

PeopleAdmin and Banner HR Interface

Presented by: Heather Germano
SunGard Higher Education
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- If you must leave the session early, please do so as discreetly as possible
- Please avoid side conversation during the session


Thank you for your cooperation!

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Agenda

- Introduce the PeopleAdmin and Banner HR Interface
 - Benefits
 - Features
 - How it works
- Provide details on purchasing the interface
- Question and Answers

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The Details

Interface Benefits

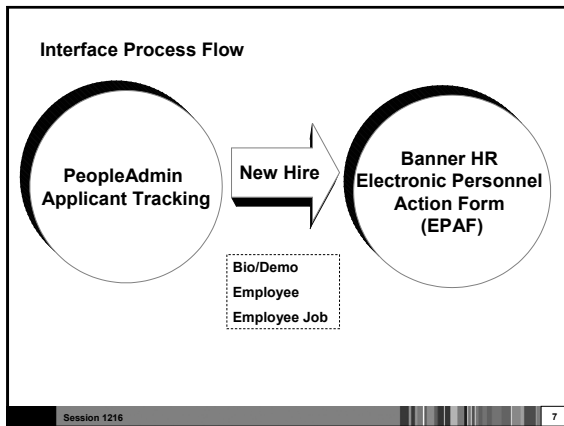
- Streamlines the new hire process between PeopleAdmin and Banner HR
- Eliminates manual data entry and processing for new hires into Banner from PeopleAdmin
- Reduces duplicate entry, saving errors and time
- Leverages your investment in both products

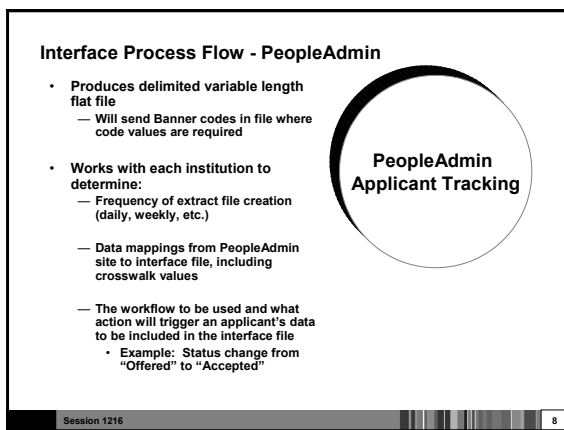
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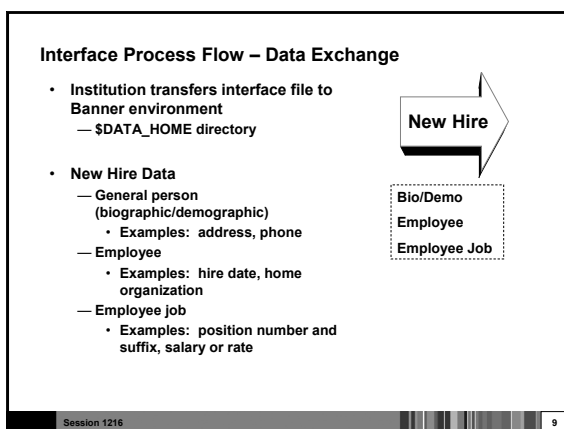
Interface Features

- Populates Biographic/Demographic, Employee, and Employee Job information in Banner HR
 - Banner HR data elements can originate in PeopleAdmin as needed
- Allows optional use of on-line electronic routing and approval of new hires through integration with Banner HR's Electronic Personnel Action Form (EPAF)
 - Enter additional data as needed on EPAF
- Prevents duplicate person records in Banner through integration with Banner's Common Matching functionality

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Interface Process Flow – Banner HR

- Run PeopleAdmin Employee Load Process (NZPPAUL) from Job Submission
 - Loads data into EPAF
 - Additional data can be entered as needed in the EPAF
 - If there are problems loading the PeopleAdmin data into Banner, it will be corrected in Banner not in PeopleAdmin
- “Seed” EPAF Approval Categories and Types will be delivered with the interface
 - Can create your own categories, as needed, for institution specific routing rules
 - Employee Class feature

