYEE ARE CORRECT.** All employees to be paid are listed there. Immediately report any discrepancies to the Payroll & Employee Benefits Office by email at payroll@auburn.edu.





