



Banner  
Human Resources and Position Control  
Reports  
Handbook

8.14.1 and 9.3.5  
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## Notices

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# Introduction

This handbook contains information about reports and processes generated by the Banner Human Resources System.

## List of Reports and Processes

In the list, an asterisk (\*) denotes a report that you can use only if both the Banner Human Resources System and the Banner Finance System are installed at your site.

For each report or process, the following information is provided:

- A brief summary of the contents or purpose of the report/process
- The description, values, must-enter status, default value, and validation source of each of the report/process parameters
- The order in which data is organized and presented on the output
- The forms that collect the data appearing in the output
- When or how often the report/process is run, or the circumstances under which it is most often requested
- The physical form in which the data is delivered to you
- A detailed description of each field on the output

To review the order in which you should run your payroll reports and processes, refer to *Banner Human Resources User Guide*, chapter 6, "Payroll Processes", "Payroll Process Flow".

For instructions on how to run a report, refer to *Banner Human Resources User Guide*, "Job Submission" section.

| Report/Process   | Name                            | Description   |
|--|---------------------------------|---|
| <a href="#">Budget Roll Process (NBPBROL)</a> on page 26             | Budget Roll Process             | Executes budget roll (including fringe benefits) to next fiscal year.   |
| <a href="#">Budget Maintenance Process (NBPBUDM)</a> on page 29      | Budget Maintenance Process      | Maintains and feeds budgets to Banner Finance.  |
| <a href="#">Encumbrance Maintenance Process (NBPENCM)</a> on page 34 | Encumbrance Maintenance Process | Maintains encumbrances.   |
| <a href="#">Mass Salary Table Update (NBPMASS)</a> on page 40        | Mass Salary Table Update        | Depending on the parameter, updates groups of Table/Grade combinations by amount or percent, and updates Job records, roll Contract Dates and/or Encumbrance Hours. |

| Report/Process  | Name                             | Description  |
|---|----------------------------------|--|
| <a href="#">Salary Planner Extract Process (NBPSPEX)</a> on page 53   | Salary Planner Extract Process   | Extracts data from Banner to the Salary Planner application in Employee Self-Service.  |
| <a href="#">Salary Planner Upload Process (NBPSPUP)</a> on page 58    | Salary Planner Update Process    | Uploads data into Banner from the Salary Planner application of Employee Self-Service.   |
| <a href="#">Upload to Salary Planner (NBPUPSP)</a> on page 70         | Upload to Salary Planner         | Uploads a tab delimited file of changed data to the Salary Planner application.  |
| <a href="#">Budget Work Sheet Report (NBRBWRK)</a> on page 72         | Budget Work Sheet                | Compares a proposed fiscal year budget to an established (either previous or current) fiscal year budget.  |
| <a href="#">FOAPAL Validation Report</a> on page 81                   | FOAPAL Validation Report         | Re-validates FOAPAL entries.   |
| <a href="#">Position Class Listing (NBRPCLS)</a> on page 88           | Position Class Listing           | Lists defined position classes and salary guidelines.  |
| <a href="#">Position Class Incumbent Report (NBRPINC)</a> on page 91  | Position Class Incumbent         | Lists position's incumbent employee salary information.  |
| <a href="#">Position Report (NBRPOSN)</a> on page 94                  | Position Report                  | Lists active, frozen, and/or canceled positions for a specified date range.  |
| <a href="#">Position Status Exception Report (NBRPSTA)</a> on page 97 | Position Status Exception Report | Lists exception status positions (that is, over budget, vacant, canceled, frozen, under-encumbered, or over-filled).   |
| <a href="#">Finance Interface Extract (NHPFIN1)</a> on page 103       | Finance Interface Extract        | Extraction of budget, COBRA, and encumbrance data for Finance System interface.  |
| <a href="#">Finance Interface Report (NHPFIN2)</a> on page 106        | Finance Interface Report         | Passes data extracted by NHPFIN1 and PHPFEXP to Finance System, producing detailed report.   |
| <a href="#">Budget Distribution Report (NHRBDST)</a> on page 112*     | Budget Distribution Report       | Prints budgetary information for selected FOAPALs. These data are given for each selected position: the amounts budgeted for specified earnings and benefits for the fiscal year, the amounts expended for these items during the fiscal year, and |

| Report/Process  | Name                                     | Description  |
|---|--|--|
|   |  | the percent of each budgeted amount represented by the associated expended amount.   |
| <a href="#">Organization Payroll Distribution (NHRDIST)</a> on page 129*        | Organization Payroll Distribution        | Prints earnings and/or benefit data for each FOAPAL distribution covered by the report. A summary version prints only FOAPAL summary totals.   |
| <a href="#">Labor Distribution Report (NHRDSTR)</a> on page 151*                | Labor Distribution Report                | Reports selected earnings and/or benefits for the FOAPAL distribution for each employee's position.  |
| <a href="#">Effort Certification Report (NHRECRT)</a> on page 160*              | Effort Certification Report              | Prints information about selected funds or grants. The following data are given for each FOAPAL distribution covered by the report: data for each month covered by the report, including each employee's total amount for selected earnings and selected benefits and the percent of the selected earnings and benefits distributed to the FOAPAL.   |
| <a href="#">Employee Distributions Report (NHREDST)</a> on page 172*            | Employee Distributions Report            | For each employee position, prints the sum of selected earnings and benefits distributed to each FOAPAL, tells what percent of the employee's total amount for selected earnings and benefits is represented by the reported sum, and specifies what percent of the employee's total job amount is represented by the sum of all earnings and benefits distributed to the FOAPAL. Can print similar data for earnings alone or benefits alone. |
| <a href="#">Employee Payroll Summary by Organization (NHRSDST)</a> on page 181* | Employee Payroll Summary by Organization | Prints up to eight columns of earnings or benefit data for each FOAPAL distribution covered by the report. You   |



| Report/Process  | Name                                    | Description   |
|---|---|---|
|   |   | define the contents of these columns via report parameters.   |
| <a href="#">Electronic Approvals Mass Apply Process (NOPEAMA)</a> on page 202 | EA Mass Apply Process                   | Applies multiple electronic approval transactions at once.  |
| <a href="#">Electronic Approvals Transaction Report (NORAPTR)</a> on page 206 | Electronic Approvals Transaction Report | Records electronic approval transactions for each electronic approvals user according to transaction status.  |
| <a href="#">Applicant Report by EEO Skill (PARAPPL)</a> on page 210           | Applicant Report by EEO Skill           | Lists applicants by EEO skill.  |
| <a href="#">Match Applicants to Position (PARMAPP)</a> on page 213            | Match Applicants to Positions           | Matches applicants to existing vacancies according to qualifications.   |
| <a href="#">Requisition Status Report (PARREQS)</a> on page 228               | Requisition Status Report               | Provides detailed status of requisition descriptions.   |
| <a href="#">COBRA Persons</a> on page 231                                     | COBRA Persons                           | Lists covered and enrolled COBRA persons.   |
| <a href="#">COBRA Notification Letters</a> on page 235                        | COBRA Notification Letters              | Generates notifications of COBRA eligibility.   |
| <a href="#">COBRA Rate Increase Report</a> on page 246                        | COBRA Rate Increase Report              | Generates notifications of COBRA rate increase.   |
| <a href="#">Benefit/Deduction Mass Change Process (PDPBDMC)</a> on page 248   | Benefit/Deduction Mass Change Process   | Modifies benefit/deduction records of individuals or groups of employees based on report parameters and the criteria specified in the Benefit Deduction Mass Change Rule page (PTRBDMC).  |
| <a href="#">Flex Benefits Create Process (PDPCFLX)</a> on page 253            | Flex Benefits Create Process            | Creates records of all flexible benefits available to employees based on benefit category.  |
| <a href="#">Report of Payroll Activity (PDF496)</a> on page 255               | Report of Payroll Activity              | Performs one, two, or three of the following functions:<br>Selects records for the STRS Monthly Report of Retirement Contributions (F-496), produces a printed report containing these records, or produces a flat file containing the records. |

| Report/Process  | Name                                    | Description   |
|---|---|---|
| <a href="#">Create Employee Deduction Recs (PDPFLEX)</a> on page 260          | Create Employee Deduction Recs          | Creates Employee Deduction Records (PDRDEDN) from Flexible Benefit Records (PDRFLEX).   |
| <a href="#">Life Insurance Calc Process (PDPLIFE)</a> on page 261             | Life Insurance Calc Process             | Performs life insurance deduction calculations and utilizes the database package routine <code>pdklife.p_calc_amts</code> which calculates coverage, premium, and salary amounts.   |
| <a href="#">California STRS MR-87 Report (PDPMR87)</a> on page 263            | California STRS MR-87 Report            | Performs one, two, or three of the following functions: Selects records for the STRS-MR-87 Member Status/Name Change Notification report, produces a printed report containing these records, or produces a flat file containing the records. |
| <a href="#">Report of Payroll Contribution (PDPPERS)</a> on page 275          | Report of Payroll Contribution          | Performs one, two, or three of the following functions: Selects records for the PERS Monthly Report of Retirement Contributions, produces a printed report containing these records, or produces a flat file containing the records.          |
| <a href="#">Beneficiary Coverage of Employees (PDRBCOV)</a> on page 280       | Beneficiary Coverage of Employees       | Lists beneficiary coverage of employees and COBRA people.   |
| <a href="#">Benefit Enrollment Report (PDRBFDN)</a> on page 285               | Benefit Enrollment Report               | Lists employees enrolled in each benefit.   |
| <a href="#">Beneficiary of COBRA Persons/ Employees (PDRBLST)</a> on page 288 | Beneficiary of COBRA Persons/ Employees | Lists beneficiaries of employees and COBRA people.  |
| <a href="#">Flex Benefits Enrollment List (PDRFLEX)</a> on page 292           | Flex Benefits Enrollment List           | Flexible benefits enrollment list.  |
| <a href="#">Flex Benefits Unenrolled Emps (PDRFLXU)</a> on page 295           | Flex Benefits Unenrolled Emps           | Flexible benefits unenrolled employees.   |
| <a href="#">Flex Benefits Required Update (PDRFUPT)</a> on page 297           | Flex Benefits Required Update           | Flexible benefit required update to employee deduction records.   |

| Report/Process  | Name  | Description   |
|---|---|---|
| <a href="#">Life Insurance Coverage Report (PDRLIFE)</a> on page 305                | Life Insurance Coverage Report                | Lists life insurance coverage and deductions by employee.   |
| <a href="#">Employee Assignment Extract Process (PEPAEXT)</a> on page 308           | Employee Assignment Extract Process           | Creates employee assignment on magnetic media.  |
| <a href="#">Calculate Statistics Salary Process (PEPCAL)</a> on page 314            | Calculate Stats Salary                        | Calculates annual salary statistics.  |
| <a href="#">Employee Demographic Extract Process (PEPEDEX)</a> on page 318          | Employee Demo Extract Process                 | The PEPEDEX extract process generates the employee demographic data that is to be submitted to the California Management Information System (MIS) as a magnetic tape file. It also generates hard copy reports. |
| <a href="#">Faculty Load Update Process (PEPFACL)</a> on page 323                   | Faculty Load Update Process                   | Updates payroll table PERFACL with faculty load data from the Banner Student System.  |
| <a href="#">Faculty Compensation Upload Process (PEPFCAP)</a> on page 324           | Faculty Compensation Upload Process           | Evaluates all job records that are created by the Faculty Load and Compensation module in Employee Self-Service and applies the data to Banner Human Resources.   |
| <a href="#">Faculty Load and Compensation Extract Process (PEPFLAC)</a> on page 328 | Faculty Load and Compensation Extract Process | Extracts faculty assignments from Banner Student; applies compensation calculation rules to the data; prepares the data for viewing on the appropriate Employee Self-Service pages.                             |
| <a href="#">Canadian Pension Credit Calculation (PEPPCRE)</a> on page 335           | Canadian Pension Credit Calculation           | Calculates Canadian pensionable service and pension credit.   |
| <a href="#">Pending Action List (PERAPND)</a> on page 337                           | Pending Action List                           | Lists pending employee actions.   |
| <a href="#">Canadian Form 7 (PERCAF7)</a> on page 340                               | Canadian Form 7                               | Generates Canadian Form 7 Report.   |
| <a href="#">EEO-4 Detail Listing (PEREO4D)</a> on page 343                          | EEO-4 Detail Listing                          | Lists employees in each EEO-4 defined contract group.   |

| Report/Process   | Name   | Description  |
|--|--|--|
| <a href="#">EEO-4 Summary Report (PEREO41, 2)</a> on page 347                        | EEO-4Summary Report                            | Summarizes EEO-4 data in government-specified format.  |
| <a href="#">EEO-5 Detail Report</a> on page 352                                      | EEO-5 Detail Listing                           | Lists employees in each EEO-5 defined contract group.  |
| <a href="#">EEO-5 Summary Reports</a> on page 357                                    | EEO-5 Summary Report                           | Summarizes EEO-5 data in government-specified format.  |
| <a href="#">Faculty Load Comparison Report (PERFACL)</a> on page 365                 | Faculty Load Comparison Report                 | Displays comparative data for faculty load and the annual salary for all faculty.                                  |
| <a href="#">New Hires and Rehires Report (PERHIRE)</a> on page 369                   | New Hires and Rehires Report                   | Lists new hires and rehires.   |
| <a href="#">IPEDS HR Data Collection</a> on page 375                                 | IPEDS Winter Data Collect Report               | Generates the IPEDS Winter Data Collect, New Ethnicity Report.   |
| <a href="#">Leave Liability Report (PERLEAV)</a> on page 406                         | Leave Liabilities Report                       | Provides detailed employee leave data.   |
| <a href="#">Organizational Charts Download (PERORGC)</a> on page 410                 | Organization Charts Download                   | Produces a file for creating organizational charts. This file is compatible with the Org Plus PC package.          |
| <a href="#">OSHA Form 300 (PEROSHA)</a> on page 415                                  | OSHA Form 300 and 300A                         | Summarizes OSHA Form 300 and 300A, which provide totals of all types of illnesses and injuries recorded in a year. |
| <a href="#">Applicant Flow by Position Groups Report (PERPAPP)</a> on page 425       | Applicant Flow by Position Groups Report       | Analysis of applicants by position group and gender/minority classification.                                       |
| <a href="#">Position Group Analysis Report (PERPGAN)</a> on page 429                 | Position Group Analysis Report                 | Position group analysis by gender/minority classification.   |
| <a href="#">New Hires by Position Groups Report (PERPHIR)</a> on page 432            | New Hires by Position Groups Report            | List of new hires by position group.   |
| <a href="#">Terminations by Position Group Analysis Report (PERPTER)</a> on page 435 | Terminations by Position Group Analysis Report | List of terminations by position group.  |
| <a href="#">Reviews Pending Report (PERREVV)</a> on page 438                         | Reviews Pending Report                         | Provides data on employee reviews.   |
| <a href="#">Termination Report (PERTERM)</a> on page 440                             | Termination Report                             | Lists details of employee terminations.  |

| Report/Process   | Name   | Description   |
|--|--|---|
| <a href="#">Utilization Analysis Report (PERUTAN)</a> on page 446                  | Utilization Analysis Report                  | Reports on employee utilization by gender and minorities.   |
| <a href="#">Veterans Employment Report (PER4212)</a> on page 448                   | Veteran Employment Report                    | Generates federal veteran's employment report (VETS-4212).  |
| <a href="#">Workforce Analysis Report (PERWFAN)</a> on page 459                    | Workforce Analysis Report                    | Workforce analysis by gender and minority classification.   |
| <a href="#">U.S. Savings Bond Process (PHPBOND)</a> on page 462                    | U.S. Savings Bond Process                    | Updates the U.S. Savings Bond balance on the deduction records and provides a list of bond purchases and balances.                                    |
| <a href="#">Bank Reconciliation Program (PHPBREC)</a> on page 464                  | Bank Reconciliation Program                  | Bank reconciliation program.  |
| <a href="#">Payroll Calculation Report (PHPCALC)</a> on page 472                   | Payroll Calculation Report                   | Calculates payroll gross to net.  |
| <a href="#">Canadian Direct Deposit Process (PHPCDIR)</a> on page 480              | Canadian Direct Deposit Process              | Creates Canadian Direct Deposit tape.   |
| <a href="#">Check/Direct Deposit Notice (PHPCHEK)</a> on page 482                  | Check/Direct Deposit Notice                  | Updates check numbers and prints standard-sized checks and Direct Deposit notices.  |
| <a href="#">Large Check/Direct Deposit Notice (PHPCHKL)</a> on page 486            | Large Check/Direct Deposit Notice            | Updates check numbers and prints checks and Direct Deposit notices in a combined size of 8 1/2" x 11".  |
| <a href="#">Canadian Direct Deposit Reformatting Utility (PHPCXPN)</a> on page 490 | Canadian Direct Deposit Reformatting Utility | Converts Canadian direct deposit file format of 250 bytes to 1464 bytes for those Canadian banks which accept only that format.                       |
| <a href="#">Create Direct Deposit Tape (PHPDIRD)</a> on page 491                   | Create Direct Deposit Tape                   | Creates Direct Deposit tape to send to bank.  |
| <a href="#">Calc Check/Direct Deposit Amts (PHPDOCM)</a> on page 495               | Calc Check/Direct Deposit Amounts            | Calculates check and Direct Deposit amounts.  |
| <a href="#">Effort Certification Extract Process (PHPECEX)</a> on page 498         | Effort Certification Extract Process         | Extracts data from the payroll history tables based on the rules established in PTRECPD, and uploads the data for display in the Effort Certification |

| Report/Process  | Name                                  | Description  |
|---|---------------------------------------|--|
|   |                                       | module of Employee Self-Service.   |
| <a href="#">Expenditures Finance Extract (PHPFEXP)</a> on page 506          | Expenditures Finance Extract          | Extracts expenditures data for interface to Finance System and updates position expenses and encumbrances.                     |
| <a href="#">Leave Accrual/ Taken Process (PHPLEAV)</a> on page 508          | Leave Accruals and Taken Process      | Accrues and processes leaves.  |
| <a href="#">Mass Time Entry Process (PHPMTIM)</a> on page 521               | Mass Time Entry Process               | Performs mass time entry validation and edits.   |
| <a href="#">Pay Period Proof Batch Module (PHPPROF)</a> on page 523         | Pay Period Proof Batch Module         | Performs validation of time entry for payroll employees.   |
| <a href="#">Retroactive Pay Process (PHPRETO)</a> on page 525               | Retroactive Pay Process               | Creates retroactive pay for selected employees.  |
| <a href="#">Verification of Student Hours Process (PHPSHRS)</a> on page 532 | Verification of Student Hours Process | Compares and corrects the deduction status of student-employees based on the credit hours they have enrolled in during a term. |
| <a href="#">Time Processing Report (PHPTIME)</a> on page 534                | Time Processing Report                | Extracts payroll information from the Personnel database.  |
| <a href="#">Pay Period Update Batch Module (PHPUPDT)</a> on page 537        | Pay Period Update Batch Module        | Updates permanent records at the end of a pay cycle.   |
| <a href="#">Measurement Period Cap (PHRAFCA)</a> on page 546                | US ACA Hour Analysis Report           | Provides an audit of employee work hours to determine the employee's eligibility for health care coverage.                     |
| <a href="#">Check Distribution List (PHRC DST)</a> on page 553              | Check Distribution List               | Lists check and direct deposit notices.  |
| <a href="#">Check Issue Report (PHRCISS)</a> on page 555                    | Check Issue Report                    | Lists issued checks.   |
| <a href="#">Cost Accounting Report (PHRCOST)</a> on page 557                | Cost Accounting Report                | Captures labor costs by project, cost type, and employee ID after a payroll cycle is complete.                                 |
| <a href="#">Disposition Control Report (PHRDCON)</a> on page 560            | Disposition Control Report            | Reports on payroll status by identifying current level of payroll process for each employee.                                   |

| Report/Process  | Name  | Description  |
|---|---|--|
| <a href="#">Payroll Errors Display Report (PHRDERR)</a> on page 564                               | Payroll Errors Display Report                               | Lists errors encountered during payroll.   |
| <a href="#">Direct Deposit Distribution Report (PHRDIRD)</a> on page 568                          | Direct Deposit Dist. Report                                 | Lists Direct Deposit distribution.   |
| <a href="#">Deduction Register Report (PHRDREG)</a> on page 573                                   | Deduction Register Report                                   | Lists all payroll deductions.  |
| <a href="#">Time Sheet Distribution Totals (PHRDSTT)</a> on page 577                              | Time Sheet Distribution Totals                              | Prints a list of Employee Counts by department for those employees who are to be paid during the payroll.  |
| <a href="#">Payroll/Financial Aid Interface Report (PHRFACE)</a> on page 580                      | Payroll Financial Aid Interface Report                      | Reports on payroll interface with Financial Aid System.  |
| <a href="#">Employment and Payroll Canada (PHRLGST)</a> on page 588                               | Employment and Payroll Canada                               | Creates a salary report for Canadian local government institutions.  |
| <a href="#">Report of Hours (PHRHOUR)</a> on page 583   | Report of Hours   | Prints a listing of default or entered hours for employees being paid in the payroll   |
| <a href="#">Employment and Payroll Canada (PHRLGST)</a> on page 588                               | Employment and Payroll Canada                               | Creates a salary report for Canadian local government institutions division.   |
| <a href="#">Labor Redistribution Audit (PHRLRAR)</a> on page 589                                  | Labor Redistribution Audit Report                           | Reads the database and creates an audit report of labor redistribution events, showing the event to be redistributed (OLD) followed by the redistribution event (NEW). |
| <a href="#">Organizational Time Sheet (PHRORGT)</a> on page 597                                   | Organizational Time Sheet                                   | Lists organizational time sheet totals.  |
| <a href="#">Payroll Register (PHRPREG)</a> on page 602  | Payroll Register  | Human Resources payroll register.  |
| <a href="#">Time Sheet Roster Report (PHRROST)</a> on page 608                                    | Time Sheet Roster Report                                    | Prints rosters for all employees.  |
| <a href="#">Statistics Canada Survey of Employment, Payrolls, and Hours (PHRSTCA)</a> on page 613 | Statistics Canada Survey of Employment, Payrolls, and Hours | Statistics Canada report of earnings by category and period.   |
| <a href="#">Print Time Sheet (PHRTMSH)</a> on page 616  | Print Time Sheet  | Generates employee time sheets.  |

| Report/Process   | Name                          | Description  |
|--|-------------------------------|--|
| <a href="#">Direct Deposit Tape Register (PHRTREG)</a> on page 620             | Direct Deposit Tape Register  | Direct Deposit tape register to accompany tape to bank.  |
| <a href="#">Audit Trail Report (PORAUDT)</a> on page 622                       | Audit Trail Report            | Prints information from the Audit Trail.   |
| <a href="#">Skills Inventory Report (PPRSINV)</a> on page 635                  | Skills Inventory Report       | Lists employees with specified skills.   |
| <a href="#">1099-R Load Process (PXP1099)</a> on page 638                      | 1099-R Load Process           | Loads 1099-R data into PXA1099.  |
| <a href="#">Canadian Mass ROE Creation Process (PXPMROE)</a> on page 646       | Canadian Mass ROE Creation    | Generate ROE records for multiple employees.   |
| <a href="#">1042-S Media Transmission (PXPMT42)</a> on page 650                | 1042 Media Transmission       | Generates electronic media for transmission of 1042-S forms.   |
| <a href="#">W-2 EFW2 File (PXPW2xx)</a> on page 653                            | W-2 EFW2 File                 | Generates a file (W2REPORT) in EFW2 format for filing United States W-2 information for the specified year, 2006 and later.    |
| <a href="#">U.S. W-2c EFW2C File (PXPWCxx)</a> on page 658                     | W-2c EFW2C File               | Generates a file (W2CREPORT) in EFW2C format for filing United States W-2c information for the specified year, 2011 and later. |
| <a href="#">Puerto-Rico W-2 MMW2PR-1 File (PXPW2MP)</a> on page 662            | Puerto Rico W-2 MMW2PR-1 File | Generates a file (W2REPORT) in MMREF-1 format for use in filing Puerto Rico W-2 information electronically.                    |
| <a href="#">Foreign Person 1042-S page (PXR1042)</a> on page 667               | 1042-S Report                 | Generates 1042-S report.   |
| <a href="#">1099-R Print Report (PXR1099)</a> on page 671                      | 1099-R Print Report           | Generates 1099-R report.   |
| <a href="#">Annual Stats Canada Reporting (PXRASCD)</a> on page 686            | Annual Stats Canada Reporting | Produces a flat file or report for annual Statistics Canada surveys.   |
| <a href="#">Tax Table Report (PXRLIST)</a> on page 699                         | Tax Table Report              | Produces a report which shows all Tax Table entries.   |
| <a href="#">Form 941 Detail Report (PXR941)</a> on page 703                    | Form 941 Detail Report        | Detailed report of data used to complete the 941 Form.   |
| <a href="#">Canadian Record of Employment Generation (PXRROEC)</a> on page 711 | Canadian ROE Generation       | Generates Canadian Record of Employment page.  |



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| Report/Process  | Name                                   | Description  |
|---|--|--|
| <a href="#">Tax Depository Report (PXRTDEP)</a> on page 719                       | Tax Depository Report                  | Reports on a site's tax liabilities.   |
| <a href="#">United States W-2 (PXRW2xx)</a> on page 731                           | United States W-2                      | Generates United States W-2 form, Form 6559 totals report, and the error/log report pxrw2xx for tax year 20xx and greater. This is for 2006 and later. |
| <a href="#">Puerto Rico Form W-2 Wage and Tax Statement (PXRW2PR)</a> on page 743 | Puerto Rico W-2 Wage and Tax Statement | Generates completed Puerto Rico W-2 Wage and Tax Statements.   |

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## Report and Process Details

Information about each report or process followed by an output sample.

### Budget Roll Process (NBPBROL)

Executes budget roll (including fringe benefits) from one fiscal year to another. Results are posted to the Position Totals section and the Fringe Total section of the Position page (NBAPOSN).

| Param | Name                | Description/Values   | Required?   | Default | Validation                           |
|-------|---------------------|--|---|---------|--------------------------------------|
| 01    | New Fiscal Year     | Fiscal year to which the budget is being rolled or approved.                           | Yes   | None    | Format must be YYYY or YY<br>NBAFISC |
| 02    | Budget ID           | Budget ID. The ID you enter here must be valid for all COA codes entered.              | Yes<br>No   | None    | FTVOBUD                              |
| 03    | Budget Phase        | Budget Phase. The budget phase you enter here must be valid for all COA codes entered. | Yes <sup>Footnote.</sup><br>No <sup>Footnote.</sup> | None    | FTVOBPH                              |
| 04    | Current Fiscal Year | Fiscal year from which the budget is being rolled                                      | Yes   | None    | Format must be YYYY or YY<br>NBAFISC |

<sup>1</sup> If Banner Finance exists

<sup>2</sup> If Banner Finance does not exist

| Param | Name                   | Description/Values   | Required?  | Default | Validation |
|-------|------------------------|--|--|---------|------------|
| 05    | Chart of Accounts Code | <p>Chart of Account Code or Codes.</p> <p>You can enter Multiple COA codes provided they are all rolling to the same New Fiscal Year and have the same Current Fiscal Year.</p>  | <p>Yes <a href="#">Footnote.</a></p> <p>No <a href="#">Footnote.</a></p> | None    | FTVCOAS    |
| 06    | Salary Group Code      | Salary group   | Yes  | None    | NTRSGRP    |
| 07    | Report Choice          | <p>Choice of actions:</p> <p>R = Roll Budget. The contents of NTRBROL and NTRFRNG will be printed out in the output below the parameters on the control page.</p> <p>A = Approve Budget</p> <p>D = Delete Working Budget</p> <p>If you select <i>D</i>, you may select a specific Budget Phase and Budget ID to delete only one working budget. If no phase or ID is specified and <i>D</i> is selected as the <b>Report Choice</b>, then all working budgets will be deleted.</p> <p>When running the NBPBROL process to Approve Budgets, every position in BANNER for the fiscal year must have a 'Working' budget record for the specified Budget ID and Phase defined in the parameters.</p> | Yes  | None    | None       |

## Report Attributes

Budget Roll Process (NBPBROL) report attributes.

### Sort Order

Not applicable

### Data Source

|         |         |         |         |
|---------|---------|---------|---------|
| NBAPOSN | NBAJOBS | NTRBROL | NTRFRNG |
| NTRSALA | PDADEND | PTRECLS | PTRPICT |

### Frequency

On demand

### Report Format

Standard, horizontal

## Report Sample (NBPBROL)

|                     |        |  |         |                     |
|---------------------|--------|--|---------|---------------------|
| REPORT : NBPBROL    |        | Banner University<br>Budget Roll Process |         | PAGE 1              |
|                     |        | * * * REPORT CONTROL INFORMATION * * *   |         | RUN DATE 06/07/1991 |
| Parameter Name      | Value  | Source                                   | Message | RUN TIME 04:49 PM   |
| Parameter Seq No:   | 5449   |  |         |                     |
| Report Choice       | A      | Entered                                  |         |                     |
| COA Code            | A      | Entered                                  |         |                     |
| New Fiscal Year     | 1992   | Entered                                  |         |                     |
| Current Fiscal Year | 1991   | Entered                                  |         |                     |
| Budget Id:          | 9192   | Entered                                  |         |                     |
| Budget Phase:       | GUID92 | Entered                                  |         |                     |

|               |      |         |
|---------------|------|---------|
| Salary Group: | 1992 | Entered |
| Record Count: |      |         |

**Fields**

Not applicable

## Budget Maintenance Process (NBPBUDM)

Spreads budget amounts to position labor distributions. Processes budgets related to Fringe Charge Back.

| Param | Name                      | Description/Values  | Required? | Default | Validation |
|-------|---------------------------|---|-----------|---------|------------|
| 01    | Process Mode              | <p>Mode of operation</p> <p>R = Report mode. If you select this option, the system generates a report of pending transactions but does not change the database in any way. Select this option if you want to preview any updates before actually applying them.</p> <p>P = Process mode. If you select this option, the system generates a report of pending transactions, then applies the updates to the database. The database update includes the writing of history records for tracking purposes.</p> | Yes       | None    | None       |
| 02    | Active or Working Budgets | <p>Active or working budgets indicator. This parameter appears only if you entered Y at <b>Budget Processing</b>.</p> <p>A = Calculate amounts for budgets designated as active in <b>Status</b> in the NBAPBUD Position Salaries Total section.</p>  | Yes       | None    | None       |

| Param | Name                   | Description/Values   | Required? | Default | Validation                           |
|-------|------------------------|--|-----------|---------|--------------------------------------|
|       |                        | W = Calculate amounts for budgets designated as working in <b>Status</b> in the NBAPBUD Position Salaries Total section. |           |         |                                      |
| 03    | Chart of Accounts Code | Chart(s) of Accounts to be used in budget selection. This is a repeating parameter.                                      | Yes       | None    | FTVCOAS                              |
| 04    | Fiscal Year            | Fiscal year to be used in budget selection.  | Yes       | None    | Format must be YYYY or YY<br>NBBFISC |
| 05    | Budget ID              | Enter a Budget ID to process (only used if selecting Working Budgets).   | No        | None    | FTVOBUD                              |
| 06    | Budget Phase           | Budget phase to be used (in conjunction with budget ID, above) in selection of working budgets.                          | No        | None    | FTVOBPH                              |

## Report Attributes

Budget Maintenance Process (NBPBUDM) report attributes.

### Sort Order

Budget Option: First by Chart of Accounts code, then by Position number.

### Data Source

|         |         |         |         |         |         |
|---------|---------|---------|---------|---------|---------|
| NBBFISC | NBBPOSN | NBRBJOB | NBRJLBD | NBRJOBS |         |
| NBRPLBD | NBRPTOT | NTRFBEX | NTRFBIN | NTRFELD | NTRFINI |

**Frequency**

Budget Option: At the beginning of your fiscal year, and at other times as needed.

**Report Format**

Standard, horizontal report format.

**Report Sample (NBPBUDM)**

|  |             |          |                    |      |                |          |         |               |            |
|--|-------------|----------|--------------------|------|----------------|----------|---------|---------------|------------|
| REPORT : NBPBUDM   |             |          |                    |      |                |          |         |               |            |
| SCT University   |             |          |                    |      |                |          |         |               |            |
| Budget Maintenance Process   |             |          |                    |      |                |          |         |               |            |
| Report of Budget Transactions  |             |          |                    |      |                |          |         |               |            |
| Fiscal Year: 2006 Chart of Accounts: A Begin Date: 01-JUL-2005 End Date: 30-JUN-2006 |             |          |                    |      |                |          |         |               |            |
| Active Budgets for Above Fiscal Year   |             |          |                    |      |                |          |         |               |            |
| Indicators In Effect For This Year And Chart   |             |          |                    |      |                |          |         |               |            |
| -----  |             |          |                    |      |                |          |         |               |            |
| Fringe Calculation Method Indicator: All   |             |          |                    |      |                |          |         |               |            |
| Fringe Rate Override Indicator: No   |             |          |                    |      |                |          |         |               |            |
| Perform fringe matching on FUND: No  |             |          |                    |      |                |          |         |               |            |
| Perform fringe matching on ORGN: No  |             |          |                    |      |                |          |         |               |            |
| Perform fringe matching on ACCT: Yes   |             |          |                    |      |                |          |         |               |            |
| Perform fringe matching on PROG: No  |             |          |                    |      |                |          |         |               |            |
| Perform fringe matching on ACTV: No  |             |          |                    |      |                |          |         |               |            |
| Perform fringe matching on LOCN: No  |             |          |                    |      |                |          |         |               |            |
| -----  |             |          |                    |      |                |          |         |               |            |
| Position: ENRL01   | Orgn: A 270 | ECLS: 01 | Begin: 01-JUL-2005 | End: | Salary Budget: | 60000.00 |         |               |            |
|  | C FUND      | ORGN     | ACCT               | PROG | ACTV           | LOCN     | Percent | Salary Budget |            |
|  | A 1000      | 270      | 5120               | 610  |                |          | 75.00   | 45000.00      |            |
|  | A 2211      | 270      | 5120               | 610  |                |          | 25.00   | 15000.00      |            |
| Effective  | C FUND      | ORGN     | ACCT               | PROG | ACTV           | LOCN     | Percent | Fringe Budget | Match Rate |
| 01-JUL-2005  | A 1000      | 270      | 5500               | 610  |                |          | 75.00   | 458.46        | E 12.00    |
| 01-JUL-2005  | A 1011      | 220      | 5500               | 620  |                |          | 75.00   | 114.62        | R 3.00     |
| 01-AUG-2005  | A 1000      | 270      | 5120               | 610  |                |          | 75.00   | 4941.54       | E 12.00    |
| 01-AUG-2005  | A 1011      | 220      | 5500               | 620  |                |          | 75.00   | 1235.39       | R 3.00     |
| 01-JUL-2005  | A 1000      | 270      | 5500               | 610  |                |          | 25.00   | 152.82        | E 12.00    |
| 01-JUL-2005  | A 1011      | 220      | 5500               | 620  |                |          | 25.00   | 38.21         | R 3.00     |
| 01-AUG-2005  | A 2211      | 270      | 5120               | 610  |                |          | 25.00   | 1647.18       | E 12.00    |
| 01-AUG-2005  | A 1011      | 220      | 5500               | 620  |                |          | 25.00   | 411.80        | R 3.00     |
| Total Fringe Budget:   |             |          |                    |      |                |          |         | 9000.02       |            |
| -----  |             |          |                    |      |                |          |         |               |            |
| Position: ENRL02   | Orgn: A 181 | ECLS: 03 | Begin: 01-JUL-2005 | End: | Salary Budget: | 20080.00 |         |               |            |
|  | C FUND      | ORGN     | ACCT               | PROG | ACTV           | LOCN     | Percent | Salary Budget |            |
|  | A 2212      | 181      | 5252               | 100  |                |          | 100.00  | 20080.00      |            |
| Effective  | C FUND      | ORGN     | ACCT               | PROG | ACTV           | LOCN     | Percent | Fringe Budget | Match Rate |
| 01-JUL-2005  | A 1000      | 181      | 5500               | 100  |                |          | 100.00  | 2409.60       | E 12.00    |
| Total Fringe Budget:   |             |          |                    |      |                |          |         | 2409.60       |            |

|                  |             |          |                    |      |                |                      |                                  |
|------------------|-------------|----------|--------------------|------|----------------|----------------------|----------------------------------|
| Position: ENRL03 | Orgn: A 181 | ECLS: 07 | Begin: 01-JUL-2005 | End: | Salary Budget: | 45000.00             |                                  |
|                  | C FUND      | ORGN     | ACCT               | PROG | ACTV           | LOCN                 | Percent Salary Budget            |
|                  | A 1000      | 181      | 5210               | 100  |                |                      | 50.00 22500.00                   |
|                  | A 2213      | 181      | 5210               | 100  |                |                      | 50.00 22500.00                   |
| Effective        | C FUND      | ORGN     | ACCT               | PROG | ACTV           | LOCN                 | Percent Fringe Budget Match Rate |
| 01-JUL-2005      | A 1000      | 181      | 5500               | 100  |                |                      | 50.00 2700.00 E 12.00            |
| 01-JUL-2005      | A 1000      | 181      | 5500               | 100  |                |                      | 50.00 2700.00 E 12.00            |
|                  |             |          |                    |      |                | Total Fringe Budget: | 5400.00                          |

REPORT : NBPBUDM

PAGE 9  
RUN DATE 28-SEP-2007  
RUN TIME 11:43 AM

SCT University  
Budget Maintenance Process  
\* \* \* REPORT CONTROL INFORMATION \* \* \*

| Parameter Name         | Value                         | Source  | Message |
|------------------------|-------------------------------|---------|---------|
| Parameter Seq No:      | 133533                        |         |         |
| Process Mode:          | R                             | Default |         |
| Active/Working Budgets | A                             | Default |         |
| COAS Code:             | A                             | Default |         |
| Fiscal Year:           | 2006                          | Default |         |
| Print Lines/Page:      | 55                            | Default |         |
| Record Count : 23      | Number of Positions Processed |         |         |

## Report Fields

| Param | Name          | Description   |
|-------|---------------|---|
| 01    | Position      | Position to which this transaction has been applied   |
| 02    | Orgn          | Organization associated with this position for purposes of this transaction   |
| 03    | ECLS          | Employee class. In conjunction with the Chart of Accounts, this value directs the posting of fringe budgets and encumbrances. |
| 04    | Begin         | Date this position began as specified in the Position section of the Position Budget page (NBAPBUD)                           |
| 05    | End           | Date this position ends as specified in the Position section of NBAPBUD.  |
| 06    | Salary Budget | Salary amount budgeted for this position in the Position Salaries Total section of NBAPBUD.                                   |



| Param | Name          | Description  |
|-------|---------------|--|
| 07    | C             | Chart of Accounts to which this transaction has been posted.   |
| 08    | FUND          | Fund code to be used for labor distribution. This field appears only if Banner Finance is installed.   |
| 09    | ORGN          | Organization code to be used for labor distribution. This field appears only if Banner Finance is installed.   |
| 10    | ACCT          | Account code to be used for labor distribution. This field appears only if Banner Finance is installed.  |
| 11    | PROG          | Program code to be used for labor distribution. This field appears only if Banner Finance is installed.  |
| 12    | ACTV          | Activity code to be used for labor distribution. This field appears only if Banner Finance is installed.   |
| 13    | LOCN          | Location code to be used for labor distribution. This field appears only if Banner Finance is installed.   |
| 14    | Percent       | Labor distribution percentage.   |
| 15    | Effective     | Effective date of this transaction   |
| 16    | Fringe Budget | Charge back fringe amount calculated according to the rules established on NTRFINI and NTRFBLD   |
| 17    | Match         | <p>Type of Chart of Accounts and FOAPAL combination matched for purposes of this transaction.</p> <p>E = External match. This value indicates that a matching FOAPAL-Chart of Accounts combination was located in the External Funding Source Fringe Rate Definition section of NTRFBLD.</p> <p>I = Installation match. This value indicates that a matching FOAPAL-Chart of Accounts combination was located in the Installation Fringe Charge Back section of NTRFBLD.</p> |

| Param | Name | Description  |
|-------|------|--|
|       |      | R = Residual match. When the Fringe Calc Indicator is set to A(II) and there is no installation match FOAPAL, the residual amount is posted to the FOAPAL established in the Fringe Charge Back Residual Labor Distribution Override on NBAPOSN. |
| 18    | Rate | The Fringe Rate for the external funding source used in the calculation.   |

## Encumbrance Maintenance Process (NBPENCM)

The Encumbrance Maintenance Process (NBPENCM) performs all encumbrance processing including modifications for multi-year encumbering.

The process:

- Checks the **Encumber Multi Year Labor** indicator on the Research Accounting Fund Maintenance page (FRMFUND)
- Recalculates the encumbrance amounts
- Updates the Base Job if necessary
- Applies the encumbrance amount across the individual labor distribution records for the job and
- Creates the **To Post** amounts in history

**Note:** Encumbrance processing has been removed from the Budget Maintenance Process (NBPBUDM) and placed into the new Encumbrance Maintenance Process (NBPENCM).

The NBPENCM process will only update the Base Job encumbrance fields in the following situations:

- When NOT using Recasting logic, OR
- When using the Encumbrance Recast Method and the Recast date = Begin Date of the Active Fiscal Year

## Processing Notes

The Encumbrance Maintenance Process checks the Installation Rules page (NTRINST) to see if the **Encumber Recast Indicator** is checked. If so, it will look to Banner Finance for each record to see if the Fund is related to the Grant, and then if the **Encumber Multi Year Labor** indicator is checked.

The NBPENCM process also checks the Banner Finance records that have an Effective Date that is less than or equal to the **Recast Date**. The process selects the appropriate effective dated record and ignores future effective dated records.

### Example

Recast Date = 01-JAN-2008

FRMFUND record < = 01-JAN-2008

If you change the Encumber Multi Year Labor value on the Research Accounting Fund Maintenance page (FRMFUND), the next time you run the Encumbrance Maintenance Process (NBPENCM), it will perform the following actions using the Recasting method:

- Create encumbrance adjustments
- Process any future employee job effective-dated changes within the Active fiscal year.

When calculating multiple year encumbrances through either the Job Assignment BPI or NBPENCM process, no editing on the labor distribution percentage total being equal to 100% will be performed. For example, on a Job Labor Distribution with multiple FOAPAL records, one FOAPAL record may be calculated for the entire fiscal year, one FOAPAL record may be calculated for a portion of the fiscal year, and another FOAPAL record may be calculated across multiple fiscal years.

The following example shows how the FOAPAL percentages would be used in the Encumbrance calculation:

| NBAJOBS                                       | Current Fiscal Year | Future Fiscal Year |
|---|---------------------|--------------------|
| Initial%                                      | Ending %            | Ending %           |
| 33% Grant A (MYE) ended in Current FY         | 0%                  | 0%                 |
| 33% Grant B (MYE) continues beyond Current FY | 33%                 | 33%                |
| 34% Admin (Non-MYE)                           | 34%                 | 0%                 |

| NBAJOBS    | Current Fiscal Year | Future Fiscal Year |
|------------|---------------------|--------------------|
| 100% Total | Not = 100%          | Not = 100%         |

If a Grant ends within the current fiscal year in between NBAJOBS labor distribution effective dated records, and a labor distribution effective dated record does not exist to remove the ended grant related FOAPAL, a warning message will be returned from the Job Assignment BPI and the Encumbrance Maintenance Process. The warning message will only be returned if the Grant ends within the current fiscal year:

\*WARNING\* Grant Ended in the current fiscal year for %FUND\_CODE% effective %EFFECTIVE\_DATE%

For NBPENCM encumbrance calculations, the **Calculation Begin Date** is the greater date from the following:

- The first day of the fiscal year (NBBFISC\_BEGIN\_DATE).
- The **Job Begin Date** (NBRBJOB\_BEGIN\_DATE) on the Employee Jobs page (NBAJOBS)
- The **Contract Begin Date** (NBRBJOB\_CONTRACT\_BEGIN\_DATE) on the Employee Jobs page (NBAJOBS), or
- If using the Recasting method, the **Recast Date** entered for the process parameter.

Similarly, the **Calculation End Date** for multi-year grant encumbering is the earliest of the following dates:

- The **Job End Date** (NBRBJOB\_END\_DATE)
- The **Contract End Date** (NBRBJOB\_CONTRACT\_END\_DATE)
- The **Grant Budget Period End Date** (FRVFUND\_BUDG\_PRD\_END\_DATE), or the **Grant Project End Date** (FRBGRNT\_PROJECT\_END\_DATE) if Budget Period End Date does not exist, or the **Fund Termination Date** (FTVFUND\_TERM\_DATE)
- The **Encumbrance Override End Date** (NBRJLBD\_ENC\_OVERRIDE\_END\_DATE),
- Fiscal Year End Date (NBBFISC\_END\_DATE) if the Budget Period End Date and Project End Date are NULL and the Job End Date, Contract End Date or Fund Termination Date do not exist or are beyond the end of the Active fiscal year.
- Payroll Calendar period end date (PTRCALN\_END\_DATE). Encumbrance calculations are limited by PTRCALN records. If a Grant is accounted for over five years, but the calendar rules for the job Pay ID are only set up for two years, the encumbrance calculation could be limited to the two years. This can affect both current and future calculations.

All transactions performed by the process are captured for display on the Labor Distribution Change History page (NBIJLHS).

The Encumbrance Maintenance Process allows you to process a single Chart of Accounts or All Charts, when using the payroll liquidation method of encumbrance liquidation.

The display of the report includes a section for Future encumbrance amounts. If the following edits are met, then the Future encumbrance amounts will be printed:

1. The Position Control Installation Rules (NTRINST) is set to `Encumbrance Recasting`.
2. The Fund is identified to Encumber Multi Year Labor on the Research Accounting Fund Maintenance (FRMFUND) record, based on the effective date  $\leq$  Recast Date.
3. The `PTRECLS_SALARY_ENCUMBRANCE_IND` is equal to `S` for `System Calculated`.

The Encumbrance Maintenance Process (NBPENCM) uses the Job BPI, Job Earnings BPI and Job Labor BPI.

| Param | Name                          | Description/Values   | Required?  | Default | Validation |
|-------|-------------------------------|--|--|---------|------------|
| 01    | Process Mode                  | <p>The Encumbrance Maintenance Process (NBPENCM) can be run in two modes:</p> <p>Report (R) Encumbrance calculations are performed and displayed without making changes to the database tables.</p> <p>Process (P) All encumbrance calculations are applied to the database.</p> | Yes  | None    | None       |
| 02    | Chart of Accounts             | <p>Enter a chart of accounts code (COA) or specify none to select all charts.</p> <p>This is used in the payroll liquidation method.</p>   | Only if Recasting is not used.   | None    | FTVCOAS    |
| 03    | Recast Chart of Accounts Code | Enter the Recast Chart of Accounts Code (COA)  | Only if the Recasting indicator is set on the Installation Rules page (NTRINST). | None    | FTVCOAS    |

| Param | Name                         | Description/Values   | Required?  | Default     | Validation |
|-------|------------------------------|--|--|-------------|------------|
| 04    | Recast Date                  | Enter the Recasting Fiscal Begin Override Date   | Only if the Recasting indicator is set on the Installation Rules page (NTRINST).   | DD-MON-YYYY | FTVCOAS    |
| 05    | Process All Pay IDs?         | Indicate if all Pay IDs must be processed. Choices include:<br>Y Yes, process all Pay IDs.<br>N No, process specific Pay IDs   | Only if the Recasting indicator is set on the Installation Rules page (NTRINST).   | Y (Yes)     | None       |
| 06    | Recast Pay ID                | Enter a specific Recast Pay ID.  | Only if parameter 05, Process all Pay IDs? is set to Y, and the Recasting indicator is set on the Installation Rules page (NTRINST). | None.       | PTRPICT    |
| 07    | Liquidate Entire Fiscal Year | Indicate if the entire fiscal year must be liquidated. Choices include:<br>Y Yes, liquidates entire fiscal year.<br>N No, does not liquidate the entire fiscal year. | Only if the Recasting indicator is set on the Installation Rules page (NTRINST).   | No          | None       |

## Report Attributes

Encumbrance Maintenance Process (NBPENCM) report attributes.

### Sort Order

First by Chart of Accounts code, then by Employee Name.

**Frequency**

At the beginning of your fiscal year, and at other times as needed.

**Data Source**

|         |         |         |         |         |         |         |
|---------|---------|---------|---------|---------|---------|---------|
| NBBFISC | NBBPOSN | NBRBJOB | NBRJLBD | NBRJOBS | NBRPLBD | NBRPTOT |
| NTRFBEX | NTRFBIN | NTRFELD | NTRFINI | FTVFUND | FRVFUND | FRBGRNT |

**Report Format**

Standard horizontal report format

**Report Sample (NBPENCM)**

|   |               |       |       |      |          |        |                |         |               |  |               |                          |             |                      |      |  |
|---|---------------|-------|-------|------|----------|--------|----------------|---------|---------------|--|---------------|--------------------------|-------------|----------------------|------|--|
| REPORT : NBPENCM  |               |       |       |      |          |        |                |         |               | Banner University  |               | PAGE 1                   |             |                      |      |  |
|   |               |       |       |      |          |        |                |         |               | Encumbrance Maint. Process                               |               | RUN DATE 30-JAN-2008     |             |                      |      |  |
|   |               |       |       |      |          |        |                |         |               | Transactions Shown Have Not Been Applied To The Database |               | RUN TIME 12:16 PM        |             |                      |      |  |
| Fiscal Year: 2006 Chart of Accounts: L                                |               |       |       |      |          |        |                |         |               | Begin Date: 01-JUL-2005 End Date: 30-JUN-2006            |               | Recast Date: 01-OCT-2005 |             |                      |      |  |
|   |               |       |       |      |          |        |                |         |               | Indicators In Effect For This Year And Chart             |               |                          |             |                      |      |  |
|   |               |       |       |      |          |        |                |         |               | -----  |               |                          |             |                      |      |  |
|   |               |       |       |      |          |        |                |         |               | Fringe Encumbrance Indicator : Yes                       |               |                          |             |                      |      |  |
|   |               |       |       |      |          |        |                |         |               | Fringe Calculation Method Indicator: All                 |               |                          |             |                      |      |  |
|   |               |       |       |      |          |        |                |         |               | Fringe Rate Override Indicator : No                      |               |                          |             |                      |      |  |
|   |               |       |       |      |          |        |                |         |               | Fringe Rate Rules Change Indicator : No                  |               |                          |             |                      |      |  |
|   |               |       |       |      |          |        |                |         |               | Perform fringe matching on FUND : Yes                    |               |                          |             |                      |      |  |
|   |               |       |       |      |          |        |                |         |               | Perform fringe matching on ORGN : No                     |               |                          |             |                      |      |  |
|   |               |       |       |      |          |        |                |         |               | Perform fringe matching on ACCT : No                     |               |                          |             |                      |      |  |
|   |               |       |       |      |          |        |                |         |               | Perform fringe matching on PROG : No                     |               |                          |             |                      |      |  |
|   |               |       |       |      |          |        |                |         |               | Perform fringe matching on ACTV : No                     |               |                          |             |                      |      |  |
|   |               |       |       |      |          |        |                |         |               | Perform fringe matching on LOCN : No                     |               |                          |             |                      |      |  |
| ID  | EMPLOYEE NAME |       |       |      | POSITION | SUFFIX | JOB BEGIN DATE |         |               |  |               |                          |             |                      |      |  |
| BEEDM0010   | Bates, Arya   |       |       |      | BEEL01   | 00     | 01-OCT-2005    |         |               |  |               |                          |             |                      |      |  |
| TYPE  | EFF DATE      | FUND  | ORGN  | ACCT | PROG     | ACTV   | LOCN           | PERCENT | SALARY AMOUNT | SALARY TO POST   | FRINGE AMOUNT | FRINGE TO POST           | FRINGE RATE | ENCUMBRANCE DOCUMENT | SEQ  |  |
| TABLE   | 01-OCT-2005   | 23001 | 11004 | 6113 | 20       |        |                | 100.00  | 56250.00      | 56250.00   |               |                          |             | PR060001             | 1918 |  |
|   |               | 23001 | 11004 | 6290 | 20       |        |                |         |               |  | 4218.75       | 4218.75                  | 7.50        |                      |      |  |
| Installation Fringe Residual Not Covered By External Funding Sources: |               |       |       |      |          |        |                |         |               |  | 1406.25       | 1406.25                  | 2.50        |                      |      |  |
|   |               |       |       |      |          |        |                |         |               |  | -----         | -----                    | -----       |                      |      |  |
| CURRENT SALARY/FRINGE TOTALS  |               |       |       |      |          |        |                |         |               |  | 56250.00      | 56250.00                 | 4218.75     | 4218.75              |      |  |
| CURRENT FRINGE RESIDUAL TOTALS  |               |       |       |      |          |        |                |         |               |  |               |                          | 1406.25     | 1406.25              |      |  |
|   |               |       |       |      |          |        |                |         |               |  | -----         | -----                    | -----       |                      |      |  |

|   |           |           |           |          |          |      |               |
|---|-----------|-----------|-----------|----------|----------|------|---------------|
| TABLE 01-OCT-2005 23001 11004 6113 20                                 | 100.00    | 262500.00 | 262500.00 |          |          |      | PR060001 1918 |
| 23001 11004 6290 20   |           |           |           | 19687.50 | 19687.50 | 7.50 |               |
| Installation Fringe Residual Not Covered By External Funding Sources: |           |           |           | 6562.50  | 6562.50  | 2.50 |               |
|   |           |           |           | -----    |          |      |               |
| FUTURE SALARYFRINGE TOTALS  | 262500.00 | 262500.00 |           | 19687.50 | 19687.50 |      |               |
| FUTURE FRINGE RESIDUAL TOTALS   |           |           |           | 6562.50  | 6562.50  |      |               |
|   |           |           |           | -----    |          |      |               |
| TOTAL SALARYFRINGE TOTALS   | 318750.00 | 318750.00 |           | 23906.25 | 23906.25 |      |               |
| TOTAL FRINGE RESIDUAL TOTALS  |           |           |           | 7968.75  | 7968.75  |      |               |

|                        |                               |  |                      |
|------------------------|-------------------------------|--|----------------------|
| REPORT : NBPBUDM       |                               | SCT University                         | PAGE 9               |
|                        |                               | Budget Maintenance Process             | RUN DATE 28-SEP-2007 |
|                        |                               | * * * REPORT CONTROL INFORMATION * * * | RUN TIME 11:43 AM    |
| Parameter Name         | Value                         | Source                                 | Message              |
| Parameter Seq No:      | 133533                        |  |                      |
| Process Mode:          | R                             | Default                                |                      |
| Active/Working Budgets | A                             | Default                                |                      |
| COAS Code:             | A                             | Default                                |                      |
| Fiscal Year:           | 2006                          | Default                                |                      |
| Print Lines/Page:      | 55                            | Default                                |                      |
| Record Count : 23      | Number of Positions Processed |  |                      |

## Mass Salary Table Update (NBPMASS)

Calculates contract value for fiscal year entered. Calculates automatic step increases. Updates groups of Table/Grade combinations by amount or percent, updates job records with new table/grade combination, and updates job Supervisor information.

If applicable, the system prints messages indicating Electronic Approval activities for employees. The "Electronic Approval Messages" topic has further details.

| Param | Name        | Description/Values   | Required? | Default | Validation |
|-------|-------------|--|-----------|---------|------------|
| 01    | Report Mode | Choice of actions:<br><br>R Report = Calculate and print out the changes that take place. Do <i>not</i> do any database updates. | Yes       | None    | None       |



| Param | Name                   | Description/Values   | Required?                                  | Default | Validation                                      |
|-------|------------------------|--|--|---------|---|
|       |                        | P Process = Perform database updates.  |  |         |   |
| 02    | Process                | Choice of actions:<br>D Roll contract dates<br>E Roll jobs encumbrance hours<br>J Update job records<br>U Update NTRSALA tables/grades/steps<br>S Supervisor                 | Yes  | None    | None  |
| 03    | Job Change Reason Code | Job change reason code.<br><br>Enter this parameter if you set the Report Mode parameter to P and the Process parameter to either E, J, or S.                                | No   | None    | PTVJCRE   |
| 04    | Salary Group (FROM)    | Salary group to roll from.<br><br>Enter this parameter if the Process parameter is set to either J or U.   | No   | None    | NTRSGRP   |
| 05    | Salary Group (TO)      | Salary group to roll to.<br><br>Enter this parameter if Process parameter is set to U.   | No   | None    | NTRSGRP   |
| 06    | Rule Set               | Rule Set that the process should use to update salary records.   | Yes, if the Process parameter is set to J. | None    | Mass Job Salary Increase Rule Page (NTRJINC)    |
| 07    | Personnel Change Date  | Personnel change date for use when a future change jobs record is inserted. This parameter updates the <b>Personnel Change Date</b> field on the jobs record being inserted. | No   | None    | Format must be DD-<br>MMM-YYYY or DD-<br>MMM-YY |

| Param | Name                              | Description/Values   | Required? | Default | Validation                                      |
|-------|-----------------------------------|--|-----------|---------|---|
|       |                                   | <p>Enter this parameter if Report Mode parameter is set to P and the Process parameter is set to either E, J, or S.</p> <p>Newly inserted effective date job record will also have the Personnel Date populated if this date was supplied via the existing Personnel Change Date parameter.</p>  |           |         |   |
| 08    | Job Supervisor Effective Date     | <p>Effective Date to Insert Job record with new Supervisor</p> <p>Insert the supervisor record for all jobs according to the incumbent it finds as of the Job Supervisor Effective Date. This is a required parameter for the Supervisor process mode.</p>   | No        | None    | Format must be DD-<br>MMM-YYYY or DD-<br>MMM-YY |
| 09    | Reports to Change Evaluation Date | Evaluates the Position Reports to changes from this date forward. This is optional. If it's blank all changed records are checked. If the date is entered changes from that date until today are checked. No future dates are allowed.   | No        | None    | Format must be DD-<br>MMM-YYYY or DD-<br>MMM-YY |
| 10    | Ignore Overrides?                 | Ignore the overridden supervisor record. If the parameter is set to 'Yes', the process will ignore the overridden supervisor record. In order to ignore the overridden supervisor the supervisor position in NBAJOBS must be different than the supervisor that is determined to be current incumbent of the Reports To position on NBAPOSN. This is a required parameter for the Supervisor process mode. | No        | None    | None  |

| Param | Name                     | Description/Values  | Required? | Default | Validation |
|-------|--------------------------|---|-----------|---------|------------|
| 11    | Use Population Selection | Use population indicator:<br>Y Population selection will be used to specify the salaries to be rolled.<br>N Population selection will not be used.<br>Enter this parameter if the Process parameter is set to E, J or S | No        | None    | None       |
| 12    | Selection ID             | Selection ID for population selection.<br>Specify this parameter only if you set the Use Population Selection parameter to Y  | No        | None    | None       |
| 13    | Creator ID               | Creator ID for population selection.<br>Enter this parameter only if you set the Use Population Selection parameter to Y.   | No        | None    | None       |
| 14    | Application ID           | Application ID for population selection.<br>Enter this parameter only if you set the Use Population Selection parameter to Y.   | No        | None    | None       |

## Report Attributes

Mass Salary Table Update (NBPMASS) report attributes.

### Sort Order

Not applicable

### Data Source

Payroll pages and tables

**Frequency**

On demand

**Report Format**

Standard horizontal

## Electronic Approval Messages

When the Process parameter is set to **J** (Update Job Records) or **E** (Roll Encumbrance Hours), the system prints messages on the NBPMAS report indicating current Electronic Approval activities for employees. A message is produced when an attempt has been made to update a jobs record through the Electronic Approval process and a future date exists on the associated employee jobs record on NBAJOBS. Messages are also produced when pending Electronic Approval transactions exist.

The message produced when an attempt has been made to insert a jobs record for an employee before future dated records for that employee depends on the setting of the **Allow the Insertion of Job Detail Information Effective Dated Prior to Existing Job Detail Records** indicator on the Position Control Installation Rule page (NTRINST).

If the indicator is set to **Not Allowed** and future record exists for an employee, a message similar to the following is printed in the record for that employee:

Future changes after 12-DEC-1994 (record not updated)

If the indicator is set to **Allowed**, a message similar to the following is printed:

Future changes after 12-DEC-1994 (record updated)

When a pending Electronic Approval transaction exists for an employee, the following message is printed in the record for that employee:

Pending changes (record updated); category (s): LTRANE

## Use of Rule Sets to Update Job Records (Option J)

The Process can update salary records of select employee populations based on rule sets defined in the NTRJINC rule page.

It now considers the dates entered in the **From MM/DD** and **To MM/DD** fields on the NTRJINC Rule page to process any future increases in salary. This date range is considered in conjunction with the **Eligible Date** specified on the Employee Jobs page (NBAJOBS) as follows:

- It processes all those employees whose MM/DD date on NBAJOBS lie within and is inclusive of the date range specified by the **Increase From MM/DD** and **Increase to MM/DD** fields on NTRJINC, and whose Eligible Date is less than or equal to the MM/DD date on NBAJOBS plus the year from NTRJINC.
- Salary increases can now be made to be effective as of the pay period begin date in which the MM/DD defined on the Job falls, or on the MM/DD date plus the year from NTRJINC.
- As a consequence of the new fields added to the underlying rule page, NTRJINC, refer to the report layout that includes the new fields when run in the Update Job Records (J) mode on [Report Sample Option J](#) on page 49.

## Report Sample Option D

Mass Salary Table Update (NBPMAS) - Option D (Roll Contract Dates).

|                          |                |  |                              |                        |                      |
|--------------------------|----------------|--|------------------------------|------------------------|----------------------|
| REPORT : NBPMASS         |                |  | Banner                       |                        | PAGE 1               |
|                          |                |  | Mass Salary Table Update     |                        | RUN DATE 10/18/95    |
|                          |                |  | REPORT - Roll Contract Dates |                        | RUN TIME 03:06 PM    |
| Contract Begin Date From |                |  | Contract End Date From       | Contract Begin Date To | Contract End Date To |
| 01-SEP-1995              |                |  | 30-JUN-1996                  | 01-SEP-1996            | 30-JUN-1997          |
| ID                       | Name           |  | Position                     |                        |                      |
| SP0000013                | Cathie Duncan  |  | SP0002 - 00                  |                        |                      |
| SP2                      | Barbara Taylor |  | SP0002 - 00                  |                        |                      |

|  |  |  |                              |  |                   |
|--|--|--|------------------------------|--|-------------------|
| REPORT : NBPMASS                       |  |  | Banner                       |  | PAGE 2            |
|  |  |  | Mass Salary Table Update     |  | RUN DATE 10/18/95 |
|  |  |  | REPORT - Roll Contract Dates |  | RUN TIME 03:06 PM |
| * * * REPORT CONTROL INFORMATION * * * |  |  |                              |  |                   |

| Parameter Name    | Value               | Source  | Message |
|-------------------|---------------------|---------|---------|
| Parameter Seq No: | 17774               | Entered |         |
| Report Mode:      | R                   | Default |         |
| Process Type:     | Roll Contract Dates | Default |         |
| Line Count:       | 55                  |         |         |
| Record Count:     | 2                   |         |         |

**Fields**

Not applicable.

**Report Sample Option E**

Mass Salary Table Update (NBPMASS) - Option E (Roll Jobs Encumbrance Hours).

|                                       |           |            |    |          |      |      |   |     |             |                               |             |                   |  |
|---------------------------------------|-----------|------------|----|----------|------|------|---|-----|-------------|-------------------------------|-------------|-------------------|--|
| REPORT : NBPMASS                      |           |            |    |          |      |      |   |     |             |                               |             | PAGE 1            |  |
| Banner University                     |           |            |    |          |      |      |   |     |             |                               |             | RUN DATE 12/13/93 |  |
| Mass Salary Table Update              |           |            |    |          |      |      |   |     |             |                               |             | RUN TIME 02:15 PM |  |
| PROCESS - Roll Jobs Encumbrance Hours |           |            |    |          |      |      |   |     |             |                               |             |                   |  |
| ID                                    | Last Name | First Name | MI | Position | Suff | ECLS | Roll                                    | Ind | Encumbrance | Hours                         | Tot_Enc_Hrs | Tot_Contract_Hrs  |  |
| 999010011                             | Adams     | Eugene     | K  | F00001   | 00   | FA   | Z                                       |     |             |                               |             |                   |  |
|                                       |           |            |    |          |      |      |   |     |             | <----- CURRENT/NEW ----->     |             |                   |  |
|                                       |           |            |    |          |      |      |   |     |             | 0.00                          | 111.00      | 1011.00           |  |
|                                       |           |            |    |          |      |      |   |     |             | 0.00 Effective: 15-DEC-1993   |             |                   |  |
| 999010011                             | Adams     | Eugene     | K  | 000001   | 00   | FT   | C                                       |     |             |                               |             |                   |  |
|                                       |           |            |    |          |      |      |   |     |             | <----- CURRENT/NEW ----->     |             |                   |  |
|                                       |           |            |    |          |      |      |   |     |             | 0.00                          |             |                   |  |
|                                       |           |            |    |          |      |      |   |     |             | 0.00 Effective: 01-JAN-1994   |             |                   |  |
| 777010005                             | Brown     | Lisa       | R  | 222222   | 00   | FA   | Z                                       |     |             |                               |             |                   |  |
|                                       |           |            |    |          |      |      |   |     |             | <----- CURRENT/NEW ----->     |             |                   |  |
|                                       |           |            |    |          |      |      |   |     |             | 400.00                        |             |                   |  |
|                                       |           |            |    |          |      |      |   |     |             | 0.00 Effective: 15-DEC-1993   |             |                   |  |
| 555010002                             | Crawford  | Leigh      | A  | 345678   | 00   | FA   | Z                                       |     |             |                               |             |                   |  |
|                                       |           |            |    |          |      |      |   |     |             | <----- CURRENT/NEW ----->     |             |                   |  |
|                                       |           |            |    |          |      |      |   |     |             | 0.00                          | 633.00      | 1533.00           |  |
|                                       |           |            |    |          |      |      |   |     |             | 0.00 Effective: 15-DEC-1993   |             |                   |  |
| 777010007                             | Dean      | Thomas     | R  | 000001   | 00   | FT   | C                                       |     |             |                               |             |                   |  |
|                                       |           |            |    |          |      |      |   |     |             | <----- CURRENT/NEW ----->     |             |                   |  |
|                                       |           |            |    |          |      |      |   |     |             | 0.00                          |             |                   |  |
|                                       |           |            |    |          |      |      |   |     |             | 0.00 Effective: 01-JAN-1994   |             |                   |  |
| 710922561                             | Dunne     | Paul       | R  | ADM010   | 00   | AD   | C                                       |     |             |                               |             |                   |  |
|                                       |           |            |    |          |      |      |   |     |             | <----- CURRENT/NEW ----->     |             |                   |  |
|                                       |           |            |    |          |      |      |   |     |             | 145.00                        | 145.00      | 1045.00           |  |
|                                       |           |            |    |          |      |      |   |     |             | 145.00 Effective: 01-JAN-1994 |             |                   |  |
| 777010013                             | Griffin   | Rose       | T  | 222222   | 00   | FA   | Z                                       |     |             |                               |             |                   |  |
|                                       |           |            |    |          |      |      |   |     |             | <----- CURRENT/NEW ----->     |             |                   |  |
|                                       |           |            |    |          |      |      |   |     |             | 120.00                        |             |                   |  |
|                                       |           |            |    |          |      |      |   |     |             | 0.00 Effective: 15-DEC-1993   |             |                   |  |
| 777010010                             | Harris    | Theresa    | H  | 000001   | 00   | FT   | C                                       |     |             |                               |             |                   |  |
|                                       |           |            |    |          |      |      |   |     |             | <----- CURRENT/NEW ----->     |             |                   |  |
|                                       |           |            |    |          |      |      |   |     |             | 0.00                          | 110.00      | 1010.00           |  |
|                                       |           |            |    |          |      |      |   |     |             | 110.00 Effective: 01-JAN-1994 |             |                   |  |
| 777010010                             | Harris    | Theresa    | H  | 222222   | 00   | FA   | Future Change found After/= 15-DEC-1993 |     |             |                               |             |                   |  |

|           |         |         |        |    |    |   |   |
|-----------|---------|---------|--------|----|----|---|---|
| 555010001 | Johnson | Michael | 345678 | 00 | FA | Z | <----- CURRENT/NEW -----><br>0.00 600.00 1500.00<br>0.00 Effective: 15-DEC-1993 |
| 555010001 | Johnson | Michael | 678901 | 00 | FA | Z | <----- CURRENT/NEW -----><br>0.00<br>0.00 Effective: 15-DEC-1993                |

REPORT : NBPMASS

Banner University  
Mass Salary Table Update  
PROCESS - Roll Jobs Encumbrance Hours

PAGE 2  
RUN DATE 12/13/93  
RUN TIME 02:15 PM

| ID        | Last Name | First Name | MI | Position | Suff | ECLS | Roll | Ind | Encumbrance | Hours   | Tot | Enc_Hrs | Tot_Contract_Hrs |
|-----------|-----------|------------|----|----------|------|------|------|-----|-------------|---|-----|---------|------------------|
| 777010051 | McCormick | Don        | P  | F00002   | 00   | FA   | Z    |     |             | <----- CURRENT/NEW -----><br>0.00 134.00 1034.00<br>0.00 Effective: 15-DEC-1993   |     |         |                  |
| GENEL.30  | Murphy    | Samuel     | P  | 000001   | 00   | FT   | C    |     |             | <----- CURRENT/NEW -----><br>0.00 117.00 1017.00<br>117.00 Effective: 01-JAN-1994 |     |         |                  |
| 777010026 | Myerson   | Jessica    | M  | F00003   | 00   | FA   | Z    |     |             | <----- CURRENT/NEW -----><br>0.00 127.00 1027.00<br>0.00 Effective: 15-DEC-1993   |     |         |                  |
| 711111111 | Patton    | 711111111  |    | 000001   | 00   | FT   | C    |     |             | <----- CURRENT/NEW -----><br>0.00 565.00 1465.00<br>565.00 Effective: 01-JAN-1994 |     |         |                  |
| 888111888 | Patton    | 8881118888 | T  | 000001   | 00   | FT   | C    |     |             | <----- CURRENT/NEW -----><br>0.00 629.00 1529.00<br>629.00 Effective: 01-JAN-1994 |     |         |                  |
| 888228888 | Patton    | Robbie     | 8  | 000001   | 00   | FT   | C    |     |             | <----- CURRENT/NEW -----><br>0.00 632.00 1532.00<br>632.00 Effective: 01-JAN-1994 |     |         |                  |
| 888338888 | Patton    | Robbie     | 8  | 000001   | 00   | FT   | C    |     |             | <----- CURRENT/NEW -----><br>0.00 635.00 1535.00<br>635.00 Effective: 01-JAN-1994 |     |         |                  |
| 888448888 | Patton    | Robbie     | 8  | 000001   | 00   | FT   | C    |     |             | <----- CURRENT/NEW -----><br>0.00 636.00 1536.00<br>636.00 Effective: 01-JAN-1994 |     |         |                  |
| 888558888 | Patton    | Robbie     | 8  | 000001   | 00   | FT   | C    |     |             | <----- CURRENT/NEW -----><br>0.00 640.00 1540.00<br>640.00 Effective: 01-JAN-1994 |     |         |                  |
| 888668888 | Patton    | Robbie     | 8  | 000001   | 00   | FT   | C    |     |             | <----- CURRENT/NEW -----><br>0.00 641.00 1541.00<br>641.00 Effective: 01-JAN-1994 |     |         |                  |
| 888778888 | Patton    | Robbie     | 8  | 000001   | 00   | FT   | C    |     |             | <----- CURRENT/NEW -----><br>0.00 642.00 1542.00<br>642.00 Effective: 01-JAN-1994 |     |         |                  |
| 888998888 | Patton    | Robbie     | 8  | 000001   | 00   | FT   | C    |     |             | <----- CURRENT/NEW -----><br>0.00 643.00 1543.00<br>643.00 Effective: 01-JAN-1994 |     |         |                  |

| REPORT : NBPMASS |           | Banner University                     |    |          |      |      |      |     |             |        |                        | PAGE 4            |
|------------------|-----------|---------------------------------------|----|----------|------|------|------|-----|-------------|--------|------------------------|-------------------|
|                  |           | Mass Salary Table Update              |    |          |      |      |      |     |             |        |                        | RUN DATE 12/13/93 |
|                  |           | PROCESS - Roll Jobs Encumbrance Hours |    |          |      |      |      |     |             |        |                        | RUN TIME 02:15 PM |
| ID               | Last Name | First Name                            | MI | Position | Suff | ECLS | Roll | Ind | Encumbrance | Hours  | Tot_Enc_Hrs            | Tot_Contract_Hrs  |
| 777010025        | Smith     | Jerrold                               |    | R111SH   | 00   | AD   |      | C   |             | 0.00   | Effective: 01-JAN-1994 |                   |
|                  |           |                                       |    |          |      |      |      |     |             | 126.00 | 126.00                 | 1026.00           |
|                  |           |                                       |    |          |      |      |      |     |             | 126.00 | Effective: 01-JAN-1994 |                   |
| 720              | Smith     | Joseph                                |    | R1111V   | 00   | AD   |      | C   |             | 0.00   | Effective: 01-JAN-1994 |                   |
|                  |           |                                       |    |          |      |      |      |     |             | 120.00 | 120.00                 | 1020.00           |
|                  |           |                                       |    |          |      |      |      |     |             | 120.00 | Effective: 01-JAN-1994 |                   |
| GENEL.302        | Smith     | Joshua                                | W  | 000001   | 00   | FT   |      | C   |             | 0.00   | Effective: 01-JAN-1994 |                   |
|                  |           |                                       |    |          |      |      |      |     |             | 125.00 | 125.00                 | 1025.00           |
|                  |           |                                       |    |          |      |      |      |     |             | 125.00 | Effective: 01-JAN-1994 |                   |
| 777010027        | Smith     | Joshua                                |    | F00001   | 00   | FA   |      | Z   |             | 0.00   | Effective: 15-DEC-1993 |                   |
|                  |           |                                       |    |          |      |      |      |     |             | 0.00   | Effective: 15-DEC-1993 |                   |
| 777010020        | Smith     | Julia                                 |    | 000001   | 00   | FT   |      | C   |             | 0.00   | Effective: 01-JAN-1994 |                   |
|                  |           |                                       |    |          |      |      |      |     |             | 121.00 | 121.00                 | 1021.00           |
|                  |           |                                       |    |          |      |      |      |     |             | 121.00 | Effective: 01-JAN-1994 |                   |
| 777010024        | Smith     | Julie                                 |    | EXEC12   | 00   | AD   |      | C   |             | 125.00 | 125.00                 | 1025.00           |
|                  |           |                                       |    |          |      |      |      |     |             | 125.00 | Effective: 01-JAN-1994 |                   |
| 777010024        | Smith     | Julie                                 |    | R111SH   | 00   | AD   |      | C   |             | 0.00   | Effective: 01-JAN-1994 |                   |
|                  |           |                                       |    |          |      |      |      |     |             | 0.00   | Effective: 01-JAN-1994 |                   |
| 777010004        | Smith     | Ronald                                | E  | 000004   | 00   | AD   |      | C   |             | 104.00 | 104.00                 | 1004.00           |
|                  |           |                                       |    |          |      |      |      |     |             | 104.00 | Effective: 01-JAN-1994 |                   |
| 777010004        | Smith     | Ronald                                | E  | 000001   | 00   | FT   |      | C   |             | 0.00   | Effective: 01-JAN-1994 |                   |
|                  |           |                                       |    |          |      |      |      |     |             | 0.00   | Effective: 01-JAN-1994 |                   |
| 777010006        | Wilson    | Mary                                  | B  | 000002   | 00   | FT   |      | C   |             | 0.00   | Effective: 01-JAN-1994 |                   |
|                  |           |                                       |    |          |      |      |      |     |             | 106.00 | 106.00                 | 1006.00           |
|                  |           |                                       |    |          |      |      |      |     |             | 106.00 | Effective: 01-JAN-1994 |                   |

|                           |                             |  |  |  |  |  |  |  |  |  |  |                   |
|---------------------------|-----------------------------|--|--|--|--|--|--|--|--|--|--|-------------------|
| REPORT : NBPMASS          |                             | Banner University                      |  |  |  |  |  |  |  |  |  | PAGE 5            |
|                           |                             | Mass Salary Table Update               |  |  |  |  |  |  |  |  |  | RUN DATE 12/13/93 |
|                           |                             | PROCESS - Roll Jobs Encumbrance Hours  |  |  |  |  |  |  |  |  |  | RUN TIME 02:15 PM |
|                           |                             | * * * REPORT CONTROL INFORMATION * * * |  |  |  |  |  |  |  |  |  |                   |
|                           |                             | Source Message                         |  |  |  |  |  |  |  |  |  |                   |
| Parameter Name            | Value                       |  |  |  |  |  |  |  |  |  |  |                   |
| Parameter Seq No:         | 11605                       |  |  |  |  |  |  |  |  |  |  |                   |
| Report Mode:              | P                           |  |  |  |  |  |  |  |  |  |  | Entered           |
| Process:                  | Roll Jobs Encumbrance Hours |  |  |  |  |  |  |  |  |  |  | Entered           |
| Job Change Reason:        | rench                       |  |  |  |  |  |  |  |  |  |  | Entered           |
| Personnel Change Date:    | 01-JAN-1994                 |  |  |  |  |  |  |  |  |  |  | Entered           |
| Use Population Selection: | n                           |  |  |  |  |  |  |  |  |  |  | Entered           |
| Line Count:               | 55                          |  |  |  |  |  |  |  |  |  |  | Default           |



Record Count: 61

## Report Sample Option J

### Mass Salary Table Update (NBPMASS) - Option J (Update Job Records).

```
REPORT : NBPMASS                                BANNER System Test                                PAGE 1
                                                Mass Salary Table Update                                RUN DATE 23-APR-2003
REPORT - Update Job Tables - Salary Increases                                RUN TIME 03:17 PM

  ID      Last Name      First Name      MI Position Suff MM/DD  SGRP  Tab  Grade Step  Hourly_Rate  Annual_Salary
  -----
A00000525  Esposito      Marie          A00011  00  /  <----- CURRENT/NEW ----->
                2002  AD  01      0      24.038500      50000.00
                2003  AD  01      0      24.759625      51500.00
                Effective: 01-JUL-2003

SYS000021  Luthy      Samantha      M  A00100  01  /  <----- CURRENT/NEW ----->
                2002  AD  01      0  71225.071224      11111111.11
                2003  AD  01      0  73361.823333      11444444.44
                Effective: 01-JUL-2003

JP2410000  Mulitple      Andrew          A00001  01  /  <----- CURRENT/NEW ----->
                2002  AD  02      0  125.000000      260000.00
                2003  AD  02      0  128.750000      267800.00
                Effective: 01-JUL-2003
                Future Changes after 01-JUL-2003 record not updated.

A00000519  Sepe      Marie          A  A00011  00  /  <----- CURRENT/NEW ----->
                2002  AD  01      0      24.038500      50000.00
                2003  AD  01      0      24.759625      51500.00
                Effective: 01-JUL-2003

SYS000019  Statement      JoEllyn          A00011  01  /  <----- CURRENT/NEW ----->
                2002  AD  01      0      40.000000      83200.00
                2003  AD  01      0      41.200000      85696.00
                Effective: 01-JUL-2003
```

```
REPORT : NBPMASS                                BANNER System Test                                PAGE 2
                                                Mass Salary Table Update                                RUN DATE 23-APR-2003
REPORT - Update Job Tables - Salary Increases                                RUN TIME 03:17 PM

  UPDATING JOB TABLES USING SALARY GROUP 2003
Rule Set: SAMPLE      Sample for NBPMASS Report
Process Only MM/DD: Y  Year: 2004
From MM/DD:      To MM/DD:
Use Pay Period Begin Date: N
Process Step Zero: Y  Effective Date: 01-JUL-2003
```

| Table | Grade | Step | Incr | Step By | Percent | Amount | Rounding<br>Ind | Rounding<br>Amount |
|-------|-------|------|------|---------|---------|--------|-----------------|--------------------|
| AD    | 01    | 1    |      | 0       | 3.00    |        |                 |                    |
| AD    | 01    | 2    |      | 0       | 3.00    |        |                 |                    |
| AD    | 01    | 3    |      | 0       | 3.00    |        |                 |                    |
| AD    | 01    | 4    |      | 0       | 3.00    |        |                 |                    |
| AD    | 01    | 5    |      | 0       | 3.00    |        |                 |                    |
| AD    | 01    | 6    |      | 0       | 3.00    |        |                 |                    |
| AD    | 01    | 7    |      | 0       | 3.00    |        |                 |                    |
| AD    | 02    | 1    |      | 0       | 3.00    |        |                 |                    |
| AD    | 02    | 2    |      | 0       | 3.00    |        |                 |                    |
| AD    | 02    | 3    |      | 0       | 3.00    |        |                 |                    |
| AD    | 02    | 4    |      | 0       | 3.00    |        |                 |                    |
| AD    | 02    | 5    |      | 0       | 3.00    |        |                 |                    |
| AD    | 02    | 6    |      | 0       | 3.00    |        |                 |                    |
| AD    | 02    | 7    |      | 0       | 3.00    |        |                 |                    |
| AD    | 02    | 8    |      | 0       | 3.00    |        |                 |                    |
| AD    | 02    | 9    |      | 0       | 3.00    |        |                 |                    |
| CL    | 02    | 1    |      | 1       | 0.00    |        |                 |                    |
| CL    | 02    | 2    |      | 1       | 0.00    |        |                 |                    |
| CL    | 02    | 3    |      | 1       | 0.00    |        |                 |                    |

REPORT : NBPMASS

BANNER System Test  
Mass Salary Table Update  
REPORT - Update Job Tables - Salary Increases  
Amount Rounding Rounding  
Ind Amount

PAGE 3  
RUN DATE 23-APR-2003  
RUN TIME 03:17 PM

| Table                | Grade | Step | Incr | Step By | Percent |
|----------------------|-------|------|------|---------|---------|
| CL                   | 03    | 1    |      | 1       | 0.00    |
| CL                   | 03    | 2    |      | 1       | 0.00    |
| CL                   | 03    | 3    |      | 1       | 0.00    |
| CL                   | 03    | 4    |      | 1       | 0.00    |
| CL                   | 03    | 5    |      | 1       | 0.00    |
| CL                   | 03    | 6    |      | 1       | 0.00    |
| CL                   | 03    | 7    |      | 1       | 0.00    |
| CL                   | 03    | 8    |      | 1       | 0.00    |
| CL                   | 03    | 9    |      | 1       | 0.00    |
| CL                   | 03    | 10   |      | 1       | 0.00    |
| CL                   | 03    | 11   |      | 1       | 0.00    |
| CL                   | 03    | 12   |      | 1       | 0.00    |
| CL                   | 04    | 1    |      | 1       | 0.00    |
| CL                   | 04    | 2    |      | 1       | 0.00    |
| Table Position Class |       |      |      |         |         |
| CL                   | CFP01 |      |      |         |         |
| CL                   | CFP02 |      |      |         |         |
| CL                   | CFP03 |      |      |         |         |
| CL                   | CFP04 |      |      |         |         |
| CL                   | CFP05 |      |      |         |         |
| CL                   | CFP06 |      |      |         |         |
| CL                   | CFP07 |      |      |         |         |
| CL                   | CFP08 |      |      |         |         |
| CL                   | CFP09 |      |      |         |         |
| CL                   | CFP10 |      |      |         |         |

CL SPW02

REPORT : NBPMASS

BANNER System Test  
 Mass Salary Table Update  
 REPORT - Update Job Tables - Salary Increases  
 \* \* \* REPORT CONTROL INFORMATION \* \* \*  
 Source Message

PAGE 4  
 RUN DATE 23-APR-2003  
 RUN TIME 03:17 PM

| Parameter Name            | Value             | Entered |
|---------------------------|-------------------|---------|
| Parameter Seq No:         | 10413             |         |
| Report Mode:              | R                 | Default |
| Process Type:             | Update Job Tables | Default |
| Salary Group Used:        | 2003              | Default |
| Rule Set Used:            | SAMPLE            | Default |
| Use Population Selection: | N                 | Default |
| Line Count:               | 55                |         |
| Record Count:             | 4                 |         |

## Report Sample Option U

Mass Salary Table Update (NBPMASS) - Option U (Update NTRSALA Tables/Grades/Steps).

PAGE 1  
 REPORT : NBPMASS

BANNER University  
 Mass Salary Table Update  
 PROCESS - Table/Grade Changes

RUN DATE 08-DEC-2000  
 RUN TIME 04:07 PM

|         | Sal Group | Table | Grade | Rate/Salary Low | Rate/Salary Mid | Rate/Salary High | Type |
|---------|-----------|-------|-------|-----------------|-----------------|------------------|------|
| CURRENT | 2000      | MA    | 01    | 5.7750          | 6.3250          | 6.6000           | H    |
| NEW     | 2000A     | MA    | 01    | 5.8472          | 6.4041          | 6.6825           | H    |
|         | Sal Group | Table | Grade | Step            | Rate/Salary     |                  |      |
| CURRENT | 2000      | MA    | 01    | 1               | 5.7750          |                  |      |
| NEW     | 2000A     | MA    | 01    | 1               | 5.8472          |                  |      |
| CURRENT | 2000      | MA    | 01    | 2               | 5.9400          |                  |      |
| NEW     | 2000A     | MA    | 01    | 2               | 6.0143          |                  |      |
| CURRENT | 2000      | MA    | 01    | 3               | 6.1050          |                  |      |
| NEW     | 2000A     | MA    | 01    | 3               | 6.1813          |                  |      |
| CURRENT | 2000      | MA    | 01    | 4               | 6.2700          |                  |      |
| NEW     | 2000A     | MA    | 01    | 4               | 6.3484          |                  |      |
| CURRENT | 2000      | MA    | 01    | 5               | 6.4350          |                  |      |
| NEW     | 2000A     | MA    | 01    | 5               | 6.5154          |                  |      |
| CURRENT | 2000      | MA    | 01    | 6               | 6.6000          |                  |      |
| NEW     | 2000A     | MA    | 01    | 6               | 6.6825          |                  |      |
|         | Sal Group | Table | Grade | Rate/Salary Low | Rate/Salary Mid | Rate/Salary High | Type |

|         |           |       |       |      |             |        |        |   |
|---------|-----------|-------|-------|------|-------------|--------|--------|---|
| CURRENT | 2000      | MA    | 02    |      | 6.0500      | 6.6000 | 7.1500 | H |
| NEW     | 2000A     | MA    | 02    |      | 6.1256      | 6.6825 | 7.2394 | H |
|         | Sal Group | Table | Grade | Step | Rate/Salary |        |        |   |
| CURRENT | 2000      | MA    | 02    | 1    | 6.0500      |        |        |   |
| NEW     | 2000A     | MA    | 02    | 1    | 6.1256      |        |        |   |
| CURRENT | 2000      | MA    | 02    | 2    | 6.3250      |        |        |   |
| NEW     | 2000A     | MA    | 02    | 2    | 6.4041      |        |        |   |
| CURRENT | 2000      | MA    | 02    | 3    | 6.6000      |        |        |   |
| NEW     | 2000A     | MA    | 02    | 3    | 6.6825      |        |        |   |

R  
REPORT : NBPMASS

PAGE 5  
PAGE 3  
RUN DATE 08-DEC-2000  
RUN TIME 04:07 PM

BANNER University  
Mass Salary Table Update  
PROCESS - Table/Grade Changes

UPDATING SALARY TABLES - ROLL FROM 2000 TO 2000A

| Table | Percent | Amount | Rounding Ind | Rounding Amount |
|-------|---------|--------|--------------|-----------------|
| MA    | 1.25    |        |              |                 |

PAGE 4  
REPORT : NBPMASS

RUN DATE 08-DEC-2000  
RUN TIME 04:07 PM

BANNER University  
Mass Salary Table Update  
PROCESS - Table/Grade Changes  
\* \* \* REPORT CONTROL INFORMATION \* \* \*

| Parameter Name    | Value                | Source  | Message |
|-------------------|----------------------|---------|---------|
| Parameter Seq No: | 5893                 | Entered |         |
| Report Mode:      | P                    | Default |         |
| Process Type:     | Update Salary Tables | Default |         |
| Salary Group:     | 2000                 | Default |         |
| New Salary Group: | 2000A                | Default |         |
| Line Count:       | 55                   |         |         |
| Record Count:     | 19                   |         |         |

## Report Sample Option S

Mass Salary Table Update (NBPMASS) - Option S (Update Supervisor)

```

REPORT : NBPMASS BANNER System Test RUN DATE 23-SEP-2014
        Mass Salary Table Update RUN TIME 03:17 PM
        REPORT - Update Supervisor

New Supervisor
ID Last Name First Name MI Position Suff ID Last Name First Name Position Suff
<----- CURRENT/NEW ----->
A00000525Esposito Marie A00011 00 HOP510001AndersenThelma XA0001 00
HOP510002Chapman RoderickXA0002 00
Effective: 29-SEP-2014
<----- CURRENT/NEW ----->
HOP510003BrickhouseHolly Kate XA0003 00HOP510002Chapman RoderickXA0002 00
HOP510009CutrerRobertXD0004 00
Effective: 29-SEP-2014
<----- CURRENT/NEW ----->
HOP800001Smith-DufresneChanda D XF0001 00Invalid Effective Date for Job Detail;
must be greater than last paid date of 01-OCT-2014
<----- CURRENT/NEW ----->
HOP950002Vaughn Shasta A XS0001 00 No current
Multiple incumbents exist. Please manually enter the supervisor
information.
<----- CURRENT/NEW ----->
HOP950006Busch David Patrick XS0005 00 Supervisor information (incumbent) is not available at this time.
<----- CURRENT/NEW ----->
HOP700006Saddler Jeffrey XU0006 00 HOP510001AndersenThelma XA0001 00
HOP510011VeazeyChristinaXA0001 00

```

## Salary Planner Extract Process (NBPSPEX)

The Salary Planner Extract Process (NBPSPEX) extracts data from Banner to the Salary Planner application in Employee Self-Service.

The extracted data in the Salary Planner is transferred from Banner tables to a group of working budget tables in the Salary Planner. The extracted data is given the Scenario name as Initial, and can only be viewed or modified by a Master Salary Planner.

For multiple year encumbering, the Salary Planner Extract Process (NBPSPEX) also extracts the **Encumbrance Override End Date**, if specified, along with the job labor distribution records and populates the distribution pages of the Salary Planner in Employee Self-Service.

**Note:** All Master Salary Planners must have their **Salary Planner Master Organization** security enabled in the User Codes Rule page (PTRUSER).

The NBPSPEX process can be run in three different modes: (I)nitial, (R)e-create, and (A)dd/Delete modes.

- Run the process in the (I)ntial mode when first extracting data from Banner for a new Budget Extract ID. The process checks for the existence of the Budget Extract ID in the working budget tables of the Salary Planner and if it exists, generates an error message in the Report Control section of the output.
- Run the process in the (R)e-create mode when you wish to remove all existing scenarios in the Salary Planner and re-create the Initial Scenario associated with an existing Budget Extract ID.
- Run the process in the (A)dd/Delete mode when you want to update extracted data that may have occurred in Banner pages. In this case, the process will add new position/job records that were created in Banner or remove position/job records that were terminated since the last extract associated with the Extract Effective Date.

