



Northeastern

Banner HR INB

End User Guide

Human Resources Management

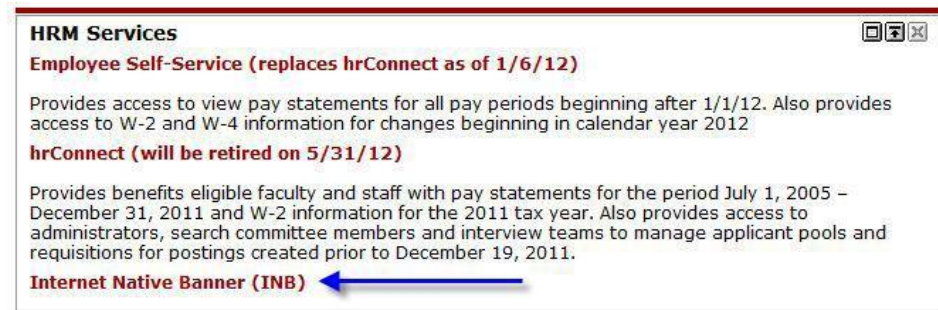
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Logging In

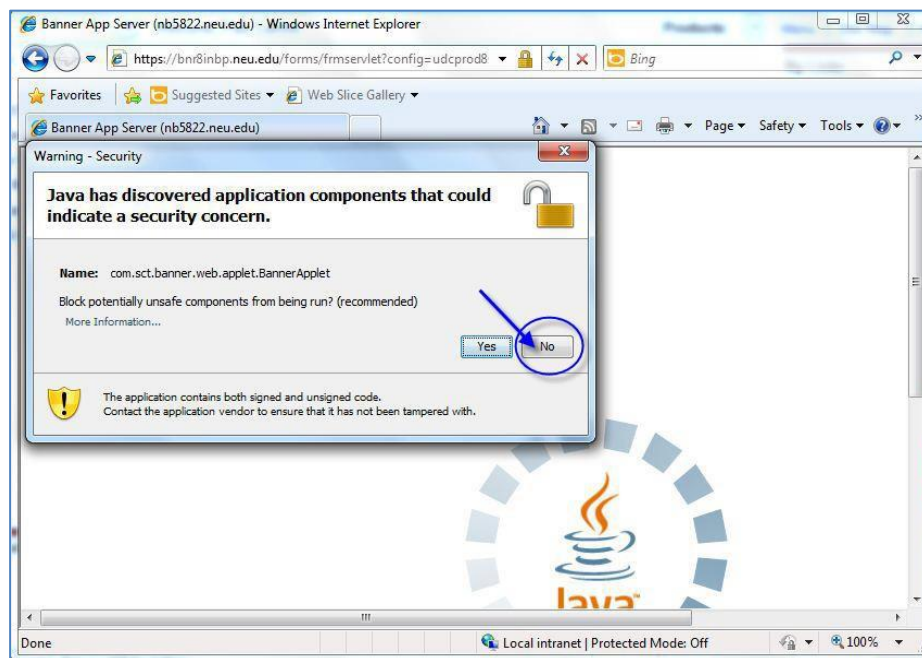
Go to myNEU and enter your username and password.

Go to Services and Links and select **Internet Native Banner (INB)**.



Next, Java will launch. On the first window that pops up, check the box next to the 'Always Trust' statement and Click the Run button. You will only have to do this once.

Next, the following Security Warning window will appear (it will appear each time you launch Banner INB) and it is important that you **always select No**. (If you happen to click Yes, you will likely just see a white screen, and you will have to log in again.)



Navigation in Banner INB

Home Page – How to Select a Form

Enter the Form name in the field at the top of the page and press Enter*.

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Tools Help

General Menu GUAGMNU 8.3 (UDCPROD8) - Thursday February 02, 2012 - Last login Wednesday February 01, 2012 12:14 PM

Go To: PPAIDEN Welcome, Paul Camire. Products: Menu Site Map Help Center

My Banner

- Banner
 - Student ["STUDENT"]
 - Advancement ["ALUMNI"]
 - Finance System Menu ["FINANCE"]
 - Human Resources ["HRS"]
 - Financial Aid ["RESOURCE"]
 - General ["GENERAL"]

Enter the 7 character Form name here.

Banner Broadcast Messages

The appropriate search command (e.g., press ENTER appears here on each page.

Press ENTER to start selection or expand/collapse menu.

Record: 1/1 <OSC>

My Links

- Change Banner Password
- Check Banner Messages
- Personal Link 1
- Personal Link 2
- Personal Link 3
- Personal Link 4
- Personal Link 5
- Personal Link 6

My Institution

Northeastern UNIVERSITY

**Note: You will see that on each page of the Banner INB application, there will be a section at the bottom of the page that displays the appropriate search command for that page.*

You can also use GUAPMNU (Organize My Banner) to add your common forms to My Banner (your main page).

