**SUNGARD**®
HIGHER EDUCATION

# Banner® Human Resources

# PeopleAdmin Interface to Banner 8.4 Functional Specification

|  |  |
|---|---|
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# 1 Common Specification Summary

## 1.1 Introduction

PeopleAdmin, Inc. and SunGard Higher Education have developed an integrated solution that gives our mutual customers the ability to export new-hire information from PeopleAdmin to the Banner Human Resources system, streamlining and automating the process.

With PeopleAdmin, client's can submit job requisitions, route job requisitions for review and approval, post open positions, collect employment application materials, screen applicants, and route applicant materials to hiring managers/search committees for review.

Once an individual is selected in PeopleAdmin to fill an open position, new hire details must be populated in Banner Human Resources. This enhancement will eliminate the need for manual re-entry of the new hire data.

## 1.2 Overview

The PeopleAdmin Upload process (NZPPAUL) will load Person (PPAIDEN), Employee (PEAEMPL), and Jobs (NBAJOBS) data from a file created by the PeopleAdmin System into the Banner HR Electronic Personnel Action Form (EPAF). Using the Common Matching functionality in Banner, the process will automatically check the Banner General Person records for matching persons to prevent duplication of Banner IDs.

Once the data has been loaded into the EPAFs, the institution can edit or add new data to the transactions before they are applied to the Banner database. This flexibility allows clients to add any additional information that may not have been collected as part of the Applicant record in PeopleAdmin, e.g., Social Security Number, Birth Date, etc.

Inherent to the EPAF functionality is the ability to have the EPAFs routed and approved within the Institution. The institution will have the option of routing the new hire transactions to others on campus if the new hire requires additional approvals or simply reviewing and Approving the transactions in the HR/Payroll office. Once the EPAF transactions are approved, the institution will run the Mass Apply Process (NOPEAMA) from Banner Job Submission to create and/or update the General Person, Employee, and Employee Jobs records in Banner.

## 1.3 Scope

| Unique Identifier | Requirement Title/Name |
|---|---|
| 1 | The ability to interface general person data from PeopleAdmin to Banner for successful job applicants. |
| 2 | The ability to interface employee data (Employee Class, Home Organization, Hire Date, etc.) from PeopleAdmin to Banner for successful job applicants. |

| | |
|---|---|
| 3 | The ability to interface job data (Position Number, Salary, etc.) from PeopleAdmin to Banner for successful job applicants. |

### 1.3.1 Product Release

The following release dependencies apply to this project.

| Module | Release Number |
|---|---|
| Banner Payroll | 8.4 |
| Banner Position Control | 8.4 |
| Employee Self Service | 8.4 |

### 1.3.2 Common Modification Assumptions

#### 1.3.2.1 Process Assumptions

1. SunGard Higher Education and PeopleAdmin will develop a standard set of fields for the PeopleAdmin on-line application for use with Banner. This solution assumes the use of the "Banner standard set of fields."
2. The PeopleAdmin system will generate a "Banner standard" file containing information about newly hired employees that can be loaded into Banner. Details of the file will be defined during the Functional Specification phase.
3. Clients will be required to have a license for the PeopleAdmin Applicant Tracking System and contract for the creation of an Export File.
4. The PeopleAdmin file will not include benefit/deduction information. Benefit/Deduction information will be entered separately.
5. Jobs for new hires will be set up in Banner using the default funding (i.e. FOAPAL) information associated with the position.
6. The new interface process will not terminate active jobs. This step, if necessary, will be done manually.
7. The solution will include 'seed data' for the Banner Electronic Personnel Action Form rules (Approval Categories, Approval Types, etc) required to use this solution.
8. An interface of Open positions from Banner to PeopleAdmin is not part of this solution.
9. The PeopleAdmin system will use Banner codes where code values are needed. No cross walking of values will be required.
10. If there are problems loading data into Banner, the data will be fixed in Banner, not in PeopleAdmin.
11. Clients are expected to be comfortable with the Electronic Approval (EPAF) functionality in Banner including the creation and use of Approval Categories and Approval Types.
12. PeopleAdmin will work with each client to define:
    a. The frequency of the extract files creation (daily, weekly, etc.)
    b. The data to be included in the file (not the file layout, but which fields in the defined layout will be populated and how the data is derived).
    c. The workflow to be used and specifically what action will trigger a record to be included in the extract file (e.g. change in status from 'Offered' to 'Accepted').
13. The extract file will always be created with the same name. The filename may be unique for each school, but will be the same from day to day or week to week.

14. The extract file will be in csv format with double quotes (e.g. ") around the values that are alpha and therefore may include a comma in the value.
15. The validation of all codes being entered (e.g. Address type, Position Number, ECLS, Organization Code, etc.) will be handled by the EPAF submit process, rather than during the initial load.
16. When a Primary Job already exists the Upload Process will change the Contract Type to Secondary and report the change in the .lis file
17. The client is responsible for the file transfer processes from PeopleAdmin to Banner.
18. The institution has implemented the Banner Common Matching functionality.

### 1.3.3  Common Modification Exclusions

1. Default Hours and Job Labor Distribution information will not be included in the extract file from PeopleAdmin, but will default to the Job based on the Position and Employee Class setup when the EPAF is applied.  Changes to this data can NOT be made in the EPAF.
2. Email addresses will NOT be included in the interface file since Banner cannot load email addresses via an EPAF.
3. Only 1 telephone type and 1 address type will be loaded for each employee.  The telephone type an address type will be provided in the file from PeopleAdmin.
4. Electronic Approval routing rules are not included in the enhancement and therefore must be established at each institution.
5. The ability to incorporate default values set-up on the Approval Category is not included.

### 1.3.4  Common Modification Concerns

None

### 1.3.5  Common Modification Security

All new objects introduced through this project will utilize standard Banner baseline security.
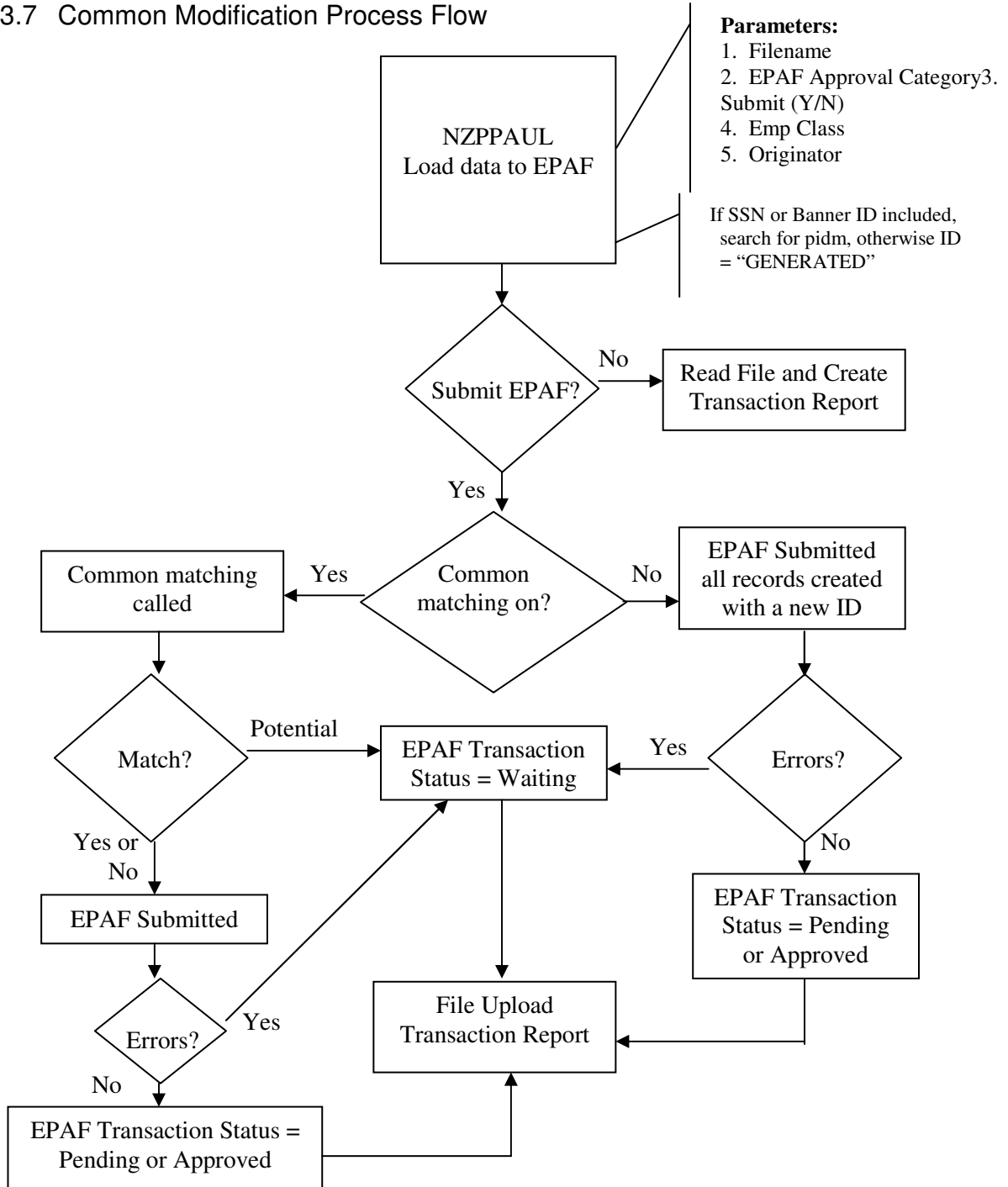
### 1.3.6  Set up steps

