

Banner Human Resources Electronic Approvals Training Workbook

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4/30/08	New version that supports Banner 8.0 Human Resources software.
9/26/08	Revised version that supports Banner 8.1 Human Resources software.

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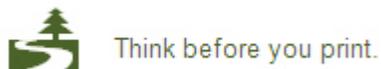


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Introduction



Course goal

The goal of this course is to provide you with the knowledge and practice to create an electronic personnel form, initiate routing through an approval queue, and apply the transaction to the database.

The workbook is divided into these sections:

- Introduction
- Set Up
- Day-to-Day Operations

Course objectives

In this course you will learn how to

- establish codes for approval category, type, and level to be used on the Electronic Personnel Action Form (NOAEPAF)
- describe the design of the Electronic Personnel Action Form (NOAEPAF)
- complete the Electronic Personnel Action Form (NOAEPAF)
- respond to messages that alert a user to transactions he or she must take action on
- take required action for a NOAEPAF using the Electronic Approval Summary Form (NOAAPSM)
- route and approve and apply an electronic personnel transaction.

Intended audience

Human Resources Office Administrators and Staff.

Prerequisites

To complete this course, you should have

- completed the Education Practices computer-based training (CBT) tutorial *Banner 8 Fundamentals*, or have equivalent experience navigating in Banner
- administrative rights to create and perform the necessary set up in Banner
- completed the *Human Resources Overview* training workbook
- appropriate form level security to create the rules and set the validation codes as well as apply the data within Banner
- completed the *Human Resources Biographic Demographic* training workbook.

Process Introduction

Introduction

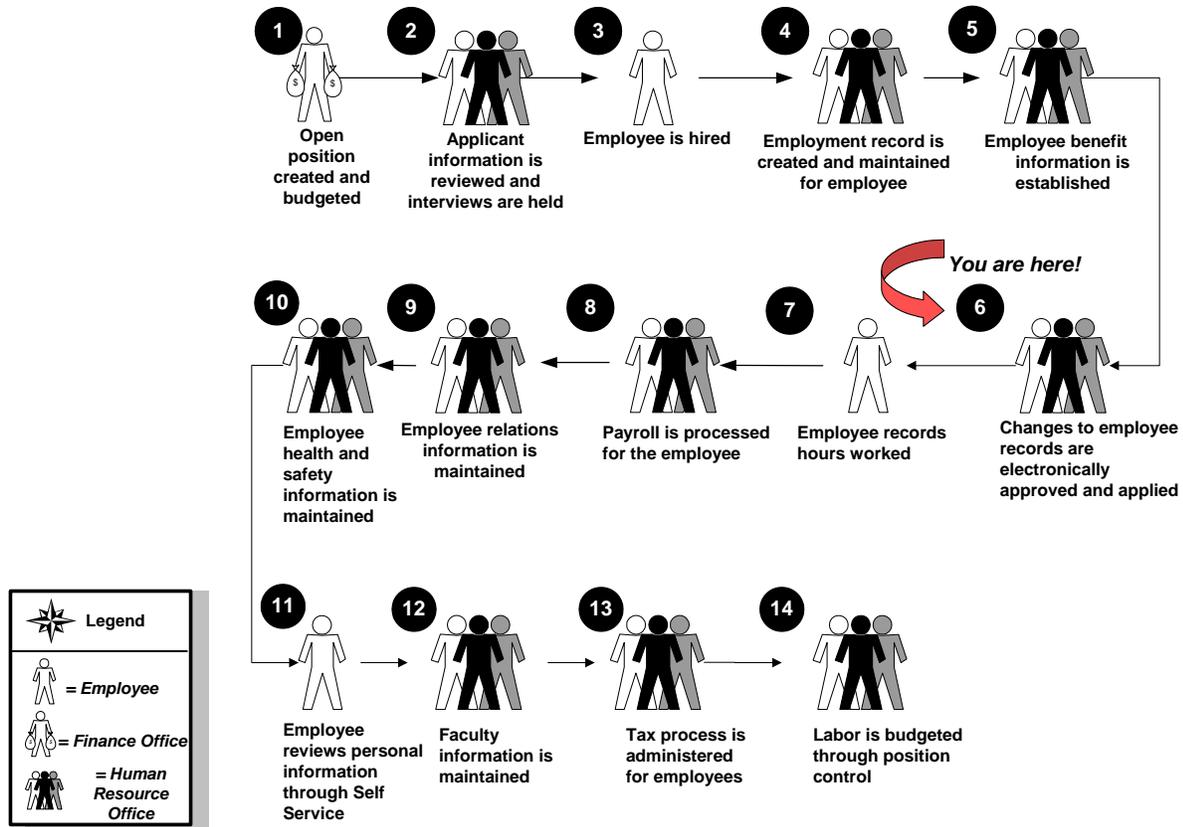
The Electronic Approvals module is designed to accommodate a more efficient approval signature process for centralized and decentralized Human Resource operations and supports the movement towards a paperless office. An electronic personnel action form within Banner, is an electronic venue to process any action that would apply information to the NBAJOBS or PEAEMPL forms.

The forms and reports were developed to

- enter the action for approval
- define the necessary approval hierarchy
- track items through the approval process
- provide an audit trail of all approval/disapproval history.

Flow diagram

This diagram highlights the processes used to approve employee information electronically within the overall Human Resources process.



About the process

- A Department completes a Personnel Action Form (PAF) regarding an employment change that requires action.
- The PAF is routed through the established approval queue.
- Upon approval, Human Resources records and applies the transaction.

Set Up



Section goal

The goal of this section is to outline the set-up process and detail the procedures to set-up your Banner system to create an electronic personnel action form, initiate routing through an approval queue, and apply the transaction to the database at your institution.

Objectives

In this section you will learn how to

- establish codes for approval category, type, and level to be used on the Electronic Personnel Action Form (NOAEPAF)
- describe the design of the Electronic Personnel Action Form (NOAEPAF).

Rule and Validation Codes that Control Electronic Approvals

EPAF Overview

An electronic approval is a venue to decentralize (or internalize) the entry of personnel information within Banner. The personnel action would then go through an approval process and if approved, then sent on to an administrator to be applied to the database.

Introduction

Before Banner can process Electronic Approvals in the system, there are several codes and rules that need to be set up or created.

Types of rule and validation forms needed

These forms are used to set the rules and parameters in Banner for electronic approval data.

Form Description	Banner Name
Validation Forms	
Electronic Approval Category Code Validation Form	NTVACAT
Electronic Approval Type Code Validation Form	NTVAPTY
Rule Forms	
Electronic Approval Category Rule Form	NTRACAT
Electronic Approval Level Rule Form	NTRALVL
Electronic Approval Type Rule Form	NTRAPTY
Electronic Approval Usage Rule Form	NTRAUSG
Position Control Installation Rule Form	NTRINST
Electronic Approval Proxy Rule Form	NTRPROX

Electronic Approval Routing Rule Form	NTRROUT
Routing Queue Rule Form	NTRRQUE

Electronic Approval Installation

Purpose

The Position Control Installation Rule Form (NTRINST) accommodates the usage of Electronic Approval functionality.

Banner form

The screenshot shows a web browser window titled "Position Control Installation Rules NTRINST 8.1 (s10b80)". The browser has three tabs: "Base Rules", "Electronic Approval" (which is selected), and "Salary Planner". The main content area is titled "Processing Rules" and contains the following options:

- Electronic Approvals**
- Display Alternate Logon Verification Form
- Proxy Assumes Superuser Capabilities
- Reject Transactions with Warnings During Mass Apply
- Do Not Submit Transactions with Only Warning Messages

Common Matching Source for EPAFs: Julie's HR common match test

Self-Service

- Use Approval Groups
- Months to Access Self-Service EPAFs:
- Display Alert Flag:

Steps

Follow these steps to complete the process.

1. Access the Position Control Installation Rule Form (NTRINST).
2. Click the **Electronic Approvals** checkbox.
3. Click the **Display Alternate Logon Verification Form** checkbox if you want the users to re-enter their Oracle ID.
4. Click the **"Proxy" Assumes Superuser Capabilities** checkbox.
5. Click the **Reject Transactions with Warnings During Mass Apply** checkbox if you want Banner to not allow submission of transactions that generate warning messages

Example: "Jobs salary exceeds position budget" or "Employee's FTE is greater than 1".

6. Click the **Do Not Submit Transactions with Only Warning Messages** checkbox if you would like the system to display the warning messages generated by Banner during the submission of a PAF.

Note: If an error exists when a transaction is submitted, the system rejects the transaction unless the checkbox is marked.

7. Click the **Save** icon.
8. Click the **Exit** icon.

Approval Types

Purpose

The Electronic Approval Type Code Validation Form (NTVAPTY) is used to establish Approval Types that represent the most basic type of action such as establishing a new job assignment or terminating an existing job assignment.