Oracle Fusion Middleware Forms Services: Open - GUAPMNU

File Edit Options Block Item Record Query Tools Help

My Banner Maintenance GUAPMNU 8.3.0.5 (UDCPROD8)

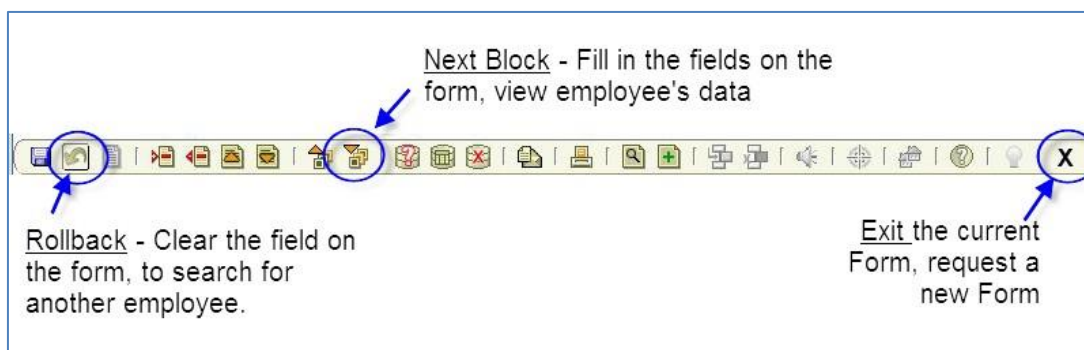
N000423143's Personal Menu

Type: Oracle Forms module

Object	Description
GUAABOT	About Banner
FTVACCT	Account Code Validation
FTVACCI	Account Index Code Validation
TOQMNU	Accounts Receivable Globals
PPIADDR	Address List Inquiry
STVATYP	Address Type Code Validation
APACONS	Advancement Individual Information
AQQMNU	Advancement Menu
PEIATOT	Aggregated Benefit/Deduction Totals
PTRATRM	Associated Term Rule
PTVATRM	Associated Term Validation
GXIBANK	Bank Code Query

Object	Description
PPAIDEN	Identification
NYAHIRE	Rapid Hire Reconciliation Form
GJAPCTL	Process Submission Controls
PEAFAC	Faculty Action Tracking
GXADIRED	Direct Deposit Recipient
PPACMNT	Comment
PHICHECK	Check Detail Inquiry
NBAJOBS	Employee Jobs
PEAEPL	Employee

Toolbar – How to Navigate Forms, Employees and Records



- **Rollback:** Use this once you have finished viewing a Banner (e.g., an employee record or a position record) record, and you would like to look up another record on the same Form.
 - Keyboard shortcut = Shift+F7
- **Next Block:** Once you have selected a record within a Form, you must press this icon to fill in the fields on the Form.
 - Keyboard shortcut = Ctrl+PgDn
- **Exit:** Press this X when you need to leave the Form, and request a new Form. The record value(s), if applicable, which you have been viewing, will automatically be on your next Form. Don't forget to press the Next Block icon to fill in the fields on your new Form.
 - Keyboard shortcut = Ctrl+Q

Shortcuts between Forms

If you're in a form (for example, NBAJOBS) and press F5, a small drop down will appear across the top of the screen saying Go To...

The screenshot shows the Oracle Fusion Middleware Forms Services window titled "Open > NBAJOBS". The "Go To..." dropdown menu is open, showing a list of form names. The current form is "NBAJOBS 8.10 (UDCPROD8)". The "My Institution" is "http://www.neu.edu". The "Last Paid Date" is "01-MAY-2015". The "Query Date" is "01-MAY-2015".

You can enter any other form name (for example, NBAPOSN) and go there, with the same employee or job information. **Please note:** if you change the employee/job number, and then go back, it will still be the first employee/job number.

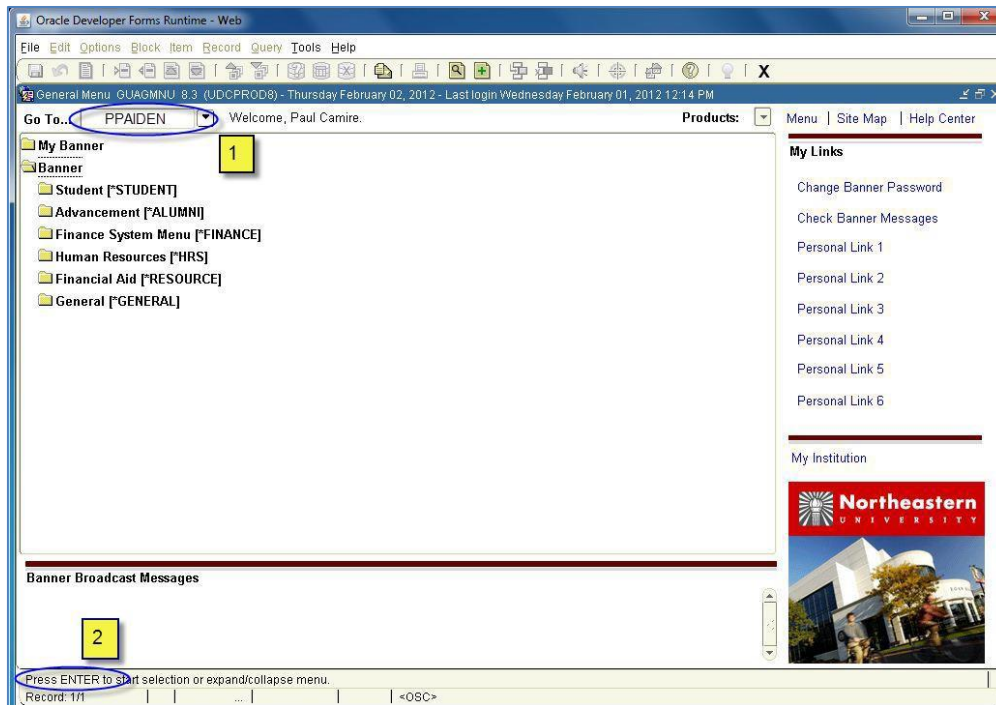
The screenshot shows the Oracle Fusion Middleware Forms Services window titled "Open > NBAJOBS - NBAPOSN [Q]". The "Go To..." dropdown menu is open, showing a list of form names. The current form is "NBAPOSN". The "My Institution" is "http://www.neu.edu". The "Last Paid Date" is "01-MAY-2015". The "Query Date" is "01-MAY-2015".