**Note:** The process will not update existing scenario records with any changes that may have been made in Banner since the last extract. Only new and terminated records will be affected.

The extract process will only extract positions with a position status of Active or Frozen, and a budget status of Working or Approved. The maximum effective-dated record for a position working budget will be extracted based on the Fiscal Year, COA, Budget ID and Phase. The use of working position budget records with the same Fiscal Year, COA, Organization, Budget ID and Phase but different create dates may cause a problem and is strongly discouraged. Similarly, the use of position budget records with the same Fiscal Year, COA, Budget ID and Phase but different Organizations is strongly discouraged.

| Param | Name               | Description/Values  | Required? | Default  | Validations |
|-------|--------------------|---|-----------|----------|-------------|
| 01    | Process Mode       | Specify the mode to run the process. Options include: <ul style="list-style-type: none"> <li>• (I)ntial</li> <li>• (R)e-create</li> <li>• (A)dd/Delete</li> </ul> | Yes       | (I)ntial | None        |
| 02    | Budget Extract ID  | Specify the Budget Extract ID that is to be used by the process. Data will be extracted based on the rules entered in NTRSPEX for the relevant Budget Extract ID. | Yes       | None     | NTRSPEX     |
| 03    | Job Effective Date | Specify the Job Effective Date to be used by the process when selecting employee records.   | Yes       | None     | DD-MMM-YYYY |

| Param | Name                                     | Description/Values  | Required?   | Default | Validations        |
|-------|--|---|---|---------|--------------------|
|       |  | The process will extract only those job records whose Job Effective Date is prior to or identical to the date entered for this report parameter.      |   |         |                    |
| 04    | Proposed Salary Group                    | Specify an existing salary group to update or change job salaries in the Salary Planner.  | Yes   | None    | NTRSGRP            |
| 05    | Copy Position Labor Distribution to Jobs | Indicate whether the position Budget Labor Distributions should be copied to the relevant Job Labor Distributions.                                    | Yes   | N       | Y, N or y, n       |
| 06    | Organization(s) to copy                  | Specify the budget organization that will copy the Position Labor Distributions to the corresponding Job Labor Distributions                          | Yes, if the Copy Position Labor Distribution to Jobs parameter is set to Yes. | N       | Y, N or y, n       |
| 07    | Include Subordinate Organizations        | Indicate whether subordinate organizations associated with the selected organizations are to be included in the copy function of labor distributions. | Yes, if the Copy Position Labor Distribution to Jobs parameter is set to Yes. | None    | FTVORGN or PTVORGN |

## Report Attributes

Salary Planner Extract Process (NBPSPEX) report attributes.

### Sort Order

By Organization Code

### Data Source

|         |         |         |         |
|---------|---------|---------|---------|
| NTRSPEX | NBAPOSN | NBAPBUD | NBAJOBS |
|---------|---------|---------|---------|

### Frequency

On demand

### Report Format

Standard horizontal format

## Report Sample (NBPSPEX)

|                  |             |               |       |                    |        |                |               |                     |                    |                                |  |
|------------------|-------------|---------------|-------|--------------------|--------|----------------|---------------|---------------------|--------------------|--------------------------------|--|
| NBPSPEX          |             |               |       |                    |        |                |               |                     |                    | PAGE 1                         |  |
|                  |             |               |       |                    |        |                |               |                     |                    | RUN DATE 13-JAN-2004           |  |
|                  |             |               |       |                    |        |                |               |                     |                    | RUN TIME 09:04 AM              |  |
|                  |             |               |       |                    |        |                |               |                     |                    | Banner University              |  |
|                  |             |               |       |                    |        |                |               |                     |                    | Salary Planner Extract Process |  |
|                  |             |               |       |                    |        |                |               |                     |                    | Include                        |  |
|                  |             |               |       |                    |        |                |               |                     |                    | Include                        |  |
|                  |             |               |       |                    |        |                |               |                     |                    | Include Positions              |  |
|                  |             |               |       |                    |        |                |               |                     |                    | Include Positions              |  |
|                  |             |               |       |                    |        |                |               |                     |                    | No Budget Profiles             |  |
|                  |             |               |       |                    |        |                |               |                     |                    | Y                              |  |
| COA              | Fiscal Year | Budget ID     | Phase | Budget             | Status | Secondary Jobs | Overload Jobs | No Bargaining Units | No Budget Profiles |                                |  |
| A                | 2005        | FY05          | ADMIN | W                  |        | N              | Y             | Y                   |                    |                                |  |
| Employee Class   |             | Budget Factor |       | Job Effective Date |        | Personnel Date |               |                     |                    |                                |  |
| U4               |             | 100.00        |       | 01-JUL-2004        |        | 01-JUL-2004    |               |                     |                    |                                |  |
| U5               |             | 100.00        |       | 01-JUL-2004        |        | 01-JUL-2004    |               |                     |                    |                                |  |
| Bargaining Units |             |               |       |                    |        |                |               |                     |                    |                                |  |
| Budget Profile   |             |               |       |                    |        |                |               |                     |                    |                                |  |
| GRNT             |             |               |       |                    |        |                |               |                     |                    |                                |  |
| GRNT02           |             |               |       |                    |        |                |               |                     |                    |                                |  |
| GRNT03           |             |               |       |                    |        |                |               |                     |                    |                                |  |
| GRANT6           |             |               |       |                    |        |                |               |                     |                    |                                |  |
| NONREC           |             |               |       |                    |        |                |               |                     |                    |                                |  |



```

RECUR
GRNT04
GRNT2
GRNT3
GRNT4
GRNT5
GRNT05
Jobs in these Organizations were successfully updated:

```

```

NBPSPEX                                Banner University                                PAGE                2
                                      Salary Planner Extract Process        RUN DATE 13-JAN-2004
                                      Process Parameters              RUN TIME 09:04 AM
                                      * * * Report Control Information * * *

Parameters have been entered via Job Submission.
Parameter Name                        Value
-----
Parameter Sequence No:                78003
Process Mode                          R - Re-create
Budget Extract ID                     FY05ADMIN - FY04-05 Administrative
Job Effective Date                    01-JUL-2004
Proposed Salary Group                 2005
Copy Position Distribution to Jobs     Y
Include Subordinate Orgns             N
SUCCESS* Recreated INITIAL extract from production data.
Total Jobs:                           22
Total Positions:                       26
Total Organizations:                   12

```

## Report Fields

| Name          | Description  |
|---------------|--|
| COA           | Displays the Chart of Accounts code associated with the Budget Extract ID  |
| Fiscal Year   | Displays the Fiscal year associated with the extracted data.   |
| Budget ID     | Displays the Budget ID associated with the extract rules specified on the Salary Planner Extract Rules page (NTRSPEX). |
| Phase         | Displays the Phase associated with the Budget ID   |
| Budget Status | Displays the status of the budget as either Approved or Working as selected in NTRSPEX.                                |

| Name                                       | Description  |
|--|--|
| Include Secondary Jobs                     | Indicates if data associated with secondary jobs have also been extracted by the process based on the rule specified in NTRSPEX.   |
| Include Overload Jobs                      | Indicates if data associated with overload jobs have also been extracted by the process based on the corresponding rule set up in NTRSPEX.                                 |
| Include Positions with No Bargaining Units | Indicates if positions with no bargaining units have also been extracted by the process based on the corresponding rule set up in NTRSPEX.                                 |
| Include Positions with No Budget Profiles  | Indicates if positions with no budget profiles have also been extracted by the process based on the corresponding rule set up in NTRSPEX.                                  |
| Employee Class                             | Displays employee classes that have been included in the extract. This information is based on the employee classes selected for the Budget Extract ID in NTRSPEX.         |
| Budget Factor                              | Displays the budget factor associated with each employee class that has been included in the extract.  |
| Job Effective Date                         | Displays the Job Effective Dates that will be used by the upload process for changes to the Employee Job (NBAJOBS) records.  |
| Personnel Date                             | Displays the Personnel Dates that will be used by the upload process for changes to the Employee Jobs (NBAJOBS) records.   |
| Bargaining Units                           | Displays the Bargaining units that have been included in the extract process.  |
| Budget Profiles                            | Displays the Budget Profiles that have been included in the extract process.   |
| Total Jobs, Positions, and Organizations   | Displays the number of records in the entire extract population in the Salary Planner for this Extract ID. This does <i>not</i> represent the number of records processed. |

## Salary Planner Upload Process (NBPSPUP)

The Salary Planner Upload Process uploads position and job data from the Salary Planner application in Employee Self-Service to Banner.

Position budget and position distributions will be uploaded into the related NBAPBUD Position Budget tables whereas job information will be uploaded by creating appropriate EPAFs in Banner. The relevant approval queues set up for the Approval Categories and Approval Types

dictate how the job information and job labor distribution EPAFs get applied in Banner utilizing the NOPEAMA Mass Apply process or the Online Apply Process.

For multiple year encumbering, the process uploads the **Encumbrance Override End Date** value, if specified in the labor distribution records in the Salary Planner, and populates the relevant EPAF.

Run the upload process to upload position information, job EPAFs, or both. This provides you with the flexibility to use the Salary Planner exclusively for Position Budget updates and job salary updates.

**Note:** Only one Scenario and Extract ID combination can be uploaded at a time. However the upload process may be rerun to allow the Extract ID to be uploaded any number of times, making allowances for corrections to the extract that may arise after the initial upload. The relevant data will be updated only for the changed records in the Salary Planner. Accordingly, new EPAFs will be generated to update any corrected job information from the Salary Planner, thereby voiding the previous related EPAFs in a Waiting status.

Scenarios cannot be uploaded unless all organizations are locked. If the upload process finds unlocked organizations in the population, a list of the unlocked organizations along with an error message will be printed on the report and no data will be uploaded.

You can run the NBPSPUP process in three modes: Report, Process, or Delete mode.

- Report mode - Run the process in Report mode for verification purposes. The process prints a report of any upload type of process errors or warning encountered without making any changes to the database.
- Process mode - Run the process in Process mode to update position data directly (budget and distribution on NBAPBUD) and job information (through the creation of EPAFs) in Banner. This mode makes permanent changes to the database.
- Delete mode - Run the process in Delete mode to delete combinations of Extract ID and Scenario from the Salary Planner application in Employee Self-Service. Multiple scenarios associated with a single Budget Extract ID can be deleted at a time. An Initial Scenario cannot be identified for deletion to prevent orphan scenarios from existing. Use a percent sign (%) to delete an Extract ID and all its associated scenarios.

If your budgeting practice uses GURFEED to send Position Budget information to Finance Budget Development and you used the automatic feed to Finance budgets in Salary Planner, you can use the NBPSPUP process to clear unwanted entries from the FBBBLIN table.

## Position Upload

The Salary Budget and Labor Distribution areas of the Position Budget record are updated by a position upload from the Salary Planner in Employee Self-Service to the NBAPBUD associated tables in Banner. Specifically, the following information is updated when position data is uploaded by NBPSPUP:

- The upload process updates data corresponding to only *Active* or *Frozen* positions.
- It also updates the **Date Created** field for a budget in the Position Salary Budgets window of the Position Budget page (NBAPBUD), based on whether the fiscal year is Active or not. For an active fiscal year, the Create Date is the greater of the System Date or the Position Begin Date. For an inactive fiscal year, the Create Date is the greater of the Position Begin Date or the Fiscal Year Begin Date on NBAFISC.
- The upload process updates position data for a single COA, Fiscal Year, Budget ID and Phase, provided the associated position salary budget record exists in Banner. The data can be uploaded to either a Working or an Approved Budget ID and Phase. The upload process recalculates the distribution percentages for position labor distributions that were modified in the Salary Planner and prints any errors in the upload report.

**Note:** Ensure that you do *not* maintain multiple budget records for a position, each with a different Create Date for the same combination of Fiscal Year, COA, ID and Phase. This situation applies only for Working budgets. The Upload process will update the record that has the latest Effective Date.

For example, if two position budget records exist for a position with Create Dates of 07/01/2004 and 12/01/2004, respectively, the upload process will in this case, update the position budget record with the Create Date of 12/01/2004 when the intended update may have been meant for the record with the Create Date of 07/01/2004.

For the same reason, also ensure that you do *not* maintain multiple budget records for a position, each with a different organization for the same combination of Fiscal Year, COA, ID and Phase. In the absence of multiple budget records for a position, the upload process updates the position budget (NBRPTOT) record with the Maximum Effective Date for the combination of Fiscal Year, COA, ID, Phase and Organization.

- Comments associated with positions will be updated to the Comment window of the Position Budget page (NBAPBUD).
- Position budget and distribution data will be uploaded to the Position Budget page (NBAPBUD) if changes were made to any of the information relating to a position in the Salary Planner. Positions hidden in the Initial scenario will not be uploaded.

After the data is uploaded into Banner, Position Control pages and other existing Banner processes can be used to make further modifications.

If your budgeting practice uses GURFEED to send position budget information to Finance Budget Development and you used the automatic feed to Finance budgets in Salary Planner, you can use the NBPSPUP process to clear unwanted entries from the FBBBLIN table.

## Job Upload

The Job upload process triggers the creation of EPAFs and their corresponding transaction numbers. The EPAF Transaction number is displayed in the process report and the corresponding Web pages in the Salary Planner.

The Job Detail, Default Hours, and Labor Distribution areas of the Employee Job records are updated from the Salary Planner. Specifically, the following information is uploaded by NBPSPUP using EPAFs to update NBAJOBS records in Banner:

- New Job Effective Dates (Personnel Date and Effective Date) that were initially specified for each employee class in the Salary Planner Extract Rules page (NTRSPEX) will be uploaded. The dates, if not entered, default to the first day of the new fiscal year based on the NBAFISC record for the specified COA and fiscal year corresponding to the Budget Extract ID.
- Job-related comments are uploaded to the Comments window in the Job Changes Detail Display page (PEAJCDD).
- Job FTE and Salary records may be created on the Job FTE/Salary Calculations and Tracking page (NBAJFTE) during the upload if the **Create FTE/ Salary Records** indicator is marked for the corresponding position.
- The upload process checks for the appropriate approval categories on the Installation Rule page (NTRINST). It also determines which Approval Category to use based on the number and type of records to be updated.

**Note:** Look at the Electronic Approval Type Rules page (NTRAPTY) for the Approval Types set up by the installation script NSPACAT.SQL to get a list of all the fields on NBAJOBS that may be uploaded.

When a Job is defined as Salaried (based on the Salary Table) only the Annual Salary is uploaded from Salary Planner. The EA Mass Apply Process (NPOEAMA) will calculate the Assign Salary and Hourly Rate. When a job is defined as Hourly only the Hourly Rate is uploaded from Salary Planner.

The following table provides a description of the EPAF status in the various records under specific conditions:

| EPAF Condition  | Transaction Status<br>NOBTRAN Table | Queue Status NORROUT<br>Table | Apply Status<br>NORTTRAN Table |
|---|-------------------------------------|-------------------------------|--------------------------------|
| EPAF has errors   | Waiting (W)                         | In the Queue (I)              | In the Queue (I)               |
| EPAF has no Errors. It has been submitted and is awaiting approval. | Pending (P)                         | Pending (P)                   | Pending (P)                    |

| EPAF Condition  |             | Transaction Status<br>NOBTRAN Table   | Queue Status NORROUT<br>Table | Apply Status<br>NORTAN Table |            |
|---|-------------|---|-------------------------------|------------------------------|------------|
| The Routing Information window of NOAEPAF (NORROUT) has records with ACTION_IND = A (Approval) .  |             |   |                               |                              |            |
| No Errors   |             | Approved (A)  | Approved (A)                  | Pending (P)                  |            |
| EPAF has been submitted and automatically approved.   |             |   |                               |                              |            |
| The User running the upload is the same User identified as the sole approver,   |             |   |                               |                              |            |
| OR  |             |   |                               |                              |            |
| The Routing Information window of NOAEPAF (NORROUT) does <i>not</i> have records with an ACTION_IND = A (Approval) .                                  |             |   |                               |                              |            |
| Changed the original EPAF transaction from a Transaction Status of Waiting to Void, and the Queue status from In the Queue to Removed from the Queue. |             | Void (V)  | Removed from Queue (Q)        | Removed from Queue (Q)       |            |
| This is only used when the upload process is re-run.  |             |   |                               |                              |            |
| Param   | Name        | Value/Description   | Required?                     | Default                      | Validation |
| 01  | Report Mode | Specify the report mode for the process. Options include:<br><br>R = Report Mode. Generates a report of upload process errors without creating EPAFs or updating the database.<br><br>P = Process mode. Generates a report of errors encountered, creates EPAFs and updates the database. | Yes                           | Report                       | None       |

| Param | Name                | Value/Description  | Required?   | Default | Validation                            |
|-------|---------------------|--|---|---------|---------------------------------------|
|       |                     | D = Delete mode. Deletes scenarios associated with a Budget Extract ID in the Salary Planner application of Employee Self-Service.   |   |         |                                       |
| 02    | Process             | Specify the information that is to be uploaded by the process from the Salary Planner. Options include:<br><br>P = Position. Updates Position budget and Position Distribution information only.<br><br>J = Job. Updates job information and Job Labor Distribution information only.<br><br>B = Both. Updates Position and Job information from the Salary Planner. | Yes, if Report parameter is set to either R or P. | None    | None                                  |
| 03    | Budget Extract ID   | Specify the Budget Extract ID that is to be uploaded from the Salary Planner or whose scenarios are to be deleted in the Salary Planner.   | Yes   | None    | Budget Extract IDs defined in NTRSPEX |
| 04    | Extract Scenario(s) | Specify the scenario that is to be uploaded into Banner from the Salary Planner, or deleted from the Salary Planner for the relevant Budget Extract ID.<br><br>Multiple scenarios can be specified only if the Report parameter is set to D. Enter % for all scenarios associated with a Budget Extract ID.  | Yes   | None    | None                                  |
| 05    | Fiscal Year         | The fiscal year to be updated.   | Yes, if Banner Finance is Installed.              | None    | NBAFISC                               |
| 06    | Budget ID           | The Budget ID to be updated by the process. This parameter is available only if Banner Finance is installed.   | Yes if the Process parameter is set to P or B.    | None    | FTVOBUD                               |

| Param | Name                          | Value/Description  | Required?                                      | Default | Validation |
|-------|-------------------------------|--|--|---------|------------|
| 07    | Budget Phase                  | The Budget Phase to be updated by the process. This parameter is available only if Banner Finance is installed.  | Yes if the Process parameter is set to P or B. | None    | FTVOBPH    |
| 08    | Job Change Reason             | Specify the job change reasons to be used when updating job records.   | Yes if the Process parameter is set to J or B. | None    | PTVJCRE    |
| 09    | Include Waiting Records       | <p>Process Salary Planner records in waiting status.</p> <p>Y = Yes</p> <p>N = No</p> <p><b>Note:</b> New EPAFs will be generated to update any corrected job information from Salary Planner. This will void any previous related EPAFs that are in a Waiting status.</p> | Yes  | None    |            |
| 10    | Zero Budget Development Entry | <p>Zero out associated Finance Budget Development entries for the specific Extract/ Scenario.</p> <p>Y = Yes</p> <p>N = No</p> <p>Only enter Y if you used the feed feature in Salary Planner and want to remove the amounts in Finance Budget Development.</p>            | Yes  | None    |            |



| Param | Name | Value/Description  | Required? | Default | Validation |
|-------|------|--|-----------|---------|------------|
|       |      | <b>Note:</b> You can zero out Salary Planner amounts in Finance Budget Development if the position budget amounts will be fed to Budget Development using the GURFEED process in Position Control. This allows you to clean up your budgeting records after you have made final changes. |           |         |            |

## Report Attributes

### Sort Order

First by Organization, then by Position and Suffix, followed by Employee IDs.

### Data Source

|         |         |         |         |                                |
|---------|---------|---------|---------|--------------------------------|
| NTRSPEX | NBAFISC | FTVOBUD | FTVOBPH | PTVJCRE and the Salary Planner |
|---------|---------|---------|---------|--------------------------------|

### Frequency

On demand

### Report Format

Standard horizontal format

The following fields are displayed when only Position Budget data is uploaded by the process from the Salary Planner.

| Field         | Description   |
|---------------|---|
| COA           | The Chart of Accounts associated with the Position Budget being uploaded.   |
| Budget ID     | The Budget ID associated with the position data being uploaded. This information is drawn from the corresponding parameter specified during the upload. |
| Budget Phase  | The Budget Phase associated with the budget ID. This information is drawn from the corresponding parameter specified during the upload.                 |
| Department    | The Department ID and name associated with the positions being uploaded into Banner.  |
| Position      | The Position being uploaded by the process.   |
| Title         | The Position Title corresponding to each Position.  |
| FTE           | The FTE budgeted for each position.   |
| Budget Amount | The amount budgeted for each position.  |

The following fields display the elements of the labor distribution corresponding to each position.

| Field        | Description  |
|--------------|--|
| Fund         | The fund associated with the Position Budget amount.   |
| Organization | The organization associated with the Position Budget amount.   |
| Account      | The account associated with the Position Budget amount.  |
| Program      | The program associated with the Position Budget amount.  |
| Activity     | The activity associated with the Position Budget amount.   |
| Location     | The location associated with the Position Budget amount.   |
| Percent      | The percent of the Position Budget associated with this labor distribution. The total of all labor distribution records must equal 100%. |

The following fields are displayed when job detail information is uploaded by the process, from the Salary Planner.

| Field              | Description   |
|--------------------|---|
| COA                | The Chart of Accounts associated with the Job information being uploaded.       |
| Department         | The Department ID and name associated with the jobs being uploaded into Banner. |
| Position Suffix    | Position and Suffix of each job being uploaded.                                 |
| ID                 | Employee ID associated with the job.  |
| Name               | Employee name whose job information is being uploaded.                          |
| EPAF Transaction # | The EPAF Transaction # generated by the upload process.                         |
| Effective Date     | The effective date on which the job information becomes active.                 |
| Job FTE            | The FTE for each job.   |
| Appt%              | The appointment percent corresponding to each job.                              |
| Hours per Day      | The number of hours per day on the job.   |
| Hours per Pay      | The total number of hours per pay for each job.                                 |
| Salary Group       | The salary group associated with each job.                                      |
| Salary Table       | The salary table associated with each job.                                      |
| Salary Grade       | The salary grade corresponding to each job.                                     |
| Salary Step        | The salary step assigned for each job.  |
| Hourly Rate        | The hourly rate of each job.  |
| Salary             | The annual salary corresponding to each job.                                    |

The following fields are displayed when job default earnings information is uploaded by the process, from the Salary Planner.

| Field            | Description   |
|------------------|---|
| Default Earnings | The Regular pay default earnings code associated with each job. |

| Field       | Description  |
|-------------|--|
| Hours/Units | The unit of measure, as hours or units, for the default earnings for each job. |

The following fields display the elements of the labor distribution for each job.

| Field        | Description   |
|--------------|---|
| Fund         | The fund associated with the job.   |
| Organization | The organization associated with the job.   |
| Account      | The account associated with the job.  |
| Program      | The program associated with the job.  |
| Activity     | The activity associated with the job.   |
| Location     | The location associated with the job.   |
| Percent      | The percent of the salary associated with this labor distribution. The total of all labor distribution records must equal 100%. |

## Report Sample (NBPSUP)

|   |                   |  |         |          |            |            |                  |             |           |      |         |   |  |
|---|-------------------|--|---------|----------|------------|------------|------------------|-------------|-----------|------|---------|---|--|
| NBPSUP (Release 6.1)  |                   | Banner University<br>Salary Planner Upload Process<br>Employee Job Upload<br>Chart Of Account: A |         |          |            |            |                  |             |           |      |         | RUN DATE 24-MAR-2004<br>RUN TIME 02:24 PM |  |
| ORGN - 111 Dean Office Arts and Sciences                                |                   |  |         |          |            |            |                  |             |           |      |         |   |  |
| ID  | Name              | EFFECTIVE DATE   | JOB FTE | APPT PCT | HOURS /DAY | HOURS /PAY | -----SALARY----- | HOURLY RATE | SALARY    |      |         |   |  |
| Position Suffix: U40002-02  | Assoc Dean        |  | EPAF    | Trans    | No: 5572   |            |                  |             |           |      |         |   |  |
| U27000066   | Sjoegran, Therese | 01-JUL-2006  | 1.0     | 100.00   | 8.00       | 173.33     | 2005 AD 01 0     | 5.77        | 12,000.00 |      |         |   |  |
| DEFAULT EARNINGS  | HRS/UNITS         |  | FUND    | ORGN     | ACCT       | PROG       | ACTV             | LOCN        | PROJ      | CTYP | PERCENT |   |  |
| REG   | 173.33            |  | 1000    | 111      | 5120       | 100        |                  |             |           |      | 100.00  |   |  |
| W *WARNING* Annual Salary is outside the Table/Grade range.             |                   |  |         |          |            |            |                  |             |           |      |         |   |  |
| W *WARNING* Total FTE for this employee exceeds one as of the eff date. |                   |  |         |          |            |            |                  |             |           |      |         |   |  |
| Position Suffix: U20032-00  | Professor Biology |  | EPAF    | Trans    | No: 5579   |            |                  |             |           |      |         |   |  |
| U27000030   | Hucles, Angela    | 01-OCT-2006  | 1.0     | 100.00   | 8.00       | 173.33     | 2005 FE 05 0     | 35.36       | 55,167.21 |      |         |   |  |
| DEFAULT EARNINGS  | HRS/UNITS         |  | FUND    | ORGN     | ACCT       | PROG       | ACTV             | LOCN        | PROJ      | CTYP | PERCENT |   |  |

```

REG                173.33                1000  120   5120  100                25.00
                1000  121   5120  100                75.00
      E  *ERROR* Missing one or more entries on PTRCALN for Defer Pay Schedule.
      W  *WARNING* Annual Salary is outside the Table/Grade range.
Position Suffix: UA0005-00  Director Plant Research      EPAF Trans No: 5609
U27000010  Wildhom, Jack      01-JUL-2006   0.3 100.00  4.00 86.66 2005  AD  01  0      22.21  23,100.00
      DEFAULT EARNINGS      HRS/UNITS      FUND  ORGN  ACCT  PROG  ACTV  LOCN  PROJ  CTYP  PERCENT
                2211  215   5252  620
      E  *ERROR* Not a valid active position.
Position Suffix: U10039-00  Professor Electrical Eng      EPAF Trans No: 5611
U27000038  Bai, Jie      01-JUL-2006   1.0 100.00  8.00 173.33 2005  FA  05  0      28.85  60,000.00
      DEFAULT EARNINGS      HRS/UNITS      FUND  ORGN  ACCT  PROG  ACTV  LOCN  PROJ  CTYP  PERCENT
      REG                173.33                1000  155   5120  100                100.00
      E  *ERROR* New Effective Date must be after 16-AUG-2006.

```

NBPSPUP (Release 6.1)

Banner University  
Salary Planner Upload Process  
Employee Job Upload  
Chart Of Account: A

RUN DATE 24-MAR-2004  
RUN TIME 02:24 PM

\* \* \* REPORT CONTROL INFORMATION \* \* \*

Parameters have been entered via Job Submission.

| Parameter Name         | Value                         | Source  | Message      |
|------------------------|-------------------------------|---------|--------------|
| Parameter Seq No:      | 88175                         |         |              |
| Report Mode            | P - Process Updates           | Entered |              |
| Process Mode           | B - Both Posn and Jobs Update | Entered |              |
| Budget Extract ID      | 2007FINAL                     | Entered | (2007 Final) |
| Scenario               | UPLOAD                        | Entered |              |
| Fiscal Year            | 2007                          | Entered |              |
| Budget ID              | FY07                          | Entered |              |
| Budget Phase           | POSN                          | Entered |              |
| Job Change Reason      | BUDGE                         | Entered |              |
| Include Wait Records N |                               | Entered |              |

Successful Completion.

|                      | Posn/Jobs<br>With Changes | Posn Updated/<br>EPAFs Created | Posn/Jobs<br>With Warnings | Posn/Jobs<br>With Errors | EPAFs<br>Submitted | EPAFs<br>Waiting |
|----------------------|---------------------------|--------------------------------|----------------------------|--------------------------|--------------------|------------------|
| Positions:           | 22                        | 22                             | N/A                        | 0                        |                    |                  |
| Job EPAFs:           | 87                        | 87                             | 45                         | 6                        | 81                 | 6                |
| Total Positions:     | 133                       |                                |                            |                          |                    |                  |
| Total Jobs:          | 134                       |                                |                            |                          |                    |                  |
| Total Organizations: | 15                        |                                |                            |                          |                    |                  |

## Upload to Salary Planner (NBPUPSP)

The Upload to Salary Planner process will read a "tab delimited" file of Salary or Position Budget change amounts and load the Salary Planner module. The process will load Change Amounts and produce a report based on the File Type.

| File Type | Processing  |
|-----------|---|
| Job       | <p>When a File Type of Job is selected, the process will load the Salary Planner Change Table [NBRALC] that holds the change amounts for each Job Change Reason for each Employee (JCRE). A maximum of four Change Reasons and associated Change Amounts may be used. Once the individual salary change amounts (e.g. Merit, Across the Board, etc.) are loaded, the process will recalculate the employee's Proposed Annual Salary by adding the change amounts to the Base Salary. The process will also calculate the new hourly rate and new Estimated Fiscal Year Budget for the employee's job. The process will use the same calculation steps performed by the web page when data is entered manually.</p> <p>A report will be generated by the upload process showing the individual salary increase amounts, the new calculated Proposed Hourly Rate and Annual Salary, Totals by JCRE Code, and a Grand Total plus total records successfully loaded.</p> <p>Labor Distribution amounts are not stored in Salary Planner but are calculated online dynamically by the Job Labor Distribution web page.</p> |
| Position  | <p>When a File Type of Position is selected, the process will load the Extracted Position Salary Planner Table (NBREPSA_CHANGE_AMOUNT) with the change amount from the file. Once the change amounts are loaded the process will calculate the percentage increase and Proposed Budget and update the Extracted Positions table (NBREPSA_CHANGE_PERCENT and NBREPSA_BUDGET_PROPOSED). The process will also calculate the new proposed budget for each FOAPAL and update the Extracted Position Labor Distribution Salary Planner Table (NBREPLD_BUDGET_PROPOSED).</p> <p>The process will update the NBREPSA_RECORD_STATUS and NBREPLD_RECORD_STATUS to C after updating the tables. Positions with null change amounts will be skipped. The process will not set the Change Indicator on these employees to C and they will not be included in the record count at the end of the report.</p>   |

If there are any errors during the load, the file can be fixed and reloaded, or the records can be created or fixed manually in Salary Planner. If a file is reloaded, records within the upload file will be recreated.

| Param | Name       | Description/Values                                    | Required? | Default   | Validation |
|-------|------------|---|-----------|---|------------|
| 1     | File Type  | Identify file type to be uploaded (J)ob or (P)osition | Required  | None  | 1          |
| 2     | Filename   | Enter the name of the file including extension        | Required  | None  | 2          |
| 3     | Extract ID | Enter the Extract ID to be loaded                     | Required  | NTRSPEX   | 3          |
| 4     | Scenario   | Enter the Scenario to be loaded                       | Required  | NBREHDR Salary<br>Planner Extract Header<br>Table | 4          |

## Report Layout

The report output will be sorted by employee Last Name, First Name or Position, respectively. Users may utilize the Employee Search Filter to locate employee job records in Salary Planner and verify uploaded changes to the report.

## Process Errors

| Process Error   | Cause  |
|---|--|
| Aborting job. Cannot open file:                               | Filename does not exist  |
| Human Resources system must be installed to run this process. |  |
| Job Upload Errors   | Cause  |
| Change Amount must be a numeric value.                        | Change amount is not a numeric value.                            |
| Change Amount is null   | There is a valid Change Reason, but the Change Amount is null.   |
| Duplicate Job Change Reason Codes                             | Duplicate Job Change Reason Codes exist in the same data record. |
| Employee Job Step not equal to 0                              | Employee's job step is not equal to zero.                        |

| Job Upload Errors   | Cause   |
|---|---|
| Employee or Job does not exist for the Extract ID, Scenario and Position  | Employee or job does not exist in the NBREJOB table OR the employee's annual salary is null in the NBREJOB table. |
| No matching ID found on PPAIDEN   | ID does not exist in the SPRIDEN table.   |
| One or more Job Change Reason Codes are invalid or missing Display number | A Change Reason Code does not exist OR a Change Reason Code Web Display Priority is not defined on PTRJCRE.       |
| Print the invalid data record in the .log file                            | Verify the Filename is correct for the File Type selected OR the delimiter count is not equal to 14.              |
| Position Upload Errors  | Cause   |
| Change Amount must be a numeric value.                                    | Change amount is not a numeric value.   |
| Change Amount is null.  | Change amount is null.  |
| Multiple records were found that match this position in Salary Planner    | Position has multiple records in the NBREPSA table with different effective dates.                                |
| No matching position found in Salary Planner                              | Position does not exist in the Extract/Scenario or NBREPSA table.   |
| Print the invalid data record in the .log file                            | Verify the Filename is correct for the File Type selected OR the delimiter count is not equal to 3.               |

## Budget Work Sheet Report (NBRBWRK)

Compares a proposed fiscal year budget to an established (either previous or current) fiscal year budget.

| Param | Name                 | Description/Values   | Required? | Default | Validation                |
|-------|----------------------|--|-----------|---------|---------------------------|
| 01    | Previous Fiscal Year | Previous fiscal year for which detailed budget information will be printed | Yes       | None    | Format must be YYYY or YY |



| Param | Name                   | Description/Values  | Required?        | Default | Validation                           |
|-------|------------------------|---|------------------|---------|--------------------------------------|
|       |                        |   |                  |         | NBAFISC                              |
| 02    | Proposed Fiscal Year   | Fiscal year for which budget is being proposed                                      | Yes              | None    | Format must be YYYY or YY<br>NBAFISC |
| 03    | Budget ID              | ID of proposed budget for which information will be printed                         | No               | None    | FTVOBUD                              |
| 04    | Budget Phase           | Proposed budget phase for which information will be printed                         | No               | None    | FTVOBPH                              |
| 05    | Average Percent Raise  | Average salary increase by percentage from the previous to the proposed fiscal year | Yes              | None    | None                                 |
| 06    | Chart of Accounts Code | Code of the Chart of Accounts whose budget is being rolled.                         | Yes <sup>3</sup> | None    | FTVCOAS                              |

## Report Attributes

### Sort Order

First by COA code, then by budget organization, then by position, then by employee name

### Data Source

|         |         |         |         |         |         |
|---------|---------|---------|---------|---------|---------|
| NBAFISC | FTVCOAS | FTVOBUD | FTVORGN | NBAJOBS | NBAPOSN |
| PDADEN  | PEAEMPL | PPAIDEN | PTRBDCA | PTREARN | PTVORGN |

<sup>3</sup> Only if BANNER Finance exists

**Frequency**

On demand

**Report Format**

Standard horizontal report format

| Name           | Description  |
|----------------|--|
| untitled field | Chart of Accounts that controls the budget. This value is established in the Position Total section of the Position page (NBAPOSN).  |
| untitled field | Organization that controls the budget. This value is established in the Position Total section of the Position page (NBAPOSN).   |
| POSN           | Position   |
| TITLE          | Title of position  |
| ECLS           | Employee class of position   |
| STATUS         | Current status of position: Active, Frozen, or Cancelled   |
| TYPE           | Position type: Single or Pooled  |
| BEGIN DATE     | Position begin date  |
| END DATE       | Position end date  |
| ROLL INDICATOR | Budget Roll Indicator:<br>S = Roll the sum of annual salaries of all active jobs in this position<br>V = Roll the sum of contract values of all active jobs in this position<br>C = Roll the current budgeted amount of this position<br>R = Roll the remaining amount of the budget for this position<br>Z = Roll a zero amount |

| Name                    | Description   |
|-------------------------|---|
|                         | M = Roll the median salary for this position  |
| X MIDPOINT              | In this field name represents the value entered at the Previous Fiscal Year parameter.<br>Salary midpoint for the previous fiscal year.   |
| X MIDPOINT              | In this field name represents the value entered at the Proposed Fiscal Year parameter.<br>Salary midpoint for the proposed fiscal year. This amount is calculated by multiplying the value in the previous field by the percentage entered at the <b>Average Percent Raise</b> parameter.   |
| BUDGET ITEM             | Budget item. If this item was entered in the Fringe Totals section of the Position page (NBAPOSN), this field contains a deduction code. If it was entered in the Premium Earnings Total section of NBAPOSN, it contains an earnings code. If it was entered in the NBAPOSN Position Total section, this field contains the base earnings code. |
| FISCAL YEAR             | Fiscal year   |
| BUDGETED AMOUNT         | The amount budgeted to this organization for this budget item. This value is established in the Position Total section, Fringe Totals section or the Premium Earnings Total section of the Position page (NBAPOSN).   |
| PERCENT DIFF            | The percentage difference between the previous and proposed fiscal years  |
| BUDGET FTE              | The number of FTEs covered by this budget amount  |
| COA                     | Labor Distribution Chart of Accounts code. This field appears only if Banner Finance is installed.  |
| EXTERNAL ACCOUNT NUMBER | External account number. This field appears only if Banner Finance is not installed.  |
| FUND                    | Fund code. This field appears only if BANNER Finance is installed.  |
| ORGN                    | Organization code. This field appears only if Banner Finance is installed.  |
| ACCT                    | Account code. This field appears only if Banner Finance is installed.   |
| PROG                    | Program code. This field appears only if Banner Finance is installed.   |
| ACTV                    | Activity code. This field appears only if Banner Finance is installed.  |

| Name  | Description  |
|---|--|
| LOCN  | Location code. This field appears only if Banner Finance is installed.   |
| PERCENT   | Percent  |
| APPROXIMATE BREAKDOWN OF BUDGET AMOUNTS BY LABOR DISTRIBUTION | Summary of labor distribution data. Because of rounding, the actual amounts may vary slightly.   |
| EMPLOYEE NAME   | Employee name<br><br>VACANT = Indicates vacant FTEs for the position. (See Vacant FTE Computation preceding the report samples for further information.)   |
| ID  | Employee ID number   |
| SUFF  | Position Suffix defined for this position on the Employee Jobs page (NBAJOBS)  |
| STAT  | Job status:<br>A = Active<br>T = Terminated<br>L = Leave without pay or benefits<br>B = Leave without pay and with benefits<br>F = Leave with full pay and benefits<br>P = Leave with partial pay and benefits<br>R = Rehire |
| BEGIN DATE  | Start date of job  |
| END DATE  | End date of job  |
| CONTRACT VALUE  | Contract value of this job. This field value is established in the Employee Job Base Record section of the Employee Jobs page (NBAJOBS).   |
| JOB FTE   | FTE of this job. This value is established in the Job section of the Employee Jobs page (NBAJOBS).   |

| Name             | Description   |
|------------------|---|
| X ANN SAL        | Annual salary during the previous fiscal year.<br>The X in the name of this field represents the value entered at the Previous Fiscal Year parameter.   |
| X ANN SAL        | Annual salary for the proposed fiscal year. This amount is calculated by multiplying the value in the previous field by the percentage entered at the <b>Average Percent Increase</b> parameter.<br>The X in the name of this field represents the value entered at the Proposed Fiscal Year parameter. |
| DEFAULT EARNINGS | Default earnings entered on NBAJOBS   |
| DEDUCTION CODES  | Deductions entered on PDAEDN  |

## Vacant FTE Computation

For hourly positions, the Annual Salary for the VACANT FTEs is calculated as follows if Banner Human Resources System is installed:

$((\text{midpoint salary}) * (\text{appointment percent}) * (\text{vacant FTEs}) * (\text{hours per pay}) * (\text{tax factor}))$

+

$((\text{midpoint salary}) * (\text{percent increase}) * (\text{vacant FTEs}))$

If Banner Human Resources System is not installed, the Annual Salary for the VACANT FTEs is calculated as shown below:

$((\text{midpoint salary}) * (\text{appointment percent}) * (\text{vacant FTEs}) * (\text{hours per pay}) * (\text{pays per year}))$

+

$((\text{midpoint salary}) * (\text{percent increase}) * (\text{vacant FTEs}))$

where

:

|                     |   |
|---------------------|---|
| midpoint salary     | Midpoint salary for the position.         |
| appointment percent | The appointment percent for the position. |

vacant FTEs

The number of vacant FTEs for the position..

hours per pay

The hours per pay associated with the Employee Class for the position

tax factor/pays per year

The number of pays per year for the pay id on the Employee Class for the position..

percent increase

The percent of increase entered as a parameter at run time.

## Report Sample (NBRBWRK)

REPORT : NBRBWRK

Banner University  
Budget Work Sheet Report  
Proposed Budget Id: CHRIS2 Budget Phase: C2-1

PAGE 1  
RUN DATE 09/22/1995  
RUN TIME 01:21 PM

A 001 Office of The President

| Posn Title  | Ecls        | Status          | Type         | Begin Date  | End Date | Roll Indicator    | 1994 Midpoint | 1995 Midpoint |              |              |      |         |
|---|-------------|-----------------|--------------|-------------|----------|-------------------|---------------|---------------|--------------|--------------|------|---------|
| EXEC01 Secretary  | CL          | A Active        | S Single     | 01-JUL-1990 |          | S Sum Annual Sal. | 9.18          | 9.18          |              |              |      |         |
| Budget Item   | Fiscal Year | Budgeted Amount | Percent Diff | Budget FTE  | COA      | FUND              | ORGN          | ACCT          | PROG         | ACTV         | LOCN | PERCENT |
| REG Regular   | 1994        | 105,000.00      |              | 1.000       | A        | 1000              | 220           | 5210          | 100          |              |      | 100.00  |
|   | 1995        | 105,000.00      | .00          | 1.000       | A        | 1000              | 220           | 5210          | 100          |              |      | 100.00  |
| Total Salaries  | 1994        | 105,000.00      |              |             |          |                   |               |               |              |              |      |         |
|   | 1995        | 105,000.00      | .00          |             |          |                   |               |               |              |              |      |         |
| *****   |             |                 |              |             |          |                   |               |               |              |              |      |         |
| FIM Fica Med  | 1995        | 6,510.00        |              |             | A        | 1000              | 220           | 5300          | 100          |              |      | 100.00  |
| FIO Fica Old  | 1995        | 1,522.50        |              |             | A        | 1000              | 220           | 5300          | 100          |              |      | 100.00  |
| Total Fringes   | 1994        | .00             |              |             |          |                   |               |               |              |              |      |         |
|   | 1995        | 8,032.50        |              |             |          |                   |               |               |              |              |      |         |
| *****   |             |                 |              |             |          |                   |               |               |              |              |      |         |
| APPROXIMATE BREAKDOWN OF BUDGET AMOUNTS BY LABOR DISTRIBUTION |             |                 |              |             |          |                   |               |               |              |              |      |         |
|   | 1994 Budget | 1995 Budget     | Pct Diff     | COA         | FUND     | ORGN              | ACCT          | PROG          | ACTV         | LOCN         |      |         |
|   | 105,000.00  | 105,000.00      | .00          | A           | 1000     | 220               | 5210          | 100           |              |              |      |         |
|   | .00         | 8,032.50        |              | A           | 1000     | 220               | 5300          | 100           |              |              |      |         |
| Total Compensation  | 105,000.00  | 113,032.50      | 7.65         |             |          |                   |               |               |              |              |      |         |
| INCUMBENTS  |             |                 |              |             |          |                   |               |               |              |              |      |         |
| Employee Name   | Id          | Suff            | Stat         | Begin Date  | End Date | Salary            | Encumb        | Job FTE       | 1994 Ann Sal | 1995 Ann Sal |      |         |
| Lake, Jay B   | 7001VLC01   | 00              | A            | 16-APR-1992 |          | 105,000.00        |               | 1.000         | 105,000.00   | 105,000.00   |      |         |
| Default Earn Codes: REG                                       |             |                 |              |             |          |                   |               |               |              |              |      |         |

|  |             |             |            |          |            |            |
|--|-------------|-------------|------------|----------|------------|------------|
| Incumbent Totals                                     |             |             | 105,000.00 | 1.000    | 105,000.00 | 105,000.00 |
| ORGANIZATION TOTALS FOR: 001 Office of The President |             |             |            |          |            |            |
|  | 1994 Budget | 1995 Budget |            | Pct Diff |            |            |
| Salaries   | 105,000.00  | 105,000.00  |            | .00      |            |            |
| Premium Earnings                                     | .00         | .00         |            |          |            |            |
| Fringes  | .00         | 8,032.50    |            |          |            |            |
| Fringe Chrg Back                                     | .00         | .00         |            |          |            |            |
| Total Compensation                                   | 105,000.00  | 113,032.50  |            | 7.65     |            |            |
| Budgeted FTE   | 1.00        | 1.00        |            | .00      |            |            |
| Annual Salaries                                      | 105,000.00  | 105,000.00  |            | .00      |            |            |

REPORT : NBRBWRK

Banner University  
Budget Work Sheet Report  
Proposed Budget Id: CHRIS2 Budget Phase: C2-1

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A 120 Biology Department

|   |             |             |          |             |          |                   |               |               |
|---|-------------|-------------|----------|-------------|----------|-------------------|---------------|---------------|
| Posn Title                                      | Ecls        | Status      | Type     | Begin Date  | End Date | Roll Indicator    | 1994 Midpoint | 1995 Midpoint |
| 000001 Secretary I                              | AN          | A Active    | P Pooled | 01-JAN-1991 |          | S Sum Annual Sal. | 18,500.00     | 18,500.00     |
| Employee Name                                   | Id          | Suff        | Stat     | Begin Date  | End Date | Salary Encumb     | Job FTE       | 1994 Ann Sal  |
| Miller, Steve                                   | 888219999   | 00          | A        | 01-JAN-1992 |          | 21,402.82         | 1.000         | 26,625.00     |
| Senne, Martin F                                 | 000000790   | 00          | A        | 01-JAN-1994 |          | 32,083.35         | 1.000         | 65,000.00     |
| Default Earn Codes: REG                         |             |             |          |             |          |                   |               |               |
| Deduction Codes: DEN                            |             |             |          |             |          |                   |               |               |
| Smith, Sally                                    | 782546777   | 00          | A        | 01-JUL-1993 |          | 5,000.00          | 1.000         | 5,000.00      |
| Default Earn Codes: REG                         |             |             |          |             |          |                   |               |               |
| VACANT  |             |             |          |             |          | 1.000             |               | 18,500.00     |
| Incumbent Totals                                |             |             |          |             |          | 115,198.75        | 7.000         | 183,525.08    |
| ORGANIZATION TOTALS FOR: 120 Biology Department |             |             |          |             |          |                   |               |               |
|   | 1994 Budget | 1995 Budget |          | Pct Diff    |          |                   |               |               |
| Salaries  | 71,337.00   | 207,000.00  |          | 190.17      |          |                   |               |               |
| Premium Earnings                                | 100.00      | .00         |          |             |          |                   |               |               |
| Fringes   | 123.00      | .00         |          |             |          |                   |               |               |
| Fringe Chrg Back                                | .00         | .00         |          |             |          |                   |               |               |
| Total Compensation                              | 71,560.00   | 207,000.00  |          | 189.27      |          |                   |               |               |
| Budgeted FTE                                    | 1.00        | 7.00        |          | 600.00      |          |                   |               |               |
| Annual Salaries                                 | 183,525.08  | 202,025.08  |          | 10.08       |          |                   |               |               |

REPORT : NBRBWRK

Banner University  
Budget Work Sheet Report  
Proposed Budget Id: CHRIS2 Budget Phase: C2-1

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A 125 Math Department

|                             |      |          |          |             |          |                   |               |               |
|-----------------------------|------|----------|----------|-------------|----------|-------------------|---------------|---------------|
| Posn Title                  | Ecls | Status   | Type     | Begin Date  | End Date | Roll Indicator    | 1994 Midpoint | 1995 Midpoint |
| 500000 Clerk I/Math (Ind Te | CL   | A Active | S Single | 01-JAN-1992 |          | S Sum Annual Sal. | 8.67          | 8.67          |
| Employee Name               | Id   | Suff     | Stat     | Begin Date  | End Date | Salary Encumb     | Job FTE       | 1994 Ann Sal  |
|                             |      |          |          |             |          |                   |               | 1995 Ann Sal  |

|  |                                      |             |   |             |           |       |           |           |
|--|--------------------------------------|-------------|---|-------------|-----------|-------|-----------|-----------|
| Mann, Elizabeth  | 555020017                            | 00          | A | 01-JUL-1992 | 20,259.20 | 1.000 | 20,259.20 | 20,259.20 |
|  | Default Earn Codes: REG              |             |   |             |           |       |           |           |
|  | Deduction Codes: DEN FIM FIO HBC LVR |             |   |             |           |       |           |           |
| VACANT   |                                      |             |   |             |           | .500  |           | 9,016.80  |
| Incumbent Totals   |                                      |             |   |             | 40,259.20 | 2.500 | 40,259.20 | 49,276.00 |
| ORGANIZATION TOTALS FOR: 125 Math Department                   |                                      |             |   |             |           |       |           |           |
|  | 1994 Budget                          | 1995 Budget |   | Pct Diff    |           |       |           |           |
| Salaries   | 50,527.68                            | 49,598.40   |   | -1.84       |           |       |           |           |
| Premium Earnings   | 1,790.25                             | 1,790.25    |   | .00         |           |       |           |           |
| Fringes  | 10,365.37                            | 10,294.28   |   | -.69        |           |       |           |           |
| Fringe Chrg Back   | .00                                  | .00         |   |             |           |       |           |           |
| Total Compensation   | 62,683.30                            | 61,682.93   |   | -1.60       |           |       |           |           |
| Budgeted FTE   | 2.50                                 | 2.50        |   | .00         |           |       |           |           |
| Annual Salaries  | 40,259.20                            | 49,276.00   |   | 22.40       |           |       |           |           |
| CHART OF ACCOUNTS TOTALS FOR: A Banner Institute of Technology |                                      |             |   |             |           |       |           |           |
|  | 1994 Budget                          | 1995 Budget |   | Pct Diff    |           |       |           |           |
| Salaries   | 226,864.68                           | 361,598.40  |   | 59.39       |           |       |           |           |
| Premium Earnings   | 1,890.25                             | 1,790.25    |   | -5.29       |           |       |           |           |
| Fringes  | 10,488.37                            | 18,326.78   |   | 74.73       |           |       |           |           |
| Fringe Chrg Back   | .00                                  | .00         |   |             |           |       |           |           |
| Total Compensation   | 239,243.30                           | 381,715.43  |   | 59.55       |           |       |           |           |
| Budgeted FTE   | 4.50                                 | 10.50       |   | 133.33      |           |       |           |           |
| Annual Salaries  | 328,784.28                           | 356,301.08  |   | 8.37        |           |       |           |           |

REPORT : NBRBWRK

Banner University  
 Budget Work Sheet Report  
 Proposed Budget Id: CHRIS2 Budget Phase: C2-1

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GRAND TOTALS:

|                    |             |             |          |
|--------------------|-------------|-------------|----------|
|                    | 1994 Budget | 1995 Budget | Pct Diff |
| Salaries           | 226,864.68  | 361,598.40  | 59.39    |
| Premium Earnings   | 1,890.25    | 1,790.25    | -5.29    |
| Fringes            | 10,488.37   | 18,326.78   | 74.73    |
| Fringe Chrg Back   | .00         | .00         |          |
| Total Compensation | 239,243.30  | 381,715.43  | 59.55    |
| Budgeted FTE       | 4.50        | 10.50       | 133.33   |
| Annual Salaries    | 328,784.28  | 356,301.08  | 8.37     |

REPORT : NBRBWRK

Banner University  
 Budget Work Sheet Report  
 \* \* \* REPORT CONTROL INFORMATION \* \* \*  
 Source Message

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|                |       |
|----------------|-------|
| Parameter Name | Value |
|----------------|-------|



|                       |                             |         |
|-----------------------|-----------------------------|---------|
| Parameter Seq No:     | 14783                       |         |
| COA Code:             | A                           | Entered |
| Previous Fiscal Year: | 1994                        | Entered |
| Proposed Fiscal Year: | 1995                        | Entered |
| Budget Id:            | CHRIS2                      | Entered |
| Budget Phase:         | C2-1                        | Entered |
| Average Pct Increase: | .000                        | Entered |
| Record Count : 3      | Number of Positions Printed |         |
| Line Count : 55       |                             |         |

## FOAPAL Validation Report

The FOAPAL Validation Report can be run at any time to re-validate FOAPAL entries that were previously made in Positions, Jobs and Payroll Records.

**Note:** Banner Human Resources and Banner Finance must be installed onsite for this report. Verify that the **Finance** and **Human Resources** check boxes are selected on the Installation Control page (GUAINST) to confirm that both systems are installed at your site.

FOAPAL (Fund, Organization, Account, Program, Activity, and Location) elements must be valid as of the date they are entered. Since there is no backwards validation if an element is terminated or inactivated in Banner Finance, it is recommended to periodically execute this process to highlight records that require change. Invalid values can cause feeds from payroll to finance to error.

| Param | Name         | Description/Values  | Required? | Default | Validation                   |
|-------|--------------|---|-----------|---------|------------------------------|
| 01    | Source Table | Specify the tables being validated:<br>P = Payroll History<br>J = Job Distribution<br>N = Position Distribution | Yes       | None    | Value is P, J, N, p, j, or n |
| 02    | Payroll Year | Enter Payroll Year.<br>Required if Source Table is P = Payroll  | No        | None    | Format must be YYYY          |
| 03    | Payroll ID   | Enter Payroll ID.   | No        | None    | PTRPICT                      |

| Param | Name                        | Description/Values  | Required? | Default | Validation                   |
|-------|-----------------------------|---|-----------|---------|------------------------------|
|       |                             | Required if Source Table is P = Payroll   |           |         |                              |
| 04    | Payroll Number              | Enter Payroll Period Number.<br>Required if Source Table is P = Payroll   | No        | None    | PTRCALN                      |
| 05    | Type of Payroll Transaction | Enter type of payroll transaction. (O)riginal Event<br>(A)djustments<br>(B)oth<br>Required if Source Table is P = Payroll | No        | B       | Value is O, A, B o, a, or b. |
| 06    | Start Date                  | Start Date for Job Distribution selection.<br>Required if Source Table is J = Job Distribution                            | No        | None    | Format must be MM-DD-YY      |
| 07    | End Date                    | End Date for Job Distribution selection.<br>Required if Source Table is J = Job Distribution                              | No        | None    | Format must be MM-DD-YY      |
| 08    | Employee Class              | Enter Employee Class for Job. Multiple allowed. If blank, all will be selected  | No        | None    | PTQECLS                      |
| 09    | Sort Option                 | Enter Sort Option.<br>L = Last Name<br>O = Timesheet Organization<br>Required if Source Table is J = Job Distribution     | No        | O       | Value is L, O, I, or o.      |
| 10    | Fiscal Year                 | Enter the Fiscal Year.<br>Required if Source Table is N = Position Control  | No        | None    | NBAFISC                      |
| 11    | Chart of Accounts           | Enter Chart of Accounts Code. Required if Source Table is N - Position Control  | No        | None    | FTVCOAS                      |
| 12    | Budget Status               | Enter Budget Status.  | No        | None    | Value is A,W, a or w         |

| Param | Name           | Description/Values  | Required? | Default | Validation |
|-------|----------------|---|-----------|---------|------------|
|       |                | (A)pproved<br>(W)orking<br>Required if Source Table is N = Position Control                         |           |         |            |
| 13    | Budget ID      | Enter Budget ID.<br>Required if Source Table is N = Position Control                                | No        | None    | FTVOBUD    |
| 14    | Budget Phase   | Enter Budget Phase.<br>Required if Source Table is N = Position Control                             | No        | None    | FTVOBPH    |
| 15    | Budget Profile | Enter Budget Profile.<br>Optional, use if Source Table is N = Position Control<br>Multiple Allowed. | No        | None    | NTVBPRO    |

## Report Attributes

### Sort Order

Variable, based on the type of report being executed. The Job report can be selected alphabetic by employee or by Timesheet Organizations. The Payroll report will sort alphabetically within the Payroll selected. The Position report will be sorted by Position, within the Position Budget Organization.

### Data Source

|         |         |         |         |         |         |         |
|---------|---------|---------|---------|---------|---------|---------|
| NBBPOSN | NBRPTOT | NBRPLBD | NBRJOBS | NBRJLBD | PHRJOBS | PHRELBD |
|---------|---------|---------|---------|---------|---------|---------|

**Frequency**

On demand at discretion of user. It is recommended to execute the process during the payroll cycle.

**Report Format**

Standard horizontal report format.

**Report Sample (NBRFOAP) 01**

|                                      |        |      |   |         |              |                         |              |  |
|--------------------------------------|--------|------|---|---------|--------------|-------------------------|--------------|--|
| NBRFOAP 8.5                          |        |      | UNIVERSITY of BANNER  |         |              | 08-FEB-2011 03:23:24 PM |              |  |
|                                      |        |      | FOAPAL Validation Report                                      |         |              | PAGE: 1                 |              |  |
|                                      |        |      | Fiscal Year: 2011 Chart of Accounts: B Budget Status: Working |         |              |                         |              |  |
| 11008 Department of Military Science |        |      |   |         |              |                         |              |  |
| -----                                |        |      | -----   |         |              |                         |              |  |
| POSITION                             |        |      | POSITION BEGIN  |         | POSITION END | BUDGET ID               | BUDGET PHASE |  |
| -----                                |        |      |   |         |              |                         |              |  |
| F10000 - Instructor of Math          |        |      | 01-JUL-1993   |         |              | FY11                    | POSN         |  |
| CHART                                | INDEX  | FUND | ORGANIZATION  | ACCOUNT | PROGRAM      | ACTIVITY                | LOCATION     |  |
| B                                    |        | 1110 | 11008   | 6112    | 40           |                         |              |  |
| Error: Code 11008 is not active.     |        |      |   |         |              |                         |              |  |
| F10001 - Assistant Professor         |        |      | 01-JUL-1993   |         |              | FY11                    | POSN         |  |
| CHART                                | INDEX  | FUND | ORGANIZATION  | ACCOUNT | PROGRAM      | ACTIVITY                | LOCATION     |  |
| B                                    |        | 1110 | 11008   | 6112    | 30           |                         |              |  |
| Error: Code 11008 is not active.     |        |      |   |         |              |                         |              |  |
| F10002 - Associate Professor         |        |      | 01-JUL-1993   |         |              | FY11                    | POSN         |  |
| CHART                                | INDEX  | FUND | ORGANIZATION  | ACCOUNT | PROGRAM      | ACTIVITY                | LOCATION     |  |
| B                                    |        | 1110 | 11008   | 6111    | 40           |                         |              |  |
| Error: Code 11008 is not active.     |        |      |   |         |              |                         |              |  |
| KDAD01 - Adjunct                     |        |      | 01-JUL-2003   |         |              | FY11                    | POSN         |  |
| CHART                                | INDEX  | FUND | ORGANIZATION  | ACCOUNT | PROGRAM      | ACTIVITY                | LOCATION     |  |
| B                                    |        | 1110 | 11008   | 6111    | 10           |                         |              |  |
| Error: Code 11008 is not active.     |        |      |   |         |              |                         |              |  |
| KDAD99 - Adjunct                     |        |      | 01-JUL-2003   |         |              | FY11                    | POSN         |  |
| CHART                                | INDEX  | FUND | ORGANIZATION  | ACCOUNT | PROGRAM      | ACTIVITY                | LOCATION     |  |
| B                                    |        | 1120 | 11008   | 6111    | 10           |                         |              |  |
| Error: Code 11008 is not active.     |        |      |   |         |              |                         |              |  |
| B                                    |        | 1120 | 11008   | 6111    | 20           |                         |              |  |
| Error: Code 11008 is not active.     |        |      |   |         |              |                         |              |  |
| 11401 BSN Nursing                    |        |      |   |         |              |                         |              |  |
| -----                                |        |      | -----   |         |              |                         |              |  |
| POSITION                             |        |      | POSITION BEGIN  |         | POSITION END | BUDGET ID               | BUDGET PHASE |  |
| -----                                |        |      |   |         |              |                         |              |  |
| APIFAC - Faculty                     |        |      | 01-JUL-2004   |         |              | FY11                    | POSN         |  |
| CHART                                | INDEX  | FUND | ORGANIZATION  | ACCOUNT | PROGRAM      | ACTIVITY                | LOCATION     |  |
| B                                    | BIODEP | 1110 | 11004   | 6111    | 20           |                         |              |  |

Error: Index BIODEP does not allow override of Account.

```

NBRFOAP 8.5                                UNIVERSITY of BANNER                08-FEB-2011 03:23:24 PM
                                           FOAPAL Validation Report          PAGE: 4
                                           * * * REPORT CONTROL INFORMATION * * *

Parameter Name      Value      Message
-----
Source Table:      N
Year:
Payroll Id:
Payroll Number:
Type Of Transaction      B
Start Date:
End Date:
Employee Class:
Sort Option:
Fiscal Year:          2011
Chart Of Accounts:      B
Budget Status:          W
Budget Id:              FY11
Budget Phase:           POSN
Budget Profile:
Record Count:         11      - Number of records processed

```

### Fields

Varies, based upon report parameters.

FOAPAL transactions can be run in one of the following three ways:

- By position (evaluating the NBRPLBD table)
- By job (evaluating the NBRJLBD table)
- By pay history

## Report Sample (NBRFOAP) 02

```

NBRFOAP 8.5                                UNIVERSITY of BANNER                08-FEB-2011 03:02:05 PM
                                           FOAPAL Validation Report          PAGE: 1
                                           Jobs From: 01-JUL-2009 To: 30-JUN-2010
-----

```

| ID        | EMPLOYEE NAME  | POSITION                          | ORGANIZATION                    |
|-----------|--|-----------------------------------|---------------------------------|
| WTE000007 | Adams, Robby   | F10000 - 00 Instructor of Math    | 11003 Department of Art         |
|           | Effective Date: 01-JUL-2009                                    |                                   |                                 |
| CHART     | INDEX  | FUND                              | ORGANIZATION                    |
| B         |  | 1110                              | 11008                           |
|           | 6112   | 40                                |                                 |
|           | Error: Code 11008 is not active.                               |                                   |                                 |
| A00037640 | Apple, Aaron   | F10000 - 00 Instructor of Math    | 11001 Arts and Sciences         |
|           | Effective Date: 01-JUL-2009                                    |                                   |                                 |
| CHART     | INDEX  | FUND                              | ORGANIZATION                    |
| B         |  | 1110                              | 11008                           |
|           | 6112   | 40                                |                                 |
|           | Error: Code 11008 is not active.                               |                                   |                                 |
| A00037639 | Apple, George  | F10000 - 00 Instructor of Math    | 11101 Dean School of Business-  |
|           | Effective Date: 01-JUL-2009                                    |                                   |                                 |
| CHART     | INDEX  | FUND                              | ORGANIZATION                    |
| B         |  | 1110                              | 11008                           |
|           | 6112   | 40                                |                                 |
|           | Error: Code 11008 is not active.                               |                                   |                                 |
| BEBMY0032 | Bates, Andrea  | BEBAMA - 00 BATES Admin Mixed     | 11206 Dept of Special Education |
|           | Effective Date: 01-JUL-2008                                    |                                   |                                 |
| CHART     | INDEX  | FUND                              | ORGANIZATION                    |
| E         |  | 1111                              | 11206                           |
|           | 6113   | 60                                |                                 |
|           | Error: Fund code 1111 has been terminated as of 30-APR-2008.   |                                   |                                 |
| E         |  | BB2111                            | 11206                           |
|           | 6113   | 20                                |                                 |
|           | Error: Fund code BB2111 has been terminated as of 01-MAY-2008. |                                   |                                 |
| BEB000002 | Bates, Betty   | A00011 - 00 & Director of Payroll | 12101 Business Office           |
|           | Effective Date: 01-JUL-2009                                    |                                   |                                 |
| CHART     | INDEX  | FUND                              | ORGANIZATION                    |
| B         |  | 2110                              | 11001                           |
|           | 6112   | 10                                |                                 |
|           | Error: Fund code 2110 has been terminated as of 31-MAR-2010.   |                                   |                                 |
| BEB000003 | Bates, Cindy   | A00107 - 00 Registrar             | 11001 Arts and Sciences         |
|           | Effective Date: 01-JUL-2009                                    |                                   |                                 |
| CHART     | INDEX  | FUND                              | ORGANIZATION                    |
| B         |  | 1110                              | 142074                          |
|           | 6112   | 30                                |                                 |
|           | Error: Code 142074 is not active.                              |                                   |                                 |
| BEB000004 | Bates, David   | F10000 - 00 Instructor of Math    | 11007 Department of Mathematics |
|           | Effective Date: 01-JUL-2009                                    |                                   |                                 |
| CHART     | INDEX  | FUND                              | ORGANIZATION                    |
| B         |  | 1110                              | 11008                           |
|           | 6112   | 40                                |                                 |
|           | Error: Code 11008 is not active.                               |                                   |                                 |

NBRFOAP 8.5

 UNIVERSITY of BANNER  
 FOAPAL Validation Report  
 \* \* \* REPORT CONTROL INFORMATION \* \* \*

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| Parameter Name      | Value       | Message |
|---------------------|-------------|---------|
| Source Table:       | J           |         |
| Year:               |             |         |
| Payroll Id:         |             |         |
| Payroll Number:     |             |         |
| Type Of Transaction | B           |         |
| Start Date:         | 01-JUL-2009 |         |
| End Date:           | 30-JUN-2010 |         |
| Employee Class:     |             |         |

```
Sort Option:          L          Sort By Employee Name
Fiscal Year:
Chart Of Accounts:
Budget Status:
Budget Id:
Budget Phase:
Budget Profile:
Record Count:        116          - Number of Employees processed
```

## Report Sample (NBRFOAP) 03

```
NBRFOAP 8.5                                UNIVERSITY of BANNER                                08-FEB-2011 02:53:11 PM
                                           FOAPAL Validation Report                                PAGE: 1
                                           Year: 2010 Pay Id: MN Pay No: 7 Payroll Sequence: Both

-----
ID          EMPLOYEE NAME                POSITION                                VALIDATION DATE
-----
FOAPAL001  FOAPAL, Val 1                FOAP01 - 00 Administrators            31-JUL-2010
CHART      INDEX  FUND      ORGANIZATION  ACCOUNT  PROGRAM  ACTIVITY  LOCATION
B          BBVAL1 BBVAL1    BBVAL1        BBVAL1    BBVAL1    BBVAL1    BBVAL1
Error: Account BBVAL1 is invalid.
Error: Organization BBVAL1 is invalid.
Error: Activity BBVAL1 is invalid.
Error: Location BBVAL1 is invalid.
```

```
NBRFOAP 8.5                                UNIVERSITY of BANNER                                08-FEB-2011 02:53:11 PM
                                           FOAPAL Validation Report                                PAGE: 2
                                           * * * REPORT CONTROL INFORMATION * * *

Parameter Name      Value      Message
-----
Source Table:       P
Year:               2010
Payroll Id:         MN
Payroll Number:     7
Type Of Transaction B
Start Date:
End Date:
Employee Class:
Sort Option:
Fiscal Year:
Chart Of Accounts:
Budget Status:
Budget Id:
Budget Phase:
Budget Profile:
Record Count:       1          - Number of Employees processed
```

---

## Position Class Listing (NBRPCLS)

Lists defined position classes and salary guidelines.

### Parameters

None

### Report Attributes

#### Sort Order

First by Position Class, then by EEO skill

#### Data Source

|                 |
|-----------------|
| NBAPOSN NTRPCLS |
|-----------------|

#### Frequency

On demand

#### Report Format

Standard horizontal report format

| Name           | Description   |
|----------------|---|
| POSITION CLASS | Position class code of salary group associated with employees. The code appearing in this field is established on the Salary Group Rule page (NTRSGRP). |



| Name           | Description   |
|----------------|---|
| SAL GROUP      | Salary group associated with employees. The code appearing in this field is established on the Salary Group Rule page (NTRSGRP).  |
| TBL            | Salary table associated with employees assigned to positions within this position class. The code that appears in this field is defined on the Salary Rate Rule page (NTRSALA). |
| GRD            | Salary grade associated with the salary table tied to this position class.  |
| STEP           | Salary step associated with the salary table tied to this position class  |
| SALARY<br>LOW  | Dollar amount that reflects the low end of the annual salary/hourly rate range for this salary table and grade  |
| MID            | Dollar amount that reflects the midpoint of the annual salary/hourly rate range for this salary table and grade   |
| HIGH           | Dollar amount that reflects the high end of the annual salary/hourly rate range for this salary table and grade   |
| EEO SKILL      | EEO skill code. The code in this field is defined on the Skill Codes Validation page (PTVESKL).   |
| EXEMPT         | Exempt Indicator:<br><br>Y = Exempt from overtime pay requirements<br><br>N = Not exempt; must be paid for overtime   |
| EMPLOYEE CLASS | Employee class defined for this position class on the Position Class Rule page (NTRPCLS)  |
| CIP CODE       | College Instructional Program code associated with this position class. The code that appears in this field is defined on the CIP Code Validation page (STVCIPC).               |
| ACTIVITY DATE  | Date this position class definition was established or last modified  |

## Report Sample (NBRPCLS)

|                  |                          |                        |                |                  |      |           |                     |               |
|------------------|--------------------------|------------------------|----------------|------------------|------|-----------|---------------------|---------------|
| REPORT : NBRPCLS |                          | Banner University      |                |                  |      |           | PAGE 1              |               |
|                  |                          | POSITION CLASS LISTING |                |                  |      |           | RUN DATE 01/08/1992 |               |
|                  |                          |                        |                |                  |      |           | RUN TIME 01:07 PM   |               |
| POSITION CLASS   |                          | SAL GROUP              | TBL            | GRADE            | STEP | SALARY    |                     |               |
|                  |                          |                        |                |                  |      | LOW       | MID                 | HIGH          |
| KMD01            | Full Time Administrative | 1991                   | SM             | 3                |      | 33,000.00 | 34,825.00           | 37,000.00     |
| EEO SKILL        |                          | EXEMPT                 | EMPLOYEE CLASS |                  |      | CIP CODE  |                     | ACTIVITY DATE |
| 10               | Exec/Admin/Mgr           | Y                      | BK             | Bi-Weekly        |      |           |                     | 27-JUN-1991   |
| -----            |                          |                        |                |                  |      |           |                     |               |
| POSITION CLASS   |                          | SAL GROUP              | TBL            | GRADE            | STEP | SALARY    |                     |               |
|                  |                          |                        |                |                  |      | LOW       | MID                 | HIGH          |
| KMD02            | Hourly Rate              | 1991                   | SM             | 1                | 0    | 11,000.00 | 13,200.00           | 15,400.00     |
| EEO SKILL        |                          | EXEMPT                 | EMPLOYEE CLASS |                  |      | CIP CODE  |                     | ACTIVITY DATE |
| 40               | Secy/Clerical            | N                      | SM             | Semi-Monthly     |      |           |                     | 30-SEP-1991   |
| -----            |                          |                        |                |                  |      |           |                     |               |
| POSITION CLASS   |                          | SAL GROUP              | TBL            | GRADE            | STEP | SALARY    |                     |               |
|                  |                          |                        |                |                  |      | LOW       | MID                 | HIGH          |
| KMD03            | Salary                   | 1991                   | SM             |                  |      |           |                     |               |
| EEO SKILL        |                          | EXEMPT                 | EMPLOYEE CLASS |                  |      | CIP CODE  |                     | ACTIVITY DATE |
| 40               | Secy/Clerical            | Y                      | SM             | Semi-Monthly     |      |           |                     | 30-SEP-1991   |
| -----            |                          |                        |                |                  |      |           |                     |               |
| POSITION CLASS   |                          | SAL GROUP              | TBL            | GRADE            | STEP | SALARY    |                     |               |
|                  |                          |                        |                |                  |      | LOW       | MID                 | HIGH          |
| P1001            | Part Time Clerical       |                        | UN             | PT               | 3    |           |                     |               |
| EEO SKILL        |                          | EXEMPT                 | EMPLOYEE CLASS |                  |      | CIP CODE  |                     | ACTIVITY DATE |
| 40               | Secy/Clerical            | N                      | PT             | Part Time Hourly |      |           |                     | 19-APR-1991   |
| -----            |                          |                        |                |                  |      |           |                     |               |

|                  |       |  |  |  |  |  |  |                     |
|------------------|-------|--|--|--|--|--|--|---------------------|
| REPORT : NBRPCLS |       | Banner University                      |  |  |  |  |  | PAGE 5              |
|                  |       | POSITION CLASS LISTING                 |  |  |  |  |  | RUN DATE 01/08/1992 |
|                  |       | * * * REPORT CONTROL INFORMATION * * * |  |  |  |  |  | RUN TIME 01:07 PM   |
| Parameter Name   | Value | Source Message                         |  |  |  |  |  |                     |
| Record Count     | 20    |  |  |  |  |  |  |                     |

## Position Class Incumbent Report (NBRPINC)

Lists incumbents of positions in each position class.

| Param | Name              | Description/Values      | Required? | Default | Validation                              |
|-------|-------------------|-------------------------|-----------|---------|---|
| 01    | Report as of Date | The date of the report. | Yes       | None    | Format must be DD-MMM-YYYY or DD-MMM-YY |

## Report Attributes

### Sort Order

First by position class, then by position, then by name

### Data Source

|         |         |         |         |
|---------|---------|---------|---------|
| NBAJOBS | NBAPOSN | NTRPCLS | NTRSALA |
|---------|---------|---------|---------|

### Frequency

On demand

### Report Format

Standard horizontal report format

| Name           | Description                         |
|----------------|-------------------------------------|
| POSITION CLASS | Position class code and description |

| Name             | Description  |
|------------------|--|
| POSITION<br>ORGN | Code of organization that controls the position budget. If Banner Finance is installed, this code is defined on the Banner Finance Organization Code Maintenance page (FTMORGN). If Banner Finance is not installed, it is defined on the Organization Code Validation page (PTVORGN). |
| NUMBER           | Position number  |
| EMPLOYEE ID      | Employee ID number   |
| NAME             | Employee name  |
| STA              | Job status:<br>A = Active<br>T = Terminated<br>L = Leave without pay or benefits<br>B = Leave without pay and with benefits<br>F = Leave with full pay and benefits<br>P = Leave with partial pay and benefits   |
| SEX              | Employee sex   |
| ETHN             | Employee ethnic code   |
| ASSGN FTE        | FTE of the employee's job. This value is established in the Job section of the Employee Jobs page (NBAJOBS).   |
| TABLE            | Job salary table. This value is established in the Job section of the Employee Jobs page (NBAJOBS).  |
| GRADE            | Job salary grade. This value is established in the Job section of the Employee Jobs page (NBAJOBS).  |
| STEP             | Job salary step. This value is established in the Job section of the Employee Jobs page (NBAJOBS).   |
| SAL IND          | Salary Table Indicator:  |

| Name         | Description  |
|--------------|--|
|              | S = Salary   |
|              | H = Hourly rate  |
| SALARY/RATE  | The amount of the employee's annual salary or hourly rate  |
| MID PT RATIO | <p>The ratio of the employee's annual salary or hourly rate to the midpoint defined for the employee's job. A midpoint ratio over one indicates a salary/rate above the midpoint; a ratio under one indicates a salary/rate less than the midpoint.</p> <p>Salary/rate midpoints are specified on the Salary Rate Rule page (NTRSALA) as part of salary table definitions. When a table and grade are associated with the employee's job record on the Employee Job page (NBAJOBS), the midpoint defined for this table's grade becomes part of the employee's job definition. The midpoint ratio is calculated by dividing the employee's salary/rate by this midpoint.</p> |

## Report Sample (NBRPINC)

|                                   |           |           |                   |     |     |      |       |       |       |                   |     |                     |
|-----------------------------------|-----------|-----------|-------------------|-----|-----|------|-------|-------|-------|-------------------|-----|---------------------|
| REPORT : NBRPINC                  |           |           |                   |     |     |      |       |       |       | Banner University |     | PAGE 1              |
|                                   |           |           |                   |     |     |      |       |       |       | AS OF 23-JAN-1991 |     | RUN DATE 01/23/1991 |
| POSITION CLASS B1001 Professional |           |           |                   |     |     |      |       |       |       |                   |     | RUN TIME 03:55 PM   |
| -----POSITION-----                |           |           |                   |     |     |      |       |       |       | EMPLOYEE-----     |     | ASSGN               |
| ORGN                              | NUMBER    | ID        | NAME              | STA | SEX | ETHN | FTE   | TABLE | GRADE | STEP              | IND | SAL                 |
| A 2010                            | 000003-00 | 704444446 | Adames, Nicole    | A   | F   | 2    | 1.000 | FT    | PR    | 0                 | V   | 40,000.08           |
| A 2010                            | 000003-00 | 777070011 | Hill, Thomas P    | A   | M   | 1    | 1.000 | FT    | PR    | 0                 | V   | 49,999.92           |
| A 2010                            | 000003-00 | 717000001 | Johnson, Marie    | A   | M   | 2    | 1.000 | FT    | PR    | 0                 | V   | 36,000.00           |
| A 2010                            | 000003-00 | 777070003 | Lewis, Franklin M | L   | M   | 1    | 1.000 | FT    | PR    | 0                 | V   | 48,000.00           |
| A 2010                            | 000003-00 | 710000020 | Miller, Harry T   | F   | M   | 1    | 1.000 | FT    | PR    | 0                 | V   | 29,999.97           |
| A 2010                            | 000003-00 | 777070012 | Pierce, Andrew K  | A   | M   | 2    | 1.000 | FT    | PR    | 0                 | V   | 20,800.80           |
| A 2010                            | 000003-00 | 777070001 | Simpson, Lydia J  | A   | F   | 1    | 1.000 | FT    | PR    | 0                 | V   | 51,700.08           |
| A 2010                            | 000003-00 | 710000004 | Stewart, Frank    | A   | M   | 4    | 1.000 | FT    | PR    | 0                 | V   | 24,000.00           |
| A 2010                            | 000003-01 | 710000021 | Griffin, Karen M  | A   | F   | 1    | 1.000 | FT    | PR    | 0                 | V   | 10,400.40           |
| A 2020                            | 092256-00 | 710000005 | Tucker, Sylvia    | A   | F   | 5    | 1.000 | FT    | PR    | 0                 | V   | 24,000.00           |
| A 2010                            | 100003-00 | 777070013 | Goodhart, Kenneth | A   | M   | 1    | 1.000 | FT    | PR    | 0                 | V   | 40,000.08           |
| A 2010                            | 100003-00 | 777070011 | Hill, Thomas P    | A   | M   | 1    | 1.000 | FT    | PR    | 0                 | V   | 49,000.08           |
| A 2010                            | 100003-00 | 710000022 | Knotts, Harold P  | A   | M   | 2    | 1.000 | FT    | PR    | 0                 | V   | 20,800.80           |
| A 2010                            | 100003-00 | 777070012 | Pierce, Andrew K  | A   | M   | 2    | 1.000 | FT    | PR    | 0                 | V   | 24,000.00           |
| AVERAGE HOURLY RATE               |           |           |                   |     |     |      |       |       |       |                   |     | 12.500000           |

AVERAGE SALARY

34,390.77

REPORT : NBRPINC

Banner University  
 POSITION CLASS INCUMBENT REPORT  
 AS OF 23-JAN-1991

PAGE 26  
 RUN DATE 01/23/1991  
 RUN TIME 03:55 PM

Parameter Name      Value  
 -----  
 Parameter Seq No: 1000  
 As of Date: 23-JAN-1991      Entered  
 Record Count 134  
 Line Count : 55

\* \* \* REPORT CONTROL INFORMATION \* \* \*  
 Source      Message  
 -----  
 Count of Employee Records Printed

## Position Report (NBRPOSN)

Lists active, frozen, and/or cancelled positions for a specified date range.

| Param | Name              | Description/Values   | Required? | Default     | Validation                                      |
|-------|-------------------|--|-----------|-------------|---|
| 01    | Report Start Date | Start date of report   | Yes       | 01-JAN-1991 | Format must be DD-<br>MMM-YYYY or DD-<br>MMM-YY |
| 02    | Report Stop Date  | Stop date of report  | Yes       | 31-DEC-1991 | Format must be DD-<br>MMM-YYYY or DD-<br>MMM-YY |
| 03    | Report Status     | Position status:<br>A = Active<br>C = Cancel<br>F = Frozen<br>I = Inactive | No        | All         | None  |

| Param | Name | Description/Values | Required? | Default | Validation |
|-------|------|--------------------|-----------|---------|------------|
|       |      | [Null] = All       |           |         |            |

## Report Attributes

### Sort Order

First by COA, then by department

### Data Source

|         |         |         |         |
|---------|---------|---------|---------|
| NBAFISC | NBAPOSN | NBAJOBS | PTRECLS |
|---------|---------|---------|---------|

### Frequency

On demand

### Report Format

Standard horizontal report format

| Name        | Description   |
|-------------|---|
| COA         | Chart of Accounts that controls the position's budget. This value is established in the Salary/Fringe Charge Back Totals section of the Position page (NBAPOSN).<br>If Banner Finance is not installed, no value will appear in this field. |
| DEPT        | Department (also known as Organization) that controls the position's budget. This value is established in the Salary/Fringe Charge Back Totals section of the Position page (NBAPOSN).  |
| POSITION    | Position number   |
| DESCRIPTION | Position title  |

| Name       | Description   |
|------------|---|
| STATUS     | Current status of position: Active, Frozen, or Cancelled  |
| BEGIN DATE | Begin date of the position  |
| END DATE   | End date of the position  |
| TYPE       | Position type: Pooled or Single   |
| PCLS       | Position Class  |
| ECLS       | Employee class to which position belongs  |
| REPORTS    | Position to which this position reports (that is, the supervisor of the person occupying this position) |
| AUTH #     | Authorization number. This field identifies the authority that created the position.                    |
| ROLL       | Budget Roll Indicator   |

## Report Sample (NBRPOSN)

|  |                             |        |             |             |        |       |      |         |        |      |
|--|-----------------------------|--------|-------------|-------------|--------|-------|------|---------|--------|------|
| REPORT : NBRPOSN                           |                             |        |             |             |        |       |      |         |        |      |
| Banner University                          |                             |        |             |             |        |       |      |         |        |      |
| POSITION REPORT                            |                             |        |             |             |        |       |      |         |        |      |
| BETWEEN 01-OCT-1990 AND 22-FEB-1991        |                             |        |             |             |        |       |      |         |        |      |
| COAS- A DEPT - 100 Office of The President |                             |        |             |             |        |       |      |         |        |      |
| POSITION                                   | DESCRIPTION                 | STATUS | BEGIN DATE  | END DATE    | TYPE   | PCLS  | ECLS | REPORTS | AUTH # | ROLL |
| 000001                                     | Instructor                  | Active | 01-JUL-1989 |             | Single | H1001 | FA   | 000101  | 003434 | C    |
| 000009                                     | Software Consultant         | Active | 01-JUN-1990 | 30-JUN-1991 | Single | B1001 | SA   |         |        | S    |
| 000013                                     | Senior Programmer           | Active | 01-JUL-1990 |             | Single | B1001 | SA   |         |        | V    |
| 000100                                     | Programmer                  | Active | 01-JAN-1991 |             | Single | SK001 | SK   |         |        | C    |
| 000185                                     | Secretary                   | Active | 01-JUL-1990 |             | Single | J1001 | KD   |         |        | V    |
| 000333                                     | Admin Asst.                 | Active | 01-JUL-1990 |             | Single | A1001 | AD   |         |        | V    |
| 000KMD                                     | Secretary                   | Active | 01-JUL-1990 |             | Single | A1011 | SA   |         |        | V    |
| 001KMD                                     | Administrators              | Active | 01-JUL-1990 |             | Pooled | A1011 | SA   | 000KMD  | 343433 | S    |
| 002345                                     | Student Worker              | Active | 07-FEB-1991 |             | Pooled | ST001 | SW   |         |        | Z    |
| 091956                                     | Maint. Supervisor           | Active | 01-JUL-1990 |             | Single | M1001 | MN   |         |        | S    |
| 092256                                     | Senior Technical Specialist | Active | 01-JUL-1989 |             | Single | B1001 | SA   |         |        | S    |
| 100001                                     | Data Entry Specialist       | Frozen | 31-JAN-1991 |             | Single | H1001 | FA   |         |        | C    |
| 740001                                     | Secretary                   | Active | 01-JUL-1990 |             | Single | 00001 | 01   |         |        | S    |
| 740002                                     | Secretary                   | Active | 01-JUL-1990 |             | Single | 00001 | 01   |         |        | S    |
| 740003                                     | Secretary                   | Active | 01-JUL-1990 |             | Single | 00001 | 01   |         |        | S    |
| 740004                                     | Secretary                   | Active | 01-JUL-1990 |             | Single | 00001 | 01   |         |        | S    |
| 740005                                     | Secretary                   | Active | 01-JUL-1990 |             | Single | 00001 | 01   |         |        | S    |



|        |                       |        |             |        |       |    |   |
|--------|-----------------------|--------|-------------|--------|-------|----|---|
| 740006 | Secretary             | Active | 01-JUL-1990 | Single | 00001 | 01 | S |
| 740007 | Secretary             | Active | 01-JUL-1990 | Single | 00001 | 01 | S |
| 740008 | Secretary             | Active | 01-JUL-1990 | Single | 00001 | 01 | S |
| 740009 | Secretary             | Active | 01-JUL-1990 | Single | 00001 | 01 | S |
| 740010 | Secretary             | Active | 01-JUL-1990 | Single | 00001 | 01 | S |
| BK0001 | Instructor            | Active | 01-SEP-1990 | Pooled | BK001 | BK | R |
| G10001 | Counselor             | Active | 01-JAN-1991 | Pooled | GOVT1 | GH | C |
| G01002 | Librarian             | Active | 01-JAN-1991 | Pooled | A1001 | AD | S |
| G10004 | Data Entry Specialist | Active | 01-JAN-1991 | Pooled | GOVT4 | GH | C |
| KD0005 | Secretary             | Active | 01-JUL-1990 | Pooled | KD001 | K1 | V |
| KD0006 | Secretary             | Active | 01-JUL-1990 | Pooled | KD001 | K1 | M |
| KD0007 | Counselor             | Active | 20-FEB-1991 | Single | KD001 | K1 | C |
| S10001 | Security              | Active | 24-JUL-1990 | Single | SE001 | SE | S |
| X00003 | Counselor             | Active | 01-AUG-1990 | Single | X0001 | XS | M |

REPORT : NBRPOSN

Banner University

POSITION REPORT

BETWEEN 01-OCT-1990 AND 22-FEB-1991

\* \* \* REPORT CONTROL INFORMATION \* \* \*

PAGE 17  
 RUN DATE 02/22/1991  
 RUN TIME 02:13 PM

Parameter Name Value

Source Message

Parameter Seq No: 1000

Start Date: 01-OCT-1990

Entered

Stop Date: 22-FEB-1991

Entered

Position Status: All Positions

Default

Record Count 75

Count of Position Records Printed

Line Count : 55

## Position Status Exception Report (NBRPSTA)

Lists exception status positions (that is, over budget, vacant, canceled, frozen, under-encumbered, or over-filled) based on salary data only, fringe charge-back data only, or combined salary and fringe charge-back data.

| Param | Name              | Description/Values | Required? | Default | Validation                              |
|-------|-------------------|--------------------|-----------|---------|---|
| 01    | Report as of Date | Date of the report | Yes       | None    | Format must be DD-MMM-YYYY or DD-MMM-YY |

| Param | Name                           | Description/Values   | Required? | Default | Validation |
|-------|--------------------------------|--|-----------|---------|------------|
| 02    | Report Choice by Orgn/Cat      | Sort by organization or category:<br>1 = By organization, includes all categories<br><br>2 = By position category, as selected in the parameters below.<br><br>Report prints in alpha/numeric position order within each Chart of Account/Organization combination. This parameter affects only the grouping of information. | Yes       | 1       | None       |
| 03    | Report All Position Exceptions | All Position Exceptions Indicator:<br><br>Y = Include all position exceptions, ignores other category parameters.<br><br>N = Do not include all position exceptions, selects records based on other category parameters.   | Yes       | Y(es)   | None       |
| 04    | Report Over Budget Positions   | Over Budget Position Indicator:<br><br>Y = Include over-budget positions<br><br>N = Do not include over-budget positions   | No        | N       | None       |
| 05    | Report Vacant Positions        | Vacant Position Indicator:<br><br>Y = Include vacant positions<br><br>N = Do not include vacant positions  | No        | N       | None       |
| 06    | Report Cancelled Positions     | Cancelled Position Indicator:<br><br>Y = Include cancelled positions   | No        | N       | None       |

| Param | Name                            | Description/Values  | Required? | Default | Validation |
|-------|---------------------------------|---|-----------|---------|------------|
|       |                                 | N = Do not include cancelled positions  |           |         |            |
| 07    | Report Frozen Positions         | Frozen Position Indicator:<br>Y = Include frozen positions<br>N = Do not include frozen positions                               | No        | N       | None       |
| 08    | Report Under Encumbered Posns   | Under Encumbered Position Indicator:<br>Y = Include under-encumbered positions<br>N = Do not include under-encumbered positions | No        | N       | None       |
| 09    | Report Overfilled FTE Positions | Over-Filled Position Indicator:<br>Y = Include over-filled positions<br>N = Do not include over-filled positions                | No        | N       | None       |
| 10    | Position Totals Option          | Position totals options:<br>S = Salary<br>F = Fringe Charge-back<br>B = Both  | Yes       | B       | None       |

## Report Attributes

### Sort Order

User-defined via parameters

**Data Source**

|         |         |         |         |         |
|---------|---------|---------|---------|---------|
| NBAFISC | NBAPOSN | NBAJOBS | PTRECLS | NBRPTOT |
|---------|---------|---------|---------|---------|

**Frequency**

On demand

**Report Format**

Standard horizontal report format

| Name            | Description  |
|-----------------|--|
| POSITION STATUS | Current status of position: Active, Frozen, or Cancelled   |
| POSITION        | Position number  |
| CLASS           | Position class to which this position belongs  |
| FT/PT           | <p>Full-time/Part-time Indicator:</p> <p>1 = 9-10 months faculty</p> <p>2 = 11-12 months faculty</p> <p>3 = Other full-time employees</p> <p>4 = Part time</p> <p>5 = Less than 9 months faculty</p> <p>0 = Other</p> <p>This value is determined by the EEO contract group assigned to this employee class on the Employee Class Rule page (PTRECLS). The code in this field is defined on this employee class on the EEO Contract Group Validation page (PTVEEOG).</p> |
| DATE            | BEGIN - Start date of position.  |

| Name  | Description   |
|---|---|
|   | END = End date of position.   |
| FTE   | BUDGET - Number of FTEs budgeted for this position<br>FILLED = Number of FTEs currently filled for this position<br>VACANT = Number of FTEs currently vacant for this position. The number displayed in this field is calculated by deducting the number of filled FTEs from the number of FTEs budgeted.                     |
| SALARY AMOUNT<br>or<br>FRINGE AMOUNT<br>or<br>SALARY, FRINGE AMOUNT | BUDGET - Amount budgeted for this position.<br>ENCUMBERED = Amount encumbered for this position<br>EXPENDED = Amount expended for this position<br>BALANCE = Balance available for this position. The amount displayed in this field is calculated by deducting the amounts encumbered and expended from the amount budgeted. |

## Report Sample (NBRPSTA)

| REPORT : NBRPSTA   |                | Banner University<br>Position Status Exception Rpt<br>All Position Exceptions<br>As Of 03-FEB-1994 |               |             |        |               |        | PAGE 1<br>RUN DATE 02/03/1994<br>RUN TIME 01:30 PM |                              |                    |             |
|--------------------|----------------|--|---------------|-------------|--------|---------------|--------|--|------------------------------|--------------------|-------------|
| POSITION<br>STATUS | POSITION CLASS | FT<br>PT   | DATE<br>BEGIN | DATE<br>END | BUDGET | FTE<br>FILLED | VACANT | BUDGET   | SALARY, FRINGE<br>ENCUMBERED | AMOUNT<br>EXPENDED | BALANCE     |
| Active             | 000002         | F1002  | 3             | 01-JAN-1991 | 6.000  | 13.000        | .000   | 1494,110.50  | 383,825.26                   | .00                | 1110,285.24 |
| Active             | 000003         | P1001  | 4             | 01-JAN-1991 | 10.000 | 5.000         | 5.000  | 328,650.00   | 51,570.00                    | .00                | 277,080.00  |
| Active             | ADM010         | A1001  | 3             | 01-JUL-1990 | 1.000  | 3.000         | .000   | 46,966.50  | 52,800.00                    | .00                | -5,833.50   |
| Active             | ADM020         | A1001  | 3             | 01-JUL-1990 | 1.000  | .000          | 1.000  | 39,138.75  | .00                          | .00                | 39,138.75   |
| Active             | CL0100         | C0100  | 3             | 01-JAN-1991 | 5.000  | .000          | 5.000  | 98,280.00  | .00                          | .00                | 98,280.00   |
| Active             | CWS001         | CWS  | 6             | 01-JAN-1991 | 36.000 | .000          | 36.000 | 201,285.00   | .00                          | .00                | 201,285.00  |
| Active             | EXEC22         | A1001  | 3             | 01-JUL-1990 | 1.000  | .000          | 1.000  | 58,708.65  | .00                          | .00                | 58,708.65   |
| Active             | F00002         | F0001  | 2             | 30-JAN-1991 | 1.000  | 2.000         | .000   | 67,095.00  | .00                          | .00                | 67,095.00   |
| Active             | F00003         | F0001  | 2             | 01-JAN-1991 | 5.000  | 1.000         | 4.000  | 279,562.50   | .00                          | .00                | 279,562.50  |
| Active             | F10001         | F0001  | 2             | 01-JAN-1991 | 1.000  | .000          | 1.000  | 61,503.75  | .00                          | .00                | 61,503.75   |
| Active             | F11111         | F0001  | 2             | 01-JAN-1991 | 1.000  | .000          | 1.000  | 67,095.00  | .00                          | .00                | 67,095.00   |
| Active             | G10001         | G0001  | 3             | 01-JAN-1991 | 1.000  | .000          | 1.000  | 46,966.50  | .00                          | .00                | 46,966.50   |

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A DEPT - 220 Payroll Office

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|  | ORGANIZATION    | TOTALS | FTE    | AMOUNT      |
|--|-----------------|--------|--------|-------------|
|  | Over Budget     | 1      | .000   | -5,833.50   |
|  | Vacant          | 9      | 55.000 | 1129,620.15 |
|  | Under Budget    | 11     | 55.000 | 2307,000.39 |
|  | Over Filled FTE | 3      | .000   | 1171,546.74 |

REPORT : NBRPSTA

Banner University  
Position Status Exception Rpt  
All Position Exceptions  
As Of 03-FEB-1994

PAGE 13  
RUN DATE 02/03/1994  
RUN TIME 01:30 PM

| POSITION<br>STATUS | POSITION CLASS | FT<br>PT | -----DATE-----<br>BEGIN | END | BUDGET | FILLED | VACANT | BUDGET | SALARY, FRINGE<br>ENCUMBERED | AMOUNT<br>EXPENDED | BALANCE |
|--------------------|----------------|----------|-------------------------|-----|--------|--------|--------|--------|------------------------------|--------------------|---------|
|--------------------|----------------|----------|-------------------------|-----|--------|--------|--------|--------|------------------------------|--------------------|---------|

|  | GRAND ORGN      | TOTALS | FTE     | AMOUNT      |
|--|-----------------|--------|---------|-------------|
|  | Over Budget     | 2      | .000    | -14,933.50  |
|  | Vacant          | 30     | 183.000 | 5214,105.82 |
|  | Under Budget    | 32     | 169.000 | 6891,821.72 |
|  | Over Filled FTE | 5      | .000    | 1504,382.40 |

REPORT : NBRPSTA

Banner University  
Position Status Exception Rpt  
All Position Exceptions  
As Of 03-FEB-1994

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RUN DATE 02/03/1994  
RUN TIME 01:30 PM

| Parameter Name      | Value       | Source  | Message |
|---------------------|-------------|---------|---------|
| Parameter Seq No:   | 16261       |         |         |
| As Of Date:         | 03-FEB-1994 | Entered |         |
| Orgn or Cat:        | 2           | Entered |         |
| Posn Tots Option:   | b           | Entered |         |
| All Posn Exceptions | y           | Entered |         |
| LINE COUNT:         | 55          |         |         |
| RECORD COUNT:       | 37          |         |         |

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## Finance Interface Extract (NHPFIN1)

Extracts COBRA and budget data for Finance System interface and updates the position totals with encumbered amounts.

