

## Things I Wish I Knew about Banner HR

Presented by: Ali Penton  
University of West Florida  
April 12, 2010  
Course ID 0188

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### Session Rules of Etiquette

- Please turn off your cell phone/pager
- 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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### Introduction

- **Purpose of this presentation:**
  - ✓ Features of Banner HR
  - ✓ How to implement and/or utilize these features
- **Benefits of attending this class:**
  - ✓ Learn some of the cool features of Banner HR
  - ✓ Implement them at your school
  - ✓ Increase productivity & efficiency
  - ✓ Provide support

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## Agenda

- Introduction
- Search for Forms/Jobs/Reports
- Download Data from Banner Forms into Excel
- Web Time Entry (Notification)
- Electronic W2's
- Ethnicity Self-Service Survey
- Mass Salary Increases
  1. Salary Planner
  2. NTRJINC/NBPMAS
- Summary



### University of West Florida

Explore the Florida  
State University  
System



Location: Pensacola, Florida  
President: Dr. Judith A. Bense  
Founded: 1967  
Information: 850.474.3360  
Web site: [www.uwf.edu](http://www.uwf.edu)

The University of West Florida began September 1967 as upper-level institution enrolling juniors, seniors, and graduate students. With an initial enrollment of 1,422 students and only a handful of buildings, UWF graduated its first 58 students in June 1968.

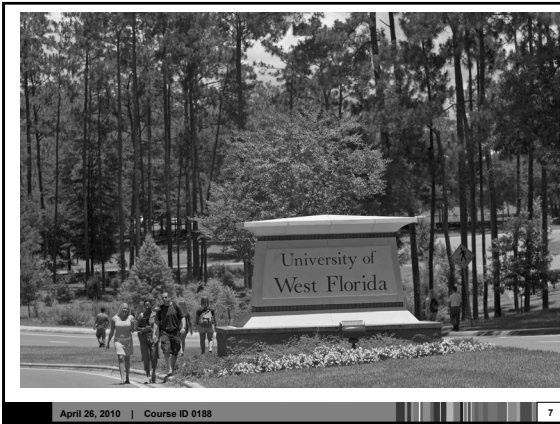
The move toward a traditional college structure started in 1979 with the establishment of three colleges, and the approval for a lower division was received. UWF admitted freshmen students in 1983.

Today, enrollment exceeds 10,000 and UWF's campus is the second largest main campus in the state university system. In addition to the main campus, UWF owns beach property on Santa Rosa Island which is used for instruction, research and recreation. Nationally recognized research centers include the Archaeology Institute, Center for Environmental Diagnostics and Bioremediation, Haas Center for Business Research and Economic Development, and the Small Business Development Center.

## Introduction – About UWF

- University of West Florida founded in 1963
- First classes started in 1967
- Just over 11K Students
- 400 Faculty
- 800 Staff





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**Introduction – Continued**



- With UWF Over 15 Years
- Support HR/Payroll/Budget Office
- Part of Implementation Team for Banner HR/Payroll
- Banner Since 2004



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**Search for Forms/Jobs/Reports**

*How to find that form or process?*

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### Banner Objects Naming Convention

- **Banner Objects**
  - ☐ Forms, Jobs, Reports, Tables
  - ☐ Unique 7 Character Name
  - ☐ First 3 Characters
  - ☐ Last 4 Characters
- **First Character Description**
  - ☐ **F** → Finance
  - ☐ **G** → General
  - ☐ **N** → Position Control
  - ☐ **P** → Payroll
  - ☐ **R** → Financial Aid
  - ☐ **S** → Student (shared)
- **Example: PEAEMPL**

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### Banner Objects Naming convention

- **Second Character**
    - ☐ Module within a Banner System
    - ☐ Some Examples for HR and Position Control:
      1. **A** – Applicant Module
      2. **B** – Budget Module
      3. **C** – Cobra
      4. **D** – Benefits and Deductions
      5. **E** – Employee
      6. **T** – Validation
      7. **S** – Security
- ☐ Examples: PEAEMPL, NSASPSC