To exit, you can press the little 'x' in the blue or the one that is normally there and go back to the first page you were on.

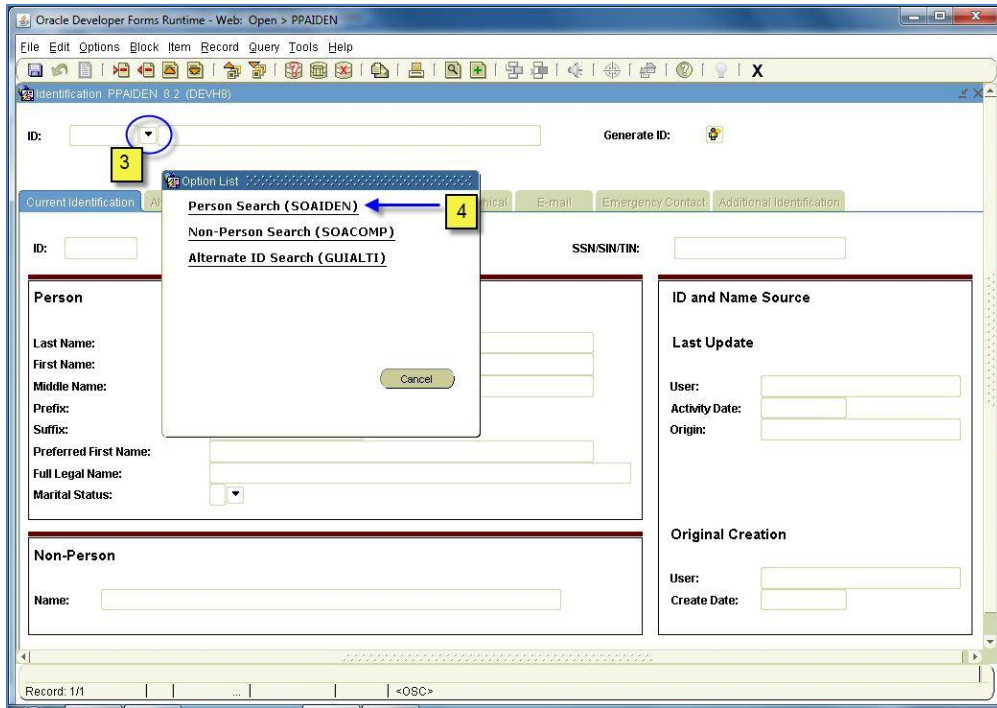
Steps to Search for and View Employee Information (using PPAIDEN)

From the Home Page:

1. Enter PPAIDEN
2. Note the Page Command, Press Enter

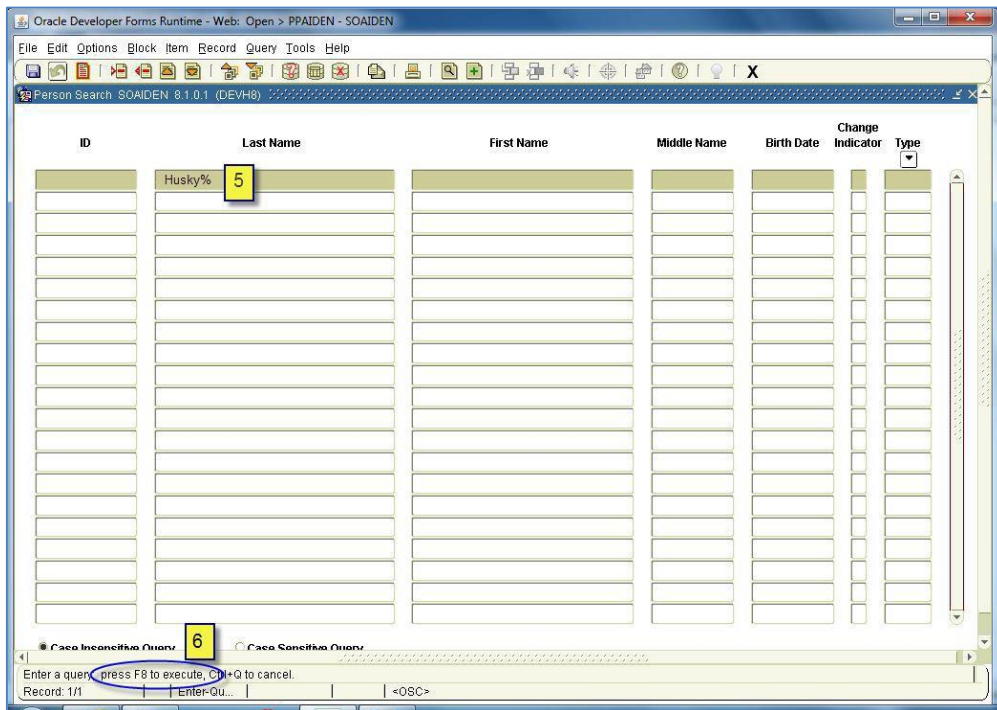


3. Press the drop down arrow next to the ID field in the 'Key Block' section of the page.
 - a. The fields in the 'Key Block' section of the screen will be blank if you are doing a search right after logging on. However, if you arrive at this page having pressed the 'Rollback' icon, or have navigated to this Form after having viewed an employee record on another Form, you will see the fields in the Key Block section **already populated with the previous record's values**. Press the arrow as seen in the screen shot below and you will be able to search for your next employee record.
4. Option List window: Select Person Search. (Note: PPAIDEN stores individuals other than employees, as you may see in search results.)