## Multiple Year Encumbering Processing Notes

The process verifies the value of the **Feed Future Encumbrance to Finance** indicator on the Position Control Installation Rules page (NTRINST) to determine if only the current fiscal year amount must be fed, or the current and future amounts must be fed to Banner Finance as the "To Post" amounts.

If the indicator is checked (Yes), the current fiscal year and future fiscal year encumbrance amounts will be added together and fed to Finance

If the indicator is unchecked (No), only the current fiscal year encumbrance amount will be fed.

The process has also been modified to assign new encumbrance Item numbers to future amounts so that separate transactions may be fed to Banner Finance. For the current fiscal year, encumbrance amounts will be stored by the Encumbrance Maintenance Process (NBPENCM) using the following item numbers:

0 - current salary

1 - current fringe

2 - current residual

Encumbrance amounts for future multiple years will be stored using the following item numbers:

3 - future salary

4- future fringe

5- future residual

The process ignores future encumbrance amounts when updating the **Position Encumbrance Amount** field on the Position Budget page (NBAPBUD) for salary encumbrance and fringe encumbrance, regardless of multi-year encumbering logic. The Position Budget page (NBAPBUD) only displays budgeted, encumbered, and expended amounts for a single fiscal year.

| Param | Name                       | Description/Values   | Required? | Default | Validation |
|-------|----------------------------|--|-----------|---------|------------|
| 01    | Interface COBRA Flag       | COBRA Interface to Banner Finance Indicator:<br><br>Y(es) = Extract COBRA information in order to feed it to the Finance module<br><br>N(o) = Do not extract COBRA information for Finance                   | Yes       | N       | None       |
| 02    | Interface Budget Flag      | Budget Interface to Banner Finance Indicator:<br><br>Y(es) = Extract Budget information in order to feed it to the Finance module<br><br>N(o) = Do not extract Budget information for Finance                | Yes       | N       | None       |
| 03    | Interface Encumbrance Flag | Encumbrance Interface to Banner Finance Indicator:<br><br>Y(es) = Extract Encumbrance information in order to feed it to the Finance module<br><br>N(o) = Do not extract Encumbrance information for Finance | Yes       | N       | None       |

## Report Attributes

### Sort Order

Not applicable



**Data Source**

|         |         |         |
|---------|---------|---------|
| NBAFISC | NBAPOSN | NBAJOBS |
|---------|---------|---------|

**Frequency**

On demand at discretion of user

**Report Format**

Standard horizontal report format

**Report Sample (NHPFIN1)**

|                                     |                             |                     |
|-------------------------------------|-----------------------------|---------------------|
| REPORT : NHPFIN1                    | Banner University           | PAGE 1              |
|                                     | Budget Data Finance Extract | RUN DATE 01/28/1993 |
|                                     |                             | RUN TIME 10:26 PM   |
| T O T A L S   B Y   C A T E G O R Y |                             |                     |
| Budget ... Earnings (Original)      | 1469600.00                  | +                   |
| Budget ... Fringe (Original)        | 12660.00                    | +                   |
| TOTAL .....                         | 1482260.00                  |                     |

|  |                             |                     |
|--|-----------------------------|---------------------|
| REPORT : NHPFIN1                       | Banner University           | PAGE 2              |
|  | Budget Data Finance Extract | RUN DATE 01/28/1993 |
|  |                             | RUN TIME 10:26 PM   |
| * * * REPORT CONTROL INFORMATION * * * |                             |                     |
| Parameter Name                         | Value                       | Source      Message |
| Parameter Seq No:                      | 59274                       | Default             |
| Cobra Flag:                            | N                           | Entered             |
| Budget Flag:                           | Y                           | Entered             |
| Encumbrance Flag:                      | N                           | Entered             |
| Print Lines/Page:                      | 55                          |                     |
| Number of NHRFNC records inserted: 47  |                             |                     |

**Fields**

Not applicable

## Finance Interface Report (NHPFIN2)

Passes NHPFIN1 and PHPFEXP transactions to the Finance System. Provides an optional report detailing the data extracted and passed to Finance.

| Param | Name                        | Description/Values   | Required? | Default | Validation |
|-------|-----------------------------|--|-----------|---------|------------|
| 01    | Product Detail Report (Y/N) | Detail Finance Interface Report Indicator:<br>Y(es) Create the Detail Finance Interface Report<br>N(o) Do not create the Detail Finance Interface Report | Yes       | N       | None       |
| 02    | Interface Trans to GURFEED  | Finance Interface Indicator:<br>Y(es) Interface to the Finance System<br>N(o) Do not interface to the Finance System                                     | Yes       | N       | None       |
| 03    | Expenditure Payroll ID      | Enter payroll ID code if expenditure data is to be interfaced  | No        | None    | PTRPICT    |

## Report Attributes

**Sort Order**

First by COA code, then by fiscal year, then by category, then by fund, organization, account, program, activity, and location.

**Data Source**

|                 |
|-----------------|
| NBAFISC NBAFINI |
|-----------------|

**Frequency**

Immediately following NHPFIN1/PHPFEXP

**Report Format**

Standard horizontal report format

| Name      | Description   |
|-----------|---|
| COAS CODE | <p>The Chart of Accounts in the Finance System to which the transactions will be posted. If the transactions are distributed to more than one COA code, NHPFIN2 will divide the report by COA code and give totals for each.</p> <p>If Banner Finance is not installed, no value appears in this field.</p>   |
| FISCAL YR | <p>The fiscal year to which transactions will be posted based on their transaction dates. When more than one fiscal year is posted, NHPFIN2 will break down by fiscal year and show totals for each. (Example: A payroll that spans the end of a fiscal year will yield expenditure transactions for two fiscal years.)</p>   |
| CATEGORY  | <p>Type of transaction. The following is a complete list:</p> <p>Expenditure Transactions produced from a payroll by PHPFEXP</p> <p>A = Gross Earnings Payroll Expense</p> <p>B = Employee Deductions Payroll Liability</p> <p>C = Net Payroll</p> <p>D = Employer Fringe Payroll Expense</p> <p>E = Employer Fringe Payroll Liability</p> <p>F = Deferred Pay Accrual Amount</p> |

| Name                    | Description   |
|-------------------------|---|
|                         | G = Deferred Pay (Gross Earnings Expense)<br>H = Deferred Pay Payout Amount   |
| CATEGORY                | Budget Transactions generated by NHPFIN1<br>I = Budget ... Salaries (Original)<br>J = Budget ... Salaries (Adjustment)<br>K = Budget ... Fringe (Original)<br>L = Budget ... Fringe (Adjustment)  |
|                         | Encumbrance Transactions generated by NHPFIN1<br>M E = ncumbrance<br>COBRA Transactions generated by NHPFIN1<br>N = COBRA Payment ... Cash Posting<br>O = COBRA Payment ... Benefit Premium<br>P = COBRA Payment ... Administration Fee |
| RULE CLASS              | The Rule Class used by the Finance System to post this transaction. Rule Classes are tied closely to the categories. For each category there is a Rule Class specified on the HR/Finance Set Up page (NBAFINI).                         |
| EXTERNAL ACCOUNT NUMBER | External account number. This field does not appear if Banner Finance is installed.   |
| FUND                    | Fund code. This field appears only if Banner Finance is installed.  |
| ORGN                    | Organization code. This field appears only if Banner Finance is installed.  |
| ACCT                    | Account code. This field appears only if Banner Finance is installed.   |
| PROG                    | Program code. This field appears only if Banner Finance is installed.   |
| ACTV                    | Activity code. This field appears only if Banner Finance is installed.  |

| Name          | Description   |
|---------------|---|
| LOCN          | Location code. This field appears only if Banner Finance is installed.  |
| EMPLOYEE NAME | Employee name   |
| EMPLOYEE ID   | Employee ID number  |
| AMOUNT        | Amount of the transaction   |
| SOURCE        | An informational field indicating the origin of the data (that is, from where the transaction was pulled).<br>Examples: the earning code is displayed for earnings; the deduction code is displayed for benefits/<br>deductions; the position number is displayed for budget/encumbrance entries. |

## Report Sample (NHPFIN2)

|  |       |      |      |      |      |          |         |             |           |   |  |                      |    |
|--|-------|------|------|------|------|----------|---------|-------------|-----------|---|--|----------------------|----|
| REPORT : NHPFIN2   |       |      |      |      |      |          |         |             |           | Banner University                               |  | RUN DATE 01-MAR-1999 |    |
|  |       |      |      |      |      |          |         |             |           | Finance Interface Report                        |  | RUN TIME 04:47 PM    |    |
| S U M M A R Y  |       |      |      |      |      |          |         |             |           |   |  |                      |    |
| COAS CODE: R FISCAL YR: 1998 CATEGORY: HR Payroll 1997 FO 13 0 |       |      |      |      |      |          |         |             |           | RULE CLASS: HGRS Payroll - Gross Salary Expense |  |                      |    |
| FUND   | ORGN  | ACCT | PROG | ACTV | LOCN | PAY DOC  | POS DOC | TRANSACTION | DATE      |   |  | AMOUNT               |    |
| 1000   | 11001 | 6121 | 10   |      |      | F0005645 |         | 15-JUL-1997 |           |   |  | 364.50               | Dr |
| 1000   | 11001 | 6121 | 10   |      |      |          |         | P R O G     | T O T A L |   |  | 364.50               | Dr |
| 1000   | 11001 | 6121 |      |      |      |          |         | A C C T     | T O T A L |   |  | 364.50               | Dr |
| 1000   | 11001 |      |      |      |      |          |         | O R G N     | T O T A L |   |  | 364.50               | Dr |
| 1000   | 11002 | 6111 | 90   |      |      | F0005645 |         | 15-JUL-1997 |           |   |  | 777.62               | Dr |
| 1000   | 11002 | 6111 | 90   |      |      |          |         | P R O G     | T O T A L |   |  | 777.62               | Dr |
| 1000   | 11002 | 6111 |      |      |      |          |         | A C C T     | T O T A L |   |  | 777.62               | Dr |
| 1000   | 11002 |      |      |      |      |          |         | O R G N     | T O T A L |   |  | 777.62               | Dr |
| 1000   | 11003 | 6121 | 10   |      |      | F0005645 |         | 15-JUL-1997 |           |   |  | 560.12               | Dr |
| 1000   | 11003 | 6121 | 10   |      |      |          |         | P R O G     | T O T A L |   |  | 560.12               | Dr |
| 1000   | 11003 | 6121 |      |      |      |          |         | A C C T     | T O T A L |   |  | 560.12               | Dr |
| 1000   | 11003 |      |      |      |      |          |         | O R G N     | T O T A L |   |  | 560.12               | Dr |
| 1000   | 11004 | 6121 | 90   |      |      | F0005645 |         | 15-JUL-1997 |           |   |  | 302.54               | Dr |
| 1000   | 11004 | 6121 | 90   |      |      |          |         | P R O G     | T O T A L |   |  | 302.54               | Dr |
| 1000   | 11004 | 6121 |      |      |      |          |         | A C C T     | T O T A L |   |  | 302.54               | Dr |
| 1000   | 11004 |      |      |      |      |          |         | O R G N     | T O T A L |   |  | 302.54               | Dr |
| 1000   | 11005 | 6111 | 10   |      |      | F0005645 |         | 15-JUL-1997 |           |   |  | 182.26               | Dr |
| 1000   | 11005 | 6111 | 10   |      |      |          |         | P R O G     | T O T A L |   |  | 182.26               | Dr |
| 1000   | 11005 | 6111 |      |      |      |          |         | A C C T     | T O T A L |   |  | 182.26               | Dr |
| 1000   | 11005 |      |      |      |      |          |         | O R G N     | T O T A L |   |  | 182.26               | Dr |
| 1000   | 11006 | 6111 | 10   |      |      | F0005646 |         | 15-JUL-1997 |           |   |  | 243.00               | Dr |
| 1000   | 11006 | 6111 | 10   |      |      |          |         | P R O G     | T O T A L |   |  | 243.00               | Dr |
| 1000   | 11006 | 6111 |      |      |      |          |         | A C C T     | T O T A L |   |  | 243.00               | Dr |

1000 11006

O R G N T O T A L

243.00 Dr

REPORT : NHPFIN2

Banner University  
Finance Interface ReportPAGE 45  
RUN DATE 01-MAR-1999  
RUN TIME 04:47 PM

## S U M M A R Y

COAS CODE: R

T O T A L S B Y C A T E G O R Y

|                                     |          |        |
|-------------------------------------|----------|--------|
| Gross Earnings Payroll Expense      | 27472.51 | Debit  |
| Employee Deductions Liability       | 898.55   | Debit  |
| Employer Benefit...Actual Expense   | 2257.83  | Debit  |
| Employer Benefit...Actual Liability | 246.50   | Debit  |
| TOTAL .....                         | 30875.39 |        |
| Gross Earnings Payroll Expense      | 3222.21  | Credit |
| Employee Deductions Liability       | 7140.25  | Credit |
| Employer Benefit...Actual Expense   | 246.50   | Credit |
| Employer Benefit...Actual Liability | 2257.83  | Credit |
| TOTAL .....                         | 12866.79 |        |

## P A Y R O L L S Y S T E M I D

Number of GURFEED records inserted: 216 ( including Batch header(s) )

GURFEED DOC CODE (Batch Number) :

F0005645  
F0005646  
F0005647  
F0005648  
F0005649  
F0005650  
F0005651  
F0005652  
F0005653  
F0005654  
F0005655  
F0005656  
F0005657  
F0005658  
F0005659  
F0005660  
F0005661  
F0005662  
F0005663  
F0005664  
F0005665  
F0005666  
F0005667  
F0005668  
F0005669  
F0005670

F0005671  
F0005672  
F0005673  
F0005674  
F0005675  
F0005676  
F0005677  
F0005678  
F0005679

Number of Batches : 39

REPORT : NHPFIN2

Banner University  
Finance Interface Report

RUN DATE 01-MAR-1999  
RUN TIME 04:47 PM

D E T A I L

Payroll Id: FO Payroll Number: 13  
Pay Period: 01-JUL-1997 To 15-JUL-1997

| COAS CODE: R | FISCAL YR: 1998 | CATEGORY: Gross Earnings Payroll Expense | RULE CLASS: HGRS Payroll - Gross Salary Expense |      |      |          |         |                       |             |         |        |
|--------------|-----------------|--|---|------|------|----------|---------|-----------------------|-------------|---------|--------|
| FUND         | ORGN            | ACCT                                     | PROG  | ACTV | LOCN | PAY DOC  | POS DOC | EMPLOYEE NAME         | EMPLOYEE ID | AMOUNT  | SOURCE |
| 1000         | 11001           | 6121                                     | 10  |      |      | F0005645 |         | Edwards, Casey Louise | F00000011   | 218.67  | Dr REG |
| 1000         | 11001           | 6121                                     | 10  |      |      | F0005652 |         | Edwards, Casey Louise | F00000011   | 218.67  | Dr REG |
| 1000         | 11001           | 6121                                     | 10  |      |      | F0005656 |         | Stewart, Caitlin      | F00000014   | 145.83  | Cr REG |
| 1000         | 11001           | 6121                                     | 10  |      |      | F0005661 |         | Stewart, Caitlin      | F00000014   | 145.83  | Dr REG |
| 1000         | 11001           | 6121                                     | 10  |      |      | F0005645 |         | Stewart, Caitlin      | F00000014   | 145.83  | Dr REG |
| 1000         | 11001           | 6121                                     | 10  |      |      |          |         | P R O G T O T A L     |             | 583.17  | Dr     |
| 1000         | 11001           | 6121                                     |   |      |      |          |         | A C C T T O T A L     |             | 583.17  | Dr     |
| 1000         | 11001           |  |   |      |      |          |         | O R G N T O T A L     |             | 583.17  | Dr     |
| 1000         | 11002           | 6111                                     | 90  |      |      | F0005652 |         | Edwards, Casey Louise | F00000011   | 466.51  | Dr REG |
| 1000         | 11002           | 6111                                     | 90  |      |      | F0005645 |         | Edwards, Casey Louise | F00000011   | 466.51  | Dr REG |
| 1000         | 11002           | 6111                                     | 90  |      |      | F0005656 |         | Stewart, Caitlin      | F00000014   | 311.11  | Cr REG |
| 1000         | 11002           | 6111                                     | 90  |      |      | F0005661 |         | Stewart, Caitlin      | F00000014   | 311.11  | Dr REG |
| 1000         | 11002           | 6111                                     | 90  |      |      | F0005645 |         | Stewart, Caitlin      | F00000014   | 311.11  | Dr REG |
| 1000         | 11002           | 6111                                     | 90  |      |      |          |         | P R O G T O T A L     |             | 1244.13 | Dr     |
| 1000         | 11002           | 6111                                     |   |      |      |          |         | A C C T T O T A L     |             | 1244.13 | Dr     |
| 1000         | 11002           |  |   |      |      |          |         | O R G N T O T A L     |             | 1244.13 | Dr     |
| 1000         | 11003           | 6121                                     | 10  |      |      | F0005645 |         | Edwards, Casey Louise | F00000011   | 336.03  | Dr REG |
| 1000         | 11003           | 6121                                     | 10  |      |      | F0005652 |         | Edwards, Casey Louise | F00000011   | 336.03  | Dr REG |
| 1000         | 11003           | 6121                                     | 10  |      |      | F0005656 |         | Stewart, Caitlin      | F00000014   | 224.09  | Cr REG |
| 1000         | 11003           | 6121                                     | 10  |      |      | F0005645 |         | Stewart, Caitlin      | F00000014   | 224.09  | Dr REG |
| 1000         | 11003           | 6121                                     | 10  |      |      |          |         | P R O G T O T A L     |             | 672.06  | Dr     |
| 1000         | 11003           | 6121                                     | 90  |      |      | F0005661 |         | Stewart, Caitlin      | F00000014   | 224.09  | Dr REG |
| 1000         | 11003           | 6121                                     | 90  |      |      |          |         | P R O G T O T A L     |             | 224.09  | Dr     |
| 1000         | 11003           | 6121                                     |   |      |      |          |         | A C C T T O T A L     |             | 896.15  | Dr     |
| 1000         | 11003           |  |   |      |      |          |         | O R G N T O T A L     |             | 896.15  | Dr     |

REPORT : NHPFIN2

Banner University  
Finance Interface Report  
\* \* \* REPORT CONTROL INFORMATION \* \* \*

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| Parameter Name    | Value  | Source  | Message |
|-------------------|--------|---------|---------|
| Parameter Seq No: | 172064 | Default |         |
| Detail Report:    | Y      | Entered |         |
| Interface:        | Y      | Entered |         |
| Pay Id:           | FO     | Entered |         |
| Print Lines/Page: | 55     |         |         |

## Budget Distribution Report (NHRBDST)

Prints budgetary information for selected FOAPALs. The information can cover all employee positions, only the positions in specified position classes, or specific positions within any position classes.

**Note:** In order for you to use this report, Banner Human Resources and Banner Finance must be installed at your site. (If both the Banner **Finance** indicator and the Banner **Human Resources** indicator on the Installation Control page (GUAINST) are checked - set to Y, both systems are installed at your site.)

The data are organized in one of three ways:

- By position—When you choose this option, the report provides data for each position being covered. For each specified earnings or benefit, the report:
  - Indicates the amount budgeted for the item for the fiscal year
  - Indicates the amount expended for the item for the report period
  - Specifies the amount expended for the item from the start of the fiscal year containing the report begin date to the earlier of these two dates: the date the report is run or the end of the fiscal year. For example, if the fiscal end date is 30-Jun-95 and the report run date is 30-Nov-94, the value represents the amount expended through 30-Nov-94. If the report run date is 01-Aug-95, the value represents the amount expended through 30-Jun-95.
  - Tells what percent of the amount budgeted for the item for the fiscal year is represented by the amount expended for that item for the fiscal year
- By position class—When you choose this option, the report specifies earnings and benefit data for each position class being covered and for each selected position within each class. The information for positions and position classes is identical with that described for the "by-position" report.



- By earnings/benefit—When you choose this option, the report specifies data for each earnings and benefit being covered. The data is identical with that described for the "by-position" report. In this case, however, the positions are not listed; that is, each budgeted and expended amount specified is the total amount for all positions covered by the report.

| Param | Name              | Description/Values  | Required? | Default         | Validation                              |
|-------|-------------------|---|-----------|-----------------|---|
| 01    | Report Option     | <p>Organization option for report:</p> <p>1 = The report is to be organized by earnings and/or benefits.</p> <p>2 = The report is to be organized by employee positions.</p> <p>3 = The report is to be organized by position classes.</p>  | Yes       | 2 (by position) | None                                    |
| 02    | Report Begin Date | First date in the report period.  | Yes       | None            | Format must be DD-MMM-YYYY or DD-MMM-YY |
| 03    | Report End Date   | Last date in the report period.   | Yes       | None            | Format must be DD-MMM-YYYY or DD-MMM-YY |
| 04    | Hierarchy Option  | <p>Hierarchy for report. Enter one of the following values:</p> <p>E As exists. This value specifies that all FOAPALs are to be reported as they exist on the database. Data are not to be rolled up to higher fields or higher levels.</p> <p>F = Roll up to specified FOAP fields. (You will specify the fields in applicable parameters, as described below.)</p> <p>L = Roll up to a specified level for each FOAP. (You will specify the levels in applicable parameters, as described below.)</p> | Yes       | E (as exists)   | None                                    |

| Param | Name              | Description/Values   | Required?        | Default | Validation |
|-------|-------------------|--|------------------|---------|------------|
|       |                   | <p>If you have set this parameter to E or F, skip to the Chart of Accounts parameter. If you have set the parameter to L, go to the Fund Level parameter.</p> <p>When Hierarchy Option equals L and Fund Level equals E (see below), then all funds are reported at the existing level. This gives you the option to just roll to organization level 1 (via the Orgn Level parameter) and report the remaining FOAP data as it exists.</p> |                  |         |            |
| 05    | Fund Level        | Fund level for the report. Enter E (as exists) to indicate that funds are not to be rolled up to a higher level, or enter a number from 1 through 5 to identify a level to which data is to be rolled.   | No               | 1       | None       |
| 06    | Orgn Level        | Organization level for the report. Enter E (as exists) to indicate that organizations are not to be rolled up to a higher level, or enter a number from 1 through 8 to identify a level to which data is to be rolled.   | No               | 1       | None       |
| 07    | Acct Level        | Account level for the report. Enter E (as exists) to indicate that accounts are not to be rolled up to a higher level, or enter a number from 1 through 4 to identify a level to which data is to be rolled.   | No               | 1       | None       |
| 08    | Prog Level        | Program level for the report. Enter E (as exists) to indicate that programs are not to be rolled up to a higher level, or enter a number from 1 through 5 to identify a level to which data is to be rolled.   | No               | 1       | None       |
| 09    | Chart of Accounts | Code identifying a chart of accounts to be covered in the report. This is a repeating parameter.   | Yes <sup>4</sup> | None    | FTVCOAS    |

<sup>4</sup> On first appearance only

| Param | Name        | Description/Values   | Required? | Default | Validation |
|-------|-------------|--|-----------|---------|------------|
|       |             | If you have set Hierarchy Option to L (Level roll up), skip to the Employee Class parameter. If Hierarchy Option equals F (FOAP field roll up), skip to the Fund parameter. If Hierarchy Option equals E (as exists) go to the Fund Option parameter.  |           |         |            |
| 10    | Fund Option | <p>Codes identifying the chart of accounts whose fund data is to be printed and the fund(s) for which information is to be presented. The codes are separated by a comma; for example, H,A specifies that data is to be printed for all funds within chart H. This is a repeating parameter.</p> <p>There are four options for specifying funds:</p> <p>A = All. Requests that data be printed for all funds. If you enter this value, skip to the Orgn Option parameter.</p> <p>R = Range. Requests that data be printed for a specific range of funds. If you enter this value, go to the From Fund parameter.</p> <p>W = Wild Card. Requests that data be printed for one or more specific funds, and indicates that you will use wild cards when you identify these funds. (By using a wild card, you can identify several funds with one code; for example, A% identifies all fund codes starting with "A"). If you enter this value, skip to the Fund parameter.</p> <p>S = Specific. Requests that data be printed for one or more specific funds, and indicates that you will enter exact codes to identify these funds. If you enter this value, skip to the Fund parameter.</p> <p>Whenever possible, use exact codes rather than wild cards since this practice speeds report processing.</p> | No        | None    | None       |

| Param | Name      | Description/Values   | Required? | Default | Validation |
|-------|-----------|--|-----------|---------|------------|
| 11    | From Fund | Codes identifying the chart of accounts whose fund data is to be printed and the first fund in the range of funds for which data is to be printed. The codes are separated by a comma, for example, H,1000. This is a repeating parameter.   | No        | None    | None       |
| 12    | To Fund   | Codes identifying the chart of accounts whose fund data is to be printed and the last fund in the range. The codes are separated by a comma, for example, H,2000. This is a repeating parameter.   | No        | None    | None       |
| 13    | Fund      | <p>Codes identifying the chart of accounts whose fund data is to be printed and a specific fund for which data is to be printed. The codes are separated by a comma. This is a repeating parameter.</p> <p>If you have set Hierarchy Option to E, then you can enter several fund codes for each chart; for example, you can enter:</p> <ul style="list-style-type: none"> <li>• A,1000</li> <li>• A,1001</li> <li>• G,2000</li> <li>• H,1000</li> </ul> <p>If Hierarchy Option equals F, then you can enter only one fund code for each chart and cannot use wild cards; for example, you can enter:</p> <ul style="list-style-type: none"> <li>• A,1000</li> <li>• G,2000</li> <li>• H,1001</li> </ul> | No        | None    | FTVFUND    |

| Param | Name        | Description/Values   | Required? | Default | Validation |
|-------|-------------|--|-----------|---------|------------|
| 14    | Orgn Option | <p>If Hierarchy Option equals F, skip this parameter and go directly to the Orgn parameter. If Hierarchy Option equals E, enter codes as described below.</p> <p>Codes identifying the chart of accounts whose organization data is to be printed and the organization(s) for which information is to be presented. The codes are separated by a comma; for example, H,A specifies that data is to be printed for all organizations within chart H. This is a repeating parameter.</p> <p>There are four options for specifying organizations:</p> <p>A = All. Requests that data be printed for all organizations. If you enter this value, skip to the Acct Option parameter.</p> <p>R = Range. Requests that data be printed for a specific range of organizations. If you enter this value, go to the From Orgn parameter.</p> | No        | None    | None       |
| 15    | From Orgn   | Codes identifying the chart of accounts whose organization data is to be printed and first organization in the range of organizations for which data is to be printed. The codes are separated by a comma, for example, H,120. This is a repeating parameter.  | No        | None    | None       |
| 16    | To Orgn     | Code identifying the chart of accounts whose organization data is to be printed and the last organization in the range. The codes are separated by a comma, for example, H,129. This is a repeating parameter.   | No        | None    | None       |
| 17    | Orgn        | Codes identifying the chart of accounts whose organization data is to be printed and a specific organization for which data is to be printed. The codes  | No        | None    | FTVORGN    |

| Param | Name        | Description/Values  | Required? | Default | Validation |
|-------|-------------|---|-----------|---------|------------|
|       |             | <p>are separated by a comma, for example, H,120. This is a repeating parameter.</p> <p>If you have set Hierarchy Option to E, then you can enter several organization codes for each chart. If you have set the Orgn Option to W, you can use wild cards to identify organizations. If Orgn Option equals S, you must specify exact codes.</p> <p>If Hierarchy Option equals F, then you can enter only one organization code for each chart and cannot use wild cards. (See Fund parameter examples above.)</p>  |           |         |            |
| 18    | Acct Option | <p>If Hierarchy Option equals F, skip this parameter and go directly to the Acct parameter. If Hierarchy Option equals E, enter codes as described below.</p> <p>Codes identifying the chart of accounts whose account data is to be printed and the account(s) for which information is to be presented. The codes are separated by a comma; for example, H,A specifies that data is to be printed for all accounts within chart H. This is a repeating parameter.</p> <p>There are four options for specifying accounts:</p> <p>A = All. Requests that data be printed for all accounts. If you enter this value, skip to the Prog Option parameter.</p> <p>R = Range. Requests that data be printed for a specific range of accounts. If you enter this value, go to the From Acct parameter.</p> <p>W = Wild Card. Requests that data be printed for one or more specific accounts, and indicates that you will use wild cards when you identify these accounts. If you enter this value, skip to the Acct parameter.</p> | No        | None    | None       |

| Param | Name      | Description/Values  | Required? | Default | Validation |
|-------|-----------|---|-----------|---------|------------|
|       |           | <p>Whenever possible, use exact codes rather than wild cards since this practice speeds report processing.</p> <p>S = Specific. Requests that data be printed for one or more specific accounts, and indicates that you will use exact codes to identify the accounts. If you enter this value, skip to the Account parameter.</p>  |           |         |            |
| 19    | From Acct | Codes identifying the chart of accounts whose account data is to be printed and the first account in the range of accounts for which data is to be printed. The codes are separated by a comma, for example, H,5210. This is a repeating parameter.   | No        | None    | FTVACCT    |
| 20    | To Acct   | Codes identifying the chart of accounts whose account data is to be printed and the last account in the range. The codes are separated by a comma, for example, H,5220. This is a repeating parameter.  | No        | None    | FTVACCT    |
| 21    | Account   | <p>Codes identifying the chart of accounts whose account data is to be printed and a specific account for which data is to be printed. The codes are separated by a comma, for example, H,5210. This is a repeating parameter.</p> <p>If you have set Hierarchy Option to E, then you can enter several account codes for each chart. If Acct Option equals W, you can use wild cards to identify accounts. If Acct Option equals S, you must specify exact codes.</p> <p>If Hierarchy Option equals F, then you can enter only one account code for each chart and cannot use wild cards. (See Fund parameter examples above.)</p> | No        | None    | FTVACCT    |

| Param | Name        | Description/Values   | Required? | Default | Validation |
|-------|-------------|--|-----------|---------|------------|
| 22    | Prog Option | <p>If Hierarchy Option equals F, skip this parameter and go directly to the Prog parameter. If Hierarchy Option equals E, enter codes as described below.</p> <p>Codes identifying the chart of accounts whose program data is to be printed and the program(s) for which information is to be presented. The codes are separated by a comma; for example, H,A specifies that data is to be printed for all programs within chart H. This is a repeating parameter.</p> <p>There are four options for specifying programs:</p> <p>A = All. Requests that data be printed for all programs. If you enter this value, skip to the Employee Class parameter.</p> <p>R = Range. Requests that data be printed for a specific range of programs. If you enter this value, go to the From Prog parameter.</p> <p>W = Wild Card. Requests that data be printed for one or more specific programs, and indicates that you will use wild cards when you identify these programs. If you enter this value, skip to the Prog parameter.</p> <p>Whenever possible, use exact codes rather than wild cards since this practice speeds report processing.</p> <p>S = Specific. Requests that data be printed for one or more specific programs, and that you will use exact codes to identify these programs. If you enter this value, skip to the Prog parameter.</p> |           |         |            |
| 23    | From Prog   | Codes identifying the chart of accounts whose program data is to be printed and the first program in the range of programs for which data is to be printed. The codes  | No        | None    | None       |



| Param | Name             | Description/Values   | Required? | Default | Validation |
|-------|------------------|--|-----------|---------|------------|
|       |                  | are separated by a comma, for example, H,100. This is a repeating parameter.   |           |         |            |
| 24    | To Prog          | Codes identifying the chart of accounts whose program data is to be printed and the last program in the range. The codes are separated by a comma, H,610. This is a repeating parameter.   | No        | None    | None       |
| 25    | Prog             | <p>Codes identifying the chart of accounts whose program data is to be printed and a specific program for which data is to be printed. The codes are separated by a comma, for example, H,100. This is a repeating parameter.</p> <p>If you have set Hierarchy Option to E, then you can enter several program codes for each chart. If the Prog Option equals W, you can use wild cards to identify programs. If Prog Option equals S, you must specify exact codes.</p> <p>If Hierarchy Option equals F, then you can enter only one program code for each chart and cannot use wild cards. (See Fund parameter examples above.)</p> | No        | None    | FTVPROG    |
| 26    | Employee Class   | Employee class for which data is to be printed. This is a repeating parameter. Wild cards can be used.   | No        | All     | PTRECLS    |
| 27    | Include Earnings | <p>Code specifying whether earnings are to be included:</p> <p>Y = All or some earnings are to be selected for the report.</p> <p>N = No earnings are to be selected for the report.</p>   | Yes       | None    | None       |
| 28    | Earn Code        | Earn code for which data is to be printed. This is a repeating parameter. Wild cards can be used. If this field is left blank, all earn codes are selected.  | No        | All     | None       |

| Param | Name                        | Description/Values  | Required? | Default | Validation |
|-------|-----------------------------|---|-----------|---------|------------|
| 29    | Include Benefits            | Code specifying whether benefits are to be selected:<br>Y = All or some benefits are to be selected for the report.<br>N = No benefits are to be selected for the report.   | Yes       | None    | None       |
| 30    | Benefit Code                | Code identifying a benefit for which data is to be printed. This is a repeating parameter. Wild cards can be used. If this field is left blank, all benefits are selected.  | No        | All     | None       |
| 31    | Include Fringe Charge Back  | Fringe charge back inclusion indicator:<br>Y = Include fringe charge back data.<br>N = Do not include fringe charge back data.  | Yes       | N       | None       |
| 32    | Select Positions or Classes | Positions for which data is to be printed:<br>A = Data is to cover all positions in all position classes. If you enter this value, skip the remaining parameters.<br>P = Data is to cover all positions in specific position classes. If you enter this value, skip to the Position Class parameter.<br>S = Data is to cover specific positions. If you enter this value, go to the Position parameter. | Yes       | None    | None       |
| 33    | Position Classes            | A position class for which data is to be printed. This is a repeating parameter. Wild cards can be used.  | No        | None    | NTRPCLS    |
| 34    | Position                    | A position for which data is to be printed. This is a repeating parameter. Wild cards can be used.  | No        | None    | NBBPOSN    |

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## Report Attributes

### Sort Order

First by COA code, then by fiscal year, then by category, then by fund, organization, account, program, activity, and location.

### Data Source

NHRDIST (NHRDIST is a mirror image of the NHRFINC table.)

### Frequency

On demand

### Report Format

Standard horizontal report format

| Name             | Description  |
|------------------|--|
| Reporting Period | Start and end dates indicating the period covered by the report.   |
| COAS             | Chart of Accounts being covered by the report  |
| Fund             | Fund code. This field is used with the next five fields to identify the FOAPAL whose data is being reported. |
| Orgn             | Organization code  |
| Acct             | Account code   |
| Prog             | Program code   |
| Actv             | Activity code  |
| Locn             | Location code  |
| Position         | Code and title for the position whose salary data is being reported  |
| Posn Class       | Code and title for the position class whose salary data is being reported                                    |

| Name                        | Description  |
|-----------------------------|--|
| Earnings/benefit identifier | Code and description of the earnings or benefit for which data is being reported<br>*FC is a pseudo benefit code used to identify fringe charge back.<br>*RC is a pseudo earning code used to identify earnings expended to the Position Total (PTOT) Salary budget. |
| Encumbered                  | Amount encumbered for the associated position. (Encumbered amounts are only listed for reports organized by position or by position class.)  |
| Current Actual              | Amount expended on the associated item during the report period  |
| Fiscal Actual               | Amount expended on the associated item from the start of the fiscal year containing the report begin date through the earlier of these two dates: the date the report is run and the fiscal year end date  |
| Annual Budget               | Amount budgeted for the associated item for the entire fiscal year   |
| Variance                    | Percent of the fiscal-year budget amount represented by the fiscal-year expended amount  |

## Report Sample (NHRBDST)

|  |               |      |      |      |      |  |               |                     |          |
|--|---------------|------|------|------|------|--|---------------|---------------------|----------|
| PAGE 1                                       |               |      |      |      |      | Banner University                            |               | RUN DATE 07/24/1995 |          |
| REPORT : NHRBDST                             |               |      |      |      |      | Budget Distribution Report                   |               | RUN TIME 10:42 AM   |          |
| Fiscal Yr: 1995                              |               |      |      |      |      | Reporting Period: 01-JUL-1994 To 31-DEC-1994 |               |                     |          |
| COA: A Organization: 120 Treasury Department |               |      |      |      |      |  |               |                     |          |
| Fund   | Orgn          | Acct | Prog | Actv | Locn |  |               |                     |          |
| 1829B  | 120           | 5210 | 100  |      |      |  |               |                     |          |
|  |               |      |      |      |      | Current Actual                               | Fiscal Actual | Annual Budget       | Variance |
|  |               |      |      |      |      | -----  | -----         | -----               | -----    |
| *RG  |               |      |      |      |      | 6,249.96                                     | 6,249.96      | .00                 |          |
| FIM  | Fica Medicare |      |      |      |      | 75.50  | 75.50         | .00                 |          |
| FIO  | Fica Old Age  |      |      |      |      | 322.90                                       | 322.90        | .00                 |          |
| .  |               |      |      |      |      |  |               |                     |          |
| .  |               |      |      |      |      |  |               |                     |          |
| Fund   | Orgn          | Acct | Prog | Actv | Locn |  |               |                     |          |
| 1829B  | 120           | 5210 | 610  |      |      |  |               |                     |          |
|  |               |      |      |      |      | Current Actual                               | Fiscal Actual | Annual Budget       | Variance |
|  |               |      |      |      |      | -----  | -----         | -----               | -----    |
| *RG  |               |      |      |      |      | 38,037.49                                    | 38,037.49     | 175,000.00          | 21.74    |

|     |  |           |           |            |       |
|-----|--|-----------|-----------|------------|-------|
| OT  | Overtime Pay                           | .00       | .00       | 17,500.00  | .00   |
| VAC | Vacation Pay                           | .00       | .00       | 12,500.00  | .00   |
| FIM | Fica Medicare                          | 459.67    | 459.67    | 4,750.00   | 9.68  |
| FIO | Fica Old Age                           | 1,020.54  | 1,020.54  | 3,750.00   | 27.21 |
|     | Prog Earnings Total for 610            | 38,037.49 | 38,037.49 | 205,000.00 | 18.55 |
|     | Prog Benefits Total for 610            | 1,480.21  | 1,480.21  | 8,500.00   | 17.41 |
|     | Prog Total for 610                     | 39,517.70 | 39,517.70 | 213,500.00 | 18.51 |
|     | Acct Earnings Total for 5210           | 44,287.45 | 44,287.45 | 205,000.00 | 21.60 |
|     | Acct Benefits Total for 5210           | 1,878.61  | 1,878.61  | 8,500.00   | 22.10 |
|     | Acct Total for 5210                    | 46,166.06 | 46,166.06 | 213,500.00 | 21.62 |
|     | Fund Earnings Total for 1829B          | 44,287.45 | 44,287.45 | 205,000.00 | 21.60 |
|     | Fund Total for 1829B                   | 46,166.06 | 46,166.06 | 213,500.00 | 21.62 |
|     | Fund Benefits Total for 1829B          | 1,878.61  | 1,878.61  | 8,500.00   | 22.10 |
|     | Orgn Earnings Total for 120            | 76,074.96 | 76,074.96 | 410,000.00 | 18.55 |
|     | Orgn Benefits Total for 120            | 2,960.40  | 2,960.40  | 17,000.00  | 17.41 |
|     | Orgn Total for 120                     | 79,035.36 | 79,035.36 | 427,000.00 | 18.51 |
|     | Chart of Accounts Earnings Total for A | 76,074.96 | 76,074.96 | 410,000.00 | 18.55 |
|     | Chart of Accounts Benefits Total for A | 2,960.40  | 2,960.40  | 17,000.00  | 17.41 |
|     | Chart of Accounts Total for A          | 79,035.36 | 79,035.36 | 427,000.00 | 18.51 |

REPORT : NHRBDST  
Fiscal Yr: 1995

Banner University  
Budget Distribution Report  
Reporting Period: 01-JUL-1994 To 31-DEC-1994  
\* \* \* REPORT CONTROL INFORMATION \* \* \*

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RUN DATE 07/24/1995  
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Parameters have been entered via Job Submission.  
Description

| Parameter Name              | Value       | Description                        |
|-----------------------------|-------------|------------------------------------|
| Parameter Seq No:           | 23808       |                                    |
| Report Type:                | 1           | Budget Status by Earnings/Benefits |
| Period Begin Date:          | 01-JUL-1994 |                                    |
| Period End Date:            | 31-DEC-1994 |                                    |
| Hierarchy:                  | E           | FOAP Fields As Exists              |
| COA:                        | A           |                                    |
| Fund Option:                | A A         | All                                |
| Orgn Option:                | A A         | All                                |
| Acct Option:                | A A         | All                                |
| Prog Option:                | A A         | All                                |
| Select Earnings:            | Y           | All Earnings                       |
| Select Benefits:            | Y           | All Benefits                       |
| Include Fringe Charge Back: | N           |                                    |
| Select Position Option      | S           | Specific Positions                 |
| Position                    | KFTIME      |                                    |
| Line Count:                 | 55          |                                    |

## Budget Distribution Report (NHRBDST) - By Position

|  |          |          |      |      |      |  |               |                     |          |
|--|----------|----------|------|------|------|--|---------------|---------------------|----------|
| REPORT : NHRBDST                                       |          |          |      |      |      | Banner University                            |               | PAGE 1              |          |
| Fiscal Yr: 1995  |          |          |      |      |      | Budget Distribution Report                   |               | RUN DATE 07/24/1995 |          |
|  |          |          |      |      |      | Reporting Period: 01-JUL-1994 To 31-DEC-1994 |               | RUN TIME 10:41 AM   |          |
|  |          |          |      |      |      | Reporting Period: 01-JUL-1994 To 31-DEC-1994 |               |                     |          |
| COA: A Organization: 120 Auxiliary Services Department |          |          |      |      |      |  |               |                     |          |
| Fund   | Orgn     | Acct     | Prog | Actv | Locn |  |               |                     |          |
| 1829B  | 120      | 5210     | 100  |      |      |  |               |                     |          |
| Position: KFTIME Secretary                             |          |          |      |      |      | Encumbered:                                  | 42,630.94     |                     |          |
|  |          |          |      |      |      | Current Actual                               | Fiscal Actual | Annual Budget       | Variance |
|  |          |          |      |      |      | -----  | -----         | -----               | -----    |
| *RG  |          |          |      |      |      | 6,249.96                                     | 6,249.96      | .00                 |          |
| FIM  | Fica     | Medicare |      |      |      | 75.50  | 75.50         | .00                 |          |
| FIO  | Fica     | Old Age  |      |      |      | 322.90                                       | 322.90        | .00                 |          |
| Posn Earnings Total: KFTIME                            |          |          |      |      |      | 6,249.96                                     | 6,249.96      | .00                 |          |
| Posn Benefits Total: KFTIME                            |          |          |      |      |      | 398.40                                       | 398.40        | .00                 |          |
| Position Total for KFTIME                              |          |          |      |      |      | 6,648.36                                     | 6,648.36      | .00                 |          |
| .  |          |          |      |      |      |  |               |                     |          |
| .  |          |          |      |      |      |  |               |                     |          |
| .  |          |          |      |      |      |  |               |                     |          |
| Fund   | Orgn     | Acct     | Prog | Actv | Locn |  |               |                     |          |
| 1829B  | 120      | 5210     | 610  |      |      |  |               |                     |          |
| Position: KFTIME Secretary                             |          |          |      |      |      | Encumbered:                                  | 42,630.94     |                     |          |
|  |          |          |      |      |      | Current Actual                               | Fiscal Actual | Annual Budget       | Variance |
|  |          |          |      |      |      | -----  | -----         | -----               | -----    |
| *RG  |          |          |      |      |      | 38,037.49                                    | 38,037.49     | 175,000.00          | 21.74    |
| OT   | Overtime | Pay      |      |      |      | .00  | .00           | 17,500.00           | .00      |
| VAC  | Vacation | Pay      |      |      |      | .00  | .00           | 12,500.00           | .00      |
| FIM  | Fica     | Medicare |      |      |      | 459.67                                       | 459.67        | 4,750.00            | 9.68     |
| FIO  | Fica     | Old Age  |      |      |      | 1,020.54                                     | 1,020.54      | 3,750.00            | 27.21    |
| Posn Earnings Total: KFTIME                            |          |          |      |      |      | 38,037.49                                    | 38,037.49     | 205,000.00          | 18.55    |
| Posn Benefits Total: KFTIME                            |          |          |      |      |      | 1,480.21                                     | 1,480.21      | 8,500.00            | 17.41    |
| Position Total for KFTIME                              |          |          |      |      |      | 39,517.70                                    | 39,517.70     | 213,500.00          | 18.51    |
| Prog Earnings Total for 610                            |          |          |      |      |      | 38,037.49                                    | 38,037.49     | 205,000.00          | 18.55    |
| Prog Benefits Total for 610                            |          |          |      |      |      | 1,480.21                                     | 1,480.21      | 8,500.00            | 17.41    |
| Prog Total for 610                                     |          |          |      |      |      | 39,517.70                                    | 39,517.70     | 213,500.00          | 18.51    |
| Acct Earnings Total for 5210                           |          |          |      |      |      | 44,287.45                                    | 44,287.45     | 205,000.00          | 21.60    |
| Acct Benefits Total for 5210                           |          |          |      |      |      | 1,878.61                                     | 1,878.61      | 8,500.00            | 22.10    |
| Acct Total for 5210                                    |          |          |      |      |      | 46,166.06                                    | 46,166.06     | 213,500.00          | 21.62    |
|  |          |          |      |      |      |  |               |                     |          |
| Fund Earnings Total for 1829B                          |          |          |      |      |      | 44,287.45                                    | 44,287.45     | 205,000.00          | 21.60    |
| Fund Benefits Total for 1829B                          |          |          |      |      |      | 1,878.61                                     | 1,878.61      | 8,500.00            | 22.10    |
| Fund Total for 1829B                                   |          |          |      |      |      | 46,166.06                                    | 46,166.06     | 213,500.00          | 21.62    |
| Orgn Earnings Total for 120                            |          |          |      |      |      | 76,074.96                                    | 76,074.96     | 410,000.00          | 18.55    |
| Orgn Benefits Total for 120                            |          |          |      |      |      | 2,960.40                                     | 2,960.40      | 17,000.00           | 17.41    |
| Orgn Total for 120                                     |          |          |      |      |      | 79,035.36                                    | 79,035.36     | 427,000.00          | 18.51    |

|  |           |           |            |       |
|--|-----------|-----------|------------|-------|
| Chart of Accounts Earnings Total for A | 76,074.96 | 76,074.96 | 410,000.00 | 18.55 |
| Chart of Accounts Benefits Total for A | 2,960.40  | 2,960.40  | 17,000.00  | 17.41 |
| Chart of Accounts Total for A          | 79,035.36 | 79,035.36 | 427,000.00 | 18.51 |

REPORT : NHRBDST  
Fiscal Yr: 1995

Banner University  
Budget Distribution Report  
Reporting Period: 01-JUL-1994 To 31-DEC-1994  
\* \* \* REPORT CONTROL INFORMATION \* \* \*  
Parameters have been entered via Job Submission.

RUN DATE 07/24/1995  
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| Parameter Name              | Value       | Description  |
|-----------------------------|-------------|--|
| Parameter Seq No:           | 23806       |  |
| Report Type:                | 2           | Budget Status by Earnings/Benefits within Position |
| Period Begin Date:          | 01-JUL-1994 |  |
| Period End Date:            | 31-DEC-1994 |  |
| Hierarchy:                  | E           | FOAP Fields As Exists                              |
| COA:                        | A           |  |
| Fund Option:                | A A         | All  |
| Orgn Option:                | A A         | All  |
| Acct Option:                | A A         | All  |
| Prog Option:                | A A         | All  |
| Select Earnings:            | Y           | All Earnings                                       |
| Select Benefits:            | Y           | All Benefits                                       |
| Include Fringe Charge Back: | N           |  |
| Select Position Option      | S           | Specific Positions                                 |
| Position                    | KFTIME      |  |
| Line Count:                 | 55          |  |

## Budget Distribution Report (NHRBDST) - By Position Class

REPORT : NHRBDST  
Fiscal Yr: 1995

Banner University  
Budget Distribution Report  
Reporting Period: 01-JUL-1994 To 31-DEC-1994

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|  |      |      |      |      |      |                        |               |                       |          |
|--|------|------|------|------|------|------------------------|---------------|-----------------------|----------|
| COA: A Organization: 120 Auxiliary Services Department |      |      |      |      |      | Posn: KFTIME Secretary |               | Encumbered: 42,630.94 |          |
| Fund   | Orgn | Acct | Prog | Actv | Locn | Current Actual         | Fiscal Actual | Annual Budget         | Variance |
| 1811   | 120  | 5220 | 610  |      |      | 31,787.51              | 31,787.51     | 175,000.00            | 18.16    |
| *RG  |      |      |      |      |      |                        |               |                       |          |
|  |      |      |      |      |      |                        |               |                       |          |
| Fund   | Orgn | Acct | Prog | Actv | Locn |                        |               |                       |          |

|                                       |                                 |               |                       |          |
|---------------------------------------|---------------------------------|---------------|-----------------------|----------|
| 1829B 120 5210 610                    | Posn: KFTIME test - salary dist |               | Encumbered: 42,630.94 |          |
| Posn Class: F1001 Full Time Secretary | Current Actual                  | Fiscal Actual | Annual Budget         | Variance |
| *RG                                   | 38,037.49                       | 38,037.49     | 175,000.00            | 21.74    |
| OT Overtime Pay                       | .00                             | .00           | 17,500.00             | .00      |
| VAC Vacation Pay                      | .00                             | .00           | 12,500.00             | .00      |
| FIM Fica Medicare                     | 459.67                          | 459.67        | 4,750.00              | 9.68     |
| FIO Fica Old Age                      | 1,020.54                        | 1,020.54      | 3,750.00              | 27.21    |
| Posn Earnings Total: KFTIME           | 38,037.49                       | 38,037.49     | 205,000.00            | 18.55    |
| Posn Benefits Total: KFTIME           | 1,480.21                        | 1,480.21      | 8,500.00              | 17.41    |
| Position Total for KFTIME             | 39,517.70                       | 39,517.70     | 213,500.00            | 18.51    |
| Posn. Class Earnings for F1001        | 38,037.49                       | 38,037.49     | 205,000.00            | 18.55    |
| Posn. Class Benefits for F1001        | 1,480.21                        | 1,480.21      | 8,500.00              | 17.41    |
| Position Class Total for F1001        | 39,517.70                       | 39,517.70     | 213,500.00            | 18.51    |
| Prog Earnings Total for 610           | 38,037.49                       | 38,037.49     | 205,000.00            | 18.55    |
| Prog Benefits Total for 610           | 1,480.21                        | 1,480.21      | 8,500.00              | 17.41    |
| Prog Total for 610                    | 39,517.70                       | 39,517.70     | 213,500.00            | 18.51    |
| Acct Earnings Total for 5210          | 44,287.45                       | 44,287.45     | 205,000.00            | 21.60    |
| Acct Benefits Total for 5210          | 1,878.61                        | 1,878.61      | 8,500.00              | 22.10    |
| Acct Total for 5210                   | 46,166.06                       | 46,166.06     | 213,500.00            | 21.62    |
| Fund Earnings Total for 1829B         | 44,287.45                       | 44,287.45     | 205,000.00            | 21.60    |
| Fund Benefits Total for 1829B         | 1,878.61                        | 1,878.61      | 8,500.00              | 22.10    |
| Fund Total for 1829B                  | 46,166.06                       | 46,166.06     | 213,500.00            | 21.62    |
| Orgn Earnings Total for 120           | 76,074.96                       | 76,074.96     | 410,000.00            | 18.55    |
| Orgn Benefits Total for 120           | 2,960.40                        | 2,960.40      | 17,000.00             | 17.41    |
| Orgn Total for 120                    | 79,035.36                       | 79,035.36     | 427,000.00            | 18.51    |

|  |           |           |            |       |
|--|-----------|-----------|------------|-------|
| Chart of Accounts Earnings Total for A | 76,074.96 | 76,074.96 | 410,000.00 | 18.55 |
| Chart of Accounts Benefits Total for A | 2,960.40  | 2,960.40  | 17,000.00  | 17.41 |
| Chart of Accounts Total for A          | 79,035.36 | 79,035.36 | 427,000.00 | 18.51 |

REPORT : NHRBDST  
Fiscal Yr: 1995

Banner University  
Budget Distribution Report  
Reporting Period: 01-JUL-1994 To 31-DEC-1994

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RUN TIME 10:43 AM

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\* \* \* REPORT CONTROL INFORMATION \* \* \*  
Parameters have been entered via Job Submission.

| Parameter Name     | Value       | Description  |
|--------------------|-------------|--|
| Parameter Seq No:  | 23809       |  |
| Report Type:       | 3           | Budget Status by Earnings/Benefits within Position Class |
| Period Begin Date: | 01-JUL-1994 |  |
| Period End Date:   | 31-DEC-1994 |  |
| Hierarchy:         | E           | FOAP Fields As Exists                                    |
| COA:               | A           |  |
| Fund Option:       | A A         | All  |



|                             |        |                    |
|-----------------------------|--------|--------------------|
| Orgn Option:                | A A    | All                |
| Acct Option:                | A A    | All                |
| Prog Option:                | A A    | All                |
| Select Earnings:            | Y      | All Earnings       |
| Select Benefits:            | Y      | All Benefits       |
| Include Fringe Charge Back: | N      |                    |
| Select Position Option      | S      | Specific Positions |
| Position                    | KFTIME |                    |
| Line Count:                 | 55     |                    |

## Organization Payroll Distribution (NHRDIST)

A Detail report prints information for each FOAPAL distribution and Summary report that prints only the FOAPAL summary totals for each chart of accounts covered by the report.

**Note:** To use this report, Banner Human Resources and Banner Finance must both be installed at your site. (If both the Banner FINANCE indicator and the Banner HUMAN RESOURCES indicator on the Installation Control page (GUAINST) are set to Y, both systems are installed at your site.)

**Detail Report** —Prints the following information for each FOAPAL distribution covered by the report: data for each employee's position, including the employee's current amounts and/or hours for each specified earnings and the amounts for each specified benefit. This information is followed by the FOAPAL summary totals.

**Summary Report** —Prints only the FOAPAL summary totals for each chart of accounts covered by the report.

| Param | Name        | Description/Values  | Required? | Default        | Validation |
|-------|-------------|---|-----------|----------------|------------|
| 01    | Report Type | Report type indicator:<br>D(etail)<br>S(ummary)           | Yes       | D(etail)       | None       |
| 02    | Sort Option | Sort Option for report:<br>H = Sort by Home Organization. | Yes       | D <sup>5</sup> | None       |

<sup>5</sup> By FOAPAL distribution orgn.

| Param | Name              | Description/Values   | Required? | Default       | Validation                              |
|-------|-------------------|--|-----------|---------------|---|
|       |                   | D = Sort by FOAPAL distribution organization.  |           |               |   |
| 03    | Report Begin Date | First date for which report data is to be printed.   | Yes       | None          | Format must be DD-MMM-YYYY or DD-MMM-YY |
| 04    | Report End Date   | Last date for which report data is to be printed.  | Yes       | None          | Format must be DD-MMM-YYYY or DD-MMM-YY |
| 05    | Pay ID            | Pay ID identifying the payroll for which data is to be printed. This is a repeating parameter. Wild cards are allowed; for example, A% identifies all pay IDs starting with "A". When this field is left blank, all pay IDs are chosen.  | No        | All           | PTRPICT                                 |
| 06    | Hierarchy Option  | <p>Hierarchy for report. Enter one of the following values:</p> <p>E = As exists. This value specifies that all FOAPALs are to be reported as they exist on the database. Data are not to be rolled up to higher fields or higher levels.</p> <p>F = Roll up to specified FOAP fields. (You will specify the fields in applicable parameters, as described below.)</p> <p>L = Roll up to a specified level for each FOAP. (You will specify the levels in applicable parameters, as described below.)</p> <p>If you have set this parameter to E or F, skip to the Chart of Accounts parameter. If you have set the parameter to L, go to the Fund Level parameter.</p> <p>When Hierarchy Option equals L and Fund Level equals E (see below), then all funds are reported</p> | Yes       | E (as exists) | None                                    |

| Param | Name              | Description/Values   | Required?        | Default | Validation |
|-------|-------------------|--|------------------|---------|------------|
|       |                   | at the existing level. This gives you the option to just roll to organization level 1 (via the Orgn Level parameter) and report the remaining FOAP data as it exists.  |                  |         |            |
| 07    | Fund Level        | Fund level for the report. Enter E (as exists) to indicate that funds are not to be rolled up to a higher level, or enter a number from 1 through 5 to identify a level to which data is to be rolled.                 | No               | 1       | None       |
| 08    | Orgn Level        | Organization level for the report. Enter E (as exists) to indicate that organizations are not to be rolled up to a higher level, or enter a number from 1 through 8 to identify a level to which data is to be rolled. | No               | 1       | None       |
| 09    | Acct Level        | Account level for the report. Enter E (as exists), to indicate that accounts are not to be rolled up to a higher level, or enter a number from 1 through 4 to identify a level to which data is to be rolled.          | No               | 1       | None       |
| 10    | Prog Level        | Program level for the report. Enter E (as exists) to indicate that programs are not to be rolled up to a higher level, or enter a number from 1 through 5 to identify a level to which data is to be rolled.           | No               | 1       | None       |
| 11    | Chart of Accounts | Code identifying a chart of accounts to be covered in the report, that is, a FOAPAL distribution chart. This is a repeating parameter.   | Yes <sup>6</sup> | None    | FTVCOAS    |
| 12    | Home Orgn Chart   | If you have set Sort Option to D (Sort by FOAPAL Distribution Organization), take one of these steps:  | No               | None    | FTVCOAS    |

<sup>6</sup> On first appearance only.

| Param | Name                     | Description/Values  | Required? | Default | Validation |
|-------|--------------------------|---|-----------|---------|------------|
|       |                          | <ul style="list-style-type: none"> <li>If Hierarchy Option equals L (Level roll up), skip to the Employee Class parameter.</li> <li>If Hierarchy Option equals E (as exists) or F (FOAP field roll up), skip to the Grant Option parameter.</li> </ul> <p>If you have set Sort Option to H (Sort by Home Organization), take one of the following steps:</p> <ul style="list-style-type: none"> <li>If your home organization chart of accounts differs from your distribution chart of accounts, go to the Home Orgn Chart parameter.</li> <li>Otherwise, skip to the Home Organization Option parameter.</li> </ul> <p>Code identifying your home organization chart. Enter this parameter only if your home organization chart differs from your distribution chart. This is a non-repeating parameter.</p> <p>When you enter this parameter the four home organization parameters below relate to the home organization chart you specify here.</p> |           |         |            |
| 13    | Home Organization Option | <p>Codes identifying the chart of accounts whose home organization data is to be printed and the home organization(s) for which information is to be presented. The codes are separated by a comma; for example, H,A specifies that data is to be printed for all home organizations within chart H. This is a repeating parameter.</p> <p>There are four options for specifying home organizations:</p>  | No        | None    | FTVORGN    |

| Param | Name           | Description/Values  | Required? | Default | Validation |
|-------|----------------|---|-----------|---------|------------|
|       |                | <p>A = All. Requests that data be printed for all home organizations.</p> <p>If you enter this value and you have set the Hierarchy Option parameter to L, skip to the Employee Class parameter.</p> <p>If you enter this value and Hierarchy Option equals E or F, skip to the Fund Option parameter.</p> <p>R = Range. Requests that data be printed for a specific range of home organizations. If you enter this value, go to the From Home Orgn parameter.</p> <p>W = Wild Card. Requests that data be printed for one or more specific home organizations, and indicates that you will use wild cards when you identify these organizations. If you enter this value, skip to the Home Orgn parameter.</p> <p>Whenever possible, use exact codes rather than wild cards since this practice speeds report processing</p> <p>S - Specific. Requests that data be printed for one or more specific home organizations, and indicates that you will enter exact codes to identify these organizations. If you enter this value, skip to the Home Orgn parameter.</p> |           |         |            |
| 14    | From Home Orgn | Codes identifying the chart of accounts whose home organization data is to be printed and the first home organization in the range of home organizations for which data is to be printed. The codes are separated by a comma, for example, H,110. This is a repeating parameter.  | No        | None    | None       |

| Param | Name         | Description/Values   | Required? | Default | Validation |
|-------|--------------|--|-----------|---------|------------|
| 15    | To Home Orgn | <p>Codes identifying the chart of accounts whose home organization data is to be printed and the last home organization in the range. The codes are separated by a comma, for example, H,120. This is a repeating parameter.</p> <p>After entering this parameter take one of the following steps: If you have set the Hierarchy Option to L, skip to the Employee Class parameter. Otherwise, skip to the Fund Option parameter.</p>  | No        | None    | None       |
| 16    | Home Orgn    | <p>Code identifying a chart of accounts whose home organization data is to be printed and a specific home organization for which data is to be printed. The codes are separated by a comma. This is a repeating parameter.</p> <p>You can specify several charts and can enter several home organizations for each chart; for example, you can enter:</p> <ul style="list-style-type: none"> <li>• A,200</li> <li>• G,200</li> <li>• G,300</li> </ul> <p>If you have set the Home Organization Option to W, you can use wild cards to identify home organizations. If Home Organization Option equals S, you must specify exact codes.</p> | No        | None    | FTVORGN    |
| 17    | Grant Option | <p>Identify the Chart of Accounts whose Grant data is to be printed and the Grant(s) for which information is to be generated by the report in the following format:</p> <p>&lt;COA Code&gt;, &lt;Grant Option&gt;</p>   | No        | None    | None       |

| Param | Name       | Description/Values  | Required? | Default | Validation |
|-------|------------|---|-----------|---------|------------|
|       |            | <p>For example, B,A, implies print data for all grant codes belonging to the Chart of Accounts code, B.</p> <p>Select one of the following options for printing grant codes, namely:</p> <p>A = All Grant Codes</p> <p>Prints data for all Grant codes. If you enter this option, next enter the Fund Option parameter.</p> <p>R = Range of Grant Codes</p> <p>Prints data for a specific range of Grant codes. If you select this option, next enter the From Grant parameter.</p> <p>W = Wild Card</p> <p>Prints data for one or more specific Grant codes, and indicates that wild cards will be used to identify these Grant codes. If you enter this value, skip to the Grant parameter.</p> <p>Whenever possible, use exact codes rather than wild cards since this practice improves report processing.</p> <p>S = Specific Grant Codes</p> <p>Prints data for one or more specific Grant codes. Enter exact Grant codes to identify these Grants. If you select this option, skip to the Grant parameter.</p> |           |         |            |
| 18    | From Grant | <p>Identify the Chart of Accounts code whose Grant data is to be printed and the first Grant code for which information is to be generated by the report in the following format:</p> <p>&lt;COA Code&gt;, &lt;Grant Code&gt;</p>   | No        | None    |            |

| Param | Name        | Description/Values  | Required? | Default | Validation |
|-------|-------------|---|-----------|---------|------------|
|       |             | Example, B, 2150  |           |         |            |
| 19    | To Grant    | <p>Identify the Chart of Accounts code whose Grant data is to be printed and the last Grant code for which information is to be generated by the report in the following format:</p> <p>&lt;COA Code&gt;, &lt;Grant Code&gt;</p> <p>Example, B, 2170</p>  | No        | None    |            |
| 20    | Grant       | <p>Identify the Chart of Accounts code and the specific fund for which data is to be printed by the report in the following format:</p> <p>&lt;COA Code&gt;, &lt;Grant Code&gt;</p> <p>For example: A, 2155</p>   | No        | None    | FRBGRNT    |
| 21    | Fund Option | <p>If Hierarchy Option equals F, skip this parameter and go directly to the Fund parameter. If Hierarchy equals E, enter one of the values below.</p> <p>Codes identifying the chart of accounts whose fund data is to be printed and the fund(s) for which information is to be presented. The codes are separated by a comma; for example, H,A specifies that data is to be printed for all funds within chart H. This is a repeating parameter.</p> <p>There are four options for specifying funds:</p> <p>A = All. Requests that data be printed for all funds. If you enter this value, skip to the Orgn Option parameter.</p> | No        | None    | None       |



| Param | Name      | Description/Values  | Required? | Default | Validation |
|-------|-----------|---|-----------|---------|------------|
|       |           | <p>R = Range. Requests that data be printed for a specific range of funds. If you enter this value, go to the From Fund parameter.</p> <p>W = Wild Card. Requests that data be printed for one or more specific funds, and indicates that you will use wild cards when you identify these funds. If you enter this value, skip to the Fund parameter.</p> <p>Whenever possible, use exact codes rather than wild cards since this practice speeds report processing.</p> <p>S = Specific. Requests that data be printed for one or more specific funds, and indicates that you will enter exact codes to identify these funds. If you enter this value, skip to the Fund parameter.</p> |           |         |            |
| 22    | From Fund | Codes identifying the chart of accounts whose fund data is to be printed and the first fund in the range of funds for which data is to be printed. The codes are separated by a comma, for example, H,1000. This is a repeating parameter.  | No        | None    | None       |
| 23    | To Fund   | Codes identifying the chart of accounts whose fund data is to be printed and the last fund in the range. The codes are separated by a comma, for example, H,2000. This is a repeating parameter.  | No        | None    | None       |
| 24    | Fund      | <p>Codes identifying the chart of accounts whose fund data is to be printed and a specific fund for which data is to be printed. The codes are separated by a comma. This is a repeating parameter.</p> <p>If you have set Hierarchy Option to E, then you can specify several fund codes for each chart; for example, you can enter:</p>   | No        | None    | FTVFUND    |

| Param | Name        | Description/Values   | Required? | Default | Validation |
|-------|-------------|--|-----------|---------|------------|
|       |             | <ul style="list-style-type: none"> <li>• A,1000</li> <li>• A,1001</li> <li>• G,2000</li> <li>• H,1000</li> </ul> <p>If you have set the Fund Option to W, you can use wild cards to identify funds. If Fund Option equals S, you must specify exact codes.</p> <p>If Hierarchy Option equals F, then you can enter only one fund code for each chart and cannot use wild cards; for example, you can enter:</p> <ul style="list-style-type: none"> <li>• A,1000</li> <li>• G,1000</li> <li>• H,1000</li> </ul>   |           |         |            |
| 25    | Orgn Option | <p>If Hierarchy Option equals F, skip this parameter and go directly to the Orgn parameter. If Hierarchy Option equals E, enter one of the values below.</p> <p>Codes identifying the chart of accounts whose organization data is to be printed and the organization(s) for which information is to be presented. The codes are separated by a comma; for example, H,A specifies that data is to be printed for all organizations within chart H. This is a repeating parameter.</p> <p>There are four options for specifying organizations:</p> <p>A = All. Requests that data be printed for all organizations. If you enter this value, skip to the Acct Option parameter.</p> | No        | None    | None       |

| Param | Name      | Description/Values  | Required? | Default | Validation |
|-------|-----------|---|-----------|---------|------------|
|       |           | <p>R = Range. Requests that data be printed for a specific range of organizations. If you enter this value, go to the From Orgn parameter.</p> <p>W = Wild Card. Requests that data be printed for one or more specific organizations, and indicates that you will use wild cards when you identify these organizations. If you enter this value, skip to the Orgn parameter.</p> <p>Whenever possible, use exact codes rather than wild cards since this practice speeds report processing.</p> <p>S = Specific. Requests that data be printed for one or more specific organizations, and indicates that you will enter exact codes to identify these organizations. If you enter this value, skip to the Orgn parameter.</p> |           |         |            |
| 26    | From Orgn | Codes identifying the chart of accounts whose organization data is to be printed and the first organization in the range of organizations for which data is to be printed. The codes are separated by a comma, for example, H,120. This is a repeating parameter.   | No        | None    | None       |
| 27    | To Orgn   | Codes identifying the chart of accounts whose organization data is to be printed and the last organization in the range. The codes are separated by a comma, for example, H,129. This is a repeating parameter.   | No        | None    | None       |
| 28    | Orgn      | Codes identifying the chart of accounts whose organization data is to be printed and a specific organization for which data is to be printed. The   | No        | None    | FTVORGN    |

| Param | Name        | Description/Values  | Required? | Default | Validation |
|-------|-------------|---|-----------|---------|------------|
|       |             | <p>codes are separated by a comma, for example, H,120. This is a repeating parameter.</p> <p>If you have set Hierarchy Option to E, then you can enter several organization codes for each chart. If you have set the Orgn Option to W, you can use wild cards. If Orgn Option equals S, you must specify exact codes.</p> <p>If Hierarchy Option equals F, then you can enter only one organization code for each chart and cannot use wild cards. (See Fund parameter examples above.)</p>  |           |         |            |
| 29    | Acct Option | <p>If Hierarchy Option equals F, skip this parameter and go directly to the Acct parameter. If Hierarchy Option equals E, enter one of the values below.</p> <p>Codes identifying the chart of accounts whose account data is to be printed and the account(s) for which information is to be presented. The codes are separated by a comma; for example, H,A specifies that data is to be printed for all accounts within chart H. This is a repeating parameter.</p> <p>There are four options for specifying accounts:</p> <p>A = All. Requests that data be printed for all accounts. If you enter this value, skip to the Prog Option parameter.</p> <p>R = Range. Requests that data be printed for a specific range of accounts. If you enter this value, go to the From Acct parameter.</p> <p>W = Wild Card. Requests that data be printed for one or more specific accounts, and indicates that you will use wild cards when you identify these</p> | No        | None    | None       |

| Param | Name      | Description/Values  | Required? | Default | Validation |
|-------|-----------|---|-----------|---------|------------|
|       |           | <p>accounts. If you enter this value, skip to the Acct parameter.</p> <p>Whenever possible, use exact codes rather than wild cards since this practice speeds report processing.</p> <p>S = Specific. Requests that data be printed for one or more specific accounts, and indicates that you will use exact codes to identify the accounts. If you enter this value, skip to the Acct parameter.</p>   |           |         |            |
| 30    | From Acct | Codes identifying a chart of accounts whose account data is to be printed and the first account in the range of accounts for which data is to be printed. The codes are separated by a comma, for example, H,5210. This is a repeating parameter.   | No        | None    | None       |
| 31    | To Acct   | Codes identifying a chart of accounts whose account data is to be printed and the last account in the range. The codes are separated by a comma, for example, H,5220. This is a repeating parameter.  | No        | None    | None       |
| 32    | Acct      | <p>Codes identifying a chart of accounts whose account data is to be printed and the specific account within that chart for which data is to be printed. The codes are separated by a comma, for example, H,5210. This is a repeating parameter.</p> <p>If you have set Hierarchy Option to E, then you can enter several accounts for each chart. If you have set the Acct Option to W, you can use wild cards. If Acct Option equals S, you must specify exact codes.</p> | No        | None    | FTVACCT    |

| Param | Name        | Description/Values  | Required? | Default | Validation |
|-------|-------------|---|-----------|---------|------------|
|       |             | If Hierarchy Option equals F, then you can enter only one account code for each chart and cannot use wild cards. (See the Fund parameter examples above.)   |           |         |            |
| 33    | Prog Option | <p>If Hierarchy Option equals F, skip this parameter and go directly to the Prog parameter. If Hierarchy Option equals E, enter one of the values below.</p> <p>Codes identifying the chart of accounts whose program data is to be printed and the program(s) for which information is to be presented. The codes are separated by a comma; for example, H,A specifies that data is to be printed for all programs within chart H. This is a repeating parameter.</p> <p>There are four options for specifying programs:</p> <p>A = All. Requests that data be printed for all programs. If you enter this value, skip to the Employee Class parameter.</p> <p>R = Range. Requests that data be printed for a specific range of programs. If you enter this value, go to the From Prog parameter.</p> <p>W = Wild Card. Requests that data be printed for one or more specific programs and indicates that you will use wild cards when you identify these programs. If you enter this value, skip to the Prog parameter.</p> <p>Whenever possible, use exact codes rather than wild cards since this practice speeds report processing.</p> | No        | None    | None       |

| Param | Name           | Description/Values   | Required? | Default | Validation |
|-------|----------------|--|-----------|---------|------------|
|       |                | S = Specific. Requests that data be printed for one or more specific programs, and that you will use exact codes to identify these programs. If you enter this value, skip to the Prog parameter.  |           |         |            |
| 34    | From Prog      | Codes identifying the chart of accounts whose program data is to be printed and the first program in the range of programs for which data is to be printed. The codes are separated by a comma, for example, H,100. This is a repeating parameter.   | No        | None    | None       |
| 35    | To Prog        | Codes identifying the chart of accounts whose program data is to be printed and last program in the range. The codes are separated by a comma, for example, H,610. This is a repeating parameter.  | No        | None    | None       |
| 36    | Prog           | <p>Codes identifying the chart of accounts whose program data is to be printed and a specific program for which data is to be printed. The codes are separated by a comma, for example, H,100. This is a repeating parameter.</p> <p>If you have set Hierarchy Option to E, then you can specify several program codes for each chart. If you have set the Prog Option to W, you can use wild cards. If Prog Option equals S, you must specify exact codes.</p> <p>If Hierarchy Option equals F, then you can enter only one program code for each chart and cannot use wild cards. (See Fund parameter examples above.)</p> | No        | None    | FTVPROG    |
| 37    | Employee Class | Employee class for which data is to be printed. This is a repeating parameter. Wild cards can be used.   | No        | All     | PTQECLS    |

| Param | Name                       | Description/Values  | Required? | Default | Validation |
|-------|----------------------------|---|-----------|---------|------------|
| 38    | Employee ID                | ID code identifying employee for whom data is to be printed. This is a repeating parameter. Wild cards are allowed.   | No        | All     | POAIDEN    |
| 39    | Earn Code                  | Earn code for which data is to be printed. This is a repeating parameter. Wild cards can be used. If this field is left blank, data is printed for all earn codes.  | No        | All     | PTQEARN    |
| 40    | Benefit Code               | Code identifying a benefit for which data is to be printed. This is a repeating parameter. Wild cards can be used. If this field is left blank, data is printed for all benefits.   | No        | All     | PTQBDCA    |
| 41    | Include Fringe Charge Back | Fringe charge back inclusion indicator:<br>Y = Include fringe charge back data.<br>N = Do not include fringe charge back data.  | Yes       | N       | None       |
| 42    | Include Earnings Hours     | Earnings hours inclusion indicator:<br>Y = Include earnings hours.<br>N = Do not include earnings hours.  | Yes       | Y       | None       |
| 43    | To Date Amounts Option     | When you specify the To Date Totals Option parameter, you should note that the to-date end date (that is, the last date whose data are to be used in calculating the QTD, YTD, and FTD totals) can either be the date the report is run or the report end date. You specify which of these values is to be used in the Use Report End Date As To Date End Date parameter.<br><br>To-date amounts indicator: | Yes       | N       | None       |



| Param | Name                               | Description/Values  | Required? | Default | Validation     |
|-------|------------------------------------|---|-----------|---------|----------------|
|       |                                    | <p>N = Do not include quarter-to-date (QTD), calendar year-to-date (YTD), or fiscal year-to-date (FTD) amounts.</p> <p>Q = Include QTD amounts for all data entered from the start of the quarter containing the Report Begin Date to the to-date end date.</p> <p>Y = Include YTD amounts for all data entered from the start of the calendar year containing the Report Begin Date to the to-date end date.</p> <p>F = Include FTD amounts for all data entered from the start of the fiscal year containing the Report Begin Date to the to-date end date.</p> |           |         |                |
| 44    | Include Earnings                   | <p>Earnings inclusion indicator:</p> <p>Y = Include earnings data</p> <p>N = Do not include earnings data</p>   | Yes       | Y       | None           |
| 45    | Include Benefits                   | <p>Benefits inclusion indicator:</p> <p>Y = Include benefits data</p> <p>N = Do not include benefits data</p>   | Yes       | Y       | None           |
| 46    | Level of Payroll Detail            | <p>Payroll detail inclusion indicator</p> <p>Y = Include detail information for each pay event covered by the report.</p> <p>N = Do not include detail information for pay events.</p>  | Yes       | N       | None           |
| 47    | Use Report End Date as To Date End | Code indicating whether the system is to use the report end date as the to-date end date when calculating QTD, YTD, and FTD totals:   | Yes       | N       | Format must be |

| Param | Name | Description/Values  | Required? | Default | Validation               |
|-------|------|---|-----------|---------|--------------------------|
|       |      | Y = Indicates that totals are to be calculated to the report end date<br><br>N = Indicates that totals are to be calculated to the date the report is run |           |         | DD-MMM-YYYY or DD-MMM-YY |

## Report Attributes

### Sort Order

First by COA code, then by fiscal year, then by category, then by fund, organization, account, program, activity, and location

### Data Source

NHRDIST (NHRDIST is a mirror image of the NHRFINC table.)

### Frequency

On demand

### Report Format

Standard horizontal report format

| Name              | Description  |
|-------------------|--|
| Reporting Period  | Start and end dates indicating the period covered by the report.   |
| COAS              | Chart of Accounts being covered by the report  |
| Home Organization | Home organization of employee for whom FOAPAL data is being reported   |
| Fund              | Fund code. This field is used with the next five fields to identify the FOAPAL whose data is being reported. |

| Name                        | Description  |
|-----------------------------|--|
| Orgn                        | Organization code  |
| Acct                        | Account code   |
| Prog                        | Program code   |
| Actv                        | Activity code  |
| Locn                        | Location code  |
| Payroll detail information. | Detail information for each pay event, including the year, pay ID, pay number, and sequence number. This data is included only if the Include Payroll Detail parameter equals Y. It appears directly under the FOAPAL identification.                      |
| Earn/Benefit data           | Code and description for earnings or benefit whose data is being presented. This field appears under the FOAPAL identification following payroll detail fields (if any).<br><br>*FC is a pseudo benefit code used to identify fringe charge back.          |
| Hours                       | Total earnings hours charged to the specified FOAPAL. Earnings hours are shown only if the Include Earnings Hours and Include Earnings parameters are both set to Y.   |
| Amount                      | Total earnings and benefits amounts charged to the specified FOAPAL. Earnings amounts are included only if the Include Earnings parameter is set to Y. Benefit amounts are included only if the Include Benefits parameter is set to Y.                    |
| YTD Hours                   | Total calendar year-to-date (YTD) hours, quarter-to-date (QTD) hours, or fiscal year-to-date (FTD) hours. The figure shown depends on the values entered for the To Date Amounts Option and Report Date End Date Equals To Date End Date parameters.       |
| YTD Amounts                 | Total calendar year-to-date (YTD) amounts, quarter-to-date (QTD) amounts, or fiscal year-to-date (FTD) amounts. The figure shown depends on the values entered for the To Date Amounts Option and Report Date End Date Equals To Date End Date parameters. |
| ID                          | Employee ID number   |
| Name                        | Employee name. This field is used with the next three fields to provide information about the employee whose salary data is being reported.  |

| Name | Description        |
|------|--------------------|
| ECLS | Job employee class |
| Posn | Employee job code  |

## Organization Payroll Distribution (NHRDIST) - Detail Report

|   |      |   |      |           |                     |                                     |            |
|---|------|---|------|-----------|---------------------|-------------------------------------|------------|
| REPORT : NHRDIST                            |      | Banner University                             |      |           | PAGE 11             |                                     |            |
|   |      | Orgn Payroll Distribution                     |      |           | RUN DATE 07/16/1995 |                                     |            |
|   |      | Reporting Period: 01-JUL-1994 To: 31-DEC-1994 |      |           | RUN TIME 09:56 AM   |                                     |            |
| COA: H Organization: 120 TreasuryDepartment |      |   |      |           |                     |                                     |            |
| Fund  | Orgn | Acct  | Prog | Actv      | Locn                | YTD Hours                           | YTD Amount |
| 2232  | 120  | 5120  | 610  |           |                     |                                     |            |
| ID: 888020010 Name: Rademacher, Kareem      |      |   |      |           |                     | Home Orgn H 120 Treasury Department |            |
| ECLS: AP Administrative Professionals       |      |   |      |           |                     | Posn: AP2001 00                     |            |
| REG 1994 TM 7 0                             |      |   |      | 173.33    | 2,916.67            |                                     |            |
| REG 1994 TM 8 0                             |      |   |      | 173.33    | 2,916.67            |                                     |            |
| REG 1994 TM 9 0                             |      |   |      | 173.33    | 2,916.67            |                                     |            |
| REG 1994 TM 10 0                            |      |   |      | 173.33    | 2,916.67            |                                     |            |
| REG 1994 TM 11 0                            |      |   |      | 173.33    | 2,916.67            |                                     |            |
| REG 1994 TM 12 0                            |      |   |      | 173.33    | 2,916.67            |                                     |            |
| REG Regular Pay                             |      |   |      | 1,039.98  | 17,500.02           | 1,039.98                            | 17,500.02  |
| FIM 1994 TM 12 0                            |      |   |      |           | 42.29               |                                     |            |
| FIM Fica Medicare                           |      |   |      |           | 42.29               |                                     | 42.29      |
| FIO 1994 TM 12 0                            |      |   |      |           | 180.84              |                                     |            |
| FIO Fica Old Age                            |      |   |      |           | 180.84              |                                     | 180.84     |
| HME 1994 TM 12 0                            |      |   |      |           | 200.00              |                                     |            |
| HME Health-MESA                             |      |   |      |           | 200.00              |                                     | 200.00     |
| Position Earnings Total for AP2001 00       |      |   |      | 1,039.98  | 17,500.02           | 1,039.98                            | 17,500.02  |
| Position Benefits Total for AP2001 00       |      |   |      |           | 423.13              |                                     | 423.13     |
| Position Total for AP2001 00                |      |   |      | 1,039.98  | 17,923.15           | 1,039.98                            | 17,923.15  |
| Employee Earnings Total for 888020010       |      |   |      | 1,039.98  | 17,500.02           | 1,039.98                            | 17,500.02  |
| Employee Benefits Total for 888020010       |      |   |      |           | 423.13              |                                     | 423.13     |
| Employee Total for 888020010                |      |   |      | 1,039.98  | 17,923.15           | 1,039.98                            | 17,923.15  |
| Prog Earnings Total for 610                 |      |   |      | 1,039.98  | 17,500.02           | 1,039.98                            | 17,500.02  |
| Prog Benefits Total for 610                 |      |   |      |           | 423.13              |                                     | 423.13     |
| Prog Total for 610                          |      |   |      | 1,039.98  | 17,923.15           | 1,039.98                            | 17,923.15  |
| Acct Earnings Total for 5120                |      |   |      | 1,039.98  | 17,500.02           | 1,039.98                            | 17,500.02  |
| Acct Benefits Total for 5120                |      |   |      |           | 423.13              |                                     | 423.13     |
| Acct Total for 5120                         |      |   |      | 1,039.98  | 17,923.15           | 1,039.98                            | 17,923.15  |
| Fund Earnings Total for 2232                |      |   |      | 1,039.98  | 17,500.02           | 1,039.98                            | 17,500.02  |
| Fund Benefits Total for 2232                |      |   |      |           | 423.13              |                                     | 423.13     |
| Fund Total for 2232                         |      |   |      | 1,039.98  | 17,923.15           | 1,039.98                            | 17,923.15  |
| Orgn Earnings Total for 120                 |      |   |      | 1,039.98  | 17,500.02           | 1,039.98                            | 17,500.02  |
| Orgn Benefits Total for 120                 |      |   |      |           | 423.13              |                                     | 423.13     |
| Orgn Total for 120                          |      |   |      | 1,039.98  | 17,923.15           | 1,039.98                            | 17,923.15  |
| Chart of Accounts Earnings Total for H      |      |   |      | 12,660.09 | 269,413.12          | 12,660.09                           | 269,413.12 |

|  |           |            |           |            |
|--|-----------|------------|-----------|------------|
| Chart of Accounts Benefits Total for H |           | 4,693.29   |           | 4,693.29   |
| Chart of Accounts Total for H          | 12,660.09 | 274,106.41 | 12,660.09 | 274,106.41 |

HT

REPORT : NHRDIST

Banner University  
Orgn Payroll Distribution  
Reporting Period: 01-JUL-1994 To: 31-DEC-1994

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HT

\* \* \* REPORT CONTROL INFORMATION \* \* \*  
Parameters have been entered via Job Submission.  
Message

| Parameter Name                 | Value       |  |
|--------------------------------|-------------|--|
| Parameter Seq No:              | 23419       |  |
| Report Type:                   | D           | Detail Report                            |
| Sort Option:                   | D           | Sort By FOAPAL Distribution Organization |
| Period Begin Date:             | 01-JUL-1994 |  |
| Period End Date:               | 31-DEC-1994 |  |
| Hierarchy:                     | E           | FOAP Fields As Exists                    |
| COA:                           | A           |  |
| Fund Option:                   | A A         | All                                      |
| Orgn Option:                   | A A         | All                                      |
| Acct Option:                   | A A         | All                                      |
| Prog Option:                   | A A         | All                                      |
| COA:                           | H           |  |
| Fund Option:                   | H A         | All                                      |
| Orgn Option:                   | H A         | All                                      |
| Acct Option:                   | H A         | All                                      |
| Prog Option:                   | H A         | All                                      |
| Select Earnings:               | Y           |  |
| Include Hours :                | Y           |  |
| Select Benefits:               | Y           |  |
| Include Fringe Charge Back:    | N           |  |
| To Date Totals Option:         | Y           | Calendar Year To Date Totals             |
| Use Report End Date As To Date | Y           |  |
| End Date:                      |             |  |
| Include Payroll Detail:        | Y           |  |
| Line Count:                    | 55          |  |

## Organization Payroll Distribution (NHRDIST) - Summary Report

REPORT : NHRDIST

Banner University  
Orgn Payroll Distribution  
Reporting Period: 01-JUL-1994 To: 31-DEC-1994

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RUN DATE 07/16/1995  
RUN TIME 09:58 AM

| Fund   | Orgn | Acct | Prog | Actv | Locn | Hours  | Amount    | YTD Hours | YTD Amount |
|--|------|------|------|------|------|--------|-----------|-----------|------------|
| 1000   | 220  | 5120 | 610  |      |      |        |           |           |            |
| COA: A Home Organization: 220 Payroll Office |      |      |      |      |      |        |           |           |            |
| DPA Deferred Pay Amount                      |      |      |      |      |      | 3.00   | 7,153.11  | 3.00      | 7,153.11   |
| REG Regular Pay                              |      |      |      |      |      | 260.01 | 21,459.39 | 260.01    | 21,459.39  |
| DEN Dental Insurance                         |      |      |      |      |      |        | 300.00    |           | 300.00     |
| FIM Fica Medicare                            |      |      |      |      |      |        | 290.50    |           | 290.50     |
| FIO Fica Old Age                             |      |      |      |      |      |        | 1,242.13  |           | 1,242.13   |
| HBC Health-Blue Cross/Blue Shield            |      |      |      |      |      |        | 300.00    |           | 300.00     |
| HEA Health Insurance                         |      |      |      |      |      |        | 375.00    |           | 375.00     |
| Prog Earnings Total for 610                  |      |      |      |      |      | 263.01 | 28,612.50 | 263.01    | 28,612.50  |
| Prog Benefits Total for 610                  |      |      |      |      |      |        | 2,507.63  |           | 2,507.63   |
| Prog Total for 610                           |      |      |      |      |      | 263.01 | 31,120.13 | 263.01    | 31,120.13  |
| Acct Earnings Total for 5120                 |      |      |      |      |      | 263.01 | 28,612.50 | 263.01    | 28,612.50  |
| Acct Benefits Total for 5120                 |      |      |      |      |      |        | 2,507.63  |           | 2,507.63   |
| Acct Total for 5120                          |      |      |      |      |      | 263.01 | 31,120.13 | 263.01    | 31,120.13  |
| Orgn Earnings Total for 220                  |      |      |      |      |      | 263.01 | 28,612.50 | 263.01    | 28,612.50  |
| Orgn Benefits Total for 220                  |      |      |      |      |      |        | 2,507.63  |           | 2,507.63   |
| Orgn Total for 220                           |      |      |      |      |      | 263.01 | 31,120.13 | 263.01    | 31,120.13  |
| Fund Earnings Total for 1000                 |      |      |      |      |      | 263.01 | 28,612.50 | 263.01    | 28,612.50  |
| Fund Benefits Total for 1000                 |      |      |      |      |      |        | 2,507.63  |           | 2,507.63   |
| Fund Total for 1000                          |      |      |      |      |      | 263.01 | 31,120.13 | 263.01    | 31,120.13  |
| Home Organization Earnings Total for A 220   |      |      |      |      |      | 263.01 | 28,612.50 | 263.01    | 28,612.50  |
| Home Organization Benefits Total for A 220   |      |      |      |      |      |        | 2,507.63  |           | 2,507.63   |
| Home Organization Total for A 220            |      |      |      |      |      | 263.01 | 31,120.13 | 263.01    | 31,120.13  |
| Chart of Accounts Earnings Total for A       |      |      |      |      |      | 352.01 | 30,681.25 | 352.01    | 30,681.25  |
| Chart of Accounts Benefits Total for A       |      |      |      |      |      |        | 2,667.63  |           | 2,667.63   |
| Chart of Accounts Total for A                |      |      |      |      |      | 352.01 | 33,348.88 | 352.01    | 33,348.88  |

REPORT : NHRDIST

Banner University  
 Orgn Payroll Distribution  
 Reporting Period: 01-JUL-1994 To: 31-DEC-1994  
 \* \* \* REPORT CONTROL INFORMATION \* \* \*  
 Parameters have been entered via Job Submission.  
 Message

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| Parameter Name     | Value       | Message                   |
|--------------------|-------------|---------------------------|
| Parameter Seq No:  | 23423       |                           |
| Report Type:       | S           | Summary Report            |
| Sort Option:       | H           | Sort By Home Organization |
| Period Begin Date: | 01-JUL-1994 |                           |
| Period End Date:   | 31-DEC-1994 |                           |
| Hierarchy:         | E           | FOAP Fields As Exists     |
| COA:               | A           |                           |
| Home Orgn Option:  | A A         | All                       |
| Fund Option:       | A A         | All                       |
| Orgn Option:       | A A         | All                       |
| Acct Option:       | A A         | All                       |
| Prog Option:       | A A         | All                       |
| COA:               | H           |                           |
| Home Orgn Option:  | H A         | All                       |
| Fund Option:       | H A         | All                       |
| Orgn Option:       | H A         | All                       |

|                                |     |                              |
|--------------------------------|-----|------------------------------|
| Acct Option:                   | H A | All                          |
| Prog Option:                   | H A | All                          |
| Select Earnings:               | Y   |                              |
| Include Hours :                | Y   |                              |
| Select Benefits:               | Y   |                              |
| Include Fringe Charge Back:    | N   |                              |
| To Date Totals Option:         | Y   | Calendar Year To Date Totals |
| Use Report End Date As To Date | N   |                              |
| End Date:                      |     |                              |
| Include Payroll Detail:        | N   |                              |
| Line Count:                    | 55  |                              |

## Labor Distribution Report (NHRDSTR)

Provides sum information for each FOAPAL distribution for each employee's position.