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### Banner Objects Naming convention

- **Third Character**
    - ☐ What Type of Object
    - ☐ Some Examples for HR and Position Control:
      1. **A** – Application Form
      2. **B** – Base Table or a Process
      3. **I** – Inquiry Form
      4. **P** – Process
      5. **R** – Rule Table, Repeating Table, Report
      6. **V** – Validation Form
- ☐ Examples: PEAEMPL, NBPMASS

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## Banner Objects Naming convention

- Last 4 Characters
  - Describes the Object
  - Some Examples for HR and Position Control:
    1. IDEN – Identification
    2. EMPL – Employee
    3. DEDN – Deductions / Benefits
    4. POSN – Position
    5. PBUD – Position Budget
    6. JLBD – Job Labor Distribution
    7. And Many More
  - Examples: PEAEMPL, NBAPBUD

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## How to Find Forms/Jobs/Reports?

- There are 2 Search Methods:
  1. “Object Search” Option



2. “Go To” Input Box

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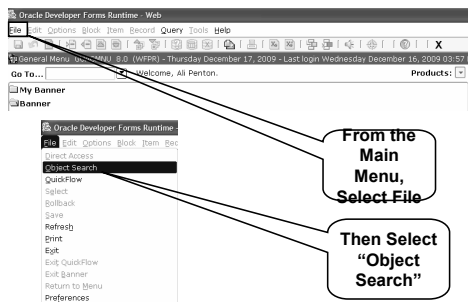
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## How to Find Forms/Jobs/Reports?



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### How to Find Forms/Jobs/Reports?

Name	Description	Type
%Bargaining%		QuickFlow Form Table Menu Message

7 Character  
Object name

Description is  
case sensitive!

Use object type  
to narrow your  
search

### How to Find Forms/Jobs/Reports?

Name	Description	Type
PESEBAG	Employees by Bargaining Unit List	Form
PESEBAG	Employees/Bargaining Unit by Position List	Form
POABAG	Bargaining Unit	Form
PTBURE	Bargaining Unit Relationship Status Rules	Form
PTBURE	Bargaining Unit Code Validation	Form

### How to Find Forms/Jobs/Reports?

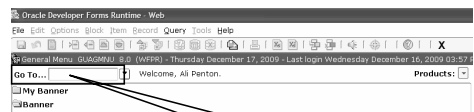
- There are 2 Search Methods:

1. "Object Search Option"

Oracle Developer Forms Runtime  
File Edit Options Block Item Desc  
Object Search  
QuickFlow  
Select  
Rollback  
Save  
Refresh  
Print  
Exit  
Exit QuickFlow  
Exit Banner  
Return to Menu  
Preferences

2. "Go To" Input Box ←

How to Find Forms/Jobs/Reports?



Use % as  
wild card

- You have search options here too!
- Examples: PEA%, DIRECT DEP%

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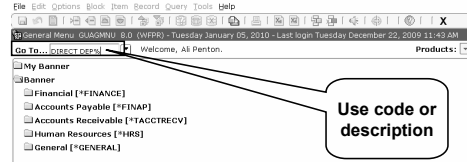
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How to Find Forms/Jobs/Reports?



Use code or  
description

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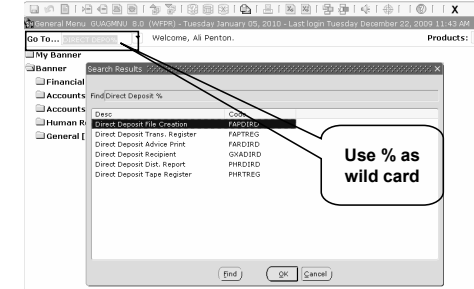
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How to Find Forms/Jobs/Reports?



Use % as  
wild card

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## Data from Banner Forms into Excel

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## Data from Banner Forms into Excel

- Many forms have this option
- Controlled on GUAOBSJS
- Best suited for inquiry forms
- Watch your browser settings
- How do I use it?