1. Establish users on the Access Control Form (GOAEACC)
   All users reviewing, approving or applying EPAF should be established on this form.
2. Establish Common Matching Rules
   Use the following rule forms to build common match rules for use with EPAF processing - GTVCMSC, GORCMSC, GORCMRL, GORCMUS, GUAINST, NTRINST.  See Appendix E for a sample rule setup. More information is available in the *Common Matching Handbook* available for download from the Customer Support Center under the Banner General product.
3. Review Approval Types:
   Access the Approval Type Rule Form (NTRAPTY) and review the set-up of the following Approval Types: PAIDEN, PAEMPL, PAJOBS.  Each of these Approval Types should have been installed during the Interface Installation. No changes need to be made.  This step is to check that the installation worked.
4. Define Approval Levels and assign users

Using the NTRALVL form, setup Approval Levels. More information is available in the Electronic Approval Handbook 7.3

5. Review Approval Categories:
   Access the Approval Category Rule Form (NTRACAT) and review the set-up of the following Approval Categories PACAT1, PACAT2, PACAT3. These Approval Categories should have been created during the install process. In addition to validating the categories were installed you will also need to define Mandatory Approval Level(s) for each Category you intend to use. More information is available in the Electronic Approval Handbook 7.3

6. Review/Set-up of Electronic Approval Rules and Routing and Approval rules. Each user who will be submitting the NZPPAUL process should access the Electronic Approval Routing Rules form (NTRROUT) and establish the Routing Rules for EPAFs they create. More information is available in the Electronic Approval Handbook 7.3

7. Review the Electronic Approval Rules on NTRINST. SGHE recommends that the "Reject Transactions with Warnings during Mass Apply" and "Do Not Submit Transactions with Only Warning Messages" be unchecked.

## 1.3.7  Common Modification Process Flow

**Parameters:**
1. Filename
2. EPAF Approval Category3. Submit (Y/N)
4. Emp Class
5. Originator

If SSN or Banner ID included, search for pidm, otherwise ID = "GENERATED"

NZPPAUL
Load data to EPAF

Submit EPAF? → No → Read File and Create Transaction Report

Yes

Common matching on? → Yes → Common matching called

Common matching on? → No → EPAF Submitted all records created with a new ID

Match? → Potential → EPAF Transaction Status = Waiting

Match? → Yes or No → EPAF Submitted

Errors? → Yes → EPAF Transaction Status = Waiting

Errors? → No → EPAF Transaction Status = Pending or Approved

EPAF Submitted → Errors?

Errors? → No → EPAF Transaction Status = Pending or Approved

File Upload Transaction Report

1. The process will check the Submit EPAF parameter.
   a. If the Submit EPAF parameter = N, the process will attempt to read the input file report any problems found and the process is done.
   b. If the Submit EPAF parameter = Y, the process will create the EPAF and submit it.

2. If Common Matching is NOT turned on (the indicator on GUAINST in not checked) the EPAF will be created with the Banner ID from the file or a new ID will be generated and the EPAF will be submitted. . If any errors or warnings are encountered the process will report the message "Review NOIEMSG for errors that occurred on submit." and the EPAF will have a Transaction Status = Waiting. If no errors are encountered the process will set the EPAF Transaction Status to Pending or Approved depending on the Routing rules established.

3. If Common Matching is turned but a Banner ID is included in the file, the process will attempt to find the ID and associated PIDM in Banner and use the PIDM to create the EPAF. If a matching ID is not found an error will be generated for the record.

4. If Common Matching is turned on and the file does NOT include a Banner ID the process will call the Common Matching Rules established on NTRINST.
   a. If no matches are found the process will generate an ID for the employee and Submit the EPAF.
      i. If any errors are encountered the process will write the errors to a report and the EPAF will have a Transaction Status = Waiting.
      ii. If no errors are encountered the process will write any warning messages encountered to a report and the EPAF will have a Transaction Status of Pending or Approved depending on the Routing rules established.
   b. If a positive match is found the process will update the EPAF with the ID of the person and Submit the EPAF.
      i. If any errors are encountered the process will write the errors to a report and the EPAF will have a Transaction Status = Waiting.
      ii. If no errors are encountered the process will write any warning messages encountered to a report and the EPAF will have a Transaction Status of Pending or Approved depending on the Routing rules established.
   c. If more than 1 potential match is found the process will NOT submit the EPAF and message will be written to the transaction report "Possible match found for this person". The EPAF will have a Transaction Status = Waiting.

### 1.3.8  Common Modification Site Policy Impact

None

### 1.3.9  Common Modification Terminology

| Acronym or Terminology | Description |
|---|---|
| HR | Human Resources |
| EPAF | Employee Personnel Action Form |
| INB | Internet Native Banner |
| SSN | Social Security Number |

## 2   Requirements 1, 2, and 3

1. The ability to interface general person data from PeopleAdmin to Banner for successful job applicants.
2. The ability to interface employee data (Employee Class, Home Organization, Hire Date, etc.) from PeopleAdmin to Banner for successful job applicants.
3. The ability to interface job data (Position Number, Salary, etc.) from PeopleAdmin to Banner for successful job applicants.

### 2.1   Introduction

These 3 requirements address the ability to load data into Banner's EPAF tables from an extract file received from PeopleAdmin.

### 2.2   Overview

A newly created PeopleAdmin Upload process will take a file of data exported from PeopleAdmin and load the data into the Banner EPAF tables.  Once the EPAF transactions have been created the user can 'Apply' the transactions or manually update each transaction adding or changing data before 'Applying' the transactions.

### 2.3   Scope

The 3 requirements in this section will be met through the development of a single Pro*c program that can be run from job submission.  Seed data for a standard PeopleAdmin EPAF Approval Category and standard Approval Types will be created as part of the install process.

### 2.4   Functionality for Requirements 1, 2, and 3

#### 2.4.1   New Human Computer Interactions (HCI)/Forms
None

#### 2.4.2   Modified Human Computer Interactions (HCI)/Forms
None

#### 2.4.3   New Web Applications
None

#### 2.4.4   Modified Web Applications
None

### 2.4.5  New Processes

#### 2.4.5.1  NZPPAUL - PeopleAdmin Upload

A new process will be written to load data from a file into Banner to create EPAF Transactions. The process will create one EPAF transaction for each record/person in the file using the EPAF Category from the Job's Parameters.  See section 2.4.11 New Seed Data for more information on Approval Category and Approval Type.

In addition to creating the EPAF, each EPAF will be "submitted" by the load process.  All records read from the input file will be reported.  Any errors or warnings encountered during the load and submit process will be written to the .lis file.  See the sample layout below.  At the completion of the load process the EPAF transactions will have a Transaction Status of 'Waiting' if errors were encountered on the submit.  If no errors are encountered the records will have a Transaction Status of either 'Pending' or 'Approved' depending on the routing queue rules established at the institution.

Once the EPAF transactions are created a user can update individual transactions to correct any errors and or fill in any missing data.  Once the user is satisfied with the changes made the EPAF can be re-submitted and applied.

Transactions will not be "applied" by the PeopleAdmin Load process. The Apply step must be done separately using the Mass Apply Process (NOPEAMA) after the EPAF has been approved. .