**Note:** Banner Human Resources and Banner Finance must be installed onsite for this report. Verify that the **Finance** and **Human Resources** check boxes are selected on the Installation Control page (GUAINST) to confirm that both systems are installed at your site. The **Create NHRDIST Records** check box must also be checked on the Position Control Installation Rules page (NTRINST). Payroll records must have a disposition greater than 60 to populate the NHRDIST table for reporting.

The report includes:

- The sum of selected earnings distributed to the FOAPAL, the percent of the selected earnings represented by the reported sum, and the percent of the employee's total earnings represented by the sum of all earnings distributed to the FOAPAL.
- The sum of selected benefits distributed to the FOAPAL, the percent of the selected benefit amount represented by the reported sum, and the percent of the employee's total benefit amount represented by the sum of all benefits distributed to the FOAPAL.
- The sum of selected earnings and benefits distributed to the FOAPAL, the percent of the employee's total amount for selected salary items (that is, total selected earnings plus total selected benefits) represented by the reported sum, and the percent of the employee's total job amount represented by the sum of all earnings and benefits distributed to the FOAPAL.

In each case, the first percent value is called the report percent, and the second percent value is called the total percent. The report percent and the total percent are the same if all earnings or benefits have been selected for the report. They differ, however, if only some of the earnings or benefits are being reported. For example, if a report includes only earnings figures and all earnings are being reported, both the report percent and the total percent reflect all earnings. If, however, only selected earnings are being reported, the report percent reflects only the selected earnings and the total percent reflects all earnings. The total percent, thus, provides a more accurate reflection of the employee's job distribution.

The NHRDSTR report can include the total hours for selected earnings. Hours figures are not, however, used in calculating the report percent or the total percent. Fringe charge backs can be included in benefit totals.

When selecting pay events to include in the report, the payroll interface indicator is evaluated. If the indicator is set to "Payroll End Date," NHRDIST records are selected where the payroll end date falls on or after the Begin Date and before or on the End Date parameters selected for the report. If the indicator is set to "Check Issue Date," NHRDIST records are selected where the check issue date falls on or after the Begin Date and before or on the End Date parameters selected for the report.

| Param | Name        | Description/ Values  | Required? | Default              | Validation                              |
|-------|-------------|--|-----------|----------------------|---|
| 01    | Sort Option | Sort Option for report:<br><br>H = Sort by Home Organization.<br><br>E = Sort by employee name (first by last name and then by first name)   | Yes       | E (by employee name) | None                                    |
| 02    | Begin Date  | First date for which report data is to be printed  | Yes       | None                 | Format must be DD-MMM-YYYY or DD-MMM-YY |
| 03    | End Date    | Last date for which report data is to be printed   | Yes       | None                 | Format must be DD-MMM-YYYY or DD-MMM-YY |
| 04    | Pay ID      | Pay ID identifying the payroll for which data is to be printed. This is a repeating parameter.<br><br>Wild cards are allowed; for example, A % identifies all pay IDs starting with "A".<br>When this field is left blank, all Pay IDs are chosen. | No        | E (by employee name) | PTRPICT                                 |



| Param | Name                     | Description/ Values   | Required?        | Default              | Validation |
|-------|--------------------------|---|------------------|----------------------|------------|
| 05    | Chart of Accounts        | Code identifying a chart of accounts to be covered in the report, that is, a FOAPAL distribution chart. This is a repeating parameter.  | Yes <sup>7</sup> | E (by employee name) | FTVCOAS    |
| 06    | Home Organization Option | <p>If your home organization chart of accounts differs from your distribution chart of accounts, parameters 4 through 7 relate to the home organization chart, that is, the chart identified in the Home Orgn Chart parameter below.</p> <p>Codes identifying the chart of accounts whose home organization data is to be printed and the home organization(s) for which information is to be presented. The codes are separated by a comma; for example, H,A specifies that data is to be printed for all home organizations within chart H. This is a repeating parameter.</p> <p>There are four options for specifying home organizations:</p> <p>A = All. Requests that data be printed for all home organizations. If you enter this value, take one of the following steps: If your home organization chart differs from your distribution chart, skip to the Home Orgn Chart parameter below. Otherwise, skip to the Employee Class parameter.</p> <p>R = Range. Requests that data be printed for a specific range of home organizations.</p> | No               | E (by employee name) | None       |

<sup>7</sup> On first appearance only.

| Param | Name           | Description/ Values  | Required? | Default              | Validation |
|-------|----------------|--|-----------|----------------------|------------|
|       |                | <p>If you enter this value, go to the From Home Orgn parameter.</p> <p>W = Wild Card. Requests that data be printed for one or more specific home organizations, and indicates that you will use wild cards when you identify these organizations. If you enter this value, skip to the Home Orgn parameter.</p> <p>Whenever possible, use exact codes rather than wild cards since this practice speeds report processing.</p> <p>S = Specific. Requests that data be printed for one or more specific home organizations, and indicates that you will identify these organizations with exact codes. If you enter this value, skip to the Home Orgn parameter.</p> |           |                      |            |
| 07    | From Home Orgn | Codes identifying the chart of accounts whose home organization data is to be printed and the first home organization in the range of organizations for which data is to be printed. The codes are separated by a comma, for example, H,110. This is a repeating parameter.  | No        | E (by employee name) | None       |
| 08    | To Home Orgn   | Codes identifying the chart of accounts whose home organization data is to be printed and the last home organization in the range. The codes are separated by a comma, for example, H,120. This is a repeating parameter.  | No        | E (by employee name) | None       |

| Param | Name            | Description/ Values   | Required? | Default              | Validation |
|-------|-----------------|---|-----------|----------------------|------------|
|       |                 | After entering this parameter, take one of the following steps: If your home organization chart differs from your distribution chart, skip to the Home Orgn Chart parameter below. Otherwise, skip to the Employee Class parameter.   |           |                      |            |
| 09    | Home Orgn       | <p>Codes identifying the chart of accounts whose home organization data is to be printed and a specific home organization for which data is to be printed. The codes are separated by a comma.</p> <p>This is a repeating parameter. You can specify several charts and several home organizations for each chart; for example, you can enter:</p> <ul style="list-style-type: none"> <li>• A,200</li> <li>• G,200</li> <li>• G,300</li> </ul> <p>If the Home Organization Option equals W, you can use wild cards. If Home Organization Option equals S, you must specify exact codes.</p> | No        | E (by employee name) | None       |
| 10    | Home Orgn Chart | Code identifying your home organization chart. Enter this parameter only if your home organization chart differs from your distribution chart. This parameter is a nonrepeating parameter.  | No        | E (by employee name) | FTVCOAS    |

| Param | Name            | Description/ Values   | Required? | Default | Validation |
|-------|-----------------|---|-----------|---------|------------|
| 11    | Employee Class  | Employee class for which data is to be printed. This is a repeating parameter. Wild cards can be used.  | No        | All     | PTQECLS    |
| 12    | Employee ID     | ID code identifying employee for whom data is to be printed. This is a repeating parameter. Wild cards are allowed.   | No        | All     | POAIDEN    |
| 13    | Select Earnings | Code specifying whether earnings are to be selected:<br><br>Y = All or some earnings are to be selected for the report.<br><br>N = No earnings are to be selected for the report. | Yes       | Y(es)   | None       |
| 14    | Earn Code       | Earn code for which data is to be printed. This is a repeating parameter. Wild cards can be used. If this field is left blank, all earn codes are selected.                       | No        | All     | None       |
| 15    | Select Benefits | Code specifying whether benefits are to be selected:<br><br>Y = All or some benefits are to be selected for the report.<br><br>N = No benefits are to be selected for the report. | Yes       | Y       | None       |
| 16    | Benefit Code    | Code identifying a benefit for which data is to be printed. This is a repeating parameter. Wild cards can be used. If this field is left blank, all benefit codes are selected.   | No        | All     | None       |

| Param | Name                       | Description/ Values   | Required? | Default | Validation |
|-------|----------------------------|---|-----------|---------|------------|
| 17    | Include Fringe Charge Back | Fringe charge back inclusion indicator:<br>Y = Include fringe charge back data.<br>N = Do not include fringe charge back data.  | Yes       | N       | None       |
| 18    | Include Earnings Hours     | Earnings hours inclusion indicator:<br>Y = Include earnings hours.<br>N = Do not include earnings hours.  | Yes       | Y       | None       |
| 19    | Certification Option       | Indicates if certification of hours or signature is required on report. If yes, the Head of Department Certification appears when the Sort Option is H(ome Organization) or the Employee Certification appears when the Sort Option is E(mployee).<br>Y = Include certification.<br>N = Do not include certification. | Yes       | N       | None       |

## Report Attributes

### Sort Order

Records are initially sorted by Pay ID identified on PTRECPD: e.g. BW before MN. Then depending on the Sort Option identified in parameter 01, the records within these initial sorts are sorted by:

"E"mployee - records are sorted first by last and then by first name.

"H"ome Orgn - records are sorted first by COA code, then by fund, organization, account, program, activity, and location



|                               |       |      |      |      |      |   |         |          |         |
|-------------------------------|-------|------|------|------|------|---|---------|----------|---------|
| Name: Adam's, April           |       |      |      |      |      | ID: WTE000006 Home Orgn B 11003 Department of Art |         |          |         |
| ECLS: 02 FT Professional      |       |      |      |      |      | Posn: A00100 00                                   |         |          |         |
| Fund                          | Orgn  | Acct | Prog | Actv | Locn | Hours   | Amount  | Report % | Total % |
| 1110                          | 12401 | 6112 | 60   |      |      |   | 7083.33 | 92.89    | 92.89   |
| 1110                          | 12401 | 6240 | 60   |      |      |   | 102.71  | 1.35     | 1.35    |
| 1110                          | 12401 | 6250 | 60   |      |      |   | 439.17  | 5.76     | 5.76    |
| Employee Total for: WTE000006 |       |      |      |      |      |   | 7625.21 | 100.00   | 100.00  |

|                             |  |                                 |
|-----------------------------|--|---------------------------------|
| REPORT : NHRDSTR            | UNIVERSITY of BANNER                             | PAGE 89                         |
|                             | Labor Distribution Report                        | RUN DATE 08-MAR-2011            |
|                             | Reporting Period: 01-JAN-2010 To: 31-MAR-2011    | RUN TIME 12:13 PM               |
|                             | * * * REPORT CONTROL INFORMATION * * *           |                                 |
|                             | Parameters have been entered via Job Submission. |                                 |
| Parameter Name              | Value  | Message                         |
| Parameter Seq No:           | 250142   |                                 |
| Sort Option:                | E  | Sort By Employee Name           |
| Period Begin Date:          | 01-JAN-2010                                      |                                 |
| Period End Date:            | 31-MAR-2011                                      |                                 |
| Home Orgn Option:           | A  | All                             |
| COAS:                       | B  |                                 |
| Select Earnings:            | Y  |                                 |
| Include Hours :             | N  |                                 |
| Select Benefits:            | Y  |                                 |
| Include Fringe Charge Back: | N  |                                 |
| Certification Option:       | N  | No Certification                |
| Line Count:                 | 55   |                                 |
| Record Count:               | 375  | - Number of Employees processed |

## Report Sample (NHRDSTR) 02

|   |   |                      |      |      |      |       |         |          |         |
|---|---|----------------------|------|------|------|-------|---------|----------|---------|
| REPORT : NHRDSTR                        | UNIVERSITY of BANNER                          | RUN DATE 08-MAR-2011 |      |      |      |       |         |          |         |
|   | Labor Distribution Report                     | RUN TIME 12:15 PM    |      |      |      |       |         |          |         |
|   | Reporting Period: 01-JAN-2010 To: 31-MAR-2011 |                      |      |      |      |       |         |          |         |
| COAS: B Home Organization: 01 President |   |                      |      |      |      |       |         |          |         |
| Name: Lakshmi, ananth p                 |   |                      |      |      |      |       |         |          |         |
| ID: A00053235                           |   |                      |      |      |      |       |         |          |         |
| ECLS: 01 FT Admin                       |   |                      |      |      |      |       |         |          |         |
| Posn: A00002 B                          |   |                      |      |      |      |       |         |          |         |
| Fund                                    | Orgn  | Acct                 | Prog | Actv | Locn | Hours | Amount  | Report % | Total % |
| 1110                                    | 12403   | 6112                 | 30   |      |      |       | 6502.53 | 100.00   | 100.00  |
| Employee Total for: A00053235           |   |                      |      |      |      |       | 6502.53 | 100.00   | 100.00  |

Home Organization Total for: B 01

6502.53

REPORT : NHRDSTR

UNIVERSITY of BANNER

PAGE 112

Labor Distribution Report

RUN DATE 08-MAR-2011

Reporting Period: 01-JAN-2010 To: 31-MAR-2011

RUN TIME 12:15 PM

\* \* \* REPORT CONTROL INFORMATION \* \* \*

Parameters have been entered via Job Submission.  
Message

| Parameter Name              | Value       |                                 |
|-----------------------------|-------------|---------------------------------|
| Parameter Seq No:           | 250143      |                                 |
| Sort Option:                | H           | Sort By Home Organization       |
| Period Begin Date:          | 01-JAN-2010 |                                 |
| Period End Date:            | 31-MAR-2011 |                                 |
| COAS:                       | B           |                                 |
| Home Orgn Option:           | A           | All                             |
| Select Earnings:            | Y           |                                 |
| Include Hours :             | N           |                                 |
| Select Benefits:            | Y           |                                 |
| Include Fringe Charge Back: | N           |                                 |
| Certification Option:       | N           | No Certification                |
| Line Count:                 | 55          |                                 |
| Record Count:               | 375         | - Number of Employees processed |

## Effort Certification Report (NHRECRT)

**Note:** In order for you to use this report, the Banner Human Resources System and the Banner Finance System must both be installed at your site. (If both the Banner **Finance** indicator and the Banner **Human Resources** indicator on the Installation Control page (GUAINST) are checked - set to Y, both systems are installed at your site.)

Provides FOAPAL information for specified grants or funds. For each grant or fund covered by the report, prints the following monthly data for each FOAPAL distribution: each employee's total amount for selected earnings, the percent of these earnings distributed to the FOAPAL, each employee's total amount for selected benefits, and the percent of these benefits distributed to the FOAPAL.

| Param | Name          | Description/Values          | Required? | Default      | Validation |
|-------|---------------|-----------------------------|-----------|--------------|------------|
| 01    | Report Option | Sort option for the report: | Yes       | F (by funds) | None       |



| Param | Name              | Description/Values  | Required? | Default | Validation                                     |
|-------|-------------------|---|-----------|---------|--|
|       |                   | F = The report is to be sorted by funds.<br>G = The report is to be sorted by grants.   |           |         |  |
| 02    | Report Begin Date | First date for which report data is to be printed   | Yes       | None    | Format must be DD-<br>MMM-YYYY or<br>DD-MMM-YY |
| 03    | Report End Date   | Last date for which report data is to be printed. The end date must be within 12 months of the start date.  | Yes       | None    | Format must be DD-<br>MMM-YYYY or<br>DD-MMM-YY |
| 04    | Chart of Accounts | Code identifying a chart of accounts to be covered in the report. This is a repeating parameter.<br><br>If you have set the Report Option parameter to G skip to the Grant Option parameter. If you have set the parameter to F, go to the Fund Option parameter.   | Yes       | None    | FTVCOAS  |
| 05    | Fund Option       | Codes identifying the fund data for which information is to be presented. This is a repeating parameter.<br><br>There are four options for specifying funds:<br><br>A = All. Requests that data be printed for all funds. If you enter this value, skip to the Orgn Option parameter.<br><br>R = Range. Requests that data be printed for a specific range of funds. If you enter this value, go to the From Fund parameter.<br><br>W = Wild Card. Requests that data be printed for one or more specific funds, and indicates that you will use wild cards when you identify these funds. (By using a wild card you can identify several funds with one code; for example, A% identifies all fund codes starting with "A"). If you enter this value, skip to the Fund parameter. | No        | None    | None   |

| Param | Name        | Description/Values   | Required? | Default | Validation |
|-------|-------------|--|-----------|---------|------------|
|       |             | <p>Whenever possible, use exact codes rather than wild cards since this practice speeds report processing.</p> <p>S = Specific. Requests that data be printed for one or more specific funds, and indicates that you will enter exact codes to identify these funds. If you enter this value, skip to the Fund parameter.</p>  |           |         |            |
| 06    | From Fund   | Codes identifying the first fund in the range of funds for which data is to be printed. This is a repeating parameter.   | No        | None    | None       |
| 07    | To Fund     | Codes identifying the last fund in the range. This is a repeating parameter.   | No        | None    | None       |
| 08    | Fund        | <p>Codes identifying a specific fund for which data is to be printed. You can specify several fund codes; for example, you can enter:</p> <ul style="list-style-type: none"> <li>• 1000</li> <li>• 1001</li> <li>• 2000</li> <li>• 2001</li> </ul> <p>If you have set the Fund Option to W, you can use wild cards. If Fund Option equals S, you must specify exact codes.</p> | No        | None    | FTVFUND    |
| 09    | Orgn Option | <p>Codes identifying the organization(s) for which information is to be presented. This is a repeating parameter.</p> <p>There are four options for specifying organizations:</p> <p>A = All. Requests that data be printed for all organizations. If you enter this value, skip to the Acct Option parameter.</p>   | No        | None    | None       |

| Param | Name        | Description/Values  | Required? | Default | Validation |
|-------|-------------|---|-----------|---------|------------|
|       |             | <p>R = Range. Requests that data be printed for a specific range of organizations. If you enter this value, go to the From Orgn parameter.</p> <p>W = Wild Card. Requests that data be printed for one or more specific organizations, and indicates that you will use wild cards when you identify these organizations. If you enter this value, skip to the Orgn parameter.</p> <p>Whenever possible, use exact codes rather than wild cards since this practice speeds report processing.</p> <p>S = Specific. Requests that data be printed for one or more specific organizations, and indicates that you will enter exact codes to identify these organizations. If you enter this value, skip to the Orgn parameter.</p> |           |         |            |
| 10    | From Orgn   | Codes identifying the first organization in the range of organizations for which data is to be printed. This is a repeating parameter.  | No        | None    | None       |
| 11    | To Orgn     | Codes identifying the last organization in the range. This is a repeating parameter.  | No        | None    | None       |
| 12    | Orgn        | <p>Codes identifying a specific organization for which data is to be printed. This is a repeating parameter.</p> <p>If you have set the Orgn Option to W, you can use wild cards. If Orgn Option equals S, you must specify exact codes. (See Fund parameter examples above.)</p>   | No        | None    | FTVORGN    |
| 13    | Acct Option | <p>Codes identifying the account(s) for which information is to be presented. This is a repeating parameter.</p> <p>There are four options for specifying accounts:</p> <p>A = All. Requests that data be printed for all accounts. If you enter this value, skip to the Prog Option parameter.</p>   | No        | None    | None       |

| Param | Name        | Description/Values   | Required? | Default | Validation |
|-------|-------------|--|-----------|---------|------------|
|       |             | <p>R = Range. Requests that data be printed for a specific range of accounts. If you enter this value, go to the From Acct parameter.</p> <p>W = Wild Card. Requests that data be printed for one or more specific accounts, and indicates that you will use wild cards when you identify these accounts. If you enter this value, skip to the Acct parameter.</p> <p>Whenever possible, use exact codes rather than wild cards since this practice speeds report processing.</p> <p>S = Specific. Requests that data be printed for one or more specific accounts, and indicates that you will use exact codes to identify the accounts. If you enter this value, skip to the Acct parameter.</p> |           |         |            |
| 14    | From Acct   | Codes identifying the first account in the range of accounts for which data is to be printed. This is a repeating parameter.   | No        | None    | None       |
| 15    | To Acct     | Codes identifying last account in the range. This is a repeating parameter.  | No        | None    | None       |
| 16    | Acct        | <p>Codes identifying a specific account for which data is to be printed.</p> <p>This is a repeating parameter. You can specify several account codes. If you have set the Acct Option to W, you can use wild cards. If Acct Option equals S, you must specify exact codes. (See Fund parameter examples above.)</p>  | No        | None    | FTVACCT    |
| 17    | Prog Option | <p>Codes identifying the program(s) for which information is to be presented. This is a repeating parameter.</p> <p>There are four options for specifying programs:</p>  | No        | None    | None       |

| Param | Name         | Description/Values  | Required? | Default | Validation |
|-------|--------------|---|-----------|---------|------------|
|       |              | <p>A = All. Requests that data be printed for all programs. If you enter this value, skip to the Include Earnings parameter.</p> <p>R = Range. Requests that data be printed for a specific range of programs. If you enter this value, go to the From Prog parameter.</p> <p>W = Wild Card. Requests that data be printed for one or more specific programs and indicates that you will use wild cards when you identify these programs. If you enter this value, skip to the Prog parameter.</p> <p>Whenever possible, use exact codes rather than wild cards since this practice speeds report processing</p> <p>S = Specific. Requests that data be printed for one or more specific programs, and that you will use exact codes to identify these programs. If you enter this value, skip to the Prog parameter.</p> |           |         |            |
| 18    | From Prog    | Codes identifying the first program in the range of programs for which data is to be printed. This is a repeating parameter.  | No        | None    | None       |
| 19    | To Prog      | Codes identifying the last program in the range. This is a repeating parameter.   | No        | None    | None       |
| 20    | Prog         | <p>Codes identifying a specific program for which data is to be printed. This is a repeating parameter.</p> <p>You can specify several program codes. If you have set the Prog Option to W, you can use wild cards. If Prog Option equals S, you must specify exact codes. (See Fund parameter examples above.)</p>   | No        | None    | FTVPROG    |
| 21    | Grant Option | Codes identifying the grant(s) for which information is to be presented. This is a repeating parameter.   | No        | None    | None       |

| Param | Name            | Description/Values  | Required? | Default | Validation |
|-------|-----------------|---|-----------|---------|------------|
|       |                 | <p>There are four options for identifying organizations:</p> <p>A = All. Requests that data be printed for all grants. If you enter this value, skip to the Select Earnings parameter.</p> <p>R = Range. Requests that data be printed for a specific range of grants. If you enter this value, go to the From Grant parameter.</p> <p>W = Wild Card. Requests that data be printed for one or more specific grants, and indicates that you will use wild cards when you identify these grants. If you enter this value, skip to the Grant parameter.</p> <p>S = Specific. Requests that data be printed for one or more specific grants, and that you will use exact codes to identify these grants. If you enter this value, skip to the Grant parameter.</p> <p>Whenever possible, use exact codes rather than wild cards since this practice speeds report processing</p> |           |         |            |
| 22    | From Grant      | Codes identifying the first grant in the range of grants for which data is to be printed. This is a repeating parameter.  | No        | None    | None       |
| 23    | To Grant        | Codes identifying the last grant in the range. This is a repeating parameter.   | No        | None    | None       |
| 24    | Grant           | <p>Codes identifying a specific grant for which data is to be printed. This is a repeating parameter.</p> <p>You can specify several grant codes. If you have set the Grant Option to W, you can use wild cards. If Grant Option equals S, you must specify exact codes. (See Fund parameter examples above.)</p>   | No        | None    | FRAGRNT    |
| 25    | Select Earnings | Code specifying whether earnings are to be selected:  | Yes       | Y(es)   | None       |

| Param | Name                       | Description/Values  | Required? | Default | Validation |
|-------|----------------------------|---|-----------|---------|------------|
|       |                            | Y(es) = All or some earnings are to be selected for the report.<br>N(o) = No earnings are to be selected for the report.  |           |         |            |
| 26    | Earn Code                  | Earn code for which data is to be printed. This is a repeating parameter. Wild cards can be used. If this field is left blank, all earn codes are selected.               | No        | All     | None       |
| 27    | Select Benefits            | Code specifying whether benefits are to be selected:<br>Y = All or some benefits are to be selected for the report.<br>N = No benefits are to be selected for the report. | Yes       | Y(es)   | None       |
| 28    | Benefit Code               | Benefit for which data is to be printed. This is a repeating parameter. Wild cards can be used. If this field is left blank, all benefits are selected.                   | No        | All     | None       |
| 29    | Include Fringe Charge Back | Fringe charge back inclusion indicator:<br>Y = Include fringe charge back data.<br>N = Do not include fringe charge back data.  | Yes       | N       | None       |
| 30    | Employee Class             | Employee class for which data is to be printed. This is a repeating parameter. Wild cards can be used.  | No        | All     | PTRECLS    |
| 31    | Pay ID                     | Pay ID identifying the payroll for which data is to be printed. This is a repeating parameter. Wild cards are allowed.  | No        | All     | PTRPICT    |
| 32    | Page Break by Employee     | Parameter indicating whether information for each employee is to start on a new page:<br>Y = Break pages by employee.<br>N = Do not break pages by employee.              | Yes       | N(o)    | None       |

| Param | Name                | Description/Values  | Required? | Default | Validation |
|-------|---------------------|---|-----------|---------|------------|
| 33    | Print FOAPAL Totals | Y = Print FOAPAL totals.<br>N = Do not print FOAPAL totals. | Yes       | N(o)    | None       |

## Report Attributes

### Sort Order

First by COA code, then by fiscal year, then by category, then by fund, organization, account, program, activity, and location.

### Data Source

NHRDIST (NHRDIST is a mirror image of the NHRFINC table.)

### Frequency

On demand

### Report Format

Standard horizontal report format

| Name             | Description  |
|------------------|--|
| Reporting Period | Start and end dates indicating the period covered by the report  |
| Grant            | Code identifying the grant for which FOAPAL data is being reported   |
| COAS             | Chart of Accounts being covered by the report  |
| Fund             | Fund code. This field is used with the next five fields to identify the FOAPAL whose data is being reported. |
| Orgn             | Organization code  |
| Acct             | Account code   |



| Name        | Description   |
|-------------|---|
| Prog        | Program code  |
| Actv        | Activity code   |
| Locn        | Location code   |
| Employee ID | Employee ID code identifying the employee whose salary distribution data is being reported                                      |
| Earnings    | Monthly and total amounts for the employee's selected earnings  |
| Benefits    | Monthly and total amounts for the employee's selected benefits  |
| Fringe      | Monthly and total fringe charge back amounts for the employee   |
| % Distr.    | Monthly percentages. Each entry indicates what percent of the associated earnings or benefit value is distributed to the FOAPAL |

## Effort Certification Report (NHRECRT) - Automatic Page Breaks, FOAPAL Totals Printed

```

PAGE      8
REPORT : NHRECRT

                                Banner University
                                Effort Certification Report
                                Reporting Period: 01-AUG-1994 To: 31-DEC-1994
                                RUN DATE 06/14/1995
                                RUN TIME 11:06 AM

COA: A Fund: 1000    Current Unrestricted Fund
Grant:
  Orgn: 220    Payroll Office
Fund   Orgn   Acct   Prog   Actv   Locn
1000   220    5120   610
      01-AUG-94 01-SEP-94 01-OCT-94 01-NOV-94 01-DEC-94      Total
      31-AUG-94 30-SEP-94 31-OCT-94 30-NOV-94 31-DEC-94
Employee: Jones,Robert M ID: 777010001
Earnings      .00  9,537.50  9,537.50  9,537.50      .00      28,612.50
% Distr       93.87 %  93.51 %  90.92 %
Benefits     135.00  622.54  662.33  952.76      .00      2,372.63
% Distr      100.00 %  6.13 %  6.49 %  9.08 %
Total:       135.00 10,160.04 10,199.83 10,490.26      .00      30,985.13
              Prog Total for 610
      01-AUG-94 - 31-AUG-94 : 135.00
      01-SEP-94 - 30-SEP-94 : 10,160.04
      01-OCT-94 - 31-OCT-94 : 10,199.83
      01-NOV-94 - 30-NOV-94 : 10,490.26
      01-DEC-94 - 31-DEC-94 : .00

```

|                     |               |           |
|---------------------|---------------|-----------|
| Prog Total Amount:  |               | 30,985.13 |
| Acct Total for 5120 |               |           |
| 01-AUG-94           | - 31-AUG-94 : | 135.00    |
| 01-SEP-94           | - 30-SEP-94 : | 10,160.04 |
| 01-OCT-94           | - 31-OCT-94 : | 10,199.83 |
| 01-NOV-94           | - 30-NOV-94 : | 10,490.26 |
| 01-DEC-94           | - 31-DEC-94 : | .00       |
|                     |               | -----     |
| Acct Total Amount:  |               | 30,985.13 |

|                    |               |           |
|--------------------|---------------|-----------|
| Orgn Total for 220 |               |           |
| 01-AUG-94          | - 31-AUG-94 : | 135.00    |
| 01-SEP-94          | - 30-SEP-94 : | 10,160.04 |
| 01-OCT-94          | - 31-OCT-94 : | 10,199.83 |
| 01-NOV-94          | - 30-NOV-94 : | 10,490.26 |
| 01-DEC-94          | - 31-DEC-94 : | .00       |
|                    |               | -----     |
| Orgn Total Amount: |               | 30,985.13 |

COA: A Fund: 1000 Current Unrestricted Fund

Grant:

Orgn: 220 Payroll Office

|                     |               |           |
|---------------------|---------------|-----------|
| Fund Total for 1000 |               |           |
| 01-AUG-94           | - 31-AUG-94 : | 4,308.83  |
| 01-SEP-94           | - 30-SEP-94 : | 12,104.99 |
| 01-OCT-94           | - 31-OCT-94 : | 12,144.93 |
| 01-NOV-94           | - 30-NOV-94 : | 12,435.20 |
| 01-DEC-94           | - 31-DEC-94 : | .00       |
|                     |               | -----     |
| Fund Total Amount:  |               | 40,993.95 |

I certify that the above percentages for earnings and benefits as stated above  
are an accurate distribution of the individuals effort, except as noted, for the  
Fund: 1000 Current Unrestricted Fund and Orgn: 220 Payroll Office

-----  
Signature of Department Head

REPORT : NHRECT

Banner University  
Effort Certification Report  
Reporting Period: 01-AUG-1994 To: 31-DEC-1994  
\* \* \* REPORT CONTROL INFORMATION \* \* \*  
Parameters have been entered from Host Prompt.  
Message

PAGE 16  
RUN DATE 06/14/1995  
RUN TIME 11:06 AM

| Parameter Name    | Value       |              |
|-------------------|-------------|--------------|
| Parameter Seq No: | 21030       |              |
| Sort Option:      | F           | Sort By Fund |
| Begin Date:       | 01-AUG-1994 |              |
| End Date:         | 31-DEC-1994 |              |
| COAS              | A           |              |

| REPORT : NHRECR  |      | Banner University                             |          | RUN DATE 06/14/1995 |           | PAGE 11   |           |
|--|------|---|----------|---------------------|-----------|-----------|-----------|
|  |      | Effort Certification Report                   |          | RUN TIME 10:59 AM   |           |           |           |
|  |      | Reporting Period: 01-JUN-1994 To: 30-NOV-1994 |          |                     |           |           |           |
| COA: A Fund: 1829B Food Services - Cafe  |      |   |          |                     |           |           |           |
| Grant:   |      |   |          |                     |           |           |           |
| Orgn: 120 Treasury Department  |      |   |          |                     |           |           |           |
| Fund   | Orgn | Acct  | Prog     | Actv                | Locn      |           |           |
| 1829B  | 120  | 5210  | 610      |                     |           |           |           |
| 01-JUN-94 01-JUL-94  |      |   |          | 01-AUG-94           | 01-SEP-94 | 01-OCT-94 | 01-NOV-94 |
| 30-JUN-94 31-JUL-94  |      |   |          | 31-AUG-94           | 30-SEP-94 | 31-OCT-94 | 30-NOV-94 |
|  |      |   |          |                     |           |           | Total     |
| Employee: Natarajan,Gowri ID: K2   |      |   |          |                     |           |           |           |
| Earnings   | .00  | 1,041.67                                      | 1,041.67 | 1,041.67            | 1,041.67  | 1,041.67  | 5,208.35  |
| % Distr  |      | 46.45 %                                       | 46.45 %  | 46.45 %             | 46.45 %   | 46.45 %   |           |
| Benefits   | .00  | 79.70   | 79.69    | 79.69               | 79.69     | 79.70     | 398.47    |
| % Distr  |      | 3.55 %  | 3.55 %   | 3.55 %              | 3.55 %    | 3.55 %    |           |
| Total:   | .00  | 1,121.37                                      | 1,121.36 | 1,121.36            | 1,121.36  | 1,121.37  | 5,606.82  |
| I certify that the above percentages for earnings and benefits as stated above are an accurate distribution of my effort, except as noted. |      |   |          |                     |           |           |           |
| -----  |      |   |          |                     |           |           |           |
| Employee Signature   |      |   |          |                     |           |           |           |

|                   |  |                     |
|-------------------|--|---------------------|
| REPORT : NHRECRT  | Banner University                              | RUN DATE 06/14/1995 |
|                   | Effort Certification Report                    | RUN TIME 10:59 AM   |
|                   | Reporting Period: 01-JUN-1994 To: 30-NOV-1994  |                     |
|                   | * * * REPORT CONTROL INFORMATION * * *         |                     |
|                   | Parameters have been entered from Host Prompt. |                     |
| Parameter Name    | Value  | Message             |
| Parameter Seq No: | 21025  |                     |
| Sort Option:      | F  | Sort By Fund        |
| Begin Date:       | 01-JUN-1994                                    |                     |

|                             |             |     |
|-----------------------------|-------------|-----|
| End Date:                   | 30-NOV-1994 |     |
| COAS                        | A           |     |
| Fund Option                 | A A         | All |
| Orgn Option                 | A A         | All |
| Acct Option                 | A A         | All |
| Prog Option                 | A A         | All |
| Select Earnings:            | Y           |     |
| Select Benefits:            | Y           |     |
| Include Fringe Charge Back: | N           |     |
| Page Break By Employee:     | Y           |     |
| Print FOAPAL Total:         | N           |     |
| Line Count:                 | 55          |     |

## Employee Distributions Report (NHREDST)

Provides data for each FOAPAL distribution for each employee's position.

**Note:** Banner Human Resources and Banner Finance must be installed onsite for this report. Verify that the **Finance** and **Human Resources** check boxes are selected on the Installation Control page (GUAINST) to confirm that both systems are installed at your site. The **Create NHRDIST Records** check box must also be checked on the Position Control Installation Rules page (NTRINST). Rules must be set up on the Effort Certification Period Rule page (PTRECPD) to enable reporting. Payroll records must have a disposition greater than 60 to populate the NHRDIST table for reporting.

This report provides one of the following sets of data for each FOAPAL distribution for each employee's position:

- The sum of selected earnings distributed to the FOAPAL, the percent of the selected earnings represented by the reported sum, and the percent of the employee's total earnings represented by the sum of all earnings distributed to the FOAPAL.
- The sum of selected benefits distributed to the FOAPAL, the percent of the selected benefit amount represented by the reported sum, and the percent of the employee's total benefit amount represented by the sum of all benefits distributed to the FOAPAL.
- The sum of selected earnings and benefits distributed to the FOAPAL, the percent of the employee's total amount for selected salary items (that is, total selected earnings plus total selected benefits) represented by the reported sum, and the percent of the employee's total job amount represented by the sum of all earnings and benefits distributed to the FOAPAL.

In each case, the first percent value is called the report percent, and the second percent value is called the total percent. The report percent and the total percent are the same if all earnings or benefits have been selected for the report. They differ, however, if only some of the earnings or benefits are being reported. For example, if a report includes only earnings figures and all earnings are being reported, both the report percent and the total percent reflect all earnings. If, however, only selected earnings are being reported, the report percent reflects

only the selected earnings and the total percent reflects all earnings. The total percent, thus, provides a more accurate reflection of the employee's job distribution.

The NHREDST report can include the total hours for selected earnings. Hours figures are not, however, used in calculating the report percent or the total percent. Fringe charge backs can be included in benefit totals.

The following example shows how FOAPAL distribution data is reported in the NHREDST report. This report shows data only for benefits. All benefits have been selected. Thus, the report percent and the total percent for each FOAPAL are each calculated by dividing the distribution amount (for example, 3138.40 for the first FOAPAL) by the total job amount (4553.03).

| Fund           | Org    | Acct  | Prog  | Hrs | Amt     | Rpt %  | Tot %  |
|----------------|--------|-------|-------|-----|---------|--------|--------|
| 210100         | 840613 | 51111 | PC205 |     | 3138.40 | 68.93  | 68.93  |
| 210100         | 810615 | 51111 | ID210 |     | 291.40  | 6.40   | 6.40   |
| 831421         | 831421 | 51111 | SP2   |     | 682.95  | 15.00  | 15.00  |
| 830771         | 830771 | 51111 | SP2   |     | 440.28  | 9.67   | 9.67   |
| Employee Total |        |       |       |     | 4553.03 | 100.00 | 100.00 |

| Param | Name              | Description/Values   | Required?        | Default              | Validation |
|-------|-------------------|--|------------------|----------------------|------------|
| 01    | Sort Option       | Sort Option for report:<br>H = Sort by Home Organization.<br><br>E = Sort by employee name (first by last name and then by first name) | Yes              | E (by employee name) | None       |
| 02    | Chart of Accounts | Code identifying a chart of accounts to be covered in the report, that is, a FOAPAL distribution chart. This is a repeating parameter. | Yes <sup>8</sup> | None                 | FTVCOAS    |
| 03    | Effort Period     | Specify the Effort Period of the report.   | Yes              | None                 | PTVECPD    |

<sup>8</sup> On first appearance only.

| Param | Name                     | Description/Values  | Required? | Default | Validation |
|-------|--------------------------|---|-----------|---------|------------|
| 04    | Home Organization Option | <p>If your home organization chart of accounts differs from your distribution chart of accounts, parameters 4 through 7 relate to the home organization chart, that is, the chart identified in the Home Orgn Chart parameter.</p> <p>Codes identifying the chart of accounts whose home organization data is to be printed and the home organization(s) for which information is to be presented. The codes are separated by a comma; for example, H,A specifies that data is to be printed for all home organizations within chart H. This is a repeating parameter.</p> <p>There are four options for specifying home organizations:</p> <p>A = All. Requests that data be printed for all home organizations. If you enter this value, take one of the following steps: If your home organization chart differs from your distribution chart, skip to the Home Orgn Chart parameter below. Otherwise, skip to the Employee Class parameter.</p> <p>R = Range. Requests that data be printed for a specific range of home organizations. If you enter this value, go to the From Home Orgn parameter.</p> <p>W = Wild Card. Requests that data be printed for one or more specific home organizations, and indicates that you will use wild cards when you identify these organizations. If you enter this value, skip to the Home Orgn parameter.</p> | No        | None    | None       |

| Param | Name           | Description/Values  | Required? | Default | Validation |
|-------|----------------|---|-----------|---------|------------|
|       |                | <p>Whenever possible, use exact codes rather than wild cards since this practice speeds report processing.</p> <p>S = Specific. Requests that data be printed for one or more specific home organizations, and indicates that you will identify these organizations with exact codes. If you enter this value, skip to the Home Orgn parameter.</p>   |           |         |            |
| 05    | From Home Orgn | Codes identifying the chart of accounts whose home organization data is to be printed and the first home organization in the range of organizations for which data is to be printed. The codes are separated by a comma, for example, H,110. This is a repeating parameter.   | No        | None    | None       |
| 06    | To Home Orgn   | <p>Codes identifying the chart of accounts whose home organization data is to be printed and the last home organization in the range. The codes are separated by a comma, for example, H,120. This is a repeating parameter.</p> <p>After entering this parameter, take one of the following steps: If your home organization chart differs from your distribution chart, skip to the Home Orgn Chart parameter below. Otherwise, skip to the Employee Class parameter.</p> | No        | None    | None       |
| 07    | Home Orgn      | Codes identifying the chart of accounts whose home organization data is to be printed and a specific home organization for which data is to be printed. The codes are separated by a comma.   | No        | None    | None       |

| Param | Name            | Description/Values   | Required? | Default | Validation |
|-------|-----------------|--|-----------|---------|------------|
|       |                 | <p>This is a repeating parameter. You can specify several charts and several home organizations for each chart; for example, you can enter:</p> <ul style="list-style-type: none"> <li>• A,200</li> <li>• G,200</li> <li>• G,300</li> </ul> <p>If the Home Organization Option equals W, you can use wild cards. If Home Organization Option equals S, you must specify exact codes.</p> |           |         |            |
| 08    | Employee Class  | Employee class for which data is to be printed. This is a repeating parameter. Wild cards can be used.   | No        | All     | PTQECLS    |
| 09    | Employee ID     | ID code identifying employee for whom data is to be printed. This is a repeating parameter. Wild cards are allowed.  | No        | All     | POAIDEN    |
| 0H    | Home Orgn Chart | Code identifying your home organization chart. Enter this parameter only if your home organization chart differs from your distribution chart. This parameter is a nonrepeating parameter.   | No        | None    | FTVCOAS    |
| 10    | Select Earnings | <p>Code specifying whether earnings are to be selected:</p> <p>Y = All or some earnings are to be selected for the report.</p> <p>N = No earnings are to be selected for the report.</p>   | Yes       | Y(es)   | None       |



| Param | Name                       | Description/Values   | Required? | Default | Validation |
|-------|----------------------------|--|-----------|---------|------------|
| 11    | Earn Code                  | Earn code for which data is to be printed. This is a repeating parameter. Wild cards can be used. If this field is left blank, all earn codes are selected.  | No        | All     | None       |
| 12    | Select Benefits            | Code specifying whether benefits are to be selected:<br><br>Y = All or some benefits are to be selected for the report.<br><br>N = No benefits are to be selected for the report.  | Yes       | Y       | None       |
| 13    | Benefit Code               | Code identifying a benefit for which data is to be printed. This is a repeating parameter. Wild cards can be used. If this field is left blank, all benefit codes are selected.  | No        | All     | None       |
| 14    | Include Fringe Charge Back | Fringe charge back inclusion indicator:<br><br>Y = Include fringe charge back data.<br><br>N = Do not include fringe charge back data.   | Yes       | N       | None       |
| 15    | Include Earnings Hours     | Earnings hours inclusion indicator:<br><br>Y = Include earnings hours.<br><br>N = Do not include earnings hours.   | Yes       | Y       | None       |
| 16    | Certification Option       | Indicates if certification of hours or signature is required on report. If yes, the Head of Department Certification appears when the Sort Option is H(ome Organization) or the Employee Certification appears when the Sort Option is E(mployee).<br><br>Y = Include certification. | Yes       | N       | None       |

| Param | Name | Description/Values                | Required? | Default | Validation |
|-------|------|-----------------------------------|-----------|---------|------------|
|       |      | N = Do not include certification. |           |         |            |

## Report Attributes

### Sort Order

Records are initially sorted by Pay ID identified on PTRECPD: e.g. BW before MN. Then depending on the Sort Option identified in parameter 01, the records within these initial sorts are sorted by:

'E'mployee - records are sorted first by last and then by first name.

'H'ome Orgn - records are sorted first by COA code, then by fund, organization, account, program, activity, and location

### Data Source

NHRDIST (NHRDIST is a mirror image of the NHRFINC table.) Payroll records must have a disposition greater than 60.

### Frequency

On demand

### Report Format

Standard horizontal report format

| Name          | Description  |
|---------------|--|
| Effort Period | The effort period of the report.   |
| Pay Periods   | The Pay Periods included within the effort report.   |
| COAS          | Chart of Accounts being covered by the report  |
| Name          | Employee name. This field is used with the next field to provide information about the employee whose salary data is being reported. |

| <b>Name</b>        | <b>Description</b>   |
|--------------------|--|
| ID                 | Employee ID number   |
| Home Orgn          | Home organization of the employee for whom FOAPAL data is being reported   |
| ECLS               | Job Employee Class   |
| Position           | Employee position code   |
| Fund               | Fund code. This field is used with the next five fields to identify the FOAPAL whose data is being reported.   |
| Orgn               | Organization code  |
| Acct               | Account code   |
| Prog               | Program code   |
| Actv               | Activity code  |
| Locn               | Location code  |
| Hours              | Number of hours charged to the FOAPAL for the earnings selected for this report  |
| Amount             | Amount charged to the FOAPAL for the earnings and/or benefits selected for this report   |
| Report %           | Report percent for the FOAPAL (See the Description section above.)   |
| Total %            | Total percent for the FOAPAL (See the Description section above.)  |
| Employee Total For | Total Hours, Amount, Report %, and Total % for the job   |
| Signature          | Appears when certification of hours or signature is required on report. If yes, the Head of Department Certification appears when the Sort Option is H(ome Organization) or the Employee Certification appears when the Sort Option is E(mployee). |

## Report Sample (NHREDST)

REPORT : NHREDST

Banner University

Employee Distributions Report

Effort Period: 2006 - Annual

Pay Periods: MK 2006 1 - 2006 12

COAS: A SCT University

Name: Fisher, Anabelle

ECLS: K1 Adminstrative FT

Fund

Orgn

Acct

Prog

Actv

Locn

8100

125

5120

100

8100

125

5120

110

Employee Total for: MDF000001

Name: Johnson, Cynthia

ECLS: K1 Administrative FT

Fund

Orgn

Acct

Prog

Actv

Locn

8100

125

5210

100

8100

135

5210

100

Employee Total for: KRJ000001

Name: Lee, Siana

ECLS: K1 Administrative FT

Fund

Orgn

Acct

Prog

Actv

Locn

1011

122

5120

100

1011

151

5120

100

1011

160

5120

100

1012

155

5210

100

ECLS: FA Fac Adjunct (FLAC Testing)

Fund

Orgn

Acct

Prog

Actv

Locn

1011

122

5210

100

Employee Total for: LEE000001

ID: MDF000001 Home Orgn A 125 Math Department

Posn: LRDT18 00

Hours

Amount

Report %

Total %

.48

3,008.74

48.06

48.06

.52

3,251.65

51.94

51.94

1.00

6,260.39

100.00

100.00

ID: KRJ000001 Home Orgn A 125 Math Department

Posn: LRDT12 00

Hours

Amount

Report %

Total %

173.33

5,866.95

50.00

50.00

173.33

5,866.94

50.00

50.00

346.66

11,733.89

100.00

100.00

ID: LEE000001 Home Orgn A 160 Chemical Engineering

Posn: LRDT06 00

Hours

Amount

Report %

Total %

6.66

196.98

1.41

1.41

272.00

8,764.55

62.54

62.54

11.46

387.31

2.76

2.76

72.54

2,337.22

16.68

16.68

Posn: LRDT11 00

Hours

Amount

Report %

Total %

1.00

2,327.94

16.61

16.61

363.66

14,014.00

100.00

100.00

PAGE 1

RUN DATE 09-MAY-2008

RUN TIME 12:14 PM

|                             |  |                                 |
|-----------------------------|--|---------------------------------|
| REPORT : NHREDST            | Banner University                                | PAGE 2                          |
|                             | Employee Distributions Report                    | RUN DATE 09-MAY-2008            |
|                             | Effort Period: 2006 - Annual                     | RUN TIME 12:14 PM               |
|                             | Pay Periods: MK 2006 1 - 2006 12                 |                                 |
|                             | * * * REPORT CONTROL INFORMATION * * *           |                                 |
|                             | Parameters have been entered via Job Submission. |                                 |
| Parameter Name              | Value  | Message                         |
| Parameter Seq No:           | 188011   |                                 |
| Sort Option:                | E  | Sort By Employee Name           |
| COAS:                       | A  |                                 |
| Effort Period Code:         | 2006   | Annual                          |
| Select Earnings:            | Y  |                                 |
| Include Hours :             | Y  |                                 |
| Select Benefits:            | Y  |                                 |
| Include Fringe Charge Back: | N  |                                 |
| Certification Option:       | N  | No Certification                |
| Line Count:                 | 55   |                                 |
| Record Count:               | 3  | - Number of Employees processed |

## Employee Payroll Summary by Organization (NHRSDST)

Prints up to eight columns of earnings and benefit data for each FOAPAL distribution covered by the report.

**Note:** In order for you to use this report, the Banner Human Resources System and the Banner Finance System must both be installed at your site. (If both the Banner **Finance** indicator and the Banner **Human Resources** indicator on the Installation Control page (GUAINST) are checked - set to Y, both systems are installed at your site.)

You describe the contents of these columns via report parameters. Each column can contain the employee's current hour totals or amount totals for one or more earnings, the amount totals for one or more benefits, or the amount totals for fringe charge back. For example, you can choose four earnings groups displaying hours and amounts, eight benefit groups, or a mix of earnings and benefit groups as illustrated in the following example:

| Column   | Description      | Hrs/Amt | Codes  |
|----------|------------------|---------|--|
| Column 1 | Regular Earnings | Hours   | Earn Codes: REG  |
| Column 2 | Regular Earnings | Amts    | Earn Codes: REG  |
| Column 3 | Other Earnings   | Amts    | Earn Codes: VAC, SIC, HOL, OT  |
| Column 4 | Fringe           | Amts    | Fringe Charge Back: *FC (As shown here, *FC, a pseudo benefit code, is used to identify fringe charge back.) |
| Column 5 | FICA - Old Age   | Amts    | Benefits: FIO  |
| Column 6 | FICA - Medicare  | Amts    | Benefits: FIM  |
| Column 7 | Other Taxes      | Amts    | Benefits: PA, MI, LOC  |
| Column 8 | Medical, Dental  | Amts    | Benefits: HMO, HEA, DEN  |

In the report described in this example, column 1 will contain total hours for earn code REG, column 2 will contain total amounts for earn code REG, column 3 will contain figures that each represent the sum of the total amounts for earn codes VAC, SIC, HOL, and OT, column 4 will contain the total amounts for fringe charge back, column 5 will contain the total amounts for benefit code FIO, etc.

**Note:** Another salary distribution report, the Organization Payroll Distribution Report (NHRDIST), lists the following data for each distribution covered by the report: data for each employee's position, including the employee's current amounts and/or hours for each specified earnings and the amounts for each specified benefit. The data for each earnings and benefit appears on a separate row. This information is followed by the FOAPAL summary totals. A summary version of this report, which prints only FOAPAL totals is also available. (See the NHRDIST report description earlier in this chapter for further information.)

| Param | Name              | Description/Values  | Required? | Default        | Validation                                      |
|-------|-------------------|---|-----------|----------------|---|
| 01    | Sort Option       | Sort Option for report:<br><br>H = Sort by Home Organization.<br><br>D = Sort by FOAPAL distribution organization.  | Yes       | D <sup>9</sup> | None  |
| 02    | Report Begin Date | First date for which report data is to be printed   | Yes       | None           | Format must be DD-<br>MMM-YYYY or DD-<br>MMM-YY |
| 03    | Report End Date   | Last date for which report data is to be printed  | Yes       | None           | Format must be DD-<br>MMM-YYYY or DD-<br>MMM-YY |
| 04    | Pay ID            | Pay ID identifying the payroll for which data is to be printed. This is a repeating parameter. Wild cards are allowed; for example, A% identifies all pay IDs starting with "A". When this field is left blank, all pay IDs are chosen. | No        | All            | PTRPICT   |
| 05    | Hierarchy Option  | Hierarchy for report. Enter one of the following values:  | Yes       | E (as exists)  | None  |

<sup>9</sup> By FOAPAL orgn.

| Param | Name       | Description/Values   | Required? | Default | Validation |
|-------|------------|--|-----------|---------|------------|
|       |            | <p>E = As exists. This value specifies that all FOAPALs are to be reported as they exist on the database. Data are not to be rolled up to higher fields or higher levels.</p> <p>F = Roll up to specified FOAP fields. (You will specify the fields in applicable parameters, as described below.)</p> <p>L = Roll up to a specified level for each FOAP. (You will specify the levels in applicable parameters, as described below.)</p> <p>If you have set this parameter to E or F, skip to the Chart of Accounts parameter. If you have set the parameter to L, go to the Fund Level parameter.</p> <p>When Hierarchy Option equals L and Fund Level equals E (see below), then all funds are reported at the existing level. This gives you the option to just roll to organization level 1 (via the Orgn Level parameter) and report the remaining FOAP data as it exists.</p> |           |         |            |
| 06    | Fund Level | Fund level for the report. Enter E (as exists) to indicate that funds are not to be rolled up to a higher level, or enter a number from 1 through 5 to identify a level to which data is to be rolled.   | No        | 1       | None       |
| 07    | Orgn Level | Organization level for the report. Enter E (as exists) to indicate that organizations are not to be rolled up to a higher level, or enter a number from 1 through 8 to identify a level to which data is to be rolled.   | No        | 1       | None       |
| 08    | Acct Level | Account level for the report. Enter E (as exists), to indicate that accounts are not to be rolled up to a higher level, or enter a number from 1 through 4 to identify a level to which data is to be rolled.  | No        | 1       | None       |

| Param | Name              | Description/Values  | Required?         | Default | Validation |
|-------|-------------------|---|-------------------|---------|------------|
| 09    | Prog Level        | Program level for the report. Enter E (as exists) to indicate that programs are not to be rolled up to a higher level, or enter a number from 1 through 5 to identify a level to which data is to be rolled.  | No                | I       | None       |
| 10    | Chart of Accounts | <p>Code identifying a chart of accounts to be covered in the report, that is, a FOAPAL distribution chart. This is a repeating parameter.</p> <p>If you have set Sort Option to D (SORT by FOAPAL Distribution Organization), take one of these steps: If Hierarchy Option equals L (Level roll up), skip to the Employee Class parameter. If Hierarchy Option equals E (as exists) or F (FOAP field roll up), skip to the Fund Option parameter.</p> <p>If you have set Sort Option to H (Sort by Home Organization), take one of the following steps: If your home organization chart of accounts differs from your distribution chart of accounts, go to the Home Orgn Chart parameter below. Otherwise, skip to the Home Organization Option parameter.</p> | Yes <sup>10</sup> | None    | FTVCOAS    |
| 11    | Home Orgn Chart   | <p>Code identifying your home organization chart. Enter this parameter only if your home organization chart differs from your distribution chart. This is a nonrepeating parameter.</p> <p>When you enter this parameter the four home organization parameters below relate to the home organization chart you specify here.</p>  | No                | None    | FTVCOAS    |

<sup>10</sup> On first appearance only



| Param | Name                     | Description/Values  | Required? | Default | Validation |
|-------|--------------------------|---|-----------|---------|------------|
| 12    | Home Organization Option | <p>Codes identifying the chart of accounts whose home organization data is to be printed and the home organization(s) for which information is to be presented. The codes are separated by a comma; for example, H,A specifies that data is to be printed for all home organizations within chart H. This is a repeating parameter.</p> <p>There are four options for specifying home organizations:</p> <p>A = All. Requests that data be printed for all home organizations.</p> <p>If you enter this value and Hierarchy Option equals L, skip to the Employee Class parameter.</p> <p>If you enter this value and Hierarchy Option equals E or F, skip to the Fund Option parameter.</p> <p>R = Range. Requests that data be printed for a specific range of home organizations. If you enter this value, go to the From Home Orgn parameter.</p> <p>W = Wild Card. Requests that data be printed for one or more specific home organizations, and indicates that you will use wild cards when you identify these organizations. If you enter this value, skip to the Home Orgn parameter.</p> <p>Whenever possible, use exact codes rather than wild cards since this practice speeds report processing.</p> <p>S = Specific. Requests that data be printed for one or more specific home organizations, and indicates that you will enter exact codes to identify these</p> | No        | None    | FTVORGN    |

| Param | Name           | Description/Values  | Required? | Default | Validation |
|-------|----------------|---|-----------|---------|------------|
|       |                | organizations. If you enter this value, skip to the Home Orgn parameter.  |           |         |            |
| 13    | From Home Orgn | Codes identifying the chart of accounts whose home organization data is to be printed and the first home organization in the range of home organizations for which data is to be printed. The codes are separated by a comma, for example, H,110. This is a repeating parameter.  | No        | None    | None       |
| 14    | To Home Orgn   | Code identifying the chart of accounts whose home organization data is to be printed and the last home organization in the range. The codes are separated by a comma, for example, H,120. This is a repeating parameter.<br><br>After entering this parameter, take one of the following steps: If you have set the Hierarchy Option to L, skip to the Employee Class parameter. Otherwise, skip to the Fund Option parameter.                  | No        | None    | None       |
| 15    | Home Orgn      | Codes identifying the chart of accounts whose home organization data is to be printed and a specific home organization for which data is to be printed. The codes are separated by a comma. This is a repeating parameter.<br><br>You can enter several charts and can enter several home organizations for each chart; for example, you can enter: <ul style="list-style-type: none"> <li>• A,200</li> <li>• G,200</li> <li>• G,300</li> </ul> | No        | None    | FTVORGN    |

| Param | Name        | Description/Values  | Required? | Default | Validation |
|-------|-------------|---|-----------|---------|------------|
|       |             | If you have set the Home Organization Option to W, you can use wild cards to identify home organizations. If Home Organization Option equals S, you must specify exact codes.   |           |         |            |
| 16    | Fund Option | <p>If Hierarchy Option equals F, skip this parameter and go directly to the Fund parameter. If Hierarchy equals E, enter one of the values below.</p> <p>Codes identifying the chart of accounts whose fund data is to be printed and the fund(s) for which information is to be presented. The codes are separated by a comma; for example, H,A specifies that data is to be printed for all funds within chart H. This is a repeating parameter.</p> <p>There are four options for specifying funds:</p> <p>A = All. Requests that data be printed for all funds. If you enter this value, skip to the Orgn Option parameter.</p> <p>R = Range. Requests that data be printed for a specific range of funds. If you enter this value, go to the From Fund parameter.</p> <p>W - Wild Card. Requests that data be printed for one or more specific funds, and indicates that you will use wild cards when you identify these funds. If you enter this value, skip to the Fund parameter.</p> <p>Whenever possible, use exact codes rather than wild cards since this practice speeds report processing.</p> <p>S = Specific. Requests that data be printed for one or more specific funds, and indicates that you will enter exact codes to identify these funds. If you enter this value, skip to the Fund parameter.</p> | No        | None    | None       |

| Param | Name      | Description/Values  | Required? | Default | Validation |
|-------|-----------|---|-----------|---------|------------|
| 17    | From Fund | Codes identifying the chart of accounts whose fund data is to be printed and the first fund in the range of funds for which data is to be printed. The codes are separated by a comma, for example, H,1000. This is a repeating parameter.  | No        | None    | None       |
| 18    | To Fund   | Codes identifying the chart of accounts whose fund data is to be printed and the last fund in the range, for example, H,2000. This is a repeating parameter.  | No        | None    | None       |
| 19    | Fund      | <p>Codes identifying the chart of accounts whose fund data is to be printed and a specific fund for which data is to be printed. The codes are separated by a comma. This is a repeating parameter.</p> <p>If you have set Hierarchy Option to E, then you can enter several fund codes for each chart, for example, you can enter:</p> <ul style="list-style-type: none"> <li>• A,1000</li> <li>• A,1001</li> <li>• G,2000</li> <li>• H,1000</li> </ul> <p>If you set the Fund Option to W, you can use wild cards to identify funds. If Fund Option equals S, you must specify exact codes.</p> <p>If Hierarchy Option equals F, then you can enter only one fund code for each chart and cannot use wild cards; for example, you can enter:</p> <ul style="list-style-type: none"> <li>• A,1000</li> <li>• G,2000</li> </ul> | No        | None    | FTVFUND    |

| Param | Name        | Description/Values   | Required? | Default | Validation |
|-------|-------------|--|-----------|---------|------------|
|       |             | <ul style="list-style-type: none"> <li>H,1000</li> </ul>   |           |         |            |
| 20    | Orgn Option | <p>If Hierarchy Option equals F, skip this parameter and go directly to the Orgn parameter. If Hierarchy Option equals E, enter one of the values below.</p> <p>Codes identifying the chart of accounts whose organization data is to be printed and the organization(s) for which information is to be presented. The codes are separated by a comma; for example, H,A specifies that data is to be printed for all organizations within chart H. This is a repeating parameter.</p> <p>R = Range. Requests that data be printed for a specific range of organizations. If you enter this value, go to the From Orgn parameter.</p> <p>There are four options for specifying organizations:</p> <p>A = All. Requests that data be printed for all organizations. If you enter this value, skip to the Acct Option parameter.</p> <p>W = Wild Card. Requests that data be printed for one or more specific organizations, and indicates that you will use wild cards when you identify these organizations. If you enter this value, skip to the Orgn parameter.</p> <p>Whenever possible, use exact codes rather than wild cards since this practice speeds report processing.</p> <p>S = Specific. Requests that data be printed for one or more specific organizations, and indicates that you will enter exact codes to identify these organizations. If you enter this value, skip to the Orgn parameter.</p> | No        | None    | None       |
| 21    | From Orgn   | Codes identifying the chart of accounts whose organization data is to be printed and the first   | No        | None    | None       |

| Param | Name        | Description/Values   | Required? | Default | Validation |
|-------|-------------|--|-----------|---------|------------|
|       |             | organization in the range of organizations for which data is to be printed. The codes are separated by a comma, for example, H,110. This is a repeating parameter.   |           |         |            |
| 22    | To Orgn     | Codes identifying the chart of accounts whose organization data is to be printed and the last organization in the range. The codes are separated by a comma, for example, H,120. This is a repeating parameter.  | No        | None    | None       |
| 23    | Orgn        | <p>Codes identifying the chart of accounts whose organization data is to be printed and a specific organization for which data is to be printed. The codes are separated by a comma, for example, H,120. This is a repeating parameter.</p> <p>If you have set Hierarchy Option to E, then you can enter several organization codes for each chart. If you have set the Orgn Option to W, you can use wild cards. If Orgn Option equals S, you must specify exact codes.</p> <p>If Hierarchy Option equals F, then you can enter only one organization code for each chart and cannot use wild cards. (See Fund Examples above.)</p> | No        | None    | FTVORGN    |
| 24    | Acct Option | <p>If Hierarchy Option equals F, skip this parameter and go directly to the Acct parameter. If Hierarchy Option equals E, enter one of the values below.</p> <p>Codes identifying the chart of accounts whose account data is to be printed and the account(s) for which information is to be presented. The codes are separated by a comma; for example, H,A specifies that data is to be printed for all accounts within chart H. This is a repeating parameter.</p> <p>There are four options for specifying accounts:</p>  | No        | None    | None       |

| Param | Name      | Description/Values   | Required? | Default | Validation |
|-------|-----------|--|-----------|---------|------------|
|       |           | <p>A = All. Requests that data be printed for all accounts. If you enter this value, skip to the Prog Option parameter.</p> <p>R = Range. Requests that data be printed for a specific range of accounts. If you enter this value, go to the From Acct parameter.</p> <p>W = Wild Card. Requests that data be printed for one or more specific accounts, and indicates that you will use wild cards when you identify these accounts. If you enter this value, skip to the Acct parameter.</p> <p>Whenever possible, use exact codes rather than wild cards since this practice speeds report processing.</p> <p>S = Specific. Requests that data be printed for one or more specific accounts, and indicates that you will enter exact codes to identify these accounts. If you enter this value, skip to the Acct parameter.</p> |           |         |            |
| 25    | From Acct | Codes identifying the chart of accounts whose account data is to be printed and the first account in the range of accounts for which data is to be printed. The codes are separated by a comma, for example, H,5210. This is a repeating parameter.  | No        | None    | None       |
| 26    | To Acct   | Codes identifying the chart of accounts whose account data is to be printed and the last account in the range. The codes are separated by a comma, for example, H,5220. This is a repeating parameter.   | No        | None    | None       |
| 27    | Acct      | Codes identifying a chart of accounts whose account data is to be printed and a specific account within that chart for which data is to be printed. The codes are separated by a comma. for example, H,5210. This is a repeating parameter.  | No        | None    | FTVACCT    |

| Param | Name        | Description/Values   | Required? | Default | Validation |
|-------|-------------|--|-----------|---------|------------|
|       |             | <p>If you have set Hierarchy Option to E, then you can enter several account codes for each chart. If you set the Acct Option to W, you can use wild cards. If Acct Option equals S, you must specify exact codes.</p> <p>If Hierarchy Option equals F, then you can enter only one account code for each chart and cannot use wild cards. (See Fund parameter examples.)</p>  |           |         |            |
| 28    | Prog Option | <p>If Hierarchy Option equals F, skip this parameter and go directly to the Prog parameter. If Hierarchy Option equals E, enter one of the values below.</p> <p>Codes identifying the chart of accounts whose program data is to be printed and the program(s) for which information is to be presented. The codes are separated by a comma; for example, H,A specifies that data is to be printed for all programs within chart H. This is a repeating parameter.</p> <p>There are four options for specifying programs:</p> <p>A = All. Requests that data be printed for all programs. If you enter this value, skip to the Employee Class parameter.</p> <p>R = Range. Requests that data be printed for a specific range of programs. If you enter this value, go to the From Prog parameter.</p> <p>W = Wild Card. Requests that data be printed for one or more specific programs, and indicates that you will use wild cards when you identify these programs. If you enter this value, skip to the Prog parameter.</p> <p>Whenever possible, use exact codes rather than wild cards since this practice speeds report processing.</p> | No        | None    | None       |



| Param | Name           | Description/Values  | Required? | Default | Validation |
|-------|----------------|---|-----------|---------|------------|
|       |                | S = Specific. Requests that data be printed for one or more specific programs, and indicates that you will enter exact codes to identify these programs. If you enter this value, skip to the Prog parameter.   |           |         |            |
| 29    | From Prog      | Codes identifying the chart of accounts whose program data is to be printed and the first program in the range of programs for which data is to be printed. The codes are separated by a comma, for example, H,100. This is a repeating parameter.  | No        | None    | None       |
| 30    | To Prog        | Codes identifying the chart of accounts whose program data is to be printed and the last program in the range. The codes are separated by a comma, for example, H,610. This is a repeating parameter.   | No        | None    | None       |
| 31    | Prog           | <p>Codes identifying the chart of accounts whose program data is to be printed and a specific program for which data is to be printed. The codes are separated by a comma, for example, H,100. This is a repeating parameter.</p> <p>If you have set Hierarchy Option to E, then you can enter several program codes for each chart. If you set the Prog Option to W, you can use wild cards. If Prog Option equals S, you must specify exact codes.</p> <p>If Hierarchy Option equals F, then you can enter only one program code for each chart and cannot use wild cards. (See Fund parameter examples.)</p> | No        | None    | FTVPROG    |
| 32    | Employee Class | Employee class for which data is to be printed. This is a repeating parameter. Wild cards can be used.  | No        | All     | PTRECLS    |

| Param  | Name                        | Description/Values   | Required? | Default | Validation |
|--|-----------------------------|--|-----------|---------|------------|
| 33   | Employee ID                 | ID code identifying employee for whom data is to be printed. This is a repeating parameter. Wild cards are allowed.  | No        | All     | POAIDEN    |
| 34   | Column 1 Option             | Type of data to be reported in column 1:<br>E = Earnings<br>B = Benefits<br>F = Fringe Charge Back<br>N = Nothing. If you enter this value, skip to the Payroll Detail parameter.  | Yes       | None    | None       |
| 35   | Column 1 Description        | Brief description of data to be reported in column 1<br>If Column 1 Option equals B, skip to Column 1 Earn/Benefit Code. If Column 1 Option equals F, skip to Column 2 Option. If Column 1 Option equals E, go to Column 1 Earnings = Hrs/Amt. | No        | None    | None       |
| 36   | Column 1 Earnings -Hrs/ Amt | Hours/Amount indicator for column 1:<br>H = Report earnings hours in column 1.<br>A = Report earnings amounts in column 1.   | No        | H       | None       |
| 37   | Column 1 Earn/Benefit Code  | Earn/Benefit code identifying an earning or benefit for which data is to be printed. This is a repeating parameter. Wild cards are allowed.<br>If this field is blank, data is printed for all earnings and/or benefits.                       | No        | None    | None       |
| Parameters identical with those for column 1 (Option, Description, Earnings - Hrs/Amt, and Earn/Benefit Code) are included for columns 2 through 8. The instructions for using these parameters are identical for each column. |                             |  |           |         |            |
| 66   | Payroll Detail              | Payroll detail inclusion indicator:  | Yes       | N       | None       |

| Param | Name                           | Description/Values   | Required? | Default | Validation |
|-------|--------------------------------|--|-----------|---------|------------|
|       |                                | Y = Include detail information for each pay event covered by the report.<br><br>N = Do not include detail information for pay events.  |           |         |            |
| 67    | To Date Amounts Option         | When specifying the To Date Totals Option parameter, you should note that the to-date end date (that is, the last date whose data are to be used in calculating the QTD, YTD, and FTD totals) can either be the date the report is run or the report end date. You specify which of these values is to be used in the Use Report End Date As End Date To Date parameter.<br><br>To-date amounts indicator:<br><br>Q = Include QTD amounts for all data entered from the start of the quarter containing the Report Begin Date to the to-date end date.<br><br>Y = Include YTD amounts for all data entered from the start of the calendar year containing the Report Begin Date to the to-date end date.<br><br>F = Include FTD amounts for all data entered from the start of the fiscal year containing the Report Begin Date to the to-date end date. | Yes       | N       | None       |
| 68    | Report End Date as TD End Date | Code indicating whether the system is to use the report end date as the to-date end date when calculating QTD, YTD, and FTD totals:<br><br>Y = Indicates that totals are to be calculated to the report end date<br><br>N = Indicates that totals are to be calculated to the date the report is run   | Yes       | N       | None       |

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## Report Attributes

### Sort Order

First by COA code, then by fund, organization, account, program, activity, and location

### Data Source

NHRDIST (NHRDIST is a mirror image of the NHRFINC table.)

### Frequency

On demand

### Report Format

Standard horizontal report format

| Name              | Description  |
|-------------------|--|
| Reporting Period  | Start and end dates indicating the period covered by the report.   |
| COAS              | Chart of Accounts being covered by the report  |
| Home Organization | Home organization of employee for whom FOAPAL data is being reported   |
| Fund              | Fund code. This field is used with the next five fields to identify the FOAPAL whose data is being reported. |
| Orgn              | Organization code  |
| Acct              | Account code   |
| Prog              | Program code   |
| Actv              | Activity code  |
| Locn              | Location code  |
| ID/Name           | Name and ID Number of the employee whose salary data is being reported.                                      |

| Name                             | Description   |
|----------------------------------|---|
| Hours and Amount fields (if any) | Hours and amount fields requested via the Option, Description, Earnings - Hrs/Amt, and Earn/Benefit Code fields for Columns 1 through 8   |
| Total Hours                      | Sum of the figures listed in the Hours fields for the employee  |
| Total Amount                     | Sum of the figures listed in the Amount fields for the employee   |
| TD Hours                         | Total calendar year-to-date (YTD) hours, quarter-to-date (QTD) hours, or fiscal year-to-date (FTD) hours. The figure shown depends on the values entered for the To Date Amounts Option and Use Report Date As To Date End Date parameters            |
| TD Amounts                       | Total calendar year-to-date (YTD) amounts, quarter-to-date (QTD) amounts, or the fiscal year-to-date (FTD) amounts. The figure shown depends on the values entered for the To Date Amounts Option and Use Report Date As To Date End Date parameters. |

## Report Sample (NHRSDST) 01

|  |         |          |          |        |        |        |           |              |           |
|--|---------|----------|----------|--------|--------|--------|-----------|--------------|-----------|
| REPORT : NHRSDST                               |         |          |          |        |        |        |           |              |           |
| Banner University                              |         |          |          |        |        |        |           |              |           |
| Empl Payroll Summary By Orgn                   |         |          |          |        |        |        |           |              |           |
| Reporting Period: 01-JUL-1994 To: 31-DEC-1994  |         |          |          |        |        |        |           |              |           |
| COA: H Organization: 135 Facilities Department |         |          |          |        |        |        |           |              |           |
| Fund   | Orgn    | Acct     | Prog     | Actv   | Locn   |        |           |              |           |
| F  | 135     | 5120     | 610      | *      | *      |        |           |              |           |
| ID/Name  | REGULAR | REGULAR  | DEFER    | ACCR   | FIO    | FIM    | OTHER BEN | FRINGE Total | Total     |
|  | Hours   | Amount   |          | Amount | Amount | Amount | Amount    | Amount Hours | Amount    |
| 888020005 Libby, Label                         |         |          |          |        |        |        |           |              |           |
| 1994 TM 8 0                                    | .00     | .00      | .00      | .00    | .00    | .00    | 150.00    | .00 .00      | 150.00    |
| 1994 TM 9 0                                    | 86.66   | 2,083.34 | 694.45   | .00    | .00    | .00    | .00       | .00 86.66    | 2,777.79  |
| 1994 TM 10 0                                   | 86.66   | 2,083.34 | 694.45   | .00    | .00    | .00    | .00       | .00 86.66    | 2,777.79  |
| 1994 TM 11 0                                   | 86.66   | 2,083.34 | 694.45   | .00    | .00    | .00    | .00       | .00 86.66    | 2,777.79  |
| 1994 TM 12 0                                   | 86.66   | 2,083.34 | 694.45   | 118.70 | 27.76  | 150.00 | .00       | .00 86.66    | 3,074.25  |
| Empl Total                                     | 346.64  | 8,333.36 | 2,777.80 | 118.70 | 27.76  | 300.00 | .00       | .00 346.64   | 11,557.62 |
| YTD Total                                      | 346.64  | 8,333.36 | 2,777.80 | 118.70 | 27.76  | 300.00 | .00       | .00 346.64   | 11,557.62 |
|  |         |          |          | .      | .      | .      | .         | .            | .         |
| Prog Total                                     | 606.62  | 8,583.38 | 2,827.80 | 118.70 | 27.76  | 300.00 | .00       | .00 606.62   | 11,857.64 |
| YTD Total                                      | 606.62  | 8,583.38 | 2,827.80 | 118.70 | 27.76  | 300.00 | .00       | .00 606.62   | 11,857.64 |
| Acct Total                                     | 606.62  | 8,583.38 | 2,827.80 | 118.70 | 27.76  | 300.00 | .00       | .00 606.62   | 11,857.64 |
| YTD Total                                      | 606.62  | 8,583.38 | 2,827.80 | 118.70 | 27.76  | 300.00 | .00       | .00 606.62   | 11,857.64 |

|            |        |          |          |        |       |        |          |        |           |
|------------|--------|----------|----------|--------|-------|--------|----------|--------|-----------|
| Fund Total | 606.62 | 8,583.38 | 2,827.80 | 118.70 | 27.76 | 300.00 | 3,264.99 | 606.62 | 15,122.63 |
| YTD Total  | 606.62 | 8,583.38 | 2,827.80 | 118.70 | 27.76 | 300.00 | 3,264.99 | 606.62 | 15,122.63 |
| Orgn Total | 606.62 | 8,583.38 | 2,827.80 | 118.70 | 27.76 | 300.00 | 3,264.99 | 606.62 | 15,122.63 |
| YTD Total  | 606.62 | 8,583.38 | 2,827.80 | 118.70 | 27.76 | 300.00 | 3,264.99 | 606.62 | 15,122.63 |

REPORT : NHRSDST

Banner University  
Empl Payroll Summary By Orgn  
Reporting Period: 01-JUL-1994 To: 31-DEC-1994  
\* \* \* REPORT CONTROL INFORMATION \* \* \*  
Parameters have been entered via Job Submission.

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RUN DATE 08/17/1995  
RUN TIME 02:35 PM

| Parameter Name           | Value       | Message                                  |
|--------------------------|-------------|--|
| Parameter Seq No:        | 25335       |  |
| Sort Option:             | D           | Sort By FOAPAL Distribution Organization |
| Period Begin Date:       | 01-JUL-1994 |  |
| Period End Date:         | 31-DEC-1994 |  |
| Hierarchy:               | E           | FOAP Fields As Exists                    |
| COAS                     | H           |  |
| Fund Option:             | H S         | Specific                                 |
| Fund:                    | H 1000      |  |
| Fund:                    | H F         |  |
| Orgn Option:             | H R         | Range                                    |
| From Orgn:               | H 110       |  |
| To Orgn:                 | H 220       |  |
| Acct Option:             | H W         | Wildcards                                |
| Acct:                    | H 5000      |  |
| Acct:                    | H 5100      |  |
|                          | .           |  |
|                          | .           |  |
| Prog Option:             | H A         | All                                      |
| Column 1 Values          |             |  |
| -----                    |             |  |
| Option:                  | E           | Earnings                                 |
| Description:             | REGULAR     |  |
| Earnings By Hours/Amount | H           | By Hours                                 |
| Earn Code:               | REG         |  |
| Earn Code:               | SIC         |  |
| Earn Code:               | VAC         |  |
| Column 2 Values          |             |  |
| -----                    |             |  |
| Option:                  | E           | Earnings                                 |
| Description:             | REGULAR     |  |
| Earnings By Hours/Amount | A           | By Amount                                |
| Earn Code:               | REG         |  |
| Earn Code:               | SIC         |  |
| Earn Code:               | VAC         |  |
| Column 3 Values          |             |  |
| -----                    |             |  |

|         |   |          |
|---------|---|----------|
| Option: | E | Earnings |
|---------|---|----------|

REPORT : NHRSDST

Banner University  
Empl Payroll Summary By Orgn  
Reporting Period: 01-JUL-1994 To: 31-DEC-1994  
Message

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| Parameter Name                 | Value              | Message            |
|--------------------------------|--------------------|--------------------|
| Description:                   | DEFER ACCR         |                    |
| Earnings By Hours/Amount       | A                  | By Amount          |
| Earn Code:                     | DPA                |                    |
| Column 4 Values                |                    |                    |
| -----                          |                    |                    |
| Option:                        | B                  | Benefits           |
| Description:                   | FIO                |                    |
| Benefit:                       | FIO                |                    |
| Column 5 Values                |                    |                    |
| -----                          |                    |                    |
| Option:                        | B                  | Benefits           |
| Description:                   | FIM                |                    |
| Benefit:                       | FIM                |                    |
| Column 6 Values                |                    |                    |
| -----                          |                    |                    |
| Option:                        | B                  | Benefits           |
| Description:                   | OTHER BEN          |                    |
| Benefit:                       | 401                |                    |
| Benefit:                       | DEN                |                    |
| Benefit:                       | HBC                |                    |
| Benefit:                       | HEA                |                    |
| Benefit:                       | HME                |                    |
| Benefit:                       | HMO                |                    |
| Column 7 Values                |                    |                    |
| -----                          |                    |                    |
| Option:                        | F                  | Fringe Charge Back |
| Description:                   | FRINGE             |                    |
| Column 8 Values                |                    |                    |
| -----                          |                    |                    |
| Option:                        | N                  | Not Used           |
| Print Pay Detail:              | Yes                |                    |
| To Date Totals Option:         | YTD Total          |                    |
| Use Report End Date As To Date | Y                  |                    |
| End Date:                      |                    |                    |
| Line Count:                    | 55                 |                    |
|                                | Column 8 is not    |                    |
|                                | being used in this |                    |
|                                | report.            |                    |

## Report Sample (NHRSDST) 02

|   |          |      |           |      |   |          |                     |  |
|---|----------|------|-----------|------|---|----------|---------------------|--|
| REPORT : NHRSDST                                  |          |      |           |      | Banner University                             |          | PAGE 16             |  |
|   |          |      |           |      | Empl Payroll Summary By Orgn                  |          | RUN DATE 08/17/1995 |  |
|   |          |      |           |      | Reporting Period: 01-JUL-1994 To: 31-DEC-1994 |          | RUN TIME 02:40 PM   |  |
| COA: H Home Organization: 125 Treasury Department |          |      |           |      |   |          |                     |  |
| Fund  | Orgn     | Acct | Prog      | Actv | Locn  |          |                     |  |
| F   | 155      | 5120 | 610       | *    | *   |          |                     |  |
| ID/Name   | ALL EARN |      | ALL EARN  |      | ALL BEN                                       | FRINGE   | Total               |  |
|   | Hours    |      | Amount    |      | Amount  | Amount   | Total               |  |
| Acct Total  | 832.02   |      | 24,000.00 |      | 431.05  | .00      | 832.02              |  |
| YTD Total   | 1,109.36 |      | 32,000.00 |      | 1,507.63                                      | .00      | 33,507.63           |  |
| Fund  | Orgn     | Acct | Prog      | Actv | Locn  |          |                     |  |
| F   | 155      | 5220 | 600       | *    | *   |          |                     |  |
| ID/Name   | ALL EARN |      | ALL EARN  |      | ALL BEN                                       | FRINGE   | Total               |  |
|   | Hours    |      | Amount    |      | Amount  | Amount   | Total               |  |
| 888020006 Sander, Mark                            | 103.98   |      | 3,000.00  |      | 53.88   | .00      | 103.98              |  |
| Empl Total  | 103.98   |      | 3,000.00  |      | 53.88   | .00      | 3,053.88            |  |
| YTD Total   | 138.64   |      | 4,000.00  |      | 188.46  | .00      | 4,188.46            |  |
| Prog Total  | 103.98   |      | 3,000.00  |      | 53.88   | .00      | 3,053.88            |  |
| YTD Total   | 138.64   |      | 4,000.00  |      | 188.46  | .00      | 4,188.46            |  |
| Acct Total  | 103.98   |      | 3,000.00  |      | 53.88   | .00      | 3,053.88            |  |
| YTD Total   | 138.64   |      | 4,000.00  |      | 188.46  | .00      | 4,188.46            |  |
| .   |          |      |           |      |   |          |                     |  |
| .   |          |      |           |      |   |          |                     |  |
| .   |          |      |           |      |   |          |                     |  |
| Orgn Total  | 936.00   |      | 27,000.00 |      | 484.93  | 6,750.00 | 34,234.93           |  |
| YTD Total   | 1,248.00 |      | 36,000.00 |      | 1,696.09                                      | 6,750.00 | 44,446.09           |  |
| Fund Total  | 1,039.98 |      | 30,000.00 |      | 538.81  | 7,500.00 | 38,038.81           |  |
| YTD Total   | 1,386.64 |      | 40,000.00 |      | 1,884.54                                      | 7,500.00 | 49,384.54           |  |
| Home Total  | 1,039.98 |      | 30,000.00 |      | 538.81  | 7,500.00 | 38,038.81           |  |
| YTD Total   | 1,386.64 |      | 40,000.00 |      | 1,884.54                                      | 7,500.00 | 49,384.54           |  |

|  |             |  |  |  |  |                           |  |
|--|-------------|--|--|--|--|---------------------------|--|
| REPORT : NHRSDST                                 |             |  |  |  |  | PAGE 27                   |  |
| Banner University                                |             |  |  |  |  | RUN DATE 08/17/1995       |  |
| Empl Payroll Summary By Orgn                     |             |  |  |  |  | RUN TIME 02:40 PM         |  |
| Reporting Period: 01-JUL-1994 To: 31-DEC-1994    |             |  |  |  |  |                           |  |
| * * * REPORT CONTROL INFORMATION * * *           |             |  |  |  |  |                           |  |
| Parameters have been entered via Job Submission. |             |  |  |  |  |                           |  |
| Message  |             |  |  |  |  |                           |  |
| Parameter Name                                   | Value       |  |  |  |  |                           |  |
| Parameter Seq No:                                | 25336       |  |  |  |  |                           |  |
| Sort Option:                                     | H           |  |  |  |  | Sort By Home Organization |  |
| Period Begin Date:                               | 01-JUL-1994 |  |  |  |  |                           |  |
| Period End Date:                                 | 31-DEC-1994 |  |  |  |  |                           |  |
| Hierarchy:                                       | E           |  |  |  |  | FOAP Fields As Exists     |  |
| COAS   | H           |  |  |  |  |                           |  |



|                          |          |                    |
|--------------------------|----------|--------------------|
| Home Orgn Option:        | H A      | All                |
| Fund Option:             | H A      | All                |
| Orgn Option:             | H A      | All                |
| Acct Option:             | H A      | All                |
| Prog Option:             | H A      | All                |
| Column 1 Values          |          |                    |
| -----                    |          |                    |
| Option:                  | E        | Earnings           |
| Description:             | ALL EARN |                    |
| Earnings By Hours/Amount | H        | By Hours           |
| Earn Code:               | Allearns |                    |
| Column 2 Values          |          |                    |
| -----                    |          |                    |
| Option:                  | E        | Earnings           |
| Description:             | ALL EARN |                    |
| Earnings By Hours/Amount | A        | By Amount          |
| Earn Code:               | Allearns |                    |
| Column 3 Values          |          |                    |
| -----                    |          |                    |
| Option:                  | B        | Benefits           |
| Description:             | ALL BEN  |                    |
| Benefit:                 | Allbdcas |                    |
| Column 4 Values          |          |                    |
| -----                    |          |                    |
| Option:                  | F        | Fringe Charge Back |
| Description:             | FRINGE   |                    |
| Column 5 Values          |          |                    |
| -----                    |          |                    |
| Option:                  | N        | Not Used           |
| Column 6 Values          |          |                    |
| -----                    |          |                    |
| Option:                  | N        | Not Used           |
| Column 7 Values          |          |                    |
| -----                    |          |                    |

REPORT : NHRSDST

Banner University  
 Empl Payroll Summary By Orgn  
 Reporting Period: 01-JUL-1994 To: 31-DEC-1994  
 Message

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| Parameter Name                 | Value              | Message  |
|--------------------------------|--------------------|----------|
| Option:                        | N                  | Not Used |
| Column 8 Values                |                    |          |
| -----                          |                    |          |
| Option:                        | N                  | Not Used |
| Print Pay Detail:              | No                 |          |
| To Date Totals Option:         | YTD Total          |          |
| Use Report End Date As To Date | N                  |          |
| End Date:                      |                    |          |
| Line Count:                    | 55                 |          |
|                                | Column 5 thru      |          |
|                                | Column 8 are not   |          |
|                                | being used in this |          |

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 report.
 

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## Electronic Approvals Mass Apply Process (NOPEAMA)

Edits and applies all electronic personnel transactions entered from the Electronic Personnel Action page (NOAEPAF) with an Approved or Partially Completed transaction status.

After the transaction is applied by NOPEAMA and there are no errors or warnings halting the transaction (see NTRINST in the Banner Electronic Approvals Handbook for details), the transaction status becomes Complete and the queue status becomes Applied.

The user ID of the person submitting the transaction on NOPEAMA determines which approved transactions get selected. The process will select approved transactions where the user is defined as the applier in the routing queue for the transaction or you are acting as a proxy for that applier. If you are a superuser, all approved transactions will be processed.