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## Data from Banner Forms into Excel



- GUAOBSJS
- Key and Data Block
- Data Block Only

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The screenshot displays the Oracle Developer Forms Runtime environment. The main window shows a 'Payroll ID' form with a table containing columns for Year, Payroll ID, and a blank column. The table lists payroll records from 2009 to 2010. A 'Play Event List: PHLIST 8.1 (WPRE)' window is open, showing a list of payroll events. A 'Microsoft Excel' window is also open, displaying a spreadsheet with columns A through F. The spreadsheet contains data for the year 2010, with rows 1 through 13. The data in the spreadsheet is as follows:

A	B	C	D	E	F
1	2010 BW	1	O	C	Original
2	2009 BW	27	O	C	Original
3	2009 BW	26	O	C	Original
4	2009 BW	25	O	C	Original
5	2009 BW	24	O	C	Original
6	2009 BW	23	O	C	Original
7	2009 BW	22	O	C	Original
8	2009 BW	21	O	C	Original
9	2009 BW	20	O	C	Original
10	2009 BW	19	O	C	Original
11	2009 BW	18	O	C	Original
12	2009 BW	17	O	C	Original
13	0	C	Original	70	
12	0	C	Original	70	

## List of Positions from NBAPOSN to Excel!

Oracle Developer Forms Runtime Web: Open > NBAPOSN NBAPOSN

File Edit Options Block Item Record Query Tools Help

Position List NBAPOSN 0.1.0.1 (WFRP)


Position	Title	Employee Class	COA	Budget Orgs	Description	Begin Date	End Date
1%	%Director%	3%					

You may use multiple wildcards to narrow your selection.

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The screenshot shows the Microsoft Access 2007 interface. The 'Database Tools' ribbon is active, and the 'Export' group is expanded. The 'Extract Data to New Table' dialog box is open, with the 'Table Name' field highlighted by a red circle. The 'Table Name' field contains the text 'about\_banner'. The 'Table Name' field is also highlighted with a red circle. The 'Table Name' field is also highlighted with a red circle.



## Web Time Entry Notifications

How to get employees and approvers to complete their responsibilities for Web Time Entry?

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### Web Time Entry – Employees and Approvers

- Employees complete and submit time sheets
- Approvers approve
- Email notifications
- Pending status
- Last minute phone calls ☹
- Returned for corrections - Trigger

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### Web Time Entry – Employees and Approvers

- Responsibilities of the position
- Accountability for managers/approvers
- Culture change
- Training
- Targeted emails
- Triggers on the Banner tables are NOT mods!
- Sample trigger to send an email

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#### Trigger for Returned Time Sheets on PERJOBS table

```
CREATE OR REPLACE TRIGGER PAYROLL."PZPTLRN"  
AFTER UPDATE ON PAYROLL.PERJOBS  
FOR EACH ROW  
WHEN (  
NEW.PERJOBS_STATUS_IND = 'R'  
)  
CALL BANINSTL.Pzptlrn (:NEW.PERJOBS_PIDM,  
:NEW.PERJOBS_STATUS_IND,  
:OLD.PERJOBS_STATUS_IND)  
;  
/
```



#### How to Set Up Electronic W2's

#### How to Set Up Electronic W2's

"Hi Ali, I saw your response from the list serve. I have a few questions if you have time. We currently print all our w2's but would like to go to electronic. Is it all triggered by the peaempl reg tab? Does the employee have to be terminated in peaempl or just their nbajob record? Also is there a report that would tell you how many paper w2's you will actually need. Thanks for any help."

### Electronic W2's in Banner

- How does it work? FAQ#: 1-7Y3NV8
- What do I need to do in ESS?
- What do I need to do in Banner?
- What does "Electronic W-2 Consent" mean?
- How about terminated employees?
- Is it acceptable by IRS?

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### What do I need to do in ESS?

1. Log into ESS as WebTailor Administrator
2. Go to Tax Menu
3. Add Menu Item
4. Select Electronic W-2 Consent [bwpkxtxs.P\\_W2Consent](#)
5. "Tailor" the page, if needed

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### What do I need to do in ESS?