2.4.5.1.1          Job Submission Parameters

| # | Parameter Label | Parameter Help Text | Req'd | Allow Multiples | Type | Length | List, Validation, Default & Valid Values |
|---|---|---|---|---|---|---|---|
| 01 | Filename | Enter the name of the file to be processed. | Yes | No | Char | 30 | none |
| Comments:  The file will be stored in UNIX directory identified by the UNIX environment variable $DATA_HOME. | | | | | | | |
| 02 | Approval Category | Enter the EPAF Approval Category. | Yes | No | Char | 6 | NTVACAT |
| Comments:  SunGard Higher Education recommends that the Approval Category and associated Approval Types delivered with the enhancement be used. | | | | | | | |
| 03 | Submit EPAFs? | Enter 'Y' to submit EPAF's, 'N' to set Status to Waiting. | Yes | No | Char | 1 | Y,y, N, n |
| Comments:    If transactions are not submitted (value = N), the input file will be validated for the correct number of delimiters and the EPAF Transaction will not be created.  If transaction are submitted (value = Y), the process will create and submit the EPAF and report any errors encountered. See list of possible messages belowduring the submit process. | | | | | | | |
| 04 | ECLS Code(s) | Enter the ECLS Code(s) to be processed; wild carding allowed. | No | Yes | Char | 2 | List to PTRECLS |

| # | Parameter Label | Parameter Help Text | Req'd | Allow Multiples | Type | Length | List, Validation, Default & Valid Values |
|---|---|---|---|---|---|---|---|
| Comments: This parameter can be used to limit the transactions from the file that are uploaded. If a value is entered only records with a Job ECLS Code (NBRJOBS_ECLS_CODE) equal to the parameter will be uploaded. To use the wild carding option, enter %2, for example, to process all ECLS Codes that end in a 2 or, likewise, enter 2% to process all ECLS Codes that begin with a 2. The message "Employee class does not match parameter." will be reported when a record on the file is in an ECLS Code that is not equal to the parameter value(s) entered. | | | | | | | |
| 05 | EPAF Originator | Enter an Oracle User ID | No | No | Char | 30 | LOV to GOAEACC. Validate against GOAEACC upon submit. |
| Comments: This parameter (added in release 8.3) can be used to control the Originator (NOBTRAN_ORIGINATOR_USER_ID) and Submitter (NOBTRAN_SUBMITTOR_USER_ID) attached to the EPAF. If no value is entered the process will use the Oracle ID of the user running the job as the Originator and Submitter. The use of this parameter allows the institution to control the routing by defining a default routing on the NTRROUT form for the Oracle ID used here. | | | | | | | |

### 2.4.5.1.2     General Processing

All data provided in the file will be loaded to the EPAF according to processing rules described below and in Appendix A. If values for not null columns are not provided in the file the default values from the Banner rule forms will be used (e.g. if the Benefit Category is not provided the default for the Employee Class of the Position will be used). If there is no default value the field will be left blank. Default values set-up on the Approval Type will not default to the EPAF. See Appendix A for a list of all data elements provided in the file and the processing steps to be performed.

The first record of the extract file from PeopleAdmin will be ignored as it is a header record for the file, delimited by the pipe character. This record is used to describe the data in each column.

#### 2.4.5.1.2.1     Common Matching

1. It is assumed that Common Matching rules will be turned on. See Appendix E for a sample common matching rule.
2. When a match is found, the upload process will create the EPAF with the pidm of the matching person
3. When no match is found the process will generate a new ID for the person, using the baseline ID generation rules.
4. When potential matches are found the process will create the EPAF with the word 'GENERATED' in the ID, but the EPAF will not be submitted. A user should be assigned to review the data and follow the procedures outlined in Appendix B – Processing of Potential Matches

*2.4.5.1.2.2    Biographic data processing*

Biographic/demographic data from the file (e.g. birth date, ssn, ethnicity, etc) will be created in the EPAF. When the EPAF is applied the current bio/demo data will be overwritten by data from the file.

*2.4.5.1.2.3    Address processing*

1. The EPAF is always built with Address Seq No blank or null.  When the EPAF is applied using NOPEAMA the Seq No is updated.
2. When a person match is found using Common Matching the process will determine if an Address of the Type being loaded already exists for the person.
    a. If one does the Upload process will terminate the current address in Banner by updating the 'To Date' and the 'Inactive' indicator to one day less that the Current Hire Date and a message will be included in the .lis file: Active address type ended.
    b. If one does not (that is the Address Type being loaded does not already exist) the EPAF will be created with the address from the file and the Seq No field blank
3. If potential matches are found the process will create the address with the Seq No field blank. See Appendix C - How to terminate an address when multiple matches were found by the Common Matching process during the initial load process.
4. If no matches are found the process will create the address with the Seq No field blank.

*2.4.5.1.2.4    Employee data*

1. All Employee data (data found on the Employee form PEAEMPL) included in the PeopleAdmin file will be loaded to the EPAF.
2. Employee data not included in the PeopleAdmin file will default based on standard Banner rules (Employee Classes, etc.) when the EPAF Apply process is run.
3. If data already exists for an Employee the new data from the PeopleAdmin file will be loaded to the EPAF.  Assuming the EPAF is subsequently "applied" the new data will overwrite the existing data.
4. If the New Hire has a Terminated Employee record (i.e. the person is being rehired), the EPAF will error and a user will need to update the Employee Termination Date on the EPAF.  See Appendix D for more information.

*2.4.5.1.2.5    Job Data*

1. If the employee already has a Primary Job (Contract Type 'P'), and the Contract Type being loaded is either null or 'P', the Job will be change to Secondary (Contract Type 'S' and a message will be reported on the .lis file.
2. The interface process will not terminate active jobs.  This step, if necessary, must be done manually.
3. Job data not included in the PeopleAdmin file will default based on standard Banner rules when the EPAF is applied.
4. The Suffix will default to 00 if it's not included in the PeopleAdmin file.
5. Labor Distribution and Default Earnings data will default to the EPAF based on the rules established for the Employee Class and the Position.

6. If the New Hire is being rehired into their old job (same Position and Suffix) the EPAF will error and a user will need to update the Job End Date on the EPAF.  See [Appendix D](#) for more information.

*2.4.5.1.2.6     Report Sample*

```
                                                                 PAGE     1
REPORT: NZPPAUL                    Institution Name (GUBINST_NAME)     RUN DATE: 03/15/2006
                                       PeopleAdmin Upload                 RUN TIME: 12:17 AM
```

| ID | Name | Transaction Number | Transaction Status | Message |
|----|------|--------------------|--------------------|---------|
|    |      |                    |                    |         |
|    |      |                    |                    |         |
|    |      |                    |                    |         |

**ID:** The ID supplied in the PeopleAdmin file or found by the upload process or common matching process.  If no ID supplied or found the word "GENERATED".

**Name:** Last Name, First Name, MI from the PeopleAdmin file

**Transaction Number:** EPAF Transaction Number

**Transaction Status:**  Values are Waiting, Pending, or Approved or NA

**Message:**  The following messages are reported by the process.

*Validating the job parameters:*

| Message | Cause |
|---------|-------|
| Approval Category not found in validation table. | The approval category entered in job parameter 02 is not found in the NTVACAT table. |
| Approval Types are not properly setup. | The approval category entered does not have 3 approval types. |
| *ERROR* Cannot open file:  xxxxxxx.txt, aborting job. | The file entered in job parameter 01 is not found in the $DATA_HOME directory. Resolution: Check upper and lower case.  Make sure file extension is included. |
| EPAF Originator not found in validation table. | The value for EPAF Originator in parameter 05 is not valid.  Resolution: Check the spelling and make sure the user is defined on the GOAEACC form. |

*Reading the input file:*

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| Message | Cause |
|---|---|
| This line is not in the correct format. | There are not 148 delimiters found on a record in the input file. |
| Supervisor must be updated on NOAEPAF manually. | An incumbent could not be found for the supervisor position on the record. Occurs when a Supervisor Position exists on the file for an employee without a Supervisor ID and a Supervisor ID Cannot be found. |
| ORA-01480: trailing null missing from STR bind value | The error usually means that one of the field in the PeopleAdmin file contains a data value longer that allowed (e.g. Job Title > 30 characters, Citizenship Code > 2 characters, etc.). |