Banner form

Approval Type Code	Description	Self-Service Description	Activity Date
1NEW	1 New Approval Category		26-JUL-2004
AAACR	Additional Comp-Repeat		20-AUG-1998
ADDJOB	Another new job		16-MAR-2004
ADJEND	end job - pace		24-JUL-2007
AOCF12	Idaho Test		24-SEP-1998
ARKEAR	Arkansas Earnings		08-APR-2002
ATYP1	Employee Info (acat ONEPAY)		19-AUG-2003
ATYP2	Job Info (acat ONEPAY)		19-AUG-2003
ATYP3	Earn Info (acat ONEPAY)		19-AUG-2003
ATYP4	JLBD Info (acat ONEPAY)		19-AUG-2003
ATYP5	End Job Info (acat ONEPAY)		19-AUG-2003
CINDY	cindy		19-AUG-2002
CREATE	Create Employee		10-JUL-1997
DREXLD	Drexel LD Change		09-APR-2002
DRXLD2	Drexel LD Change 2		09-APR-2002
EARN	Earning Default	earns default	02-OCT-2006
EMPJOB	Empl and Job Change		25-FEB-2003
EMPLT	Empl Only Test		16-OCT-2002
FIRE	Termination Program		29-MAY-1998
FUND	Labor Distribution	fund	05-JUN-2007
GMUNW	GMU 2nd Test		07-FEB-2002
GMUTST	GMU Test		07-FEB-2002

Steps

Follow these steps to complete the process.

1. Access the Electronic Approval Type Code Validation Form (NTVAPTY).
2. Enter a 1- to 6-character approval type code in the **Approval Type Code** field.
3. Enter a brief description of your approval type in the **Description** field.
4. Click the **Save** icon.
5. Click the **Exit** icon.

Purpose

The Electronic Approval Type Rule Form (NTRAPTY) is used to establish the rules that tie Banner forms, blocks, and fields to an Approval Type or action. This form will determine the look of the institution's Electronic Personnel Action Form for each site-defined Approval Type.

Banner form

Form and Block				Update Database Sequence Number
Form	Description	Block	Description	
NBAJOBS	Employee Job Form	NBRBJOB	General Job Information Block	1.00
PEAEMPL	Employee Form	PEBEMPL	Employee Information Block	2.00

Steps

Follow these steps to complete the process.

1. Access the Electronic Approval Type Rule Form (NTRAPTY).
2. Double-click in the **Approval Type** field and select an approval type.
3. Perform a **Next Block** function.
4. Enter the form name being affected by the processing of the approval type selected in the **Form** field.
5. Double-click in the **Block** field and select the block that is being affected by the processing of the selected approval type.

6. Enter the sequence number in the **Update Database Sequence Number** field in which the data changes will be applied online to the database once the Electronic Personnel Action Form (NOAEPAF) has received the final approval.

Hint: When setting up an approval type that has more than one block, think of the functional order in which those forms are viewed/accessed. This will help in defining system update sequence numbers.

Example: When a job is assigned on NBAJOBS, the general job information is updated first (NBRBJOB), followed by the job detail information (NBRJOBS), then the job labor distribution (NBRJLBD), followed by the default earnings (NBREARN).

7. Click the **Save** icon.

Options – Fields Information

The Fields Information window is used to associate fields with the blocks that are defined and involved in the processing of the approval type.

Hint: Within Banner forms, there are data elements which must be populated. It may prove to be helpful to have the assistance of a technical resource to define fields will not allow a null element (required data elements).

Banner form

Field Information NTRAPTY 8.0 (BAN8)

Field	Description	PAF Display Sequence Number	Required
<input type="text" value="NBRJOBS_EFFECTIVE_DATE"/>	Jobs Effective Date	<input type="text" value="1.00"/>	<input checked="" type="checkbox"/>
<input type="text" value="NBRJOBS_DESC"/>	Title	<input type="text" value="2.00"/>	<input checked="" type="checkbox"/>
<input type="text" value="PEBEMPL_BCAT_CODE"/>	Benefit Category	<input type="text" value="3.00"/>	<input checked="" type="checkbox"/>
<input type="text" value="NBRJOBS_FTE"/>	FTE	<input type="text" value="4.00"/>	<input checked="" type="checkbox"/>
<input type="text" value="NBRJOBS_APPT_PCT"/>	Appointment Percent	<input type="text" value="5.00"/>	<input type="checkbox"/>
<input type="text" value="NBRJOBS_REG_RATE"/>	Regular Rate	<input type="text" value="6.00"/>	<input checked="" type="checkbox"/>
<input type="text" value=""/>		<input type="text" value=""/>	<input type="checkbox"/>

Steps

Follow these steps to complete the process.

1. Select **Fields Information** from the **Options** menu.
2. Double-click in the **Field** field and select a field name involved in the processing of the selected approval type.
3. Enter a number that determines how the fields will display for entry on the Electronic Personnel Action Form (NOAEPAF) in the **PAF Display Sequence Number** field.

Hint: Avoid using consecutive numbers in the display sequence number. Leave spaces in the numbering schema of the PAF display sequence number. If you later choose to come back to change the way items appear on the PAF form, you will have room to move things around without having to restructure the entire PAF

Example: 5, 10, 15, 20 etc. instead of 1, 2, 3, 4, 5, etc.

4. Click the **Required** checkbox if the field will be required on the PAF.
5. Click the **Save** icon.
6. Click the **Exit** icon.

Approval Categories

Purpose

The Electronic Approval Category Code Form (NTVACAT) is used to create the various categories of approvals that are specific to your institution. This may be specific to each individual function or may encompass multiple types of functions.

Banner form

Approval Category Code	Description	Self-Service Description	Self Service Display Sequence	Activity Date
ADDTER	Add job and future term it			16-MAR-2004
ADJEND	end job - pace			24-JUL-2007
ARKEAR	Arkansas Earnings			08-APR-2002
CHANGE	Salary change			12-MAY-1998
CHGFUN	Foapal change	fund	7	05-JUN-2007
CINDY	Cindy's			19-AUG-2002
CPFOAT	Idaho Test			24-SEP-1998
DREXLD	Drexel LD Changes			09-APR-2002
DRXLD2	Drexel LD 2			09-APR-2002
EARN	Earn	earnings	3	02-OCT-2006
EMPJOB	Employee and Job Change			25-FEB-2003
EMPLT	Employee Test			16-OCT-2002

Steps

Follow these steps to complete the process.

1. Access the Electronic Approval Category Code Validation Form (NTVACAT).
2. Enter a 1- to 6-character approval category code in the **Approval Category Code** field.
3. Enter a brief description of the approval category in the **Description** field.
4. Enter a brief description to be used in the self service feature in the **Self-Service Description** field.
5. Enter the display sequence number in the **Self-Service Display Sequence** field.
6. Click the **Save** icon.
7. Click the **Exit** icon.

Purpose

The Electronic Approval Category Rule Form (NTRACAT) is used to establish the rules that tie combinations of Approval Types together so that approvers are approving one entire transaction, the Approval Category.

Banner form

The screenshot shows a web browser window titled "Electronic Approval Category Rules NTRACAT 8.0 (BAN8)". The form is divided into two main sections: "Associated Approval Types" and "Mandatory Approval Levels".

Associated Approval Types

Approval Type	Description	Approval Type Entry Sequence Number	Defaults Exist
SALARY	Salary change	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>

Mandatory Approval Levels

Level Code	Description	Level	Required Action
<input type="text"/>		<input type="text"/>	Approval
<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"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>

Steps

Follow these steps to complete the process.

1. Access the Electronic Approval Category Rule Form (NTRACAT).
2. Double-click in the **Approval Category** field and select an approval category.
3. Double-click in the **Approval Type** field and select an approval type.
4. Enter *1* in the **Approval Type Entry Sequence No** field.
5. Double-click in the **Level Code** field and enter the level code.

Hint: The selection of approval levels come from the NTRALVL form defined next in the workbook. This must be defined prior to the creation of the approval category. If the routing approvals have not yet been fully defined, use the SUPER (superuser level) for the time being. Once the routing queues have been fully defined, come back to this form to formalize the definite routing queue.

6. Select *Approval*, *FYI*, or *Apply* from the drop-down list in the **Required Action** field.
7. Repeat **Steps** 5 and 6 until you have entered all of the required levels for approval.
8. Click the **Save** icon.
9. Click the **Exit** icon.

Approval Level, Usage, Proxy, and Routing

Purpose

The Electronic Approval Level Rule Form (NTRALVL) is used to define generic levels of approval. The approval levels must be defined prior to completion of the approval category.

Banner form

Electronic Approval Level Rules NTRALVL 8.0 (BAN8)

Approval Level Code: CINDY Status: Active

Approval Level Description

Description: Superuser level for Cindy

Approval Level: 999 Superuser

User ID	Name	Inactive
CDORMAN	Mr. Mark Terrance Chaves	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Steps

Follow these steps to complete the process.