The screenshot shows the WebTailor Administration interface. At the top, there are tabs for 'Personal Information', 'Employee', and 'WebTailor Administration'. Below the tabs is a search bar with the text 'Search' and a magnifying glass icon. Underneath the search bar, the 'Tax Forms' section is expanded, showing a list of options: 'W4 Tax Exemptions or Allowances', 'W2 Year End Earnings Statement', and 'Electronic W-2 Consent'. The 'Electronic W-2 Consent' option is highlighted with a red box. Below this list, the text 'RELEASE: 6.2.1' is visible.

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## What do I need to do in ESS?

Personal Information Employee WebTutor Administration

Search

### Electronic W-2 Consent

Select the check box to consent to receive your W-2 electronically, or uncheck to revoke consent.

By consenting to receive your W-2 electronically, you acknowledge that the university will not be mailing a paper copy of your between January 31 and October 15 of the appropriate year to print your W-2 form on-line. You may be required to print and attach income tax return.

Your consent will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a consent and receive a paper Form W-2 by accessing this site and unchecking the box to revoke consent, or providing written notice.

If necessary, a paper copy of your W-2 may be obtained by contacting the Payroll office. Updating of employee contact information correct up-to-date information to the Human Resources or Payroll office.

**You will receive a confirmation by email shortly.**

Selection Criteria My Choice

Consent to receive W-2 electronically: ☒

I understand the instructions provided to me for accessing and printing my electronic W-2 form.

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## What do I need to do in Banner?

Oracle Developer Forms Runtime - Web: Open > PTRINST

File Edit Options Block Item Record Query Tools Help

Installation Rules PTRINST 8.1 (WPFR)

Installation Leave COBRA or FMLA California Pension or MIS

### Payroll or Finance Rules

☒ Display Amount or Rate at Time Rules

☐ Generate Records for Non-Scheduled Work Days

Payroll Interface Date:  Check Date:

☒ Revoke Electronic W-2 Consent on Employee Termination

### FSA Grace Period

Additional Months:

Additional Days:

### Self-Service Information

Latest Year-End Statement to Display W-2 or T4:

☐ Time Entry Certification Required in Self-Service

☐ Employee May Update Direct Deposit Records

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## Consent indicator is on PEAEMPL

General Employee United States Regulations

### FLSA

FLSA Indicator:

Work Period:

### Social Security Name

First:

Middle:

Last:

Suffix:

### Electronic W-2 Consent

☒ Employee Consent

Capture Date: 15-JAN-2010

Updated By: APENTON

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### Send Email to Employee to Confirm

```
CREATE OR REPLACE TRIGGER PAYROLL."PZW2CONT"
AFTER UPDATE ON PEBEMPL FOR EACH ROW
WHEN (
(NEW.PEBEMPL_EW2_CONSENT_IND = 'Y' OR
NEW.PEBEMPL_EW2_CONSENT_IND = 'N')
AND NEW.PEBEMPL_EW2_CONSENT_USER_ID = 'WWW_USER'
AND NEW.PEBEMPL_EW2_CONSENT_DATE = SYSDATE
)
)
CALL BANINST1.Pzw2cont (:NEW.PEBEMPL_PIDM,
:NEW.PEBEMPL_EW2_CONSENT_IND)
;
/
```

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### Report to Keep Track of Who has Consented:

```
SELECT DISTINCT SPRIDEN_LAST_NAME, SPRIDEN_FIRST_NAME,
PEBEMPL_ECLS_CODE, SPRIDEN_id,
PEBEMPL_EMPL_STATUS, GOREMAL_EMAIL_ADDRESS,
TO_CHAR(PEBEMPL_FIRST_HIRE_DATE, 'MM-DD-YYYY')
HIRED_DATE,
TO_CHAR(PEBEMPL_TERM_DATE, 'MM-DD-YYYY') TERM_DATE,
PEBEMPL_EW2_CONSENT_DATE, PEBEMPL_EW2_CONSENT_IND,
PEBEMPL_EW2_CONSENT_USER_ID
FROM PEBEMPL, SPRIDEN, GOREMAL
WHERE SPRIDEN_CHANGE_IND IS NULL
AND SPRIDEN_PIDM = PEBEMPL_PIDM
AND GOREMAL_PIDM = PEBEMPL_PIDM
AND SPRIDEN_PIDM IN (SELECT PHRHIST_PIDM FROM PHRHIST
WHERE PHRHIST_YEAR = '2009')
ORDER BY SPRIDEN_LAST_NAME, SPRIDEN_FIRST_NAME,
PEBEMPL_ECLS_CODE
```