*Reported after the EPAF submit:*

| Message | Cause |
|---|---|
| Review NOIEMSG for errors that occurred on submit. | Errors were generated during the submit of the EPAF. Resolution: Review errors on the NOIEMSG form the the Transaction Number and correct as appropriate. |
| An error occurred during submit validation. | The transaction could not be submitted. Resolution: Review the EPAF data on NOAEPAF make any changes necessary and save the EPAF. |
| Required fields are missing values. | Fields marked as required on the NTRAPTY form do not have a value in the record being processed. Resolution: Access the EPAF via NOAEPAF or Self Service and enter missing data. To see what's missing review the list of required fields in section 2.4.11 or access the NTRAPTY form for each Approval Type. Alternatively, access the EPAF and select the Submit option to display an error message. |
| Common Matching Code must be defined in NTRINST. | Common matching is turned on at the institution level, GUAINST form, but the common matching code has not been setup on the NTRINST form; or vice versa. |
| Supervisor must be updated on NOAEPAF manually. | An incumbent could not be found for the supervisor position on the record. |
| Employee class code does not match parameter. | The record being processed does not have a job's ECLS code that matches the ECLS Code(s) parameter value(s). |
| Possible match found for this person. | Common matching finds a potential match for the employee in the record being processed. Resolution: See procedures in Appendix B. |
| Active address type ended. | The record being processed used an address type that was active. The inactive indicator was set and the 'To Date' on the active address was set to one day prior to the 'From Date' on the record being processed. |
| ID missing or not found in Banner | Occurs when a record includes the spriden id but the process cannot find that ID in Banner. |

```
                                                             PAGE     2
   REPORT: NZPPAUL                Institution Name (GUBINST_NAME)       RUN DATE: 03/15/2006
                                       PeopleAdmin Upload               RUN TIME: 12:17 AM

                        * * * REPORT CONTROL INFORMATION * * *

RPTNAME:  NZPPAUL
Parameter Seq No:  999999
File Name:  XXXX.XXX
Approval Category:  XXXXXX
Submit EPAF:  X
Employee Class Code: XX

Record Count Transaction Status Waiting: XX
Record Count Transaction Status Pending: XX
Record Count Transaction Status Approved: XX
Record Count Invalid Line Format: XX
Record Count Not Processed: XX
Total Record Count: XX
```

### 2.4.6 Modified Processes

None

### 2.4.7 New Reports

None

### 2.4.8 Modified Reports

None

### 2.4.9 New Reporting Structures

None

### 2.4.10 Modified Reporting Structures

None

### 2.4.11 New Seed Data

As part of this enhancement a script is provided that creates 3 new Approval Categories (PACAT1, PACAT2, & PACAT3) and 3 New Approval Types (PAIDEN, PAEMPL, PAJOBS). SunGard Higher Education recommends that clients use these Approval Categories and Types to load data from PeopleAdmin. Institutions can create new Approval Categories and Approval Types by copying the values using sql but should not change the content, with the following exceptions.

- NTVAPTY – The Self Service Description can be updated.
- NTRAPTY - The required indicators can be set to the values that work best for the institution.
- NTVACAT - The Self Service Description and Display Sequence can be updated.
- NTRACAT – The Mandatory Approval Levels must be updated. Note: Default Values are not used by the NZPPAUL process.

| PAIDEN | Required |
|---|---|
| First Name | Y |
| Last Name | Y |
| Address From Date | Y |
| Address Type | Y |
| Line 1 | Y |
| City | Y |
| State | Y |
| Zip | Y |
| **PAEMPL** | |
| Current Hire Date | Y |
| **PAJOBS** | |
| Begin Date | Y |

Effective Date          Y

The seed data script to install the values below will be included in the install.  If the
Approval Category or Approval Type codes already exist the script will fail.

| Approval Category Code | Description | Self Service Description | Self Service Display Sequence |
|---|---|---|---|
| PACAT1 | PeopleAdmin Upload | PeopleAdmin Upload | null |
| PACAT2 | PeopleAdmin Upload | PeopleAdmin Upload | null |
| PACAT3 | PeopleAdmin Upload | PeopleAdmin Upload | null |

| Approval Type Code | Description | Self Service Description |
|---|---|---|
| PAIDEN | PeopleAdmin Identification | PeopleAdmin Identification |
| PAEMPL | PeopleAdmin Employee | PeopleAdmin Employee |
| PAJOBS | PeopleAdmin Job | PeopleAdmin Job |

## 3  Document History

**Revision Record**

| Number | Date and Sections | Author | Notes |
|---|---|---|---|
| 1.01 | 9/24/2009 | E. Schwarz | Conversion from KENT 022 with track changes |
| 1.02 | 11/2/2009 | E. Schwarz | Accepted changes |
| 1.03 | 11/11/2009 | E. Schwarz | Changes for 8.2 Release |
| 8.2  v 2.00 | 11/19/2009 | E. Schwarz | Version 2.00 for release |
| 8.3  v1.00 | 3/2/2010 | E. Schwarz | Accepted all clarifications since last release. Added Originator Parameter to NZPPAUL |
| 8.3 v1.01 | 3/10/2010 | E. Schwarz | Added set-up steps to Appendix B |
| 8.3 v2.00 | 6/7/2010 | E. Schwarz | Accepted changes |
| 8.3 v2.01 | 11/2/2010 | E. Schwarz | Clarifications re: processing when ID exists in file. |
| 8.4 v1.00 | 1/3/2011 | E. Schwarz | Changes for 8.4 Release |

## Appendix A – File Layout

The list below represents the fields (data values) that will be included in the PeopleAdmin extract file. All columns in all tables included in the processing are included in the table. Blank rows in the table below separate each table. Rows with lightly grey shading should not be included in the PeopleAdmin extract file. All fields marked with an R in the column labeled Req must be included in a successful EPAF transaction set.

| | Req | Description | Column | Data Type | Null? | NZPPAUL Processing Notes | Notes to PeopleAdmin |
|---|---|---|---|---|---|---|---|
| 1. | R | First Name | SPRIDEN_FIRST_NAME | VARCHAR(60) | Not Null | | |
| 2. | O | ID | SPRIDEN_ID | VARCHAR(9) | Not Null | | |
| 3. | R | Last Name | SPRIDEN_LAST_NAME | VARCHAR(60) | Not Null | | |
| 4. | O | Middle Name | SPRIDEN_MI | VARCHAR(60) | Null | | |
| 5. | O | Active Duty Sep Date | SPBPERS_ACTIVE_DUTY_SEPR_DATE | DATE | Null | | Format DD-MON-YYYY |
| 6. | R | Birth Date | SPBPERS_BIRTH_DATE | DATE | Null | | Format DD-MON-YYYY |
| 7. | R | Citizenship | SPBPERS_CITZ_CODE | VARCHAR(2) | Null | | Valid values are Y or N |
| 8. | O | Confidential | SPBPERS_CONFID_IND | VARCHAR(1) | Null | | Valid values are Y or N |
| 9. | R | Ethnicity | SPBPERS_ETHN_CODE | VARCHAR(2) | Null | Validate in STVETHN | |
| 10. | O | Legal Name | SPBPERS_LEGAL_NAME | VARCHAR(500) | Null | | |
| 11. | O | Name Prefix | SPBPERS_NAME_PREFIX | VARCHAR(20) | Null | | |
| 12. | O | Name Suffix | SPBPERS_NAME_SUFFIX | VARCHAR(20) | Null | | |
| 13. | O | Preferred First Name | SPBPERS_PREF_FIRST_NAME | VARCHAR(15) | Null | | |
| 14. | O | Religion | SPBPERS_RELG_CODE | VARCHAR(2) | Null | | |
| 15. | O | Special Disabled Vet | SPBPERS_SDVET_IND | VARCHAR(1) | Null | | |
| 16. | R | Sex | SPBPERS_SEX | VARCHAR(1) | Null | | Valid values M, F, N |
| 17. | R | SSN/SIN/TIN | SPBPERS_SSN | VARCHAR(15) | Null | | |
| 18. | O | VeteranCategory | SPBPERS_VERA_IND | VARCHAR(1) | Null | | Valid values are 'O'ther protected Vet only, 'V'ietnam Vet, 'B'oth Vietnam and Other |
| 19. | O | Veteran File Number | SPBPERS_VETC_FILE_NUMBER | VARCHAR(10) | Null | | |
| 20. | R | Address From Date | SPRADDR_FROM_DATE | DATE | Not Null | Default to PEBEMPL_CURRENT_HIRE_DATE | Format DD-MON-YYYY |