Once the transaction has been applied by NOPEAMA, error and warning messages generated from this process are sent to the NOREAER table. The errors and warnings in turn can be viewed on either the Error and Warning Messages Detail page (NOIEMSG) or the Electronic Approvals Error Summary page (NOIESUM). At that point, you can take further action to resolve the error or void the transaction.

| Param | Name                       | Description/Values  | Required? | Default | Validation                        |
|-------|----------------------------|---|-----------|---------|-----------------------------------|
| 01    | Process Mode               | Primary Function of NOPEAMA process. (Warning messages are retained indefinitely and must be deleted occasionally.)<br><br>P = Process Transactions<br>D = Delete Warning Messages Only | Yes       | P       | None                              |
| 02    | Report Sort Option         | The report can appear according to either:<br><br>O = Originator ID<br>C = Approval Category  | Yes       | None    | None                              |
| 03    | As of Date for Delete Mode | Warnings remain viewable on NOIEMSG until they are deleted from the NOREAER table. Enter As of date (date)  | No        | None    | Format must be DD-<br>MMM-YYYY or |

| Param | Name                        | Description/Values  | Required? | Default | Validation |
|-------|-----------------------------|---|-----------|---------|------------|
|       |                             | transaction was originally applied) to delete warnings less than the date entered. For example, to never retain warnings, always enter today's date.                              |           |         | DD-MMM-YY  |
| 04    | Transaction Number          | EPAF transaction number to be processed, if you want to process only one.   | No        | None    | None       |
| 05    | Approval Category Code(s)   | Approval Category to be applied.  | No        | All     | NTRACAT    |
| 06    | Print Warning Messages      | Warnings are printed on the NOPEAMA report only when this parameter is yes.<br><br>Y = Print Report With Warnings<br>N = Print Report Without Warnings                            | No        | Y       | None       |
| 07    | Report Applied Transactions | Applied transactions are printed only when this parameter is yes.<br><br>Y = Print Report With Applied (error-free) Transactions<br>N = Print Report Without Applied Transactions | Yes       | None    | None       |
| 08    | Proxy For User ID           | Proxy for applier of electronic approval transactions. Enter the user ID for which you are acting as a proxy. Varies.   | No        | None    | NTRPROX    |

## Report Attributes

### Sort Order

By either originator ID or approval category

**Data Source**

|         |         |
|---------|---------|
| NOAEPAF | NOIEMSG |
|---------|---------|

**Frequency**

On demand

**Report Format**

Standard horizontal report format

| Name                                       | Description   |
|--|---|
| ID/Originator                              | Originator of the PAF transaction and their ID number.  |
| Name                                       | Name and ID of the person for whom the PAF was created.   |
| Trans No                                   | Transaction number of the error/warning generated on the PAF.   |
| Approval Category                          | Approval category of the PAF.   |
| Approval Type                              | Approval type with an error/warning message.  |
| Messages                                   | Any error or warning messages pertaining to the approval type of the PAF.   |
| Totals for Originator or Approval Category | Lists the number of PAF transactions applied, rejected, and processed by each originator/approval category depending on the sort option selected. |

**Report Sample (NOPEAMA)**

|                  |  |  |
|------------------|--|--|
| REPORT : NOPEAMA | Banner University<br>EA Mass Apply Process | PAGE 1<br>RUN DATE 07/24/1997<br>RUN TIME 01:43 PM |
|------------------|--|--|

| ID/<br>Originator                   | Name/<br>Trans No. | Approval<br>Category | Approval<br>Type | Messages  |
|-------------------------------------|--------------------|----------------------|------------------|---|
| 300000004<br>LASMITH                | Owens, Brian       | 256                  | CHGFND<br>FUND   | *ERROR* Cannot assign encumbrance number; Year/COASnot found for eff date.                                    |
| Totals for Approval Category CHGFND |                    |                      |                  |   |
| Processed                           | Applied            | Rejected             |                  |   |
| 1                                   | 0                  | 1                    |                  |   |
| 300000026<br>LASMITH                | Goddard, Marie     | 221                  | ETRANS<br>TRJOB  | *ERROR* This employee already has a primary job.<br>*WARNING* Annual Salary is outside the Table/Grade range. |
| Totals for Approval Category ETRANS |                    |                      |                  |   |
| Processed                           | Applied            | Rejected             |                  |   |
| 1                                   | 0                  | 1                    |                  |   |
| 300000018<br>LASMITH                | Dorman, Craig      | 259                  | LEAVE<br>ELEAV   | *ERROR* Termination information has been entered for this employee.   |
| Totals for Approval Category LEAVE  |                    |                      |                  |   |
| Processed                           | Applied            | Rejected             |                  |   |
| 1                                   | 0                  | 1                    |                  |   |
| 303070809<br>MFISHER                | Farmer, Betsy      | 322                  | PEAHIR           | Transaction successfully applied.   |
| Totals for Approval Category PEAHIR |                    |                      |                  |   |
| Processed                           | Applied            | Rejected             |                  |   |
| 1                                   | 1                  | 0                    |                  |   |
| 141414141<br>MFISHER                | McGriff, Fred      | 319                  | TRANS            | Transaction successfully applied.   |
| 301111113<br>MFISHER                | Coleman, Heather   | 320                  | TRANS            | Transaction successfully applied.   |

| REPORT : NOPEAMA                   |                    | Banner University<br>EA Mass Apply Process |                  | PAGE 2<br>RUN DATE 07/24/1997<br>RUN TIME 01:43 PM |
|------------------------------------|--------------------|--|------------------|--|
| ID/<br>Originator                  | Name/<br>Trans No. | Approval<br>Category                       | Approval<br>Type | Messages   |
| Totals for Approval Category TRANS |                    |  |                  |  |
| Processed                          | Applied            | Rejected                                   |                  |  |
| 2                                  | 2                  | 0  |                  |  |

|  |             |  |                       |                     |
|--|-------------|--|-----------------------|---------------------|
| REPORT : NOPEAMA                         |             | Banner University                      |                       | PAGE 3              |
|  |             | EA Mass Apply Process                  |                       | RUN DATE 07/24/1997 |
|  |             | * * * REPORT CONTROL INFORMATION * * * |                       | RUN TIME 01:43 PM   |
| Parameter Name                           | Value       | Source                                 | Message               |                     |
| Parameter Seq No:                        | 11542       |  |                       |                     |
| Process Mode:                            | P           | Default                                | Mass Apply Processing |                     |
| Delete As Of Date:                       | 24-JUL-1997 | Default                                |                       |                     |
| Approval Category Code:                  | ALL         | Default                                |                       |                     |
| Print Warning Messages:                  | Y           | Default                                |                       |                     |
| Report Sort Option:                      | C           | Default                                | Sort by Category Code |                     |
| Rpt Applied Transactions:                | Y           | Default                                |                       |                     |
| Proxy For User ID:                       |             |  |                       |                     |
| Print Lines/Page:                        | 55          | Default                                |                       |                     |
| Total Number Of NOREAER Records Deleted: |             | 0                                      |                       |                     |
| Grand Totals:                            |             |  |                       |                     |
| Processed                                | Applied     | Rejected                               |                       |                     |
| 6  | 3           | 3                                      |                       |                     |

## Electronic Approvals Transaction Report (NORAPTR)

Reports electronic approval transaction according to transaction status.

For example, this could be used by the Payroll office to see what transactions had to be approved (based on the **Transaction From/To Dates**) so that payroll for the month could be run and transactions pending approval would not be missed.

| Param | Name               | Description/Values   | Required? | Default | Validation |
|-------|--------------------|--|-----------|---------|------------|
| 01    | Transaction Status | The values for transaction status are:<br>W = Waiting<br>P = Pending<br>A = Approved | No        | None    | None       |

| Param | Name                  | Description/Values   | Required? | Default | Validation                              |
|-------|-----------------------|--|-----------|---------|---|
|       |                       | C = Complete<br>T = Partially Complete<br>D = Disapproved<br>R = Returned for Correction<br>N = Canceled<br>V = Void<br>Null for all |           |         |   |
| 02    | Transaction From Date | Print transactions from this transaction date  | Yes       | None    | Format must be DD-MMM-YYYY or DD-MMM-YY |
| 03    | Transaction To Date   | Print transactions to this transaction date  | Yes       | None    | Format must be DD-MMM-YYYY or DD-MMM-YY |
| 04    | Category Code         | Identify the category for which you want to print transactions   | No        | All     | NTRACAT                                 |

## Report Attributes

### Sort Order

According to Transaction Number

### Data Source

NOAEPAF

**Frequency**

On demand

**Report Format**

Standard horizontal report format

| Name                          | Description   |
|-------------------------------|---|
| ID                            | The ID of the person for whom the transaction effects.  |
| Name                          | The name of above.  |
| Transaction Status            | The status of the electronic approvals transaction.   |
| Transaction Number            | The system-generated transaction number that identifies the transaction. This report is sorted according to transaction number.         |
| Approval Category             | The approval category is the generic action taken for the employee.   |
| Approval Type                 | The approval type represents the most basic type of action such as establishing a new job assignment.                                   |
| Position                      | The position number with which the approval type is associated.   |
| Effective or Application Date | The date the change becomes effective in the system (jobs, earnings, & labor changes) or is applied to the database (employee changes). |
| Type Change                   | Identifies the type of change based on base job, default earnings, jobs change, employee, and job labor distribution.                   |

**Report Sample (NORAPTR)**

REPORT : NORAPTR

Banner University  
Electronic Approvals ReportPAGE 1  
Run Date 07/30/97  
Run Time 09:46 AM



| ID        | Name               | Transaction Status | Trans Number | App Cat | App Type | Position  | Effective or Application Date | Type Change |
|-----------|--------------------|--------------------|--------------|---------|----------|-----------|-------------------------------|-------------|
| CS0000002 | Chuck Kellicut     | Waiting            | 2            | RAISE   | FUND     | CS0002-00 | 01-MAR-1994                   | * Labor     |
|           |                    |                    |              |         | RAISE    | CS0002-00 | 01-MAR-1994                   | * Jobs      |
| CS0000011 | George K. Hoffman  | Waiting            | 3            | EMHIRE  | EMHIRE   | CS0011-00 | 01-SEP-1995                   | * Jobs      |
|           |                    |                    |              |         | EMHIRE   | CS0011-00 |                               | * Employee  |
|           |                    |                    |              |         | FUND     | CS0011-00 | 01-SEP-1995                   | * Labor     |
| CS0000012 | Michael Smith      | Completed          | 4            | EMHIRE  | EMHIRE   | CS0011-00 | 01-SEP-1995                   | * Jobs      |
|           |                    |                    |              |         | EMHIRE   | CS0011-00 | 20-FEB-1997                   | * Employee  |
|           |                    |                    |              |         | FUND     | CS0011-00 | 01-SEP-1995                   | * Labor     |
| CS0000013 | Howard Johnson     | Completed          | 5            | EMHIRE  | EMHIRE   | CS0011-00 | 01-SEP-1995                   | * Jobs      |
|           |                    |                    |              |         | EMHIRE   | CS0011-00 | 20-FEB-1997                   | * Employee  |
|           |                    |                    |              |         | FUND     | CS0011-00 | 01-SEP-1995                   | * Labor     |
| CS0000014 | Mary B. Jacob      | Completed          | 6            | EMHIRE  | EMHIRE   | CS0011-00 | 01-SEP-1995                   | * Jobs      |
|           |                    |                    |              |         | EMHIRE   | CS0011-00 | 21-FEB-1997                   | * Employee  |
|           |                    |                    |              |         | FUND     | CS0011-00 | 01-SEP-1995                   | * Labor     |
| CS0000015 | Chuck J. Alexander | Completed          | 8            | EMHIRE  | EMHIRE   | CS0001-00 | 01-JUL-1997                   | * Jobs      |
|           |                    |                    |              |         | EMHIRE   | CS0001-00 | 21-FEB-1997                   | * Employee  |
|           |                    |                    |              |         | FUND     | CS0001-00 | 01-JUL-1997                   | * Labor     |
| CS0000016 | Malcomb Harley     | Disapproved        | 9            | EMHIRE  | EMHIRE   | CS0006-00 | 01-SEP-1995                   | * Jobs      |
|           |                    |                    |              |         | EMHIRE   | CS0006-00 |                               | * Employee  |
|           |                    |                    |              |         | FUND     | CS0006-00 | 01-SEP-1995                   | * Labor     |
| CS0000003 | Ronald Shoemaker   | Waiting            | 10           | EMJOB   | EMJOB    | A00003-99 | 01-JUL-1995                   | * Jobs      |
|           |                    |                    |              |         | FUND     | A00003-99 | 01-JUL-1995                   | * Labor     |
| CS0000005 | Judy Stovak        | Voided             | 11           | RAISE   | FUND     | CS0005-00 | 01-AUG-1995                   | * Labor     |
|           |                    |                    |              |         | RAISE    | CS0005-00 | 01-AUG-1995                   | * Jobs      |
| CS0000014 | Mary B. Jacob      | Voided             | 12           | RAISE   | FUND     | CS0011-00 | 01-DEC-1996                   | * Labor     |
|           |                    |                    |              |         | RAISE    | CS0011-00 | 01-DEC-1996                   | * Jobs      |
| CS0000014 | Mary B. Jacob      | Voided             | 13           | RAISE   | FUND     | CS0011-00 | 01-DEC-1995                   | * Labor     |
|           |                    |                    |              |         | RAISE    | CS0011-00 | 01-DEC-1995                   | * Jobs      |
| CS0000015 | Chuck J. Alexander | Waiting            | 14           | RAISE   | FUND     | CS0001-00 | 01-OCT-1997                   | * Labor     |
|           |                    |                    |              |         | RAISE    | CS0001-00 | 01-OCT-1997                   | * Jobs      |
| CS0000020 | Harrison Ford      | Voided             | 16           | STUHR   | EMHIRE   | CS0008-00 | 01-SEP-1995                   | * Jobs      |
|           |                    |                    |              |         | EMHIRE   | CS0008-00 |                               | * Employee  |
|           |                    |                    |              |         | FUND     | CS0008-00 | 01-SEP-1995                   | * Labor     |
|           |                    |                    |              |         | JOBEND   | CS0008-00 | 31-MAY-1997                   | * Jobs      |

REPORT : NORAPTR

Banner University  
Electronic Approvals Report  
\* \* \* REPORT CONTROL INFORMATION \* \* \*

Run Date 07/30/97  
Run Time 09:46 AM

| Parameter Name         | Value       | Source  | Message |
|------------------------|-------------|---------|---------|
| Parameter Seq No:      | 39055       |         |         |
| Transaction Status:    | All         | Entered |         |
| Transaction From Date: | 01-MAR-1994 | Entered |         |
| Transaction To Date:   | 31-OCT-1997 | Entered |         |
| Category Code:         | All         | Default |         |
| Line Count:            | 55          | Default |         |
| Record Count:          | 13          |         |         |

## Applicant Report by EEO Skill (PARAPPL)

List applicants by EEO skill.

| Param | Name      | Description/Values         | Required? | Default | Validation                              |
|-------|-----------|----------------------------|-----------|---------|---|
| 01    | From Date | Begin date of report data. | Yes       | None    | Format must be DD-MMM-YYYY or DD-MMM-YY |
| 02    | To Date   | End date of report data.   | Yes       | None    | Format must be DD-MMM-YYYY or DD-MMM-YY |

## Report Attributes

### Sort Order

First by EEO skill, then by position class

### Data Source

PAAAPPL

### Frequency

On demand

### Report Format

Standard horizontal report format

| Name                  | Description  |
|-----------------------|--|
| Applicant Name        | Applicant name   |
| Id                    | Applicant number   |
| Applicant Date        | Date of application  |
| Sex                   | Applicant sex  |
| Ethnic Code           | Applicant ethnic code  |
| FT/PT                 | FT Applicant is applying for a full-time position<br>PT Applicant is applying for a part-time position |
| Source of Application | Applicant's source of information about the open position  |
| Status                | Applicant's current status in the hiring process   |

## Report Sample (PARAPPL)

|                              |                |  |     |             |                  |                       |                      |  |
|------------------------------|----------------|--|-----|-------------|------------------|-----------------------|----------------------|--|
| REPORT: PARAPPL              |                | Banner University                              |     |             |                  |                       | PAGE 1               |  |
|                              |                | Applicant Report By EEO Skill                  |     |             |                  |                       | RUN DATE 02/04/1994  |  |
|                              |                | Applicant Date From 01-JUL-1993 TO 30-SEP-1993 |     |             |                  |                       | RUN TIME 10:30 AM    |  |
| EEO SKILL: 40 Tech/Para Prof |                |  |     |             |                  |                       |                      |  |
| Applicant Name               | Id             | Applicant Date                                 | Sex | Ethnic Code | FT/PT            | Source Of Application | Status               |  |
| Anderson, Rachel             | 236010002      | 11-AUG-1993                                    | F   | 1 White     | F                | Internal Job Posting  |                      |  |
| Apple, Theodore              | 765000001      | 01-JUL-1993                                    | M   | 6 Race/Ethn | F                | Walk In               |                      |  |
| Dean, Thomas R               | 777010007      | 07-SEP-1993                                    | M   | 5 Alaskan N | F                | Internal Reference    |                      |  |
| Teres, Juan A                | 555309555      | 15-JUL-1993                                    | M   | 3 Hispanic  | F                | Times Classified Ad   | RP Reference Check P |  |
| Patton, Rosemary             | 020687941      | 15-JUL-1993                                    | F   | 2 Black     | F                | Mail In               | RP Reference Check P |  |
| TOTALS FOR EEO SKILL 40      |                |  |     |             |                  |                       |                      |  |
| SEX AND ETHNIC COUNTS        |                |  |     |             |                  |                       |                      |  |
| GRAND                        | -----MALE----- |  |     |             | -----FEMALE----- |                       |                      |  |
| TOTAL                        | TOTAL          | 1  | 2   | 3           | 4                | 5                     | 6                    |  |
| 5                            | 2              |  | 1   |             | 1                |                       | 1                    |  |
| SOURCE OF APPLICATIONS       |                |  |     |             |                  |                       |                      |  |
| DESCRIPTION                  |                |  |     | COUNT       |                  |                       |                      |  |
| Internal Job Posting         |                |  |     | 1           |                  |                       |                      |  |
| Internal Reference           |                |  |     | 1           |                  |                       |                      |  |
| Mail In                      |                |  |     | 1           |                  |                       |                      |  |

|                     |   |
|---------------------|---|
| Times Classified Ad | 1 |
| Walk In             | 1 |
| GRAND TOTAL         | 5 |

REPORT: PARAPPL

Banner University  
Applicant Report By EEO Skill  
Applicant Date From 01-JUL-1993 TO 30-SEP-1993

PAGE 3  
RUN DATE 02/04/1994  
RUN TIME 10:30 AM

EEO SKILL:

| TOTALS FOR ALL SKILL CODES<br>SEX AND ETHNIC COUNTS |                |   |   |   |   |   |       |                  |   |   |   |   |  |
|---|----------------|---|---|---|---|---|-------|------------------|---|---|---|---|--|
| GRAND<br>TOTAL                                      | -----MALE----- |   |   |   |   |   | TOTAL | -----FEMALE----- |   |   |   |   |  |
| 6   | 1              | 2 | 3 | 4 | 5 | 6 | 1     | 2                | 3 | 4 | 5 | 6 |  |
|   | 3              |   |   | 1 | 1 |   |       | 3                |   | 1 |   | 1 |  |
| SOURCE OF APPLICATIONS<br>COUNT                     |                |   |   |   |   |   |       |                  |   |   |   |   |  |
| DESCRIPTION   |                |   |   |   |   |   |       |                  |   |   |   |   |  |
| College Newsletter                                  |                |   |   |   |   |   |       |                  |   |   |   |   |  |
| Internal Job Posting                                |                |   |   |   |   |   |       |                  |   |   |   |   |  |
| Internal Reference                                  |                |   |   |   |   |   |       |                  |   |   |   |   |  |
| Mail In   |                |   |   |   |   |   |       |                  |   |   |   |   |  |
| Times Classified Ad                                 |                |   |   |   |   |   |       |                  |   |   |   |   |  |
| Walk In   |                |   |   |   |   |   |       |                  |   |   |   |   |  |
| GRAND TOTAL   |                |   |   |   |   |   |       |                  |   |   |   |   |  |

REPORT: PARAPPL

Banner University  
Applicant Report By EEO Skill  
Applicant Date From 01-JUL-1993 TO 30-SEP-1993

RUN DATE 02/04/1994  
RUN TIME 10:30 AM

EEO SKILL:

| Parameter Name    | Value       | * * * REPORT CONTROL INFORMATION * * * |                                   |
|-------------------|-------------|--|-----------------------------------|
|                   |             | Source                                 | Message                           |
| Parameter Seq No: | 16465       |  |                                   |
| From Date:        | 01-JUL-1993 | Entered                                |                                   |
| To Date:          | 30-SEP-1993 | Entered                                |                                   |
| Line Count        | 55          |  |                                   |
| Record Count      | 6           |  | Count of Employee Records Printed |

## Match Applicants to Position (PARMAPP)

Matches applicants (including employees who have applied for new positions) to existing vacancies according to qualifications specified and weighted by the requester.

Lists all applicants for a position or requisition in descending order of matching skill, education, examination, and certification requirements. Provides applicant scores for both required and optional qualifications.

**Note:** Before running this report for the first time, please refer to the Supplemental Notes (immediately following the Fields section) for detailed instructions on its set-up and use.

| Param | Name                           | Description/Values   | Required? | Default | Validation |
|-------|--------------------------------|--|-----------|---------|------------|
| 01    | Employee/Applicant Selection   | Applicants and/or employees.<br>A Report on applicants only<br>E Report only on employees who have made application for the position(s) or requisition(s) specified at the following parameters<br>B Report on both applicants and employees | Yes       | None    | None       |
| 03    | All Positions or Requisitions? | Positions/Requisitions indicator:<br>Y Report on all positions/requisitions<br>N Report on only the positions/requisitions specified at the <b>Position or Requisition Number</b> parameter(s)   | Yes       | None    | None       |
| 04    | Requisition Number             | This parameter appears only if you entered R at <b>Report Choice</b> . (This is a repeating parameter.)  | No        | None    | PAAREQU    |
| 05    | All Requisition Statuses?      | Requisition status indicator:<br>Y = Report on all requisition statuses  | Yes       | No      | None       |

| Param | Name               | Description/Values  | Required? | Default | Validation                                      |
|-------|--------------------|---|-----------|---------|---|
|       |                    | N = Report on only the requisition statuses specified in <b>Requisition Status</b>  |           |         |   |
| 06    | Requisition Status | Requisition status. This parameter appears only if you entered R at <b>Report Choice</b> . (This is a repeating parameter.)           | No        | None    | PTRREQS   |
| 07    | Position           | Position number. This parameter appears only if you entered P at <b>Report Choice</b> and N at <b>All Positions or Requisitions</b> . | No        | None    | NBAPOSN   |
| 08    | As of Date         | Report as-of date   | Yes       | None    | Format must be DD-<br>MMM-YYYY or DD-<br>MMM-YY |

## Report Attributes

### Sort Order

First by position or requisition, then chronologically (from highest to lowest) by applicant's final required score

### Data Source

PAAPREQ PPACERT PPAGENL PPASKIL PTRSKLV STVDEGC STVDLEV

### Frequency

On demand

### Report Format

Standard horizontal report format

| Name                 | Description   |
|----------------------|---|
| POSITION             | Position  |
| FACTOR OF IMPORTANCE | <p>Factor of importance on a scale of 1 to 10. This value is established on the Position Requirements page (PAAPREQ).</p> <p>A score of 10 in any criterion indicates that the applicant meets all specified requirements in that criterion.</p> <p>A score of less than 10 in any criterion indicates that the applicant does not meet all specified requirements in that criterion.</p> <p>A score of greater than 10 in any criterion indicates that the applicant exceeds specified requirements in that criterion.</p> |
| SKILL                | Weight assigned to skill for this position on PAAPREQ   |
| DEGREE               | Weight assigned to degree for this position on PAAPREQ  |
| EXAM                 | Weight assigned to examination for this position on PAAPREQ   |
| CERTIFICATE          | Weight assigned to certificate for this position on PAAPREQ   |
| ID                   | Applicant/employee ID as established on the Identification page (PPAIDEN)   |
| NAME                 | Applicant/employee name   |
| A/E                  | <p>Applicant/Employee indicator:</p> <p>APP Applicant</p> <p>EMP Employee</p>   |
| REQUIRED SCORES      | Scores for criteria marked as required on PAAPREQ   |
| FINAL                | Applicant/employee's final required score   |
| SKILL                | This applicant/employee's required score for skill  |
| DEGREE               | This applicant/employee's required score for degree   |

| Name                       | Description   |
|----------------------------|---|
| EXAM                       | This applicant/employee's required score for examination    |
| CERT                       | This applicant/employee's required score for certification  |
| OPTIONAL SCORES            | Applicant/employee's final optional score                   |
| FINAL                      | Average of this applicant/employee's optional factor scores |
| SKILL                      | This applicant/employee's optional score for skill          |
| DEGREE                     | This applicant/employee's optional score for degree         |
| EXAM                       | This applicant/employee's optional score for examination    |
| CERT                       | This applicant/employee's optional score for certification  |
| TOTAL NUMBER OF APPLICANTS | Total number of applicants for this position or requisition |

## Supplemental Information

The following information is provided to supplement the field definitions above.

Entering values at the **Req Number**, **Req Status**, **Position Number**, and **Employee/Applicant** parameters produces a report listing all applicants for the position/requisition number in descending order of matching requirements. To use this report effectively, scan each applicant's qualifications and arrive at a rating for Required Criteria and another for Optional Criteria. You can do this by using the following formula:

$(w1*x1 + w2*x2 + w3*x3 + w4*x4) / (w1 + w2 + w3 + w4)$  where:

|                   |                                   |
|-------------------|-----------------------------------|
| x = criteria      | w = weights (factor of important) |
| x1 = Skill        | w1 = Weight for skill             |
| x2 = Degree       | w2 = Weight for degree            |
| x3 = Exam         | w3 = Weight for exam              |
| x4 = Certificates | w4 = Weight for certificate       |



All criteria marked required on the Position Requirements page (PAAPREQ) contribute to the Required Criteria Rating, while those marked optional generate the Optional Criteria Rating. This report prints the score received by the applicant for each of the criteria (required and optional). The importance factor is entered on a scale of 1 to 10:

- A score of 10 in any criterion indicates that the applicant meets all specified requirements in that criterion.
- A score of less than 10 in any criterion implies that the applicant does not meet all specified requirements in that criterion.
- A score of greater than 10 in any criterion implies that the applicant exceeds specified requirements in that criterion.

Factors of importance for the four criteria are entered for each position in the last section of the Position Requirements page (PAAPREQ). The following pictures show how this data was entered for the sample report provided in this section.

```

Page: PAAPREQ      1.3           Banner University      05-JAN-1993 16:53:36
                        POSITION REQUIREMENTS PAGE                        Page 1 of 3
-----
      Position Number: E00003  Programmer Analyst_____
-----
                        SKILLS BLOCK  -----
Skill   Description              Ind   Level  Description              Ind
SQL_____ SQL - Query Language_____ R     ADV Advanced_____ R
UNIX_____ Unix OS_____ R     3     4-5 Yrs_____ R
-----
                        DEGREE BLOCK  -----
Degree              Ind   Level              Ind
BS_____ Bachelor of Science_____ R     02 Bachelor_____ R
-----
                        MAJOR BLOCK  -----
      Major: COMP  Computer Science_____ Req Ind: R
-----
                        MINOR BLOCK  -----
      Minor: MATH  Mathematics_____ Req Ind: R
-----
                        AREAS OF CONCENTRATION BLOCK  -----
      Concentration: MATH  Mathematics_____ Req Ind: R

```

```

-----Page 2 of 3
      Position #: E00003  Programmer Analyst_____

```

| ----- EXAMINATION BLOCK -----   |                             |                              |         |
|---------------------------------|-----------------------------|------------------------------|---------|
| Exam Code                       |                             | Score                        | Req Ind |
| SQ                              | SQL Prowess                 | 75                           | R       |
| ---                             | ---                         | ---                          | ---     |
| ---                             | ---                         | ---                          | ---     |
| ---                             | ---                         | ---                          | ---     |
| ----- CERTIFICATION BLOCK ----- |                             |                              |         |
| Certification Code              |                             | Req Ind                      |         |
| CPA_                            | Certified Public Accounting |                              | R       |
| ---                             | ---                         |                              | ---     |
| ---                             | ---                         |                              | ---     |
| ---                             | ---                         |                              | ---     |
| ----- ENDORSEMENT BLOCK -----   |                             |                              |         |
| Certification Code              |                             | Endorsement Code             | Req Ind |
| CPA_                            | Certified Public Acc        | GA_ General Accounting Board | R       |
| ---                             | ---                         | ---                          | ---     |
| ---                             | ---                         | ---                          | ---     |
| ---                             | ---                         | ---                          | ---     |

| -----Page 3 of 3   |                                      |
|--|--------------------------------------|
| Position #: E00003 Programmer Analyst                        |                                      |
| ----- POSITION REQUIREMENTS FACTOR OF IMPORTANCE BLOCK ----- |                                      |
| Criteria   | Factor of Importance (Rating 0 - 10) |
| Skills:  | 9.20                                 |
| Degrees:   | 8.50                                 |
| Examinations:  | 5.00                                 |
| Certificates:  | 4.00                                 |

## Evaluating Skills

Since skill level codes can be alphabetical, a numeric value field is provided on the Skill Level Rule page (PTRSKLV) to enable you to rank skill levels. The following pictures show how this report sample's skill levels were defined:

```
Page: PTRSKLV      1.3           Banner University      05-JAN-1993 16:57:52
                        SKILL LEVELS RULE PAGE
```

```
-----
Skill: SQL__ SQL - Query Language__ Level: BEG Beginner__
Numeric Value: __1 Activity Date: 27-NOV-1992
```

```
-----
Skill: SQL__ SQL - Query Language__ Level: INT Intermediate__
Numeric Value: __2 Activity Date: 27-NOV-1992
```

```
-----
Skill: SQL__ SQL - Query Language__ Level: MID Mid-level__
Numeric Value: __3 Activity Date: 27-NOV-1992
```

```
-----
Skill: SQL__ SQL - Query Language__ Level: PRO Proficient__
Numeric Value: __4 Activity Date: 27-NOV-1992
```

```
-----
Skill: SQL__ SQL - Query Language__ Level: ADV Advanced__
Numeric Value: __5 Activity Date: 27-NOV-1992
```

```
-----
Skill: SQL__ SQL - Query Language__ Level: EXP Expert__
Numeric Value: __6 Activity Date: 27-NOV-1992
```

```
Page: PTRSKLV      1.3           Banner University      05-JAN-1993 16:55:20
                        SKILL LEVELS RULE PAGE
```

```
-----
Skill: UNIX__ Unix OS__ Level: 3__ 1-2 Yrs__
Numeric Value: __3 Activity Date: 27-NOV-1992
```

```

Skill: UNIX__ Unix OS_____ Level: 4__ 3-4 Yrs_____
Numeric Value: __4_____ Activity Date: 27-NOV-1992
-----
Skill: UNIX__ Unix OS_____ Level: 5__ 5-6 Yrs_____
Numeric Value: __5_____ Activity Date: 27-NOV-1992
-----
Skill: UNIX__ Unix OS_____ Level: 6__ 7-8 Yrs_____
Numeric Value: __6_____ Activity Date: 27-NOV-1992
-----
Skill: UNIX__ Unix OS_____ Level: 7__ 9-10 Yrs_____
Numeric Value: __7_____ Activity Date: 27-NOV-1992
-----
Skill: UNIX__ Unix OS_____ Level: 8__ >10 Yrs_____
Numeric Value: __8_____ Activity Date: 27-NOV-1992

```

Skill requirements for Position E00003 on this report sample were established as follows:

```

Page: PAAPREQ      1.3           Banner University      05-JAN-1993 16:53:36
                        POSITION REQUIREMENTS PAGE                Page 1 of 3
-----
      Position Number: E00003  Programmer Analyst_____
-----
Skill  Description          Ind   Level  Description          Ind
SQL___ SQL - Query Language_____ R     ADV Advanced_____ R
UNIX__ Unix OS_____ R     3__ 4-5 Yrs_____ R
      Skill   Level   Numeric Val   Maximum Numeric Val
      SQL     ADV     5             6
      UNIX     3       3             8
Requirements score for skills for position = 3/8 + 5/6
                                           = 0.38+ 0.83
                                           = 1.21

```

Skill requirements for ID number 765000011 on this report sample were established like this:

|                     |                      |                   |                       |
|---------------------|----------------------|-------------------|-----------------------|
| Page: PPASKIL       | 1.2                  | Banner University | 05-JAN-1993 16:57:18  |
| PERSON SKILLS PAGE  |                      |                   |                       |
| -----               |                      |                   |                       |
| Id: 765000011       |                      | Name: Rose        | Barbara M             |
| -----               |                      |                   |                       |
| PERSON SKILLS BLOCK |                      |                   |                       |
| -----               |                      |                   |                       |
| Skill               | Description          | Level             | Description           |
| COBOL               | Cobol                | 3                 | Lots of Experience    |
| Start Date: _____   |                      | End Date: _____   | Date Last Used: _____ |
| Comments: _____     |                      |                   |                       |
| -----               |                      |                   |                       |
| Skill               | Description          | Level             | Description           |
| SQL                 | SQL - Query Language | PRO               | Proficient            |
| Start Date: _____   |                      | End Date: _____   | Date Last Used: _____ |
| Comments: _____     |                      |                   |                       |
| -----               |                      |                   |                       |
| Skill               | Description          | Level             | Description           |
| UNIX                | Unix OS              | 6                 | 7-8 Yrs               |
| Start Date: _____   |                      | End Date: _____   | Date Last Used: _____ |
| Comments: _____     |                      |                   |                       |

| Skill | Level | Numeric Value | Maximum Numeric Value |
|-------|-------|---------------|-----------------------|
| UNIX  | 6     | 6             | 8                     |
| SQL   | PRO   | 4             | 6                     |

The Applicant Skill score =  $6/8 + 4/6 = 1.42$

$x1 = 1.42/1.21 * 10 = 11.74$  <--Required Score for Skills printed on report

For skills entered on PAAPREQ that have no levels or if the skill level is specified to be optional, add 1 if the skill is present and 0 if the skill is absent for the applicant.

Evaluating Degrees. The following pictures show how this report sample's degree was defined. Required major and minor are stipulated on PAAPREQ:

```

----- DEGREE BLOCK -----
Degree                               Ind   Level                               Ind
BS___ Bachelor of Science            R    02 Bachelor                               R
----- MAJOR BLOCK -----
Major: COMP Computer Science          Req Ind: R
----- MINOR BLOCK -----
Minor: MATH Mathematics                Req Ind: R
----- AREAS OF CONCENTRATION BLOCK -----
Concentration: MATH Mathematics        Req Ind: R

```

A numeric value is assigned to the degree level :

```

Page: STVDEGC      1.11      Banner University      05-JAN-93 16:56:08
DEGREE CODE VALIDATION PAGE                               Page 1 of 1
-----
Degree                               Count in                               Degree                               Sys Activity Date
Code                               Fin. Aid.                               Lvl Category Req
BED___ Bachelor of Education          Y              02      24      -      28-AUG-92
BFA___ Bachelor of Fine Arts          Y              02      24      -      28-AUG-92
BM___ Bachelor of Music                Y              02      24      -      28-AUG-92
BS___ Bachelor of Science              Y              02      24      -      28-AUG-92
BSME___ Bach of Science & Mech Eng    Y              02      24      -      28-AUG-92

```

```

Page: STVDLEV      1.11      Banner University      05-JAN-93 16:56:47

```

| DEGREE LEVEL CODE VALIDATION PAGE |                   |               |               | Page 1 of 1 |
|-----------------------------------|-------------------|---------------|---------------|-------------|
| Code                              | Description       | Numeric Value | Activity Date |             |
| 01                                | Associate _____   | 10            | 30-JUL-92     |             |
| 02                                | Bachelor _____    | 30            | 28-JUL-92     |             |
| 03                                | Master _____      | 40            | 28-JUL-92     |             |
| 04                                | Doctorate _____   | 50            | 28-JUL-92     |             |
| 05                                | Other _____       | 10            | 28-JUL-92     |             |
| 06                                | Unknown _____     | 0             | 28-JUL-92     |             |
| 07                                | Certificate _____ | 5             | 28-AUG-92     |             |

If there is no degree level or if the degree level is optional, add 1 if the applicant has the same degree as specified on PAAPREQ and if all required majors, minors and concentrations are present.

If a level is specified, an applicant qualifies if his/her degree has all the required majors, minors and concentrations and the level of the applicant's degree is greater than or equal to the specified level.

Below is a sample calculation of x2 (Degree Score). The degree and level specified on PAAPREQ are:

|         |   |
|---------|---|
| Degree: | BS Computer Science                                     |
| Level:  | 02 Bachelor of Science                                  |
|         | Numeric Value = 30                                      |
|         | Maximum numeric rating for degree level in STVDLEV = 90 |

Degree Requirement Score for this position =  $30/90 = 0.33$

This requirement score can now be used to evaluate applicants. The following degree data has been defined for applicant number 765000011:

|                                   |            |                          |                      |
|-----------------------------------|------------|--------------------------|----------------------|
| Page: PPAGENL                     | 1.3        | Banner University        | 05-JAN-1993 17:02:15 |
|                                   |            | GENERAL INFORMATION PAGE | Page 1 of 2          |
| -----                             |            |                          |                      |
| Id: 765000011                     | Name: Rose | Barbara                  | M                    |
| ----- PRIOR EDUCATION BLOCK ----- |            |                          |                      |

```

Code: 000003  Kansas State Univ_____ Transcript Received: _____
                                           Transcript Reviewed: _____
                                           Transcript Official: _____

----- DEGREE BLOCK -----
Degree: MS_____ Master of Science_____ Level: 03 Master_____
Date: 12-MAY-1992  Attended: 08-SEP-1989 01-MAY-1991  Hours: _____ GPA: _____
----- MAJOR BLOCK -----
                COMP  Computer Science_____
                _____
----- MINOR BLOCK -----
                MATH  Mathematics_____
                _____
----- AREAS OF CONCENTRATION BLOCK -----
                _____
                _____

```

All required majors, minors and concentrations match.

Degree = M.S. Level = 03 Numeric Value = 40 Maximum Numeric Value = 90

Degree Score =  $40/90 = 0.44$

$x2 = 0.44/0.33 * 10 = 13.33$  <--Required Degree Score printed on report (Linearly transform to 10, since factors of importance are on a scale of 1 to 10)

## Evaluating Exams

The following pictures of PPAGENL show how this report sample's exams were defined:

```

----- EXAMINATION BLOCK -----
Exam Code      Score      Req Ind
SQ SQL Prowess _____ 75      R
____
____

```



The requirement score for this position for Exams = 1 (total number of exams specified as required)

The following exam data has been defined for applicant number 765000011:

|                               |  |                 |        |              |           |
|-------------------------------|--|-----------------|--------|--------------|-----------|
| Id: 765000011                 |  | Name: Rose_____ |        | Barbara_____ | M         |
| ----- EXAMINATION BLOCK ----- |  |                 |        |              |           |
| Exam Code                     |  | Exam Date       | Score  | Percent      | Pass/Fail |
| SQ SQL Prowess_____           |  | 01-JAN-1991     | ____90 | _____        | P         |
| ____                          |  | _____           | _____  | _____        | ____      |
| ____                          |  | _____           | _____  | _____        | ____      |

To calculate x3 (Exams Score), add 1 if the applicant has passed the specified exam. (If there is a minimum score to pass, the applicant's exam score must be greater than or equal to the minimum score. If the exam has the pass/fail indicator set to P, the applicant must have passed.) The calculation for applicant number 765000011 is as follows:

$x3 = 1/1 * 10 = 10$  <---- Required Exam Score printed on report

## Evaluating Certificates

The following picture of PAAPREQ shows how certificates requirements are established:

|                                 |                             |         |
|---------------------------------|-----------------------------|---------|
| ----- CERTIFICATION BLOCK ----- |                             |         |
| Certification Code              |                             | Req Ind |
| CPA_                            | Certified Public Accounting | R       |
| ---                             | ---                         | ---     |
| ---                             | ---                         | ---     |
| ---                             | ---                         | ---     |
| ----- ENDORSEMENT BLOCK -----   |                             |         |
| Certification Code              | Endorsement Code            | Req Ind |

|                            |                               |   |
|----------------------------|-------------------------------|---|
| CPA__ Certified Public Acc | GA__ General Accounting Board | R |
| _____                      | _____                         | — |

Using this data, the certificate score is calculated as follows:

Requirement score for position for Certificates = 1 (total number of certificates that are specified to be required)

x4 (Applicant's Required Score for Certificates) is determined by adding 1 for each required certificate that has all the required endorsements.

The following certification data has been defined for applicant number 765000011:

```

Page: PPACERT      1.2           Banner University           13-NOV-1990 09:15:47
      CERTIFICATION INFORMATION PAGE
-----
      Id: 765000011   Name: Rose_____ Barbara_____ M
-----
      CERTIFICATION BLOCK
-----
Certification Code      Date      Next Date      Certificate No  Expire Date
CPA_ Cert Public Account_ 22-JUL-1990 _____ 22-JUL-1991
CPR_ Cardiopulmonary Res_ 13-NOV-1992 _____ 13-NOV-1993
____
____
____
____
____
____
-----
      ENDORSEMENT BLOCK
-----
Certification Code      Endorsement Code      Date
CPA_ Cert Public Account_____ GA General Accounting Board_____ 22-JUL-1990
____
____
  
```

The calculation for applicant number 765000011 is as follows:

$x4 = 1/1 * 10 = 10$  <--Required Certification Score printed on report

## Final Score

The final score can now be calculated using these required scores:

|    |              |     |
|----|--------------|-----|
| w1 | Skills       | 9.2 |
| w2 | Degrees      | 8.5 |
| w3 | Exams        | 5.0 |
| w4 | Certificates | 4.0 |

Applicant number 765000011 has these scores:

|    |              |       |
|----|--------------|-------|
| w1 | Skills       | 11.74 |
| w2 | Degrees      | 13.33 |
| w3 | Exams        | 10.0  |
| w4 | Certificates | 10.0  |

With  $w$  = weights (factor of importance) and  $x$  = criteria, the formula is:

$$(w1*x1 + w2*x2 + w3*x3 + w4*x4) / (w1 + w2 + w3 + w4)$$

The final Required Score for applicant number 765000011 is therefore calculated as follows:

$$[(9.2 * 11.74) + (8.5 * 13.33) + (5 * 10) + (4 * 10)] / (9.2 + 8.5 + 5 + 4) = 11.66$$

Optional Scores for all criteria are calculated in the same way.

## Report Sample (PARMAPP)

REPORT: PARMAPP

Banner University  
Match Applicants to Position

PAGE 1  
RUN DATE 01/26/1993  
RUN TIME 07:48 PM

Position: E00003 Programmer Analyst

Factor of Importance: Skill: 9.20 Degree: 8.50 Exam: 5.00 Certificate: 4.00

|           |                 | -----Required Scores----- |       |       |        |      |      | -----Optional Scores----- |       |        |      |      |  |
|-----------|-----------------|---------------------------|-------|-------|--------|------|------|---------------------------|-------|--------|------|------|--|
| Id        | Name            | A/E                       | Final | Skill | Degree | Exam | Cert | Final                     | Skill | Degree | Exam | Cert |  |
| 765000011 | Rose, Barb M    | EMP                       | 11.66 | 11.74 | 13.33  | 10   | 10   | 3.37                      | 0     | 0      | 10   | 10   |  |
| 765000002 | Alberts, Jane R | EMP                       | 10.23 | 7.6   | 13.33  | 10   | 10   | 1.5                       | 0     | 0      | 0    | 10   |  |
| 765000001 | White, Robert M | EMP                       | 7.9   | 8.26  | 10     | 10   | 0    | 1.87                      | 0     | 0      | 10   | 0    |  |

Total Number of Applicants for the Position E00003 Programmer Analyst is 3

REPORT : PARMAPP

Banner University

PAGE 2  
 RUN DATE 01/26/1993  
 RUN TIME 07:48 PM

Match Applicants to Position  
 \* \* \* REPORT CONTROL INFORMATION \* \* \*

\*NOTE\* For all repeating parameters only valid values are inserted in the collector table because wildcards are permitted.

| Parameter Name        | Value       | Source  | Message |
|-----------------------|-------------|---------|---------|
| Parameter Seq No:     | 58988       |         |         |
| Employee/Applicant    | b           | Entered |         |
| Position/Requisitions | p           | Entered |         |
| All Positions ?       | n           | Entered |         |
| Position Number:      | E00003      | Entered |         |
| As of Date            | 01-JAN-1993 | Entered |         |
| Line Count:           | 55          |         |         |
| Record Count:         | 3           |         |         |

## Requisition Status Report (PARREQS)

Provides detailed status of requisition descriptions.

| Param | Name       | Description/Values         | Required? | Default | Validation                              |
|-------|------------|----------------------------|-----------|---------|---|
| 01    | Start Date | Begin date of report data. | Yes       | None    | Format must be DD-MMM-YYYY or DD-MMM-YY |
| 02    | End Date   | End date of report data.   | Yes       | None    | Format must be DD-MMM-YYYY or DD-MMM-YY |

---

## Report Attributes

### Sort Order

First by status, then by requisition number, then by applicant ID number

### Data Source

|                 |
|-----------------|
| PAAAPPL PAAREQS |
|-----------------|

### Frequency

On demand

### Report Format

Standard horizontal report format

| Name               | Description                              |
|--------------------|--|
| Status             | Requisition status                       |
| Requisition Number | Requisition number                       |
| Position Number    | Position number                          |
| Description        | Position description                     |
| Vacancy Date       | Date position becomes vacant             |
| Notified Date      | Position vacancy notification date       |
| Approval Date      | Position requisition approval date       |
| Appl ID            | ID number of applicant for this position |
| Applicant Name     | Applicant name                           |

| Name      | Description         |
|-----------|---------------------|
| Appl Date | Date of application |

## Report Sample (PARREQS)

| REPORT: PARREQS   |                        |                    |                       |                 |                  |                  | PAGE 1              |
|---|------------------------|--------------------|-----------------------|-----------------|------------------|------------------|---------------------|
| Banner University   |                        |                    |                       |                 |                  |                  | RUN DATE 01/08/1992 |
| Requisition Status Report                                   |                        |                    |                       |                 |                  |                  | RUN TIME 09:44 AM   |
| Requisition Status Date Between 01-OCT-1991 AND 31-DEC-1991 |                        |                    |                       |                 |                  |                  |                     |
| STATUS: AA  | Active after 01-JAN-92 |                    |                       |                 |                  |                  |                     |
| REQUISITION<br>NUMBER                                       | REQUISITION<br>DATE    | POSITION<br>NUMBER | DESCRIPTION           | VACANCY<br>DATE | NOTIFIED<br>DATE | APPROVAL<br>DATE |                     |
| R000000015  | 09-DEC-1991            | CWS001             | Work Study            | 08-DEC-1991     | 09-DEC-1991      | 08-DEC-1991      |                     |
| R000000016  | 09-DEC-1991            | E00004             | Manager               | 02-JAN-1991     | 09-DEC-1991      | 09-DEC-1991      |                     |
| APPL ID   | APPLICANT NAME         |                    | APPL DATE             |                 |                  |                  |                     |
|   | 322347821              | Buck, Ellie D      | 09-DEC-1991           |                 |                  |                  |                     |
| R000000040  | 09-DEC-1991            | 000003             | Admin Assistant       | 30-DEC-1991     | 09-DEC-1991      | 08-DEC-1991      |                     |
| R000000041  | 09-DEC-1991            | 000003             | Admin Assistant       | 30-DEC-1991     | 09-DEC-1991      | 08-DEC-1991      |                     |
| R000000042  | 09-DEC-1991            | BAYLR1             | Director of Personnel | 30-DEC-1991     | 09-DEC-1991      | 08-DEC-1991      |                     |
| R000000043  | 09-DEC-1991            | BAYLR1             | Director of Personnel | 30-DEC-1991     | 09-DEC-1991      | 08-DEC-1991      |                     |
| R000000044  | 09-DEC-1991            | BAYLR1             | Director of Personnel | 30-DEC-1991     | 09-DEC-1991      | 08-DEC-1991      |                     |
| R000000045  | 09-DEC-1991            | E00004             | Manager               | 30-DEC-1991     | 09-DEC-1991      | 08-DEC-1991      |                     |
| R000000046  | 09-DEC-1991            | CWS001             | Work Study            | 08-DEC-1991     | 09-DEC-1991      | 08-DEC-1991      |                     |

| REPORT: PARREQS   |                     |                    |                      |                 |                  |                  | RUN DATE 01/08/1992 |
|---|---------------------|--------------------|----------------------|-----------------|------------------|------------------|---------------------|
| Banner University   |                     |                    |                      |                 |                  |                  | RUN TIME 09:44 AM   |
| Requisition Status Report                                   |                     |                    |                      |                 |                  |                  |                     |
| Requisition Status Date Between 01-OCT-1991 AND 31-DEC-1991 |                     |                    |                      |                 |                  |                  |                     |
| STATUS: OP  | Open                |                    |                      |                 |                  |                  |                     |
| REQUISITION<br>NUMBER                                       | REQUISITION<br>DATE | POSITION<br>NUMBER | DESCRIPTION          | VACANCY<br>DATE | NOTIFIED<br>DATE | APPROVAL<br>DATE |                     |
| 12345678  | 02-DEC-1991         | 000002             | Customer Support Sec | 16-DEC-1991     | 10-DEC-1991      | 17-DEC-1991      |                     |
| APPL ID   | APPLICANT NAME      |                    | APPL DATE            |                 |                  |                  |                     |
|   | 766000008           | White, Kathy M     | 23-DEC-1991          |                 |                  |                  |                     |
| R000000020  | 09-DEC-1991         | E00005             | Director             | 30-DEC-1991     | 16-DEC-1991      |                  |                     |
| R000000021  | 09-DEC-1991         | E00002             | Assoc Dir of Systems | 02-JAN-1991     | 16-DEC-1991      |                  |                     |
| R000000028  | 09-DEC-1991         | E00004             | Manager              | 02-JAN-1992     | 09-DEC-1991      | 08-DEC-1991      |                     |
| R000000048  | 09-DEC-1991         | CWS001             | Work Study           | 08-DEC-1991     | 09-DEC-1991      | 08-DEC-1991      |                     |
| R000000049  | 09-DEC-1991         | CWS001             | Work Study           | 08-DEC-1991     | 09-DEC-1991      | 08-DEC-1991      |                     |
| R000000050  | 09-DEC-1991         | CWS001             | Work Study           | 08-DEC-1991     | 09-DEC-1991      | 08-DEC-1991      |                     |

|            |             |        |                      |             |             |             |
|------------|-------------|--------|----------------------|-------------|-------------|-------------|
| R000000051 | 09-DEC-1991 | CWS001 | Work Study           | 08-DEC-1991 | 09-DEC-1991 | 08-DEC-1991 |
| R000000052 | 09-DEC-1991 | CWS001 | Work Study           | 08-DEC-1991 | 09-DEC-1991 | 08-DEC-1991 |
| R000000053 | 09-DEC-1991 | CWS001 | Work Study           | 08-DEC-1991 | 09-DEC-1991 | 08-DEC-1991 |
| R910000002 | 10-DEC-1991 | 000002 | Customer Support Sec | 01-JAN-1992 | 01-JAN-1992 | 15-DEC-1991 |

REPORT: PARREQS

PAGE 7  
RUN DATE 01/08/1992  
RUN TIME 09:44 AM

Banner University  
Requisition Status Report  
Requisition Status Date Between 01-OCT-1991 AND 31-DEC-1991  
\* \* \* REPORT CONTROL INFORMATION \* \* \*

| Parameter Name    | Value       | Source  | Message                       |
|-------------------|-------------|---------|-------------------------------|
| Parameter Seq No: | 21889       |         |                               |
| From Date:        | 01-OCT-1991 | Entered |                               |
| To Date:          | 31-DEC-1991 | Entered |                               |
| Line Count        | 55          |         |                               |
| Record Count      | 9           |         | Count of Requisitions Printed |

## COBRA Persons

Lists covered and/or unenrolled COBRA persons.

| Param | Name                    | Description/Values  | Required? | Default | Validation                              |
|-------|-------------------------|---|-----------|---------|---|
| 01    | Cobra Report As Of Date | Date on which report is to be run.  | Yes       | None    | Format must be DD-MMM-YYYY or DD-MMM-YY |
| 02    | Report Choice           | Database population to be included in report:<br>1 All COBRA persons<br>2 Covered COBRA persons<br>3 Unenrolled COBRA persons | Yes       | None    | None                                    |

| Param | Name              | Description/Values  | Required? | Default | Validation |
|-------|-------------------|---|-----------|---------|------------|
| 03    | Address Type Code | Address type code that indicates which employee address to print. | Yes       | None    | STVATYP    |

## Report Attributes

### Frequency

Alphabetic by person

### Data Source

PCAPERS PTRCBEN PTRCOBR

### Frequency

On demand as new COBRA people are added

### Report Format

Standard horizontal report format

| Name              | Description   |
|-------------------|---|
| NAME/ID/ADDRESS   | Name, ID number, and address of COBRA person  |
| QUALIFYING REASON | Reason that qualifies person for COBRA. The reason code in this field is defined in the COBRA Reason Rule page (PTRCOBR). |
| QUALIFYING DATE   | Date on which person became eligible for COBRA coverage   |
| COV ACCPTD        | Coverage Acceptance Indicator:<br>Y COBRA coverage accepted   |



| Name                       | Description   |
|----------------------------|---|
|                            | N COBRA coverage declined   |
| COV ACTIVE                 | Coverage Active Indicator:<br>Y COBRA coverage active<br>N COBRA coverage not active. Coverage has been either terminated or declined.  |
| ENROLLMENT DATE            | COBRA enrollment date. The date in this field indicates the day the employer received the person's COBRA acceptance letter.   |
| COV BEG DATE               | Beginning date of COBRA coverage  |
| COVERAGE END DATE          | End date of COBRA coverage. This date is calculated by adding the number of coverage months associated with this person's Qualifying Reason to the Qualifying Date. The number of coverage months is established on the COBRA Reason Rule page (PTRCOBR).   |
| OTHER COV                  | Other Coverage Indicator:<br>Y Person has other medical coverage and is ineligible for COBRA.<br>N Person does not have other medical coverage.   |
| NOTIFIED DATE              | Date this person's COBRA notification letter was generated by the COBRA Notification Letters Report (PCRNOTF) and sent to the COBRA person  |
| ELECTING END DATE          | End date of the election period during which the person must either accept or decline COBRA coverage. This date is calculated by adding the number of election days associated with this person's Qualifying Reason to the later of the Qualifying Date or the COBRA Coverage Begin Date. The number of election days is established on the COBRA Reason Rule page (PTRCOBR). |
| ENROLLMENT END NOTICE DATE | Date the enrollment end notice was sent informing this COBRA person that the coverage election period has ended. The letter was generated on this date by the COBRA Batch Processes Report (PCRLTRS).   |
| LAST LATE NOTICE DATE      | Date the last late notice for non-payment of premium was sent to this COBRA person. The letter was generated on this date by the COBRA Batch Processes Report (PCRLTRS).  |
| TERMINATION NOTICE DATE    | Date on which this COBRA person was sent a notice terminating coverage for non-payment of premium. The letter was generated on this date by the COBRA Batch Processes Report (PCRLTRS).   |

| Name                   | Description   |
|------------------------|---|
| EXPIRATION NOTICE DATE | Date the expiration notice was sent informing this COBRA person that coverage was about to expire. The letter was generated on this date by the COBRA Batch Processes Report (PCRLTRS). |
| BENEFACTOR             | Name and ID of employee (or other benefactor) who makes this person eligible for COBRA benefits   |
| RELATION               | Relationship of benefactor to COBRA person  |
| BENEFIT CODE           | Code of COBRA person's benefit. This code is defined on the COBRA Benefit Rule page (PTRCBEN).  |
| PLAN                   | Plan code. This code is defined on the COBRA Benefit Rule page (PTRCBEN) in conjunction with the benefit code.  |
| BEGIN DATE             | Benefit coverage begin date. This date is calculated on the COBRA Benefit Rule page (PTRCBEN).  |
| END DATE               | Benefit coverage end date. This date is defined on the COBRA Benefit Rule page (PTRCBEN).   |
| BASIC COST             | Basic cost of this benefit/plan   |
| ADMIN FEE              | Administrative cost of this benefit/plan  |
| TOTAL COST             | Total cost of this benefit/plan. This amount is calculated by adding the basic cost to the administrative cost. Costs are established on the COBRA Benefit Rule page (PTRCBEN).         |

## Report Sample (PCRCORT)

|  |  |   |                            |                       |  |                         |              |                        |           |
|--|--|---|----------------------------|-----------------------|--|-------------------------|--------------|------------------------|-----------|
| REPORT : PCRCORT   |  | Banner University<br>All Cobra Persons<br>As Of 01-JAN-1992 |                            |                       | PAGE 1<br>RUN DATE 01/29/1993<br>RUN TIME 11:25 AM |                         |              |                        |           |
| NAME /ID/ADDRESS   |  | QUALIFYING REASON   | QUALIFYING DATE            | COV ACPTD             | COV ACTIVE   | ENROLLMENT DATE         | COV BEG DATE | COVERAGE END DATE      | OTHER COV |
| Thomas, Patrica M<br>777010015<br>90 Rosetree Street<br>Coatesvill<br>AB 19320 |  | LS Loss of Depend   | 29-JAN-1992                | Y                     | Y  | 29-JAN-1992             | 29-JAN-1992  | 31-JAN-1995            | N         |
| NOTIFIED DATE  |  | ELECTION END DATE   | ENROLLMENT END NOTICE DATE | LAST LATE NOTICE DATE |  | TERMINATION NOTICE DATE |              | EXPIRATION NOTICE DATE |           |

|   |    |                 |             |                    |            |           |            |
|---|----|-----------------|-------------|--------------------|------------|-----------|------------|
| 01-MAY-1992                                 |    | 30-JUN-1992     |             |                    |            |           |            |
| BENEFACTOR: 777010001 Jones, Robert Michael |    |                 |             | RELATION: P Parent |            |           |            |
|   |    |                 |             |                    |            |           |            |
| BENEFIT CODE                                |    | PLAN            | BEGIN DATE  | BENEFITS END DATE  | BASIC COST | ADMIN FEE | TOTAL COST |
| DEN Dental                                  | SI | Single Plan     | 01-FEB-1992 | 31-JAN-1995        | \$75.00    | \$1.50    | \$76.50    |
| HEA Health                                  | SL | Single Low Opti | 01-FEB-1992 | 31-JAN-1995        | \$60.00    | \$1.20    | \$61.20    |
| TOTALS:                                     |    |                 |             |                    | \$135.00   | \$2.70    | \$137.70   |
| COBRA COST:                                 |    |                 |             |                    | \$137.70   |           |            |

|  |             |                   |         |                     |  |
|--|-------------|-------------------|---------|---------------------|--|
| REPORT : PCRCORT                       |             | Banner University |         | PAGE 15             |  |
|  |             | All Cobra Persons |         | RUN DATE 01/29/1993 |  |
|  |             | As Of 01-JAN-1992 |         | RUN TIME 11:25 AM   |  |
| * * * REPORT CONTROL INFORMATION * * * |             |                   |         |                     |  |
| Parameter Name                         | Value       | Source            | Message |                     |  |
| Parameter Seq No:                      | 59300       |                   |         |                     |  |
| As Of Date:                            | 01-JAN-1992 | Entered           |         |                     |  |
| Choice:                                | 1           | Entered           |         |                     |  |
| Address Type Code:                     | PR          | Entered           |         |                     |  |
| LINE COUNT:                            | 55          |                   |         |                     |  |
| RECORD COUNT:                          | 14          |                   |         |                     |  |

## COBRA Notification Letters

Generates notifications of COBRA eligibility and deadlines.

| Param | Name             | Description/Values                                 | Required? | Default | Validation                                      |
|-------|------------------|--|-----------|---------|---|
| 01    | Run Date         | Date on which letters should be generated.         | Yes       | None    | Format must be DD-<br>MMM-YYYY or DD-<br>MMM-YY |
| 02    | Application Code | Application code for the letter you wish to print. | Yes       | None    | GLIAPPL   |

| Param | Name          | Description/Values   | Required? | Default | Validation |
|-------|---------------|--|-----------|---------|------------|
| 03    | Letter Code   | Enter the letter code to print.  | Yes       | None    | GTVLETR    |
| 04    | Sort Variable | Enter the variable by which the letters are to be sorted.<br>This must be defined in the letter. | No        | None    | None       |
| 05    | Letter Type   | Enter the letter type as 18 or 36.   | Yes       | None    | None       |

## Report Attributes

### Sort Order

Not applicable

### Data Source

PCAPERS PTRCOBR PTRINST PTRCBEN

### Frequency

Monthly or as new COBRA people are added

### Report Format

8 1/2" x 11" paper (vertical)

## Sample Report—COBRA Notification Letters (PCRNOTF)

Dunning, Ella and all covered dependents  
123 Oak Terrace  
Philadelph, PA- 19101

Date of Notification: 01-DEC-2004

Loss of Coverage:

REF: NOTICE OF RIGHT OF EACH COVERED INDIVIDUAL TO ELECT GROUP HEALTH INSURANCE CONTINUATION COVERAGE

This notice of rights to elect group health insurance continuation coverage applies individually to the following former plan participants:

Dunning, Ella.

This letter is being provided to you at this time because you have recently, or you are about to, lose your group health insurance under BANNER UNIVERSITY (The Plan). It is important that all covered individuals take the time to read this notice carefully and be familiar with its contents. If there is a covered dependent whose legal residence is not yours, please provide written notification to the benefits department so a notice can be sent to them as well. If you have any questions concerning the information in this notice or your rights to coverage, you should contact

Julie Doe

Benefits Manager

4 Country View Road

Malvern, PA- 19355

215-640-2309

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Loss of health coverage and qualifying event: Your last day of health insurance coverage under the group health plan is 01-OCT-2004. This loss of health insurance is resulting from Medical Entitlement on 01-OCT-2004. So any claims for services incurred after that end date, including prescription drug charges, will be denied. However, under provisions of federal COBRA law, this constitutes a "qualifying event" which allows all covered individuals the right to buy back your group health insurance and continue the coverage for a period of time after the above loss of coverage date. Covered participants continuation rights and obligations are detailed in this notification.

Each individual listed above is a "qualified beneficiary" and has independent election rights to continuation coverage. This means each individual can independently elect to continue coverage. For example, a spouse could elect continuation coverage even if the covered employee does not elect to continue coverage. Or a parent could elect to continue coverage on behalf of their

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dependent child who is losing coverage as a result of the qualifying event. Premium rates will be determined by the number of qualified beneficiaries electing to continue coverage. If elected, continuation coverage is available to qualified beneficiaries subject to their continued eligibility. BANNER UNIVERSITY reserves the right to verify eligibility and terminate continuation coverage back to the original continuation effective date, if it is determined you are ineligible or coverage was obtained through a material misrepresentation of the facts.

If elected and paid for, each qualified beneficiary has the right to continue coverage for a maximum 18 months from the date of the qualifying event. This means continuation coverage will begin on 01-OCT-2004 and can last until 31-MAR-2006. Exception: If you are participating in a health flexible spending account at the time of the qualifying event, you will only be allowed to continue the health flexible spending account until the end of the current plan year in which the qualifying event occurs. Two situations, however, will extend continuation coverage beyond that date if applicable.

Social Security Disability - The 18 months of continuation coverage will be extended for an additional 11 months of coverage, to a maximum of 29 months, for all qualified beneficiaries, if the Social Security Administration determines a qualified beneficiary was disabled according to Title II or XVI of the Social Security Act as of the date of the qualifying event or at any time during the first 60 days of continuation coverage. If a new born or adopted child is added to covered employee's continuation coverage then the 60-day disability window for the new born or adopted child is measured from the date of the birth or the date of adoption.

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It is the qualified beneficiaries responsibility to obtain the disability determination from the Social Security Administration and provide a copy of the Social Security Disability determination to Julie Doe within 60 days of the date of determination and before the original 18 months of continuation coverage expire. This notice can be made by any of the qualified beneficiaries. See the below listed procedures for making this notice. If these time frames are not complied with, then the additional 11 month extension of continuation coverage will not be provided. If coverage is extended to 29 months due to a Social Security disability, premiums will equal 150% of the

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applicable premium during the extended 11 month coverage period.

This extension applies separately to each qualified beneficiary. If the disabled qualified beneficiary chooses not to continue coverage, the other qualified beneficiaries are still eligible for the extension. If coverage is extended, and the disabled qualified beneficiary has elected the extension, then the applicable premium rate is 150% of the rate. If only non-disabled qualified beneficiaries extend coverage, the premium rate will remain at the 102% level. It is also the qualified beneficiaries responsibility to notify BANNER UNIVERSITY within 30 days if a final determination has been made that they are no longer disabled.

Secondary Events - An extension of the original 18, or above mentioned 29 month, continuation period can also occur, if during the 18 or 29 months of continuation coverage, a second qualifying event takes place (divorce, legal separation, death, Medicare entitlement, or a dependent child ceasing to be a dependent). If a second event occurs, then the original 18 or 29 months of continuation coverage will be extended to 36 months from the date of the original qualifying event date for dependent qualified beneficiaries. If a second event occurs, it is the qualified beneficiaries responsibility to notify BANNER UNIVERSITY in writing within 60 days of the second event and within the original 18 month continuation coverage timeline. See the below listed procedures for making this notice. In no event, however, will continuation coverage last beyond three years from the date of the event that originally made the qualified beneficiary eligible for continuation coverage.

Social Security Disability/Second Qualifying Event Notification Procedures

Example:

1. Complete the enclosed COBRA Qualifying event notification form
2. Make a copy of the form for your records.
3. Attach the required documentation depending upon the qualifying event.
4. Mail the notification form to the address listed on the form and document your mailing.
5. Call within 10 days to insure the notification form has been received.

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Consequences of Not Electing To Continue Your Group Health Insurance: In considering whether to elect continuation coverage, you should take into account that a failure to continue your group health coverage will affect your future

rights under federal law. First, you could lose the right to avoid having pre-existing condition exclusions applied to you by other group health plans if you have more than a 63-day gap in coverage, and election of continuation coverage may help you not have such a gap. Second, you will lose the guaranteed right to purchase individual health insurance policies that do not impose such pre-existing condition exclusions if you do not maintain continuation coverage for the maximum time available to you. Finally, you should take into account that you have special enrollment rights under federal law. You have the right to request special enrollment in another group health plan for which you are otherwise eligible (such as a plan sponsored by your spouse's employer) within 30 days after your group health coverage ends because of the qualifying event listed above. You will also have the same special enrollment right at the end of continuation coverage if you get continuation coverage for the maximum time available to you.

**Electing Continuation Coverage:** To protect your continuation coverage rights, please follow listed election procedures.

Please note the last day to elect continuation coverage is 30-JAN-2005

Step 1 - Sign and date the enclosed election form.

Step 2 - Make a copy of the signed election form for your records

Step 3 - Mail the election form back to BANNER UNIVERSITY at the address listed on the election form. It is recommended you obtain proof from the Post Office you mailed the election form. Your election is deemed made on the date the election form is sent to the plan administrator. If the election form is not postmarked by 30-JAN-2005 then rights to continue coverage will end. No late elections will be accepted.

Step 4 - Call the plan administrator within 10 days to insure the election form has been received.

**No Health Coverage During Election Period** - Qualified beneficiaries will not be covered under the plan during the above election period. If a health claim is submitted during this time, it will not be paid. In addition, if a medical provider calls for verification of benefits, they will be told you currently do not have benefits, but upon election and payment of applicable premium all valid claims will be released for payment.

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**Retroactive Reinstatement Of Health Insurance Coverage:** Please remember that

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your health insurance will not be re-activated until you elect and pay. If an election to continue coverage is made and applicable premiums paid as detailed in this notice, then your health insurance coverage will be retroactively reinstated back to your loss of coverage date and any pending claims will be released for payment. Keep in mind, however, that it may take a period of time for the paperwork to be processed by the insurance carrier and the coverage to be re-activated. Should you receive medical services prior to reinstatement of your coverage, keep any medical payment receipts and upon reinstatement submit the claims for payment under the plan provisions.

**Premium Payments:** If a qualified beneficiary elects to continue health insurance, a qualified beneficiary is responsible for the full (100%) applicable premium payment for the coverage selected, plus a 2% administration charge. The applicable premium includes both the employer and employee's share of the total premium. Monthly premium amounts are fixed on a plan year basis, but the possibility of a rate increase or decrease in your monthly premium amount could occur. If the applicable premium amount is adjusted, you will be notified as soon as possible prior to the new premium rates going into effect. Any person or entity can pay health insurance premium for a qualified beneficiary, however, it is the qualified beneficiary's responsibility to insure that the payment is made on a timely basis. If a third party agrees to pay your continuation coverage premium, you should call each month to insure that a timely premium has been made. Your state may also have a premium payment program that may assist you with the payment of your premiums.

Premium payments can be either hand delivered or mailed. If hand delivered, it must be delivered to personnel in the health benefits department. If mailed, document the date the premium is sent and call within 10 days to insure the payment has been received. If premiums are not hand delivered, or if mailed, postmarked, within the required premium periods as described below, then health insurance continuation rights and protections will be forfeited and coverage will not be reinstated.

**Initial Premiums:** A qualified beneficiary has a maximum 45 calendar days from the date of election (postmark date if mailed) to pay the initial premium. This initial premium payment is for the retroactive coverage period from the date of loss of coverage to the date you elect continuation coverage. For example, if you lost health insurance on January 31 and elected continuation coverage on March 1, you would have until April 16 to pay for the retroactive month of February.

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If you take full advantage of this 45-day premium payment period, however, additional monthly premiums will also be due with this initial payment. This additional premium would cover any monthly coverage periods that fall after the date of election but within the 45 day time period. For example, if you pay for February on April 16th, but needed health coverage for the month of March also, your initial premium would also have to cover that period as well. You will not be allowed to pay for March and not pay for February. This 45-day period is the maximum period in which to make the initial premium payments. You are responsible for making sure the amount of your first payment is enough to cover this entire period. You may contact Julie Doe, Benefits Manager, Banner University to confirm the correct amount of your first payment.

Benefits Verification: If a provider (hospital, physician, pharmacy, etc.) requests verification of benefits during this period, they will be told that you have elected coverage but have yet to pay the premium and that no claims, including prescription drug charges, will be paid until the premium is paid.

Monthly Premiums: Once your initial premiums are paid, future monthly premiums are due on the first of each month. You will have a maximum 30-day grace period following the due date in which to make these premium payments. If applicable payment is not made within the grace period, then coverage will be canceled back to the end of the prior month. Once continuation coverage is canceled you will not be reinstated. It is the qualified beneficiaries responsibility to make these monthly payments, as you will not receive a monthly billing or warning notice.

Your first payment for continuation coverage should be sent to:

Julie Doe, Benefits Manager  
Banner University  
4 Country View Road  
Malvern, PA, 19355

Benefits Verification: Any claims occurring during a future month will be held pending payment being made. If a medical provider requests verification of benefits during this period, they will be told that you are covered, but that the monthly premium has not been paid, and coverage is to retroactive cancellation.

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Coverage Available To Elect: Our records indicate that you and/or your dependents are eligible to select from the benefit plans on the enclosed election form.

If you are covered by a region specific HMO and are moving outside of the HMO service area, additional rights may be available to you at the time of the event. Please call the benefits department for additional information. Once an election of continuation coverage is made, the coverage may change in the future if modifications are made to the coverage provided to similarly situated active employees or an open enrollment occurs.

New Dependents and Open Enrollments: If, during a period of continuation coverage, a qualified beneficiary gains a new dependent (such as through marriage or birth), the new dependent(s) may be added to the coverage according to the rules of the plan. However, the new dependents do not gain the status of a qualified beneficiary and will lose coverage if the qualified beneficiary who added them to the plan loses coverage. The addition of a new dependent does not extend the continuation coverage period. Plan procedures for adding new dependents can be found in the summary plan description. Premium rates will be adjusted at that time to the applicable rate.

In addition, should an open enrollment period occur during your continuation period, we will notify you of that right as well. Each qualified beneficiary will have independent election rights to select any of the options or plans that are available for similarly situated non-COBRA participants.

Cancellation Of Continuation Coverage: Continuation coverage will end prior to the expiration of the 36-month continuation period for any of the following reasons:

1. Banner University ceases to provide any group health plan to any of its employees;
2. Any required premium for continuation coverage is not paid in a timely manner;
3. A qualified beneficiary becomes, after the date of election, covered under another group health plan that does not contain any exclusion or limitation with respect to any preexisting condition of such beneficiary other than such an exclusion or limitation which does not apply to (or is satisfied by) such beneficiary by reason of the Health Insurance Portability and

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- Accountability Act of 1996;
4. A qualified beneficiary becomes, after the date of election, entitled to Medicare;

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5. A qualified beneficiary extended continuation coverage to 29 months due to a Social Security disability and a final determination has been made the qualified beneficiary is no longer disabled (first day of the month after 30 days from the final determination);
6. A qualified beneficiary notifies Banner University they wish to cancel continuation coverage.
7. For cause, on the same basis that the plan terminates for cause the coverage of similarly situated non-COBRA participants.

Important Requirement: If you become covered by another group health plan or become entitled to Medicare after electing to continue your group health insurance, you are required to notify us in writing at that time so a determination can be made as to your continued eligibility for our group health insurance.

Address Change And Questions: To receive accurate and timely information regarding your continuation rights, please notify Banner University of any change in address immediately by mailing to the listed address. You should keep a copy of the notification for your own records and call within 10 days to insure that it has been received.

This notice is not a description of actual benefits under the policy. Should a qualified beneficiary need actual plan benefits information to assist in making the election decision, please consult your summary plan description. You can request a copy of your summary plan description from:

Julie Doe, Benefits Manager  
Banner University  
4 Country View Road  
Malvern, PA, 19355

For more information about your rights under ERISA, including COBRA, the Health Insurance Portability and Accountability Act (HIPAA), and other laws affecting group health plans, you may also contact the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit the EBSA web site at <http://www.dol.gov/ebsa>.

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## COBRA ELECTION PAGE

Please choose among the following plans. You can only ONE Medical Plan, ONE Dental Plan and/or ONE Vision Plan (as available).

| BENEFITS | PLAN | COST |
|----------|------|------|
|----------|------|------|

|              |                |     |
|--------------|----------------|-----|
| Post Tax Hmo | Monthly Single | 102 |
|--------------|----------------|-----|

\_\_\_\_\_I have read this form and the notice of rights. I would like to decline/  
waive my rights to continuation coverage under this Plan.

Signature: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Return Election Form by 30-JAN-2005 to:

Julie Doe, Benefits Manager

Banner University

4 Country View Road

Malvern, PA, 19355

For office use only:

Received by Administrator: \_\_\_\_\_

Date: \_\_\_\_\_

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| Parameter Name      | Value           | Source  | Message |
|---------------------|-----------------|---------|---------|
| Parameter Seq No:   | 119739          |         |         |
| Run Date:           | 01-DEC-2004     | Default |         |
| Application Code:   | COBRA APPL      | Default |         |
| Letter Code:        | COB_PCRNOTF_18M | Default |         |
| Sort Variable:      | *COB_LAST_NAME  | Default |         |
| Letter Type(18/36): | 18              | Default |         |
| LINE COUNT:         | 60              |         |         |

REPORT : PCRNOTF      Banner University      PAGE 1  
Cobra Notification Letters      RUN DATE 11-NOV-2004  
\*\*\* REPORT CONTROL INFORMATION \*\*\*      RUN TIME 04:10 PM

|              |   |                           |
|--------------|---|---------------------------|
| Letter Count | 1 | Number of Letters Printed |
|--------------|---|---------------------------|

|  |                 |                            |                           |             |
|--|-----------------|----------------------------|---------------------------|-------------|
| REPORT : PCRNOTF                       |                 | Banner University          | PAGE                      | 1           |
|  |                 | Cobra Notification Letters | RUN DATE                  | 05-NOV-2004 |
|  |                 |                            | RUN TIME                  | 02:41 PM    |
| * * * REPORT CONTROL INFORMATION * * * |                 |                            |                           |             |
| Parameter Name                         | Value           | Source                     | Message                   |             |
| Parameter Seq No:                      | 119203          |                            |                           |             |
| Run Date:                              | 01-NOV-2004     | Default                    |                           |             |
| Application Code:                      | COBRA_APPL      | Default                    |                           |             |
| Letter Code:                           | COB_PCRNOTF_18M | Default                    |                           |             |
| Sort Variable:                         | *COB_LAST_NAME  | Default                    |                           |             |
| Letter Type(18/36):                    | 18              | Default                    |                           |             |
| LINE COUNT:                            | 60              |                            |                           |             |
| Letter Count                           | 7               |                            | Number of Letters Printed |             |

## COBRA Rate Increase Report

Generates notification of COBRA rate increases.

| Param | Name                           | Description/Values   | Required? | Default | Validation                                      |
|-------|--------------------------------|--|-----------|---------|---|
| 01    | Letter Date                    | Date on which letters should be generated.                           | Yes       | None    | Format must be DD-<br>MMM-YYYY or DD-<br>MMM-YY |
| 02    | Rate Changed<br>Effective Date | Effective date of rate increase.                                     | Yes       | None    | Format must be DD-<br>MMM-YYYY or DD-<br>MMM-YY |
| 03    | Address Type                   | Address type code that indicates which employee<br>address to print. | Yes       | None    | STVATYP   |

## Report Attributes

**Sort Order**

Not applicable

**Data Source**

PCAPERS STVATYP PTRINST PTRCBEN

**Frequency**

On demand when rate increases take effect

**Report Format**

8 1/2" x 11" paper (vertical)

## Report Sample (PCRRATE)

```

                                April 01, 1997
205 Stone Ridge Drive
Jeffersonville, PA 19403
Dear Robert Curtis,
  Due to an increase in our insurance premiums, it is necessary that
  we increase our rates under the COBRA program. These rates
  reflect only a two percent administrative fee. The rates
  effective May 01 are as follows:
Benefits          Plan          Cost
Pretax Dental Insurance      Bi-Weekly Single      $30.60
Pre Tax Blue Cross/Blue     Bi-weekly Employee    $163.20
Shield
Total                                     -----
                                $193.80
Please continue to make your checks payable to Systems & Computer
Technology. If you have any questions, please don't hesitate to
call.
                                Sincerely,
                                Jane Smith
```

Benefits Administrator

```

REPORT : PCRRATE           Banner University           PAGE           1
                        Rate Increase Report         RUN DATE 07/10/97
                        01-APR-1997                 RUN TIME 01:37 PM

* * * REPORT CONTROL INFORMATION * * *
Parameter Name  Value      Source      Message
-----
Parameter Seq: 10584
Letter Date:    01-APR-1997  Default
Effect Date:    01-MAY 1997  Default
Address Type:   PR           Default
LINE COUNT:    55
LETTER COUNT:   1

```

## Benefit/Deduction Mass Change Process (PDPBDMC)

Modifies benefit/deduction records of individuals or groups of employees based on report parameters and the criteria specified in the Benefit Deduction Mass Change Rule page (PTRBDMC) and generates a report.

The Benefit/Deduction Mass Change Process (PDPBDMC) can be specified to run in two modes:

- Report mode (R)
- Process mode (P)

**Note:** It is recommended that you first run the Benefit/Deduction Mass Change Process (PDPBDMC) in the Report mode and verify that the correct records are retrieved and modified, as discrepancies in the Benefit/Deduction Mass Change Rule page (PTRBDMC) criteria can adversely affect employee compensation.

The process selects employees by Benefit Category as specified in the Benefit/Deduction Mass Change Rule page (PTRBDMC). You may further refine employee selection by specifying one or more employee classes in the parameters of the Benefit/Deduction Mass Change Process (PDPBDMC). Both, the Benefit Category and the Employee Class selections will be evaluated based on the information stored in the employee record (PEBEMPL).



**Note:** Terminated employees are bypassed for this process.

To target a very specific set of employees use the Population Selection parameter to drive employee selection. While using this method, ensure that you also include Benefit Category as a component of your population selection criteria.

## Combined Benefits Limits Processing Notes

The process accepts and either inserts or updates the Combined Limit Code in the PDRDEDN table for the effective dated record.

| Param | Name                        | Description/Values  | Required? | Defaults | Validation  |
|-------|-----------------------------|---|-----------|----------|---|
| 01    | Report Mode                 | R = Report<br>P = Process   | Yes       | None     | R, P<br>r, p                                      |
| 02    | Employee Class              | Enter the employee class to be considered by the Benefit/<br>Deduction Mass Change Process (PDPBDMC).   | No        | None     | Employee Class<br>Query page<br>(PTQECLS)         |
| 03    | Use Population<br>Selection | Enter Y/y to use population selection to select employees<br>for a mass change process.<br><br>Enter N/n to avoid selecting the target population.<br><br>In the absence of population selection, benefit categories<br>specified in the PTRBDMC Rule page are used to select<br>employees for the mass change process. | No        | None     | Y, N<br>y, n                                      |
| 04    | Population<br>Selection ID  | Specify this parameter if you choose to use Population<br>Selection.  | No        | None     | Population Selection<br>Inquiry page<br>(GLISLCT) |
| 05    | Creator ID                  | Specify this parameter if you choose to use population<br>selection. Enter the Creator ID for population selection.   | No        | None     | None  |
| 06    | Application ID              | Specify this parameter if you choose to use population<br>selection. Enter the Application ID for population selection.   | No        | None     | Application Inquiry<br>page (GLIAPPL)             |

## Report Attributes

### Sort Order

By Employee Name, Employee Class, Benefit Category, Deduction Code

### Data Source

PTRBDMC PTRECLS PTRBDCA PTRBDCE PEBEMPL PDRDEDN PDRBDED

### Frequency

On Demand

### Report Format

Standard horizontal report format

| Name                  | Description   |
|-----------------------|---|
| Process/Report Mode   | The mode in which the mass change process is generated. This field is printed based on the Report Mode parameter value during job submission. Options include: <ul style="list-style-type: none"><li>• Report (R)</li><li>• Process (P)</li></ul> |
| Employee ID           | Identification number of the employee   |
| Employee Name         | Employee Name   |
| Employee Class        | The employee class category to which the selected employee belongs  |
| Deduction Code        | The deduction code belonging to the benefit category for which mass change rules have been specified in PTRBDMC   |
| Deduction Description | Description of the Deduction Code   |

| Name              | Description  |
|-------------------|--|
| Effective Date    | A future effective date from when the deduction information will be valid  |
| Status            | The changed status of the deduction code after running the mass change process. Options are: <ul style="list-style-type: none"><li>• Active (Default)</li><li>• Waived</li><li>• Exempted</li><li>• Terminated</li></ul> |
| Reference         | Optional reference information specified in the Mass Change Rule page (PTRBDMC) for the deduction code is printed in this field.   |
| Options           | Plan options associated with the deduction code. These options will be printed based on the effective date of the deduction code   |
| Amount One, Three | Amount One and Amount Three associated with a plan option of the selected deduction code. These values can be overridden by specifying corresponding values in the PTRBDMC Rule page.                                    |
| Amount Two, Four  | Amount Two and Amount Four associated with a plan option of the deduction code. These values can be overridden by specifying corresponding values in the PTRBDMC Rule page.  |

## Report Sample (PDPBDMC)

The following is a sample report of a mass change process that updated the deduction records of all employees using the parking lot. The process has inserted a fee of \$19.00 effective from 01-Sep-2002 for all employees with an active deduction record for the deduction code PKG.

**Note:** The process also inserted the future effective date as 01-Sep-2002 for all active deduction records.

If an employee's list of benefits/deductions contain one or more errors (\*ERROR), none of the listed records will be updated in Banner for that employee.

PAGE

1  
REPORT : PDPBDMC  
24-MAY-2002

Banner University

RUN DATE

Benefit Deduction Mass Change

RUN TIME

02:28 PM

BCAT: F1

| Employee ID | Employee Name   | Empl.<br>Class | Deduction<br>Code Desc. | Report Mode   |            | Options<br>1,2,3,4,5 | Amount One<br>Amount Three | Amount Two<br>Amount Four |
|-------------|-----------------|----------------|-------------------------|---|------------|----------------------|----------------------------|---------------------------|
|             |                 |                |                         | Effective<br>Date   | Status     |                      |                            |                           |
| 123456789   | Beecher, Linda  | AD             | PKG Parking             | 01-SEP-2002   | Active     | WES 09/01/02         | 19.00                      |                           |
| 712385801   | Brighton, Ralph | AD             | PKG Parking             | *ERROR* Attempted update only; record does not exist; bypass update ****  |            |                      |                            |                           |
|             |                 | AD             | HEA HEA-PPO             | 31-AUG-2002   | Terminated | WES 08/31/02         |                            | 19.00                     |
|             |                 | AD             | HE1 HEA-BCBS            | 01-SEP-2002   | Active     | WES 08/31/02 SG      | 89.00                      | 122.00                    |
| 255292689   | McAllister, Ann | AD             | PKG Parking             | *ERROR* Attempted update only; record does not exist; bypass update ****  |            |                      |                            |                           |
|             |                 | AD             | PKG HEA-BCBS            | *ERROR* Attempted insert; record previously exists; bypass insert ****    |            |                      |                            |                           |
| 718936760   | Osbourne, John  | AD             | PKG Parking             | *ERROR* Attempted update an exempt or waived record; update bypassed **** |            |                      |                            |                           |

PAGE

2  
REPORT : PDPBDMC  
MAY-2002

Banner University

RUN DATE 24-

Benefit Deduction Mass Change

RUN TIME

02:28 PM

BCAT: F2

| Employee ID | Employee Name | Empl.<br>Class | Deduction<br>Code Desc. | Report Mode       |        | Options<br>1,2,3,4,5 | Amount One<br>Amount Three | Amount Two<br>Amount Four |
|-------------|---------------|----------------|-------------------------|-------------------|--------|----------------------|----------------------------|---------------------------|
|             |               |                |                         | Effective<br>Date | Status |                      |                            |                           |
| 00725962    | Willis, Carol | SS             | 403 Retirement          | 01-SEP-2002       | Active | WES 09/01/02         | 1.00                       | 1.00                      |
|             |               |                |                         |                   |        |                      | 11,000.00                  | 15,000.00                 |
| 503861147   | Wright, James | SS             | 403 Retirement          | 01-SEP-2002       | Active | WES 09/01/02         | 1.00                       | 1.00                      |

PAGE

3

|                            |                               |              |
|----------------------------|-------------------------------|--------------|
| REPORT : PDPBDMC           | Banner University             | RUN DATE 24- |
| MAY-2002                   | Benefit Deduction Mass Change | RUN TIME     |
| 02:28 PM                   | Mass Change Totals            |              |
|                            | Report Mode                   |              |
| Employee Selection Totals: | 6                             |              |
| Employee with Error:       | 4                             |              |
| Employee Record Changed:   | 4                             |              |
| Deduction Record Inserted: | 2                             |              |
| Deduction Record Updated:  | 2                             |              |

## Flex Benefits Create Process (PDPCFLX)

Creates records for all flexible benefits available to employees based on benefit category.

| Param | Name                     | Description/Values   | Required? | Default | Validation                                     |
|-------|--------------------------|--|-----------|---------|--|
| 01    | Current Benefit Date     | Effective date of benefits to be processed.                                      | No        | None    | Format must be DD-<br>MMM-YYYY or<br>DD-MMM-YY |
| 02    | Deduction Effective Date | Effective date of deductions to be processed.                                    | No        | None    | Format must be DD-<br>MMM-YYYY or<br>DD-MMM-YY |
| 03    | Selection Choice         | Process choice:<br>A = All Employees<br>E = Employee Classes<br>I = Employees ID | Yes       | None    | None   |
| 04    | Employee Class           | Employee class to be included in process.  | No        | None    | PTRECLS  |

| Param | Name      | Description/Values  | Required? | Default | Validation |
|-------|-----------|---|-----------|---------|------------|
|       |           | Use this parameter when Employee Class is entered at the Selection Choice parameter.  |           |         |            |
| 05    | ID Number | ID number to be included in process.<br><br>Use this parameter when ID Number is entered at the Selection Choice parameter. | No        | None    | POAIDEN    |

## Report Attributes

### Sort Order

Not applicable

### Data Source

PDAFLEX PEAEMPL PTRLIFI PTRPREM PTRBCAT PTRFLEX

### Frequency

On demand

### Report Format

Standard horizontal report format

## Report Sample (PDPCFLX)

REPORT : PDPCFLX

Banner University  
Flex Benefits Create Process

PAGE 1  
RUN DATE 06/04/1991  
RUN TIME 04:21 PM

| Parameter Name                    |         | * * * REPORT CONTROL INFORMATION * * * |  |
|-----------------------------------|---------|--|--|
| Value                             | Source  | Message                                |  |
| Parameter Seq No: 5165            |         |  |  |
| Deduction                         |         |  |  |
| Effective Date: 01-JAN-91         | Entered |  |  |
| All Employees,<br>Employee Class, |         |  |  |
| Id Number: A                      | Entered |  |  |
| Record Count:10                   |         |  |  |
| Error Count: 0                    |         |  |  |
| Line Count: 55                    |         |  |  |

**Fields**

Not applicable

## Report of Payroll Activity (PDPF496)

Performs one, two, or three payroll activity functions, depending on the parameter settings.

- Selects records for the STRS Monthly Report of Retirement Contributions (F-496) and inserts them into the PDRF496 report table.
- Creates a flat file containing the PDRF496 records for the current reporting period for submission to STRS administration.
- Creates a report listing the PDRF496 records for the current reporting period.

**Note:** Reporting for CalSTRS is only provided by the CALBHR version of PDPF496, which has additional updates and attributes only included in the CALBHR version. California users see the *Banner California Community Colleges Baseline Human Resources Handbook* for additional information about the California version of the PDPF496 process.

| Param | Name             | Description/Values   | Required? | Default | Validation |
|-------|------------------|--|-----------|---------|------------|
| 01    | Fiscal Year Code | Fiscal year for which data is being reported.                                    | Yes       | None    | None       |
| 02    | Report Number    | 2-character code identifying the month for which data is being reported (01-12). | Yes       | None    | None       |

| Param | Name                     | Description/Values   | Required? | Default | Validation                              |
|-------|--------------------------|--|-----------|---------|---|
| 03    | Report From Date         | First date in range in which records were inserted into the database. Used with Report To Date to determine which records are selected.  | No        | None    | Format must be DD-MMM-YYYY or DD-MMM-YY |
| 04    | Report To Date           | Last date in range in which records were inserted into the database. Used with Report From Date to determine which records are selected.   | No        | None    | Format must be DD-MMM-YYYY or DD-MMM-YY |
| 05    | Create Report?           | Report creation indicator:<br><br>Y = Create a printed report of all PDRF496 records containing the defined fiscal year and report number.<br><br>N = Do not create a report.  | Yes       | None    | None                                    |
| 06    | Create Data?             | Data creation indicator:<br><br>Y = Create records and insert them into the report table.<br><br>N = Do not create and insert records.<br><br>When this parameter is set to Y, both the Report From Date and Report To Date parameters must also be completed. | Yes       | None    | None                                    |
| 07    | Create Output Flat File? | Flat file creation indicator:<br><br>Y = Create a flat file of all PDRF496 records containing the defined fiscal year and report number and having a null report indicator. (See field descriptions below.)<br><br>N = Do not create a flat file.              | Yes       | None    | None                                    |



---

## Report Attributes

### Sort Order

First by name, then by service period, and then by transaction code.