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### Race and Ethnicity Survey in ESS

*How to set it up and use it?*

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### Race and Ethnicity Survey

- Why? - FAQ #1-LVVYR
- How does it work?
- How do I set it up? ESS and INB
- Does it work with Luminis Portal?
- Do I have to resurvey?
- Conversion routine?

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### Forms to Set up in INB

- GTVRRAC – Race Code Validation
- GORRACE – Race Code Rules
- STVETHN – Ethnicity Code Validation
- Run the conversion script: [gurethnicity.sql](#)

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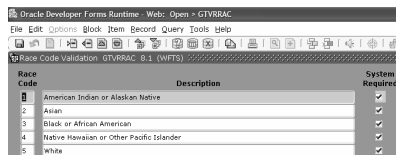
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### GTVRRAC – Race Code Validation



Race Code	Description	System Required
1	American Indian or Alaskan Native	<input checked="" type="checkbox"/>
2	Asian	<input checked="" type="checkbox"/>
3	Black or African American	<input checked="" type="checkbox"/>
4	Native Hawaiian or Other Pacific Islander	<input checked="" type="checkbox"/>
5	White	<input checked="" type="checkbox"/>

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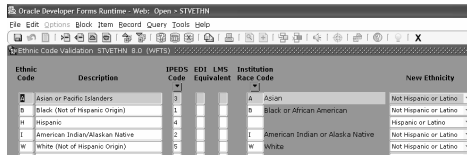
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## GORRACE – Race Code Rules



Institution Race	Description	Regulatory Race	Description
A	Asian	2	Asian
B	Black or African American	3	Black or African American
I	American Indian or Alaska Native	4	American Indian or Alaska Native
P	Native Hawaiian or Other Pacific Islander	5	Native Hawaiian or Other Pacific Islander
W	White	6	White

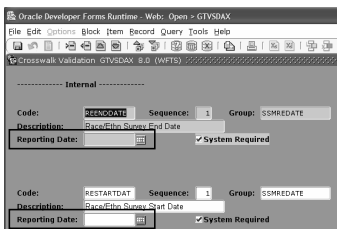
## STVETHN – Ethnicity Code Validation and Mapping



Ethnic Code	Description	IPEDS Code	Institution Race Code
A	Asian or Pacific Islander	3	A Asian
B	Black (Not of Hispanic Origin)	1	B Black or African American
H	Hispanic	4	I American Indian or Alaska Native
I	American Indian/Alaskan Native	2	W White
W	White (Not of Hispanic Origin)	5	

## How to Set Up in ESS?

- No Luminis - GTVSDAX



Internal

Code:  Sequence:  Group:

Description:

Reporting Date:

☒ System Required

Code:  Sequence:  Group:

Description:

Reporting Date:

☒ System Required



## How to Set Up in ESS?

### • Luminis – Add Menu Item

Personal Information Employee WebTailor Administration

Search  Go

Customize the selected Menu Item

Enter your Web Menu or Procedure information and Submit Changes.

\* - indicates a required field.

Associated Web Page: bmenu\_P\_GenMenu

Sequence Number: 15

URL: \*

Link Text:

Link Description:

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## Survey Page in ESS

Personal Information Employee WebTailor Administration

search  Go RETURN TO MENU SITE MAP HELP

Update Ethnicity and Race

What is your ethnicity?

☐ Hispanic or Latino  
☒ Not Hispanic or Latino

Select one or more races to indicate what you consider yourself to be.