1. Access the Electronic Approval Level Rule Form (NTRALVL).
2. Enter an approval level in the **Approval Level** field.
3. Select *Active* from the drop-down list in the **Status** field.
4. Enter a brief description of the approval level in the **Description** field.
5. Enter a number designating the display of level codes in the approval transaction in the **Approval Level** field.

6. Click the **Superuser** checkbox if you want this approver to be a super-user.

Note: A superuser has the ability to approve any transaction at any time during the approval process and bypass the people in the approval queue that have not yet taken action on the transaction.

7. Select the **Search** function in the **User ID** field and select a user ID.

8. Click the **Save** icon.

9. Repeat **Steps** 7 and 8 to add more User ID's.

Note: This will enable multiple people to approve / apply the electronic approval

Example: If there is more than one person in the HR office who can approve a salary increase or termination or new hire, etc.

10. Click the **Exit** icon.

Purpose

The Electronic Approval Usage Rule Form (NTRAUSG) enables you to define rules that permit execution of Electronic Approval functions at the form, block/field level.

The Block Information area displays the block description within the form(s) defined in the Form block. This area is delivered and maintained by SunGard Higher Education. The blocks that are supported in the Electronic Approval process are only those that appear on this form.

Banner form

Form Document	Description	Approvals Active
NBAJOBS	Employee Job Form	<input checked="" type="checkbox"/>
PEAEMPL	Employee Form	<input checked="" type="checkbox"/>
PPAIDEN	Identification Form	<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Block	Description	Effective Dated
NBRBJOB	General Job Information Block	<input type="checkbox"/>
NBREARN	Default Earnings Block	<input checked="" type="checkbox"/>
NBRJLBD	Job Labor Distribution Block	<input checked="" type="checkbox"/>
NBRJOBS	Detail Job Information Block	<input checked="" type="checkbox"/>
		<input type="checkbox"/>

Note: You cannot add to, delete, or update information in this block.

Steps

Follow these steps to complete the process.

1. Access the Electronic Approvals Usage Rule Form (NTRAUSG).
2. Enter the form name in the **Form/Document** field.
3. Click the **Approvals Active** checkbox to indicate that the associated form is to be processed through Electronic Approvals.
4. Click the **Save** icon.
5. Click the **Exit** icon.

Purpose

The Electronic Approval Proxy Rule Form (NTRPROX) permits each approver to designate proxies or individuals authorized to take approval action in the absence of the approver for every level of approval in which they are defined.

Banner form

Electronic Approval Proxy Rules NTRPROX 8.1 (s10b80)

User ID:

Electronic Approval | Other Modules

Default Level Description

Level Code	Description	Approval Level
>> DEPTHD	Department Head	60
MGR	Manager	70
SUPER	Superuser	99

Proxy

Proxy ID	Name	Activity Date
<input type="text"/>	<input type="text"/>	03-SEP-2008
<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"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Steps

Follow these steps to complete the process.

1. Access the Electronic Approval Proxy Rule Form (NTRPROX).
2. Your User ID will default in the **User ID** field.

Note: Since the User ID defaults, each approver is responsible to maintain and add their proxies.

3. Perform a **Next Block** function.
4. At the pop-up Alternate Logon Verification Form (GUAUIPW) **Password** field, enter your Oracle password.
5. Click the **Verify** button.
6. In the Default Level Description block, the data is populated by the system and is not accessible.
7. Select the **Search** function in the **Proxy ID** field and select a Proxy ID.

Note: This query will take you to a search form GOAEACC, in which all proxies must be defined here prior to assignment on NTRPROX.

8. Click the **Save** icon.
9. Click the **Exit** icon.

Purpose

The Electronic Approval Routing Rule Form (NTRROUT) enables you to identify the individuals who are standard in the routing of the PAF's you create. This will default into the electronic approval entered by the user at the time of PAF entry.

Banner form

The screenshot shows the 'Electronic Approval Routing Rules NTRROUT 8.0 (BAN8)' form. At the top, there are two input fields: 'User ID' with the value 'HRISUSR' and a text box containing 'Mr. Jonathan Westridge, Jr.', and 'Approval Category' with a dropdown menu showing 'LSJOB' and a button for 'New Job'. Below these is a table with four columns: 'Level Code', 'Level', 'User ID', and 'Required Action'. The 'Level Code' column has a dropdown menu with 'EXEC' selected. The 'Level' column has a text box with '10'. The 'User ID' column has a dropdown menu. The 'Required Action' column has a dropdown menu with 'Approval' selected. The table has several rows, with the first row highlighted in green.

Steps

Follow these steps to complete the process.

1. Access the Electronic Approval Routing Rule Form (NTRROUT).
2. Enter the approval category you created in the **Approval Category** field.
3. Select the **Next Block** function or click in the level code frame.
4. The approval levels you created will default in the **Level Code** fields.
5. Enter the User ID to be routed in the **User ID** field.
6. Select *Approved*, *FYI*, or *Apply* from the drop-down list in the **Required Action** field.
7. Repeat **Steps 5** and **6** as necessary.
8. Click the **Save** icon.
9. Click the **Exit** icon.

Purpose

The Routing Queue Rule Form (NTRRQUE) allows you to develop a routing queue for an approval category based on the position or organization of the employees.

Banner form

Routing Queue Rules NTRRQUE 8.0 (BAN8)

COA: Organization:
Position: Position Type:
Reports To:

Approval Category

Approver Sequence	Mandatory Approver	Approver Position	Current Incumbent	Approver Action
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Steps

Follow these steps to complete the process.

1. Access the Routing Queue Rule Form (NTRRQUE).

IF	THEN
you want to select the approval queue based on COA and Organization	go to Step 3 and 4 , then Step 6 .
you want to select the approval queue based on Position	go to Step 5 .

2. Select the **Search** function in the **COA** field to select a Chart of Accounts code.
3. Select the **Search** function in the **Organization** field to select an organization.
4. Select the **Search** function in the **Position** field to select a position.
5. Double-click in the **Approval Category** field and select an approval category.
6. Enter a sequence number in the **Approver Sequence** field.
7. Click the **Mandatory Approver** checkbox if the approver is a mandatory approver for the specified routing.
8. Select the **Search** function in the **Approver Position** field to select the approver's position.
9. Select *Approve* or *FYI* from the drop-down list in the **Approver Action** field.
10. Click the **Save** icon.
11. Click the **Exit** icon.

Self Check

Directions

Use the information you have learned in this workbook to complete this self check activity.

Question 1

On which form do you associate the user identification with an approval level?

- a) The Electronic Approval Usage Rule Form (NTRAUSG)
- b) The Electronic Approval Level Rule Form (NTRALVL)
- c) The Electronic Approval Category Rule Form (NTRACAT)
- d) The Electronic Personnel Action Form (NOAEPAF)

Question 2

The Electronic Approval Usage Rule Form (NTRAUSG) defines the forms, blocks, and fields defined for an approval level.

True or False

Question 3

The Electronic Approval Category Rule Form (NTRACAT) form associates the approval types to the approval category, and then assigns approval levels to the category.

True or False

Answer Key

Question 1

On which form do you associate the user identification with an approval level?

- a) The Electronic Approval Usage Rule Form (NTRAUSG)
- b) The Electronic Approval Level Rule Form (NTRALVL)**
- c) The Electronic Approval Category Rule Form (NTRACAT)
- d) The Electronic Personnel Action Form (NOAEPAF)

Question 2

The Electronic Approval Usage Rule Form (NTRAUSG) defines the forms, blocks, and fields defined for an approval level.

False

Question 3

The Electronic Approval Category Rule Form (NTRACAT) form associates the approval types to the approval category, and then assigns approval levels to the category.

False

Day-to-Day Operations



Section goal

The goal of this section is to explain the day-to-day or operational procedures to create an electronic personnel form, initiate routing through an approval queue, and apply the transaction to the database at your institution.

Objectives

In this section you will learn how to

- complete the Electronic Personnel Action Form (NOAEPAF)
- respond to messages that alert a user to transactions he or she must take action on
- take required action for a NOAEPAF using the Electronic Approval Summary Form (NOAAPSM)
- route and approve and apply an electronic personnel transaction.