Banner HR
Electronic Personnel
Action Form
(EPAF)

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Interface – Assumptions with NZPPAUL

- Routing rules are built by institution
 - Three EPAF Approval Categories delivered with interface
 - Additional Categories can be created as needed
- Delivered Approval Types should not be changed or added to
 - Required indicator can be set
- Labor Distributions and Default Earnings will default
 - No Approvals Types included for these
 - Updates, if needed, must be completed after the EPAF is applied on the Employee Jobs Form, NBAJOBS

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Interface – NZPPAUL Processing

Process Submission Controls: 03APCTL 7.3

Process: NZPPAUL * PeopleAdmin Employee LoadParameter Set:

Printer ControlPrinter: DATABASESpecial Print:Lines:Submit Time:

Parameter Values

Number	Parameters	Values
01	File Name	KSUPAtobanner.txt
02	Approval Category	PAACAT
03	EPAF Submit Indicator	Y
04	BCLE Code(s)	

LENGTH: 30 TYPE: Character O/R: Required M/S: Single
Enter the case sensitive File Name

Submission☐ Save Parameter Set asName:Description:☐ Hold☐ Submit

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Interface – NZPPAUL Processing

Results of Submit . . .	EPAF Transaction Status
No Errors, No Routing	Approved
No Errors, Routing	Pending
Errors	Waiting
Potential ID Matches (with Common Matching turned on)	Waiting

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Interface – NZPPAUL Sample Output Report

Save Output Review

GUIREV 7.3

Process: NZPPAUL * PeopleAdmin Employee Load

Number: 11738 * File Name: popad_11738.txt Lines: 23

10-19-2007 17:43:05 University NZPPAUL

PeopleAdmin Employee Load

*** NZPPAUL - 7.3 MC:1.0 ***

ID	Name	Transaction Number	Transaction Status	Message
810006813	Test 2, Paul	181	Waiting	Review NOIEMSG for errors that occurred on submit.

*** REPORT CONTROL INFORMATION ***

SYNNAME: NZPPAUL

Parameter Seq No: 11738

File Name: ESDHAndParam.txt

Approval Category: NACT

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Paul Adams - Administrator


Interface – Submit Messages From NZPPAUL

• When EPAF Submit Indicator is Y

— Specific transaction causing error is reported on the output file

Message	Cause
Review NOIEMSG for errors that occurred on submit.	Errors were generated during the submit of the EPAF.
An error occurred during submit validation.	The transaction could not be submitted for the record being reported.
Required fields are missing values.	Fields marked as required on the EPAF Approval Type form, NTRAPTY, do not have a value in the record being reported.
Common Matching Code must be defined in NTRINST.	Common matching is turned on at the institution level, GUAINST form, and the common matching code is not set-up on NTRINST form.
Supervisor must be updated on NOAEPAF manually.	An incumbent could not be found for the supervisor position on the record.
Possible match found for this person.	Common matching finds a potential match for the employee in the record being reported.


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Purchasing the Interface

Interface Software Requirements

- **PeopleAdmin**
 - Not applicable because of ASP environment
- **SunGard Higher Education (minimum requirements)**
 - Banner General 7.3
 - Banner Human Resources 7.2
 - Banner Position Control 7.3
 - Banner Employee Self-Service 7.3
 - If using Self-Service EPAFs



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Interface Procurement – SunGard Higher Education

- **Interface available for purchase today!**
 - Includes
 - Documentation
 - Maintenance and support
 - Optional Services available
- **Contact your Account Manager for more details**

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Interface Procurement - PeopleAdmin

- Costs include
 - Standard export fee
 - Annual fee for ongoing maintenance
- Contact Brandon Phipps, VP of Sales & Business Development, for details
 - Brandon.Phipps@peopleadmin.com
 - 888-412-0505

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Summary

- Streamlines the new hire process between PeopleAdmin and Banner HR
- Interface will be enhanced and improved in the future
- Interface is available now for you to purchase

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Questions & Answers



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Thank You!

Heather Germano, Principal HR Consultant

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