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| | Req | Description | Column | Data Type | Null? | NZPPAUL Processing Notes | Notes to PeopleAdmin |
|---|---|---|---|---|---|---|---|
| 21. | O | Address To Date | SPRADDR_TO_DATE | DATE | Null | | DO NOT SEND |
| 22. | R | Address Type | SPRADDR_ATYP_CODE | VARCHAR(2) | Not Null | Validate the code in STVATYP | Client to tell PeopleAdmin what value to default |
| 23. | O | Address Type Seq No | SPRADDR_SEQNO | NUMBER(2) | Not Null | Address API will set this value | DO NOT SEND |
| 24. | R | Address Line 1 | SPRADDR_STREET_LINE1 | VARCHAR(75) | Not Null | | |
| 25. | O | Address Line 2 | SPRADDR_STREET_LINE2 | VARCHAR(75) | Null | | |
| 26. | O | Address Line 3 | SPRADDR_STREET_LINE3 | VARCHAR(75) | Null | | |
| 27. | R | City | SPRADDR_CITY | VARCHAR(50) | Null | | |
| 28. | R | State | SPRADDR_STAT_CODE | VARCHAR(3) | Null | Validate the code in STVSTAT | |
| 29. | O | Nation | SPRADDR_NATN_CODE | VARCHAR(5) | Null | Validate the code in STVNATN | |
| 30. | R | ZIP or Postal Code | SPRADDR_ZIP | VARCHAR(30) | Null | | |
| 31. | O | County | SPRADDR_CNTY_CODE | VARCHAR(5) | Null | | |
| 32. | O | Carrier Route | SPRADDR_CARRIER_ROUTE | VARCHAR(4) | Null | | DO NOT SEND |
| 33. | O | Correction Digit | SPRADDR_CORRECTION_DIGIT | NUMBER(1) | Null | | DO NOT SEND |
| 34. | O | Delivery Point | SPRADDR_DELIVERY_POINT | NUMBER(1) | Null | | DO NOT SEND |
| 35. | O | Telephone Type | SPRTELE_TELE_CODE | VARCHAR(4) | Not Null | | Required if Telephone Number is populated value should be a constant equal to the code for Home Phone |
| 36. | O | Telephone Seq. No. | SPRTELE_SEQNO | NUMBER(3) | Not Null | Address API will set this value | DO NOT SEND |
| 37. | O | Address Type for Telephone | SPRTELE_ATYP_CODE | VARCHAR(2) | Null | Address API will set this value | DO NOT SEND |
| 38. | O | Address Sequence for Telephone | SPRTELE_ADDR_SEQNO | NUMBER(2) | Null | Added in 8.2 release Address API will set this value | Do not send |
| 39. | O | International Access | SPRTELE_INTL_ACCESS | VARCHAR(16) | Null | | |
| 40. | O | Area Code | SPRTELE_PHONE_AREA | VARCHAR(6) | Null | | |
| 41. | O | Phone Extension No. | SPRTELE_PHONE_EXT | VARCHAR(10) | Null | | |
| 42. | O | Telephone Number | SPRTELE_PHONE_NUMBER | VARCHAR(12) | Null | | |
| 43. | O | Primary Telephone | SPRTELE_PRIMARY_IND | VARCHAR(1) | Null | | |
| 44. | O | Unlisted Telephone | SPRTELE_UNLIST_IND | VARCHAR(1) | Null | | |

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| | Req | Description | Column | Data Type | Null? | NZPPAUL Processing Notes | Notes to PeopleAdmin |
|---|---|---|---|---|---|---|---|
| 45. | R | Current Hire Date | PEBEMPL_CURRENT_HIRE_DATE | DATE | Not Null | Leave null if null | Hire date or official start date; format DD-MON-YYYY |
| 46. | O | Original Hire Date | PEBEMPL_FIRST_HIRE_DATE | DATE | Not Null | Default to PEBEMPL_CURRENT_HIRE_DATE unless value already exists in Banner | Format DD-MON-YYYY |
| 47. | O | Seniority Date | PEBEMPL_SENIORITY_DATE | DATE | Not Null | Leave null if null | Format DD-MON-YYYY |
| 48. | O | Adjusted Service | PEBEMPL_ADJ_SERVICE_DATE | DATE | Not Null | Leave null if null | Format DD-MON-YYYY |
| 49. | O | First Work Date | PEBEMPL_FIRST_WORK_DATE | DATE | Null | | Format DD-MON-YYYY |
| 50. | O | Distribution Chart Code | PEBEMPL_COAS_CODE_DIST | VARCHAR(1) | Not Null | | Client might want to hard code in file |
| 51. | O | Distribution Orgn | PEBEMPL_ORGN_CODE_DIST | VARCHAR(6) | Not Null | | |
| 52. | R | Home COAS | PEBEMPL_COAS_CODE_HOME | VARCHAR(1) | Not Null | | Client might want to hard code in file |
| 53. | R | Home Organization | PEBEMPL_ORGN_CODE_HOME | VARCHAR(6) | Not Null | | |
| 54. | R | Employee Class Code | PEBEMPL_ECLS_CODE | VARCHAR(2) | Not Null | | |
| 55. | O | Employee Group Code | PEBEMPL_EGRP_CODE | VARCHAR(4) | Null | | |
| 56. | O | FT/PT Status | PEBEMPL_INTERNAL_FT_PT_IND | VARCHAR(1) | Not Null | Default based on the employee's employee class (PEBEMPL_ECLS_CODE) the value of PTRECLS_INTERNAL_FT_PT_IND | Valid values are: 'F'ull Time, 'P'art Time, 'O'ther |
| 57. | O | Hiring Campus Code | PEBEMPL_CAMP_CODE | VARCHAR(3) | Null | | |
| 58. | O | Hiring College Code | PEBEMPL_COLL_CODE | VARCHAR(2) | Null | | |
| 59. | O | Hiring Location Code | PEBEMPL_JBLN_CODE | VARCHAR(6) | Null | | |
| 60. | O | District Code | PEBEMPL_DICD_CODE | VARCHAR(3) | Null | | |
| 61. | O | Leave Category Code | PEBEMPL_LCAT_CODE | VARCHAR(2) | Not Null | | |
| 62. | O | Benefit Category | PEBEMPL_BCAT_CODE | VARCHAR(2) | Not Null | | |
| 63. | O | Stat Canada Grouping | PEBEMPL_STGR_CODE | VARCHAR(2) | Null | | |
| 64. | O | Work Period Code | PEBEMPL_WKPR_CODE | VARCHAR(4) | Null | | |
| 65. | O | CA Pension-Mmb Stat | PEBEMPL_CALIF_PENSION_IND | VARCHAR(1) | Null | | B - STRS/PERS member, E - PERS retiree, N - Non member, P - PERS member, R - STRS retiree, S - STRS member, T - STRS/PERS retiree, NULL - None |

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| | Req | Description | Column | Data Type | Null? | NZPPAUL Processing Notes | Notes to PeopleAdmin |
|---|---|---|---|---|---|---|---|
| 66. | O | I9 Form Ind | PEBEMPL_I9_FORM_IND | VARCHAR(1) | Null | | R'eceived, 'N'or received, 'T'emporary, 'E'xempt |
| 67. | O | I9 Date | PEBEMPL_I9_DATE | DATE | Null | | Format DD-MON-YYYY |
| 68. | O | I9 Expire Date | PEBEMPL_I9_EXPIRE_DATE | DATE | Null | | Format DD-MON-YYYY |
| 69. | O | 1042 Recipient | PEBEMPL_1042_RECIPIENT_CD | VARCHAR(2) | Null | | 01 Individual, 02 Corporation, 03 Partnership, 04 Fiduciary, 05 Nominee, 06 Government or International Organization, 07 "Tax Exempt" Organization, 08 Private Foundation, 09 Artist or Athlete, 19 Other, 20 Type of Recipient unknown |
| 70. | R | Position | NBRBJOB_POSN | VARCHAR(6) | Not null | If null, leave null. Do not validate. | |
| 71. | O | Suffix | NBRBJOB_SUFF | VARCHAR(2) | Not null | Defaults to 00 if null | Client will probably be OK with default. |
| 72. | O | Accrue Leave | NBRBJOB_ACCRUE_LEAVE_IND | VARCHAR(1) | Null | | |
| 73. | R | Job Begin Date | NBRBJOB_BEGIN_DATE | DATE | Null | Leave null if null | Start date of the job assignment; format DD-MON-YYYY |
| 74. | O | Job End Date | NBRBJOB_END_DATE | DATE | Null | Will not be processed by NZPPAUL if value other than '-' included in file | |
| 75. | O | Contract Begin Date | NBRBJOB_CONTRACT_BEGIN_DATE | DATE | Null | | Used to calculate Salary Encumbrance Amt. Will usually be null |
| 76. | O | Contract End Date | NBRBJOB_CONTRACT_END_DATE | DATE | Null | | Used to calculate Salary Encumbrance Amt. Will usually be null |
| 77. | O | Contract Type | NBRBJOB_CONTRACT_TYPE | VARCHAR(1) | Not null | Default to P if null. If personal already has Primary Job default to S | P'rimary Job, 'S'econdary Job, 'O'verload Jobs |
| 78. | O | Probation Begin Date | NBRBJOB_PROBATION_BEGIN_DATE | DATE | Null | | Format DD-MON-YYYY |
| 79. | O | Probation End Date | NBRBJOB_PROBATION_END_DATE | DATE | Null | | Format DD-MON-YYYY |
| 80. | O | Probationary Period | NBRBJOB_PROBATION_UNITS | NUMBER(3) | Null | | |
| 81. | O | Salary Encumbrance | NBRBJOB_SALARY_ENCUMBRANCE | NUMBER(11,2) | Null | | |