### Data Source

|   |
|---|
| PDAF496 SPRIDEN PHRPENS PEBEMPL PHRHIST NBBPOSN |
|---|

### Frequency

On demand

### Report Format

Standard report format

| Name             | Description  |
|------------------|--|
| County Code      | 4-digit county code assigned by STRS administration for the reporting institution, followed by the county name     |
| District Code    | 3-digit district code assigned by STRS administration for the reporting institution, followed by the district name |
| Fiscal Year Code | The fiscal year for which the report is being submitted, in YYYY format  |
| SSN              | Social security number of the employee whose data is being reported  |
| Name             | Employee's current last name, first name, and middle initials  |
| Mem Code         | Code indicating whether an employee is a STRS member: 1 identifies a member, and 2 identifies a non-member         |

| Name           | Description  |
|----------------|--|
| Assign Code    | Code identifying the type of assignment in which the individual is employed. The assignment codes are established on the California STRS Assignment Validation page (PTVASSN). All have STRS-mandated values.  |
| Pay Rate       | Employee's rate of pay. This rate can be hourly, daily, monthly, or annually as defined by the following parameter.  |
| Pay Code       | 1-digit code indicating the frequency of payments at the specified rate. These are STRS mandated codes. (See the description of the Employee Class Rule page (PTRECLS), in Chapter 11, "California STRS/ PERS" for a list of codes.)                                   |
| Earn Total     | Total employee earnings during the service period  |
| Cont Code      | 2-digit STRS contribution code identifying the type of contribution reported   |
| Eligible Earns | Eligible earn codes used to calculate deduction  |
| EE Rate        | Contribution rate percentage for the employee portion of the STRS deduction  |
| EE Dedn        | Employee paid STRS deduction amount  |
| ER Rate        | Contribution rate percentage for the employer portion of the STRS deduction  |
| ER Dedn        | Employer paid STRS deduction amount  |
| Rep Ind        | Record reporting indicator:<br><br>Y The record has been reported to STRS<br><br>N The record has not been reported to STRS<br><br>This field is initially blank. The system places an Y in the field, when the report is run with the Create Tape parameter set to Y. |
| Service Period | Start and end dates of the report period for the current earning/contribution record. Each date is in YYYYMMDD format.   |
| User ID        | ID of the user or process that last updated the record:<br><br>PDPF496 The record was created or last updated by the current process.  |

**Name****Description**

A user's Oracle ID The record was inserted or last updated by the identified user via the California STRS F-496 Activity page (PDAF496).

**Report Sample (PDPF496)**

| REPORT : PDPF496           |                 |                                  |                |           |                     |            |                        |         |                   |         |                        |         |                     |         | PAGE 1               |  |
|----------------------------|-----------------|----------------------------------|----------------|-----------|---------------------|------------|------------------------|---------|-------------------|---------|------------------------|---------|---------------------|---------|----------------------|--|
| Banner University          |                 |                                  |                |           |                     |            |                        |         |                   |         |                        |         |                     |         | Run Date 14-NOV-1999 |  |
| Report of Payroll Activity |                 |                                  |                |           |                     |            |                        |         |                   |         |                        |         |                     |         | Run Time 11:56 AM    |  |
| County Code:               |                 | 82 - Orange County               |                |           |                     |            |                        |         |                   |         |                        |         |                     |         |                      |  |
| District Code:             |                 | 555 - Community College District |                |           |                     |            |                        |         |                   |         |                        |         |                     |         |                      |  |
| Fiscal Year Code:          |                 | 2000                             |                |           |                     |            |                        |         |                   |         |                        |         |                     |         |                      |  |
| Report Number:             |                 | 02                               |                |           |                     |            |                        |         |                   |         |                        |         |                     |         |                      |  |
| SSN                        | Name            | MC                               | AC             | Pay Rate  | PC                  | Earn Total | CC                     | EE Rate | EE Dedn           | ER Rate | Pre Tax                | Rep Ind | Service Period      | User ID |                      |  |
| 565656565                  | Beach, Abby L.  | 1                                | 50             | 15.000    | 1                   | 2599.95    | 9                      | 0.00    | 0.00              | 0.00    | 0.00                   | N       | 20000801 - 20000831 | PDPF496 |                      |  |
| 565656565                  | Beach, Abby L.  | 1                                | 50             | 2403.000  | 1                   | 2403.00    | 1                      | 6.25    | 150.19            | 6.25    | 0.00                   | N       | 20000801 - 20000831 | PDPF496 |                      |  |
| 565656565                  | Beach, Abby L.  | 1                                | 50             | 2403.000  | 1                   | 3344.99    | 5                      | 6.25    | 209.06            | 6.25    | 0.00                   | N       | 19990915 - 20000430 | PDPF496 |                      |  |
| 565656565                  | Beach, Abby L.  | 1                                | 50             | 2599.950  | 1                   | 1514.97    | 5                      | 6.25    | 94.69             | 6.25    | 0.00                   | N       | 19990915 - 20000430 | PDPF496 |                      |  |
| JCCA00007                  | Days, Saul      | 1                                | 54             | 49151.513 | 0                   | 2137.68    | 1                      | 6.25    | 133.61            | 6.25    | 0.00                   | N       | 20000801 - 20000831 | PDPF496 |                      |  |
| 999999997                  | Fields, Debbie  | 1                                | 50             | 2.263     | 4                   | 90.52      | 9                      | 0.00    | 0.00              | 0.00    | 0.00                   | N       | 20000801 - 20000831 | PDPF496 |                      |  |
| 999999997                  | Fields, Debbie  | 1                                | 35             | 29.418    | 1                   | 841.33     | 9                      | 0.00    | 0.00              | 0.00    | 0.00                   | N       | 20000801 - 20000831 | PDPF496 |                      |  |
| 999999997                  | Fields, Debbie  | 1                                | 35             | 5099.000  | 1                   | 4257.67    | 1                      | 6.25    | 266.10            | 6.25    | 0.00                   | N       | 20000801 - 20000831 | PDPF496 |                      |  |
| 111111111                  | Gordon, Jeffrey | 1                                | 35             | 4166.670  | 1                   | 4166.67    | 1                      | 6.25    | 260.42            | 6.25    | 0.00                   | N       | 20000801 - 20000831 | PDPF496 |                      |  |
| 222222222                  | Petty, Andrea   | 1                                | 50             | 2403.000  | 1                   | 2403.00    | 1                      | 6.25    | 150.19            | 6.25    | 0.00                   | N       | 20000801 - 20000831 | PDPF496 |                      |  |
| 222222222                  | Petty, Andrea   | 1                                | 50             | 2403.000  | 1                   | 1967.49    | 5                      | 6.25    | 122.97            | 6.25    | 0.00                   | N       | 19990915 - 20000430 | PDPF496 |                      |  |
| 901287234                  | Stewart, Tony   | 1                                | 35             | 30.000    | 1                   | 742.98     | 9                      | 0.00    | 0.00              | 0.00    | 0.00                   | N       | 20000801 - 20000831 | PDPF496 |                      |  |
| 901287234                  | Stewart, Tony   | 1                                | 35             | 2600.100  | 1                   | 1857.12    | 1                      | 6.25    | 116.07            | 6.25    | 0.00                   | N       | 20000801 - 20000831 | PDPF496 |                      |  |
| 901287234                  | Stewart, Tony   | 1                                | 35             | 3639.900  | 1                   | 3639.90    | 1                      | 6.25    | 227.49            | 6.25    | 0.00                   | N       | 20000801 - 20000831 | PDPF496 |                      |  |
| 123123111                  | Wallace, Ron    | 1                                | 35             | 5896.500  | 1                   | 5896.50    | 1                      | 6.25    | 368.53            | 6.25    | 0.00                   | N       | 20000801 - 20000831 | PDPF496 |                      |  |
|                            |                 | Page Count                       | Total Earnings |           | Creditable Earnings |            | Employee Contributions |         | Receivable Amount |         | Employer Contributions |         |                     |         |                      |  |
| Page Totals:               |                 | 15                               | 37863.77       |           | 33588.99            |            | 2099.32                |         | 0.00              |         | 2099.32                |         |                     |         |                      |  |
| District Totals:           |                 | 15                               | 37863.77       |           | 33588.99            |            | 2099.32                |         | 0.00              |         | 2099.32                |         |                     |         |                      |  |
| County Totals:             |                 | 15                               | 37863.77       |           | 33588.99            |            | 2099.32                |         | 0.00              |         | 2099.32                |         |                     |         |                      |  |

|  |       |  |  |  |  |  |  |  |  |  |  |  |  |  |                      |  |
|--|-------|--|--|--|--|--|--|--|--|--|--|--|--|--|----------------------|--|
| REPORT : PDPF496                       |       |  |  |  |  |  |  |  |  |  |  |  |  |  | PAGE 2               |  |
| Banner University                      |       |  |  |  |  |  |  |  |  |  |  |  |  |  | Run Date 14-NOV-1999 |  |
| Report of Payroll Activity             |       |  |  |  |  |  |  |  |  |  |  |  |  |  | Run Time 11:56 AM    |  |
| * * * REPORT CONTROL INFORMATION * * * |       |  |  |  |  |  |  |  |  |  |  |  |  |  |                      |  |
| Source Message                         |       |  |  |  |  |  |  |  |  |  |  |  |  |  |                      |  |
| Parameter Name                         | Value |  |  |  |  |  |  |  |  |  |  |  |  |  |                      |  |

|                          |             |         |
|--------------------------|-------------|---------|
| Parameter Seq No:        | 491692      | Entered |
| Fiscal Year Code:        | 2000        | Default |
| Report Number:           | 02          | Default |
| Report From Date:        | 01-NOV-1999 | Default |
| Report To Date:          | 15-NOV-1999 | Default |
| Create Report:           | Y           | Default |
| Create Data:             | Y           | Default |
| Create Output Flat File: | N           | Default |
| Line Count:              | 55          | Default |
| Record Count:            | 15          |         |

## Create Employee Deduction Recs (PDPFLEX)

Creates Employee Deduction Records (PDRDEDN) from Flexible Benefit Records (PDRFLEX).

| Param | Name                   | Description/Values                        | Required? | Default | Validation                              |
|-------|------------------------|---|-----------|---------|---|
| 01    | Current Benefit Period | Beginning date of current benefit period. | Yes       | No      | Format must be DD-MMM-YYYY or DD-MMM-YY |

## Report Attributes

### Sort Order

Not applicable

### Data Source

PDRFLEX

### Frequency

On demand as PDRFLEX records are approved

**Report Format**

Standard horizontal report format

**Report Sample (PDPFLEX)**

|                   |           |  |         |                     |  |
|-------------------|-----------|--|---------|---------------------|--|
| REPORT : PDPFLEX  |           | Banner University                      |         | PAGE 1              |  |
|                   |           | Create Employee Deduction Recs         |         | RUN DATE 05/28/1991 |  |
|                   |           | * * * REPORT CONTROL INFORMATION * * * |         | RUN TIME 10:31 AM   |  |
| Parameter Name    | Value     | Source                                 | Message |                     |  |
| Parameter Seq No: | 4449      |  |         |                     |  |
| Benefit Period:   | 01-APR-91 | Entered                                |         |                     |  |
| Line Count:       | 55        |  |         |                     |  |
| Record Count:     |           |  |         |                     |  |

**Fields**

Not Applicable

**Life Insurance Calc Process (PDPLIFE)**

Performs life insurance calculations.

| Param | Name                     | Description/Values                            | Required? | Default | Validation                              |
|-------|--------------------------|---|-----------|---------|---|
| 01    | Deduction Effective Date | Effective date of deductions to be processed. | Yes       | None    | Format must be DD-MMM-YYYY or DD-MMM-YY |

## Report Attributes

**Sort Order**

Not applicable

**Data Source**

PDABCOV PDABENE PDAEDN PEADTOT PPAIDEN PTRBDCA PTRBDFQ PTRCOVR PTRGTAX PTRLIFI PTRLIFE PTRPREM

**Frequency**

Monthly

**Report Format**

Standard horizontal report format

| Name      | Description  |
|-----------|--|
| ID        | ID number of employee for whom required data is missing                          |
| DEDUCTION | Life Insurance Deduction   |
| AGE       | Age of Employee or Dependent as of Deduction Effective Date entered at parameter |
| MESSAGE   | Error message identifying missing information                                    |

## Report Sample (PDPLIFE)

```
REPORT: PDPLIFE                                Banner University
                                                Life Insurance Calc Process
      Id      Deduction  Age  Message
*ERROR* 100000463    LIF      No entry in PTRLIFI (Life Insurance Rule Table) for deduction
```

```
PAGE      1
RUN DATE 02/12/1996
RUN TIME 10:09 AM
```

```

*ERROR* 555020050      No GTAX Deduction Code (Calc Rule 54) found in PDRDEDN (Employee Deductions Table)
*ERROR* 666020003      LIF      No entry in PTRLIFI (Life Insurance Rule Table) for deduction
*ERROR* 777010012      LIF A1   No entry in PTRLIFE (Life Insurance Calc Rule Table) for deduction
*ERROR* 777010014      No GTAX Deduction Code (Calc Rule 54) found in PDRDEDN (Employee Deductions Table)
*ERROR* 777010021      No GTAX Deduction Code (Calc Rule 54) found in PDRDEDN (Employee Deductions Table)
*ERROR* 777010027      LIF      No entry in PTRLIFI (Life Insurance Rule Table) for deduction
*ERROR* 888010001      No GTAX Deduction Code (Calc Rule 54) found in PDRDEDN (Employee Deductions Table)
*ERROR* 929001127      LIF      No entry in PTRLIFI (Life Insurance Rule Table) for deduction

```

```

REPORT: PDPLIFE
                                Banner University
                                Life Insurance Calc Process
                                LIFE INSURANCE CALC PROCESS PARAMETER RULE PAGE
                                Deduction Plan  Ins Salary  Age
                                Code      Code    Eff Date   Eff Date
LFX      FA    01-JUL-1996  01-JUL-1996
LIF      FA    01-JUL-1996  01-JUL-1996
LVR      AF    01-JUL-1996  01-JUL-1996
LVR      CL    01-JUL-1996  01-JUL-1996
LVR      EM    01-JUL-1996  01-JUL-1996
LVR      MF    01-JUL-1996  01-JUL-1996

```

PAGE 2  
RUN DATE 02/12/1996  
RUN TIME 10:09 AM

```

REPORT: PDPLIFE
                                Banner University
                                Life Insurance Calc Process
                                * * * REPORT CONTROL INFORMATION * * *
                                Parameter Name      Value      Source      Message
-----
Parameter Seq No:      35100
Deduction Date:        01-JAN-1997      Entered
Error Count : 15
Record Count : 6
Line Count : 55

```

PAGE 3  
RUN DATE 02/12/1996  
RUN TIME 10:09 AM

## California STRS MR-87 Report (PDPMR87)

Performs one, two, or three functions, depending on the parameter settings.

- Selects records for the STRS-MR-87 Member Status/Name Change Notification report and inserts them into the PDRMR87 report table.

- Creates a flat file containing the PDRMR87 records for the current reporting period for submission to STRS administration.
- Creates a report listing the PDRMR87 records for the current reporting period.

| Param | Name               | Description/Values   | Required? | Default | Validation                                     |
|-------|--------------------|--|-----------|---------|--|
| 01    | Enter Batch Number | Enter a 3-digit number, in STRS mandated format, identifying all records for the reporting month. When the process creates the data, it identifies each record with this number. When the process is used as a report or to create a tape, it uses the batch number to identify the records to be selected from the report table(PDRMR87). | Yes       | None    | None   |
| 02    | Create Data        | Data creation indicator:<br><br>Y = Create records and insert them into the report table(PDRMR87)<br><br>N = Do not create and insert records<br><br>When this parameter is set to Y, both the Report From Date and the Report To Date parameters must be completed.   | Yes       | Y       | None   |
| 03    | Report From Date   | First date in range in which records were inserted into the database. Used with Report To Date to determined which records are selected.   | No        | None    | Format must be:<br>DD-MMM-YYYY or<br>DD-MMM-YY |
| 04    | Report To Date     | Last date in range in which records were inserted into the database. Used with Report From Date to determine which records are selected.   | No        | None    | Format must be DD-MMM-YYYY or<br>DD-MMM-YY     |
| 05    | Report Employee ID | Employee ID inclusion indicator:<br><br>Y = Insert employee ID (that is, last six digits of Banner employee ID) into record.<br><br>N = Do not insert employee ID into record.   | Yes       | Y       | None   |



| Param | Name                       | Description/Values   | Required? | Default | Validation |
|-------|----------------------------|--|-----------|---------|------------|
|       |                            | If your site is required to report employee IDs to STRS, enter Y.<br>Otherwise, enter N.   |           |         |            |
| 06    | Create Report              | Report creation indicator:<br><br>Y = Create a report of all PDRMR87 records containing the<br>defined batch number.<br><br>N = Do not create a report.  | Yes       | Y       | None       |
| 07    | Create Output<br>Flat File | Flat file creation indicator:<br><br>Y = Create a flat file of all PDRMR87 records containing the<br>defined batch number and having a null report indicator. (See field<br>descriptions below.)<br><br>N = Do not create a flat file. | Yes       | Y       | None       |

## Report Attributes

### Sort Order

First by name, then by service period, then by transaction code

### Data Source

SPRIDEN PEBEMPL PDRMR87 NBAPOSN SPBPERS PDRBCOV

### Frequency

On demand

## Report Format

Standard horizontal report format.

| Name        | Description  |
|-------------|--|
| Trans Code  | 2-digit, STRS-mandated transaction code. (See the description of the STRS MR-87 Transaction Validation page (PTV87TR) in Chapter 11, "California STRS/PERS" for a list of these codes and their meanings.) |
| SSN         | Current Social Security Number of employee   |
| Name        | Current last name, first name, and middle initials of employee   |
| Sex         | One-digit code identifying sex of employee: 1 for male and 2 for female  |
| Birth Date  | Current birth date of employee, DD-MMM-YYYY format   |
| Cnty Code   | First two digits of the four-digit county code assigned by STRS administration for the reporting institution   |
| Dist Code   | Three-digit district code assigned by STRS administration for the reporting institution  |
| Type        | Type code. The digit, 1, always appears in this STRS-mandated field.   |
| Empl Number | Six-digit employee number to be reported to STRS. Data appears in this field only if the Report Employee Number parameter is set to Y.   |
| Empl Date   | Employment date to be reported to STRS administration, in DD-MMM-YYYY format   |
| Full        | Full-Time Status Indicator:<br>Y Employee's status is full time<br>N Employee's status is not full time<br>Only one flag: Part, Full, or Sub may be Y  |
| Part        | Part-Time Status Indicator<br>Y Employee's status is part time<br>N Employee's status is not part time<br>Only one flag: Part, Full, or Sub may be Y   |

| Name       | Description   |
|------------|---|
| Sub        | Substitute Status Indicator<br>Y Employee has Substitute status<br>N Employee has Substitute status<br>Only one flag: Part, Full, or Sub may be Y   |
| Batch      | 3-digit batch number identifying report records for the current month   |
| Report Ind | Record reporting indicator:<br>Y The record has been reported to STRS.<br>N The record has not been reported to STRS.   |
| User ID    | ID of the user or process that last updated the record:<br>PDPMR87 The record was created or last updated by the current process.<br>A user's Oracle ID The record was inserted or last updated by the identified user via the California STRS Status/Name Change Maintenance page (PDPMR87). |

## Report Sample (PDPMR87)

|                  |           |                     |     |             |           |           |      |             |             |      |      |     |       |     |                   |
|------------------|-----------|---------------------|-----|-------------|-----------|-----------|------|-------------|-------------|------|------|-----|-------|-----|-------------------|
| REPORT : PDPMR87 |           |                     |     |             |           |           |      |             |             |      |      |     |       |     | PAGE 1            |
|                  |           |                     |     |             |           |           |      |             |             |      |      |     |       |     | Run Date 04/24/96 |
|                  |           |                     |     |             |           |           |      |             |             |      |      |     |       |     | Run Time 02:42 PM |
|                  |           |                     |     |             |           |           |      |             |             |      |      |     |       |     | Report            |
|                  |           |                     |     |             |           |           |      |             |             |      |      |     |       |     | User ID           |
| Trans Code       | SSN       | Name                | Sex | Birth Date  | Cnty Code | Dist Code | Type | Empl Number | Empl Date   | Full | Part | Sub | Batch | Ind |                   |
| 50               | 999999999 | Adams, Margaret M   | 2   | 01-JUL-1967 | 82        | 555       | 1    | 999999      | ***         | Y    | N    | N   | 095   | N   | PDPMR87           |
| 50               | 123456789 | Arnold, Paula PA    | 2   | 09-FEB-1966 | 82        | 555       | 1    | 000001      | ***         | Y    | N    | N   | 095   | N   | PDPMR87           |
| 02               | 710000022 | Clark, Benjamin B   | 1   | 03-JUN-1942 | 82        | 555       | 1    | 000022      | 15-APR-1996 | N    | Y    | N   | 095   | N   | PDPMR87           |
| 11               | 456789123 | Cox, Sidney SA      | 1   | 31-JAN-1950 | 82        | 555       | 1    | 000002      | 01-JUL-1990 | Y    | N    | N   | 095   | N   | PDPMR87           |
| 02               | 123456789 | Dartown, William W  | 1   | 01-JUL-1960 | 82        | 555       | 1    | 000001      | 01-JUL-1995 | Y    | N    | N   | 095   | N   | PDPMR87           |
| 02               | 789654123 | Fiege, Ann AM       | 2   | 31-JUL-1954 | 82        | 555       | 1    | 000003      | 01-JUL-1990 | Y    | N    | N   | 095   | N   | PDPMR87           |
| 02               | 123562356 | Hunter, Christine C | 2   | 01-JUN-1955 | 82        | 555       | 1    | 000010      | 18-MAR-1996 | Y    | N    | N   | 095   | N   | PDPMR87           |
| 50               | 999999998 | Padder, Matty M     | 2   | 01-JUL-1967 | 82        | 555       | 1    | 999998      | ***         | N    | Y    | N   | 095   | N   | PDPMR87           |
| 02               | 124444444 | Perlone, Jeff J     | 1   | 01-MAR-1996 | 82        | 555       | 1    | 444444      | 14-MAR-1996 | Y    | N    | N   | 095   | N   | PDPMR87           |
| 02               | 365000000 | Smith, Cindy C      | 2   | 01-NOV-1955 | 82        | 555       | 1    | 000000      | 01-JUL-1994 | Y    | N    | N   | 095   | N   | PDPMR87           |

\*\*\* \*WARNING\* STRS Member does not have a current STRS Deduction record

REPORT : PDPMR87

Banner University  
California STRS MR-87 Report  
\* \* \* REPORT CONTROL INFORMATION \* \* \*

PAGE 2  
Run Date 04/24/96  
Run Time 02:42 PM

| Parameter Name           | Value       | Source  | Message |
|--------------------------|-------------|---------|---------|
| Parameter Seq No:        | 9926        | Entered |         |
| Batch Number:            | 095         | Default |         |
| Report From Date:        | 01-JUL-1990 | Default |         |
| Report To Date:          | 30-APR-1996 | Default |         |
| Report Employee Number:  | Y           | Default |         |
| Create Data:             | Y           | Default |         |
| Create Report:           | Y           | Default |         |
| Create Output Flat File: | N           | Default |         |
| Line Count:              | 55          | Default |         |
| Record Count:            | 10          |         |         |

## Offer and Coverage Mass Update (PDPOCMU)

This process mass populates the Affordable Care Act (ACA) Health Insurance Offer and Coverage records for employees that have enrolled in coverage under your institution's health insurance programs.

**Note:** You can manually enter and edit an employee's Health Insurance Offer and Coverage record on the Health Insurance Offer and Coverage (PDAHIOC) page.

It is recommended that you run the Offer and Coverage Mass Update (PDPOCMU) process using the Process Run Type of *Benefit* on a monthly basis to create ACA employee records that are needed for each tax year. In addition to creating new records, this process will update existing records with any health insurance changes that occurred during the year.

You must select a process mode to run PDPOCMU, Report mode or Update mode. It is recommended that you first run the process in Report mode to review the records that have been selected for mass update.

You must also indicate a Run Type for PDPOCMU that determines the initial criteria from which the process selects the records. PDPOCMU will either select records based upon specific dates and the Benefit/Plan codes that you have identified for ACA processing, or it will use the rules you've set up on the Offer and Coverage Mass Update Rule (PTROCMU) page.

Rules must exist for the reporting year for each employee class reported regardless of whether you are using the Rule or Benefit Run Type. When using the Benefit Run Type, the process does analysis for any deduction, plan, coverage, employee status changes and creates the appropriate records based on that information. When run in the Rule Process Run Type, the process only looks to the rules set up in PTROCMU for that employee class and reporting year.

To provide mass update to specific populations, we recommend that you use a combination of a population selection and rules established in PTROCMU for a specified employee class. You should also run the process in audit mode and review it before running it in update mode.

| Parameter | Parameter Name       | Description/Values   | Required? | Default | Validation             |
|-----------|----------------------|--|-----------|---------|------------------------|
| 01        | Process Mode         | Enter Process Mode: R- Report, U-Update  | Yes       | R       | R, r, U, or u          |
| 02        | Process Run Type     | Enter Run Type: R - use rules in PTROCMU; B - use Benefit/Plan in GTVSDAX  | Yes       | R       | R, r, B, b             |
| 03        | Process Year         | Enter the calendar year  | Yes       | None    | Values 2014-2099       |
| 04        | Employment Base Date | <p>One of the following dates should be selected for a new employee while processing the records:</p> <ul style="list-style-type: none"> <li>Adjusted Service Date</li> <li>Current Hire Date</li> <li>Original Hire Date</li> <li>Seniority Date</li> </ul> <p>This parameter is used in Benefit mode only.</p> | No        | None    | A, a, C, c, O, o, S, s |
| 05        | Benefit Begin Month  | Enter Employee Benefit Effective Start Month, valid  | No        | None    |                        |

| Parameter | Parameter Name           | Description/Values   | Required? | Default | Validation                     |
|-----------|--------------------------|--|-----------|---------|--------------------------------|
|           |                          | values 1-12 (Run Type = B)   |           |         |                                |
| 06        | Benefit End Month        | Enter Employee Benefit Effective End Month, valid values 1-12 (Run Type = B) | No        | None    |                                |
| 07        | Employee Class           | Enter Employee Class Code from PTROCMU (Run Type = R)                        | No        | None    | Employee Class(s) from PTROCMU |
| 08        | Use Population Selection | Enter Y to use Population Selection  | No        | N       | Y, y, N, or n                  |
| 09        | Population Selection ID  | Enter the Population Selection ID  | No        | None    | GLBSLCT                        |
| 10        | Creator ID               | Enter the ID of the creator of the Population Selection                      | No        | None    |                                |
| 11        | Application ID           | The Name of the Population Selection Application                             | No        | None    | GLIAPPL                        |

## Report parameters

This provides a detailed description of the PDPOCMU report parameters.

| Parameter name | Description   |
|----------------|---|
| Process Mode   | Report Mode processes the employee and rules information and produces a report of the edits. It does not update the database. |

| Parameter name          | Description   |
|-------------------------|---|
|                         | Update Mode processes the employee and rules information and updates the database with the changes.   |
| Process Run Type        | <p>Use this parameter to indicate which employees will be selected for processing.</p> <p>R (Rules) = Employees are selected by using the Employee Class records that you have set up on PTROCMU. It uses the Process Year parameter to distinguish rules for each employee class by year.</p> <p>B (Benefit/Plan) = Employees whose PDRDEDN records have a Benefit and Plan Code that match those on the ACABNPL records on GTVSDAX will be selected for processing.</p> |
| Employment Base Date    | <p>Use this parameter to specify the date that must be selected for a new employee during processing. The options are as follows:</p> <ul style="list-style-type: none"> <li>• Adjusted Service Date</li> <li>• Current Hire Date</li> <li>• Original Hire Date</li> <li>• Seniority Date</li> </ul> <p>This parameter is used in Benefit mode only.</p>  |
| Benefit Begin Month     | When the Process Run Type = B, this is the month that the process begins to select employee records. During the selection process, only those Benefit/Plan combinations that exist in GTVSDAX, under code ACABNPL will be selected.   |
| Benefit End Month       | When the Process Run Type =B, this is the month that the process ends selecting records. During this selection process, only those Benefit/Plan combinations that exist in GTVSDAX, under code ACABNPL, will be selected.   |
| Employee Class          | Use this parameter to select Employee Class rules from PTROCMU. You can use one or more Employee Classes.   |
| Population Selection ID | Use the Population Selection ID to specify a set of employees.  |
| Creator ID              | Provide the Creator ID of the Population Selection.   |

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| Parameter name | Description   |
|----------------|---|
| Application ID | Provide the Application ID for which the Population Selection Rules were built. |

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## Report attributes

Refer to the report attributes section to see information about the report format and data source.

### Sort order

alphabetically, by Employee Class, employee name (last, first, and middle), and Person ID

### Data source

|         |         |         |         |
|---------|---------|---------|---------|
| GTVSDAX | PCBPERS | PCRDEDN | PDRBCHS |
| PDRBCOV | PDRBDED | PDRBENE | PDRDEDN |
| PDREMRE | PDRHIOC | PEBEMPL | PTRBCDN |
| PTRBDCA | PTRBDPL | PTRBREL | PTRECLS |
| PTROCMU |         |         |         |

### Frequency

monthly or month range covering multiple months on demand

### Report format

standard horizontal



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## Before you run PDPOCMU

Before you can run PDPOCMU, you must have records in place on GTVSDAX and PTROCMU.

- You must create ACABNPL records on GTVSDAX for each ACA reportable type of benefit plan your institution has.
- Use the Offer and Coverage Mass Update Rule (PTROCMU) page to set up your criteria.
- Make sure employee's PDRHIOC records will be updated correctly by running PDPOCMU in Report mode before running it in Update mode.

### Create ACABNPL records on GTVSDAX page

Create ACABNPL records on GTVSDAX before you run the Offer and Coverage Mass Update (PDPOCMU) process. You must also designate benefit codes defined in GTVSDAX as "Health Care Provider Offers and Coverage" in PTRBDCA.

#### About this task

An employee's Offer and Coverage record on PDRHIOC needs to be associated with at least one of these ACABNPL records per year. If an employee enrolls partway through the year month or changes plans during the year, create a new PDRHIOC record.

When configuring this data, you should designate the BDCA Code and Plan Code with a dash (-) between the two values. This allows the system to determine the client's length of the Benefit/Deduction Code and the Plan Code that are being used in the employee's records.

If your institution does not use Plan Codes, enter only the Benefit Code without the dash. For example, the Internal Code within GTVSDAX would be BCS.

For example, if the institution has a health plan code of **BCS** and three Plan codes of **EE**, **ES**, and **FM**, the resulting records in GTVSDAX would be **BCS-EE**, **BCS-ES**, and **BCS-FM**.

#### Procedure

1. Go to the Crosswalk Validation (GTVSDAX) page.
2. Insert a new record.
3. Enter an Internal Code of ACABNPL.
4. Enter a unique Sequence number for each unique health care plan at your institution.

---

If your site has two health care benefit choices, each with four plans, then you would need to create eight different records in GTVSDAX.

5. Enter a Group name.

6. Enter an External Benefit and Plan Code.

The External Code represents the Offer Coverage code that is needed on an employee's record when they are actively enrolled in a benefit plan.

7. Enter a Description and a Concept.

8. Enter a Translation Code that will be used by PDPOCMU as an Offer Coverage code to insert into an employee's record with active coverage for the processing period.

### Results

The Internal Code on GTVSAX will be associated with the Benefit and Plan Code that is associated with your institution's Health Care Benefit on PTRBDCA.

## Processing examples for Run Type = B (Benefit/Plan)

Some of the common scenarios while using the benefit method helps you understand how the mass update process (PDPOCMU) detects changes to an employee's benefits or deductions and creates or updates the employee's health care records based on these changes.

With a Run Type of **B** (Benefit/Plan), you select the beginning and ending months you want to include in processing. PDPOCMU detects changes to the employee Benefit or Deduction (PDAEDN) record and the coverage begin and coverage end dates on the Beneficiary Coverage (PDABCOV) record and then creates or updates the employee's Health Insurance Offer and Coverage (PDAHIOC) record based upon the deduction code and coverage date changes.

For COBRA persons, PDPOCMU detects changes to the COBRA person record (PCAPERS), COBRA beneficiary (PCABENE), and COBRA beneficiary coverage (PCABCOV).

For more information about benefit or deduction scenarios for a processing period and the type of record created for each scenario in the Health Insurance Offer and Coverage page, see article number 35143, *Affordable Care Act (ACA) PDPOCMU Process Scenarios for Banner HR*, on the Ellucian Support Center.

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## Processing examples for Run Type = R (Rules)

A Run Type of **R** (Rules) uses the rules you've established on the Offer and Coverage Mass Update Rule (PTROCMU) page to select the records included in processing.

This method takes the criteria you've entered for an Employee Class on the Offer and Coverage Mass Update Rule (PTROCMU) page and applies the information to the employees' Health Insurance Offer and Coverage (PDAHIOC) records.

- Select employee records to update through the Employee Class parameter or by using the Population Selection ID parameter.

**Note:** When records are selected by Employee Class, the system will select records based on the Employee Class found on their Employee Record.

- After the employee records have been identified, PDPOCMU matches the employee's Employee Class to the rule for that Employee Class on PTROCMU.
- PDPOCMU applies the rules to the records and either updates the records (Process Mode = U) or creates a report for you to review (Process Mode =R).

It is recommended that you initially run the process in Report Mode, so you can review the intended changes.

## Report of Payroll Contribution (PDPPERS)

Performs one, two, or three functions, depending on the parameter settings.

- Selects records for the PERS Monthly Report of Retirement Contributions and inserts them into the PDRPERS report table.
- Creates a flat file containing the PDRPERS records for the current reporting period for submission to PERS administration.
- Creates a report listing the PDRPERS records for the current reporting period.

**Note:** PDPPERS does not support current CalPERS reporting and will become obsolete in a future release. California users see the *Banner California Community Colleges Baseline Human Resources Handbook* for additional information.

| Param | Name               | Description/Values  | Required? | Default | Validation                              |
|-------|--------------------|---|-----------|---------|---|
| 01    | Report From Date   | First date in range in which records were inserted into the database. Used with Report To Date to determine which records are selected.   | No        | None    | Format must be DD-MMM-YYYY or DD-MMM-YY |
| 02    | Report To Date     | Last date in range in which records were inserted into the database. Used with Report From Date to determine which records are selected.  | No        | None    | Format must be DD-MMM-YYYY or DD-MMM-YY |
| 03    | Create Data        | Data creation indicator:<br><br>Y = Create records and insert them into the report table.<br><br>N = Do not create and insert records.<br><br>When this parameter is set to Y, both the Report From Date and Report To Date parameters must also be completed.  | Yes       | None    | None                                    |
| 04    | Create Report      | Report creation indicator:<br><br>Y = Create a report of all PDRPERS records containing the defined batch number.<br><br>N = Do not create a report.  | Yes       | None    | None                                    |
| 05    | Create Output File | Flat file creation indicator:<br><br>Y = Create a flat file of all PDRPERS records containing the defined batch number and having a Report Indicator (see field descriptions below).<br><br>N = Do not create a flat file.  | Yes       | None    | None                                    |
| 06    | Batch Number       | 3-character code identifying all records for the reporting month. When the process creates the data, it identifies each record with this number. When the process is used as a report or to create a tape, it uses the batch number to identify the records to be selected from the report table (PDRPERS). | Yes       | None    | None                                    |

## Report Attributes

### Sort Order

First by service number, then by name, then by social security number, and then by contribution code.

### Data Source

PHRPENS, PDAPERS, PPAIDEN

### Frequency

On demand

### Report Format

Standard report format

## Report Sample (PDPPERS)

|                                |          |                                  |   |             |                |          |          |            |           |           |                      |               |           |           |         |
|--------------------------------|----------|----------------------------------|---|-------------|----------------|----------|----------|------------|-----------|-----------|----------------------|---------------|-----------|-----------|---------|
| REPORT : PDPPERS               |          |                                  |   |             |                |          |          |            |           |           | PAGE 1               |               |           |           |         |
| Banner University              |          |                                  |   |             |                |          |          |            |           |           | Run Date 14-FEB-2001 |               |           |           |         |
| Report of Payroll Contribution |          |                                  |   |             |                |          |          |            |           |           | Run Time 11:10 AM    |               |           |           |         |
| County Code:                   |          | 2482 - Orange County             |   |             |                |          |          |            |           |           |                      |               |           |           |         |
| District Code:                 |          | 111 - Community College District |   |             |                |          |          |            |           |           |                      |               |           |           |         |
| Batch Number:                  |          | 006                              |   |             |                |          |          |            |           |           |                      |               |           |           |         |
| SSN                            | Name     | F                                | M | Cover Group | Service Period | Pay Code | Pay Rate | Earn Total | Cont Rate | Cont Code | Member Normal        | Surviv Amount | Work Schd | Cont Code | Tax Def |
| 131000001                      | ABBEY    | B                                |   | 55555       | 06010          | 04       | 15.000   | 2400.00    | 0700      | 00        | 0.00                 | 0.00          | 173       | 11        | 158.67  |
| 131000003                      | COLGAN   | J                                |   | 55555       | 06010          | 01       | 4583.330 | 4574.60    | 0700      | 00        | 0.00                 | 0.00          | 173       | 11        | 310.89  |
| 131000005                      | ENGLISH  | J                                |   | 55555       | 06010          | 04       | 35.715   | 3107.17    | 0700      | 00        | 0.00                 | 0.00          | 173       | 11        | 217.50  |
| 131000005                      | ENGLISH  | J                                |   | 55555       | 06010          | 04       | 39.998   | 3439.80    | 0700      | 00        | 0.00                 | 0.00          | 173       | 11        | 231.46  |
| 131000008                      | HERSCHER | R                                |   | 55555       | 06010          | 04       | 21.666   | 1733.30    | 0700      | 00        | 0.00                 | 0.00          | 173       | 11        | 112.00  |
| 131000008                      | HERSCHER | R                                |   | 55555       | 06010          | 01       | 1733.300 | 1621.47    | 0700      | 00        | 0.00                 | 0.00          | 173       | 11        | 113.50  |
| 131000008                      | HERSCHER | R                                |   | 55555       | 06010          | 04       | 21.666   | 0.00       | 0000      | 01        | 0.00                 | 0.93          | 173       | 00        | 0.00    |
|                                |          |                                  |   |             |                |          | Earnings | Contrib    |           |           | Member Normal        | Surviv Amount | Tax Def   |           |         |
| Group Totals:                  |          |                                  |   |             |                |          | 16876.34 | 0.00       |           |           | 0.00                 | 0.93          | 1144.02   |           |         |
| 496222222                      | MORGAN   | J                                |   | 60000       | 06010          | 01       | 4166.670 | 4158.74    | 0700      | 01        | 281.78               | 1.86          | 173       | 00        | 0.00    |
| 496222222                      | MORGAN   | J                                |   | 60000       | 06010          | 01       | 0.000    | 0.00       | 0000      | 08        | 25.00                | 0.00          | 173       | 00        | 0.00    |
|                                |          |                                  |   |             |                |          | Addl     |            |           | Member    | Surviv Tax           |               |           |           |         |

|               |        |   |       |          | Earnings | Contrib         | Normal | Amount | Def           |
|---------------|--------|---|-------|----------|----------|-----------------|--------|--------|---------------|
| Group Totals: |        |   |       |          | 4158.74  | 25.00           | 281.78 | 1.86   | 0.00          |
| 131000007     | GOLDEN | M | 87878 | 06010 01 | 4333.250 | 8666.50 0700 00 | 0.00   | 0.00   | 173 11 597.33 |
| 131000007     | GOLDEN | M | 87878 | 06010 01 | 4333.250 | 0.00 0000 01    | 0.00   | 0.93   | 173 00 0.00   |
| 496111111     | MORGAN | E | 87878 | 06010 01 | 5000.000 | 4990.48 0700 01 | 349.33 | 1.86   | 173 00 0.00   |
|               |        |   |       |          |          | Addl            | Member | Surviv | Tax           |
| Group Totals: |        |   |       |          | Earnings | Contrib         | Normal | Amount | Def           |
| Grand Totals: |        |   |       |          | 13656.98 | 0.00            | 349.33 | 2.79   | 597.33        |
|               |        |   |       |          | 34692.06 | 25.00           | 631.11 | 5.58   | 1741.35       |

REPORT : PDPPERS

Banner University  
Report of Payroll Contribution

PAGE 2  
Run Date 14-FEB-2001  
Run Time 11:10 AM

County Code: 2482 - Orange County  
District Code: 111 - Community College District  
Batch Number: 006

| Coverage Group                           | Employer Rate | Member Earnings | Employer Contributions |
|--|---------------|-----------------|------------------------|
| 55555                                    | 7.000         | 16876.34        | 1181.34                |
| 55555                                    | 0.000         | 0.00            | 0.00                   |
| 60000                                    | 8.000         | 4158.74         | 332.70                 |
| 87878                                    | 0.000         | 0.00            | 0.00                   |
| 87878                                    | 7.000         | 8666.50         | 606.66                 |
| 87878                                    | 8.000         | 4990.48         | 399.24                 |
| Total                                    |               | 34692.06        | 2519.94                |
| Member Normal:                           |               | 631.11          |                        |
| Tax Def Member Contrib:                  |               | 1741.35         |                        |
| Additional Contrib:                      |               | 25.00           |                        |
| Sub Total:                               |               | 2397.46         |                        |
| Survivor Amt:                            |               | 5.58            |                        |
| Total Member Contrib:                    |               | 2403.04         |                        |
| Total MEMBER and EMPLOYER Contributions: |               | 4922.98         |                        |

REPORT : PDPPERS

Banner University  
Report of Payroll Contribution  
\* \* \* REPORT CONTROL INFORMATION \* \* \*

PAGE 3  
Run Date 14-FEB-2001  
Run Time 11:10 AM

| Parameter Name    | Value       | Source  | Message |
|-------------------|-------------|---------|---------|
| Parameter Seq No: | 752681      | Entered |         |
| Report From Date: | 14-FEB-2001 | Default |         |
| Report To Date:   | 14-FEB-2001 | Default |         |
| Create Data:      | Y           | Default |         |
| Create Report:    | Y           | Default |         |
| Create Tape:      | N           | Default |         |

|               |     |         |
|---------------|-----|---------|
| Batch Number: | 006 | Default |
| Line Count:   | 55  | Default |
| Record Count: | 11  |         |

### Summary Page Fields

The fields on the summary page of the PDPPERS report are described in the following table.

#### Header Fields

| Name          | Description  |
|---------------|--|
| County Code   | 4-digit county code assigned by PERS administration for the reporting institution, followed by the county name     |
| District Code | 3-digit district code assigned by PERS administration for the reporting institution, followed by the district name |
| Batch Number  | 3-character code that you assign to identify a group of records submitted to PERS administration                   |

#### Lines in detail chart

| Name                   | Description  |
|------------------------|--|
| Coverage Group         | 5- digit code identifying the employee's coverage group. The system obtains this code from the Employee Class Rule page (PTRECLS). |
| Employer Rate          | Percentage rate represented by employer-paid contribution for employees in the associated coverage group                           |
| Member Earnings        | Total employee earnings for the associated coverage group during the service period  |
| Employer Contributions | Total employer contributions for the associated coverage group during the service period   |

**Member Contributions Fields**

| Name                   | Description   |
|------------------------|---|
| Member Normal          | Sum of all group totals for member normal contributions       |
| Tax Def Member Contrib | Sum of all group totals for tax deferred member contributions |
| Additional Contrib     | Sum of all group totals for additional member contributions   |
| Sub Total              | Sum of the three sums above                                   |
| Survivor Amt           | Sum of all group totals for survivor benefit contributions    |
| Total Member Contrib   | Sum of the Sub Total and the Survivor sum above               |

**Grand Total Field**

| Name                                    | Description  |
|---|--|
| Total Member and Employer Contributions | Sum of employer contributions and total member contributions |

## Beneficiary Coverage of Employees (PDRBCOV)

Lists beneficiary coverage of employees and COBRA people.

| Param | Name          | Description/Values                        | Required? | Default | Validation                              |
|-------|---------------|---|-----------|---------|---|
| 01    | As of Date    | Date on which you want to run the report. | Yes       | None    | Format must be DD-MMM-YYYY or DD-MMM-YY |
| 02    | Report Choice | Report Choice Indicator.                  | Yes       | None    | None                                    |



| Param | Name            | Description/Values  | Required? | Default | Validation |
|-------|-----------------|---|-----------|---------|------------|
|       |                 | 1 = List by Employees<br>2 = List by COBRA persons<br>3 = List by both  |           |         |            |
| 03    | Sort Choice     | Sort by COBRA person name or ID.<br>I = Sort by ID<br>N = Sort by name  | Yes       | None    | None       |
| 04    | Order by Choice | Determine the appearance of information when selection Report Choice of 3.<br>B = People in Benefits<br>P = Benefits of Each Person | Yes       | None    | None       |

## Report Attributes

### Sort Order

User-defined when parameters are specified

### Data Source

|  |
|--|
| PCABENE PCABCOV PCAPERS PDAEDN PDABENE PDRBCOV PEAEMPL |
|--|

### Frequency

On demand

**Report Format**

Standard horizontal report format

| <b>Name</b>     | <b>Description</b>  |
|-----------------|---|
| EMPLOYEE        | Employee ID number and name   |
| EMPLOYEE STATUS | Employee Status:<br>A Active<br>B On leave with paid benefits<br>F Leave with full pay and benefits<br>L On leave without pay or benefits<br>P Leave at partial pay and full benefits<br>T Terminated |
| CLASS           | Employee class defined for this employee in the Employee Information section of the Employee page (PEAEMPL)   |
| COA             | Chart of Accounts code of home organization   |
| HOME ORG        | Home organization defined for this employee in the Employee Information section of the Employee page (PEAEMPL)  |
| BENEFIT         | Benefit/Deduction code  |
| BEGIN DATE      | Deduction start date  |
| END DATE        | Deduction end date  |
| NAME            | Name of beneficiary   |
| RELATION        | Relationship of beneficiary to employee   |
| SEX             | Sex of beneficiary  |
| ID              | ID number of beneficiary  |

| Name          | Description   |
|---------------|---|
| BIRTH DATE    | Birth date of beneficiary   |
| COLLEGE IND   | College Indicator:<br>Y(es) Beneficiary is a college student<br>N(o) Beneficiary is not a college student |
| OTHER COV IND | Other Benefits Coverage Indicator   |
| BEGIN DATE    | Begin date of deduction for beneficiary coverage  |
| END DATE      | End date of deduction for beneficiary coverage  |

## Report Sample (PDRBCOV)

|  |                                   |          |  |                         |           |             |                         |                                 |             |          |                     |           |  |               |           |  |  |
|--|-----------------------------------|----------|--|-------------------------|-----------|-------------|-------------------------|---------------------------------|-------------|----------|---------------------|-----------|--|---------------|-----------|--|--|
| REPORT : PDRBCOV                                     | Banner University                 |          |  |                         |           |             |                         |                                 |             |          | PAGE 1              |           |  |               |           |  |  |
|  | BENEFICIARY COVERAGE OF EMPLOYEES |          |  |                         |           |             |                         |                                 |             |          | RUN DATE 12/11/1990 |           |  |               |           |  |  |
|  | As Of 11-DEC-1990                 |          |  |                         |           |             |                         |                                 |             |          | RUN TIME 10:22 AM   |           |  |               |           |  |  |
| =====  |                                   |          |  |                         |           |             |                         |                                 |             |          |                     |           |  |               |           |  |  |
| EMPLOYEE: 710000007                                  |                                   |          |  | EMPLOYEE STATUS: A      |           |             |                         | CLASS: SA Semi-Monthly Administ |             |          |                     | COA: A    |  | HOME ORG: 104 |           |  |  |
| Collins, Francine                                    |                                   |          |  |                         |           |             |                         |                                 |             |          |                     |           |  |               |           |  |  |
| -----  |                                   |          |  |                         |           |             |                         |                                 |             |          |                     |           |  |               |           |  |  |
| Benefit: DEN Dental Insurance 03 HMO Delaware Dental |                                   |          |  | Begin Date: 15-SEP-1989 |           |             |                         | End DATE:                       |             |          |                     | Status: A |  |               |           |  |  |
| NAME   |                                   | RELATION |  | SEX                     | ID        | BIRTH DATE  | COLLEGE                 | OTHER                           | BEGIN DATE  | END DATE |                     |           |  |               |           |  |  |
|  |                                   |          |  |                         |           |             | IND                     | COV IND                         |             |          |                     |           |  |               |           |  |  |
| Collins, Francine                                    |                                   | S Self   |  | F                       | 710000007 | 28-FEB-1938 | N                       | N                               | 15-SEP-1989 |          |                     |           |  |               |           |  |  |
| -----  |                                   |          |  |                         |           |             |                         |                                 |             |          |                     |           |  |               |           |  |  |
| Benefit: H01 Blue Cross/Blue Shield SI Single Plan   |                                   |          |  | Begin Date: 15-SEP-1989 |           |             |                         | End DATE:                       |             |          |                     | Status: A |  |               |           |  |  |
| NAME   |                                   | RELATION |  | SEX                     | ID        | BIRTH DATE  | COLLEGE                 | OTHER                           | BEGIN DATE  | END DATE |                     |           |  |               |           |  |  |
|  |                                   |          |  |                         |           |             | IND                     | COV IND                         |             |          |                     |           |  |               |           |  |  |
| Collins, Francine                                    |                                   | S Self   |  | F                       | 710000007 | 28-FEB-1938 | N                       | N                               | 15-SEP-1989 |          |                     |           |  |               |           |  |  |
| =====  |                                   |          |  |                         |           |             |                         |                                 |             |          |                     |           |  |               |           |  |  |
| EMPLOYEE: 700000651                                  |                                   |          |  | EMPLOYEE STATUS: A      |           |             |                         | CLASS: FA Full Time Faculty     |             |          |                     | COA: A    |  | HOME ORG: 110 |           |  |  |
| Kneeland, Adam J                                     |                                   |          |  |                         |           |             |                         |                                 |             |          |                     |           |  |               |           |  |  |
| -----  |                                   |          |  |                         |           |             |                         |                                 |             |          |                     |           |  |               |           |  |  |
| Benefit: HMO Health Maintenance Organizatio          |                                   |          |  | M3 Married,             | 3 or      | Less        | Begin Date: 01-SEP-1989 |                                 |             |          | End DATE:           |           |  |               | Status: A |  |  |
| NAME   |                                   | RELATION |  | SEX                     | ID        | BIRTH DATE  | COLLEGE                 | OTHER                           | BEGIN DATE  | END DATE |                     |           |  |               |           |  |  |
|  |                                   |          |  |                         |           |             | IND                     | COV IND                         |             |          |                     |           |  |               |           |  |  |
| Kneeland, Adam J                                     |                                   | S Self   |  | M                       | 700000651 | 10-JUL-1956 | N                       | N                               | 01-DEC-1990 |          |                     |           |  |               |           |  |  |
| Kneeland, Rosemary J                                 |                                   | W Wife   |  | F                       | 700000655 | 10-OCT-1956 | N                       | N                               | 01-DEC-1990 |          |                     |           |  |               |           |  |  |

Kneeland, Gabriel J                      C Child                      M                      700000006    17-DEC-1986                      N                      N                      01-DEC-1990

REPORT : PDRBCOV                      Banner University                      PAGE                      2  
BENEFICIARY COVERAGE OF COBRA PERSONS                      RUN DATE 12/11/1990  
As Of 11-DEC-1990                      RUN TIME 10:22 AM

=====

COBRA PERSON : 700000000                      COBRA ACTIVE: N                      BEGIN DATE: 01-AUG-1990 END DATE: 29-FEB-1992

Addison, Mary E

-----

Benefit: H01 Blue Cross/Blue Shield SI Single Plan                      Begin Date: 01-SEP-1990 End DATE: 29-FEB-1992

| NAME            | RELATION | SEX | ID        | BIRTH DATE  | COLLEGE | OTHER   | BEGIN DATE  | END DATE    |
|-----------------|----------|-----|-----------|-------------|---------|---------|-------------|-------------|
| Addison, Mary E | S Self   | F   | 700000000 | 03-MAR-1968 | N       | COV IND | 01-SEP-1990 | 29-FEB-1992 |

-----

Benefit: DEN Dental Insurance 01 Cigna Dental Insurance                      Begin Date: 01-SEP-1990 End DATE: 29-FEB-1992

REPORT : PDRBCOV                      Banner University                      PAGE                      3  
BENEFICIARY COVERAGE OF COBRA PERSONS                      RUN DATE 12/11/1990  
As Of 11-DEC-1990                      RUN TIME 10:22 AM

\* \* \* REPORT CONTROL INFORMATION \* \* \*

| Parameter Name    | Value | Source  | Message |
|-------------------|-------|---------|---------|
| Parameter Seq No: | 1000  |         |         |
| Choice:           | 3     | Entered |         |
| Sort Choice:      | n     | Entered |         |
| Sep/Int Choice:   | p     | Entered |         |
| Record Count:     | 10    |         |         |
| Line Count :      | 55    |         |         |

## Benefit Enrollment Report (PDRBFDN)

Lists employees enrolled in each benefit.

| Param | Name                      | Description/Values  | Required? | Default | Validation                                      |
|-------|---------------------------|---|-----------|---------|---|
| 01    | As-of Date                | Date on which the report is run.  | Yes       | None    | Format must be DD-<br>MMM-YYYY or DD-<br>MMM-YY |
| 02    | All Benefit<br>Codes Flag | All Benefit Codes Indicator:<br><br>Y(es) = Include all benefit codes<br><br>N(o) = Include only the benefit codes specified in<br>the next parameter | Yes       | None    | None  |
| 03    | Benefit Code              | Benefits to be included in report. This is a<br>repeating parameter.<br><br>This parameter appears only if N was entered at<br>the parameter above.   | No        | None    | PTRBDCA   |
| 04    | Plan Option<br>Flag       | Plan Option Indicator:<br><br>Y(es) = Report by plan<br><br>N(o) = Do not report by plan  | Yes       | Y(es)   | None  |

## Report Attributes

### Sort Order

First by benefit, then by plan, then by employee name

**Data Source**

|                              |
|------------------------------|
| PDADN PEADTOT PEATOT PTRBDCA |
|------------------------------|

**Frequency**

On demand

**Report Format**

Standard horizontal report format

| Name           | Description   |
|----------------|---|
| DEDUCTION      | Name and code of deduction                            |
| PLAN           | Name and code of deduction plan                       |
| NAME           | Employee name   |
| EMPL ID        | Employee ID number                                    |
| START DATE     | Deduction start date                                  |
| STOP DATE      | Deduction stop date                                   |
| STAT           | Status of deduction: A(ctive), T(erminated), W(aived) |
| EMPL AMT       | Amount of employee contribution to benefit cost       |
| EMPR AMT       | Amount of employer contribution to benefit cost       |
| MONTHLY GRS    | Monthly gross earnings of employee                    |
| QUARTERLY GRS  | Quarterly gross earnings of employee                  |
| YR-TO-DATE GRS | Year-to-date gross earnings of employee               |
| A/D            | A Deduction added during reporting period             |

| Name                                | Description  |
|-------------------------------------|--|
|                                     | D Deduction dropped during reporting period  |
| PLAN TOTALS<br>EMPLOYEE AMOUNT      | Total amount of contribution to benefit cost by all employees enrolled in this benefit plan              |
| EMPLOYER AMOUNT                     | Total amount of employer contribution for all employees enrolled in this benefit plan                    |
| MONTHLY GROSS                       | Total monthly gross earnings of employees enrolled in this benefit plan                                  |
| QUARTERLY GROSS                     | Total quarterly gross earnings of employees enrolled in this benefit plan                                |
| YR-TO-DATE GROSS                    | Total year-to-date gross earnings of employees enrolled in this benefit plan                             |
| DEDUCTION TOTALS<br>EMPLOYEE AMOUNT | Total amount of contribution to benefit cost by employees enrolled in all plans defined for this benefit |
| EMPLOYER AMOUNT                     | Total amount of employer contribution for employees enrolled in all plans defined for this benefit       |
| MONTHLY GROSS                       | Total monthly gross earnings of employees enrolled in all plans defined for this benefit                 |
| QUARTERLY GROSS                     | Total quarterly gross earnings of employees enrolled in all plans defined for this benefit               |
| YR-TO-DATE GROSS                    | Total year-to-date gross earnings of employees enrolled in all plans defined for this benefit            |

## Report Sample (PDRBFDN)

|  |           |   |           |      |          |          |  |               |                    |
|--|-----------|---|-----------|------|----------|----------|--|---------------|--------------------|
| REPORT : PDRBFDN                       |           | Banner University<br>Benefit Enrollment Report<br>AS OF 31-MAY-1991 |           |      |          |          | PAGE 1<br>RUN DATE 06/06/1991<br>RUN TIME 04:47 PM |               |                    |
| -----                                  |           |   |           |      |          |          |  |               |                    |
| DEDUCTION : HMO Health Maintenance Org |           | PLAN : MA Married Plan  |           |      |          |          |  |               |                    |
| Name                                   | Empl Id   | Start Date  | Stop Date | Stat | Empl Amt | Empr Amt | Monthly Grs  | Quarterly Grs | Yr-To-Date Grs A/D |
| Adams, Eugene M                        | 777010011 | 30-JAN-1991   |           | A    |          |          |  | 500.00        | 17,075.00          |
| Davis, Mary D                          | 777010012 | 01-JAN-1991   |           | A    |          |          |  | .00           | 3,384.62           |
| Edmonds, Laura M                       | 833333333 | 16-APR-1991   |           | A    | .00      | 100.00   | 2,391.30   | 3,641.30      | 3,641.30           |
| Fanollini, Mary S                      | 844444444 | 16-APR-1991   |           | A    | .00      | 100.00   | 3,083.33   | 4,625.00      | 4,625.00           |
| Miller, Gail R                         | 822222222 | 16-APR-1991   |           | A    | .00      | 100.00   | 2,833.33   | 3,219.69      | 3,219.69           |

|  |                 |                 |               |                 |                  |
|--|-----------------|-----------------|---------------|-----------------|------------------|
| Washington, Janice X00000001 01-JAN-1991 | A               |                 |               | .00             | 4,166.68         |
| Plan Totals                              | Employee Amount | Employer Amount | Monthly Gross | Quarterly Gross | Yr-To-Date Gross |
| HMO Health Maintenance Org               | .00             | 300.00          | 8,307.96      | 11,985.99       | 36,112.29        |
| PLAN MA Married Plan                     |                 |                 |               |                 |                  |

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|  |                 |                       |               |                 |                  |          |             |               |                |     |
|--|-----------------|-----------------------|---------------|-----------------|------------------|----------|-------------|---------------|----------------|-----|
| DEDUCTION : HMO Health Maintenance Org |                 | PLAN : SI Single Plan |               |                 |                  |          |             |               |                |     |
| Name                                   | Empl Id         | Start Date            | Stop Date     | Stat            | Empl Amt         | Empr Amt | Monthly Grs | Quarterly Grs | Yr-To-Date Grs | A/D |
| Adams, John                            | X00000002       | 01-JAN-1991           |               | A               |                  |          |             | .00           | 10,000.00      |     |
| Hamline, Connie                        | M33333333       | 15-MAY-1991           |               | A               |                  |          |             | .00           | .00            | Add |
| Smith, Carol                           | 77777777        | 01-MAR-1991           |               | A               |                  |          |             | 500.00        | 3,242.43       |     |
| Wilson, Mary B                         | 777010006       | 01-JAN-1991           |               | A               |                  |          |             | 500.00        | 5,000.03       |     |
| Plan Totals                            | Employee Amount | Employer Amount       | Monthly Gross | Quarterly Gross | Yr-To-Date Gross |          |             |               |                |     |
| HMO Health Maintenance Org             | .00             | .00                   | .00           | 1,000.00        | 18,242.46        |          |             |               |                |     |
| PLAN SI Single Plan                    |                 |                       |               |                 |                  |          |             |               |                |     |
| Deduction Totals                       | Employee Amount | Employer Amount       | Monthly Gross | Quarterly Gross | Yr-To-Date Gross |          |             |               |                |     |
| HMO Health Maintenance Org             | .00             | 300.00                | 8,307.96      | 12,985.99       | 54,354.75        |          |             |               |                |     |

REPORT : PDRBFDN

Banner University  
Benefit Enrollment Report  
AS OF 31-MAY-1991

PAGE 2  
RUN DATE 06/06/1991  
RUN TIME 04:47 PM

\* \* \* REPORT CONTROL INFORMATION \* \* \*  
Source Message

Parameter Name Value

Parameter Seq No: 5355  
As of Date: 31-MAY-1991  
All codes(Y/N): N  
Plan Option(Y/N): Y  
BDCA code HMO  
Line Count: 55  
Record Count: 10

Entered  
Entered  
Entered  
Entered

## Beneficiary of COBRA Persons/Employees (PDRBLST)

Lists beneficiaries of employees and COBRA people.

| Param | Name          | Description/Values                   | Required? | Default | Validation |
|-------|---------------|--------------------------------------|-----------|---------|------------|
| 01    | Report Choice | Report choice:<br>1 = List employees | Yes       | None    | None       |



| Param | Name                     | Description/Values   | Required? | Default | Validation |
|-------|--------------------------|--|-----------|---------|------------|
|       |                          | 2 = List COBRA people<br>3 = List both   |           |         |            |
| 02    | Sort Choice              | Sort choice:<br>N = By name<br>I = By ID   | Yes       | None    | None       |
| 03    | Separate/<br>Intersperse | Separate or intersperse employees and COBRA<br>people in the report:<br>S = Separate<br>I = Intersperse<br><br>This parameter appears only if 3 was entered at<br>the Report Choice parameter. | No        | None    | None       |

## Report Attributes

### Sort Order

User-defined when parameters are specified.

### Data Source

PDABENE PCABENE PEAEMPL PCAPERS

### Frequency

On demand

**Report Format**

Standard horizontal report format

| <b>Name</b>     | <b>Description</b>  |
|-----------------|---|
| EMPLOYEE        | Employee name and ID number   |
| EMPLOYEE STATUS | Employee Status:<br>A Active<br>B On leave with paid benefits<br>F Leave with full pay and benefits<br>L On leave without pay or benefits<br>P Leave at partial pay and full benefits<br>T Terminated |
| CLASS           | Employee class defined for this employee in the Employee Information section of the Employee page (PEAEMPL)   |
| COA             | Chart of Accounts code of home organization   |
| HOME ORG        | Home organization defined for this employee in the Employee Information section of the Employee page (PEAEMPL)  |
| NAME            | Name of beneficiary   |
| RELATION        | Relationship of beneficiary to employee   |
| SEX             | Sex of beneficiary  |
| ID              | ID number of beneficiary  |
| BIRTH DATE      | Birth date of beneficiary   |
| COLLEGE IND     | College Indicator:<br>Y(es) Beneficiary is a college student  |

| Name | Description                               |
|------|---|
|      | N(o) Beneficiary is not a college student |

## Report Sample (PDRBLST)

|  |                    |   |                       |                |             |  |
|--|--------------------|---|-----------------------|----------------|-------------|--|
| REPORT : PDRBLST                           |                    | Banner University<br>BENEFICIARIES OF COBRA PERSONS AND EMPLOYEES |                       |                |             | PAGE 1<br>RUN DATE 11/26/1990<br>RUN TIME 03:05 PM |
| EMPLOYEE: 759489553<br>Abiline, Linda O    | EMPLOYEE STATUS: A | CLASS: SF Semi-Monthly Faculty                                    | COA: A                | HOME ORG: 100  |             |  |
| NAME                                       | RELATION           | SEX   | ID                    | BIRTH DATE     | COLLEGE IND |  |
| Abiline, Linda O                           | S Self             | F   | 759489553             | 03-MAR-1956    | N           |  |
| COBRA PERSON : 704444446<br>Adames, Nicole | COBRA ACTIVE: Y    | BEGIN DATE: 01-JAN-1991   | END DATE: 31-MAY-1992 |                |             |  |
| NAME                                       | RELATION           | SEX   | ID                    | BIRTH DATE     | COLLEGE IND |  |
| Adames, Nicole                             | S Self             | F   | 704444446             | 12-MAR-1968    | N           |  |
| EMPLOYEE: 704444446<br>Adames, Nicole      | EMPLOYEE STATUS: A | CLASS: BH Bi-Weekly Hourly  | COA: A                | HOME ORG: 101  |             |  |
| NAME                                       | RELATION           | SEX   | ID                    | BIRTH DATE     | COLLEGE IND |  |
| Adames, Nicole                             | S Self             | F   | 704444446             | 12-MAR-1968    | N           |  |
| EMPLOYEE: 71000ECLS<br>Adams, John         | EMPLOYEE STATUS: A | CLASS: SE test security   | COA: A                | HOME ORG: 2010 |             |  |
| NAME                                       | RELATION           | SEX   | ID                    | BIRTH DATE     | COLLEGE IND |  |
| Adams, John                                | S Self             | M   | 71000ECLS             | 01-JAN-1943    | N           |  |

|                   |       |  |         |                     |
|-------------------|-------|--|---------|---------------------|
| REPORT : PDRBLST  |       | Banner University                            |         | PAGE 19             |
|                   |       | BENEFICIARIES OF COBRA PERSONS AND EMPLOYEES |         | RUN DATE 11/26/1990 |
|                   |       | * * * REPORT CONTROL INFORMATION * * *       |         | RUN TIME 03:05 PM   |
| Parameter Name    | Value | Source                                       | Message |                     |
| Parameter Seq No: | 1000  |  |         |                     |
| Choice:           | 3     | Entered                                      |         |                     |
| Sort Choice:      | n     | Entered                                      |         |                     |
| Sep/Int Choice:   | i     | Entered                                      |         |                     |

Record Count: 94  
Line Count : 55

## Flex Benefits Enrollment List (PDRFLEX)

Flexible benefits enrollment list.

| Param | Name       | Description/Values  | Required? | Default | Validation                                      |
|-------|------------|---|-----------|---------|---|
| 01    | Start Date | Start date of report. The date you enter must exist on the Flexible Benefits Period Rule page (PTRFLEX) as a current benefit period date. | Yes       | None    | Format must be DD-<br>MMM-YYYY or DD-<br>MMM-YY |

## Report Attributes

### Sort Order

Employee name

### Data Source

PDAFLEX, PEAEMPL

### Frequency

On demand

### Report Format

Standard horizontal report format

| Name              | Description   |
|-------------------|---|
| NAME              | Employee name   |
| EMPLOYEE ID       | Employee ID number  |
| HOME DEPARTMENT   | Employee home department or organization. The code displayed here was assigned to this employee in the Employee Information section on the Employee page (PEAEMPL). |
| EMPL CLASS        | Employee class  |
| EMPL STATUS       | Employee Status:<br>A Active<br>B On leave with paid benefits<br>F Leave with full pay and benefits<br>P Leave at partial pay and full benefits                     |
| TOTAL FLEX AMOUNT | Total flexible amount. The amount shown here is the total amount allotted to the employee for flexible benefits. It is not reduced to reflect expenditures.         |
| FLEX BENEFIT      | Benefit code and name   |
| PLAN              | Flexible benefit plan   |
| STATUS            | Benefit status: A(ctive), T(erminated), (W)aived  |
| BEGIN DATE        | Begin date of the benefit   |
| END DATE          | End date of the benefit   |
| EMPLOYEE AMOUNT   | Employee contribution to the cost of the benefit  |
| FLEXIBLE AMOUNT   | Amount of the benefit cost to be deducted from the employee's allotted flexible benefit amount  |

## Report Sample (PDRFLEX)

|                      |      |  |                      |                 |                 |                 |                     |  |
|----------------------|------|--|----------------------|-----------------|-----------------|-----------------|---------------------|--|
| REPORT: PDRFLEX      |      | Banner University                                  |                      |                 |                 |                 | PAGE 1              |  |
|                      |      | Flex Benefits Enrollment List                      |                      |                 |                 |                 | RUN DATE 06/17/1991 |  |
|                      |      | Benefit Period Between 01-JUN-1991 and 31-MAY-1992 |                      |                 |                 |                 | RUN TIME 12:03 PM   |  |
| Name                 |      | Employee Id  | Home Department      | Empl Class      | Empl Status     | Total Flex Amt  |                     |  |
| Jones, Harry P       |      | 765000009  | Payroll Office       | KD-Semi-Monthly | A               | 350.00          |                     |  |
| Flex Benefit         | Plan | Status   | Begin Date           | End Date        | Employee Amount | Flexible Amount |                     |  |
| DEN-Dental           | SI   | A  | 01-JUN-1991          | 30-MAY-1992     | 25.00           | 25.00           |                     |  |
| HEA-Health           | MH   | A  | 01-JUN-1991          | 30-MAY-1992     | 100.00          | 300.00          |                     |  |
| Roberts, Tony Q      |      | 765000012  | Payroll Office       | KD-Semi-Monthly | A               | 350.00          |                     |  |
| Flex Benefit         | Plan | Status   | Begin Date           | End Date        | Employee Amount | Flexible Amount |                     |  |
| DEN-Dental           | SI   | A  | 13-JUN-1991          |                 | 25.00           | 25.00           |                     |  |
| Rose, Barb M         |      | 765000011  | Payroll Office       | KD-Semi-Monthly | A               | 350.00          |                     |  |
| Flex Benefit         | Plan | Status   | Begin Date           | End Date        | Employee Amount | Flexible Amount |                     |  |
| DEN-Dental           | MA   | A  | 01-JUN-1991          | 31-MAY-1992     | 46.00           | 24.00           |                     |  |
| HEA-Health           | MH   | T  | 01-JUN-1991          | 01-JUN-1991     | 100.00          | 300.00          |                     |  |
| HMO-HMO              | SI   | A  | 01-JUN-1991          | 31-MAY-1992     | 25.00           | 300.00          |                     |  |
| Walters, Jane P      |      | 765000010  | Payroll Office       | KD-Semi-Monthly | A               | 350.00          |                     |  |
| Flex Benefit         | Plan | Status   | Begin Date           | End Date        | Employee Amount | Flexible Amount |                     |  |
| DEN-Dental           | MA   | A  | 01-JUN-1991          | 30-MAY-1992     | 46.00           | 24.00           |                     |  |
| HMO-HMO              | MA   | A  | 01-JUN-1991          | 30-MAY-1992     | 75.00           | 300.00          |                     |  |
| White Hall, Robert M |      | 765000001  | Vice President Busin | KD-Semi-Monthly | A               | 350.00          |                     |  |
| Flex Benefit         | Plan | Status   | Begin Date           | End Date        | Employee Amount | Flexible Amount |                     |  |
| DEN-Dental           | MA   | A  | 01-JUN-1991          |                 | 46.00           | 24.00           |                     |  |
| HEA-Health           | MH   | A  | 01-JUN-1991          |                 | 100.00          | 300.00          |                     |  |

|                   |             |  |                                   |                     |
|-------------------|-------------|--|-----------------------------------|---------------------|
| REPORT: PDRFLEX   |             | Banner University                                  |                                   | PAGE 2              |
|                   |             | Flex Benefits Enrollment List                      |                                   | RUN DATE 06/17/1991 |
|                   |             | Benefit Period Between 01-JUN-1991 and 31-MAY-1992 |                                   | RUN TIME 12:03 PM   |
|                   |             | * * * REPORT CONTROL INFORMATION * * *             |                                   |                     |
| Parameter Name    | Value       | Source   | Message                           |                     |
| Parameter Seq No: | 6778        |  |                                   |                     |
| Start Date:       | 01-JUN-1991 | Entered  |                                   |                     |
| Line Count:       | 55          |  |                                   |                     |
| Record Count:     | 5           |  | Count of Employee Records Printed |                     |

---

## Flex Benefits Unenrolled Emps (PDRFLXU)

List of employees eligible for flexible benefits but not enrolled.

### Parameters

None

### Report Attributes

**Sort Order**

First by employee class, then by employee name

**Data Source**

PDAFLEX, PEAEMPL

**Frequency**

On demand

**Report Format**

Standard horizontal report format

| Name           | Description        |
|----------------|--------------------|
| EMPLOYEE CLASS | Employee class     |
| NAME           | Employee name      |
| EMPLOYEE ID    | Employee ID number |

| Name                  | Description   |
|-----------------------|---|
| HOME DEPARTMENT       | Employee home department or organization. The code displayed here was assigned to this employee in the Employee Information section on the Employee page (PEAEMPL). |
| EMPL STATUS           | Employee Status:<br>A Active<br>B On leave with paid benefits<br>F Leave with full pay and benefits<br>P Leave at partial pay and full benefits                     |
| AVAILABLE FLEX AMOUNT | Available flexible amount. The amount shown here is the total amount allotted to the employee for flexible benefits. It is not reduced to reflect expenditures.     |

## Report Sample (PDRFLXU)

| REPORT: PDRFLXU                   |             | Banner University             |             | PAGE 1                |  |
|-----------------------------------|-------------|-------------------------------|-------------|-----------------------|--|
| Employee Class: AD Administrative |             | Flex Benefits Unenrolled Emps |             | RUN DATE 06/14/1991   |  |
|                                   |             |                               |             | RUN TIME 04:46 PM     |  |
| Name                              | Employee Id | Home Department               | Empl Status | Available Flex Amount |  |
| Burns, Linda R                    | 777010003   | Payroll Office                | A           | 200.00                |  |
| Clay, Vera M                      | 777010032   | Payroll Office                | A           | 200.00                |  |
| Obando, Henry                     | 111070011   | Office of The Provos          | A           | 200.00                |  |
| Rodgers, Michael M                | 777010009   | Payroll Office                | A           | 200.00                |  |
| Smith, Carol                      | 777777777   | Payroll Office                | A           | 200.00                |  |
| Smith, Ronald E                   | 777010004   | Payroll Office                | A           | 200.00                |  |
| Total Count: 6                    |             |                               |             |                       |  |

|                 |  |                   |  |                     |  |
|-----------------|--|-------------------|--|---------------------|--|
| REPORT: PDRFLXU |  | Banner University |  | PAGE 2              |  |
|                 |  |                   |  | RUN DATE 06/14/1991 |  |



| Employee Class: EX Exempt |             | Flex Benefits Unenrolled Emps |             |                       | RUN TIME 04:46 PM |  |
|---------------------------|-------------|-------------------------------|-------------|-----------------------|-------------------|--|
| Name                      | Employee Id | Home Department               | Empl Status | Available Flex Amount | Flex              |  |
| Bell, Mary                | M77777777   | College of Arts & Sc          | A           |                       | 350.00            |  |
| Bollinger, Nickolas M     | 800000000   | College of Arts & Sc          | A           |                       | 350.00            |  |
| Edmonds, Laura M          | 833333333   | College of Arts & Sc          | A           |                       | 350.00            |  |
| Fanollini, Mary S         | 844444444   | College of Arts & Sc          | A           |                       | 350.00            |  |
| Gischek, Ruth S           | 877777777   | College of Arts & Sc          | A           |                       | 350.00            |  |
| Hartling, William C       | 866666666   | College of Arts & Sc          | A           |                       | 350.00            |  |
| Mitchell, Anthony M       | 855555555   | College of Arts & Sc          | A           |                       | 350.00            |  |
| Miller, Gail R            | 822222222   | College of Arts & Sc          | A           |                       | 350.00            |  |
| Spalding, Bradley         | 888888888   | College of Arts & Sc          | A           |                       | 350.00            |  |
| Stepkowski, Michael S     | 811111111   | College of Arts & Sc          | A           |                       | 350.00            |  |
| Williamston, Maryanne W   | 899999999   | College of Arts & Sc          | A           |                       | 350.00            |  |
| Total Count: 11           |             |                               |             |                       |                   |  |

| REPORT: PDRFLXU   |       | Banner University                      |                                   | PAGE 3              |  |
|-------------------|-------|--|-----------------------------------|---------------------|--|
|                   |       | Flex Benefits Unenrolled Emps          |                                   | RUN DATE 06/14/1991 |  |
|                   |       | * * * REPORT CONTROL INFORMATION * * * |                                   | RUN TIME 04:46 PM   |  |
| Parameter Name    | Value | Source                                 | Message                           |                     |  |
| Parameter Seq No: | 6717  |  |                                   |                     |  |
| Line Count:       | 55    |  |                                   |                     |  |
| Record Count:     | 29    |  | Count of Employee Records Printed |                     |  |

## Flex Benefits Required Update (PDRFUPT)

List of employees with flexible benefits who are awaiting update to employee deduction records (PDRDEDN).

## Parameters

None

---

## Report Attributes

**Sort Order**

Employee name

**Data Source**

PDAFLEX, PEAEMPL

**Frequency**

On demand

**Report Format**

Standard horizontal report format

| Name            | Description   |
|-----------------|---|
| NAME            | Employee name   |
| EMPLOYEE ID     | Employee ID number  |
| HOME DEPARTMENT | Employee home department or organization. The code displayed here was assigned to this employee in the Employee Information section on the Employee page (PEAEMPL). |
| EMPL CLASS      | Employee class  |
| EMPL STATUS     | Employee Status:<br>A Active<br>B On leave with paid benefits<br>F Leave with full pay and benefits<br>P Leave at partial pay and full benefits                     |

## Report Sample (PDRFUPT)

| REPORT: PDRFUPT |             | Banner University<br>Flex Benefits Required Update |            | PAGE 1<br>RUN DATE 06/17/1991<br>RUN TIME 03:34 PM |
|-----------------|-------------|--|------------|--|
| Name            | Employee Id | Home Department                                    | Empl Class | Empl Status  |
| Adams, Eugene M | 777010011   | Payroll Office                                     | FA-Faculty | A  |

| REPORT: PDRFUPT   |       | Banner University<br>Flex Benefits Required Update |                                   | PAGE 2<br>RUN DATE 06/17/1991<br>RUN TIME 03:34 PM |
|-------------------|-------|--|-----------------------------------|--|
|                   |       | * * * REPORT CONTROL INFORMATION * * *             |                                   |  |
| Parameter Name    | Value | Source   | Message                           |  |
| Parameter Seq No: | 6905  |  |                                   |  |
| Line Count:       | 55    |  |                                   |  |
| Record Count:     | 1     |  | Count of Employee Records Printed |  |

## Employee Offer and Coverage Audit Report (PDRHIOC)

Use the Employee Offer and Coverage Audit Report (PDRHIOC) to review the employee Health Insurance Offer and Coverage records that will be included in Affordable Care Act year-end reporting.

This report provides the following information.

- Employees listed alphabetically by their Primary Employee Class (PEBEMPL)
- An audit of total applicable ACA hours, broken out by month for the year
- Offer and Coverage records that exist for each employee (PDRHIOC)
- Employees with health care coverage, but do not have an Offer and Coverage record for the run period
- Employees with a null Offer Coverage Code (PDRHIOC) or an incorrect code combination in an existing PDAHIOC record

- Employees that are not enrolled in a health care plan (as indicated in PTRBDCA) and either do not have an Offer and Coverage Record, or do not have a Safe Harbor Code recorded (PDRHIOC)

**Note:** All records that exist, up to and including the process month, will be displayed. This enables you to review data that has been stored over all previous months for the processing year. For example, if the employee has three records on file from January 1 to the end of the processing month for June, all three records will be displayed in ascending date order.

The audit report also displays a count of all reportable and non-reportable employees including those who do not have jobs. The count of the reportable employee records is different than the total count of employees reported on the report.

| Parameter | Parameter Name       | Description/Values  | Required? | Validation  |
|-----------|----------------------|---|-----------|-------------|
| 01        | Employer Code        | Enter specific Employer Code or ALL for all Employers   | Yes       | PTREMPR     |
| 02        | Run Year             | Specify calendar year for process   | Yes       |             |
| 03        | Run Month            | Enter 1 for January through 12 for December or ALL for the year -- multiple allowed   | Yes       | 1-12 or ALL |
| 04        | Employment Base Date | One of the following dates should be selected for a new employee while processing the records. This date is used to determine if the employee is new for the processing year and generate edit messages. <ul style="list-style-type: none"> <li>Adjusted Service Date</li> <li>Current Hire Date</li> </ul> | No        | None        |

| Parameter | Parameter Name              | Description/Values   | Required? | Validation    |
|-----------|-----------------------------|--|-----------|---------------|
|           |                             | <ul style="list-style-type: none"> <li>Original Hire Date</li> <li>Seniority Date</li> </ul> |           |               |
| 05        | Include Non-cash Earn Codes | Enter Y for Yes or N for No  | Yes       | Y, y, N, or n |
| 06        | Include/Exclude ACA Codes   | Enter I for Include or E for Exclude   | Yes       | I, i, E, e    |
| 07        | Employee Class              | Enter an Employee Class code; Multiple allowed   | Yes       | PTRECLS       |
| 08        | Use Population Selection    | Enter Population Selection Entry Indicator, Y-Yes, N-No                                      | No        | Y, y, N, or n |
| 09        | Population Selection ID     | Enter the Population Selection ID  | No        | GLISLCT       |
| 10        | Creator ID                  | Enter the Creator of the Population Selection  | No        |               |
| 11        | Application ID              | Enter the Name of the Population Selection Application                                       | No        | GLIAPPL       |

## Report parameters

This provides a detailed description of the PDRHIOC report parameters.

| Parameter name | Description  |
|----------------|--|
| Employer Code  | One of three primary criteria that is used to select employee Offer and Coverage records for the audit report. |

| Parameter name              | Description  |
|-----------------------------|--|
| Run Year                    | One of three primary criteria that is used to select employee Offer and Coverage records for the audit report.   |
| Run Month                   | One of three primary criteria that is used to select employee Offer and Coverage records for the audit report.   |
| Employment Base Date        | <p>Use this parameter to specify the date that must be selected for a new employee during processing. This date is used to determine if the employee is new for the processing year and generate edit messages. The options are as follows:</p> <ul style="list-style-type: none"> <li>• Adjusted Service Date</li> <li>• Current Hire Date</li> <li>• Original Hire Date</li> <li>• Seniority Date</li> </ul>   |
| Include Non-cash Earn Codes | <p>If you would like to include the employee's hours for Non-cash Earn Codes, enter a <b>Y</b> for this parameter.</p> <p>When you include Non-Cash Earn Codes, the report totals all PTREARN records for employee.</p> <p>If you do not want to include Non-Cash Earnings, enter a <b>N</b> for this parameter.</p> <p>When you do not include Non-Cash Earn Codes, the report only totals the hours from the PTREARN records with eligible Earn Codes.</p> <p>Eligible Earn Codes are those established on GTVSDAX with a Code of ACAEARN.</p> |
| Include/Exclude ACA Codes   | <p>The PDRHIOC report calculates ACA Hours based upon the eligible Earn Codes that have been established on GTVSDAX with a Code ACAEARN.</p> <p>Use the Include/Exclude ACA Codes parameter to specify if the ACA-related Earn Codes established on GTVSDAX should be included or excluded from the calculated total for each month.</p> <p>This information enables you to monitor hours during the course of the year to see if employees require a health care offer.</p>   |

| Parameter name          | Description   |
|-------------------------|---|
| Employee Class          | This parameter will select Employee Class rules from PTRECLS. One or more Employee Class Codes can exist in the parameters and must be validated against the PTRECLS table. |
| Population Selection ID | Provide the Population Selection ID to specify a specific set of employees.   |
| Creator ID              | Provide the Creator ID of the Population Selection.   |
| Application ID          | Provide the Application ID for which the Population Selection rules were built.   |

## Report attributes

Refer to the report attributes section to see information about the report format and data source.

### Sort order

alphabetically, by Employee Class, employee name (last, first, and middle), Employer Code, Position/Suffix.

### Data source

|         |         |         |         |
|---------|---------|---------|---------|
| GTVSDAX | NBRBJOB | NBRJOBS | PCBPERS |
| PCRDEDN | PDRBCOV | PDRBDED | PDRBENE |
| PDRDEDN | PDREMRE | PDRHIOC | PEBEMPL |
| PERJTOT | PTRBCDN | PTRBDCA | PTRBREL |
| PTREARN | PTRECLS |         |         |

### Frequency

monthly or month range covering multiple months on demand

---

**Report format**

standard horizontal

## Before you run PDRHIOC

Before you run PDRHIOC, you must create an ACAEARN records on the Crosswalk Validation (GTVSDAX) page. The ACAEARN records are used by PDRHIOC to calculate employees' service time.

When you run PDRHIOC, you can choose to include or exclude the specific Earn Codes you have identified on GTVSDAX. Either create ACAEARN records for the Earn Codes that you want to include in processing, or create ACAEARN records for the Earn Codes that you want to bypass.

PDRHIOC will total the hours for each position, within each employer based upon the Employee Monthly Job Totals (PERJTOT) records that are updated with each payroll.

## Special Crosswalk Validation (GTVSDAX) page setup

Before running the Employee Offer and Coverage Audit (PDRHIOC) report, perform these steps to set up ACAEARN records.

### About this task

Earn Codes must have an Internal Code of `ACAEARN` and a Group code of `EARN CODE` and each code must have a unique Sequence associated with it in the same pattern as your Employee Class Codes.

### Procedure

1. Go to the Crosswalk Validation (GTVSDAX) page.
2. Insert a new record,
3. Enter an Internal Code of ACAEARN.
4. Enter a unique Sequence number for each Earn Code.

If your site has two health care benefit choices, each with four plans, then you would need to create eight different records in GTVSDAX.

5. Enter a Group name of `Earn Code`.



6. Enter an External Code.  
The External Code represents the Offer Coverage code that is needed on an employee's record when they are actively enrolled in a benefit plan.
7. Enter a Description of ACA Earn Code Selection and a Concept.
8. Enter an Associated System value of H (Human Resources).
9. Save your changes.

## Life Insurance Coverage Report (PDRLIFE)

Lists taxable life insurance coverage and deductions by employee.

| Param | Name              | Description/Values   | Required? | Default | Validation                                      |
|-------|-------------------|--|-----------|---------|---|
| 01    | Report As of Date | Report as-of date.<br>Your report will contain data on taxable life insurance coverage for which deductions were being taken as of the date entered at this parameter. | Yes       | None    | Format must be DD-<br>MMM-YYYY or DD-<br>MMM-YY |

## Report Attributes

### Sort Order

First by employee name, then by employee's life insurance deduction

**Data Source**

|   |
|---|
| PDADN PTRBDCA PTRINST PEAEMPL PDABCOV PDAVENE PPAIDEN |
|---|

**Frequency**

On demand

**Report Format**

Standard horizontal report format

| Name                  | Description  |
|-----------------------|--|
| EMPLOYEE NAME         | Employee name  |
| ID                    | Employee ID number   |
| DEDUCTION             | Employee life insurance deduction                                  |
| PLAN                  | Deduction plan   |
| STATUS                | Deduction status: A(ctive), T(erminated), or W(aived)              |
| DEDUCTION TYPE        | Type of coverage: M (Employee) or N (Dependent)                    |
| AGE                   | Employee age as of Deduction Effective Date entered in parameter   |
| COVERAGE AMOUNT       | Amount of life insurance coverage                                  |
| EMPLOYEE PREMIUM      | Employee contribution to the premium                               |
| EMPLOYER PREMIUM      | Employer contribution to the premium                               |
| CALCULATED INS SALARY | Salary amount used to determine amount of life insurance coverage  |
| COV AMOUNT            | Amount of life insurance coverage                                  |
| TAX FREE AMT          | Amount of coverage for which the employer-paid premium is tax-free |

| Name                         | Description   |
|------------------------------|---|
| COV OVER TAX FREE COV<br>AMT | Amount of coverage for which the employer-paid premium is taxable to the employee as income |
| TOT EMPL PREMIUM             | Total employee contribution to the premium  |
| TOT EMPR PREMIUM             | Total employer contribution to the premium  |

## Report Sample (PDRLIFE)

|                                   |  |            |          |                |                                |                 |                   |                  |                       |
|-----------------------------------|--|------------|----------|----------------|--------------------------------|-----------------|-------------------|------------------|-----------------------|
| REPORT : PDRLIFE                  |  |            |          |                | Banner University              |                 | PAGE 1            |                  |                       |
|                                   |  |            |          |                | Life Insurance Coverage Report |                 | RUN DATE 12/10/90 |                  |                       |
|                                   |  |            |          |                | As of: 10-FEB-1991             |                 | RUN TIME 03:03 PM |                  |                       |
| Name                              |  | ID         |          |                |                                |                 |                   |                  |                       |
| Ames, Susanna                     |  | 7X0000007  |          |                |                                |                 |                   |                  |                       |
|                                   |  | Plan       | Status   | Deduction Type | Age                            | Coverage Amount | Employee Premium  | Employer Premium | Calculated Ins Salary |
| L2M life ins - flat benefit       |  |            | A Active | M Employee     | 37                             | 85000.00        | 6.80              | .00              | 23400.00              |
|                                   |  |            |          |                | Totals:                        | 85000.00        | 6.80              | .00              |                       |
|                                   |  | Cov Amount |          | Tax Free Amt   |                                | Cov Over        | Tot Empl          | Tot Empr         |                       |
|                                   |  |            |          |                | Tax Free Cov Amt               |                 | Premium           | Premium          |                       |
| Employee Life Insurance           |  | 85000.00   |          | 50000.00       |                                | 35000.00        | 6.80              | .00              |                       |
| Total Coverage Amount:            |  | 85000.00   |          |                |                                |                 |                   |                  |                       |
| Total Monthly Premium (Employee): |  | 27.20      |          |                |                                |                 |                   |                  |                       |
| Total Monthly Premium (Employer): |  | .00        |          |                |                                |                 |                   |                  |                       |
| Taxable Premium Amount:           |  | .00        |          |                |                                |                 |                   |                  |                       |
| <hr/>                             |  |            |          |                |                                |                 |                   |                  |                       |
| Name                              |  | ID         |          |                |                                |                 |                   |                  |                       |
| Bachman, Paul                     |  | 7X0000005  |          |                |                                |                 |                   |                  |                       |
|                                   |  | Plan       | Status   | Deduction Type | Age                            | Coverage Amount | Employee Premium  | Employer Premium | Calculated Ins Salary |
| L0M life ins - factor employ      |  |            | A Active | M Employee     | 50                             | 125000.00       | 31.25             | .00              | 97900.00              |
| L0N life ins -factor depende      |  |            | A Active | N Dependent    |                                | 50000.00        | 5.00              | .00              | 25000.00              |
|                                   |  |            |          |                | Totals:                        | 175000.00       | 36.25             | .00              |                       |
|                                   |  | Cov Amount |          | Tax Free Amt   |                                | Cov Over        | Tot Empl          | Tot Empr         |                       |
|                                   |  |            |          |                | Tax Free Cov Amt               |                 | Premium           | Premium          |                       |
| Employee Life Insurance           |  | 125000.00  |          | 50000.00       |                                | 75000.00        | 31.25             | .00              |                       |
| Dependent Life Insurance          |  | 50000.00   |          | 2000.00        |                                | 48000.00        | 5.00              | .00              |                       |
| Total Coverage Amount:            |  | 175000.00  |          |                |                                |                 |                   |                  |                       |
| Total Monthly Premium (Employee): |  | 36.25      |          |                |                                |                 |                   |                  |                       |
| Total Monthly Premium (Employer): |  | .00        |          |                |                                |                 |                   |                  |                       |

|                         |      |
|-------------------------|------|
| Taxable Premium Amount: | 7.91 |
|-------------------------|------|

REPORT : PDRLIFE

Banner University  
Life Insurance Coverage Report  
As of: 10-FEB-1991

PAGE 4  
RUN DATE 12/10/90  
RUN TIME 03:03 PM

| Parameter Name    | Value       |
|-------------------|-------------|
| Parameter Seq No: | 1000        |
| Deduction Date:   | 10-FEB-1991 |
| RECORD COUNT:     | 6           |
| Line Count :      | 55          |

\* \* \* REPORT CONTROL INFORMATION \* \* \*  
Source Message

Entered

## Employee Assignment Extract Process (PEPAEXT)

This extract process creates employee assignment data records that are loaded into the Employee Assignment Table (PERASGN).