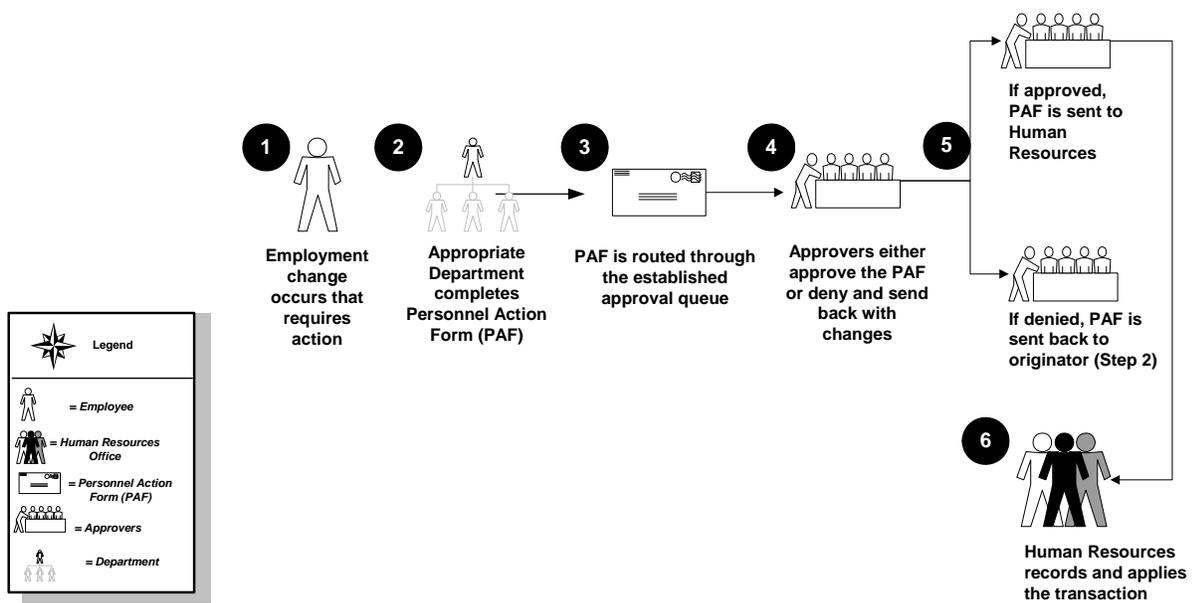
Process Introduction

About the process

The Human Resource Office can record and apply the Personnel Action Form (PAF).

Flow diagram

This diagram highlights the processes used to record and process electronic approvals into Banner HR.



What happens

The stages of the process are described in this table.

Stage	Description
Human Resource Office	
1	Employment change occurs that requires action.
2	Appropriate Department completes Personnel Action Form (PAF).
3	PAF is routed through the established approval queue. (Human Resources may be part of the process to ensure that PAF is accurate).
4	Approvers either approve the PAF or deny and send back with changes.
5	<p>If approved</p> <p style="padding-left: 40px;">Send to Human Resources for processing</p> <p>If denied</p> <p style="padding-left: 40px;">Send back to originator for corrections – Step 2. (The approver can place comments in the PAF regarding why the PAF was returned.)</p>
6	Human Resources records and applies the transaction.

Creating and Approving New Hire Transactions

Introduction

Your institution has decided that all new hires must go through the electronic approvals process. To make this happen, complete two forms:

- **Identification Form (PPAIDEN)** – Use this form to enter a person’s data into Banner (This form is not part of electronic approvals).

Note: If you have already set up a person in PPAIDEN, go to page 7 to access the Electronic Personnel Action Form (NOAEPAF).

- **Electronic Personnel Action Form (NOAEPAF)** – This form displays selected fields from the Employee Form (PEAEMPL) and Employee Jobs Form (NBAJOBS). Information that you enter on NOAEPAF becomes part of the electronic approvals process.

Banner form

The screenshot shows the Banner PPAIDEN 8.0 (BAN8) form. At the top, there is a window title bar. Below it, the ID field is set to 115000010 and the name field contains William James Houston. A 'Generate ID' button is visible. Below the ID and name fields are several tabs: 'Current Identification', 'Alternate Identification', 'Address', 'Telephone', 'Biographical', 'E-mail', 'Emergency Contact', and 'Additional Identification'. The 'Current Identification' tab is active. Below the tabs, there are fields for ID (115000010), Name Type (a dropdown menu), and SSN/SIN/TIN (555555111). The form is divided into two main sections: 'Person' and 'Non-Person'. The 'Person' section contains fields for Last Name (Houston), First Name (William), Middle Name (James), Prefix, Suffix, Preferred First Name, Full Legal Name, and Marital Status. The 'Non-Person' section contains a Name field. To the right of the 'Person' section is the 'ID and Name Source' section, which includes 'Last Update' with fields for User (BMILLER), Activity Date (18-MAR-2005), and Origin (SPAIDEN). Below this is the 'Original Creation' section with fields for User and Create Date.

Steps

Follow these steps to complete the process.

1. Access the Identification Form (PPAIDEN).

2. Click the **Generate** icon.

Note: When you click the **Generate ID** icon, a more detailed form will open so that you can enter information about the new employee. The word "Generated" defaults to the **ID** field. This does not change until the record is **Saved**.

3. Select a matching source in the **Matching Source** field from the drop-down list.

4. Enter the person's last name in the **Last Name** field.

Note: As per the institution's data standards, enter the Last Name *exactly* as it appears on the Social Security Card for payroll purposes.

5. Enter the person's first name in the **First Name** field.

6. Optional - enter the person's middle name in the **Middle Name** field.

7. Double-click in the **Address Type** field and select the code identifying the type of address.

Note: Banner defaults to the home address.

8. Enter the employee's address in the **Address** field.

Note: Address Line 1 is required.

9. Enter the city associated with the address in the **City** field.

10. Double-click the **State or Province** field and select the state or province code.

11. Enter the zip code in the **ZIP or Postal Code** field.

Note: You may also double-click the **ZIP or Postal Code** field and select the zip/postal code associated with the address.

12. *Optional* – Double-click the **County** field and select and return the county associated with the address.

13. *Optional*- Enter "157" in the **Nation** field for the United States of America.

Note: You can also double-click the **Nation** field and select the country code associated with the address. This is only required if the State/Province field is not complete.

14. Enter the employee's social security number in the **SSN/SFN/TFN** field.

15. Enter the employee's date of birth in the **Birth Date** fields.

Warning: The fields appear in Day/Month/Year order. Be careful to enter the day prior to the month.

16. Select the employee's gender in the **Gender** field.

17. Double-click the **E-mail Type** field and select an E-mail type code.

18. Enter the person's email address in the **E-mail** field.

19. Double-click the **Telephone Type** field and select a telephone type.

20. Enter the employee's phone number in the **Area Code/Phone Number/Extension** field.

21. Click the **Duplicate Check** icon.

22. Click **Yes** to create a new record.

23. Click **OK**.

Result: The Identification Form (PPAIDEN) displays the original page again.

24. Record your assigned ID number: _____.

25. Perform a **Next Block** function.

26. Select the **Biographical** tab.

27. Select a citizenship code in the **Citizenship** field.

28. Select an ethnicity code in the **Ethnicity** field.

29. Click the **Save** icon.

30. Click the **Exit** icon.

Approving the New Hire Transaction

After the person has been entered as a new hire in PPAIDEN, you are ready to approve the new hire transaction. The Electronic Personnel Action Form (NOAEPAF) displays selected fields from the Employee Form (PEAEMPL) and Employee Jobs Form (NBAJOBS). Information that you enter on NOAEPAF becomes part of the electronic approvals process.

Banner form

The screenshot shows the NOAEPAF 8.0 (BAN8) Banner form. At the top, there is a title bar with the text "Electronic Personnel Action NOAEPAF 8.0 (BAN8)". Below the title bar, there are several input fields and dropdown menus. On the left, there is a checkbox labeled "Pending Change". To its right, there is a "Proxy For:" dropdown menu. Below these, there are fields for "ID:" (containing "115000010"), "Transaction:", "Approval Category:" (containing "LSJOB"), and "Approval Type:" (containing "EMPJOB"). On the right side, there are fields for "Generate ID:" (with a small icon), "Query Date:" (with a calendar icon), "Last Paid Date:", "Position:", and "Suffix:" (containing "00").

Below the input fields, there is a horizontal tabbed menu with five tabs: "Transaction" (selected), "Default Earnings", "Job Labor Distribution", "Routing", and "Other Information and Comments".

The main content area is a table with the following columns: "Applied Status", "Field Name", "Current Value", and "New Value". The "New Value" column has a small dropdown arrow next to it. There are ten rows in the table, each with a checkbox in the "Applied Status" column and empty input fields in the other columns. A vertical scrollbar is on the right side of the table.

At the bottom of the form, there are two dropdown menus: "Approver Action:" and "Queue Status:".

Steps

Follow these steps to complete the process.

1. Access the Electronic Personnel Action Form (NOAEPAF).
2. The **Pending Change** field will not be checked because you are originating a new hire.

Note: When checked, this box indicates that someone has made changes that are pending (not final and approved) to the employee's record.

3. Enter the ID Number that you created in PPAIDEN in the **ID** field.
4. Enter the current date in the **Query Date** field.
5. Double-click the **Approval Category** field and select *NEWHIR* from the list of categories.
6. The **Approval Type** field is populated with *EMPL*.

Notes: *NEWHIR* has two approval types: *EMPL* to create the employee record and *NEWJOB* to create the employee jobs record. Due to the rule forms, Banner populates the field with *EMPL* first.

The **Transaction Number** and **Transaction Status** fields will be assigned by the system. They remain blank until you create values within the Retrieved Data area and **Save** them. After you **Save** data, "Waiting" appears in the **Transaction Status** field.