5. Enter a search string, use % as a wildcard.

6. Note the Page Command, press F8



7. Search results: Double click on the ID# of the record you would like to view.

ID	Last Name	First Name	Middle Name	Birth Date	Change Indicator	Type
000363637	Husky	Janice	L.		N	ADV
000363637	Husky	Janice	L.			LGCY
0138476	Husky	Janice	L.			LGCY
123456	Husky	NU		01-JAN-1975		HRD
X00123456	Husky	NU		01-JAN-1975		

a. Search Results: Which row is the one you want?

- The search results may display several rows per employee. You may click on **any** of these rows to navigate to that employee's PPAIDEN record.
- The search results will also display all results of your search. In the example in step 7, you will see there are 2 employees who met the search of "Husky%", NU and Janice. However you may have search results showing >1 person with the same first and last name (e.g., Jane Smith). In this case you will actually not be able to know, from this page, **who** is the employee you want to see. There are **two other search options** in Banner INB:

- Use Alternate ID search: At the start of the search (described in step 3 of this section) you press the arrow next to the ID field in the Key Block, and to do an Alternate Search, choose the Alternate ID Search link in the Options List window. Enter the SSN and press F8.

8. Now that you have selected an employee (the name appears on the Key Block) you must click the 'Next Block' icon in the Toolbar in order to fill in the fields on the Form.

Oracle Developer Forms Runtime - Web: Open > PPAIDEN

File Edit Options Block Item Record Query Tools Help

Identification PPAIDEN 8.2 (DEVH8)

ID: X00123456 NU Husky Generate ID: [icon]

The fields below will be blank until you press the 'Next Block' icon in the Toolbar

Current Identification Alternate Identification Address Telephone Biographical E-mail Emergency Contact Additional Identification

ID: X00123456 Name Type: [dropdown] SSN/SIN/TIN: 000123456

Person

Last Name: Husky
First Name: NU
Middle Name:
Prefix:
Suffix:
Preferred First Name: Bob
Full Legal Name:
Marital Status: S Single

Non-Person

Name:

ID and Name Source

Last Update

User: N000139269
Activity Date: 01-FEB-2012
Origin: PPAIDEN

Original Creation

User: N000139269
Create Date: 01-FEB-2012

Current identification number, overwrite to change.
Record: 1/1

Note: The Forms that store historical transactional information display additional fields in the Key Block section. These fields include a Position Number, and/or Query Date. The pages of this guide that describe those Forms will have specific search instructions in the context of these additional fields.

Viewing Forms and Locating Information

PPAIDEN – Personal Information

Current Identification tab

Current Identification Alternate Identification Address Telephone Biographical E-mail Emergency Contact Additional Identification

ID: X00123456 Name Type: [dropdown] SSN/SIN/TIN: 000123456

Person

Last Name: Husky
First Name: NU
Middle Name:
Prefix:
Suffix:
Preferred First Name: Bob
Full Legal Name:
Marital Status: S Single

Non-Person

Name:

ID and Name Source

Last Update

User: N000139269
Activity Date: 01-FEB-2012
Origin: PPAIDEN

Original Creation

User: N000139269
Create Date: 01-FEB-2012

Alternate Identification tab

Note: the PeopleSoft Emplid is stored on the page.

Current Identification | **Alternate Identification** | Address | Telephone | Biographical | E-mail | Emergency Contact | Additional Identification

Alternate Names or IDs

Name Type: PeopleSoft Emplid Change Type: Origin:
ID: User:
Activity Date:
Create User:
Create Date:
Last Name:
First Name:
Middle Name:

Name Type: Change Type: Origin:
ID: User:
Activity Date:
Create User:
Create Date:
Last Name:
First Name:
Middle Name:

Address tab

Note: Multiple employee 'addresses' are stored in PPAIDEN and they are identified in the Address Type field. Use the scroll bar to view additional Address Types.

Current Identification | Alternate Identification | **Address** | Telephone | Biographical | E-mail | Emergency Contact | Additional Identification

From Date: To Date:
Address Type: Campus Office Address
Sequence Number:
Street Line 1:
Street Line 2:
Street Line 3:
City:
State or Province: Massachusetts
ZIP or Postal Code:
County:
Nation:
Telephone Type:
☐ Inactivate Address
Source:
Delivery Point:
Correction Digit:
Carrier Route:
Last Update
User:
Activity Date:
Area Code: Phone Number: Extension:

Telephone tab

Note: Multiple employee phone numbers are stored in PPAIDEN and they are identified in the Telephone Type field. Use the scroll bar if there are more than 3 Telephone records for this employee.

Telephone Type: Area Code: Phone Number: Extension:

International Access: ☐ Primary ☐ Unlisted ☐ Inactivate

Comment:

Address Type: Sequence: Activity Date: User:

Telephone Type: Area Code: Phone Number: Extension:

International Access: ☐ Primary ☐ Unlisted ☐ Inactivate

Comment:

Address Type: Sequence: Activity Date: User:

Telephone Type: Area Code: Phone Number: Extension:

International Access: ☐ Primary ☐ Unlisted ☐ Inactivate

Comment:

Address Type: Sequence: Activity Date: User:

Biographical tab

ID: Generate ID:

Current Identification | Alternate Identification | Address | Telephone | **Biographical** | E-mail | Emergency Contact | Additional Identification

Gender: ☒ Male ☐ Female ☐ Not Available Birth Date: Age: SSN/SIN/TIN: Deceased Date:

☐ Confidential ☐ Deceased

Citizenship: Veteran File Number: Veteran Category: Active Duty Separation Date:

Marital Status: ☐ Armed Forces Service Medal Indicator ☐ Special Disabled Veteran

Religion: Legacy: Ethnicity: New Ethnicity: Confirmed Date:

☐ Ethnicity and Race Confirmed User: Activity Date:

Race: User: Activity Date:

Gender: Record: 1/1 <OSC>

E-Mail tab

Note: Multiple employee email addresses are stored in PPAIDEN and they are identified in the E-mail Type field. Use the scroll bar if there are more than 3 email records for this employee.