**Note:** This report is not current for California Community College users and has been replaced within CALBHR by PVRMDEJ. This report and PEPEDEX are no longer supported. California users see the *Banner California Community Colleges Baseline Human Resources Handbook* for information about the PVRMDEJ report.

The Employee Data Extract Process (PEPEDEX) uses this table and the Employee Demographic Table (PERDEMO) to create a file to be used by local sites in developing magnetic media. Reports are also generated from this extract process.

| Param | Name                    | Description/Values                           | Required?                     | Default | Validation  |
|-------|-------------------------|--|-------------------------------|---------|-------------|
| 01    | From Term Code          | Beginning term code.                         | Yes, for Fall collection only | None    | STVTERM     |
| 02    | To Term Code            | Ending term code.                            | Yes, for Fall collection only | None    | STVTERM     |
| 03    | Prior Report as of Date | Date on which the report was last submitted. | No                            |         | DD-MON-YYYY |

| Param | Name                      | Description/Values   | Required? | Default | Validation  |
|-------|---------------------------|--|-----------|---------|-------------|
| 04    | Current Report as of Date | Date on which the current report is being submitted.   | Yes       | None    | DD-MON-YYYY |
| 05    | Term Identifier           | Term Identifier. Enter in the format YYT:<br>YY = Last two digits of the year in which the term occurs<br>T = Single digit term type identifier.                             | Yes       | None    | YYT Format  |
| 06    | Report Identifier         | An alpha numeric ID to identify the report.  | Yes       | None    | None        |
| 07    | Create Data               | Indicate if you would like to include any new or changed data since the last process run.<br><br>It is recommended that you use this parameter only for the initial extract. | Yes       | No      | None        |
| 08    | Create Tape               | Specify if the tape file is to be created by the extract process.  | Yes       | No      | None        |

## Report Attributes

### Sort Order

By District or Division, followed by alphabetical listing by employee's last name.

### Data Source

|  |
|--|
| SIAASGN SIALVAS STVTERM PEAEMPL STVETHN STVCITZ NBAPOSN NBAJOBS GOAMED I NTRPCLS PTRECLS PPAIDEN |
|--|

**Frequency**

On demand. Required for Fall and Term End collections.

**Report Format**

Standard horizontal format, Magnetic media

| Name              | Description  |
|-------------------|--|
| Term ID           | This field is the value specified for the report parameter, Term Identifier. Prints the term ID in the report header for which the data is being captured by the process.  |
| Report ID         | Prints the Report ID in the report header for which the data is being captured by the process.   |
| District/Division | District or Division to which the educational institution is associated. This information is printed on the report header.<br><br>For non-faculty members, this information is drawn from the Employee Jobs page (NBAJOBS).  |
| ID                | Employee's ID  |
| Last Name         | Employee's Last Name   |
| First Name        | Employee's First Name  |
| Asgn. Type (EJ01) | <p>A 2-character code identifying the employee's job assignment type. The first character identifies whether the assignment is instructional (C or N) or non-instructional (A). The second character identifies the nature of the assignment when the assignment is non-regular.</p> <p>For faculty members, assignment type data is extracted from SIAASGN and the SIALVAS pages.</p> <p>For non-faculty employees, the 2-character alphanumeric value of this MIS element is evaluated as follows:</p> <ul style="list-style-type: none"> <li>• The first character of the Assignment Type data element (EJ01) is derived from the value of the <b>MIS Occ Code</b> specified for a corresponding <b>EEO Skill Code</b> on the PTVESKL page.</li> <li>• The second character of this element represents the job status of the relevant position, and is derived from NBAJOBS as follows:</li> <li>• If the job status is <i>Active</i>, an N is printed in the second position.</li> </ul> |

| Name                    | Description  |
|-------------------------|--|
|                         | <ul style="list-style-type: none"> <li>If the job status is <code>Leave</code>, (includes all leave combinations), the process prints an <code>L</code> in the second position.</li> <li>If the job status is <code>Terminated</code>, the process prints an <code>N</code> in the second position, and the following message is displayed in the log file: <code>*WARNING*: Job status is terminated.</code></li> </ul>   |
| Asgn. Leave (EJ02)      | <p>Employee's leave status associated with the job assignment. The third character of the Assignment Type code indicates the leave status of the employee.</p> <p>For all faculty members, this character is extracted from the <b>Assignment Type</b> field on the Faculty Assignment page (SIAASGN) and the Faculty Leave Assignment page (SIALVAS).</p> <p>For non-faculty members this information is extracted from the Job Change Type associated with the Job change reason on the Employee Jobs page (NBAJOBS).</p>  |
| Asgn. Acct. (EJ03)      | <p>Refers to the category code or the Job Activity code associated with the job assignment.</p> <p>For faculty employees, it refers to the TOPS code associated with the assignment on Faculty Assignment page (SIAASGN) and Faculty Leave Assignment page (SIALVAS).</p> <p>TOPS codes are defined on the Course Detail Information page (SCADETL).</p> <p>For non-faculty employees, the account code is obtained for each position/suffix combination on NBAJOBS as follows:</p> <p>When Banner Finance is installed, the process considers the value of the <b>Program Code</b> field in the FOAPAL distribution for each position/suffix combination on NBAJOBS.</p> <p>When Banner Finance is <i>not</i> installed, this MIS element will not be reported.</p> |
| Asgn. Wkly. Hrs. (EJ04) | <p>This is a calculated field required for the Fall report only.</p> <p>For faculty members, the average number of hours spent on an assignment is calculated via the SIAASGN and SIALVAS pages. The term equivalent weekly faculty contact hours is calculated for instructors who teach an irregular number of hours.</p> <p>For non-faculty employees, the weekly hours in the Fall collection report is calculated from the fields on NBAJOBS using the following formula: <b>Hours per Day x Appointment Percent x 5.</b></p>   |

| Name                    | Description  |
|-------------------------|--|
| Asgn. Hrly. Rate (EJ05) | <p>Prints an single hourly rate per district/division, job activity and assignment for employees paid on an hourly basis (from NBAJOBS).</p> <p>If the employee is being paid on a non-hourly basis, the process prints 00000.</p> <p>For individuals paid hourly with more than one hourly rate, an average is determined.</p> <p>For faculty members with multiple assignments, the hourly rate is a weighted average obtained by applying the workload factor from the Banner Student system.</p> |
| Asgn. FTE (EJ08)        | <p>The Full Time Equivalent (FTE) expressed as a percentage associated with each assignment for the employee being reported. Required for the Fall term only.</p> <p>This data is determined from the Faculty Assignment page (SIAASGN) and Faculty Leave Assignment page (SIALVAS) for instructional and non-instructional faculty.</p> <p>For non-faculty employees, the value of this element is derived from the <b>Job FTE</b> field on the Employee Jobs page (NBAJOBS).</p>                   |

## Report Sample (PEPAEXT)

|                       |           |                   |           |                      |           |               |                |          |
|-----------------------|-----------|-------------------|-----------|----------------------|-----------|---------------|----------------|----------|
| REPORT : PEPAEXT      |           | Banner University |           | Page 1               |           |               |                |          |
| Version: 5.4.1        |           |                   |           | RUN DATE 21-OCT-2002 |           |               |                |          |
| TERM ID 789           |           |                   |           | RUN TIME 01:24 PM    |           |               |                |          |
| REPORT ID MG120       |           |                   |           |                      |           |               |                |          |
| DISTRICT/DIVISION 111 |           |                   |           |                      |           |               |                |          |
| ID                    | LAST NAME | First Name        | Asgn Type | Asgn Leave           | Asgn Acct | Asgn Wkly Hrs | Asgn Hrly Rate | ASGN FTE |
| 710000003             | Burns     | Linda             | AL        | L                    | AC        | 20            | 2205           | 05000    |
| 710000003             | Burns     | Linda             | AL        | L                    | AC        | 20            | 2105           | 05000    |
| 710000004             | Campbell  | David             | CI        | Y                    | AR        | 40            | 0000           | 10000    |
| 710000005             | Darcy     | Elizabeth         | SI        | Y                    | AR        | 40            | 0000           | 10000    |
| 710000006             | Garrett   | Linda             | AL        | Y                    | AR        | 40            | 0000           | 10000    |
| 710000007             | Howell    | Douglas           | CI        | Y                    | PR        | 40            | 0000           | 10000    |
| 710000008             | Kieffer   | Mark              | SI        | L                    | PR        | 40            | 0000           | 10000    |
| 710000009             | Lander    | Richard           | AL        | Y                    | AC        | 40            | 0000           | 10000    |



710000010 Preston Thomas AL L AC 40 0000 10000

REPORT : PEPAEXT Banner University Page 1  
RUN DATE 21-OCT-2002  
Version: 5.4.1 RUN TIME 01:24 PM

| Parameter Name                   | Value      | * * * REPORT CONTROL INFORMATION * * * | Source  | Message |
|----------------------------------|------------|--|---------|---------|
| Parameter Seq No:                | 961940     |  |         |         |
| From Term Code                   | 200122     |  | Entered | Entered |
| To Term Code                     | 200122     |  | Entered | Entered |
| Prior Report As Of Date          | 2-NOV-2001 |  | Entered |         |
| Current Report As Of Date        | 2-NOV-2001 |  | Entered |         |
| Term Identifier                  | 789        |  | Entered | Entered |
| Report Identifier                | MG120      |  | Entered | Entered |
| Create Tape (Y/N)                | Y          |  | Entered | Entered |
| Total Number of Records Printed: | 8          |  |         |         |

Username: Connected  
Starting PEPAEXT (Rel 5.4.1)...  
\*\*\*\*\*  
Please Enter Parameters for the PEPAEXT Report  
\*\*\*\*\*  
Parameter Sequence Number: pepaext completed successfully  
76 lines written to /u/jobsub/pepaext\_963319.lis  
are\_parameters\_valid YES

| Name          | ID          | ECLS | Status | Message  |
|---------------|-------------|------|--------|--|
| Liu Christine | , 193500012 | 03   | Active | ** WARNING** Employee Assignment Type is invalid |
| Liu Christine | , 193500012 | 03   | Active | ** WARNING** Asgn Leave Status is invalid        |
| Smith Joe     | , 011252231 | 02   | Active | ** WARNING** Asgn Leave Status is invalid        |

Connected  
Connected

## Calculate Statistics Salary Process (PEPC SAL)

Calculates the annual salary statistics. It also calculates an employee's annual salary for primary and secondary jobs by including premium earnings, shift differential earnings or any other additional earnings

From the earn codes listed for each employee in the Default Earnings window on NBAJOBS, the process includes only those that are marked as Additional Earnings and/or Premium Earnings on the Earnings Code Rule page (PTREARN).

**Note:** Defects and enhancements for this process are only done within the CALBHR version, which was developed specifically for California Community Colleges MIS reporting. California users see the *Banner California Community Colleges Baseline Human Resources Handbook* for information about the California version of this report.

**Warning!** Exercise caution if you include Premium earnings and Additional earnings in the calculation of the annual salary, as it is possible that earnings may get duplicated and result in an inflated annual salary.

| Param | Name   | Description/Values   | Required | Default     | Validation   |
|-------|--|--|----------|-------------|--|
| 01    | Calculate Statistics Annual Salary As Of     | Date from which annual salary statistics are calculated.   | No       | System date | Format must be DD-<br>MMM-YYYY or<br>DD-<br>MMM-YY |
| 02    | Calculate Projected Statistics Annual Salary | Code indicating whether to Calculate Projected Statistics for the Annual Salary.<br><br>Y = Previously calculated values will be deleted prior to the update/insertion of newly calculated values.<br><br>N = Projected Statistics are not calculated for the Annual Salary. | No       | Y           | None   |
| 03    | Calculate Projected Statistics As Of         | Date from which to Calculate the Projected Statistics for the Annual Salary  | No       | System date | Format must be<br>DD-<br>MMM-<br>YYYY              |

| Param | Name  | Description/Values   | Required Default |   | Validation            |
|-------|---|--|------------------|---|-----------------------|
|       |   |  |                  |   | DD-MMM-YY             |
| 04    | Delete Projected Statistics Annual Salaries | Code indicating the deletes associated with Projected Statistics Annual Salaries. Select:<br><br>Y = Delete all data associated with the Projected Statistics Annual Salaries.<br><br>N = Do not delete the data associated with the Projected Statistics Annual Salaries. | No               | N | Format must be Y or N |
| 05    | Include Longevity Amount                    | Indicate if the process is to calculate and include the longevity pay.   | Yes              | N | None                  |
| 06    | Include Premium Earnings                    | Specify if premium earnings are to be considered in the calculation of the annual salary.  | No               | N | Y or N                |
| 07    | Include Additional Earnings                 | Specify if earn codes marked as Additional earnings on PTREARN are to be considered in the calculation of the annual salary.   | No               | N | Y or N                |
| 08    | Include Shift Differential                  | Specify if shift differential earn codes are to be included in the calculation of the annual salary.   | No               | N | Y or N                |

## Report Attributes

### Sort Order

Not applicable

### Data Source

|   |
|---|
| NBAJOBS PEISTAN PTRPSAS PTRSTAN PTREARN PPAIDEN |
|---|

**Frequency**

On demand

**Report Format**

Standardized horizontal report format

| Name                  | Description  |
|-----------------------|--|
| ID                    | ID number of employee for whom required salary data is provided.   |
| Name                  | Name of the employee for whom required salary data is provided.  |
| Annual Salary         | The annual salary of the employees listed in this report.  |
| Annual Salary Date    | The annual salary date of the salaries listed in this report.  |
| Projected Salary      | The projected salary for this employee at the future date listed on this report.   |
| Projected Salary Date | The future date of the projected salary.   |
| Pending Nego. Ind.    | Pending negotiations indicator shows whether the projected salaries are affected by pending negotiations with a union. If the indicator is Y, then the new salary would be subject to approval by the union. |

**Report Sample (PEPCSAL)**

|   |                      |                             |                    |                  |  |
|---|----------------------|-----------------------------|--------------------|------------------|--|
| 27-OCT-2003   |                      | Banner University           |                    | PAGE 1           |  |
| 14:52:57  |                      |                             |                    |                  |  |
|   |                      | Calculate Statistics Salary |                    | PEFCSAL          |  |
| * Indicates New Step Not Found or Out of Range for This ID. |                      |                             |                    |                  |  |
| ID  | Name                 | Annual Salary               | Annual Salary Date | Projected Salary | Projected Salary Date Pending Nego Ind |
| 123456987   | Bernard Nevermind MH | 80300.00                    | 01-JAN-2002        | 80300.00         | 31-DEC-2002                            |
| BB0000020   | Adam Abner           | 135766.21                   | 01-JAN-2002        | 135766.21        | 31-DEC-2002                            |
| 091000000   | Abigail Abbey        | 60000.00                    | 01-JAN-2002        | 63000.00         | 31-DEC-2002 Y                          |
| 131000001   | Brian Abbey          | 34319.40                    | 01-JAN-2002        | 34319.40         | 31-DEC-2002                            |
| 610009711   | James Abbot          | 63000.00                    | 01-JAN-2002        | 63000.00         | 31-DEC-2002                            |
| 511333333   | Margaret Abercrombie | 83250.00                    | 01-JAN-2002        | 83250.00         | 31-DEC-2002                            |
| 109900001   | Cathryn Able         | 74925.00                    | 01-JAN-2002        | 77175.00         | 31-DEC-2002 N                          |

|           |               |            |             |            |             |   |
|-----------|---------------|------------|-------------|------------|-------------|---|
| 109900002 | Fred Able     | 83250.00   | 01-JAN-2002 | 85750.00   | 31-DEC-2002 | N |
| JCCA99999 | Ione Acar     | 60000.00   | 01-JAN-2002 | 60000.00   | 31-DEC-2002 |   |
| WE0000050 | Amy Ace       | 63000.00   | 01-JAN-2002 | 63000.00   | 31-DEC-2002 |   |
| 200000001 | Linda Adam    | 85085.44   | 01-JAN-2002 | 87640.00   | 31-DEC-2002 | N |
| CD0000034 | April Adams   | 101325.00  | 01-JAN-2002 | 101325.00  | 31-DEC-2002 |   |
| CD0000026 | Ashley Adams  | 26543.76   | 01-JAN-2002 | 26543.76   | 31-DEC-2002 |   |
| JCCA22222 | Bernard Adams | 1247976.00 | 01-JAN-2002 | 1247976.00 | 31-DEC-2002 |   |
| 121000001 | Bill Adams    | 83250.00   | 01-JAN-2002 | 83250.00   | 31-DEC-2002 |   |
| BC000JOB2 | James Adams   | 78750.00   | 01-JAN-2002 | 78750.00   | 31-DEC-2002 |   |
| WE0000011 | James Adams   | 152762.50  | 01-JAN-2002 | 152762.50  | 31-DEC-2002 |   |
| CD0009557 | Jamie Adams   | 11465.76   | 01-JAN-2002 | 11465.76   | 31-DEC-2002 |   |
| LAURA0035 | Joey Adams    | 50000.00   | 01-JAN-2002 | 50000.00   | 31-DEC-2002 |   |
| CD0000031 | Kayla Adams   | 86625.00   | 01-JAN-2002 | 86625.00   | 31-DEC-2002 |   |
| CD0000032 | Kyle Adams    | 14248.00   | 01-JAN-2002 | 14248.00   | 31-DEC-2002 |   |
| CD0000000 | Mary Adams    | 25115.52   | 01-JAN-2002 | .00        | 31-DEC-2002 |   |
| AP0000006 | Michael Adams | 3288.00    | 01-JAN-2002 | 3288.00    | 31-DEC-2002 |   |
| CD0000115 | Shane Adams   | 94350.00   | 01-JAN-2002 | 105010.00  | 31-DEC-2002 | N |
| CD0000027 | Tony Adams    | 10919.76   | 01-JAN-2002 | 10919.76   | 31-DEC-2002 |   |
| CD0000033 | Vaughn Adams  | 93450.00   | 01-JAN-2002 | 93450.00   | 31-DEC-2002 |   |
| 529000001 | William Adams | 78750.00   | 01-JAN-2002 | 78750.00   | 31-DEC-2002 |   |

27-OCT-2003  
14:52:57

Banner University

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Calculate Statistics Salary  
\* \* \* REPORT CONTROL INFORMATION \* \* \*

PEPCSAL

Report Name: PEPCSAL  
Calculate Stats Annual Salary As of: 01-JAN-2002  
Calculate Projected Stats Annual Salary: Y  
Calculate Projected Stats Annual Salary As of: 31-DEC-2002  
Delete Projected Stats Annual Salaries: N  
Calculate Longevity Amount: Y  
Include Premium Earnings: N  
Include Additional Earnings: N  
Include Shift Differential Earnings: N

## Employee Demographic Extract Process (PEPEDEX)

Generates the employee demographic data that is to be submitted to the California Management Information System (MIS) as a magnetic tape file. The extract process also generates hard copy reports.

**Note:** This report is not current for California Community College users and has been replaced by PVRMIEB in CALBHR. This report and PEPAEXT are no longer supported. California users see the *Banner California Community Colleges Baseline Human Resources Handbook* for information about the PVRMIEB report.

| Param | Name                             | Description/Values   | Required?                      | Default | Validation  |
|-------|----------------------------------|--|--------------------------------|---------|-------------|
| 01    | Reporting Domain                 | Reporting Domain. Select one:<br><br>F = For the first week of the Fall Term Reporting Domain.<br><br>T = For the Term End Reporting Domain.             | Yes                            | None    | F, T        |
| 02    | From Term Code - Fall Collection | Beginning term code.   | Yes, for Fall collection only. | None    | STVTERM     |
| 03    | To Term Code - Fall Collection   | Ending term code.  | Yes, for Fall collection only. | None    | STVTERM     |
| 04    | Term Code - Term End Collection  | Term Code for the entire term.   | Yes, for Term collection only. | None    | STVTERM     |
| 05    | Term Identifier                  | Term Identifier. Enter in the format YYT:<br><br>YY = Last two digits of the year in which the term occurs<br><br>T = Single digit term type identifier. | Yes                            | None    | YYT Format. |

| Param | Name                           | Description/Values   | Required?   | Default | Validation  |
|-------|--------------------------------|--|---|---------|-------------|
| 06    | Prior Report As of Date        | Date for which the report was previously generated.  | No  | None    | DD-MMM-YYYY |
| 07    | Current Report As of Date      | Date for which the current report is being generated.  | Yes   | None    | DD-MMM-YYYY |
| 08    | Report Identifier              | Identifier for the current report.   | Yes   | None    | None        |
| 09    | Prior Report Identifier        | ID of a report previously generated.<br>Specify this parameter only if you wish to compare the current report.   | Yes, only if you specify Prior Report As Of Date parameter. | None    | None        |
| 10    | Replacement Ethnicity Code     | The ethnic code that is to replace for employees that are reported with an unknown ethnic origin.  | Yes   | None    | STVETHN     |
| 11    | Proj. Statistics Annual Salary | Indicate if the Projected Statistics Annual Salary calculated from the PEPCAL process is to be included.   | Yes   | Yes     | None        |
| 12    | Create Data                    | Indicate if you would like to include any new or changed data since the last process run.<br><br>It is recommended that you use this parameter only for the initial extract. | Yes   | No      | None        |
| 13    | Create Tape                    | Specify if the tape file is to be created by the extract process.  | Yes   | No      | None        |

## Report Attributes

### Sort Order

By District or Division, followed by alphabetical listing by employee's last name

---

**Data Source**

|  |
|--|
| GOAMEDI NBAJOBS NBAPOSN NTRPCLS NBAFISC PTREARN PPAIDEN PTRECLS PEAEMPL PTVJCTY PTRJCRE PHREARN<br>STVTERM STVETHN STVMEDI STVCITZ PEISTAN |
|--|

**Frequency**

On demand. Required for Fall and Term End collections.

**Report Format**

Standard horizontal print format and a magnetic tape file.

| Name              | Description  |
|-------------------|--|
| Term ID           | This field is the value specified for the report parameter, Term Identifier. Prints the term for which the data is being captured by the process.        |
| Report ID         | This field is the value specified for the report parameter, Report Identifier. Prints the Report ID for which the data is being captured by the process. |
| District/Division | District or Division associated with the educational institution.  |
| ID                | Employee's ID  |
| Last Name         | Employee's last name.  |
| First Name        | Employee's first name.   |
| EB02              | Employee's date of birth in YYYYMMDD format.   |
| EB03              | Employee's sex category (male or female)   |
| EB04              | Employee's ethnic origin.  |
| EB05              | Employee's citizenship status based on the citizen code entered on the Citizen Type Code Validation page (STVCITZ).                                      |



| Name | Description   |
|------|---|
| EB06 | Employee's disability status based on the <b>Primary Disability</b> field on the General Medical Information page (GOAMEDI).  |
| EB07 | The CA-MIS equivalent code for the employee's EEO occupational category. This value is derived from the equivalent <b>MIS Occ. Code</b> established on the EEO Skill Code Validation page (PTVESKL).  |
| EB08 | The employment classification code of the employee, based on the Employee Group established on the Employee page (PEAEMPL).   |
| EB09 | The employment status of the employee as determined by the Job Change Type Indicator associated with the Job Change Reason Code.  |
| EB11 | The CA-MIS equivalent code for the employee's contract group. This value is drawn from the equivalent MIS-EEOG code for a EEO Contract Group on PTVEEOG.  |
| EB12 | Employee's annual salary calculated from the Calculate Statistics Salary Process (PEPCAL) by including all earn codes that have been classified as an <b>Additional Earning</b> on the PTREARN page.<br><br>Additional earnings also include shift differential, longevity, and earn codes not identified as stipends on PTREARN, and are listed as default earnings for a job assignment on NBAJOBS that has been paid up to the <b>As of</b> report date. |
| EB13 | Employee's annual stipend amount rounded to the nearest dollar.   |

## Report Sample (PEPEDEX)

|   |           |                                |          |      |      |      |      |      |      |      |      |         |        |
|---|-----------|--------------------------------|----------|------|------|------|------|------|------|------|------|---------|--------|
| 21-OCT-2002<br>15:29:47                                   |           | Banner University              |          |      |      |      |      |      |      |      |      | PAGE 1  |        |
| TERM ID: 020<br>REPORT ID: 3333<br>District/Division: 111 |           | Empl Demographic Extract Proc. |          |      |      |      |      |      |      |      |      | PEPEDEX |        |
| ID  | Last Name | First Name                     | EB02     | EB03 | EB04 | EB05 | EB06 | EB07 | EB08 | EB09 | EB11 | EB12    | EB13   |
| 710000003   | Burns     | Linda                          | 19590228 | F    | 1    | N    | 2    | 1    | T    | 1    | 2    | 050000  | 008000 |
| 710000004   | Campbell  | David                          | 19510110 | M    | 1    | C    | 2    | 5    | A    | 1    | 2    | 045000  | 002000 |
| 710000005   | Darcy     | Elizabeth                      | 19490503 | F    | 2    | N    | 2    | 4    | C    | 1    | 2    | 070000  | 000000 |
| 710000006   | Garrett   | Linda                          | 19350501 | F    | 1    | N    | 2    | 1    | R    | 1    | 2    | 039000  | 003000 |
| 710000007   | Howell    | Douglas                        | 19740827 | M    | 1    | C    | 2    | 5    | C    | 1    | 2    | 043000  | 005000 |

|           |         |         |          |   |   |   |   |   |   |   |   |        |        |
|-----------|---------|---------|----------|---|---|---|---|---|---|---|---|--------|--------|
| 710000008 | Kieffer | Mark    | 19701109 | M | 2 | C | 2 | 4 | A | 1 | 2 | 062000 | 000000 |
| 710000009 | Lander  | Richard | 19701109 | M | 2 | N | 2 | 1 | R | 1 | 2 | 057000 | 000000 |
| 710000010 | Preston | Thomas  | 19700522 | M | 1 | N | 2 | 1 | C | 1 | 2 | 047000 | 002500 |

21-OCT-2002  
15:29:48

Banner University

PAGE 1

Empl Demographic Extract Proc.  
\* \* \* REPORT CONTROL INFORMATION \* \* \*  
ERRORS EXISTS -View .log file for more details.

RPTNAME: PEPEDEx  
Reporting Domain: F  
From Term Code-Fall Collection: 200124  
To Term Code-Fall Collection: 200124  
Term Identifier: 020  
Current Reporting Date: 21-OCT-2002  
Prior Period Reporting Date: 31-DEC-2001  
Report Identifier: 33333  
Prior Report Identifier: 22222  
Replacement Ethnicity Code: 1  
Create Tape File: Y  
HR EXTRACT RECORDS OUT: 9

Username: Connected.  
Starting PEPEDEx (Rel. 5.4.1)...  
Parameter Sequence Number: pepedex completed successfully  
52 lines written to /u/designer/jsmith/jobsub/pepedex\_988521.lis

| Name           | ID        | ECLS | Status | Message  |
|----------------|-----------|------|--------|--|
| Campbell David | 710000004 | CF   | Active | **WARNING** Invalid Employment Status Indicator. |
| Garrett Linda  | 710000006 | CF   | Active | **WARNING** Invalid Employment Status Indicator. |
| Preston Thomas | 710000010 | F1   | Active | **WARNING** Invalid Employment Status Indicator. |
| Connected      |           |      |        |  |
| Connected      |           |      |        |  |

## Faculty Load Update Process (PEPFACL)

Updates payroll table PERFACL with faculty load data from the Banner Student System.

Inserts the summed rows from the Student System table SIRNIST (non-instructional assignments) grouped by position and suffix for the term entered as a parameter.

| Param | Name       | Description/Values  | Required? | Default     | Validation |
|-------|------------|---|-----------|-------------|------------|
| 01    | Term       | Academic term to be processed                                   | Yes       | None        | STVTERM    |
| 02    | Faculty ID | If you do not enter a value, all faculty members are processed. | No        | All faculty | PEAFACL    |

## Report Attributes

### Sort Order

Not applicable

### Data Source

PEAFACL SIRNIST SIVPFAC

### Frequency

Prior to running PERFACL

### Report Format

Standard horizontal report format

## Report Sample (PEPFACL)

|                   |        |  |                   |
|-------------------|--------|--|-------------------|
| REPORT : PEPFACL  |        | Banner University                      | PAGE 2            |
|                   |        | Faculty Load Update Process            | RUN DATE 05/25/93 |
|                   |        | * * * REPORT CONTROL INFORMATION * * * | RUN TIME 01:56 PM |
| Parameter Name    | Value  | Source                                 | Message           |
| Parameter Seq No: | 1701   |  |                   |
| TERM:             | 199301 | Entered                                |                   |
| ID:               |        |  |                   |
| Line Count:       | 55     | Entered                                |                   |
| Record Count:     | 7      |  |                   |

### Fields

Not applicable.

## Faculty Compensation Upload Process (PEPFCAP)

The Faculty Compensation Upload Process (PEPFCAP) evaluates all job records that are created by the Faculty Load and Compensation module in Employee Self-Service and applies the data to Banner Human Resources.

## Pre-requisite

### About this task

Lock the faculty compensation records in Employee Self-Service before running the upload process. This indicates that the record has been reviewed and completed by a faculty administrator.

## Processing Notes

The Faculty Compensation Upload Process (PEPFCAP) can be run in two modes.

**Note:** Run the process in the Edit mode and check for errors before running the process in the Update mode.

| Mode   | Description   |
|--------|---|
| Edit   | The process checks for errors and provides a detailed report of all the records that can be applied, without making any changes to the database. The process can be run multiple times in the Edit mode using the same set of locked records.   |
| Update | The process edits and directly applies changes to the database.<br>On completion, the status of the faculty compensation records in Employee Self-Service changes to <i>Applied</i> . The records can no longer be reset or unlocked in Employee Self-Service. Any further changes to applied records will have to be directly performed in Banner Human Resources. |

| Param | Name          | Description/Values   | Required | Default | Validation |
|-------|---------------|--|----------|---------|------------|
| 01    | Term Code     | The Term Code from Banner Student.   | Yes      | None    | STVTERM    |
| 02    | Process Code  | Select the process run mode from the following:<br><br>Edit (E) =The process performs error checks, produces a detailed report of all records processed without making any changes to the database.<br><br>Update (U) = The process applies all changes made to the job assignment records, and makes changes to the database. | Yes      | Edit    | None       |
| 03    | Contract Type | Specify the Faculty Member Contract Type code.   | No       | None    | STVFCNT    |

| Param | Name                      | Description/Values   | Required | Default | Validation |
|-------|---------------------------|--|----------|---------|------------|
| 04    | Suppress Warning Messages | Indicate if the process should suppress warning messages. Choices include:<br>Yes = Process suppresses warning messages.<br>No = Process does not suppress warning messages.   | Yes      | No (N)  | None       |
| 05    | Process Acknowledged Only | Indicate if the process should only process compensation records that have been Acknowledged by faculty members. Choices include:<br>Yes = Process only Acknowledged records.<br>No = Process any record in a locked status. | Yes      | No (N)  | None       |

## Report Attributes

### Frequency

On Demand

### Sort Order

First by Last Name, then by First Name, Middle Initial, ID, Job Contract Type (Primary, then Secondary), and Position Number

### Data Source

|   |
|---|
| PERFCNT PERFJOB NBRBJOB NBRJOBS PERFJER NBREARN PERFJLD NBRJLBD |
|---|

### Report Format

Standard horizontal report format

Term: 200741 Fall 2006 (FLAC Func Testing)

|                 |                |           |        |      |           |                                 |                  |         |      |       |          |            |          |                   |         |              |  |
|-----------------|----------------|-----------|--------|------|-----------|---------------------------------|------------------|---------|------|-------|----------|------------|----------|-------------------|---------|--------------|--|
| ID              | NAME           |           |        |      |           |                                 |                  |         |      |       |          |            |          |                   |         |              |  |
| FLACC0048       | Smythe, Justin |           |        |      |           |                                 |                  |         |      |       |          |            |          |                   |         |              |  |
| POSITION        |                |           |        |      | JOB TYPE  | ORGANIZATION                    |                  |         |      |       |          |            | CONTRACT | JOB CHANGE REASON |         |              |  |
| FLAC11-01       | Faculty        | Full time |        |      | Primary   | 11009 Dept of Physical Sciences |                  |         |      |       |          |            | FA       | CTEST             | Faculty | Compensation |  |
| EFFECTIVE       | JOB            |           | JOB    | APPT | HOURS     | HOURS                           | -----SALARY----- |         |      |       | NUMBER   | HOURLY     | PER PAY  | ANNUAL            | DEFER   |              |  |
| DATE            | END            | FTE       | %      | /DAY | /PAY      | GROUP                           | TABLE            | GRADE   | STEP | PAY   | RATE     | SALARY     | SALARY   | PAY               |         |              |  |
| 15-SEP-06       | 14-JAN-07      | 1.000     | 100.00 |      | 1.00      | 2.00                            | 2006             | FA      | 02   | 0     | 4.0      | 103.125000 | 206.25   | 825.00            |         |              |  |
| EARNINGS        |                |           |        |      | HRS/UNITS | DEEMED                          | HOURS            | SPECIAL | RATE | SHIFT | END DATE |            |          |                   |         |              |  |
| REG Regular Pay |                |           |        |      | 2.00      |                                 |                  |         |      | 1     |          |            |          |                   |         |              |  |
| INDEX           | FUND           | ORGN      | ACCT   | PROG | ACTV      | LOCN                            | PERCENT          |         |      |       |          |            |          |                   |         |              |  |
|                 | 8122           | 11009     | 6121   | 40   |           |                                 | 100.00           |         |      |       |          |            |          |                   |         |              |  |
| POSITION        |                |           |        |      | JOB TYPE  | ORGANIZATION                    |                  |         |      |       |          |            | CONTRACT | JOB CHANGE REASON |         |              |  |
| FLAC11-02       | Faculty        | Full time |        |      | Secondary | 11009 Dept of Physical Sciences |                  |         |      |       |          |            | FA       | CTEST             | Faculty | Compensation |  |
| EFFECTIVE       | JOB            |           | JOB    | APPT | HOURS     | HOURS                           | -----SALARY----- |         |      |       | NUMBER   | HOURLY     | PER PAY  | ANNUAL            | DEFER   |              |  |
| DATE            | END            | FTE       | %      | /DAY | /PAY      | GROUP                           | TABLE            | GRADE   | STEP | PAY   | RATE     | SALARY     | SALARY   | PAY               |         |              |  |
| 15-SEP-06       | 14-JAN-07      | 1.000     | 100.00 |      | 1.00      | 2.00                            | 2006             | FA      | 02   | 0     | 4.0      | 31.250000  | 62.50    | 250.00            |         |              |  |
| EARNINGS        |                |           |        |      | HRS/UNITS | DEEMED                          | HOURS            | SPECIAL | RATE | SHIFT | END DATE |            |          |                   |         |              |  |
| REG Regular Pay |                |           |        |      | 2.00      |                                 |                  |         |      | 1     |          |            |          |                   |         |              |  |
| INDEX           | FUND           | ORGN      | ACCT   | PROG | ACTV      | LOCN                            | PERCENT          |         |      |       |          |            |          |                   |         |              |  |
|                 | 8122           | 11009     | 6121   | 40   |           |                                 | 100.00           |         |      |       |          |            |          |                   |         |              |  |

RUN DATE 03-DEC-2007  
RUN TIME 10:49 AM

|                                    |          |
|------------------------------------|----------|
| Total Job Assignments Selected:    | 2        |
| Total Job Assignments With Errors: | 0        |
| Total Job Assignments Updated:     | 2        |
| Total Updated Job Salaries:        | 1,075.00 |
| Total CRN, NIST References:        | 2        |

```
*** Note! Jobs Not Updated.  Mode = Edit ***
```

|                   |        |
|-------------------|--------|
| Parameter Seq No: | 157395 |
| Term Code:        | 200741 |
| Process Mode:     | E      |
| Contract Type:    |        |

|                    |   |
|--------------------|---|
| Suppress Warnings: | N |
|--------------------|---|

## Faculty Load and Compensation Extract Process (PEPFLAC)

The Faculty Load and Compensation Extract Process (PEPFLAC) performs three tasks.

1. It extracts faculty assignments from Banner Student.
2. It applies compensation calculation rules as defined by your institution in Banner Human Resources on the extracted data.
3. It prepares the extracted data for viewing on appropriate self-service pages in Employee Self-Service. Self-service users such as Faculty Administrators can work to modify the extracted information in Employee Self-Service to create comprehensive compensation pay packages for their faculty members.

**Note:** The Faculty Load and Compensation Extract Process (PEPFLAC) extracts only those faculty assignments that are associated with Positions with **Position Status** either Active or Frozen (on the Position Definition page (NBAPOSN), with a **Position Budget Status** that is Approved (on the Position Budget page (NBAPBUD). Additionally, the faculty member must have a non-terminated Employee record in Banner Human Resources to be included.

The extract process can be run in the following modes:

| Mode       | Description  |
|------------|--|
| Initial    | Extracts faculty data from Banner Student and Human Resources for the first time.  |
| Recreate   | The process selects faculty from Banner Student assignments on SIAASGN for a specified Term Code, and replaces or restarts all records associated with each faculty member in Employee Self-Service.   |
| Add/Delete | <p>The process updates only existing records in the previously extracted faculty load and compensation data by comparing faculty assignment data on Employee Self-Service with those in Banner Student for each faculty member:</p> <ul style="list-style-type: none"><li>• The process adds records if any instructional or non-instructional assignments are present in Banner Student but not in Employee Self-Service.</li></ul> |



| Mode | Description  |
|------|--|
|      | <ul style="list-style-type: none"> <li>The process deletes records if any instructional or non-instructional assignments are present in Employee Self-Service, but not in Banner Student.</li> </ul> <p>Example, Adding or deleting course assignments, course information, or schedule information in Banner Student.</p> |

## Processing Notes for Salaried Employees

For salaried employees, the Faculty Load and Compensation Extract Process (PEPFLAC) uses the Payroll Calendar and the **Update Job Effective Date** field on PTRFLCT to determine the Start and End Dates of a job assignment, and the Job Effective Date as follows:

1. The Payroll Calendar for the faculty member is determined from the Pay ID associated with the Position's Employee Class, and the **Update Job Effective Date** on PTRFLCT is used as the Job Effective Date.
2. From the Payroll Calendar (Step 1), the process then determines the Pay Period Start Date as the date that is less than or equal to the Update Job Effective Date. An End Date is optional.

## Processing Notes for Course-Compensated Employees

For employees compensated on a course-by-course basis, the process extracts and stores the Start and End Dates for each course. The Update Job Effective Date on PTRFLCT is optional for this group of employees. If it is populated, the Extract process, PEPFLAC, will physically use this date as the Effective Date of the job. So, it is important that the date be set to the Payroll Start Date to affect the first payment. If the date is not entered on PTRFLCT, the Effective Date of the job will be determined by the following procedure:

1. The process determines the payroll calendar for the faculty member from the Pay ID associated with the Position's Employee Class.
2. The process selects that Pay Period Start Date which is greater than or equal to the Term or Course Start Date.
3. To determine the Job Begin Date, the process compares the Course Start Date and the Update Job Effective Date on PTRFLCT. If the Course Start Date is less than or equal to the Update Job Effective Date, the latter is used as the Job Begin Date. Otherwise the Course Start Date is used as the Job Begin Date.
4. To determine the Job End Date, the process finds the Pay Period End Date that is greater than or equal to the stored Course End Date.

The process also counts the number of pay periods associated with the duration of the job assignment. This is used to determine the Factor and Pays for the job assignment.

### Example

A Fall Term would consist of four pay periods. Consequently, the **Factor** and **Pays** will be set to 4.

## Labor Distributions Relating to Multi-Year Encumbrance (MYE) Processing

The new Multiple Year Encumbrance enhancement has the ability to specify an **Encumbrance Override End Date**, that is accessible only on the Job Labor Distribution record in Banner Human Resources. The Faculty Load and Compensation (FLAC) module allows an institution to reappoint faculty members to the same Position and Suffix and as a result, carry forward the current Job Labor Distribution records. If the current job and labor records are extracted into the FLAC module, the system will carry forward any previously entered Encumbrance Override Date on FOAPAL components that contain an applicable Fund Code. This information is not accessible within the FLAC module for view or update. Therefore any update to a FOAPAL record will not affect this date, unless you remove the record.

Additionally, if a new Job Labor Distribution is added in FLAC that contains a Fund code which is designated for multiple year encumbering, the **Encumbrance Override End Date** cannot be entered in FLAC on the Job Labor Distribution page. You will need to first upload the faculty assignment to NBAJOBS, through the Faculty Upload Process (PEPFCAP) and then update the record on NBAJOBS, if necessary.

| Param | Name         | Description/Values  | Required? | Default     | Validation |
|-------|--------------|---|-----------|-------------|------------|
| 01    | Term Code    | Term Code as established in Banner Student.   | Yes       | None        | STVTERM    |
| 02    | Part of Term | Part of Term as established in Banner Student.  | No        | None        | STVPTRM    |
| 03    | Process Mode | Indicate the run mode of the extract process. Choices include:<br><br>Initial (I) = Extracts faculty data from Banner Student and HR systems for the first time.<br><br>Recreate (R) =- Based on the run criteria, replaces only the previously extracted | Yes       | Initial (I) | None       |

| Param | Name                     | Description/Values  | Required? | Default | Validation |
|-------|--------------------------|---|-----------|---------|------------|
|       |                          | data with new extracted information for a specified Term Code.<br><br>Add/Delete (A) = Compares faculty assignment data on Employee Self-Service with those in Banner Student to make appropriate changes for only those records as per Banner Student. |           |         |            |
| 04    | Contract Type            | The Contract Type Code associated with a faculty member in Banner Student. For example:<br><br>FS = Fall/Spring Contract<br><br>S = Summer Contract.  | No        | None    | STVFCNT    |
| 05    | Employee Class           | The Employee Class associated with a Position ID in Banner Human Resources.   | No        | None    | PTRECLS    |
| 06    | Process Individual ID    | Indicate if a specific employee ID is to be extracted from Banner. Choices includes:<br><br>Yes = Process an individual employee ID.<br><br>No = Do not process an individual employee ID.  | Yes       | No (N)  | None       |
| 07    | Identification Number    | Enter the employee's ID if you indicated Yes to process an individual ID for parameter 06 above.  | No.       | None    | None       |
| 08    | Job Change Reason        | The reason for a change in a faculty member's job assignment.   | Yes       | None    | PTRJCRE    |
| 09    | Use Population Selection | Indicate if the data must be extracted from a pre-defined subset or population of faculty members. Choices include:   | No        | No (N)  | None       |

| Param | Name                    | Description/Values  | Required? | Default | Validation |
|-------|-------------------------|---|-----------|---------|------------|
|       |                         | Yes = Use population selection<br>No = Do not use population selection.   |           |         |            |
| 10    | Population Selection ID | Identify the population to be used by the extract process.<br><br>Specify this parameter only if you set the Use Population Selection parameter to Y. | No        | None    | GIRSLCT    |
| 11    | Creator ID              | Creator ID for population selection.<br><br>Enter this parameter only if you set the Use Population Selection parameter to Y.                         | No        | None    | GURIDEN    |
| 12    | Application ID          | Application ID for population selection.<br><br>Enter this parameter only if you set the Use Population Selection parameter to Y.                     | No        | None    | GLRAPPL    |

## Report Attributes

### Frequency

On Demand

### Sort Order

First by Last Name, then First Name, Middle Initial, and ID.

### Data Source

For Rule Pages and Validation Pages

PTVFLIC PTVFLCL PTRFLIC PTRSCHD PTRSCLV PTRNIST PTRNILV  
PTRCALN PTRECLS STVTERM STVFCNT STVSCHD

|                                   |   |
|-----------------------------------|---|
| For Faculty and Employee Records  | SPRIDEN SIBINST PEBEMPL PERBFAC         |
| Instructional Assignments         | SCBCRSE SSBSECT SIRASGN SSRMEET SCRSCHD |
| For Non-Instructional Assignments | SIRNIST                                 |
| For Jobs                          | NBBPOSN NBRBJOB NBRJOBS                 |
| For Default Earnings              | NBREARN                                 |
| For Labor Distributions           | NBRPLBD NBRJLBD SCRSCLD                 |

**Report Format**

Standard horizontal report format

**Report Sample (PEPFLAC)**

|  |             |                                 |                              |
|--|-------------|---------------------------------|------------------------------|
| PAGE   | 1           | Banner University               | RUN DATE 21-FEB-2008         |
| PEPFLAC 8.0  |             | Faculty Load Extract Process    | RUN TIME 10:15 AM            |
|  |             | Extract and Error Audit Section |                              |
| Term:  | 200951      | Fall 2009 (FLAC)                |                              |
| Name   | ID          | Title                           | Faculty Level                |
| Message  |             |                                 |                              |
| Position   | CRN-Session | Subject and Course              | Section                      |
| Lindstrom, Kelly   |             | FLAC11111                       | ADMIN Administrator Teaching |
| Error: Missing Position and Suffix on Faculty Assignment. Non-Instructional Type ADV.  |             |                                 |                              |
| -----Instructional-----  |             |                                 |                              |
| FAC002-01  | 5001-01     | EDUC 105 Human Development      | 0                            |
| FAC002-00  | 5002-01     | COM 100 Mass Media in Society   | 0                            |
| FAC002-02  | 5005-01     | EDUC 105 Human Development      | 1                            |
| -----Non-Instructional-----  |             |                                 |                              |
| ADV  | Advising    |                                 |                              |
| Moore, Lenore  | A00013107   |                                 | ASSIST Assistant Prof        |
| Warning: Schedule Labor Distribution cannot be computed for this Job FAC002-01. Check calculation method. Position or Job Labor Distribution is defaulted. |             |                                 |                              |
| -----Instructional-----  |             |                                 |                              |
| FAC002-01  | 5004-01     | ENGL 300 English Composition I  | 0                            |
| FAC002-00  | 5006-01     | COM 100 Mass Media in Society   | 1                            |
| -----Non-Instructional-----  |             |                                 |                              |
| Smith, Jeanette  | A00013105   |                                 | INST Instructor              |
| Warning: Schedule Labor Distribution cannot be computed for this Job FAC002-01. Check calculation method. Position or Job Labor Distribution is defaulted. |             |                                 |                              |

Labor Distribution is defaulted.

```

-----Instructional-----
FAC002-00    5001-01    EDUC   105    Human Development          0
FAC002-01    5003-01    HIST   150    World History 1700 to Present 0
FAC002-02    5007-01    HIST   150    World History 1700 to Present 1
FAC002-03    5009-01    COM    100    Mass Media in Society        0

```

```

-----Non-Instructional-----

```

Walsh, Victoria A00013106

```

-----Instructional-----
F00017-00    5001-01    EDUC   105    Human Development          0
F00017-00    5002-01    COM    100    Mass Media in Society        0
F00017-00    5003-01    HIST   150    World History 1700 to Present 0
F00017-00    5004-01    ENGL   300    English Composition I         0
F00017-00    5008-01    ENGL   300    English Composition I         1

```

```

-----Non-Instructional-----

```

F00017-00 CHR Department Chairman

PAGE 2  
PEPFLAC 8.0

Banner University  
Faculty Load Extract Process

RUN DATE 21-FEB-2008  
RUN TIME 10:15 AM

\*\*\* REPORT CONTROL INFORMATION \*\*\*  
Parameters have been entered via Job Submission.

| Parameter Name                           | Value     |
|--|-----------|
| Parameter Seq No:                        | 35464     |
| Term Code:                               | 200951    |
| Part of Term:                            |           |
| Process Mode:                            | R         |
| Contract Type:                           |           |
| Employee Class:                          |           |
| Process Individual ID:                   | N         |
| Identification Number:                   |           |
| Job Change Reason:                       | FLAC      |
| Use Population Selection:                | N         |
| Population Selection ID:                 |           |
| Creator ID:                              |           |
| Application ID:                          |           |
| Employees Extracted:                     | 4         |
| Instructional Assignments Extracted:     | 14        |
| Non-Instructional Assignments Extracted: | 1         |
| Job Assignments Extracted:               | 10        |
| Deleted Assignments:                     | 0         |
| Compensation:                            | 16,886.25 |
| Number of Errors Issued:                 | 1         |

## Canadian Pension Credit Calculation (PEPPCRE)

Calculates pensionable service and pension credit.

| Param | Name          | Description/Values                                    | Required? | Default | Validation                |
|-------|---------------|---|-----------|---------|---------------------------|
| 01    | Calendar Year | Calendar year for which the calculation is performed. | Yes       | None    | Format must be YYYY or YY |

## Report Attributes

### Sort Order

Not applicable

### Data Source

PERPCRE PTRPCAL PTRPCLM

### Frequency

On demand

### Report Format

Standard horizontal report format

| Name | Description        |
|------|--------------------|
| ID   | Employee ID number |

| Name            | Description   |
|-----------------|---|
| EMPLOYEE NAME   | Employee name   |
| DEDUCTION       | Benefit or deduction code   |
| PENSION SERVICE | Calculated pensionable service. The maximum value is 1.   |
| SERV OVERRIDE   | Pensionable service override value from the Canadian Pension Credit page (PEAPCRE)  |
| PENSION CREDIT  | Calculated pension credit. This calculation measures the value of the benefits accruing to this employee. Each benefit provision of an RPP (Registered Pension Plan) or DPSP (Deferred Profit Sharing Plan) produces a pension credit for the participating employee. |
| CREDIT OVERRIDE | Pension credit override value from the Canadian Pension Credit page (PEAPCRE)   |

## Report Sample (PEPPCRE)

|                  |                                |   |               |  |                 |
|------------------|--------------------------------|---|---------------|--|-----------------|
| REPORT : PEPPCRE |                                | Banner University<br>Canadian Pension Credit Calc |               | PAGE 1<br>RUN DATE 12/16/1992<br>RUN TIME 12:50 PM |                 |
| Id               |                                | Employee Name                                     |               |  |                 |
| 765000090        | Adams, Kathy D<br>Deduction    | Pension Service                                   | Serv Override | Pension Credit                                     | Credit Override |
| CPP Canadian     | Pension Plan                   | .08   |               | 72.65  |                 |
| Id               |                                | Employee Name                                     |               |  |                 |
| 765000091        | Thomas, Kathy M<br>Deduction   | Pension Service                                   | Serv Override | Pension Credit                                     | Credit Override |
| CPP Canadian     | Pension Plan                   | .08   |               | 75.07  |                 |
| Id               |                                | Employee Name                                     |               |  |                 |
| 765000092        | Rodgers, Kathy M<br>Deduction  | Pension Service                                   | Serv Override | Pension Credit                                     | Credit Override |
| CPP Canadian     | Pension Plan                   | .08   |               | 113.85   |                 |
| Id               |                                | Employee Name                                     |               |  |                 |
| 765000093        | Bart, Ken K<br>Deduction       | Pension Service                                   | Serv Override | Pension Credit                                     | Credit Override |
| CPP Canadian     | Pension Plan                   | .08   |               | 121.51   |                 |
| Id               |                                | Employee Name                                     |               |  |                 |
| 765000094        | Williams, Kathy M<br>Deduction | Pension Service                                   | Serv Override | Pension Credit                                     | Credit Override |
| CPP Canadian     | Pension Plan                   | .16   |               | 36.27  |                 |
| Id               |                                | Employee Name                                     |               |  |                 |
| 766000060        | Adams, Tom P<br>Deduction      | Pension Service                                   | Serv Override | Pension Credit                                     | Credit Override |



|                           |     |       |
|---------------------------|-----|-------|
| CPP Canadian Pension Plan | .08 | 65.38 |
|---------------------------|-----|-------|

```

REPORT : PEPPCRE
                                Banner University
                                Canadian Pension Credit Calc
                                * * * REPORT CONTROL INFORMATION * * *
Parameter Name      Value
-----
Parameter Seq No:  53701
Year:              1992
Line Count : 55
Employee Count : 11 - Number of Employees Processed
Number of records inserted : 7
Number of records updated: 4
Source      Message
-----
Entered

```

PAGE 3  
RUN DATE 12/16/1992  
RUN TIME 12:50 PM

## Pending Action List (PERAPND)

Lists pending employee actions.

| Param | Name          | Description/Values  | Required? | Default | Validation                              |
|-------|---------------|---|-----------|---------|---|
| 01    | Start Date    | Start date of report.   | Yes       | None    | Format must be DD-MMM-YYYY or DD-MMM-YY |
| 02    | Stop Date     | Stop date of report.  | Yes       | None    | Format must be DD-MMM-YYYY or DD-MMM-YY |
| 03    | Report Choice | Sort Choice:<br>1 = By home organization<br>2 = By action<br>3 = Both | Yes       | None    | None                                    |

---

## Report Attributes

### Sort Order

User-defined when parameters are specified

### Data Source

|                         |
|-------------------------|
| NBAJOBS NTRSALA PEAEMPL |
|-------------------------|

### Frequency

On demand

### Report Format

Standard horizontal report format

| Name            | Description  |
|-----------------|--|
| COAS            | Chart of Accounts code of home department  |
| HOME DEPARTMENT | Employee home department or organization assigned in the Employee Information section on the Employee page (PEAEMPL).  |
| EMPLOYEE NAME   | Employee name  |
| EMPLOYEE ID     | Employee ID number   |
| EMPLOYEE CLASS  | Employee class defined for this employee in the Employee Information section of the Employee page (PEAEMPL)  |
| MIDPOINT RATIO  | The ratio of the employee's annual salary or hourly rate to the midpoint defined for the employee's job. A midpoint ratio over one indicates a salary/rate above the midpoint; a ratio under one indicates a salary/rate less than the midpoint. |

| Name        | Description   |
|-------------|---|
|             | Salary/rate midpoints are specified on the Salary Rate Rule page (NTRSALA) as part of salary table definitions. When a table and grade are associated with the employee's job record on the Employee Job page (NBAJOBS), the midpoint defined for this table and grade becomes part of the employee's job definition. The midpoint ratio is calculated by dividing the employee's salary/rate by this midpoint. |
| SALARY/RATE | The employee's annual salary or hourly rate   |
| ACTION TYPE | Action type: Return from Leave, I-9 Expiry Date, reviews as defined on the Review Code Validation page (PTVREVT)  |
| ACTION DATE | Action date   |

## Report Sample (PERAPND)

|                  |                                       |                |                |              |                       |
|------------------|---------------------------------------|----------------|----------------|--------------|-----------------------|
| REPORT: PERAPND  | Banner University                     |                |                |              | PAGE 1                |
|                  | Pending Action List By Department     |                |                |              | RUN DATE 03/28/1991   |
|                  | BETWEEN 01-JAN-1991 AND 31-DEC-1991   |                |                |              | RUN TIME 01:58 PM     |
| <hr/>            |                                       |                |                |              |                       |
| Coas: A          | Home Department: 2010 Math Department |                |                |              |                       |
| <hr/>            |                                       |                |                |              |                       |
| Employee Name    | Employee Id                           | Employee Class | Midpoint Ratio | Salary /Rate | Action Type Date      |
| Brook, Florence  | 700000631                             | AD Admn/Pro    | .71            | 24,999.96    | Annual 01-OCT-1991    |
| Kneeland, Adam J | 700000651                             | FA Faculty     | .991508        | 20.070000    | Annual 01-MAR-1991    |
| Miller, Harry T  | 710000020                             | BF Faculty     | .916           | 30,030.00    | Annual 11-MAY-1991    |
| Miller, Philip M | 765485223                             | SF Semi-Mnt    | .97            | 62,402.40    | Annual 15-JUN-1991    |
| Shaffer, Colin   | 7Y0000101                             | BF Faculty     | .63330         | 29,166.60    | Six Month 30-JUN-1991 |

|                            |             |                                     |                |                                   |             |
|----------------------------|-------------|-------------------------------------|----------------|-----------------------------------|-------------|
| REPORT : PERAPND           |             | Banner University                   |                | PAGE 1                            |             |
|                            |             | Pending Action List By Action       |                | RUN DATE 03/28/1991               |             |
|                            |             | BETWEEN 01-JAN-1991 AND 31-DEC-1991 |                | RUN TIME 01:58 PM                 |             |
| Action Type: Tenure Review |             |                                     |                |                                   |             |
| Employee Name              | Employee Id | Employee Class                      | Midpoint Ratio | Salary Coas Home Department /Rate | Action Date |

|                  |           |             |         |           |   |                                |             |
|------------------|-----------|-------------|---------|-----------|---|--------------------------------|-------------|
| Gill, Paul       | 710000010 | C5 <9 M Fac | .73     | 18,000.00 | A | 2210 Chemical Engineering      | 30-JUL-1991 |
| Kneeland, Adam J | 700000651 | FA Faculty  | .991508 | 20.070000 | A | 110 College of Arts & Sciences | 01-MAR-1991 |

REPORT: PERAPND

Banner University  
 Pending Action List  
 BETWEEN 01-JAN-1991 AND 31-DEC-1991  
 \* \* \* REPORT CONTROL INFORMATION \* \* \*

PAGE 6  
 RUN DATE 03/28/1991  
 RUN TIME 01:58 PM

| Parameter Name | Value | Source | Message |
|----------------|-------|--------|---------|
|----------------|-------|--------|---------|

|                   |             |         |                                   |
|-------------------|-------------|---------|-----------------------------------|
| Parameter Seq No: | 1000        |         |                                   |
| Start Date:       | 01-JAN-1991 | Entered |                                   |
| Stop Date:        | 31-DEC-1991 | Entered |                                   |
| Choice:           | 3           | Entered |                                   |
| Record Count      | 32          |         | Count of Employee Records Printed |
| Line Count : 55   |             |         |                                   |

## Canadian Form 7 (PERCAF7)

Generates Canadian Form 7 Report.

| Param | Name              | Description/Values                                      | Required? | Default | Validation                              |
|-------|-------------------|---|-----------|---------|---|
| 01    | Start Date        | Begin date of report data.                              | Yes       | None    | Format must be DD-MMM-YYYY or DD-MMM-YY |
| 02    | Stop Date         | End date of report data                                 | Yes       | None    | Format must be DD-MMM-YYYY or DD-MMM-YY |
| 03    | Address Type Code | Address type determines which employee address to print | Yes       | None    | STVATYP                                 |

## Report Attributes

### Sort Order

Alphabetically by last name of worker

### Data Source

NBAJOBS PEAEMPL PEAHSIN PPAIDEN PTREARN PTVHSME PTVHSPC

### Frequency

On demand

### Report Format

Vertical page

| Name                 | Description  |
|----------------------|--|
| Case Number          | Incident case number   |
| Employer Information | This section provides data on the employer of the injured or ill employee. |
| untitled field       | Employer name and address  |
| Firm No.             | Employer number  |
| Phone                | Employer's phone number  |
| Worker Information   | This section provides data on the injured or ill employee.                 |
| untitled field       | Employee name and address  |
| Phone                | Employee's phone number  |
| Birth                | Employee   |

| Name  | Description  |
|---|--|
| Sex   | Employee sex   |
| Employment Date   | Employee's hire date   |
| Title   | Employee's title   |
| Years in Position   | Number of years employee has been in current position  |
| SOC Ins.  | Employee's Social Insurance number   |
| History of Accidental Injury or Industrial Disease Occurred | <p>This section provides data on the accident or exposure to occupational illness. It tells where the accident or exposure occurs, who was involved, what the employee was doing when injured, how the accident occurred, and how the incident was resolved.</p> <p>Date of occupational injury or initial diagnosis of occupational illness</p> |
| Medical Description   | Medical description of occupational injury or illness  |
| Description of Incident                                     | Description of accident or exposure as entered on the Health and Safety Form Incident page (PEAHSIN)   |
| Incident Location   | Place of accident or exposure: number and street, city and town, state, and Zip Code   |
| Resolution of Incident                                      | Resolution of incident as entered on the Health and Safety Form Incident page (PEAHSIN)  |
| Involved People   | List of involved persons by name, address, and type of involvements  |
| Earnings and Lost Time Information                          | This section provides data on earnings and lost time associated with the accident or exposure to occupational illness.   |
| Earnings for Last Day Worked                                | Amount earned by employee on last day worked prior to the accident or illness  |
| Date Last Worked  | Date of last day worked by employee prior to the accident or illness   |
| Normal Earnings   | Employee's normal earnings prior to the accident or illness  |
| Returned to Work  | Date employee returned to work following the accident or illness   |
| Employee Type   | Employee type: full- or part-time  |
| Hours Off Work  | Number of hours (consecutive or not) on which the employee would have worked but could not because of occupational injury.   |

## Canadian Form 7 (PERCAF7)

Generates Canadian Form 7 Report.

| Param | Name                 | Description/Values   | Required? | Default | Validation                                      |
|-------|----------------------|--|-----------|---------|---|
| 01    | Start Date           | Begin date of report data.                                 | Yes       | None    | Format must be DD-<br>MMM-YYYY or DD-<br>MMM-YY |
| 02    | Stop Date            | End date of report data                                    | Yes       | None    | Format must be DD-<br>MMM-YYYY or DD-<br>MMM-YY |
| 03    | Address Type<br>Code | Address type determines which employee address to<br>print | Yes       | None    | STVATYP   |

## EEO-4 Detail Listing (PEREO4D)

Lists employees in each EEO-4 defined contract group: Full-time, Other than Full-time, and New Hires.

**Warning!** You must run the EEO-4 Summary Report (PEREO41/42) process before you run the PEREO4D process.

If an employer has fewer than 1000 full-time employees with Functions that have fewer than 100 reportable employees, these employees are combined and printed on a FUNCTION 16 report. This is a requirement defined by the U.S. Equal Employment Opportunity Commission. The PEREO41 report creates data in the Magnetic Tape Reporting Table (PEREEOT). The system analyzes the data to determine whether Function 16 data is reported.

| Param | Name          | Description/Values                         | Required? | Default | Validation                                      |
|-------|---------------|--|-----------|---------|---|
| 01    | As-of Date    | Report as-of date.                         | Yes       | None    | Format must be DD-<br>MMM-YYYY or DD-<br>MMM-YY |
| 02    | Employer Code | Employer code to be<br>included in report. | Yes       | None    | PTREMPR   |

## Report Attributes

### Sort Order

First by function, then by contract group, then by skill code, then by salary level

### Data Source

GORRACE GTVRRAC NBAJOBS PEAEMPL PPAIDEN PTRECLS PTREEOS PTVEEOG PTVESKL

### Frequency

On demand

### Report Format

Standard horizontal report format

| Name           | Description  |
|----------------|--|
| Function       | Function number or name                                      |
| Contract Group | EEO Contract Group:<br>F Full-time<br>O Other than full-time |



| Name          | Description  |
|---------------|--|
|               | EEO contract group (e.g., full- or part-time, temporary or permanent) assigned to the employee class on the Employee Class Rule page (PTRECLS). The code in this field is defined on the EEO Contract Group Validation page (PTVEEOG). |
| Job Skill     | EEO skill code. The code in this field is defined on the Skill Codes Validation page (PTVESKL).  |
| Sex           | Sex of employee as defined on Identification page (PPAIDEN)  |
| EEO Origin    | U.S. government-defined EEO ethnic code. The code in this field is established on the Regulatory Race Validation page (GTVRRAC) and Race Rules page (GORRACE).   |
|               | U.S. government-defined EEO race code. The code in this field is established on the Regulatory Race Validation page (GTVRRAC) and Race Rules page (GORRACE).   |
| Salary Level  | Salary level of this employee defined on the EEO Salary Level Rules page (PTREEOS)   |
| Annual Salary | Annual salary of this employee as defined on the Employee Jobs page (NBAJOBS)  |
| Employee Name | Employee name as defined on the Identification page (PPAIDEN)  |
| Employee ID   | Employee ID number as defined on Identification page (PPAIDEN)   |
| COAS          | Chart of Accounts of home department as defined on Employee page (PEAEMPL)   |

## Report Sample (PEREO4D)

|   |     |               |            |   |               |                |              |   |           |               |          |                   |
|---|-----|---------------|------------|---|---------------|----------------|--------------|---|-----------|---------------|----------|-------------------|
| REPORT : PEREO4D                          |     |               |            | Banner University<br>EEO-4 Detail Report<br>AS OF 01-NOV-1999 |               |                |              | PAGE 1<br>RUN DATE 17-NOV-1999<br>RUN TIME 02:49 PM |           |               |          |                   |
| FUNCTION: 01 Finan. Admin/General Control |     |               |            |   |               |                |              |   |           |               |          |                   |
| CONTRACT GROUP F : Full Time Employees    |     |               |            |   |               |                |              |   |           |               |          |                   |
| JOB<br>SKILL                              | SEX | EEO<br>ORIGIN | SAL<br>LEV | ANNUAL<br>SALARY  | EMPLOYEE NAME | EMPLOYEE<br>ID | COAS<br>DEPT | HOME<br>DEPT  | POSITION  | POSN<br>CLASS | FT<br>PT | EMPLOYEE<br>CLASS |
| 10  | F   | 1             | 1          | 6,258 Clerk, Amanda   |               | 000000004      | B            | 11101   | 110001-00 | APP02         | F        | 03                |
|   |     |               |            | ORIGIN  |               | COUNT          |              |   |           |               |          |                   |
|   |     |               |            | 1 White   |               | 1              |              |   |           |               |          |                   |
|   |     |               |            | SEX   |               | COUNT          |              |   |           |               |          |                   |

|       |     |        |     |              |                 |           |      |       |           |       |    |          |
|-------|-----|--------|-----|--------------|-----------------|-----------|------|-------|-----------|-------|----|----------|
|       |     |        |     | F            |                 |           |      |       |           |       |    | 1        |
|       |     |        |     | SALARY LEVEL |                 |           |      |       |           |       |    | COUNT    |
|       |     |        |     | 1            |                 |           |      |       |           |       |    | 1        |
| JOB   | SEX | EEO    | SAL | ANNUAL       | EMPLOYEE NAME   | EMPLOYEE  | COAS | HOME  | POSITION  | POSN  | FT | EMPLOYEE |
| SKILL |     | ORIGIN | LEV | SALARY       |                 | ID        |      | DEPT  |           | CLASS | PT | CLASS    |
| 10    | M   | 1      | 6   | 53,550       | Lindros, Eric   | 970000088 | B    | 11101 | A00107-00 | AFP02 | F  | 01       |
|       |     |        |     | ORIGIN       |                 |           |      |       |           |       |    |          |
|       |     |        |     | 1 White      |                 |           |      |       |           |       |    |          |
|       |     |        |     | SEX          |                 |           |      |       |           |       |    |          |
|       |     |        |     | M            |                 |           |      |       |           |       |    |          |
|       |     |        |     | SALARY LEVEL |                 |           |      |       |           |       |    |          |
|       |     |        |     | 6            |                 |           |      |       |           |       |    |          |
| JOB   | SEX | EEO    | SAL | ANNUAL       | EMPLOYEE NAME   | EMPLOYEE  | COAS | HOME  | POSITION  | POSN  | FT | EMPLOYEE |
| SKILL |     | ORIGIN | LEV | SALARY       |                 | ID        |      | DEPT  |           | CLASS | PT | CLASS    |
| 10    | F   | 3      | 7   | 58,800       | Caskey, Vicki L | 000000048 | B    | 11001 | A00011-00 | AFP02 | F  | 01       |
|       |     |        |     | ORIGIN       |                 |           |      |       |           |       |    |          |
|       |     |        |     | 3 Hispanic   |                 |           |      |       |           |       |    |          |
|       |     |        |     | SEX          |                 |           |      |       |           |       |    |          |
|       |     |        |     | F            |                 |           |      |       |           |       |    |          |
|       |     |        |     | SALARY LEVEL |                 |           |      |       |           |       |    |          |
|       |     |        |     | 7            |                 |           |      |       |           |       |    |          |

REPORT : PEREO4D

Banner University  
EEO-4 Detail Report  
AS OF 30-JUN-1991PAGE 2  
RUN DATE 06/10/91  
RUN TIME 02:54 PM

\* \* \* REPORT CONTROL INFORMATION \* \* \*

Parameter Name Value

Source Message

Parameter Seq No: 5648  
As of Date: 30-JUN-1991  
Employer Code: UWCH  
Record Count: 3  
Line Count: 55Entered  
Entered

## EEO-4 Summary Report (PEREO41, 2)

Summarizes EEO-4 data in government-specified format.

**Warning!** You must run the EEO-4 Summary Report (PEREO41/42) process before you run the PEREO4D process.

If an employer has fewer than 1000 full-time employees with Functions that have fewer than 100 reportable employees, these employees are combined and printed on a FUNCTION 16 report. This is a requirement defined by the U.S. Equal Employment Opportunity Commission. The PEREO41 report creates data in the Magnetic Tape Reporting Table (PEREEOT). The system analyzes the data to control printing of summary sections, including FUNCTION 16 requirements.

PEREO41 and PEREO42 are automatically generated when run through Job Submission in Banner. However, if you choose to run these reports from the host computer, then you will need note the following. Run PEREO41 first, then run PEREO42. In order to run PEREO42 from the operating system, you must enter the parameter sequence number that appears on the control report generated by PEREO41.

| Param | Name          | Description/Values                      | Required? | Default | Validation                                      |
|-------|---------------|---|-----------|---------|---|
| 01    | Year          | Fiscal year for which report is run.    | Yes       | None    | Format must be YYYY or YY                       |
| 02    | Run Date      | Report run date.                        | Yes       | None    | Format must be DD-<br>MMM-YYYY or DD-<br>MMM-YY |
| 03    | Employer Code | Employer code to be included in report. | Yes       | None    | PTREMPR   |

## Report Attributes

### Sort Order

Not applicable (government-specified format)

**Data Source**

|   |
|---|
| GORRACE GTVRRAC NBAJOBS PEAEMPL PPAIDEN PTRECLS PTREEOS PTVEEOG PTVEFUN PTVESKL |
|---|

**Frequency**

Must be filed on or before September 30th biennially in the odd-numbered years with the Equal Employment Opportunity Commission

**Report Format**

Standard horizontal report format

| Name                        | Description  |
|-----------------------------|--|
| Control No.                 | A six-digit number assigned by EEOC. This is the unique identifier for each report. It is associated with the employer on the Employer Rule page (PTREMPR).  |
| untitled field              | Organization name, title of certifying official, and address (street, state, county, state, and zip code)  |
| Function                    | Function number or name  |
| Job Category                | Header of column containing job category fields  |
| untitled field              | Line number column header.<br>All line numbers in the following field descriptions refer to the number that appears in this column.)   |
| Salaries                    | Header of column containing salary ranges  |
| Hispanic or Latino Male     | Number of male persons who are of Hispanic origin (regardless of race).  |
| Hispanic or Latino Female   | Number of female persons who are of Hispanic origin (regardless of race).  |
| Non-Hispanic or Latino Male | Number of male employees in a specified ethnic group<br>C = Total number of white males who are not of Hispanic origin<br>D = Total number of black males who are not of Hispanic origin<br>E = Total number of Asian males who are not of Hispanic origin |

| Name  | Description  |
|---|--|
|   | <p>F = Total number of Hawaiian/other Pacific Islander males who are not of Hispanic origin</p> <p>G = Total number of American Indian/Alaskan Native males who are not of Hispanic origin</p> <p>H = Total number of males reported with two or more races who are not of Hispanic origin</p>   |
| Non-Hispanic or Latino Female                           | <p>Number of female employees in a specified ethnic group</p> <p>I = Total number of white females who are not of Hispanic origin</p> <p>J = Total number of black females who are not of Hispanic origin</p> <p>K = Total number of Asian females who are not of Hispanic origin</p> <p>L = Total number of Hawaiian/other Pacific Islander females who are not of Hispanic origin</p> <p>M = Total number of American Indian/Alaskan Native females who are not of Hispanic origin</p> <p>N = Total number of females reported with two or more races who are not of Hispanic origin</p> |
| Total A-N   | Total number of persons in the specified ethnic group. The amounts in these fields are the sum of the amounts from A through N.  |
| Full-time Employees                                     | Line 65, TOTAL FULL TIME, contains sex and race/ethnicity totals for all full-time employees (Contract Group F).   |
| Other than Full-time Employees                          | <p>Lines 66 through 74 contain sex and race/ethnic designation for non-full-time (Contract Group O) employees by skills. This category includes daily or hourly employees usually engaged for less than the regular full-time work week, and temporaries working on a seasonal basis (whether part-time or full-time) or hired for the duration of a particular job or operation, including public employment programs and intermittents.</p> <p>Line 74 (TOTAL OTHER THAN F-T) is the sum of lines 66 through 73.</p>   |
| New Hires During Fiscal Year - Permanent Full-time Only | <p>Lines 75 through 83 contain sex and race/ethnic designation for new hires by skills. New hires include persons with and without previous experience and transfers who were hired for the first time in this jurisdiction or rehired after a break in service for permanent full-time employment.</p> <p>Line 83 (TOTAL NEW HIRES) is the sum of lines 75 through 82.</p>  |

| Name          | Description  |
|---------------|--|
| Certification | This report must be certified and signed by an official of the jurisdiction or reporting unit responsible for the information submitted. Name, address, title, and signature are required in this section. |

## Report Sample (PEREO41,2)

PAGE 1  
REPORT : PEREO41

Great Valley University  
EEO-4 Summary Report

RUN DATE 05-JUL-2017  
RUN TIME 05:44 PM

-----  
INFORMATION FOR THE TAPE CERTIFICATION FORM  
-----

| FUNCTION |                               | COLUMN O TOTALS |         |         |
|----------|-------------------------------|-----------------|---------|---------|
|          |                               | LINE 65         | LINE 74 | LINE 83 |
| 01       | Finan. Admin./General Control | 13              | 04      | 13      |
| 12       | Utilities and Transportation  | 00              | 03      | 00      |

PAGE 2  
REPORT : PEREO41

Great Valley University  
EEO-4 Summary Report

RUN DATE 05-JUL-2017  
RUN TIME 05:44 PM

\* \* \* REPORT CONTROL INFORMATION \* \* \*

| Parameter Name    | Value       | Source  | Message |
|-------------------|-------------|---------|---------|
| Parameter Seq No: | 1008232     |         |         |
| Year:             | 2017        | Default |         |
| Run Date:         | 30-JUN-2017 | Default |         |

[illegible]

|    |           |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|----|-----------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 27 | 20.0-24.9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 28 | 25.0-32.9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 29 | 33.0-42.9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 30 | 43.0-54.9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 31 | 55.0-69.9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 32 | 70.0 PLUS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

## EEO-5 Detail Report

Lists employees in each EEO-5 defined contract group.

| Param | Name          | Description/Values                      | Required? | Default | Validation |
|-------|---------------|---|-----------|---------|------------|
| 01    | Employer Code | Employer code to be included in report. | Yes       | None    | PTREMPR    |

## Report Attributes

### Sort Order

First by school, then by contract group, then by skill code

### Data Source

NBAJOBS PEAEMPL PPAIDEN PTRECLS PTRETHN PTREEOS PTVEEOG PTVESKL

### Frequency

On demand

### Report Format

Standard horizontal report format



| Name            | Description   |
|-----------------|---|
| SCHOOL DISTRICT | School district. The code in this field is defined on the Employer Rule page (PTREMPR).   |
| SCHOOL          | School code and name. The code in this field is defined on the School Rule page (PTRSCHL).  |
| CONTRACT GROUP  | EEO Contract Group:<br>F Full time<br>P Part time<br>FP Full time district/part time individual school<br><br>EEO contract group assigned to this employee class on the Employee Class Rule page (PTRECLS). The code in this field is defined on the EEO Contract Group Validation page (PTVEEOG).  |
| JOB SKILL       | EEO skill code. The code in this field is defined on the Skill Codes Validation page (PTVESKL).   |
| SEX             | Sex of employee   |
| EEO ORIGIN      | U.S. government-defined EEO ethnic code. The code in this field is established on the EEO Ethnic Code Validation page (PTVEEOC).  |
| ANNUAL SALARY   | Annual salary of this employee  |
| EMPLOYEE NAME   | Employee name   |
| EMPLOYEE ID     | Employee ID number  |
| COAS            | Chart of Accounts of home department  |
| HOME DEPT       | Employee home department or organization. The code displayed here was assigned to this employee in the Employee Information section on the Employee page (PEAEMPL). If BANNER Finance is installed, the code appearing in this field was defined on the Finance Organization Maintenance page (FTMORGN). If it is not installed, the code appearing in this field was defined on the Organization Code Validation page (PTVORGN). |
| POSITION        | Position occupied by this employee. The position code that appears in this field was defined on the Position page (NBAPOSN) and assigned to this employee on the Employee Jobs page (NBAJOBS).  |

| Name                  | Description   |
|-----------------------|---|
| SCHOOL                | School to which this employee is assigned. The code in this field is defined on the School Rule page (PTRSCHL).   |
| FT/PT                 | <p>Full-time/Part-time Indicator:</p> <p>F Full time</p> <p>P Part time</p> <p>FP Full time district/part time individual school</p> <p>This value is determined by the EEO contract group assigned to this employee class on the Employee Class Rule page (PTRECLS). The code in this field is defined on this employee class on the EEO Contract Group Validation page (PTVEEOG).</p> |
| ECLS                  | Employee class  |
| HIRE DATE             | Employee hire date  |
| ORIGIN COUNT          | <p>This employee's origin code/description appears in the Origin field and the current total for that origin appears in the Count field.</p> <p>This field appears only if the origin, sex, or salary level of this employee is different from that of the employee in the following record.</p>  |
| SEX COUNT             | <p>This employee's sex appears in the Sex field and the current total for that sex appears in the Count field.</p> <p>This field appears only if the sex or salary level of this employee is different from that of the employee in the following record.</p>   |
| EEO SKILL COUNT       | <p>This employee's EEO skill appears in the EEO Skill field and the current total for that EEO skill appears in the Count field.</p> <p>This field appears for the last employee listed for a particular EEO skill.</p>   |
| CONTRACT GROUP COUNT  | Total number of employees in this contract group  |
| SCHOOL COUNT          | Total number of employees in this school  |
| SCHOOL DISTRICT COUNT | Total number of employees in this school district   |

## Report Sample (PEREO5D)

REPORT : PEREO5D

Banner University  
EEO-5 Detail report  
AS OF 30-SEP-1992PAGE 1  
RUN DATE 05/28/92  
RUN TIME 10:18 AMSCHOOL DISTRICT: DOWN Downingtown School District  
CONTRACT GROUP F FP : Full Time Employees

| JOB<br>SKILL | SEX | EEO<br>ORIGIN | ANNUAL<br>SALARY          | EMPLOYEE<br>ID | COAS | HOME<br>DEPT | POSITION  | SCHOOL | FT<br>PT | ECLS | HIRE DATE   |
|--------------|-----|---------------|---------------------------|----------------|------|--------------|-----------|--------|----------|------|-------------|
| E            | F   | 3             | 24633.00                  | EEO500002      | A    | 100          | EEO502-00 | DELM   | F        | KF   | 30-AUG-1992 |
|              |     |               | ORIGIN                    | COUNT          |      |              |           |        |          |      |             |
|              |     |               | 3 Hispanic                | 1              |      |              |           |        |          |      |             |
|              |     |               | SEX                       | COUNT          |      |              |           |        |          |      |             |
|              |     |               | F                         | 1              |      |              |           |        |          |      |             |
|              |     |               | EEO SKILL                 | COUNT          |      |              |           |        |          |      |             |
|              |     |               | E Elem Classroom Teachers |                |      |              |           |        |          |      |             |

REPORT : PEREO5D

Banner University  
EEO-5 Detail report  
AS OF 30-SEP-1992PAGE 2  
RUN DATE 05/28/92  
RUN TIME 10:18 AMSCHOOL DISTRICT: DOWN Downingtown School District  
CONTRACT GROUP F FP : Full Time Employees

| JOB<br>SKILL | SEX | EEO<br>ORIGIN | ANNUAL<br>SALARY           | EMPLOYEE<br>ID | COAS | HOME<br>DEPT | POSITION  | SCHOOL | FT<br>PT | ECLS | HIRE DATE   |
|--------------|-----|---------------|----------------------------|----------------|------|--------------|-----------|--------|----------|------|-------------|
| E1           | F   | 4             | 24633.00                   | EEO500003      | A    | 100          | EEO501-00 | DHIG   | F        | FP   | 30-AUG-1992 |
|              |     |               | ORIGIN                     | COUNT          |      |              |           |        |          |      |             |
|              |     |               | 4 Asian/Pacific Islander   | 1              |      |              |           |        |          |      |             |
|              |     |               | SEX                        | COUNT          |      |              |           |        |          |      |             |
|              |     |               | F                          | 1              |      |              |           |        |          |      |             |
|              |     |               | EEO SKILL                  | COUNT          |      |              |           |        |          |      |             |
|              |     |               | E1 Elem Teacher - Grade 1  | 1              |      |              |           |        |          |      |             |
|              |     |               | CONTRACT GROUP             | COUNT          |      |              |           |        |          |      |             |
|              |     |               | F FP : Full Time Employees | 2              |      |              |           |        |          |      |             |

REPORT : PEREO5D

Banner University

PAGE 3  
RUN DATE 05/28/92

EEO-5 Detail report  
AS OF 30-SEP-1992

RUN TIME 10:18 AM

SCHOOL DISTRICT: DOWN Downingtown School District  
CONTRACT GROUP P : Part Time Employees

| JOB<br>SKILL                     | SEX | EEO<br>ORIGIN | ANNUAL<br>SALARY          | EMPLOYEE<br>NAME | EMPLOYEE<br>ID | COAS | HOME<br>DEPT | POSITION  | SCHOOL | FT<br>PT | ECLS | HIRE DATE   |
|----------------------------------|-----|---------------|---------------------------|------------------|----------------|------|--------------|-----------|--------|----------|------|-------------|
| E1                               | F   | 1             | 35000.00                  | Miller, Davis    | EEO500004      | A    | 120          | EEO501-00 | DHIG   | P        | KP   | 30-AUG-1992 |
|                                  |     |               | ORIGIN                    |                  | COUNT          |      |              |           |        |          |      |             |
|                                  |     |               | 1 White                   |                  | 1              |      |              |           |        |          |      |             |
|                                  |     |               | SEX                       |                  | COUNT          |      |              |           |        |          |      |             |
|                                  |     |               | F                         |                  | 1              |      |              |           |        |          |      |             |
|                                  |     |               | EEO SKILL                 |                  | COUNT          |      |              |           |        |          |      |             |
|                                  |     |               | E1 Elem Teacher - Grade 1 |                  | 1              |      |              |           |        |          |      |             |
| CONTRACT GROUP                   |     |               |                           |                  | COUNT          |      |              |           |        |          |      |             |
| P : Part Time Employees          |     |               |                           |                  | 1              |      |              |           |        |          |      |             |
| SCHOOL DISTRICT                  |     |               |                           |                  | COUNT          |      |              |           |        |          |      |             |
| DOWN Downingtown School District |     |               |                           |                  | 3              |      |              |           |        |          |      |             |

REPORT : PEREO5D

Banner University  
EEO-5 Detail report  
AS OF 30-SEP-1992

Page 4  
RUN DATE 05/28/92  
RUN TIME 10:18 AM

SCHOOL: DELM Downingtown Elementary  
CONTRACT GROUP F : Full Time Employees

| JOB<br>SKILL            | SEX | EEO<br>ORIGIN | ANNUAL<br>SALARY          | EMPLOYEE<br>NAME | EMPLOYEE<br>ID | COAS | HOME<br>DEPT | POSITION  | SCHOOL | FT<br>PT | ECLS | HIRE DATE   |
|-------------------------|-----|---------------|---------------------------|------------------|----------------|------|--------------|-----------|--------|----------|------|-------------|
| E                       | F   | 3             | 24633.00                  | Brown, Lisa      | EEO500002      | A    | 100          | EEO502-00 | DELM   | F        | KF   | 30-AUG-1992 |
|                         |     |               | ORIGIN                    |                  | COUNT          |      |              |           |        |          |      |             |
|                         |     |               | 3 Hispanic                |                  | 1              |      |              |           |        |          |      |             |
|                         |     |               | SEX                       |                  | COUNT          |      |              |           |        |          |      |             |
|                         |     |               | F                         |                  | 1              |      |              |           |        |          |      |             |
|                         |     |               | EEO SKILL                 |                  | COUNT          |      |              |           |        |          |      |             |
|                         |     |               | E Elem Classroom Teachers |                  | 1              |      |              |           |        |          |      |             |
| CONTRACT GROUP          |     |               |                           |                  | COUNT          |      |              |           |        |          |      |             |
| F : Full Time Employees |     |               |                           |                  | 1              |      |              |           |        |          |      |             |

REPORT : PEREO5D

Banner University  
EEO-5 Detail report  
AS OF 30-SEP-1992

PAGE 5  
RUN DATE 05/28/92  
RUN TIME 10:18 AM

SCHOOL: DELM Downingtown Elementary

CONTRACT GROUP P FP : Part Time Employees

| JOB SKILL | SEX | EEO ORIGIN | ANNUAL SALARY | EMPLOYEE NAME               | EMPLOYEE ID | COAS | HOME DEPT | POSITION  | SCHOOL | FT PT | ECLS | HIRE DATE   |
|-----------|-----|------------|---------------|-----------------------------|-------------|------|-----------|-----------|--------|-------|------|-------------|
| E         | F   | 4          | 24633.00      | Stone, Mathew               | EEO500003   | A    | 100       | EEO502-00 | DELM   | F     | FP   | 30-AUG-1992 |
|           |     |            |               | ORIGIN                      |             |      |           |           |        |       |      |             |
|           |     |            |               | 4 Asian/Pacific Islander    |             |      |           |           |        |       |      |             |
|           |     |            |               | SEX                         |             |      |           |           |        |       |      |             |
|           |     |            |               | F                           |             |      |           |           |        |       |      |             |
|           |     |            |               | EEO SKILL                   |             |      |           |           |        |       |      |             |
|           |     |            |               | E Elem Classroom Teachers   |             |      |           |           |        |       |      |             |
|           |     |            |               | CONTRACT GROUP              |             |      |           |           |        |       |      |             |
|           |     |            |               | P FP : Part Time Employees  |             |      |           |           |        |       |      |             |
|           |     |            |               | SCHOOL                      |             |      |           |           |        |       |      |             |
|           |     |            |               | DELM Downingtown Elementary |             |      |           |           |        |       |      |             |

REPORT : PEREO5D

Banner University  
EEO-5 Detail report  
AS OFPAGE 5  
RUN DATE 05/28/92  
RUN TIME 10:18 AM\* \* \* REPORT CONTROL INFORMATION \* \* \*  
Source Message

Parameter Name Value

Parameter Seq No: 32239

Employer Code: DOWN

Record Count: 7

Line Count: 55

Entered

## EEO-5 Summary Reports

Summarizes EEO-5 data in government-specified format. Generates EEO-5 report for schools with grades K-12.

**Note:** To obtain this report, run (in order) PEREO51, PEREO52, and PEREO53.

| Param | Name          | Description/Values                           | Required? | Default | Validation                                     |
|-------|---------------|--|-----------|---------|--|
| 01    | Year          | Year for which report is run.                | Yes       | None    | Format must be YYYY or YY                      |
| 02    | Run Date      | Report run date to be printed on the report. | Yes       | None    | Format must be DD-<br>MMM-YYYY or<br>DD-MMM-YY |
| 03    | Employer Code | Employer code used for the report.           | Yes       | None    | PTREMPR  |

Parameters are requested only for PEREO51. When PEREO52 and PEREO53 are run from the operating system, you must enter the Parameter Sequence Number generated by the system when PEREO51 was run. (This is not necessary if the report is run via Job Submission). If you are running this report from the operating system, be sure to make a note of the PEREO51 Parameter Sequence Number that is printed on the Control Report generated by PEREO51

## Report Attributes

### Sort Order

Not applicable (government-specified format)

### Data Source

|   |
|---|
| NBAJOBS PEAEMPL PPAIDEN PTRECLS PTRETHN PTREEOS PTVEEOG PTVESKL |
|---|

### Frequency

Biennially in the even-numbered years, the Equal Employment Opportunity Commission School Reporting Committee determines which systems, districts, and schools are required to file report EEO-5 and notifies them by mail. When filing is required, employment statistics must cover the payroll period closest to October 1 of the reporting year and the reports must be filed no later than November 15.