7. Select a position in the **Position** field.
8. Select a suffix in the **Suffix** field.
9. Perform a **Next Block** function.
10. The Alternate Logon Verification Form (GUAUIPW) will appear.

Note: This functionality can be turned off in the NTRINST form.

11. Enter your **Oracle Password** on GUAUIPW.

Note: Before you can access the Retrieved Data area within the Electronic Personnel Action Form (NOAEPAF) you must enter your Oracle password on the Alternate Logon Verification Form (GUAUIPW). GUAUIPW verifies you have access to this area and that you can view the data in the Current Value field. Ask your instructor for the Oracle password.

12. Click **Verify**.
13. Perform a **Next Block** function to get to the Retrieved Data block.
14. The **Applied Status** fields are blank because you are creating a new hire transaction, which has no previous activity.
15. In the **Field Name** field, Banner lists the field(s) from the Employee Form (PEAEMPL), and the Employee Jobs Form (NBAJOBS) that are part of the electronic approval process.
16. The **Current Value** field is blank because you are originating a new hire transaction.
17. In the **New Value** field, any values defined for the Approval Category and Approval Type will appear.

Note: Banner enables the **Search** button under the New Value text when a field has a list of values associated with it.

18. Enter values for the fields.
19. Click the **Save** icon.

Purpose

The Job Labor Distribution tab allows you to split the cost of a job between two organizations or accounts for a shared resource. The **Total Percent** field must equal 100%.

Note: When accessing the tabs, an alert window may appear regarding Address and Telephone options. You can add new address/telephone information or update existing address/telephone information.

Banner form

Electronic Personnel Action NOAEPAF 8.0 (BAN8)

Pending Change Proxy For: []

ID: 000032002 Ann Employee Generate ID: []

Transaction: 1951 Waiting Query Date: 08-APR-2008 Last Paid Date: []

Approval Category: NEWJOB New Job Position: 4B4529 Assistant Computer Manager

Approval Type: STEP2 Give Employee New Job Suffix: 0

Transaction Default Earnings **Job Labor Distribution** Routing Other Information and Comments

Current Job Labor Distribution

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Enc End Date
[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]

New Job Labor Distribution

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Enc End Date
A	[]	1000	120	5120	300	300	[]	[]	[]	17.52	[]
A	[]	1000	120	5120	300	300	[]	[]	[]	50.05	[]
A	[]	1000	120	5120	300	300	[]	[]	[]	32.43	[]
[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
Total Percent:										100.00	[]

Effective Date: 08-APR-2008

Record: 1/1 <OSC>

Steps

Follow these steps to complete the procedure.

1. Select the **Job Labor Distribution** tab.
2. Review or change the data displayed.

Purpose

The Default Earnings tab allows you to specify the regular and premium (such as overtime or shift differential) rates for the new hire. If the person is already employed by your institution, their Current Default Earnings will be displayed first. Since we are entering a new hire, the form is empty.

Banner form

Pending Change Proxy For:

ID: TIME00003 Ann Employee Generate ID:

Transaction: Query Date: 08-APR-2008 Last Paid Date: 15-FEB-2006

Approval Category: ARKEAR Arkansas Earnings Position: LS0001 Sr. Computer Analyst

Approval Type: ARKEAR Arkansas Earnings Suffix: 00

Transaction **Default Earnings** Job Labor Distribution Routing Other Information and Comments

Current Default Earnings

Effective Date	Earnings	Hours or Units	Deemed Hours	Special Rate	Shift	Ended as of Date
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						

New Default Earnings

Effective Date	Earnings	Hours or Units	Deemed Hours	Special Rate	Shift	Ended as of Date
08-APR-2008	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1	<input type="text"/>
<input type="text"/>						
<input type="text"/>						

Defaulting values for Default Earnings from NBAJOBS.
Record: 1/1 ... <OSC>

Steps

Follow these steps to complete the procedure.

1. Select the **Default Earnings** tab.
2. Enter a date in the **Effective Date** field in the New Default Earnings block.
3. Select an earning type in the **Earnings** field.
4. Enter the expected number of hours (such as 40) in the **Hours or Units** field.
5. Enter compensation rate in the **Special Rate** field.
6. Enter the shift in the **Shift** field.

Purpose

The Routing tab contains the approval queue. If data was entered on NTRROUT for the approval category/type combination being entered, the routing queue information should default in this option. It can be changed as necessary. If the routing queue was not established on NTRROUT, it will have to be entered on this block during every PAF entry.

Banner form

Electronic Personnel Action NOAEPAF 8.0 (BAN8_WIN)

Pending Change Proxy For:

ID: Eugene V. Adams Generate ID:

Transaction: Waiting Query Date: Last Paid Date:

Approval Category: Create secondary/overload job Position: Vice President Administrative

Approval Type: Create a new job Suffix:

Transaction Default Earnings Job Labor Distribution **Routing** Other Information and Comments

Originator ID:

Level Code	Level	User ID	Name	Required Action	Queue Status	Action Date
<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"/>						

Steps

Follow these steps to complete the procedure.

1. Select the **Routing** tab.
2. Double-click in the **Level Code** field and select an Approval Level code.

Result: In the **Level** field, the value is automatically populated based on the Level Code selected.

3. Enter your Oracle ID (provided by instructor) in the **User ID** field.
4. Select *Apply* in the **Required Action** indicator.
5. Click the **Save** icon.

Purpose

The Other Information and Comments window is used to define comments with regard to the action that you have taken on the transaction.

Banner form

The screenshot shows the 'Electronic Personnel Action NOAEPAP 8.0 (BANS)' window. The 'Other Information and Comments' tab is selected. The form contains the following fields:

- Pending Change
- Proxy For: [Dropdown]
- ID: 367925284 [Dropdown] Erin E Adams
- Transaction: 1950 [Dropdown] Waiting
- Approval Category: ADJEND [Dropdown] end job - pace
- Approval Type: ADJEND [Dropdown] end job - pace
- Generate ID: [Icon]
- Query Date: 27-MAR-2008 [Calendar]
- Last Paid Date: [Text]
- Position: GRETTA [Dropdown] Lecturer
- Suffix: 00 [Dropdown]

Below the tabs, the 'Other Information and Comments' section includes:

- Created Date: 27-MAR-2008
- Submitted Date: [Text]
- Application Date: [Text]
- Originator ID: HRISUSR
- Submitter ID: [Text]
- Applied to Database By: [Text]

There are two comment entries:

- Comment: [Text area]
- Date and Time: 08-APR-2008 07:30:34
- Made By: HRISUSR

- Comment: [Text area]
- Date and Time: [Text]
- Made By: [Text]

Steps

Follow these steps to complete the procedure.

1. Select the **Other Information and Comments** tab.
2. Enter a comment about the job in the **Comments** window
3. Click the **Save** icon.

Options – Submit Transaction

The Submit Transaction option enables the originator to start the transaction through the approval queue.

1. Select **Submit Transaction** from the **Options** menu.

Note: If there are any problems with the transaction, the Errors & Warnings Detail Form (NOIEMSG) displays, listing all errors and warnings. Select Personnel Action Form from the Navigation Frame to go back and correct your errors. When the transaction does not have any errors, Banner updates the Transaction Status to *Pending*.

The originator's work is complete. The transaction is now in the electronic approvals queue.

2. Click the **Save** icon.
3. Click the **Exit** icon.

Adding an Additional Default Earnings Code

Introduction

Use this procedure to process a three-month supplemental payment for the employee you just hired.

Banner form

Electronic Personnel Action NOAEPAF 8.0 (BAN8)

Pending Change Proxy For: []

ID: TIME00003 Ann Employee Generate ID: []

Transaction: [] Query Date: 08-APR-2008 Last Paid Date: 15-FEB-2006

Approval Category: ARKEAR Arkansas Earnings Position: LS0001 Sr. Computer Analyst

Approval Type: ARKEAR Arkansas Earnings Suffix: 00

Transaction **Default Earnings** Job Labor Distribution Routing Other Information and Comments

Current Default Earnings

Effective Date	Earnings	Hours or Units	Deemed Hours	Special Rate	Shift	Ended as of Date

New Default Earnings

Effective Date	Earnings	Hours or Units	Deemed Hours	Special Rate	Shift	Ended as of Date
08-APR-2008	[]				1	

Defaulting values for Default Earnings from NBAJOBS.
Record: 1/1 ... <OSC>

Steps

Follow these steps to complete the process.

1. Access the Electronic Personnel Action Form (NOAEPAF).
2. Enter the employee ID number in the **ID** field.
3. Enter a date in the **Query Date** field.
4. Enter *EARN* in the **Approval Category** field.
5. The **Pending Change** field located at the top of the form should not be checked because you are revising an Approval Category in this exercise.
6. The **Approval Type** field will be populated with *EARN*.
7. Select the **Search** function in the **Position** field to select a position.
8. Select the **Search** function in the **Suffix** field to select a suffix.
9. Perform a **Next Block** function.
10. The Alternate Logon Verification Form (GUAUIPW) will appear.
11. Enter your **Oracle Password** on GUAUIPW.