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| | Req | Description | Column | Data Type | Null? | NZPPAUL Processing Notes | Notes to PeopleAdmin |
|---|---|---|---|---|---|---|---|
| 82. | O | Step Increase Day | NBRBJOB_STEP_INCR_DAY | VARCHAR(2) | Null | | Date when the employee will get a Step increase |
| 83. | O | Step Increase Month | NBRBJOB_STEP_INCR_MON | VARCHAR(2) | Null | | Date when the employee will get a Step increase |
| 84. | O | Eligible Date | NBRBJOB_ELIGIBLE_DATE | DATE | Null | | Date after which the employee is eligible for a step increase.  Format DD-MON-YYYY |
| 85. | O | Total Contract Hrs | NBRBJOB_TOTAL_CONTRACT_HRS | NUMBER(6,2) | Null | | |
| 86. | O | Total Encum Hrs | NBRBJOB_TOTAL_ENCUMBRANCE_HRS | NUMBER(6,2) | Null | | |
| 87. | O | IPEDS Report Ind | NBRBJOB_IPEDS_REPT_IND | VARCHAR(1) | Null | | |
| 88. | O | Stats Canada Rept | NBRBJOB_FACL_STATSCAN_REPT_IND | VARCHAR(1) | Null | | |
| 89. | O | Civil Service | NBRBJOB_CIVIL_SERVICE_IND | VARCHAR(1) | Not Null | Set to N if null | |
| 90. | R | Jobs Effective Date | NBRJOBS_EFFECTIVE_DATE | DATE | Not Null | | Format DD-MON-YYYY |
| 91. | O | Personnel Date | NBRJOBS_PERS_CHG_DATE | DATE | Not Null | | Will default to NBRJOBS_EFFECTIVE_DATE on EPAF if null |
| 92. | O | Shift | NBRJOBS_SHIFT | VARCHAR(1) | Not Null | | |
| 93. | O | Supervisor Position | NBRJOBS_SUPERVISOR_POSN | VARCHAR(6) | Null | When populated, attempts to find the incumbent in the position and populate the Supervisor ID.  If incumbent cannot be found the message "Supervisor must be updated on NOAEPAF manually." will be reported. | |
| 94. | O | Supervisor Suffix | NBRJOBS_SUPERVISOR_SUFF | VARCHAR(2) | Null | Defaults to 00 if Null | |
| 95. | O | Supervisor ID | SUP_ID | NUMBER(8) | Null | Will be populated by the process if null and a Supervisor Position exists. | |
| 96. | O | Workers Comp Code | NBRJOBS_WKCP_CODE | VARCHAR(4) | Null | | |
| 97. | O | Employer Code | NBRJOBS_EMPR_CODE | VARCHAR(4) | Null | | |
| 98. | O | Encumbrance Hours | NBRJOBS_ENCUMBRANCE_HRS | NUMBER(6,2) | Null | | |
| 99. | O | Factor | NBRJOBS_FACTOR | NUMBER(3,1) | Not Null | | |
| 100. | O | Pays | NBRJOBS_PAYS | VARCHAR(6) | Not Null | | |
| 101. | O | FTE | NBRJOBS_FTE | NUMBER(6,3) | Null | | |

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| | Req | Description | Column | Data Type | Null? | NZPPAUL Processing Notes | Notes to PeopleAdmin |
|---|---|---|---|---|---|---|---|
| 102. | O | Appointment Percent | NBRJOBS_APPT_PCT | NUMBER(5,2) | Not Null | | |
| 103. | O | Hours per Day | NBRJOBS_HRS_DAY | NUMBER(6,2) | Not Null | | |
| 104. | O | Hours per Pay | NBRJOBS_HRS_PAY | NUMBER(6,2) | Not Null | | |
| 105. | O | Job Location | NBRJOBS_JBLN_CODE | VARCHAR(6) | Null | | |
| 106. | O | Job Change Reason | NBRJOBS_JCRE_CODE | VARCHAR(5) | Null | | |
| 107. | O | Longevity Code | NBRJOBS_LGCD_CODE | VARCHAR(4) | Null | | |
| 108. | O | EEO Location Code | NBRJOBS_LOCN_CODE | VARCHAR(6) | Null | | |
| 109. | O | Premium Pay Code | NBRJOBS_PCAT_CODE | VARCHAR(4) | Null | | |
| 110. | O | PERS Pay Code | NBRJOBS_PERS_PAY_CODE | VARCHAR(2) | Null | | |
| 111. | O | Per Pay Salary | NBRJOBS_PER_PAY_SALARY | NUMBER(11,2) | Null | To be calculated when the EPAF is applied | DO NOT SEND. |
| 112. | R | Annual Salary | NBRJOBS_ANN_SALARY | NUMBER(11,2) | Not Null | | Required if Regular Rate is null & Salary Step is zero |
| 113. | O | Assign Salary | NBRJOBS_ASSIGN_SALARY | NUMBER(11,2) | Null | To be calculated when the EPAF is applied | DO NOT SEND. |
| 114. | R | Regular Rate | NBRJOBS_REG_RATE | NUMBER(11,6) | Not Null | | Required if Annual Salary is null & Salary Step is zero |
| 115. | O | Payroll Id | NBRJOBS_PICT_CODE | VARCHAR(2) | Not Null | | |
| 116. | O | Salary Group | NBRJOBS_SGRP_CODE | VARCHAR(6) | Not Null | | |
| 117. | O | Salary Table | NBRJOBS_SAL_TABLE | VARCHAR(2) | Null | | |
| 118. | O | Salary Grade | NBRJOBS_SAL_GRADE | VARCHAR(5) | Null | | |
| 119. | O | Salary Step | NBRJOBS_SAL_STEP | NUMBER(3) | Null | Defaults to 0 if not populated | |
| 120. | O | School Code | NBRJOBS_SCHL_CODE | VARCHAR(6) | Null | | |
| 121. | O | Timesheet COA | NBRJOBS_COAS_CODE_TS | VARCHAR(1) | Null | | |
| 122. | O | Timesheet Orgn | NBRJOBS_ORGN_CODE_TS | VARCHAR(6) | Null | | |
| 123. | O | Contract Number | NBRJOBS_CONTRACT_NO | VARCHAR(8) | Null | | |
| 124. | O | Title | NBRJOBS_DESC | VARCHAR(30) | Null | | |
| 125. | O | Deferred Pay Code | NBRJOBS_DFPR_CODE | VARCHAR(4) | Null | | |
| 126. | O | Employee Class Code | NBRJOBS_ECLS_CODE | VARCHAR(2) | Null | | |
| 127. | O | Time Entry Type | NBRJOBS_TIME_ENTRY_TYPE | VARCHAR(1) | Null | | |