American Indian or Alaskan Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White
<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> White

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## Update Ethnicity and Race

Personal Information Employee WebTailor Administration

search  Go RETURN TO MENU SITE MAP HELP

Update Ethnicity and Race

UWV invites you to voluntarily update your race and ethnicity information. Submission of this information by employees is strictly voluntary. Please refer to this document for the definition of each race and ethnicity as it is defined by the Equal Employment Opportunity Commission.

What is your ethnicity?

☐ Hispanic or Latino  
☒ Not Hispanic or Latino

Select one or more races to indicate what you consider yourself to be.

American Indian or Alaskan Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White
<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> White

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Current Identification	Alternate Identification	Address	Telephone	Biography	E-mail	Emergency Contact	Additional Identification
Gender: <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Not Available		Birth Date: 01-30-1977 Age: 35 SSN/SIN/TIN: 123456782		Confidential: <input checked="" type="checkbox"/> Deceased: <input checked="" type="checkbox"/>			
Citizenship: <input type="text"/> Marital Status: <input type="text"/> Religion: <input type="text"/> Legacy: <input type="text"/> Ethnicity: <input checked="" type="checkbox"/> (Write (Not Hispanic Origin)) New Ethnicity: <input type="text"/> Not Hispanic or Latino		Veterans File Number: <input type="text"/> Veterans Category: <input type="text"/> None Active Duty Separation Date: <input type="text"/> <input type="checkbox"/> Special Disabled Veteran					
Confirmed Date: <input type="text"/>		<div> <div>           Last Update: <input type="text"/> </div> <div>           User: <input type="text"/> </div> </div> <div>           Activity Date: <input type="text"/> </div>					
Race: <input type="text"/> <input checked="" type="radio"/> White		User: <input type="text"/> AFEINTON Activity Date: <input type="text"/> 21-30-2010					

[illegible]

Current Identification	Alternate Identification	Address	Telephone	Biographic	E-mail	Emergency Contact	Additional Identification
Gender: <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Not Available	Birth Date: 01-30-1957 <input type="text"/>	<input type="text"/>		<input type="text"/>		<input type="text"/>	
	Age: 50	<input type="text"/>		<input type="text"/>		<input type="text"/>	
	SSN/SSN/TIN: 123456781	<input type="text"/>		<input type="text"/>		<input type="text"/>	
		<input type="text"/>		<input type="text"/>		<input type="text"/>	
Citizenship: <input checked="" type="radio"/> Citizen	Veteran File Number: <input type="text"/>			Decedent: <input type="text"/>			
Marital Status: <input checked="" type="radio"/> Married	Veteran Category: <input type="text"/>			None <input type="text"/>			
Religion: <input type="text"/>	Active Duty Separation Date: <input type="text"/>			Special Disabled Veteran <input type="text"/>			
Legacy: <input type="text"/>							
Ethnicity: <input checked="" type="radio"/> White (Not of Hispanic Origin)							
New Ethnicity: <input type="text"/>							
Not Hispanic or Latino <input type="text"/>							
Confirmed Date: 12-30-2010 <input type="text"/>	Ethnicity and Race Confirmed			Last Update			
				User: www_user			
				Activity Date: 12-30-2010			

[illegible]

Current Identification		Alternate Identification		Address		Telephone		Biographical		E-mail		Emergency Contact		Additional Identification	
Gender: <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="checkbox"/> Not Available		Birth Date: 28-JA-1900 Age: 209 SSN/STIN/TIN: 999-9999		<input type="checkbox"/> Confidential <input checked="" type="checkbox"/> Deceased		Deceased Date:									
Citizenship: <input type="checkbox"/> Citizen <input checked="" type="checkbox"/> Manned		Veteran File Number:		<input type="text" value="None"/>											
Marital Status: <input type="checkbox"/>		Veteran Category:		<input type="text" value=""/>											
Religion: <input type="checkbox"/>		Active Duty Separation Date:		<input type="text" value=""/>											
Legacy: <input type="checkbox"/>		<input type="checkbox"/> Special Disabled Veteran													
Ethnicity: <input checked="" type="checkbox"/> White (Not of Hispanic Origin) <input type="checkbox"/> Not Hispanic or Latino		Last Update													
New Ethnicity: <input type="checkbox"/>		User: WWW_USER													
Confirmed Date: 25-JAN-2010		Activity Date: 26-JAN-2010													
Race and Ethnicity															
Race: <input checked="" type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> White		User:		Activity Date:											
		WWW_USER		25-JAN-2010											
		WWW_USER		26-JAN-2010											

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SUNGARD

SUMMIT

2010

Today's Priorities. Tomorrow's Possibilities.