Note: Before you can access the Retrieved Data area within the NOAEPAF, you must enter your Oracle password on the Alternate Logon Verification Form (GUAUIPW). GUAUIPW verifies you have access to this area and that you can view the data in the Current Value field. Ask your instructor for the Oracle password.

12. Click **Verify**.
13. Perform a **Next Block** function.
14. Move the cursor bar to a blank line and enter information in the **Effective** field.
15. Enter *SUP* in the **Earnings Code** field.
16. Enter *1* in the **Hours or Units** field.
17. Enter the rate the person should be paid for each supplemental payment (*1500*) in the **Special Rate** field.
18. Enter *1* in the **Shift** field.

19. Enter the appropriate date in the **Ended As Of** field.
20. Click the **Save** icon.

Note: The **Transaction Status** field will be populated with *Waiting*, which indicates this transactions originator has entered and **Saved** information, but has not submitted it to the approval queue.

Routing tab

The Routing Information window contains the approval queue.

1. Select the **Routing**_tab.
2. Double-click the **Level Code** field and select an Approval Level.
3. Enter your *Oracle ID* in the **User ID** field.
4. Select *Apply* in the **Required Action** field.
5. Practice adding levels to the routing.
6. Click the **Save** icon.

Options – Submit Transaction

The Submit Transaction option enables the originator to start the transaction through the approval queue.

1. Select **Submit Transaction** from the **Options** menu.

Notes: If there are any problems with the transaction, the Errors & Warnings Detail Form (NOIEMSG) displays listing all errors and warnings. Select Personnel Action Form from the Navigation Frame to go back and correct any errors. Your system can be set up to accept or reject transactions with warnings.

When the transaction does not have any errors, Banner updates the Transaction Status to *Pending*.

2. Click the **Save** icon.

Note: The originator's work is complete. The transaction is now in the electronic approvals queue.

3. Click the **Exit** icon.

Adding a Second Job to a Current Employee

Introduction

Use the following procedure to process a second job (professional temporary) for the employee you just hired.

Banner form

The screenshot shows the Banner form interface for adding a second job. The window title is "Electronic Personnel Action NOAEPAF 8.0 (BAN8)".

Form Fields:

- Pending Change
- Proxy For: CARD_USER
- ID: @00003509 Mrs. KATHLEEN A. Howard
- Generate ID:
- Transaction:
- Query Date: Last Paid Date:
- Approval Category:
- Position:
- Approval Type:
- Suffix:

Navigation Tabs: Transaction (selected), Default Earnings, Job Labor Distribution, Routing, Other Information and Comments

Applied Status	Field Name	Current Value	New Value
<input type="checkbox"/>			

Approver Action: Queue Status:

Steps

Follow these steps to complete the process.

1. Access the Electronic Personnel Action Form (NOAEPAF).
2. Enter the employee ID number of the employee that you created in the previous lesson in the **ID** field.
3. Enter the appropriate date in the **Query Date** field.
4. Enter *NEWJOB* in the **Approval Category** field.
5. The **Pending Change** field located at the top of the form is not checked because you are revising an Approval Cat in this exercise that is different from the Approval Cat used previously.
6. The **Approval Type** field will be populated with *NEWJOB*.
7. Enter *EA1000* in the **Position** field.
8. Enter *00* in the **Suffix** field.
9. Perform a **Next Block** function.
10. The Alternate Logon Verification Form (GUAUIPW) will appear.
11. Enter your **Oracle Password** on GUAUIPW.

Note: Before you can access the Retrieved Data area within NOAEPAF, you must enter your Oracle password on the Alternate Logon Verification Form (GUAUIPW). GUAUIPW verifies you have access to this area and that you can view the data in the Current Value field. Ask your instructor for the Oracle password.

12. Click **Verify**.
13. Perform a **Next Block** function to access the Retrieved Data block.
14. The **Applied Status** fields are blank because you are creating a new hire transaction, which has no previous activity.
15. In the **Field Name** field, Banner lists the field(s) from the Employee Form (PEAEMPL) and the Employee Jobs Form (NBAJOBS) that are part of the electronic approval process.
16. The **Current Values** column is blank because you are adding a new and distinct job. You are not updating an existing job that has current values.

17. In the **New Value** field, any values defined for the Approval Category and Approval Type will appear.

Note: Banner enables the **Search** button under the New Value text when a field has a list of values associated with it.

18. Enter values for the fields.

19. Click the **Save** icon.

20. The **Transaction Status** field is populated with *Waiting*, which indicates this transaction's originator has entered and **Saved** information, but has not submitted it to the approval queue.

Routing tab

The Routing tab contains the approval queue.

1. Select the **Routing** tab.
2. Double-click the **Level Code** field and select an Approval Level code.
3. Enter an Oracle ID for each level that appears in the **User ID** field.
4. Select *Apply* in the **Required Action** field.
5. Practice adding levels to the routing.
6. Click the **Save** icon.

Options – Submit Transaction

The Submit Transaction option enables the originator to start the transaction through the approval queue.

1. Select **Submit Transaction** from the **Options** menu.

Note: If there are any problems with the transaction, the Errors & Warnings Detail Form (NOIEMSG) displays listing all errors and warnings. Select Personnel Action Form from the Navigation Frame to go back and correct any errors. Your system can be set up to accept or reject transactions with warnings. When the transaction does not have any errors, Banner updates the Transaction Status to *Pending*.

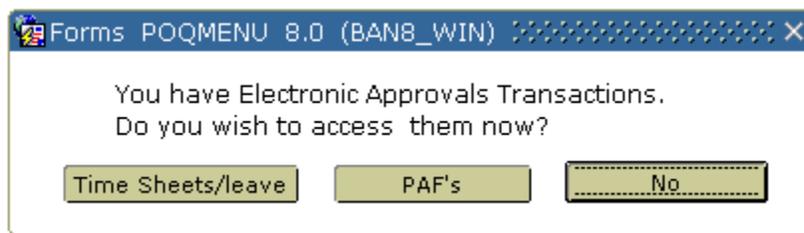
2. Click the **Save** icon.
3. The originator's work is complete. The transaction is now in the electronic approvals queue.
4. Click the **Exit** icon.

Viewing Electronic Approvals Messages

Introduction

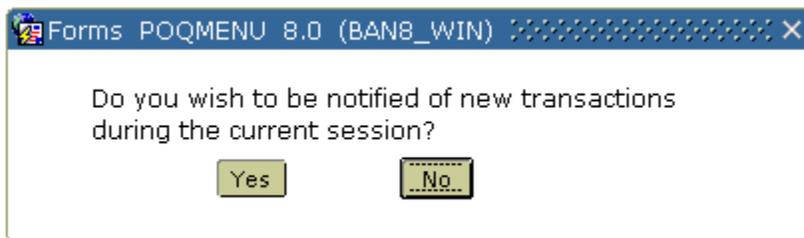
The following process will enable you to view the two Electronic Approvals messages that appear after you log on to Banner and attempt to access a Position Control or Payroll Form.

Banner form



Forms POQMENU 8.0 (BAN8_WIN) X

You have Electronic Approvals Transactions.
Do you wish to access them now?



Forms POQMENU 8.0 (BAN8_WIN) X

Do you wish to be notified of new transactions
during the current session?

Steps

Follow these steps to complete the process.

1. Select the **Exit** function from Banner.
2. Re-access Banner.
3. Access the Online Time Entry Form (PHAHOUR).
4. If you have transactions in your queue, the first message should read, "You have electronic approvals pending, do you wish to view them now?"
5. Click **Yes**.
6. The second message should read, "Do you wish to be notified of new transactions during this session?"

7. Click **Yes**.
8. Because you answered *Yes* to the first message, the Electronic Approval Summary Form (NOAAPSM) appears.
9. Go to the next topic in this workbook, "Approve a Transaction".

4. Enter the ending data range in the **Submitted To Date** field.
5. Select the transactions you want to view from the drop-down list in the **Transactions Status** field.
6. Select the transactions currently assigned to you from the drop-down list in the **Queue Status** field.
7. Perform a **Next Block** function.
8. The Alternate Logon Verification Form (GUAUIPW) will appear.
9. Enter your **Oracle Password** on GUAUIPW.

Note: GUAUIPW verifies you have access to this area and that you can view the data in the Current Value field.

10. Click **Verify**.

11. Navigate to the Transaction Information area.

Note: The Transaction Information area displays the transactions in your queue. Use the horizontal scroll bar to view additional fields in the view panel.

Optional: You can view the detail of a specific transaction. Place the highlight bar on a transaction. Then, select **PAF Detail Information** from the **Options** menu. The Electronic Personnel Action Form (NOAEPAF) appears. When you have viewed the data, **Exit** from NOAEPAF. You return to the NOAAPSM form.