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| | Req | Description | Column | Data Type | Null? | NZPPAUL Processing Notes | Notes to PeopleAdmin |
|---|---|---|---|---|---|---|---|
| 128. | O | Time Entry Method | NBRJOBS_TIME_ENTRY_METHOD | VARCHAR(1) | Null | | |
| 129. | O | Time In/Out Ind | NBRJOBS_TIME_IN_OUT_IND | VARCHAR(1) | Null | | |
| 130. | O | Job Leave Category | NBRJOBS_LCAT_CODE | VARCHAR(2) | Null | | |
| 131. | O | Leave Report Method | NBRJOBS_LEAV_REPT_METHOD | VARCHAR(1) | Null | | |
| 132. | O | Leave Rept Pay ID | NBRJOBS_PICT_CODE_LEAV_REPT | VARCHAR(2) | Null | | |
| 133. | O | STRS Assignment Code | NBRJOBS_STRS_ASSN_CODE | VARCHAR(2) | Null | Added for 8.3 | |
| 134. | O | New Ethnicity | SPBPERS_ETHN_CDE | VARCHAR(1) | Null | Added for 8.1 | The valid values are 1 - Not Hispanic or Latino, 2 - Hispanic or Latino, or null. |
| 135. | O | Ethnicity and Race Confirmed | SPBPERS_CONFIRMED_RE_CDE | VARCHAR(1) | Null | Added for 8.1 | Valid values are (Y)es, (N)o, and Null |
| 136. | O | Ethnicity and Race Confirmed Date | SPBPERS_CONFIRMED_RE_DATE | DATE | Null | Added for 8.1 | |
| 137. | O | Race Code 1 | GORPRAC_RACE_CDE1 | VARCHAR(3) | Null | Added for 8.1 | |
| 138. | O | Race Code 2 | GORPRAC_RACE_CDE2 | VARCHAR(3) | Null | Added for 8.1 | |
| 139. | O | Race Code 3 | GORPRAC_RACE_CDE3 | VARCHAR(3) | Null | Added for 8.1 | |
| 140. | O | Race Code 4 | GORPRAC_RACE_CDE4 | VARCHAR(3) | Null | Added for 8.1 | |
| 141. | O | Race Code 5 | GORPRAC_RACE_CDE5 | VARCHAR(3) | Null | Added for 8.1 | |
| 142. | O | Race Code 6 | GORPRAC_RACE_CDE6 | VARCHAR(3) | Null | Added for 8.1 | |
| 143. | O | SSN Last Name | PEBEMPL_SSN_LAST_NAME | VARCHAR(20) | Null | Added for 8.2 | |
| 144. | O | SSN First Name | PEBEMPL_SSN_FIRST_NAME | VARCHAR(15) | Null | Added for 8.2 | |
| 145. | O | SSN Middle Name | PEBEMPL_SSN_MI | VARCHAR(15) | Null | Added for 8.2 | |
| 146. | O | SSN Suffix | PEBEMPL_SSN_SUFFIX | VARCHAR(4) | Null | Added for 8.2 | |
| 147. | O | Marital Code | SPBPERS_MRTL_CODE | VARCHAR(1) | Null | Added for 8.2 | |
| 148. | O | Armed Forces Service Medal Indicator | SPBPERS_ARMED_SERV_MED_VET_IND | VARCHAR(1) | Null | Added for 8.2 | Valid values are (Y)es, (N)o. |
| 149. | O | Allow New Hire Benefits enrollment | PEBEMPL_NEW_HIRE_IND | VARCHAR(1) | Null | Added for 8.4 | Valid values are Y, N or null. If null, when EPAF is applied the value will be set to Y |

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## Appendix B - Setup Steps and Sample Routing Queues

1. Establish users on the Access Control Form (GOAEACC)
   All users reviewing, approving or applying EPAFs must be established on this form. If using UC4 (i.e. Appworx) the user submitting NZPPAUL via UC4 must be set-up on GOAEACC.
2. Establish Common Matching Rules
   Use the following rule forms to build common match rules for use with EPAF processing - GTVCMSC, GORCMSC, GORCMRL, GORCMUS. See below for a sample rule setup. More information is available in the *Common Matching Handbook* available from the Customer Support Center under the Banner General product.
   a. Turn on Common Matching by checking the 'On Line Common Matching Process Enabled' box on GUAINST.
   b. Identify the Common Matching Rules to use for EPAFs by entering the Common Matching Source Code in the 'Common Matching Sources for EPAFs' field on the Electronic Approvals tab of NTRINST.
3. Review Approval Types:
   Access the Approval Type Rule Form (NTRAPTY) and review the set-up of the following Approval Types: PAIDEN, PAEMPL, PAJOBS. Each of these Approval Types should have been installed during the Interface Installation. No changes need to be made. This step is to validate that the installation was successful.
4. Define Approval Levels and assign users
   Using the NTRALVL form, setup Approval Levels. More information is available in the Electronic Approval Handbook 7.3 or 8.0 available from the Customer Support Center under the Banner Position Control product.
5. Review Approval Categories:
   Access the Approval Category Rule Form (NTRACAT) and review the set-up of the following Approval Categories PACAT1, PACAT2, PACAT3. These Approval Categories should have been created during the install process. In addition to validating that the categories were installed you will need to define Mandatory Approval Level(s) for each Category you intend to use. More information is available in the Electronic Approval Handbook 7.3 or 8.0 available from the Customer Support Center under the Banner Position Control product.
6. Review/Set-up of Electronic Approval Rules and Routing and Approval rules.
   Each user submitting the NZPPAUL process must login to Banner and set-up the Electronic Approval Routing Rules form (NTRROUT) to establish the Routing Rules for EPAFs they create. If your institution is using UC4 (aka Appworx) the user submitting NZPPAUL via UC4 must login and set-up routing rules. More information is available in the Electronic Approval Handbook 7.3 or 8.0 available from the Customer Support Center under the Banner Position Control product.
7. Review the Electronic Approval Rules on NTRINST.
   SGHE recommends that the "Reject Transactions with Warnings during Mass Apply" and "Do Not Submit Transactions with Only Warning Messages" be unchecked. More information is available in the Electronic Approval Handbook 7.3 or 8.0 available from the Customer Support Center under the Banner Position Control product.

## Sample Routing and Approval setup

### Option 1

No routing and approval – One office, typically HR or Payroll, will be responsible for reviewing, approving and applying the transactions created by the Upload (NZPPAUL) process. EPAFs can be assigned to different people within the office based on ECLS and Approval Category.

Process flow:
1. Run NZPPAUL automatically or manually.
2. Access the EPAFs, review the data, correct any errors if necessary, resolve potential person matches and submit the EPAF if necessary. At this point the EPAF will have a Transaction Status of Approved. Repeat step 2 for all EPAFs created.
3. Run the NOPEAMA process to apply the EPAFs to the database.

### Sample set up

a. NTRALVL. Create 1 Approval Level Code and enter User IDs for each person who could be responsible for reviewing, approving and applying the transactions.



b. NTRACAT. In the Mandatory Approval Levels block identify the Level that will have Apply responsibility.

c. NTRROUT. This form defines the default routing by User ID (the User ID that runs the NZPPAUL process) and Approval Category. The User ID in the key block is automatically populated based on the username used to log into Banner. Therefore, you must log into Banner with the User ID that will be used to run NZPPAUL. Enter the Level Code that has Apply responsibility and the User ID who will have Apply responsibility for EPAFs submitted by the user in the key block. Note: for this routing scenario, if you are running NZPPAUL automatically, you may want to define the User Id in your job scheduling tool so that if there are no errors during the load the EPAF will have the status of Approved.



**Option 2:**

One approval required – One office (e.g. HR) will be responsible for reviewing and approving the EPAF transactions created by the Upload (NZPPAUL) process, and a second office (e.g. Payroll) will be responsible for applying the transactions.

Process flow:
1. Run NZPPAUL automatically or manually.
2. An HR User accesses the EPAFs created, reviews the data, corrects any errors if necessary, resolves potential person matches and submit the EPAF if necessary. At this point the EPAF will have a Transaction Status of Approved. Repeat step 2 for all EPAFs created.
3. A Payroll user will receive notification that there are EPAFs ready to be Applied. The Payroll user runs the NOPEAMA process to apply the EPAFs to the database.

**Sample set up**

d. NTRALVL. Create 2 Approval Level Codes and enter User IDs for each person who could be responsible for processing the EPAF at each level.

e. NTRACAT. In the Mandatory Approval Levels block identify the Level that will have Apply responsibility.



f. NTRROUT. This form defines the default routing by User ID (the User ID that runs the NZPPAUL process) and Approval Category. The User ID in the key block is automatically populated based on the username used to log into Banner. Therefore, you must log into Banner with the User ID that will be used to run NZPPAUL. Enter the Levels and associated users who will be responsible for Approving and Applying the EPAFs submitted by the User ID in the key block.

**Option 3**

Several reviews/approvals required – More than one office (e.g. the Dept, the Budget office, and HR) will be responsible for reviewing and approving the EPAF transactions before they can be applied.