Oracle Developer Forms Runtime - Web: Open > PPAIDEN

File Edit Options Block Item Record Query Tools Help

Identification PPAIDEN 8.2 (DEVH8)

ID: X00123456 NU Husky Generate ID: [Icon]

Current Identification Alternate Identification Address Telephone Biographical **E-mail** Emergency Contact Additional Identification

E-mail Type: NLE NU Employee Email Address

E-mail Address: nu.husky@neu.edu

☐ Preferred ☐ Inactivate ☒ Display on Web ☐ URL

Comment: [Text Field]

Activity Date: 01-FEB-2012 User: N000139269

E-mail Type: OTHR Other Email Address

E-mail Address: husky.nu@yahoo.com

☐ Preferred ☐ Inactivate ☒ Display on Web ☐ URL

Comment: [Text Field]

Activity Date: 01-FEB-2012 User: N000139269

E-mail Type: [Dropdown]

E-mail Address: [Text Field]

☐ Preferred ☐ Inactivate ☐ Display on Web ☐ URL

Comment: [Text Field]

Activity Date: [Text Field] User: [Text Field]

E-mail Type, LIST for available types...

Record: 1/2 ... List of Valu... <OSC>

Emergency Contacts tab (Not used)

Oracle Developer Forms Runtime - Web: Open > PPAIDEN

File Edit Options Block Item Record Query Tools Help

Identification PPAIDEN 8.2 (DEVH8)

ID: X00123456 NU Husky Generate ID: [Icon]

Current Identification Alternate Identification Address Telephone Biographical E-mail **Emergency Contact** Additional Identification

Priority: [Dropdown]

Relationship: [Dropdown]

Last Name: [Text Field]

First Name: [Text Field]

Middle Name: [Text Field]

Address Type: [Dropdown]

Street Line 1: [Text Field]

Street Line 2: [Text Field]

Street Line 3: [Text Field]

City: [Text Field]

State or Province: [Dropdown]

ZIP or Postal Code: [Text Field]

Nation: [Dropdown]

Telephone

Area Code: [Text Field] Phone Number: [Text Field] Extension: [Text Field]

Last Update

User: [Text Field]

Activity Date: [Text Field]

Priority of this contact in relation to other contacts; values (1 through 9).

Record: 1/1 ... <OSC>

Additional Identification (System use only)

Oracle Developer Forms Runtime - Web: Open > PPAIDEN

File Edit Options Block Item Record Query Tools Help

Identification PPAIDEN 8.2 (DEVH3)

ID: X00123456 NJ Husky Generate ID:

Current Identification Alternate Identification Address Telephone Biographical E-mail Emergency Contact Additional Identification

ID Type	Description	Additional Identification	Activity Date	User

FRM-40350: Query caused no records to be retrieved.
Record: 1/1 ... List of Valu... <OSC>

PEAEMPL – Employee Information

- Enter the employee's NUID or click on the arrow next to the ID field, and select Alternate ID Search

Oracle Developer Forms Runtime - Web: Open > PEAEMPL

File Edit Options Block Item Record Query Tools Help

Employee: PEAEMPL 9.4 (DEVH9)

ID: 001906454

General Employee

Employee Status:

Employee Class:

Employee Group:

Leave Category:

Benefit Category:

Part or Full Time Status:

Allow Hire Here

COA Organ

Home Department:

Check Distributor:

District or Division:

Service Dates

Current Hire:

Original Hire:

Adjusted Service:

Seniority:

First Work Date:

Last Work Date:

Termination

Option List

List for Person (SOAIDEN)

List for Employee (POIIDEN)

Alternate ID Search (GUALITI)

Cancel

Location:

College:

Campus:

-
- The screenshot shows the Oracle Developer Forms Runtime interface. The title bar indicates the application is running on a web browser (Web: Chrome) at the URL 'PEACHPIT - GIGALIX'. The menu bar includes File, Edit, Options, Block, Item, Records, Query, Tools, and Help. The 'Query' menu is open, displaying options: Enter, Execute, Last Criteria, Cancel, Count Igts, and Fetch Next Set. A blue arrow points from the 'Execute' option to the first column header of the data grid, which is labeled 'SSN/SIN Alternate ID Search: QUALITY'. The data grid has columns for SSN/SIN, Last Name, First Name, Middle Name, Birthdate, and Change. At the bottom, there are two radio button options: '* Case Insensitive Query' (selected) and 'o Case Sensitive Query'.