## Mass Salary Increases

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### Mass Salary Increases – Two Options

- Salary Planner
  - Budget Planning Tool
  - ESS
  - Reporting Tool
  - EPAF
- NTRJINC/NBPMASS
  - Increase Job Salary Only
  - INB
  - Limited
  - Quick

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### Using NTRJINC and NBPMASS

- Set Up Rules on NTRJINC
- Run NBPMASS

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### Job Increase Rules

Oracle Developer Forms Runtime - Web, Open - HRBANK

File Edit Options Block Item Record Query Tools Help

Mass Job Salary Increase Rules: NTRJINC. 8.0 (WFRS)

Roll Using Salary Group: 2006      Rule Set: USP33

Description: 1 Percent Increase for USP33      User ID: APENTON      Activity Date: 30-OCT-2006

Mass Job Salary Increase Rules

☐ Process Only NM/DD

☒ Process Stop Zero Employee

MM/DD Rules

Increase From NM/DD:      /      =

Increase To NM/DD:      /      =

Year:                Use Pay Period Begin Date

Mass Job Table Roll Rules

Salary Table: US      Number of Steps To Increase: 0

Increase or Decrease Percent: 3      Increase or Decrease Amount:

Rounding Method: Up      Round Amount By: 1.00

Activity Date: 30-OCT-2006      All Grades      All Position Classes

Comments:

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### Run NBPMASS

Process Submission Controls: GMPCCTL 8.0 (WFRS)

Process: NBPMASS      Mass Salary Table Update      Parameter Set:

Printer Control

Printer: database      Special Print:      Lines: 55      Submit Time:

Parameter Values

Number	Parameters	Values
01	Report Mode	R
02	Process	D
03	Job Change Reason Code	PATAB
04	Salary Group (PROR)	2006
05	Salary Group (Tx)	
06	Rule Set	USP33
07	Personal Change Date	01-OCT-2006
08	Use Population Selection	N

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### Salary Planner

1. Set Up Rule Forms in INB
2. Define Population on **NTRSPEX** – Salary Planner Extract Rules
3. Populate Salary Planner - **NBPSPEX** – Salary Planner Extract Process
4. Apply the Mass Increase in ESS
5. Upload to Banner – **NBPSPUP** – Salary Planner Upload Process

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### NTRSPEX

Salary Planner Extract Rules NTRSPEX 7.0 (WFR)

Current Budget Extract ID: 082007-2008  
 New Budget Extract ID:

Budget Extract ID  
 Description:   
 COA:   
 Fiscal Year:   
 Budget ID:   
 Budget Phase:   
 Budget Status: ☒ Approved ☐ Working

Selection Information  
☐ Include Secondary Jobs  
☐ Include Overhead Jobs  
☒ Include Positions with no Bargaining Unit  
☒ Include Positions with no Budget Profile  
 User ID:   
 Activity Date:

Description will appear on Web

Code will be used on NBPSPSEX

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### NBPSPSEX – Salary Planner Extract Process

Process Submission Controls NBPSPSEX 7.4 (WFR)

Process: NBPSPSEX Salary Planner Extract Process Parameter Set:

Printer Control  
 Printer:  Special Print:  Lines: 55 Submit Time:

Parameter Number	Parameters	Values
01	Process Mode	P
02	Budget Extract ID	082007-2008
03	Sub Effective Date	01-DEC-2007
04	Proposed Salary Grade	2008
05	Copy Position ID to Job	N
06	Organization(s) to copy	
07	Include Subordinate Orgs	Y

LENGTH: 1 TYPE: Character OR: Required (M): Single  
 Enter process mode: (I)ntial, (R)etrieve, (A)dd/Delete.