## Appendix C - Processing of Potential Matches - INB

Scenario:

> When the PeopleAdmin Upload (NZPPAUL) process is run the following message will be
> received indicating that multiple matches were found for an individual:

| Status | Message |
| --- | --- |
| Waiting | Possible matched found for this person. |

Processing steps

1. Access the Electronic Personnel Action (NOAEPAF) form:
    a. Enter the Transaction Number associated with the person reported on
       NZPPAUL, and perform the Next Block function. Notice that the ID field has the
       word GENERATED in the New Value column.
    b. Select Options/Submit from the menu at the top of the page. You'll be taken to
       the Common Matching Entry (GOAMTCH) form
    c. On GOAMTCH enter the biographic and demographic information for the
       individual, you don't need to enter all information just those pieces that are used
       by your Common Matching Rules, and click the Duplicate Check button.
    d. If there is no matching person, go to step 2, otherwise, highlight the matching
       person from the Potential Matches tab at the bottom of the screen and click the
       Select ID button. You'll be taken back to the NOAEPAF form, the ID will now
       be populated, and the Transaction will be submitted. At this point you may be
       taken to the Electronic Approvals Error Message (NOIEMSG) form or the
       NOAEPAF form and the Transaction Status will depend on the Approval Level
       associated with your login ID, regardless, proceed to the next step.
    e. Continue EPAF processing. Depending on the Status of the EPAF you may need
       to return to NOAEPAF to make changes and/or approve the EPAF.
   It may be necessary to terminate the current address associated with the person, if the
   EPAF is updating an Address Type already associated with the person.
    f. Access the Identification (PPAIDEN) form.
    g. Navigate to the Address tab and the appropriate address type and enter a 'To
       Date' that is less than the From Date on the EPAF you are creating. Note: You
       do not need to check the 'Inactive Address' box. Exit the form.
    h. Continue EPAF processing. Depending on the Status of the EPAF you may need
       to return to NOAEPAF to make changes and/or approve the EPAF, or you may
       be able to skip to the apply step and run the EA Mass Apply (NOPEAMA)
       process.
2. If no potential matches were found in step d), click the 'Create New' button, which will
   return you to the NOAEPAF form, generate a new ID, and submit the Transaction.
   Continue baseline EPAF processing.

If you forget to update the address date and run the NOPEAMA process you'll receive an error
"Address of this type exists." If this happens complete Step 1f, 1g & 1h and rerun the
NOPEAMA process.

## Appendix D - Processing of Potential Matches – Self Service

Scenario:

When the PeopleAdmin Upload (NZPPAUL) process is run the following message will be received indicating that multiple matches were found for an individual:

| Status | Message |
|--------|---------|
| Waiting | Possible matched found for this person. |

Processing steps

3. Access the EPAF Originator Summary page
4. Select (click on) the Transaction Number of the transaction identified in the NZPPAUL .lis report.
5. On the Electronic Personnel Action Form page select the Submit button.
6. The Duplicate Check page will display potential matches. Click on the name of the correct match or click on the New Person button.
7. You'll be returned to the Electronic personnel Action Form page and the ID will be populated.
8. Continue baseline EPAF processing.


9. It may be necessary to terminate the current address associated with the person, if the EPAF is updating an Address Type already associated with the person.
    i. Access the Identification (PPAIDEN) form.
    j. Navigate to the Address tab and the appropriate address type and enter a 'To Date' that is less than the From Date on the EPAF you are creating. Note: You do not need to check the 'Inactive Address' box. Exit the form.
    k. Continue EPAF processing.

If you forget to terminate the address and run the NOPEAMA process you'll receive an error "Address of this type exists." If this happens complete Step 7 and rerun the NOPEAMA process.

## Appendix E - 8.2 Upgrade Release Notes

**Changes as a result of Banner HR and Position Control 8.2**
1. Four (4) new Employee related fields were added to baseline EPAF processing. They are: PEBEMPL_SSN_LAST_NAME, PEBEMPL_SSN_FIRST_NAME, PEBEMPL_SSN_MI, PEBEMPL_SSN_SUFFIX. As a result:
   a. The NZPPAUL process was enhanced to process these new fields
   b. The Employee Approval Type (PAEMPL) was enhanced to include these new fields
   c. PeopleAdmin has added these new fields to the file being generated. These fields will not be populated unless specifically instructed by the institution.

2. One (1) new Person related field was added to baseline EPAF processing. It is: SPBPERS_MARITAL_STATUS. As a result:
   a. The NZPPAUL process was enhanced to process this new field
   b. The Person Approval Type (PAIDEN) was enhanced to include this new field
   c. PeopleAdmin has added this new field to the file being generated. These fields will not be populated unless specifically instructed by the institution.

3. A new 'Armed Forces Service Medal Indicator' (SPBPERS_ARMED_SERV_MED_VET_IND ) was added to the Biographical tab of PPAIDEN and to baseline EPAF processing. As a result:
   a. The NZPPAUL process was enhanced to process this new field
   b. The Person Approval Type (PAIDEN) was enhanced to include this new field
   c. PeopleAdmin has added this new field to the file being generated. These fields will not be populated unless specifically instructed by the institution.

**Enhancements**
1. A message was added to the NZPPAUL process to notify the user when a job is changed from Primary to Secondary (NBRBJOB_CONTRACT _TYPE 'S' vs 'P') because the employee already has a secondary job.

2. The interface was enhanced to provide the ability to rehire an Employee into their old job (same Position-Suffix). To support this feature the following changes were made:
   a. The NBRBJOB_END_DATE and NBRJOBS_STATUS were added to the Job Approval Type (PAJOBS)
   b. The NZPPAUL process was enhanced to populate the EPAF tables with a null value for NBRBJOB_END_DATE and NBRJOBS_STATUS. Note: These fields have not been added to the standard PeopleAdmin file and as a result they will always be null when the EPAF is created.

   User Processing notes:
   When the rehire is loaded the EPAF will generate errors because the job still has a status of Terminated and an End Date (e.g. *ERROR* End Date must be later than Begin Date, *ERROR* Begin Date must equal the first Jobs Detail Effective Date., etc.). The errors can be viewed on the Electronic Approvals Error Message (NOIEMSG) form. The EPAF Status will be 'Waiting'. In order to eliminate the errors the user must update the EPAF by entering a '-' in the NBRBJOB_END_DATE and an 'A' in the NBRJOBS_STATUS.

3. The interface was enhanced to provide the ability to rehire a terminated Employee. To support this feature the following changes were made:
   a. The PEBEMPL_EMPL_STATUS and PEBEMPL_TERM_DATE were added to the Employee Approval Type (PAEMPL)
   b. The NZPPAUL process was enhanced to populate the EPAF tables with an "A" for PEBEMPL_EMPL_STATUS and a hyphen "-" for PEBEMPL_TERM_DATE. Note: These fields have not been added to the standard PeopleAdmin file and as a result they will always be null when the EPAF is created.
   c. The NZPPAUL process was modified to no longer automatically change an employee's Status from Terminated to Active.

   User Processing notes:
   > With this change, when a terminated employee is loaded the EPAF will generate errors (e.g. *ERROR* New Effective Date cannot be after Employee's Termination Date, *ERROR* Job Begin Date cannot be after Employee's Termination Date, etc.). These errors can be viewed on the Electronic Approvals Error Message (NOIEMSG) form. The EPAF Status will be 'Waiting'. In order to eliminate the errors the user must update the EPAF by entering an 'A' in the PEBEMPL_EMPL_STATUS and an '-' in the PEBEMPL_TERM_DATE.

**Problem Resolutions**

1. Added the Address/Phone Seq # (SPRTELE_ADDR_SEQNO) field to the file after the SPRTELE_ATYP_CODE, and to the PAIDEN Approval Type
2. Previously, when a new hire was missing a piece of required data, the process would always create the EPAF with an ID = GENERATED, even though a match could be found using common matching. Resolution: the processing order was changed so that Common Matching is called before the check for required data.

# Appendix F – Sample Common Matching Rule

## Appendix G - Go live checklist

1. Install the Banner interface in the Production database instance.
2. Follow the set-up procedures documented in the "PeopleAdmin to Banner Setup Steps.doc: document.
   a. If you changed any of the required fields on the Approval Types, form NTRAPTY, during testing, be sure to make those same changes to the Production Environment.
   b. Be sure to complete the NTRROUT form for each 'user' who will be running the NZPPAUL process including the UC4/Appworx or Cron user.

Contact PeopleAdmin to:
3. Have them move the "test site" into production.
4. Confirm the timeframe for creating the extract

Optionally,
5. Create an automatic process to ftp the file of new hires from the PeopleAdmin FTP server to the Banner $DATA_HOME directory
6. Create an automatic process to run the NZPPAUL process nightly and notify the appropriate user of the results.