- Oracle Developer Forms Runtime - Web: Open>PEAEMPL - GUALTI

File Edit Options Block Item Record Query Tools Help

SSN/SIN Alternate ID Search GUALTI 8.2 (DEVH)

SSN/SIN/TIN	ID	Entity	Last Name	First Name	Middle Name	Birthdate	Change
011643853	000138196	P Flower		Christian	B.	06-JAN-1983	<input type="checkbox"/>
	000366977	P Flower		David			<input type="checkbox"/> N
	000366977	P Flower		David			<input type="checkbox"/>
	0154457	P Flower		David			<input type="checkbox"/> I
	0215061	P Flower		David			<input type="checkbox"/> I
	Z00028325	P Flower		David			<input type="checkbox"/> N
	Z00028325	P Flower		David			<input type="checkbox"/>
	Z00113835	P Flower		Doug			<input type="checkbox"/> N
	Z00113835	P Flower		Doug			<input type="checkbox"/>
093583769	000895691	P Flower		Evamarie		30-JAN-1964	<input type="checkbox"/>
008367534	000799340	P Flower		Kenneth	E.	14-MAY-1952	<input type="checkbox"/> N
008367534	000799340	P Flower		Kenneth	E.	14-MAY-1952	<input type="checkbox"/>
008367534	000799340	P Flower		Kenneth	E.	14-MAY-1952	<input type="checkbox"/>
008367534	0012327	P Flower		Kenneth	E.	14-MAY-1952	<input type="checkbox"/> I
017228532	000805793	P Flower		Marvin	S.		<input type="checkbox"/>
009460457	000796458	P Flower		Michelle	L.	30-MAR-1969	<input type="checkbox"/>
	000534500	P Flower		Nicholas	W	20-JUL-1991	<input type="checkbox"/>
	000319401	P Flower		Norlan			<input type="checkbox"/> N
	000319401	P Flower		Norlan			<input type="checkbox"/>
	0154458	P Flower		Norlan			<input type="checkbox"/> I
029481679	000217218	P Flower		Robert	M.	18-MAY-1957	<input type="checkbox"/>
016504342	001988454	P Flower		Summer		30-APR-1978	<input type="checkbox"/>

☒ Case Insensitive Query
 ☐ Case Sensitive Query

FORMS SERVICES

SSN/SIN/TIN, Social Security Number, Social Insurance Number or Tax Identification Number. Maximum field length 9 characters.
 Record: 29/29 << < > >> <OSC>

- Page 14

Oracle Developer Forms Runtime - Web: Open > PEAEMPL

File Edit Options Block Item Record Query Tools Help

Employee PEAEMPL 8.4 (DEVH8)

ID: 001988454 Summer Flower

General Employee United States Regulatory Canadian Regulatory

Employee Status: Active

Employee Class: Administrative Professional 7h

Employee Group:

Leave Category: Ineligible

Benefit Category: Benefits Eligible

Part or Full Time Status: Full Time

Allow New Hire Benefits Enrollment

COA Organization

Home Department: Interdisciplinary Initiat

Check Distribution: Interdisciplinary Initiat

District or Division:

Service Dates

Current Hire: 01-MAY-2012

Original Hire: 01-MAY-2012

Adjusted Service: 01-MAY-2012

Seniority: 01-MAY-2012

First Work Date: 01-MAY-2012

Last Work Date:

Termination

Reason:

Termination Date:

Leave of Absence

Reason:

Begin Date:

End Date:

Hiring Location

Location:

College:

Campus:

Employee Class: press LIST for valid codes.

Record: 1/1 <OSC>

1. Employee Class-A code that generalizes the type of employment for the employee
2. Home Organization- A code that describes the department in the University that the employee works
3. Adjusted Service Date-Reflects the date an employee gained full-time, benefits eligible status

United Sates Regulatory

If you need IPEDS information, it can be found here

Oracle Fusion Middleware Forms Services: Open > PEAEMPL

File Edit Options Block Item Record Query Tools Help

Employee PEAEMPL 8.11.3.2 (UDCPROD8)

ID: 000423143 Ms. Alexandra P. Mottern

General Employee United States Regulatory Canadian Regulatory

FLSA

FLSA Indicator: (None)

Work Period:

Social Security Name

First:

Middle:

Last:

Suffix:

Electronic W-2 Consent

Employee Consent

Capture Date: 18-NOV-2014

Updated By: WWW2_USER

I9

Form Indicator: Received

Date: 17-NOV-2014

Expiration Date:

California Pension

Current Membership Status: (None)

1042S

1042S Recipient: (None)

IPEDS

IPEDS Primary Function: (None)

IPEDS Medical or Dental Reporting

IPEDS reporting - employee paid with Soft Money

NBAJOBS – Pay Information

*Note: On each tab in this Form you have access to historical information; therefore you must select the 'as of' date before clicking on the 'Next Block' icon. This is found in the **Query Date field**, on the Key Block section. The earlier your Query Date, the more historical rows you will see displayed. (The earliest date in banner is 7/1/10).*

- To change the Query Date on this screen, you must first press Rollback. Then select the new Query Date and press Next Block.

*Note: This Form has additional search fields in the Key Block section, and all must be filled in to view the NBAJOBS information. Once you have selected an employee, you must then select **which Position you want to view for that employee**.*

- Click on the arrow next to the Position field, and select the List of Employee's Jobs from the Option List.

See next page for the Position search results.