12. Select *Approved* from the drop-down list to approve the one of the transactions in the **Approver Action** field.

Note: You can take action on multiple transactions simultaneously on this form.

Example: You can mark one transaction *Approved* and another *Disapproved*.

13. Click the **Save** icon.

14. The transaction should no longer appear in the Transaction Information area.

Note: To view your transactions, select *Pending* in the **Transaction Status** field and *All* in the **Queue Status** field. Banner will display your pending transactions as well as the transaction you just approved.

15. Click the **Exit** icon.

4. Enter the ending data range in the **Submitted To Date** field.
5. Select the transactions you want to view from the drop-down list in the **Transactions Status** field.
6. Select the transactions currently assigned to you from the drop-down list in the **Queue Status** field.
7. Perform a **Next Block** function.
8. The Alternate Logon Verification Form (GUAUIPW) will appear.
9. Enter your **Oracle Password** on GUAUIPW.

Note: GUAUIPW verifies you have access to this area and that you can view the data in the Current Value field.

10. Click **Verify**.

11. Navigate to the Transaction Information area.

Note: The Transaction Information area displays the transactions in your queue. Use the horizontal scroll bar to view additional fields in the view panel.

Optional: You can view the detail of a specific transaction. Place the highlight bar on a transaction. Then, select **PAF Detail Information** from the **Options** menu. The Electronic Personnel Action Form (NOAEPAF) appears. When you have viewed the data, **Exit** from NOAEPAF. You return to the NOAAPSM form.

12. Select *Disapproved* from the drop-down list to disapprove the transaction with the Default Earnings code in the **Approver Action** field.

Note: You can take action on multiple transactions simultaneously on this form.

Example: You can mark one transaction *Approved* and another *Disapproved* and another *Returned for Correction*.

Other Information and Comments tab

The screenshot shows a web application window titled "Electronic Approval Summary NOAAPSM 8.0 (BAN8)". The interface includes several input fields and dropdown menus. At the top, there are fields for "User ID" (HRISUSR), "Submitted From Date" (27-MAR-2008), "Submitted To Date" (27-MAR-2008), "Proxy For" (empty), "Transaction Status" (Pending), and "Queue Status" (Pending). Below these is a tabbed interface with "Transaction Information" and "Other Information and Comments" tabs. The "Other Information and Comments" tab is active and contains fields for "Created Date", "Originator ID", "Submitted Date" (27-MAR-2008), "Submitter ID", "Application Date", and "Applied to Database By". A large text area for "Comment" is present, with a "Date and Time" field (27-MAR-2008 15:02:18) and a "Made By" field (HRISUSR) to its right. Below the comment area, there are empty fields for "Date and Time" and "Made By".

Steps

Follow these steps to complete the process.

1. Select the **Other Information and Comments** tab.
2. Enter the date and ID information into the appropriate fields.
3. Enter the reason why you disapproved the transaction

Example: *The employee does not have enough service time with the organization, therefore, does not merit the supplemental salary.*

4. Click the **Save** icon.
5. Click the **Rollback** icon.

Note: To view your transactions, select *Pending* in the **Transaction Status** field and *All* in the **Queue Status** field. Banner will display your pending transactions as well as the transaction you just approved.

6. Click the **Exit** icon.

Other Information and Comments tab

The screenshot shows a web application window titled "Electronic Approval Summary NOAAPSM 8.0 (BAN8)". The interface is divided into two tabs: "Transaction Information" and "Other Information and Comments", with the latter being the active tab. At the top, there are several input fields: "User ID" (HRISUSR), "Submitted From Date" (27-MAR-2008), "Submitted To Date" (27-MAR-2008), "Proxy For" (empty), "Transaction Status" (Pending), and "Queue Status" (Pending). Below these, the "Other Information and Comments" section contains fields for "Created Date", "Originator ID", "Submitted Date" (27-MAR-2008), "Submitter ID", "Application Date", and "Applied to Database By". The main area features two "Comment" sections. The first comment is highlighted in green and is empty. The second comment is also empty. To the right of each comment is a "Date and Time" field and a "Made By" field. The first comment's "Date and Time" is 27-MAR-2008 15:02:18 and "Made By" is HRISUSR. The second comment's fields are empty.

Steps

Follow these steps to complete the process.

1. Select the **Other Information and Comments** tab.
2. Enter the date and ID information.
3. Enter the reason why you are returning the transaction

Example: *The originator assigned the incorrect Position and Suffix codes.*

4. Click the **Save** icon.
5. Click the **Exit** icon.

Steps

Follow these steps to complete the process.

1. Access the Electronic Approvals Summary Form (NOAAPSM).
2. Enter your Oracle User ID in the **User ID** field.
3. Enter the date range that you want to query and view in the **Submitted Date From** field.
4. Enter the ending data range in the **Submitted To Date** field.
5. Select the transactions you want to view from the drop-down list in the **Transactions Status** field.
6. Select the transactions assigned to you from the drop-down list in the **Queue Status** field.
7. Perform a **Next Block** function.
8. The Alternate Logon Verification Form (GUAUIPW) will appear.
9. Enter your **Oracle Password** on GUAUIPW.

Note: GUAUIPW verifies you have access to this area and that you can view the data in the Current Value field.

10. Click **Verify**.
11. Perform a **Next Block** function.

Note: The Transaction Information area displays the transactions in your queue.

12. Use the horizontal scroll bar to view additional fields in the view panel

Note: You can view the detail of a specific transaction.

13. Place the highlight bar on a transaction.

Options – PAF Detail Information

Electronic Personnel Action NOAEPAF 8.0 (BAN8)

Pending Change Proxy For:

ID:

Transaction:

Approval Category:

Approval Type:

Generate ID:

Query Date:

Last Paid Date:

Position:

Suffix:

Transaction Default Earnings Job Labor Distribution Routing Other Information and Comments

Applied Status	Field Name	Current Value	New Value
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Approver Action:

Queue Status:

Steps

Follow these steps to complete the process.

1. Select **PAF Detail Information** from the **Options** menu.
2. The Electronic Personnel Action Form (NOAEPAF) appears.
3. Review the detail of the transaction before you apply it.

Routing tab

The Routing tab contains the approval queue.

1. Select **Queue or Routing Information** from the Options menu.
2. View information.
3. Select **Electronic Approvals Summary Form** from the **Options** menu.

Other Information and Comments tab

The screenshot shows a web application window titled "Electronic Approval Summary NOAAAPSM 8.0 (BAN8)". The form is divided into two tabs: "Transaction Information" and "Other Information and Comments". The "Other Information and Comments" tab is active. At the top, there are several input fields: "User ID" (HRISUSR), "Submitted From Date" (27-MAR-2008), "Submitted To Date" (27-MAR-2008), "Proxy For" (empty), "Transaction Status" (Pending), and "Queue Status" (Pending). Below these are two tabs: "Transaction Information" and "Other Information and Comments". The "Other Information and Comments" tab is selected. It contains two sections. The first section has fields for "Created Date", "Originator ID", "Submitted Date" (27-MAR-2008), "Submitter ID", "Application Date", and "Applied to Database By". The second section has two "Comment" fields. The first comment field is filled with a large block of text, and its "Date and Time" is 27-MAR-2008 15:11:57, and "Made By" is HRISUSR. The second comment field is empty, and its "Date and Time" and "Made By" fields are also empty.

1. Select the **Other Information and Comments** tab.
2. Select the **Transaction Information** tab.

Options – Apply Changes

The Apply Changes option is used by the individual(s) defined in the approval queue that have apply privileges (and by the superuser) to apply transactions to the database.

1. Select **Apply** Changes from the **Options** menu.
2. When the Alert Message appears, select **Save and Continue** to apply this transaction and move to the next one.

Note: The Alert Message appears. You can select:

- **Save and View** to **Save** the transactions and display its Employee Jobs Form (NBAJOBS) or Employee Form (PEAEMPL), on which you can make changes to non-NOAEPAF fields. Click the **Continue** option to move to the next transaction.
 - **Save and Continue** to apply this transaction and move to the next one.
 - **Quit** to terminate the applying process.
3. Continue to select **Save and Continue** for the remaining transactions.
 4. When completed, Banner displays the NOAEPAF form.
 5. Click the **Save** icon.
 6. Click the **Exit** icon.

Steps

Follow these steps to complete the process.

1. Access the Electronic Approvals Summary Form (NOAAPSM).
2. Enter your Oracle User ID in the **User ID** field.
3. Enter the date range that you want to query and view in the **Submitted Date From** field.
4. Enter the ending data range in the **Submitted To Date** field.
5. Select which transactions you want to view from the drop-down list in the **Transactions Status** field.
6. Select the transactions currently assigned to you from the drop-down list in the **Queue Status** field.
7. Perform a **Next Block** function.

Note: The Alternate Logon Verification Form (GUAUIPW) appears.