Submission  
☒ Save Parameter Set as Name:  Description:  ☐ Hold ☐ Sub

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### Using Salary Planner in ESS

#### List By Employee

Enter a Mass Change or modify an employee, then select Save. Rounding applies to

Mass Change  
 Rounding:   
 Hourly or Salary:

Reason	Percent	Amount	Include in Change Totals
Pay Increase - Across the Bd.	<input type="text"/>	<input type="text"/>	No
Pay Increase - Merit	<input type="text"/>	<input type="text"/>	No
Additional State Compensation	<input type="text"/>	<input type="text"/>	No
Bonus	<input type="text"/>	<input type="text"/>	No

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## NBSPUP – Salary Planner Upload Process

Process Submission Controls: NBSPUP 7.4 (WFTS)

Process: NBSPUP Salary Planner Upload Process Parameter Set:

Printer Control  
Printer: DATABASE Special Print: Lines: 05 Submit Time

Parameter Values

Number	Parameters	Values
01	Report Mode	R
02	Process	B
03	Budget Extract ID	062007-2008
04	Extract Scenario	ADMIN 3 PERCENT
05	Fiscal Year	2008
06	Budget ID	P108
07	Budget Phase	LABOR
08	Job Change Reason	2124

LENGTH: 5 (Y/N); Character O/R; Optional (N); Single  
Required for Process 3 or 8; Job Change Reason for updated job records.



## Who Updated That Job Record?

## Who Updated NBAJOBS?

Employee Jobs: NBAJOBS 6.1 (WFTS)

ID: 00000000 John A Smith Last Paid Date: 20-JAN-2008  
Position: 101700 Suffix: 00 Query Date: 20-JAN-2008

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

Effective Date: 20-JAN-2008  
Personnel Date: 20-JAN-2008  
Status: Active  
Title: Director  
Job FTE: 1.000  
Appointment Percent: 100.00  
Exemption Hours: System Calculated  
Hours per Day: 8.00  
Employee Class: 30 University Work Force Ex FT  
Leave Category: 1  
Change Reason: 1  
Employer Code: UNF The University of West Florida

Pay Plan  
Group: 2006 Grade: AN  
Table: WF Step: 0

Compensation  
Rate: 11.973180  
Hours per Pay: 60.00  
Assign Salary: 957.85  
Factor: 26.1  
Pay: 26.1  
Annual Salary: 25,000.00

Use Shift + F3 at the Same Time



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## Who Updated NBAJOBS?

Employee Job History: FECHES 8.0 (WPTS)

ID: 22222222 John A Smith  
Position: 101750 09 Query Date: 22-JAN-2010

Capture Date and Time: 22-JAN-2010 10:37:56 AM User ID: ARENTON

Base Job Job Detail Payroll

Effective Date:	09-NOV-2009	Pay Plan:	
Personnel Date:	21-DEC-2009	Salary Group:	2006
Status:	Active	Salary Table:	WT
FTE:	1.000	Salary Grade:	AN
Job Title:	Director	Salary Step:	0
Appointment Percent:	100.00	Compensation:	
Excuse/absence Hours:		Rate:	11.977280
Hours Per Day:	8.00	Hours Per Pay:	80.00
Employee Class:	30	Assignment Salary:	957.85
Change Reason:		Factor:	26.1
Employer:	1987	Pay:	26.1
Leave Category:		Annual Salary:	25,000.00
Leave Report Method:	Leave Report on the Web		
Leave Report Payroll ID:	00-Weekly		

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## Summary

- Search for Banner Objects
- Download Data from Banner Forms into Excel
- Web Time Entry
- Electronic W2's
- Ethnicity Self-Service Survey
- Mass Salary Increases
  1. Salary Planner
  2. NTRJINC/NBPMAS

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Questions



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Thank You!

Ali Penton  
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Please complete the online class evaluation form  
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