Position Search Results: Click on the Position Number

Oracle Developer Forms Runtime - Web: Open > NBAJOBS - NBULST

File Edit Options Block Item Record Query Tools Help

Employee Job Inquiry NBULST 8.3 (DEVH8)

ID: X00123456 NU Husky Query Date: 02-FEB-2012

Position	Suffix	Begin Date	End Date	Job Type
>> 501538	00	31-JAN-2012		Primary

Effective Date	Job Status	Description	Employee Class	Pay ID	COA	Organization	Job Change Reason	Employer
31-JAN-2012	Active	Administrative Manager	A7	SM	N	168100	HRNEW	NEU

Position Number:
Record: 1/1 <OSC>

Base Job tab

Oracle Developer Forms Runtime - Web: Open > NBAJOBS

File Edit Options Block Item Record Query Tools Help

Employee Jobs NBAJOBS 8.6 (DEVH8)

ID: X00123456 NU Husky
 Position: 501538 Suffix: 00
 Last Paid Date:
 Query Date: 31-JAN-2012

Base Job Job Detail Payroll Default Deferred Pay Miscellaneous Excluded Deductions/Benefits Default Earnings Work Schedules Job Labor Distribution

Begin Date: 31-JAN-2012 End Date: Job Type: Primary

☒ IPEDS Reporting Indicator

COA: N ☒ Accrue Leave ☐ Civil Service

Increase MM and DD:
 Eligible Date:
 Deferred Balance: 0.00

Salary Encumbrance
 Total Encumbrance Hours:
 Current Fiscal Year: 18,906.25
 Future Years: 0.00
 Total Encumbrance: 18,906.25

Probationary Data
 Probationary Period: 90
 Probationary Begin Date: 31-JAN-2012
 Probationary End Date: 29-APR-2012

Contract Information
 Start Date:
 End Date:
 Total Contract Hours:

Fringe Encumbrance
 Current Fiscal Year:
 Future Years:
 Total Encumbrance: 0.00

Job Begin Date; format 'DD-MON-YYYY'.
 Record: 1/1 <OSC>

Job Detail tab

Note: the Effective Date on this tab drives the information you will see on the subsequent tabs.

Oracle Developer Forms Runtime - Web: Open > NBAJOBS

File Edit Options Block Item Record Query Tools Help

Employee Jobs NBAJOBS 8.6 (DEVH8)

ID: X00123456 NU Husky
 Position: 501538 Suffix: 00
 Last Paid Date:
 Query Date: 31-JAN-2012

Base Job Job Detail Payroll Default Deferred Pay Miscellaneous Excluded Deductions/Benefits Default Earnings Work Schedules Job Labor Distribution

Effective Date: 31-JAN-2012
 Personnel Date: 31-JAN-2012
 Status: Active
 Title: Administrative Manager
 Job FTE: 1.000
 Appointment Percent: 100.00
 Encumbrance Hours:
 Encumbrance Indicator: System Calculated
 Hours per Day: 7.00
 Employee Class: A7 Administrative Professional 7h
 Leave Category:
 Change Reason: HRNEW New Hire
 Employer Code: NEU Northeastern University

Pay Plan
 Group: 2012 Grade: 12
 Table: AP Step: 0

Compensation
 Rate: 24.723101
 Hours per Pay: 75.84
 Assign Salary: 1,875.00
 Factor: 24.0
 Pays: 24.0
 Annual Salary: 45,000.00

Personnel Change Date; Format 'DD-MON-YYYY'.
 Record: 1/1 <OSC>

Payroll Default tab

Connected to Job Detail effective tab

Oracle Developer Forms Runtime - Web: Open > NBAJOBS

File Edit Options Block Item Record Query Tools Help

Employee Jobs NBAJOBS 8.6 (DEVH8)

ID: X00123456 NU Husky
Position: 501538 Suffix: 00
Last Paid Date:
Query Date: 31-JAN-2012

Base Job Job Detail **Payroll Default** Deferred Pay Miscellaneous Excluded Deductions/Benefits Default Earnings Work Schedules Job Labor Distribution

Effective Date: 31-JAN-2012

Timesheet Defaults

Timesheet COA: 168100 Human Resources Management
Payroll ID: SM SemiMonthly
Default Shift: 1
Time Entry Method: Payroll Time Entry
Time Entry Type: None
Leave Report Method: None (Payroll)
Leave Report Payroll ID: SM SemiMonthly

Premium Pay Methods

Longevity:
Premium Pay:

Chart of Accounts; press LIST for valid codes.
Record: 1/1 | ... | List of Valu... | <OSC>

Deferred Pay tab

Connected to Job Detail effective tab

Oracle Developer Forms Runtime - Web: Open > NBAJOBS

File Edit Options Block Item Record Query Tools Help

Employee Jobs NBAJOBS 8.6 (DEVH8)

ID: X00123456 NU Husky
Position: 501538 Suffix: 00
Last Paid Date:
Query Date: 31-JAN-2012

Base Job Job Detail Payroll Default **Deferred Pay** Miscellaneous Excluded Deductions/Benefits Default Earnings Work Schedules Job Labor Distribution

Effective Date: 31-JAN-2012

Deferred Pay:
Per Pay Salary: 1,875.00
Factor: 24.0
Pays: 24.0
Deferred Amount: 0.00

Defer Pay Period Code; Press LIST to see valid codes.
Record: 1/1 | ... | List of Valu... | <OSC>

Miscellaneous tab

Connected to Job Detail effective tab

Note: Supervisor information will not be displayed on this page. To derive an employee's Supervisor, you must use the Reports To Position information in NBAPOSN.

The screenshot shows the 'Miscellaneous' tab selected in the Oracle Developer Forms Runtime. The form displays various fields for an employee's miscellaneous information. At the top, there are fields for ID (X00123456), Position (501538), and Suffix (00). To the right, there are fields for Last Paid Date and Query Date (31-JAN-2012). Below these, there are tabs for Base Job, Job Detail, Payroll Default, Deferred Pay, Miscellaneous (selected), Excluded Deductions/Benefits, Default Earnings, Work Schedules, and Job Labor Distribution. The main content area includes fields for Effective Date (31-JAN-2012), Supervisor (ID, Position, Title), EEO (EEO Location, School), Additional Information (Workers' Compensation, Job Location, Contract Number), and California Pension (STRS Assignment Code, California STRS Pay Code, California PERS Pay Code). The bottom status bar shows 'Record: 1/1' and '<OSC>'.