8. Enter your **Oracle Password** on GUAUIPW.

Note: GUAUIPW verifies you have access to this area and that you can view the data in the **Current Value** field. Ask your instructor for the Oracle password.

9. Click **Verify**.
10. Perform a **Next Block** function.

Note: The Transaction Information area displays the transactions in your queue.

11. Use the horizontal scroll bar to view additional fields in the view panel.

You can view the detail of a specific transaction.

Options – Queue or Routing Information

The Routing Information window contains the approval queue.

1. Select Queue or Routing Information from the Options menu.

Result: The Routing tab of the Electronic Personnel Action (NOAEPAF) is displayed.

2. View the information.
3. Select **Electronic Approval Summary Form** from the **Options** menu.

Other Information and Comments tab

The screenshot shows a web application window titled "Electronic Approval Summary NOAAPSM 8.0 (BAN8)". The window contains several input fields and dropdown menus. At the top, there are fields for "User ID" (HRISUSR), "Submitted From Date" (27-MAR-2008), "Submitted To Date" (27-MAR-2008), "Proxy For:" (empty), "Transaction Status:" (Pending), and "Queue Status:" (Pending). Below these fields, there are two tabs: "Transaction Information" and "Other Information and Comments". The "Other Information and Comments" tab is selected. Under this tab, there are fields for "Created Date:", "Submitted Date:" (27-MAR-2008), "Application Date:", "Originator ID:", "Submitter ID:", and "Applied to Database By:". Below these fields, there are two "Comment:" sections. Each section has a large text area for comments and a "Date and Time:" field (the first is 27-MAR-2008 15:16:55) and a "Made By:" field (the first is HRISUSR).

1. Select the **Other Information and Comments** tab.
2. View the information.
3. Select the **Transaction Information** tab.
4. Under the **Apply** heading, select the box next to each transaction that you want to apply.

Options – Apply Changes

The Apply Changes option is used by the individual(s) defined in the approval queue that have apply privileges (and by the superuser) to apply transactions to the database.

1. Select **Apply Changes** from the **Options** menu.
2. When the Alert Message appears, select **Save and Continue** to verify each transaction.

Note: The Alert Message appears. You can select:

- **Save and View** to **Save** the transactions and display its Employee Jobs Form (NBAJOBS) or Employee Form (PEAEMPL) form, on which you can make changes to non-NOAEPAF fields. Click the **Continue** option to move to the next transaction.
 - **Save and Continue** to apply this transaction and move to the next one
 - **Quit** to terminate the applying process
3. Continue to select **Save and Continue** for the remaining transactions.
 4. When completed, Banner displays the NOAEPAF form.
 5. Click the **Exit** icon.

Other Topics

Purpose

You can create an electronic approval category for a number of events, such as:

- New hire
- Change position
- Change labor of position
- Salary increase
- Demotion
- ECLS change
- Termination of job
- Termination of employment
- Change of check or distribution organization
- Add premium income as default
- Time sheet organization

Self Check

Directions

Use the information you have learned in this workbook to complete this self check activity.

Question 1

There are five functions in Electronic Approvals: create, submit, route, approve, and apply. Which application form allows you to do all five?

- a) The Electronic Approval Category Rule Form (NTRACAT)
- b) The Electronic Approval Level Rule Form (NTRALVL)
- c) The Electronic Personnel Action Form (NOAEPAF)
- d) The Electronic Approval Usage Rule Form (NTRAUSG)

Question 2

Transaction Number and Transaction Status are the fields in the key block of NOAEPAF which is system assigned.

True or False

Question 3

You must enter your Oracle password on the Alternate Logon Verification Form (GUAUIPW) before you can access the Retrieved Data area within the NOAEPAF.

True or False

Question 4

The Position Control Installation Rule Form (NTRINST) enables the Electronic Approvals function.

True or False

Question 5

Add remarks to the Comment Form stating the reason for disapproval is the additional action you should take on a Disapproved Transaction versus an Approved Transaction.

True or False

Question 6

The two forms that are available to view warning/errors from the Batch Application Process are The Electronic Personnel Action Form (NOAEPAF) and The Position Control Installation Rule Form (NTRINST).

True or False

Question 7

The best way to design the Electronic Personnel Action Form (NOAEPAF) is that it should be complex, wordy, and should include any values that typically default from normal processes.

True or False

Answer Key

Question 1

There are five functions in Electronic Approvals: create, submit, route, approve, and apply. Which application form allows you to do all five?

- a) The Electronic Approval Category Rule Form (NTRACAT)
- b) The Electronic Approval Level Rule Form (NTRALVL)
- c) The Electronic Personnel Action Form (NOAEPAF)**
- d) The Electronic Approval Usage Rule Form (NTRAUSG)

Question 2

Transaction Number and Transaction Status are the fields in the key block of NOAEPAF which is system assigned.

False

Question 3

You must enter your Oracle password on the Alternate Logon Verification Form (GUAUIPW) before you can access the Retrieved Data area within the NOAEPAF.

False

Question 4

The Position Control Installation Rule Form (NTRINST) enables the Electronic Approvals function.

False

Question 5

Add remarks to the Comment Form stating the reason for disapproval is the additional action you should take on a Disapproved Transaction versus an Approved Transaction.

False

Question 6

The two forms that are available to view warning/errors from the Batch Application Process are The Electronic Personnel Action Form (NOAEPAF) and The Position Control Installation Rule Form (NTRINST).

True. The Error Summary Form (NOIESOM) and the Warning Messages Detail Form (NOIEMSG).

Question 7

The best way to design the Electronic Personnel Action Form (NOAEPAF) is that it should be complex, wordy, and should include any values that typically default from normal processes.

False. The structure of NOAEPAF should be simple, concise, and should not include any values that typically default from normal processes.

Appendix



Section goal

The purpose of this section is to provide reference materials related to the workbook.

Terminology

Approval Category

Approval categories represent the purpose of the personnel action – the reason the Personnel Action is being created. Approval categories are commonly performed functions at an institution such as the transfer of an employee or the reclassification of an employee.

Approval Type

Approval types are defined to be the most basic type of action and specific to the processing of a Personnel Action. They are actions such as establishing a new job assignment for an employee or terminating an existing job assignment for an employee.

Originator

The creator of an Electronic Personnel Action.

Proxy

Proxies are individuals authorized to take approval action in the absence of the approver.

Queue Status

The status of the Electronic Personnel Action (PAF) for each individual defined in the approval queue.

Required Action

Required Action is a field on several of the Electronic Approval forms. The valid Options for input are:

Action	Description
Approval	The individual must take action on the PAF.
FYI	The individual is seeing the PAF for information only.
Apply	The individual must apply the PAF to the database after final approval.

Superuser

A superuser has the ability to approve any transaction at any time during the approval process and bypass the people in the approval queue that have not yet taken action on the transaction.

Transaction Status

The status of the Electronic Personnel Action (PAF) itself.

Forms Job Aid

Form	Full Name	Use this Form to...
NOAAPSM	Electronic Approval Summary Form	gives user a tool that can be used in order to view high level information about an Electronic Approvals transaction or (Personnel Action, PAF).
NOAEPAF	Electronic Personnel Action Form	gives the institution an electronic version of the Personnel Action Form, the format of which can be adapted to a specific institution's business practices and procedures.
NTRACAT	Electronic Approval Category Rule Form	establishes the rules that tie combinations of Approval Types together so that approvers are approving one entire transaction, the Approval Category.
NTRALVL	Electronic Approval Level Rule Form	Used to define generic levels of approval. These levels could be defined to represent more specific approval levels such as an organizational level within the institution or a broader level such as a department.
NTRAPTY	Electronic Approval Type Rule Form	used to establish the rules that tie Banner forms, blocks, and fields to an Approval Type or action.
NTRAUSG	Electronic Approval Usage Rule Form	used to define the forms, blocks and fields that will be used by the EPAF process
NTRINST	Position Control Installation Rule Form	defines rules for general location, position control, and finance, as well as rules specific to the processing of Electronic Approvals. Instructions for specifying these rules are given below.
NTRPROX	Electronic Approval Proxy Rule Form	allows each approver to designate proxies (individuals) authorized to take action in his/her absence. A user can define multiple proxies for every level of approval in which they are defined.

Form	Full Name	Use this Form to...
NTRROUT	Electronic Approval Routing Rule Form	used to establish the rules that allow you as an Electronic Approval user to define levels of approval and User ID(s) that are specific to the Personnel Actions that you create. The Electronic Approval Routing Rule Form (NTRROUT) is an optional rule form that allows you to define levels of approval by approval category and assign names to these levels.
NTRRQUE	Routing Queue Rule Form	allows you to develop a routing queue for an approval category based on the position or organization of the employee.
NTVACAT	Electronic Approval Category Code Validation Form	used to create various approval categories that are specific to your institution.
NTVAPTY	Electronic Approval Type Code Validation Form	to establish Approval Types that represent the most basic type of action such as establishing a new job assignment or terminating an existing job assignment.