Excluded Deductions/Benefits tab (Not used)

The screenshot shows the 'Excluded Deductions/Benefits' tab selected in the Oracle Developer Forms Runtime. The form displays a table for excluded deductions and benefits. The table has a 'Code' column and a 'Value' column. The 'Code' column has a dropdown menu. The table is currently empty. At the bottom, there is a status bar with the text 'Benefit/Deduction Code; press LIST or COUNT QUERY HITS for valid codes.' and 'Record: 1/1'.

If you would like to view this information with a different Effective Date, go to Options, and then 'View Earn code Effective Dates'

Another window will pop up.

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Work Schedule tab (Not used)

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Employee Jobs NBAJOBS 8.6 (DEVH8)

ID: X00123456 NU Husky Last Paid Date:
 Position: 501538 Suffix: 00 Query Date: 31-JAN-2012

Base Job Job Detail Payroll Default Deferred Pay Miscellaneous Excluded Deductions/Benefits Default Earnings **Work Schedules** Job Labor Distribution

Effective Date:
 Schedule Begin Day:
 Schedule End Date:
 Base Earnings Code: RGR Regular Pay
 Deemed Hours:

Day:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shift:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hours:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

FRM-40350: Query caused no records to be retrieved.

Record: 1/1 <OSC>

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If you would like to view this information with a different Effective Date, go to Options, and then ‘View Earn code Effective Dates’

Another window will pop up.

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PPACMNT – Education Information

Oracle Developer Forms Runtime - Web: Open > PPACMNT

File Edit Options Block Item Record Query Tools Help

Comment PPACMNT 8.0 (DEVH8)

ID: X00123455 NU Husky Faculty

Coded Comments

Code: P00 PhD

Comment: 2000 Northeastern University

Code:

Comment:

Code:

Comment:

Free-Form Comments

FRM-40350: Query caused no records to be retrieved.

Record: 1/1 ... List of Valu... <OSC>

PTRJCRE - Job Change Reason Codes

Oracle Developer Forms Runtime - Web: Open > PTRJCRE

File Edit Options Block Item Record Query Tools Help

Job Change Reason Code Rules PTRJCRE 8.6 (DEVH8)

Job Change Reason Code	Description	Job Change Type	Description	Display Priority on Web	Include in Change Totals
CNEEN	Contract Period Begin-End	DC	Data Change		
CNBGN	Contract Begin	DC	Data Change		
CNEND	Contract End	DC	Data Change		
CONVR	Conversion	CV	Conversion		
DCLDC	Data Change Labor Dist Change	DC	Data Change		
DCNBR	Data Change Number of Pays	DC	Data Change		
DETXB	Taxable Benefit Default Earn				
ENDEX	End Extra Compensation	TI	Termination Involuntary		
EXTRC	Extra Compensation	PR	Pay Rate Change		
HRADD	Hire Additional Job	HR	Hire		
HRJBX	Hire / Rehire - JobX	HR	Hire		
HRNEW	New Hire	HR	Hire		
HRPRL	Hire-Professional Leave	HL	Hire and Leave		
HRREH	Rehire	HR	Hire		
JRCL	Job Reclassification	JR	Job Reclassification		
LVADM	Unpaid Leave Admin	LV	Leave of Absence		
LVFML	Unpaid Leave FMLA	LV	Leave of Absence		
LVHLT	Unpaid Leave Health Reasons	LV	Leave of Absence		
LVMAT	Unpaid Leave Maternity/Patrnity	LV	Leave of Absence		
LVML	Unpaid Leave Military Svc	LV	Leave of Absence		
LVPER	Unpaid Leave Personal	LV	Leave of Absence		

Job Change Reason Code.

Record: 1/7 ... <OSC>

Glossary of Banner INB Terms

Banner INB Term	Description
Form	<p>Similar to the concept of a menu item in PeopleSoft, a Form in Banner INB contains categories of information. Once you are in a Form, you may see tabs which identify additional sub-categories of fields and information.</p> <p>All the Banner INB Forms are listed and described in the Forms – Quick Reference section of this guide.</p>
Block	<p>Most pages in Banner INB are separated into Blocks. At the top of the page there is the 'Key Block' and below that you will see the information corresponding to the values in the fields in the Key Block.</p>
Key Block	<p>Most Forms display a Key Block, which is the top section of the page and the values in the Key Block fields determine what will be displayed within the Blocks on the page below.</p> <p>You begin to search for your record by clicking on the arrow next to the ID field in the Key Block.</p>
Next Block	<p>An icon found in the toolbar, Next Block executes the command which populates all the fields in the blocks below the Key Block.</p> <ul style="list-style-type: none"> ○ Keyboard shortcut = Ctrl+PgDn
Rollback	<p>An icon found in the toolbar, Rollback is essentially the opposite of Next Block. Rollback executes the command which clears all the fields in the blocks below the Key Block.</p> <p>You must use Rollback to begin a new search for another record in the Form or to change any of the values in the fields shown in the Key Block, such as Query Date or Position ID.</p> <ul style="list-style-type: none"> ○ Keyboard shortcut = Shift+F7
Query Date	<p>Any Form containing historical transactions will display a Query Date field in the Key Block. The default date of the Query Date is today's date, so the transactional rows of information displayed to you in the Form is limited to the row 'as of' today, plus any future dated transactions.</p> <p>If you would like to view all transactions beginning on a certain date in history, you will enter that historical date. Note: the earliest date in Banner is 7/1/2010.</p>