**Report Format**

Standard horizontal report format

| <b>Name</b>                                  | <b>Description</b>  |
|--|---|
| PART I - IDENTIFICATION                      | Header of fields identifying the reporting unit (that is, the school or school system)  |
| TYPE REPORT                                  | Type of report. This field identifies the report as either an aggregate report for the entire school system (EEOC Form 168A) or the report of an individual school or annex (EEOC Form 168B). |
| TYPE AGENCY                                  | Reporting agency type   |
| NO. SCHOOLS                                  | Total number of schools operated by the school system   |
| NO. ANNEXES                                  | Total number of annexes or separate teaching facilities operated by the school system   |
| DISTRICT                                     | District name and address (street, state, county, state, and zip code)  |
| SCHOOL                                       | School name and address (street, state, county, state, and zip code)  |
| GRADES TAUGHT                                | Grades taught in this school or annex, An X appears beneath each grade offered (Pre-Kindergarten, K-12, Ungraded, and Special Education).   |
| OCTOBER 1ST ENROLLMENT                       | Total enrollment as of October 1 of the current year (or the nearest date when enrollment is stabilized)  |
| PRINCIPAL INFORMATION                        | Header of principal data (if the report type is school or annex and a principal is assigned to the reporting school or annex)   |
| PRINCIPAL ASSIGNED?                          | Principal Assigned indicator  |
| IF YES, FULL TIME TEACHING ASSIGNMENT?       | Full-Time Teaching Assignment indicator   |
| SEX  | Principal's sex   |
| RACE/ETHNIC GROUP                            | Principal's race/ethnic group   |
| PART II - STAFF STATISTICS AS OF 30-SEP-1992 | Header of fields containing sex and race/ethnic designation data on employees   |

| Name                               | Description   |
|------------------------------------|---|
| ACTIVITY ASSIGNMENT CLASSIFICATION | Header of fields containing employee activity assignment classifications  |
| TOTAL A                            | Total number of males and females. The amount in this field is the sum of the amounts in B through K.   |
| MALE                               | <p>Number of male employees in the specified ethnic group</p> <p>B Total number of white males who are not of Hispanic origin</p> <p>C Total number of black males who are not of Hispanic origin</p> <p>D Total number of males who are of Hispanic origin (regardless of race)</p> <p>E Total number of Asian/Pacific Islander males</p> <p>F Total number of American Indian/Alaskan Native males</p>  |
| FEMALE                             | <p>Female employees in a specified ethnic group</p> <p>G Total number of white females who are not of Hispanic origin</p> <p>H Total number of black females who are not of Hispanic origin</p> <p>I Total number of females who are of Hispanic origin (regardless of race)</p> <p>J Total number of Asian/Pacific Islander females</p> <p>K Total number of American Indian/Alaskan Native females</p>  |
| untitled field                     | Line number column header. (Note: All line numbers in the following field descriptions refer to the number that appears in this column.)  |
| A. FULL-TIME STAFF                 | Header of fields containing sex and race/ethnic designation data on full-time employees. Totals for these employees appear in lines 1 through 18.   |
| O/A/M                              | Line 1 contains totals for officials, administrators, and managers. These are occupations requiring administrative personnel who set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the school system or of district or school operations. Examples include the superintendent of schools, school business officials, and directors and administrators of district-wide programs. |



| Name            | Description   |
|-----------------|---|
| PRIN            | Line 2 contains totals for school principals. Principals are defined as staff members performing the assigned activities of the administrative head of their respective schools (not school systems or districts) to whom has been delegated responsibility for the coordination and direction of the activities of the school.   |
| ASST.PRIN-T     | Line 3 contains totals for assistant principals who are also engaged in instructing pupils in courses in classroom situations.  |
| ASST.PRIN-WT    | Line 4 contains totals for assistant principals who have no direct teaching responsibilities.   |
| ELEM.CLSRM.TCH  | Line 5 contains totals for elementary school classroom teachers.  |
| SEC.CLSRM.TCH   | Line 6 contains totals for secondary school classroom teachers.   |
| OTHER.CLSRM.TCH | Line 7 contains totals for other classroom teachers. This field includes teachers of ungraded classes, special education, art, music, band, physical education, home economics, etc., who do not appear in the elementary or secondary school categories.   |
| GUIDANCE        | Line 8 contains totals for staff members responsible for advising pupils regarding their abilities and aptitudes, educational and occupational opportunities, and personal and social adjustment.   |
| PSYCHOLOGICAL   | Line 9 contains totals for psychologists, psychometrists, psychiatrists, and psychological social workers who provide psychological-evaluative services to pupils for placement purposes.   |
| LIB/AV.         | Line 10 contains totals for librarians and audio-visual personnel.  |
| CONSLT/SUPRV    | Line 11 contains totals for consultants and supervisors of instruction. This field includes staff members performing services for the purpose of improving the performance of teachers and other instructional personnel.   |
| OTHER PROF.     | Line 12 contains totals for other professional staff. This field includes staff members performing some instructional or related function that cannot be properly classified for reporting in lines 2 through 11, such as non-classroom teachers who may be teaching the homebound, teaching through correspondence, teaching through radio or television from a studio, providing instruction for exceptional pupils released from regular classes for short periods of time, and instructing pupils in non-course (co-curricular) activities. It also includes professional non-instructional staff such as physicians, dentists, speech therapists, attendance officers, attorneys, and registered nurses. |

| Name               | Description  |
|--------------------|--|
| TCHR.AIDS          | Line 13 contains totals for teacher aides. This category includes all personnel working with students under the direct supervision of a classroom teacher or of a staff member performing professional-educational-teaching assignments on a regularly scheduled basis.  |
| TECH               | Line 14 contains totals for technicians. This field includes employees whose assignments require specialized knowledge or skills that may be acquired through experience or academic work of the sort offered in many 2-year technical institutes and junior colleges. Examples include computer programmers and operators, non-teaching-related mathematical aides, engineering aides, technicians (medical, dental, electronic, physical sciences), and dietitians   |
| CLERC/SECY         | Line 15 contains totals for clerical/secretarial personnel. This field includes employees whose assignments require skills and training in clerical activities. Examples include secretaries, bookkeepers, office-machine operators, and payroll clerks  |
| SERV.WKRS.         | Line 16 contains totals for service workers. This field includes paraprofessionals and non-supervisory personnel in cafeteria or transportation work. It also includes workers whose responsibilities include cleaning the buildings of school plants or supporting service facilities, maintenance and operation of heating and ventilation systems, preserving the security of school property, and keeping the school plant safe for occupancy and use. Examples include custodial personnel, cafeteria workers, and security personnel |
| SKILLED CRFT       | Line 17 contains totals for skilled crafts occupations. This category includes employees whose assignments require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Examples include mechanics, electricians, carpenters, and typesetters.   |
| LABOR UNSKLD       | Line 18 contains totals for laborers who perform manual labor not classified in another activity assignment classification. Examples include garage laborers, car washers and greasers, and gardeners and groundskeepers.  |
| TOTAL              | Line 19 contains totals for all full-time personnel. The total in this field is the sum of lines 1 through 18.   |
| B. PART TIME STAFF | Header of fields containing sex and race/ethnic designation data on part-time employees. Totals for these employees appear in lines 20 though 22.  |

| Name  | Description   |
|---|---|
| PROF INSTR  | Line 20 contains totals for part-time personnel in the activity assignment classifications listed in lines 1 through 12 (above).  |
| ALL OTHERS  | Line 21 contains totals for all remaining part-time personnel (that is, for those in the activity assignment classifications listed in lines 13 through 18).  |
| TOTAL   | Line 22 contains the totals for all part-time employees. The total in this field is the sum of lines 20 and 21.   |
| C. NEW HIRES (JULY THRU SEPT. OF THE SURVEY YEAR) | Header of fields containing sex and race/ethnic designation data on full-time new hires who appear on the payroll for the first time between July 1 and October 1 of the survey year. Totals for these employees appear in lines 23 through 28. |
| O/A/M   | Line 23 contains totals for new hires who are officials, administrators, and managers. For an explanation of these classifications, refer to line 1 (above).  |
| PRIN/ASST.PR                                      | Line 24 contains totals for new hires who are principals and assistance principals. For an explanation of these classifications, refer to lines 2 through 4 (above).  |
| CLSRM.TCHRS                                       | Line 24 contains totals for new hires who are classroom teachers. For an explanation of these classifications, refer to lines 5 through 7 (above).  |
| OTHER PROF.                                       | Line 26 contains totals for new hires in the activity assignment classifications listed in lines 8 through 12 (above).  |
| NONPROF   | Line 27 contains totals for all remaining new hires (that is, for those in the activity assignment classifications listed in lines 13 through 18).  |
| TOTAL   | Line 28 contains totals for all new hires. The total in this field is the sum of lines 23 through 27.   |
| CERTIFICATION                                     | This report must be certified and signed by an official of the institution or reporting unit responsible for the information submitted.   |

## Report Sample (PEREO51-2-3)

1234567 1992 ELEMENTARY -SECONDARY STAFF INFORMATION (EEO-5) REPORT PAGE 1

PART I - IDENTIFICATION

TYPE REPORT- DISTRICT SUMMARY DISTRICT  
 TYPE AGENCY- PUBLIC SCHOOL BOARD Downingtown School District  
 NO. SCHOOLS- 1 11 FairWeather Drive  
 NO. ANNEXES- 1 Lionville, Chester, PA, 19341

PART II - STAFF STATISTICS AS OF 30-SEP-1992 OCTOBER 1ST ENROLLMENT 1,400

| ACTIVITY<br>ASSIGNMENT<br>CLASSIFICATION          | TOTAL<br>A | *****MALE***** |                |      |                |                | *****FEMALE***** |                |      |                |                |
|---|------------|----------------|----------------|------|----------------|----------------|------------------|----------------|------|----------------|----------------|
|   |            | WHITE<br>NON-H | BLACK<br>NON-H | HISP | ASIAN<br>PACIF | AMIND<br>AKNAT | WHITE<br>NON-H   | BLACK<br>NON-H | HISP | ASIAN<br>PACIF | AMIND<br>AKNAT |
| A. FULL TIME STAFF                                |            |                |                |      |                |                |                  |                |      |                |                |
| 1.O/A/M   | 0          | 0              | 0              | 0    | 0              | 0              | 0                | 0              | 0    | 0              | 0              |
| 2.PRIN  | 0          | 0              | 0              | 0    | 0              | 0              | 0                | 0              | 0    | 0              | 0              |
| 3.ASST.PRIN-T                                     | 0          | 0              | 0              | 0    | 0              | 0              | 0                | 0              | 0    | 0              | 0              |
| 4.ASST.PRIN-WT                                    | 0          | 0              | 0              | 0    | 0              | 0              | 0                | 0              | 0    | 0              | 0              |
| 5.ELEM.CLSRM.TCH.                                 | 2          | 0              | 0              | 0    | 0              | 0              | 0                | 0              | 1    | 1              | 0              |
| 6.SEC.CLSRM.TCH.                                  | 0          | 0              | 0              | 0    | 0              | 0              | 0                | 0              | 0    | 0              | 0              |
| 7.OTHR.CLSRM.TCH.                                 | 0          | 0              | 0              | 0    | 0              | 0              | 0                | 0              | 0    | 0              | 0              |
| 8.GUIDANCE  | 0          | 0              | 0              | 0    | 0              | 0              | 0                | 0              | 0    | 0              | 0              |
| 9.PSYCHOLOGICAL                                   | 0          | 0              | 0              | 0    | 0              | 0              | 0                | 0              | 0    | 0              | 0              |
| 10.LIB/AV.  | 0          | 0              | 0              | 0    | 0              | 0              | 0                | 0              | 0    | 0              | 0              |
| 11.CONSLT/SUPRV.                                  | 0          | 0              | 0              | 0    | 0              | 0              | 0                | 0              | 0    | 0              | 0              |
| 12.OTHER PROF.                                    | 0          | 0              | 0              | 0    | 0              | 0              | 0                | 0              | 0    | 0              | 0              |
| 13.TCHR.AIDS                                      | 0          | 0              | 0              | 0    | 0              | 0              | 0                | 0              | 0    | 0              | 0              |
| 14.TECH   | 0          | 0              | 0              | 0    | 0              | 0              | 0                | 0              | 0    | 0              | 0              |
| 15.CLERC/SECY.                                    | 0          | 0              | 0              | 0    | 0              | 0              | 0                | 0              | 0    | 0              | 0              |
| 16.SERV.WKRS.                                     | 0          | 0              | 0              | 0    | 0              | 0              | 0                | 0              | 0    | 0              | 0              |
| 17.SKILLED CRFT                                   | 0          | 0              | 0              | 0    | 0              | 0              | 0                | 0              | 0    | 0              | 0              |
| 18.LABOR UNSKLD                                   | 0          | 0              | 0              | 0    | 0              | 0              | 0                | 0              | 0    | 0              | 0              |
| 19.TOTAL  | 2          | 0              | 0              | 0    | 0              | 0              | 0                | 0              | 1    | 1              | 0              |
| B. PART TIME STAFF                                |            |                |                |      |                |                |                  |                |      |                |                |
| 20.PROF INSTR                                     | 1          | 0              | 0              | 0    | 0              | 0              | 1                | 0              | 0    | 0              | 0              |
| 21.ALL OTHERS                                     | 0          | 0              | 0              | 0    | 0              | 0              | 0                | 0              | 0    | 0              | 0              |
| 22.TOTAL  | 1          | 0              | 0              | 0    | 0              | 0              | 1                | 0              | 0    | 0              | 0              |
| C. NEW-HIRES (JULY THRU SEPT. OF THE SURVEY YEAR) |            |                |                |      |                |                |                  |                |      |                |                |
| 23.O/A/M  | 0          | 0              | 0              | 0    | 0              | 0              | 0                | 0              | 0    | 0              | 0              |
| 24.PRIN/ASST.PR                                   | 0          | 0              | 0              | 0    | 0              | 0              | 0                | 0              | 0    | 0              | 0              |
| 25.CLSRM.TCHRS                                    | 2          | 0              | 0              | 0    | 0              | 0              | 0                | 0              | 1    | 1              | 0              |
| 26.OTHER PROF.                                    | 0          | 0              | 0              | 0    | 0              | 0              | 0                | 0              | 0    | 0              | 0              |
| 27.NONPROF.                                       | 0          | 0              | 0              | 0    | 0              | 0              | 0                | 0              | 0    | 0              | 0              |
| 28.TOTAL  | 2          | 0              | 0              | 0    | 0              | 0              | 0                | 0              | 1    | 1              | 0              |

CERTIFICATION- I CERTIFY THAT THE INFORMATION GIVEN IN THIS REPORT IS CORRECT AND TRUE TO THE BEST OF MY KNOWLEDGE AND WAS PREPARED IN ACCORDANCE WITH ACCOMPANYING INSTRUCTIONS. WILLFULLY FALSE STATEMENTS ON THIS REPORT ARE PUNISHABLE BY LAW, U.S CODE, TITLE 18, SECTION 1001.

DATE 26-MAY-1992

TELEPHONE NUMBER 123-4567

PRINTED NAME AND TITLE OF CERTIFYING OFFICIAL  
 KATARINA WITT

CHAIRMAN  
 SIGNATURE

1234567 1992 ELEMENTARY -SECONDARY STAFF INFORMATION (EEO-5) REPORT PAGE 2

PART I - IDENTIFICATION

TYPE REPORT- INDIVIDUAL SCHOOL DISTRICT  
 TYPE AGENCY- PUBLIC SCHOOL Downingtown School District  
 11 FairWeather Drive  
 Lionville, Chester, PA, 19341

SCHOOL  
 Downingtown Elementary  
 11 Magnolia Way  
 Downingtown, Chester, PA, 19341  
 123456789

GRADES TAUGHT  
 P 0 0 0 0 0 0 0 0 0 1 2 U S  
 K K 1 2 3 4 5 6 7 8 9 0 1 2 N E  
 X X X X X X X X X X X X X X X

OCTOBER 1ST ENROLLMENT 900

PRINCIPAL INFORMATION

PART II - STAFF STATISTICS AS OF 30-SEP-1992

| ACTIVITY<br>ASSIGNMENT<br>CLASSIFICATION          | TOTAL<br>A | *****MALE***** |                |      |                |                |                | *****FEMALE***** |      |                |                |  | PRINCIPAL ASSIGNED ? YES<br><br>IF YES, PART TIME<br><br>TEACHING ASSIGNMENT ? YES<br>SEX - MALE<br><br>RACE/ETHNIC GROUP - ASIAN/PACIFI<br><br><br>CERTIFICATION- I CERTIFY THAT THE<br>INFORMATION GIVEN IN THIS REPORT<br>IS CORRECT AND TRUE TO THE BEST<br>OF MY KNOWLEDGE AND WAS PREPARED<br>IN ACCORDANCE WITH ACCOMPANYING<br>INSTRUCTIONS. WILLFULLY FALSE<br>STATEMENTS ON THIS REPORT ARE<br>PUNISHABLE BY LAW, U.S CODE,<br>TITLE 18, SECTION 1001.<br><br>DATE 26-MAY-1992<br><br>TELEPHONE NUMBER 123-4567<br><br>PRINTED NAME AND TITLE OF<br>CERTIFYING OFFICIAL<br>KATARINA WITT<br><br>CHAIRMAN<br>SIGNATURE |
|---|------------|----------------|----------------|------|----------------|----------------|----------------|------------------|------|----------------|----------------|--|---|
|   |            | WHITE<br>NON-H | BLACK<br>NON-H | HISP | ASIAN<br>PACIF | AMIND<br>AKNAT | WHITE<br>NON-H | BLACK<br>NON-H   | HISP | ASIAN<br>PACIF | AMIND<br>AKNAT |  |   |
|   |            | B              | C              | D    | E              | F              | G              | H                | I    | J              | K              |  |   |
| A. FULL TIME STAFF                                |            |                |                |      |                |                |                |                  |      |                |                |  |   |
| 1.O/A/M   | 0          | 0              | 0              | 0    | 0              | 0              | 0              | 0                | 0    | 0              | 0              |  |   |
| 2.PRIN  | 0          | 0              | 0              | 0    | 0              | 0              | 0              | 0                | 0    | 0              | 0              |  |   |
| 3.ASST.PRIN-T                                     | 0          | 0              | 0              | 0    | 0              | 0              | 0              | 0                | 0    | 0              | 0              |  |   |
| 4.ASST.PRIN-WT                                    | 0          | 0              | 0              | 0    | 0              | 0              | 0              | 0                | 0    | 0              | 0              |  |   |
| 5.ELEM.CLSRM.TCH.                                 | 1          | 0              | 0              | 0    | 0              | 0              | 0              | 0                | 1    | 0              | 0              |  |   |
| 6.SEC.CLSRM.TCH.                                  | 0          | 0              | 0              | 0    | 0              | 0              | 0              | 0                | 0    | 0              | 0              |  |   |
| 7.OTHR CLSRM.TCH.                                 | 0          | 0              | 0              | 0    | 0              | 0              | 0              | 0                | 0    | 0              | 0              |  |   |
| 8.GUIDANCE  | 0          | 0              | 0              | 0    | 0              | 0              | 0              | 0                | 0    | 0              | 0              |  |   |
| 9.PSYCOLOGICAL                                    | 0          | 0              | 0              | 0    | 0              | 0              | 0              | 0                | 0    | 0              | 0              |  |   |
| 10.LIB/AV.  | 0          | 0              | 0              | 0    | 0              | 0              | 0              | 0                | 0    | 0              | 0              |  |   |
| 11.CONSLT/SUPRV.                                  | 0          | 0              | 0              | 0    | 0              | 0              | 0              | 0                | 0    | 0              | 0              |  |   |
| 12.OTHER PROF.                                    | 0          | 0              | 0              | 0    | 0              | 0              | 0              | 0                | 0    | 0              | 0              |  |   |
| 13.TCHR.AIDS                                      | 0          | 0              | 0              | 0    | 0              | 0              | 0              | 0                | 0    | 0              | 0              |  |   |
| 14.TECH   | 0          | 0              | 0              | 0    | 0              | 0              | 0              | 0                | 0    | 0              | 0              |  |   |
| 15.CLERC/SECY.                                    | 0          | 0              | 0              | 0    | 0              | 0              | 0              | 0                | 0    | 0              | 0              |  |   |
| 16.SERV.WKRS.                                     | 0          | 0              | 0              | 0    | 0              | 0              | 0              | 0                | 0    | 0              | 0              |  |   |
| 17.SKILLED CRFT                                   | 0          | 0              | 0              | 0    | 0              | 0              | 0              | 0                | 0    | 0              | 0              |  |   |
| 18.LABOR UNSKLD                                   | 0          | 0              | 0              | 0    | 0              | 0              | 0              | 0                | 0    | 0              | 0              |  |   |
| 19.TOTAL  | 1          | 0              | 0              | 0    | 0              | 0              | 0              | 0                | 1    | 0              | 0              |  |   |
| B. PART TIME STAFF                                |            |                |                |      |                |                |                |                  |      |                |                |  |   |
| 20.PROF INSTR                                     | 1          | 0              | 0              | 0    | 0              | 0              | 0              | 0                | 0    | 1              | 0              |  |   |
| 21.ALL OTHERS                                     | 0          | 0              | 0              | 0    | 0              | 0              | 0              | 0                | 0    | 0              | 0              |  |   |
| 22.TOTAL  | 1          | 0              | 0              | 0    | 0              | 0              | 0              | 0                | 0    | 1              | 0              |  |   |
| C. NEW-HIRES (JULY THRU SEPT. OF THE SURVEY YEAR) |            |                |                |      |                |                |                |                  |      |                |                |  |   |
| 23.O/A/M  | 0          | 0              | 0              | 0    | 0              | 0              | 0              | 0                | 0    | 0              | 0              |  |   |
| 24.PRIN/ASST.PR                                   | 0          | 0              | 0              | 0    | 0              | 0              | 0              | 0                | 0    | 0              | 0              |  |   |
| 25.CLSRM.TCHRS                                    | 1          | 0              | 0              | 0    | 0              | 0              | 0              | 0                | 1    | 0              | 0              |  |   |
| 26.OTHER PROF.                                    | 0          | 0              | 0              | 0    | 0              | 0              | 0              | 0                | 0    | 0              | 0              |  |   |
| 27.NONPROF.                                       | 0          | 0              | 0              | 0    | 0              | 0              | 0              | 0                | 0    | 0              | 0              |  |   |
| 28.TOTAL  | 1          | 0              | 0              | 0    | 0              | 0              | 0              | 0                | 1    | 0              | 0              |  |   |

## Faculty Load Comparison Report (PERFACL)

Displays comparative data for faculty load and the annual salary for all faculty defined on both the Faculty Load page (PEAFACL) and the Jobs page (NBAJOBS).

Identifies faculty whose records on PEAFLACL are missing either a position or a suffix. Identifies faculty who have records on the PEAFLACL but do not have matching records on NBAJOBS. Displays the rows from NBAJOBS that contain the parameter-specified employee class(es) that are not defined on PEAFLACL.

---

| Param | Name           | Description/Values  | Required | Default | Validation                                      |
|-------|----------------|---|----------|---------|---|
| 01    | As of Date     | Date from which the report is run.  | Yes      | None    | Format must be DD-<br>MMM-YYYY or DD-<br>MMM-YY |
| 02    | Employee Class | Employee class. This is a repeating parameter.<br><br>If this field is null, then all employee classes are processed. | No       | None    | PTRECLS   |

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## Report Attributes

### Sort Order

Not applicable

### Data Source

|                                |
|--------------------------------|
| NBAJOBS PEAEMPL PEAACL PTRECLS |
|--------------------------------|

### Frequency

After PEPFACL

### Report Format

Standard horizontal report format

| Name                             | Description  |
|----------------------------------|--|
| FACULTY LOAD VS JOB DATA         | This section displays comparative data for faculty load and the annual salary for all faculty defined on both the Employee page (PEAFACL) and the Employee Job page (NBAJOBS).   |
| ID                               | Employee ID number   |
| LAST NAME                        | Employee's last name   |
| FIRST NAME                       | Employee's first name  |
| M                                | Employee's middle initial  |
| POSN                             | Position occupied by this employee. The position code that appears in this field was defined on the Position page (NBAPOSN) and assigned to this employee on NBAJOBS.  |
| SU                               | Position suffix. This code was defined in conjunction with the position code on NBAJOBS.   |
| EC                               | Employee class defined for this employee on NBAJOBS  |
| HOURLY RATE                      | Employee's hourly rate   |
| APPT%                            | Percentage of a full-time appointment held by this employee. This percentage was established on NBAJOBS and is applied to salary, leave accrual, and benefits eligibility.   |
| FTE                              | FTE of the employee's job. This value is established in the Job section of NBAJOBS.  |
| HOURS                            | Number of contact hours taught by this employee per academic year. The number that appears here is calculated by the Banner Student System or established on PEAFACL.  |
| ANNUAL SALARY                    | Employee's annual salary   |
| FACULTY LOAD                     | <p>This employee's faculty load</p> <p>For salaried faculty, this value equals the employee's annual salary (from NBAJOBS) times the employee's FTE (from PEAFACL).</p> <p>For hourly faculty, this value equals the job's regular rate times the number of contact hours.</p> |
| FACULTY LOAD - MISSING POSITIONS | This section identifies faculty whose records on the Faculty Load page (PEAFACL) are missing either a position or a suffix. These omissions can be fixed by entering the missing data on PEAFACL   |

| Name                                | Description  |
|-------------------------------------|--|
| FACULTY LOAD - MISSING JOB DATA     | This section identifies faculty who have records on the Faculty Load page (PEAFACL) but do not have matching records on the Jobs page (NBAJOBS). These omissions can be fixed either by creating a job record for the displayed ID and position or by correcting the position and suffix on PEAFACL. |
| FACULTY LOAD - MISSING FACULTY DATA | This section displays the rows from the Jobs page (NBAJOBS) that contain the employee class(es) (entered as parameters) that are not defined on the Faculty Load page (PEAFACL).   |

## Report Sample (PERFACL)

|                                |           |            |        |              |             |        |     |       |               |              |
|--------------------------------|-----------|------------|--------|--------------|-------------|--------|-----|-------|---------------|--------------|
| REPORT : PERFACL               |           |            |        |              |             |        |     |       |               |              |
| Banner University              |           |            |        |              |             |        |     |       |               |              |
| Faculty Load Comparison Report |           |            |        |              |             |        |     |       |               |              |
| Faculty Load VS Job Data       |           |            |        |              |             |        |     |       |               |              |
| ID                             | Last Name | First Name | M POSN | SU EC        | HOURLY RATE | APPT%  | FTE | HOURS | ANNUAL SALARY | FACULTY LOAD |
| 777010011                      | Adams     | Eugene     | M      | F00001 00 FA | 26.441291   | 100.00 | .00 | 30.00 | 55,000.00     | .00          |
| 777010051                      | McCormick | Don        | P      | F00002 00 FA | 27.691243   | 100.00 | .00 | 25.00 | 48,000.00     | .00          |
| 777010026                      | Myerson   | Jessica    | M      | F00001 00 FA | 21.633783   | 100.00 | .00 | 10.00 | 45,000.00     | .00          |
| 777010016                      | Price     | John       | F      | F00001 00 FA | 18.028153   | 100.00 | .00 | 26.00 | 37,500.00     | .00          |
| 208000024                      | Slater    | Rhonda     | F      | F00001 00 FA | 26.441291   | 100.00 | .00 | 30.00 | 55,000.00     | .00          |
| 777010027                      | Smith     | Joshua     | F      | F00001 00 FA | 26.537441   | 100.00 | .00 | 29.00 | 55,200.00     | .00          |
| 777010020                      | Vincent   | Julia      | F      | F00001 00 FA | 20.479982   | 100.00 | .00 | 29.00 | 42,600.00     | .00          |

  

|                                  |           |            |        |       |             |       |     |       |               |              |
|----------------------------------|-----------|------------|--------|-------|-------------|-------|-----|-------|---------------|--------------|
| REPORT : PERFACL                 |           |            |        |       |             |       |     |       |               |              |
| Banner University                |           |            |        |       |             |       |     |       |               |              |
| Faculty Load Comparison Report   |           |            |        |       |             |       |     |       |               |              |
| Faculty Load - Missing Positions |           |            |        |       |             |       |     |       |               |              |
| ID                               | Last Name | First Name | M POSN | SU EC | HOURLY RATE | APPT% | FTE | HOURS | ANNUAL SALARY | FACULTY LOAD |
| 208000020                        | Foley     | Janet      |        |       |             |       | .00 | 40.00 |               |              |
| 208000023                        | Landers   | Jerry      |        |       |             |       | .00 | 3.00  |               |              |

  

|                                |  |  |  |  |  |  |  |  |  |  |
|--------------------------------|--|--|--|--|--|--|--|--|--|--|
| REPORT : PERFACL               |  |  |  |  |  |  |  |  |  |  |
| Banner University              |  |  |  |  |  |  |  |  |  |  |
| Faculty Load Comparison Report |  |  |  |  |  |  |  |  |  |  |



| ID        | Last Name | First Name | Faculty Load - Missing Job Data |       |             |       | FTE | HOURS | ANNUAL SALARY | FACULTY LOAD |
|-----------|-----------|------------|---------------------------------|-------|-------------|-------|-----|-------|---------------|--------------|
|           |           |            | M POSN                          | SU EC | HOURLY RATE | APPT% |     |       |               |              |
| 222000000 | Stevenson | Joanne     | F00001                          | 00    |             |       | .00 | 30.00 |               |              |

| ID        | Last Name | First Name | Banner University<br>Faculty Load Comparison Report<br>Job Data - Missing Faculty Load |       |             |        | FTE | HOURS | ANNUAL SALARY | FACULTY LOAD |
|-----------|-----------|------------|--|-------|-------------|--------|-----|-------|---------------|--------------|
|           |           |            | M POSN   | SU EC | HOURLY RATE | APPT%  |     |       |               |              |
| 777010026 | Myerson   | Jessica    | M F00003   | 00 FA | 21.633783   | 100.00 |     |       | 45,000.00     |              |

| Parameter Name        | Value       | Source  | Message |
|-----------------------|-------------|---------|---------|
| Parameter Seq No:     | 1702        |         |         |
| As of Date:           | 25-MAY-1999 | Entered |         |
| Employee Class:       | FA          | Entered |         |
| Line Count:           | 55          | Entered |         |
| Record Count:         | 7           |         |         |
| Record Count No Posn: | 2           |         |         |
| Record Count No Jobs: | 1           |         |         |
| Record Count No Load: | 1           |         |         |

## New Hires and Rehires Report (PERHIRE)

Lists new hires and rehires.

| Param | Name       | Description/Values    | Required? | Default | Validation                        |
|-------|------------|-----------------------|-----------|---------|-----------------------------------|
| 01    | Start Date | Start date of report. | Yes       | None    | Format must be DD-<br>MMM-YYYY or |

| Param | Name      | Description/Values   | Required? | Default | Validation                              |
|-------|-----------|----------------------|-----------|---------|---|
|       |           |                      |           |         | DD-MMM-YY                               |
| 02    | Stop Date | Stop date of report. | Yes       | None    | Format must be DD-MMM-YYYY or DD-MMM-YY |

## Report Attributes

### Sort Order

First by skill code, then by employee name.

**Note:** Employees are included in skill totals by sex and EEO ethnic code only if their primary job is in the skill area.)

### Data Source

NBAJOBS PEAEMPL PAAAPPL PTRETHN PTVEEOC

### Frequency

On demand

### Report Format

Standard horizontal report format

| Name             | Description                 |
|------------------|-----------------------------|
| EEO SKILL        | EEO job skill               |
| NAME/EMPLOYEE ID | Employee name and ID number |

| Name              | Description  |
|-------------------|--|
| HOME DEPARTMENT   | Employee home department or organization. The code displayed here was assigned to this employee in the Employee Information section on the Employee page (PEAEMPL).  |
| BIRTH DATE        | Employee birth date  |
| CURRENT HIRE DATE | Hire date. If the employee is a rehire, this field contains the date of the most recent hiring   |
| SEX               | Employee sex. The employee will be included in the skill total for this sex only if his/her primary job is in the skill area. A primary job has a value of P in the <b>T</b> field (below).  |
| ETHNIC CODE       | Employee EEO ethnic code. The employee will be included in the skill total for this ethnic code only if his/her primary job is in the skill area. A primary job has a value of P in the <b>T</b> field (below).  |
| UC                | Union status: E(ligible) or M(ember)   |
| FT/PT             | <p>Full-time/Part-time Indicator:</p> <p>1 = 9-10 months faculty</p> <p>2 = 11-12 months faculty</p> <p>3 = Other full-time employees</p> <p>4 = Part time</p> <p>5 = Less than 9 months faculty</p> <p>0 = Other</p> <p>This value is determined by the EEO contract group assigned to this employee class on the Employee Class Rule page (PTRECLS). The code in this field is defined on this employee class on the EEO Contract Group Validation page (PTVEEOG).</p> |
| SOURCE OF APP     | Source of employee's application. The code that appears in this field is defined on the Applicant Source Code Validation page (PTVASRC).   |
| APPL STAT         | Application status. This field is provided for the display of relevant application data (for example, Internal Transfer Approved) as defined by your institution on the Applicant Status Validation page (PTVAPPS).  |
| POSITION          | Position occupied by this employee. The code in this field is defined on the Position page (NBAPOSN).  |

| Name       | Description   |
|------------|---|
| T          | Job Contract Type:<br>P = Primary<br>S = Secondary<br>O = Overload  |
| COAS       | Chart of Accounts code of time sheet department (see following field)   |
| DEPT       | Time sheet department (that is, the organization to which this job's time sheet is sent). If Banner Finance is installed, the code appearing in this field was defined on the Finance Organization Maintenance page (FTMORGN). If it is not installed, the code appearing in this field was defined on the Organization Code Validation page (PTVORGN). |
| START DATE | Position start date. The date in this field is established in the Position Detail section of the Position page (NBAPOSN).   |
| END DATE   | Position end date. The date in this field is established in the Position Detail section of the Position page (NBAPOSN). If no value appears in this field, then the position duration was defined as indefinite.  |
| STATUS     | Job status:<br>A = Active<br>T = Terminated<br>L = Leave without pay or benefits<br>B = Leave without pay and with benefits<br>F = Leave with full pay and benefits<br>P = Leave with partial pay and benefits  |
| TITLE      | Job Title. The value that appears in this field is defined in the <b>Description</b> field of the Employee Jobs page (NBAJOBS).   |

| Name           | Description  |
|----------------|--|
| PAY ID         | Employee's pay ID. The code that appears in this field is included in the employee class definition on the Employee Class Rule page (PTRECLS) and was established for this employee when the employee class was assigned on the Employee page (PEAEMPL). |
| RATE           | Employee's hourly pay rate   |
| TBL-GRADE      | The codes in this field identify the salary table and grade assigned to this employee on the Employee Jobs page (NBAJOBS). Salary table and grade codes are defined on the Salary Rate Rule page (NTRSALA).  |
| EMP. CLASS     | Employee class with which this employee's job was associated on the Employee Jobs page (NBAJOBS). Employee class forms are defined on the Employee Class Rule page (PTRECLS).  |
| MONTHLY SALARY | Amount of employee's monthly salary  |

## Report Sample (PERHIRE)

|                                     |  |                 |      |      |             |          |                   |             |                 |           |                             |                     |                |  |
|-------------------------------------|--|-----------------|------|------|-------------|----------|-------------------|-------------|-----------------|-----------|-----------------------------|---------------------|----------------|--|
| REPORT: PERHIRE                     |  |                 |      |      |             |          |                   |             |                 |           |                             | PAGE 1              |                |  |
| Banner University                   |  |                 |      |      |             |          |                   |             |                 |           |                             | RUN DATE 02/04/1994 |                |  |
| New Hires And Rehires Report        |  |                 |      |      |             |          |                   |             |                 |           |                             | RUN TIME 10:31 AM   |                |  |
| BETWEEN 01-JUL-1993 AND 30-SEP-1993 |  |                 |      |      |             |          |                   |             |                 |           |                             |                     |                |  |
| EEO SKILL: 50 Secy/Clerical         |  |                 |      |      |             |          |                   |             |                 |           |                             |                     |                |  |
| Name                                |  | Home Department |      |      | Birth Date  |          | Current Hire Date |             | Sex Ethnic Code |           | FT/PT Source Of Application |                     | Appl Stat      |  |
| Employee Id                         |  |                 |      |      |             |          |                   |             |                 |           |                             |                     |                |  |
| Clapton, John S                     |  | Payroll Office  |      |      | 01-JAN-1953 |          | 09-SEP-1993       |             | M 1 White       |           | 3                           |                     |                |  |
| GENEL.303                           |  |                 |      |      |             |          |                   |             |                 |           |                             |                     |                |  |
| Position                            |  | T               | Coas | Dept | Start Date  | End Date | Status            | Title       | Pay Id          | Rate      | Tbl-Grade                   | Emp Class           | Monthly Salary |  |
| GLPOSA-00                           |  | P               | A    | 220  | 09-SEP-1993 |          | A                 | Payroll Cle | SM Semi-Monthly | 14.422522 | CL 06                       | FT Full Tim         | 2500.00        |  |
| Name                                |  | Home Department |      |      | Birth Date  |          | Current Hire Date |             | Sex Ethnic Code |           | FT/PT Source Of Application |                     | Appl Stat      |  |
| Employee Id                         |  |                 |      |      |             |          |                   |             |                 |           |                             |                     |                |  |
| Smith, Thomas T                     |  | Payroll Office  |      |      | 09-FEB-1967 |          | 08-JUL-1993       |             | M 2 Black       |           | 3                           |                     |                |  |
| 026111087                           |  |                 |      |      |             |          |                   |             |                 |           |                             |                     |                |  |
| Position                            |  | T               | Coas | Dept | Start Date  | End Date | Status            | Title       | Pay Id          | Rate      | Tbl-Grade                   | Emp Class           | Monthly Salary |  |

000001-00 P A 220 01-JAN-1991 A Payroll Cle SM Semi-Monthly 11.538018 CL 04 FT Full Tim 2000.00

REPORT: PERHIRE

Banner University  
New Hires And Rehires Report  
BETWEEN 01-JUL-1993 AND 30-SEP-1993

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RUN DATE 02/04/1994  
RUN TIME 10:31 AM

EEO SKILL: 60 Service/Maintenance

| Name  | Home Department | Birth Date  | Current Hire Date | Sex | Ethnic Code | FT/PT | Source Of Application | Appl Stat |
|---|-----------------|-------------|-------------------|-----|-------------|-------|-----------------------|-----------|
| Employee Id<br>Decker, John A<br>M293048565 | Physical Plant  | 01-JAN-1953 | 09-SEP-1993       | M   | 1 White     | 3     | Internal Reference    |           |

  

| Position  | T | Coas | Dept | Start Date  | End Date | Status | Title     | Pay Id          | Rate      | Tbl-Grade | Emp Class  | Monthly Salary |
|-----------|---|------|------|-------------|----------|--------|-----------|-----------------|-----------|-----------|------------|----------------|
| BK0002-00 | P | A    | 200  | 01-SEP-1990 |          | A      | Carpenter | BI Bi-Weekly (K | 17.500000 | MF 13     | BK Bi-Week | 3033.33        |

  

| TOTALS FOR EEO SKILL 60<br>SEX AND ETHNIC COUNTS |  |                |    |   |   |   |                  |       |    |    |   |   |   |
|--|--|----------------|----|---|---|---|------------------|-------|----|----|---|---|---|
| GRAND TOTAL                                      |  | -----MALE----- |    |   |   |   | -----FEMALE----- |       |    |    |   |   |   |
|  |  | TOTAL          | 1  | 2 | 3 | 4 | 5                | TOTAL | 1  | 2  | 3 | 4 | 5 |
| 56   |  | 28             | 16 | 9 | 2 | 1 |                  | 28    | 10 | 12 | 3 | 3 | 3 |

  

| SOURCE OF APPLICATIONS<br>COUNT |   |
|---------------------------------|---|
| DESCRIPTION                     |   |
| Chronicle of Higher Education   | 4 |
| Internal Reference              | 1 |
| GRAND TOTAL                     | 5 |

REPORT: PERHIRE

Banner University  
New Hires And Rehires Report  
BETWEEN 01-JUL-1993 AND 30-SEP-1993

PAGE 14  
RUN DATE 02/04/1994  
RUN TIME 10:31 AM

| TOTALS FOR ALL SKILL CODES<br>SEX AND ETHNIC COUNTS |  |                |    |    |   |   |                  |       |    |    |   |   |   |
|---|--|----------------|----|----|---|---|------------------|-------|----|----|---|---|---|
| GRAND TOTAL   |  | -----MALE----- |    |    |   |   | -----FEMALE----- |       |    |    |   |   |   |
|   |  | TOTAL          | 1  | 2  | 3 | 4 | 5                | TOTAL | 1  | 2  | 3 | 4 | 5 |
| 99  |  | 53             | 30 | 13 | 3 | 5 | 2                | 46    | 19 | 17 | 3 | 3 | 4 |

  

| SOURCE OF APPLICATIONS<br>COUNT |   |
|---------------------------------|---|
| DESCRIPTION                     |   |
| Chronicle of Higher Education   | 6 |
| Internal Reference              | 1 |
| Mail In                         | 1 |
| National Classified Ad          | 1 |
| Placement Office                | 1 |
| Times Classified Ad             | 1 |
| Union Referral                  | 1 |

GRAND TOTAL

12

REPORT: PERHIRE

Banner University

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RUN DATE 02/04/1994

RUN TIME 10:31 AM

New Hires And Rehires Report

BETWEEN 01-JUL-1993 AND 30-SEP-1993

\* \* \* REPORT CONTROL INFORMATION \* \* \*

Parameter Name Value

Source

Message

Parameter Seq No: 16466

Start Date: 01-JUL-1993

Entered

Stop Date: 30-SEP-1993

Entered

Line Count 55

Record Count 17

Count of Employee Records Printed

## IPEDS HR Data Collection

PERIPDS is the process used to support the NCES requirement of reporting Human Resources data.

The primary purpose is to collect the number of staff by employment status (full-time and part-time), occupational category, and for some staff by tenure status, contract length, and academic rank. Salary data on full-time staff is collected in addition to data on newly hired full-time permanent staff. Data is also collected by medical school status for four-year and above degree-granting institutions. In odd-numbered years (e.g., 2011-12) the purpose was also to collect data by race/ethnicity and gender. The reporting of data by race/ethnicity and gender is optional in even-numbered years (e.g., 2012-13).

Listed below is a summary of each part in the IPEDS HR component.

- Part A - Full-time instructional staff: Collects the number of full-time instructional staff by tenure status, academic rank, and medical school status. Also, for the "Instruction" function only, the data is also collected by the following categories: Exclusively credit; Exclusively not-for-credit; and Combined credit/not-for-credit.
- Part B - Full-time non-instructional staff: Collects the number of full-time non-instructional staff by occupational category. Data is also collected for some full-time non-instructional staff by tenure status and medical school status.
- Part C - Total number of full-time staff by medical school status: Automatically sums the data reported in Part A and Part B.
- Part D - Part-time staff: Collects the number of part-time staff by occupational category.

- Part E - Part-time staff: Collects the number of part-time staff by occupational category, tenure status for some occupational categories, by medical school status. For the "Instruction" function only, the data is also collected by the following categories: Exclusively credit; Exclusively not-for-credit; and Combined credit/not-for-credit.
- Part F - Part-time staff: Automatically sums the data reported in Part D and Part E.
- Part G - Salary Worksheet for full-time, non-medical, instructional staff and Salary Outlays for full-time, instructional staff - Collects the number of full-time, non-medical, instructional staff by: 9-month contract, 10-month contract, 11-month contract, and 12-month contract.
- Part G - Salary Outlays for full-time, non-instructional staff - Collects salary outlays for full-time, non-instructional staff by occupational category.
- Part H - Number of newly hired full-time permanent staff - Collects the number of newly hired full-time permanent instructional staff by tenure status. Also, collects the number of newly hired, full-time, permanent, non-instructional staff by occupational category.

| Param | Name                           | Description/Values  | Required? | Default | Validation                      |
|-------|--------------------------------|---|-----------|---------|---------------------------------|
| 01    | Employer Code                  | Specify the Employer Code for the institution generating the IPEDS Winter Data Report.  | Yes       | None    | PTREMPR                         |
| 02    | Report As of Date              | Specify the as of date for which the IPEDS Winter Data Report is applicable.  | Yes       | None    | None                            |
| 03    | Summary, Detail or Upload File | <p>Based on report parameter, 03 - Report Sections, indicate if you would like to generate all parts or a specific part of the IPEDS report by selecting the following:</p> <p>A = All parts of the IPEDS Winter Data Report (default).</p> <p>S = Only the summary of each part of the IPEDS report.</p> <p>D = Only details of each part of the IPEDS report.</p> <p>U = Web Upload File only.</p> <p>The report will be extracted based on the report parameter, 02 = Report as of Date.</p> | Yes       | A = All | Valid values are:<br>A, S, D, U |



| Param | Name                       | Description/Values  | Required? | Default  | Validation                |
|-------|----------------------------|---|-----------|----------|---------------------------|
| 04    | Medical or Degree Granting | <p>The IPEDS HR Data Collection can be generated for Medical staff as well as institutions that award degrees. Indicate the report type by selecting the correct option for your institution:</p> <p>B = Both (default)</p> <p>M = Medical Only</p> <p>D = Degree Granting Only</p> <p>Only those employees with the IPEDS Medical or Dental reporting indicator unchecked on the Employee page (PEAEMPL) page will be extracted.</p> | Yes       | B = Both | None                      |
| 05    | Report Race and Ethnicity  | Indicate if you will report race and ethnicity data. Race and Ethnicity data is required in odd numbered reporting years (for example, 2011), and optional in even numbered reporting years (for example, 2012).  | Yes       | None     | Valid values are:<br>Y, N |
| 06    | Tenure System              | Indicate if your institution has a tenure system.   | No        | Yes      | Valid values are:<br>Y, N |
| 07    | Graduate Assistants        | Indicate if your institution has graduate assistants.   | No        | Yes      | Valid values are:<br>Y, N |

## Report Attributes

### Data Source

|                     |  |
|---------------------|--|
| Main source of data | PEREE06, SPRIDEN, PEBEMPL, NBRPOSH, NBRJOBS, NBRBJOB |
|---------------------|--|

|                |   |
|----------------|---|
| Tenure         | PERAPPT, PTRTENR                            |
| Rank           | PERRANK, PTRRANK                            |
| Gender         | SPBPERS                                     |
| Ethnicity/Race | GORRACE, GORPRAC, GTVRRAC, GOBINTL, STVCITZ |

## PERIPEDS error messages

The following is a list of error messages you may encounter when running PERIPDS for IPEDS processing. Use the information provided in the Reason and Correction columns to assist you in identifying the error and correcting the issue.

| Message   | Reason   | Correction   |
|---|--|--|
| Gender Unknown, not reported to NCES.<br>Assign gender on PPAIDEN.                  | The Gender on PPAIDEN for this employee is N. NCES does not allow you to report unknown gender.  | Navigate to PPAIDEN and assign the gender. NCES recommends the following strategy if you do not know the employee gender "It is up to the institution to decide how best to handle reporting individuals whose gender is unknown. However, a common method used is to allocate the individuals with gender unknown based on the known proportion of men to women for staff." |
| Instruction Staff or Graduate Assistants with Primary Function missing or in error. | This message will be found in the first error report produced in the peripds.lis file. Each person noted on this report is targeted for reporting to NCES, however, data problems will prevent them from being included in the IPEDS HR Data Collection. Employees noted in this error report are eligible for reporting, but there is a problem with the primary function for the employees on PEAEMPL. Either the primary function is missing, or the primary function is invalid for the employment | Check PEAEMPL for the primary function. If it is missing, add the correct value. If the employee has a primary function, validate the value. Please refer to the IPEDS handbook for valid combinations of primary function, employment category, and standard occupational code.   |

| Message  | Reason  | Correction  |
|--|---|---|
|  | category and standard occupational category code.   |   |
| Missing Appointment Record, complete the appointment record.   | The employee is marked as a faculty member, because they have an Employment category of 1 - 9 month, 2 - 10 month, 3 - 11 month, or 4 - 12 month, and a Standard Occupational category of 25-1000, indicating post-secondary teacher. However, the employee does not have an active, approved assignment record on PEAFAC.  | Navigate to PEAFAC and complete the appointment record. This record must be approved to be selected for IPEDS processing. Appointment records selected for processing must be approved and must not have an end date prior to the date the PERIPDS process is run.                                  |
| Missing Tenure Information, complete the tenure portion of the appointment record.                                       | You have indicated you have a Tenure System, by marking the parameter 06 (Tenure System) with a Y. The employee is marked as a faculty member, because they have an Employment category of either 1 (9 month); 2 (10 month); 3 (11 month), 4 (12 month); or 6 (Part-time), and a Standard Occupational category of 25-1000 (post-secondary teacher). The employee also has an approved Appointment record on PEAFAC, however, the tenure information is not complete. | Navigate to PEAFAC and complete the Tenure portion of the Appointment record. The appointment record must be approved to be selected for IPEDS processing. Appointment records selected for processing must be approved and must not have an end date prior to the date the PERIPDS process is run. |
| Missing Tenure Contract Information, complete the tenure portion of the appointment record, including the contract type. | You have indicated you have a Tenure System, by marking the parameter 06 (Tenure System) with a Y. The employee is marked as a faculty member, because they have an Employment category of either 1 (9 month); 2 (10 month); 3 (11 month), 4 (12 month); or 6 (Part-time), and a Standard Occupational category of 25-1000 (indicating post-secondary teacher). The employee has an approved Appointment  | Navigate to PEAFAC and complete the Tenure portion of the Appointment record. The appointment record must be approved to be selected for IPEDS processing. Appointment records selected for processing must be approved and must not have an end date prior to the date the PERIPDS process is run. |

| Message  | Reason  | Correction  |
|--|---|---|
|  | record on PEAFAC, however, the tenure information is not complete. NCES needs to collect information for non-tenured faculty by contract type.  |   |
| IPEDS data is reported as of November 1. The date you entered has been overridden. | You have entered a date other than November 1 in parameter 02, Report As Of Date.   | IPEDS data is reported as of November 1. Regardless of the date you entered, the PERIPDS process will override the date you entered with November 1.            |
| Employee has active tenure record and will not be reported to NCES.                | You have indicated you do not have a Tenure System, by marking the parameter 06 (Tenure System) with a N. The employee is marked as a faculty member, because they have an Employment category of 1 - 9 month, 2 - 10 month, 3 - 11 month, or 4 - 12 month, and they have an active, approved tenure record with a tenure status other than Non-Tenured. In order to be reported properly when you have indicated that you do not have a Tenure System, you must complete the Tenure portion of the appointment record correctly. | Navigate to PEAFAC, change the Tenure Status of the employee to Not on Tenure, and assign the correct contract type of Multi-Year, Annual, or Less than Annual. |

## PERIPEDS Report Sample

The entire report is generated in the following sequence:

- Part A - Full-time instructional staff
- Part B - Full-time non-instructional staff
- Part C- Full-time summary by medical school status
- Part G - Salary worksheet and outlays

- Part E - Part-time instructional staff summary
- Part F - Part-time staff summary by medical school status
- Part H - New Hires

The following report is only a representative sample of the actual IPEDS HR Data Collection report.

## Report Sample (PERIPDS) 01

|   |                          |                      |                      |             |           |                      |       |
|---|--------------------------|----------------------|----------------------|-------------|-----------|----------------------|-------|
| REPORT : PERIPDS  | Banner University        |                      |                      |             |           | PAGE 5               |       |
| UNITID= 222222  | IPEDS HR Data Collection |                      |                      |             |           | RUN DATE 02-OCT-2012 |       |
| FICE= 124566  | SECTOR= 11111            |                      |                      |             |           | RUN TIME 08:03 PM    |       |
| Part A - Full-time instructional staff                                      |                          |                      |                      |             |           |                      |       |
| Number of full-time instructional staff with faculty status who are tenured |                          |                      |                      |             |           |                      |       |
| by academic rank, gender, and race/ethnicity                                |                          |                      |                      |             |           |                      |       |
| As of 01-NOV-2012   |                          |                      |                      |             |           |                      |       |
| Gender and race/ethnicity   | Professors               | Associate Professors | Assistant Professors | Instructors | Lecturers | No Academic rank     | Total |
| Men   |                          |                      |                      |             |           |                      |       |
| Nonresident Alien   | 0                        | 0                    | 0                    | 0           | 0         | 0                    | 0     |
| Hispanic/Latino   | 1                        | 0                    | 0                    | 0           | 0         | 0                    | 1     |
| American Indian/Alaska Native   | 0                        | 0                    | 0                    | 0           | 0         | 0                    | 0     |
| Asian   | 1                        | 0                    | 0                    | 0           | 0         | 0                    | 1     |
| Black or African American   | 0                        | 0                    | 0                    | 0           | 0         | 0                    | 0     |
| Native Hawaiian/Pacific Islander  | 0                        | 0                    | 0                    | 0           | 0         | 1                    | 1     |
| White   | 0                        | 2                    | 0                    | 0           | 0         | 0                    | 2     |
| Two or more races   | 0                        | 0                    | 0                    | 0           | 0         | 0                    | 0     |
| Race & Ethnicity unknown  | 0                        | 0                    | 0                    | 0           | 0         | 0                    | 0     |
| Total men   | 2                        | 2                    | 0                    | 0           | 0         | 1                    | 5     |
| Women   |                          |                      |                      |             |           |                      |       |
| Nonresident Alien   | 0                        | 0                    | 0                    | 0           | 0         | 0                    | 0     |
| Hispanic/Latino   | 0                        | 0                    | 0                    | 0           | 0         | 0                    | 0     |
| American Indian/Alaska Native   | 0                        | 0                    | 0                    | 0           | 0         | 0                    | 0     |
| Asian   | 0                        | 0                    | 0                    | 0           | 0         | 0                    | 0     |
| Black or African American   | 0                        | 0                    | 0                    | 0           | 0         | 0                    | 0     |
| Native Hawaiian/Pacific Islander  | 0                        | 0                    | 0                    | 0           | 0         | 0                    | 0     |
| White   | 0                        | 0                    | 0                    | 0           | 0         | 0                    | 0     |
| Two or more races   | 0                        | 0                    | 0                    | 0           | 0         | 0                    | 0     |
| Race & Ethnicity unknown  | 0                        | 0                    | 0                    | 0           | 0         | 0                    | 0     |
| Total women   | 0                        | 0                    | 0                    | 0           | 0         | 0                    | 0     |
| Total (men+women)   | 2                        | 2                    | 0                    | 0           | 0         | 1                    | 5     |

## Report Sample (PERIPDS) 02

|  |                          |                         |                         |             |           |                      |       |
|--|--------------------------|-------------------------|-------------------------|-------------|-----------|----------------------|-------|
| REPORT : PERIPDS   | Banner University        |                         |                         |             |           | PAGE 6               |       |
| UNITID= 222222   | IPEDS HR Data Collection |                         |                         |             |           | RUN DATE 02-OCT-2012 |       |
| FICE= 124566   | SECTOR= 11111            |                         |                         |             |           | RUN TIME 08:03 PM    |       |
| Part A - Full-time instructional staff   |                          |                         |                         |             |           |                      |       |
| Number of full-time instructional staff with faculty status who are on tenure track<br>by academic rank, gender, and race/ethnicity<br>As of 01-NOV-2012 |                          |                         |                         |             |           |                      |       |
| Gender and race/ethnicity  | Professors               | Associate<br>Professors | Assistant<br>Professors | Instructors | Lecturers | No Academic<br>rank  | Total |
| Men  |                          |                         |                         |             |           |                      |       |
| Nonresident Alien  | 0                        | 1                       | 0                       | 0           | 0         | 0                    | 1     |
| Hispanic/Latino  | 0                        | 1                       | 0                       | 0           | 0         | 0                    | 1     |
| American Indian/Alaska Native  | 0                        | 1                       | 0                       | 0           | 0         | 0                    | 1     |
| Asian  | 1                        | 0                       | 0                       | 0           | 0         | 0                    | 1     |
| Black or African American  | 0                        | 0                       | 0                       | 0           | 0         | 0                    | 0     |
| Native Hawaiian/Pacific Islander   | 0                        | 1                       | 0                       | 0           | 0         | 0                    | 1     |
| White  | 0                        | 1                       | 0                       | 0           | 0         | 0                    | 1     |
| Two or more races  | 0                        | 0                       | 0                       | 0           | 0         | 0                    | 0     |
| Race & Ethnicity unknown   | 0                        | 0                       | 0                       | 0           | 0         | 0                    | 0     |
| Total men  | 1                        | 5                       | 0                       | 0           | 0         | 0                    | 6     |
| Women  |                          |                         |                         |             |           |                      |       |
| Nonresident Alien  | 1                        | 0                       | 0                       | 0           | 0         | 0                    | 1     |
| Hispanic/Latino  | 0                        | 0                       | 0                       | 0           | 0         | 1                    | 1     |
| American Indian/Alaska Native  | 0                        | 1                       | 0                       | 0           | 0         | 0                    | 1     |
| Asian  | 0                        | 0                       | 0                       | 0           | 0         | 0                    | 0     |
| Black or African American  | 0                        | 1                       | 0                       | 0           | 0         | 0                    | 1     |
| Native Hawaiian/Pacific Islander   | 0                        | 1                       | 0                       | 0           | 0         | 0                    | 1     |
| White  | 0                        | 1                       | 0                       | 0           | 0         | 0                    | 1     |
| Two or more races  | 1                        | 0                       | 0                       | 0           | 0         | 0                    | 1     |
| Race & Ethnicity unknown   | 0                        | 1                       | 0                       | 0           | 0         | 1                    | 2     |
| Total women  | 2                        | 5                       | 0                       | 0           | 0         | 2                    | 9     |
| Total (men+women)  | 3                        | 10                      | 0                       | 0           | 0         | 2                    | 15    |

## Report Sample (PERIPDS) 03

|  |                          |                      |
|--|--------------------------|----------------------|
| REPORT : PERIPDS   | Banner University        | PAGE 7               |
| UNITID= 222222   | IPEDS HR Data Collection | RUN DATE 02-OCT-2012 |
| FICE= 124566   | SECTOR= 11111            | RUN TIME 08:03 PM    |
| <hr/>  |                          |                      |
| Part A - Full-time instructional staff   |                          |                      |
| Number of full-time instructional staff with faculty status who are Not on tenure track with multi-year contract |                          |                      |
| by academic rank, gender, and race/ethnicity   |                          |                      |

| Gender and race/ethnicity        | As of 01-NOV-2012 |                      |                      |             |           |   | No Academic rank | Total |
|----------------------------------|-------------------|----------------------|----------------------|-------------|-----------|---|------------------|-------|
|                                  | Professors        | Associate Professors | Assistant Professors | Instructors | Lecturers |   |                  |       |
| Men                              |                   |                      |                      |             |           |   |                  |       |
| Nonresident Alien                | 0                 | 0                    | 0                    | 0           | 0         | 0 | 0                | 0     |
| Hispanic/Latino                  | 0                 | 0                    | 0                    | 0           | 0         | 0 | 0                | 0     |
| American Indian/Alaska Native    | 0                 | 0                    | 0                    | 0           | 0         | 0 | 0                | 0     |
| Asian                            | 0                 | 0                    | 0                    | 0           | 0         | 0 | 0                | 0     |
| Black or African American        | 0                 | 0                    | 0                    | 0           | 0         | 0 | 0                | 0     |
| Native Hawaiian/Pacific Islander | 0                 | 0                    | 0                    | 0           | 0         | 0 | 0                | 0     |
| White                            | 0                 | 0                    | 0                    | 0           | 0         | 0 | 0                | 0     |
| Two or more races                | 0                 | 0                    | 0                    | 0           | 0         | 0 | 0                | 0     |
| Race & Ethnicity unknown         | 0                 | 0                    | 0                    | 0           | 0         | 1 | 1                | 1     |
| Total men                        | 0                 | 0                    | 0                    | 0           | 0         | 1 | 1                | 1     |
| Women                            |                   |                      |                      |             |           |   |                  |       |
| Nonresident Alien                | 0                 | 0                    | 0                    | 0           | 0         | 0 | 0                | 0     |
| Hispanic/Latino                  | 0                 | 0                    | 0                    | 0           | 0         | 0 | 0                | 0     |
| American Indian/Alaska Native    | 0                 | 0                    | 0                    | 0           | 0         | 0 | 0                | 0     |
| Asian                            | 1                 | 0                    | 0                    | 0           | 0         | 0 | 1                | 1     |
| Black or African American        | 0                 | 0                    | 0                    | 0           | 0         | 0 | 0                | 0     |
| Native Hawaiian/Pacific Islander | 0                 | 0                    | 0                    | 0           | 0         | 0 | 0                | 0     |
| White                            | 0                 | 0                    | 0                    | 0           | 0         | 0 | 0                | 0     |
| Two or more races                | 0                 | 0                    | 0                    | 0           | 0         | 0 | 0                | 0     |
| Race & Ethnicity unknown         | 1                 | 1                    | 0                    | 0           | 0         | 0 | 2                | 2     |
| Total women                      | 2                 | 1                    | 0                    | 0           | 0         | 0 | 3                | 3     |
| Total (men+women)                | 2                 | 1                    | 0                    | 0           | 0         | 1 | 4                | 4     |

## Report Sample (PERIPDS) 04

|   |                          |                      |                      |             |           |                      |       |
|---|--------------------------|----------------------|----------------------|-------------|-----------|----------------------|-------|
| REPORT : PERIPDS  | Banner University        |                      |                      |             |           | PAGE 8               |       |
| UNITID= 222222  | IPEDS HR Data Collection |                      |                      |             |           | RUN DATE 02-OCT-2012 |       |
| FICE= 124566  | SECTOR= 11111            |                      |                      |             |           | RUN TIME 08:03 PM    |       |
| Part A - Full-time instructional staff  |                          |                      |                      |             |           |                      |       |
| Number of full-time instructional staff with faculty status who are Not on tenure track with annual contract by academic rank, gender, and race/ethnicity |                          |                      |                      |             |           |                      |       |
| As of 01-NOV-2012   |                          |                      |                      |             |           |                      |       |
| Gender and race/ethnicity   | Professors               | Associate Professors | Assistant Professors | Instructors | Lecturers | No Academic rank     | Total |
| Men   |                          |                      |                      |             |           |                      |       |
| Nonresident Alien   | 0                        | 0                    | 0                    | 0           | 0         | 0                    | 0     |
| Hispanic/Latino   | 1                        | 1                    | 0                    | 0           | 0         | 0                    | 2     |
| American Indian/Alaska Native   | 0                        | 0                    | 0                    | 0           | 0         | 0                    | 0     |
| Asian   | 0                        | 0                    | 0                    | 0           | 0         | 0                    | 0     |
| Black or African American   | 0                        | 0                    | 0                    | 0           | 0         | 0                    | 0     |
| Native Hawaiian/Pacific Islander  | 0                        | 0                    | 0                    | 0           | 0         | 0                    | 0     |
| White   | 0                        | 0                    | 0                    | 0           | 0         | 0                    | 0     |
| Two or more races   | 0                        | 0                    | 0                    | 0           | 0         | 0                    | 0     |
| Race & Ethnicity unknown  | 0                        | 0                    | 0                    | 0           | 0         | 0                    | 0     |
| Total men   | 1                        | 1                    | 0                    | 0           | 0         | 0                    | 2     |

|                                  |   |   |   |   |   |   |   |
|----------------------------------|---|---|---|---|---|---|---|
| Women                            |   |   |   |   |   |   |   |
| Nonresident Alien                | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Hispanic/Latino                  | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| American Indian/Alaska Native    | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Asian                            | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Black or African American        | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Native Hawaiian/Pacific Islander | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| White                            | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Two or more races                | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Race & Ethnicity unknown         | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total women                      | 2 | 0 | 0 | 0 | 0 | 1 | 3 |
| Total (men+women)                | 3 | 1 | 0 | 0 | 0 | 1 | 5 |

## Report Sample (PERIPDS) 05

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| Part A - Full-time instructional staff   |            |                      |                      |             |           |                  |       |
|--|------------|----------------------|----------------------|-------------|-----------|------------------|-------|
| Number of full-time instructional staff with faculty status who are Not on tenure track with less than annual contract |            |                      |                      |             |           |                  |       |
| by academic rank, gender, and race/ethnicity   |            |                      |                      |             |           |                  |       |
| As of 01-NOV-2012  |            |                      |                      |             |           |                  |       |
| Gender and race/ethnicity  | Professors | Associate Professors | Assistant Professors | Instructors | Lecturers | No Academic rank | Total |
| Men  |            |                      |                      |             |           |                  |       |
| Nonresident Alien  | 0          | 1                    | 0                    | 0           | 0         | 0                | 1     |
| Hispanic/Latino  | 0          | 0                    | 0                    | 0           | 1         | 0                | 1     |
| American Indian/Alaska Native  | 1          | 0                    | 0                    | 0           | 0         | 0                | 1     |
| Asian  | 0          | 0                    | 0                    | 0           | 0         | 0                | 0     |
| Black or African American  | 0          | 0                    | 0                    | 0           | 0         | 0                | 0     |
| Native Hawaiian/Pacific Islander   | 0          | 0                    | 0                    | 0           | 0         | 0                | 0     |
| White  | 0          | 0                    | 0                    | 0           | 0         | 0                | 0     |
| Two or more races  | 0          | 0                    | 0                    | 0           | 0         | 0                | 0     |
| Race & Ethnicity unknown   | 0          | 0                    | 0                    | 0           | 0         | 0                | 0     |
| Total men  | 1          | 1                    | 0                    | 0           | 1         | 0                | 3     |
| Women  |            |                      |                      |             |           |                  |       |
| Nonresident Alien  | 0          | 0                    | 0                    | 0           | 0         | 0                | 0     |
| Hispanic/Latino  | 0          | 0                    | 0                    | 0           | 0         | 0                | 0     |
| American Indian/Alaska Native  | 0          | 0                    | 0                    | 0           | 0         | 0                | 0     |
| Asian  | 0          | 0                    | 0                    | 0           | 0         | 0                | 0     |
| Black or African American  | 0          | 0                    | 0                    | 0           | 0         | 0                | 0     |
| Native Hawaiian/Pacific Islander   | 0          | 1                    | 0                    | 0           | 0         | 0                | 1     |
| White  | 0          | 0                    | 0                    | 0           | 0         | 0                | 0     |
| Two or more races  | 0          | 0                    | 0                    | 0           | 0         | 0                | 0     |
| Race & Ethnicity unknown   | 0          | 0                    | 0                    | 0           | 0         | 0                | 0     |
| Total women  | 0          | 1                    | 0                    | 0           | 0         | 0                | 1     |
| Total (men+women)  | 1          | 2                    | 0                    | 0           | 1         | 0                | 4     |



## Report Sample (PERIPDS) 06

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Part A - Full-time instructional staff  
Number of full-time instructional staff without faculty status  
by gender, and race/ethnicity  
As of 01-NOV-2012

| Gender and race/ethnicity        | Total |
|----------------------------------|-------|
| Men                              |       |
| Nonresident Alien                | 0     |
| Hispanic/Latino                  | 0     |
| American Indian/Alaska Native    | 0     |
| Asian                            | 0     |
| Black or African American        | 0     |
| Native Hawaiian/Pacific Islander | 0     |
| White                            | 0     |
| Two or more races                | 0     |
| Race & Ethnicity unknown         | 0     |
| Total men                        | 0     |
| Women                            |       |
| Nonresident Alien                | 1     |
| Hispanic/Latino                  | 0     |
| American Indian/Alaska Native    | 0     |
| Asian                            | 0     |
| Black or African American        | 0     |
| Native Hawaiian/Pacific Islander | 0     |
| White                            | 0     |
| Two or more races                | 0     |
| Race & Ethnicity unknown         | 0     |
| Total women                      | 1     |
| Total (men+women)                | 1     |

## Report Sample (PERIPDS) 07

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Part A - Full-time instructional staff  
Number of full-time instructional staff  
by tenure status, medical school status, and function  
As of November 1, 2012

|                                     | Tenured | On Tenure<br>Track | Not on Tenure<br>multi-year<br>contract | Track<br>annual<br>contract | less-than<br>annual<br>contract | Without<br>faculty<br>status | Total |
|-------------------------------------|---------|--------------------|---|-----------------------------|---------------------------------|------------------------------|-------|
| Non-medical and function            |         |                    |   |                             |                                 |                              |       |
| Instruction                         |         |                    |   |                             |                                 |                              |       |
| – Exclusively credit                | 3       | 3                  | 1                                       | 2                           | 0                               | 1                            | 10    |
| – Exclusively not-for-credit        | 1       | 2                  | 2                                       | 1                           | 1                               | 0                            | 7     |
| – Combined credit/not-for-credit    | 1       | 2                  | 1                                       | 1                           | 0                               | 0                            | 5     |
| Instruction/research/public service | 0       | 3                  | 0                                       | 0                           | 3                               | 0                            | 6     |
| Medical and function                |         |                    |   |                             |                                 |                              |       |
| Instruction                         |         |                    |   |                             |                                 |                              |       |
| – Exclusively credit                | 0       | 1                  | 0                                       | 0                           | 0                               | 0                            | 1     |
| – Exclusively not-for-credit        | 0       | 1                  | 0                                       | 0                           | 0                               | 0                            | 1     |
| – Combined credit/not-for-credit    | 0       | 2                  | 0                                       | 1                           | 0                               | 0                            | 3     |
| Instruction/research/public service | 0       | 1                  | 0                                       | 0                           | 0                               | 0                            | 1     |
| Total                               | 5       | 15                 | 4                                       | 5                           | 4                               | 1                            | 34    |

## Report Sample (PERIPDS) 08

|   |                          |                      |
|---|--------------------------|----------------------|
| REPORT : PERIPDS                              | Banner University        | PAGE 12              |
| UNITID= 222222                                | IPEDS HR Data Collection | RUN DATE 02-OCT-2012 |
| FICE= 124566                                  | SECTOR= 11111            | RUN TIME 08:03 PM    |
| Part A - Full-time instructional staff        |                          |                      |
| Total number of full-time instructional staff |                          |                      |
| by gender and race/ethnicity                  |                          |                      |
| As of November 1, 2012                        |                          |                      |
| Race/ethnicity                                | Total men                | Total women          |
| Nonresident Alien                             | 2                        | 2                    |
| Hispanic/Latino                               | 5                        | 2                    |
| American Indian/Alaska Native                 | 2                        | 1                    |
| Asian   | 2                        | 1                    |
| Black or African American                     | 0                        | 1                    |
| Native Hawaiian/Pacific Islander              | 2                        | 3                    |
| White   | 3                        | 1                    |
| Two or more races                             | 0                        | 2                    |
| Race & Ethnicity unknown                      | 1                        | 4                    |
| Total   | 17                       | 17                   |
|   |                          | Total (men+women)    |
|   |                          | 4                    |
|   |                          | 7                    |
|   |                          | 3                    |
|   |                          | 3                    |
|   |                          | 1                    |
|   |                          | 5                    |
|   |                          | 4                    |
|   |                          | 2                    |
|   |                          | 5                    |
|   |                          | 34                   |

## Report Sample: Part B - Full-time, Non-instructional Staff by Category, Gender, and Race/Ethnicity

|                  |                          |                      |
|------------------|--------------------------|----------------------|
| REPORT : PERIPDS | Banner University        | PAGE 13              |
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|   |   |                                    |                   |   |
|---|---|------------------------------------|-------------------|---|
| FICE= 124566  | SECTOR= 11111   |                                    | RUN TIME 08:03 PM |   |
| Part B - Full-time non-instructional staff<br>Number of full-time non-instructional staff<br>by occupational category, gender, and race/ethnicity<br>As of November 1, 2012 |   |                                    |                   |   |
| Gender and race/ethnicity   | Instructional Staff<br>(carried forward<br>from Part A) | Postsecondary Teachers<br>Research | Public Service    |   |
| Men   |   |                                    |                   |   |
| Nonresident Alien   | 2   | 1                                  |                   | 1 |
| Hispanic/Latino   | 5   | 1                                  |                   | 0 |
| American Indian/Alaska Native   | 2   | 1                                  |                   | 1 |
| Asian   | 2   | 0                                  |                   | 0 |
| Black or African American   | 0   | 0                                  |                   | 0 |
| Native Hawaiian/Pacific Islander  | 2   | 1                                  |                   | 2 |
| White   | 3   | 0                                  |                   | 0 |
| Two or more races   | 0   | 0                                  |                   | 0 |
| Race & Ethnicity unknown  | 1   | 3                                  |                   | 0 |
| Total Men   | 17  | 7                                  |                   | 4 |
| Women   |   |                                    |                   |   |
| Nonresident Alien   | 2   | 1                                  |                   | 0 |
| Hispanic/Latino   | 2   | 0                                  |                   | 1 |
| American Indian/Alaska Native   | 1   | 1                                  |                   | 0 |
| Asian   | 1   | 0                                  |                   | 1 |
| Black or African American   | 1   | 1                                  |                   | 0 |
| Native Hawaiian/Pacific Islander  | 3   | 1                                  |                   | 0 |
| White   | 1   | 0                                  |                   | 0 |
| Two or more races   | 2   | 0                                  |                   | 0 |
| Race & Ethnicity unknown  | 4   | 0                                  |                   | 1 |
| Total Women   | 17  | 4                                  |                   | 3 |
| Total (men+women)   | 34  | 11                                 |                   | 7 |

## Report Sample (PERIPDS) 09

|  |  |            |                        |                                   |
|--|--|------------|------------------------|-----------------------------------|
| REPORT : PERIPDS                                     | Banner University  |            |                        | PAGE 14                           |
| UNITID= 222222                                       | IPEDS HR Data Collection                                 |            |                        | RUN DATE 02-OCT-2012              |
| FICE= 124566   | SECTOR= 11111  |            |                        | RUN TIME 08:03 PM                 |
| <hr/>  |  |            |                        |                                   |
| Part B - Full-time non-instructional staff           |  |            |                        |                                   |
| Number of full-time non-instructional staff          |  |            |                        |                                   |
| by occupational category, gender, and race/ethnicity |  |            |                        |                                   |
| As of November 1, 2012                               |  |            |                        |                                   |
| Gender and race/ethnicity                            | Archivists,<br>Curators and<br>and Museum<br>Technicians | Librarians | Library<br>Technicians | Non-<br>postsecondary<br>Teachers |
| Men  |  |            |                        |                                   |
| Nonresident Alien                                    | 0  | 0          | 0                      | 3                                 |

|                                  |    |   |    |    |
|----------------------------------|----|---|----|----|
| Hispanic/Latino                  | 1  | 0 | 0  | 2  |
| American Indian/Alaska Native    | 0  | 1 | 0  | 1  |
| Asian                            | 0  | 1 | 0  | 0  |
| Black or African American        | 0  | 0 | 0  | 0  |
| Native Hawaiian/Pacific Islander | 3  | 0 | 2  | 1  |
| White                            | 2  | 0 | 5  | 0  |
| Two or more races                | 0  | 0 | 0  | 0  |
| Race & Ethnicity unknown         | 1  | 0 | 3  | 1  |
| Total Men                        | 7  | 2 | 10 | 8  |
| Women                            |    |   |    |    |
| Nonresident Alien                | 0  | 0 | 0  | 2  |
| Hispanic/Latino                  | 1  | 1 | 1  | 1  |
| American Indian/Alaska Native    | 1  | 0 | 0  | 1  |
| Asian                            | 1  | 0 | 0  | 3  |
| Black or African American        | 0  | 1 | 0  | 1  |
| Native Hawaiian/Pacific Islander | 0  | 0 | 0  | 1  |
| White                            | 0  | 0 | 0  | 1  |
| Two or more races                | 0  | 0 | 0  | 0  |
| Race & Ethnicity unknown         | 0  | 2 | 2  | 1  |
| Total Women                      | 3  | 4 | 3  | 11 |
| Total (men+women)                | 10 | 6 | 13 | 19 |

## Report Sample (PERIPDS) 10

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| Part B - Full-time non-instructional staff           |                           |  |   |   |   |
|--|---------------------------|--|---|---|---|
| Number of full-time non-instructional staff          |                           |  |   |   |   |
| by occupational category, gender, and race/ethnicity |                           |  |   |   |   |
| As of November 1, 2012                               |                           |  |   |   |   |
| Gender and race/ethnicity                            | Management<br>Occupations | Business and<br>Financial<br>Operations<br>Occupations | Computer,<br>Engineering,<br>& Science<br>Occupations | Community<br>Service,<br>Legal, Arts,<br>& Media<br>Occupations | Healthcare<br>Practitioners<br>& Technical<br>Occupations |
| Men  |                           |  |   |   |   |
| Nonresident Alien                                    | 1                         | 7  | 5   | 2   | 0   |
| Hispanic/Latino                                      | 0                         | 10   | 2   | 6   | 1   |
| American Indian/Alaska Native                        | 0                         | 0  | 2   | 4   | 2   |
| Asian  | 0                         | 8  | 0   | 2   | 0   |
| Black or African American                            | 0                         | 1  | 0   | 0   | 0   |
| Native Hawaiian/Pacific Islander                     | 2                         | 37   | 5   | 0   | 0   |
| White  | 1                         | 25   | 10  | 30  | 0   |
| Two or more races                                    | 0                         | 1  | 0   | 0   | 0   |
| Race & Ethnicity unknown                             | 1                         | 39   | 5   | 20  | 1   |
| Total Men  | 5                         | 128  | 29  | 64  | 4   |
| Women  |                           |  |   |   |   |
| Nonresident Alien                                    | 1                         | 9  | 2   | 0   | 0   |

|                                  |    |     |    |     |   |
|----------------------------------|----|-----|----|-----|---|
| Hispanic/Latino                  | 0  | 4   | 5  | 5   | 1 |
| American Indian/Alaska Native    | 0  | 2   | 2  | 4   | 0 |
| Asian                            | 1  | 8   | 0  | 4   | 0 |
| Black or African American        | 0  | 1   | 2  | 0   | 0 |
| Native Hawaiian/Pacific Islander | 2  | 36  | 1  | 0   | 0 |
| White                            | 1  | 11  | 5  | 32  | 0 |
| Two or more races                | 1  | 6   | 0  | 0   | 0 |
| Race & Ethnicity unknown         | 0  | 38  | 2  | 27  | 1 |
| Total Women                      | 6  | 115 | 19 | 72  | 2 |
| Total (men+women)                | 11 | 243 | 48 | 136 | 6 |

## Report Sample (PERIPDS) 11

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| Part B - Full-time non-instructional staff<br>Number of full-time non-instructional staff<br>by occupational category, gender, and race/ethnicity<br>As of November 1, 2012 |                        |                                     |  |  |   |                    |
|---|------------------------|-------------------------------------|--|--|---|--------------------|
| Gender and race/ethnicity   | Service<br>Occupations | Sales and<br>Related<br>Occupations | Office and<br>Admin.<br>Support<br>Occupations | Natural<br>Resources,<br>Construction,<br>& Maintenance<br>Occupations | Production,<br>Transport.,<br>& Material<br>Moving<br>Occupations | Full-time<br>Total |
| Men   |                        |                                     |  |  |   |                    |
| Nonresident Alien   | 4                      | 1                                   | 1  | 2  | 2   | 32                 |
| Hispanic/Latino   | 5                      | 0                                   | 1  | 1  | 0   | 35                 |
| American Indian/Alaska Native   | 0                      | 1                                   | 1  | 3  | 0   | 19                 |
| Asian   | 2                      | 0                                   | 1  | 0  | 0   | 16                 |
| Black or African American   | 0                      | 0                                   | 0  | 0  | 0   | 1                  |
| Native Hawaiian/Pacific Islander  | 5                      | 1                                   | 5  | 1  | 0   | 67                 |
| White   | 23                     | 0                                   | 1  | 1  | 9   | 110                |
| Two or more races   | 1                      | 0                                   | 0  | 0  | 0   | 2                  |
| Race & Ethnicity unknown  | 2                      | 1                                   | 6  | 3  | 2   | 89                 |
| Total Men   | 42                     | 4                                   | 16   | 11   | 13  | 371                |
| Women   |                        |                                     |  |  |   |                    |
| Nonresident Alien   | 2                      | 0                                   | 1  | 0  | 0   | 20                 |
| Hispanic/Latino   | 3                      | 1                                   | 1  | 4  | 2   | 33                 |
| American Indian/Alaska Native   | 2                      | 0                                   | 1  | 2  | 1   | 18                 |
| Asian   | 1                      | 1                                   | 2  | 0  | 1   | 24                 |
| Black or African American   | 2                      | 0                                   | 1  | 0  | 0   | 10                 |
| Native Hawaiian/Pacific Islander  | 3                      | 0                                   | 3  | 3  | 0   | 53                 |
| White   | 1                      | 0                                   | 1  | 1  | 0   | 54                 |
| Two or more races   | 3                      | 0                                   | 0  | 0  | 0   | 12                 |
| Race & Ethnicity unknown  | 3                      | 0                                   | 3  | 1  | 2   | 87                 |
| Total Women   | 20                     | 2                                   | 13   | 11   | 6   | 311                |
| Total (men+women)   | 62                     | 6                                   | 29   | 22   | 19  | 682                |

## Report Sample (PERIPDS) 12

|   |                          |                    |   |                    |                                 |                              |       |
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| Part B - Full-time non-instructional staff                        |                          |                    |   |                    |                                 |                              |       |
| Number of full-time non-instructional staff                       |                          |                    |   |                    |                                 |                              |       |
| by tenure status, medical school status and occupational category |                          |                    |   |                    |                                 |                              |       |
| As of November 1, 2012  |                          |                    |   |                    |                                 |                              |       |
| Medical school status and<br>Occupational category                | Tenured                  | On Tenure<br>Track | Not on Tenure Track<br>multi-year<br>contract | annual<br>contract | less-than<br>annual<br>contract | Without<br>faculty<br>status | Total |
| Non-Medical   |                          |                    |   |                    |                                 |                              |       |
| Postsecondary Teachers Research                                   | 2                        | 0                  | 1   | 1                  | 1                               | 1                            | 6     |
| Postsecondary Teachers Public Service                             | 1                        | 1                  | 0   | 0                  | 1                               | 2                            | 5     |
| Archivists, Curators, & Museum Tech.                              | 0                        | 0                  | 0   | 0                  | 0                               | 0                            | 0     |
| Librarians  | 0                        | 0                  | 0   | 0                  | 0                               | 0                            | 0     |
| Library Technicians   | 0                        | 0                  | 0   | 0                  | 0                               | 0                            | 0     |
| Non-postsecondary Teachers  | 0                        | 0                  | 0   | 0                  | 0                               | 0                            | 0     |
| Management Occupations  | 0                        | 0                  | 0   | 0                  | 0                               | 0                            | 0     |
| Business and Financial Operations                                 | 1                        | 2                  | 0   | 1                  | 1                               | 0                            | 5     |
| Computer, Engineering, and Science                                | 0                        | 2                  | 0   | 0                  | 0                               | 0                            | 2     |
| Community Service, Legal, Arts, & Media                           | 0                        | 1                  | 0   | 1                  | 0                               | 0                            | 2     |
| Healthcare Practitioners & Technical                              | 0                        | 0                  | 0   | 0                  | 0                               | 0                            | 0     |
| Medical   |                          |                    |   |                    |                                 |                              |       |
| Postsecondary Teachers Research                                   | 1                        | 0                  | 0   | 0                  | 0                               | 0                            | 1     |
| Postsecondary Teachers Public Service                             | 0                        | 0                  | 1   | 0                  | 0                               | 0                            | 1     |
| Archivists, Curators, & Museum Tech.                              | 0                        | 0                  | 0   | 0                  | 0                               | 0                            | 0     |
| Librarians  | 0                        | 0                  | 0   | 0                  | 0                               | 0                            | 0     |
| Library Technicians   | 0                        | 0                  | 0   | 0                  | 0                               | 0                            | 0     |
| Non-postsecondary Teachers  | 0                        | 0                  | 0   | 0                  | 0                               | 0                            | 0     |
| Management Occupations  | 0                        | 0                  | 0   | 0                  | 0                               | 0                            | 0     |
| Business and Financial Operations                                 | 0                        | 0                  | 0   | 0                  | 0                               | 0                            | 0     |
| Computer, Engineering, and Science                                | 0                        | 0                  | 0   | 0                  | 0                               | 0                            | 0     |
| Community Service, Legal, Arts, & Media                           | 0                        | 0                  | 0   | 0                  | 0                               | 0                            | 0     |
| Healthcare Practitioners & Technical                              | 0                        | 0                  | 0   | 0                  | 0                               | 0                            | 0     |

## Report Sample (PERIPDS) 13

|                  |  |                          |  |                      |  |
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Part B - Full-time non-instructional staff  
 Number of full-time non-instructional staff  
 by medical school status and occupational category  
 As of November 1, 2012

| Occupational category                     | Total | Non-Medical | Medical |
|---|-------|-------------|---------|
| Service Occupations                       | 62    | 62          | 0       |
| Sales and Related Occupations             | 6     | 6           | 0       |
| Office and Administrative Support         | 29    | 29          | 0       |
| Natural Resources, Construction, & Maint. | 22    | 22          | 0       |
| Production, Transport., & Material Moving | 19    | 19          | 0       |

## Report Sample (PERIPDS) 14

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Part C - Full-time summary non-medical school, staff  
 by tenure status and occupational category  
 As of November 1, 2012

| Occupational category                     | Tenured | On Tenure Track | multi-year contract | Not on Tenure Track annual contract | less-than annual contract | Without faculty status | Total |
|---|---------|-----------------|---------------------|-------------------------------------|---------------------------|------------------------|-------|
| Postsecondary Teachers                    |         |                 |                     |                                     |                           |                        |       |
| - Instruction                             |         |                 |                     |                                     |                           |                        |       |
| - Exclusively credit                      | 3       | 3               | 1                   | 2                                   | 0                         | 1                      | 10    |
| - Exclusively not-for-credit              | 1       | 2               | 2                   | 1                                   | 1                         | 0                      | 7     |
| - Combined credit/not-for-credit          | 1       | 2               | 1                   | 1                                   | 0                         | 0                      | 5     |
| - Instruction/research/public service     | 0       | 3               | 0                   | 0                                   | 3                         | 0                      | 6     |
| - Research                                | 2       | 0               | 1                   | 1                                   | 1                         | 1                      | 6     |
| - Public Service                          | 1       | 1               | 0                   | 0                                   | 1                         | 2                      | 5     |
| Archivists, Curators, & Museum Tech.      | 0       | 0               | 0                   | 0                                   | 0                         | 0                      | 0     |
| Librarians                                | 0       | 0               | 0                   | 0                                   | 0                         | 0                      | 0     |
| Library Technicians                       | 0       | 0               | 0                   | 0                                   | 0                         | 0                      | 0     |
| Non-postsecondary Teachers                | 0       | 0               | 0                   | 0                                   | 0                         | 0                      | 0     |
| Management Occupations                    | 0       | 0               | 0                   | 0                                   | 0                         | 0                      | 0     |
| Business and Financial Operations         | 1       | 2               | 0                   | 1                                   | 1                         | 0                      | 5     |
| Computer, Engineering, and Science        | 0       | 2               | 0                   | 0                                   | 0                         | 0                      | 2     |
| Community Service, Legal, Arts, & Media   | 0       | 1               | 0                   | 1                                   | 0                         | 0                      | 2     |
| Healthcare Practitioners & Technical      | 0       | 0               | 0                   | 0                                   | 0                         | 0                      | 0     |
| Service Occupations                       |         |                 |                     |                                     |                           |                        | 62    |
| Sales and Related Occupations             |         |                 |                     |                                     |                           |                        | 6     |
| Office and Administrative Support         |         |                 |                     |                                     |                           |                        | 29    |
| Natural Resources, Construction, & Maint. |         |                 |                     |                                     |                           |                        | 22    |
| Production, Transport., & Material Moving |         |                 |                     |                                     |                           |                        | 19    |

## Report Sample (PERIPDS) 15

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| Part C - Full-time summary medical school, staff |                          |                    |   |                             |                                 |                              |       |
| by tenure status and occupational category       |                          |                    |   |                             |                                 |                              |       |
| As of November 1, 2012                           |                          |                    |   |                             |                                 |                              |       |
| Occupational category                            | Tenured                  | On Tenure<br>Track | Not on Tenure<br>multi-year<br>contract | Track<br>annual<br>contract | less-than<br>annual<br>contract | Without<br>faculty<br>status | Total |
| <hr/>  |                          |                    |   |                             |                                 |                              |       |
| Postsecondary Teachers                           |                          |                    |   |                             |                                 |                              |       |
| — Instruction                                    |                          |                    |   |                             |                                 |                              |       |
| — Exclusively credit                             | 0                        | 1                  | 0                                       | 0                           | 0                               | 0                            | 1     |
| — Exclusively not-for-credit                     | 0                        | 1                  | 0                                       | 0                           | 0                               | 0                            | 1     |
| — Combined credit/not-for-credit                 | 0                        | 2                  | 0                                       | 1                           | 0                               | 0                            | 3     |
| — Instruction/research/public service            | 0                        | 1                  | 0                                       | 0                           | 0                               | 0                            | 1     |
| — Research                                       | 1                        | 0                  | 0                                       | 0                           | 0                               | 0                            | 1     |
| — Public Service                                 | 0                        | 0                  | 1                                       | 0                           | 0                               | 0                            | 1     |
| Archivists, Curators, & Museum Tech.             | 0                        | 0                  | 0                                       | 0                           | 0                               | 0                            | 0     |
| Librarians                                       | 0                        | 0                  | 0                                       | 0                           | 0                               | 0                            | 0     |
| Library Technicians                              | 0                        | 0                  | 0                                       | 0                           | 0                               | 0                            | 0     |
| Non-postsecondary Teachers                       | 0                        | 0                  | 0                                       | 0                           | 0                               | 0                            | 0     |
| Management Occupations                           | 0                        | 0                  | 0                                       | 0                           | 0                               | 0                            | 0     |
| Business and Financial Operations                | 0                        | 0                  | 0                                       | 0                           | 0                               | 0                            | 0     |
| Computer, Engineering, and Science               | 0                        | 0                  | 0                                       | 0                           | 0                               | 0                            | 0     |
| Community Service, Legal, Arts, & Media          | 0                        | 0                  | 0                                       | 0                           | 0                               | 0                            | 0     |
| Healthcare Practitioners & Technical             | 0                        | 0                  | 0                                       | 0                           | 0                               | 0                            | 0     |
| Service Occupations                              |                          |                    |   |                             |                                 |                              | 0     |
| Sales and Related Occupations                    |                          |                    |   |                             |                                 |                              | 0     |
| Office and Administrative Support                |                          |                    |   |                             |                                 |                              | 0     |
| Natural Resources, Construction, & Maint.        |                          |                    |   |                             |                                 |                              | 0     |
| Production, Transport., & Material Moving        |                          |                    |   |                             |                                 |                              | 0     |

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| Part G - Salary Worksheet   |                          |                      |
| Number of full-time instructional staff for calculation of total number of months |                          |                      |
| As of November 1, 2012  |                          |                      |



| Gender and academic rank | 9-Month<br>Contract | 10-Month<br>Contract | 11-Month<br>Contract | 12-Month<br>Contract | Total<br>Employees<br>for Salary<br>Reporting | Total<br>Number Of<br>Months | Total<br>Instructional<br>Staff from<br>Part A | Balance |
|--------------------------|---------------------|----------------------|----------------------|----------------------|---|------------------------------|--|---------|
| Men                      |                     |                      |                      |                      |   |                              |  |         |
| Professors               | 4                   | 0                    | 0                    | 1                    | 5   | 48                           | 5  |         |
| Associate professors     | 1                   | 4                    | 4                    | 0                    | 9   | 93                           | 9  |         |
| Assistant professors     | 0                   | 0                    | 0                    | 0                    | 0   | 0                            | 0  |         |
| Instructors              | 0                   | 0                    | 0                    | 0                    | 0   | 0                            | 0  |         |
| Lecturers                | 1                   | 0                    | 0                    | 0                    | 1   | 9                            | 1  |         |
| No academic rank         | 1                   | 0                    | 0                    | 1                    | 2   | 21                           | 2  |         |
| Total men                | 7                   | 4                    | 4                    | 2                    | 17  | 171                          | 17   |         |
| Women                    |                     |                      |                      |                      |   |                              |  |         |
| Professors               | 3                   | 0                    | 0                    | 3                    | 6   | 63                           | 6  |         |
| Associate professors     | 1                   | 3                    | 3                    | 0                    | 7   | 72                           | 7  |         |
| Assistant professors     | 0                   | 0                    | 0                    | 0                    | 0   | 0                            | 0  |         |
| Instructors              | 0                   | 0                    | 0                    | 0                    | 0   | 0                            | 0  |         |
| Lecturers                | 0                   | 0                    | 0                    | 0                    | 0   | 0                            | 0  |         |
| No academic rank         | 2                   | 0                    | 1                    | 1                    | 4   | 41                           | 4  |         |
| Total women              | 6                   | 3                    | 4                    | 4                    | 17  | 176                          | 17   |         |
| Total (men+women)        | 13                  | 7                    | 8                    | 6                    | 34  | 347                          | 34   |         |

## Report Sample (PERIPDS) 17

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| Part G - Salary Worksheet  |  |  |                      |   |
| Number of full-time instructional staff<br>by gender and academic rank<br>As of November 1, 2012 |  |  |                      |   |
| Gender and academic rank   | Headcount<br>(from Part G,<br>Screen 1)<br>OR Total Employees<br>for Salary<br>Reporting | Total<br>Number<br>of Months<br>(from Part G,<br>Screen 1) | Salary<br>Outlays    | Weighted average<br>Salaries<br>per month |
| Men  |  |  |                      |   |
| Professors   | 5  | 48   | 141,340              | 2,945                                     |
| Associate professors   | 9  | 93   | 473,000              | 5,086                                     |
| Assistant professors   | 0  | 0  | 0                    | 0   |
| Instructors  | 0  | 0  | 0                    | 0   |
| Lecturers  | 1  | 9  | 55,000               | 6,111                                     |
| No academic rank   | 2  | 21   | 76,700               | 3,652                                     |
| Total men  | 17   | 171  | 746,040              | 4,363                                     |
| Women  |  |  |                      |   |
| Professors   | 6  | 63   | 207,419              | 3,292                                     |
| Associate professors   | 7  | 72   | 337,350              | 4,685                                     |
| Assistant professors   | 0  | 0  | 0                    | 0   |

|                   |    |     |           |       |
|-------------------|----|-----|-----------|-------|
| Instructors       | 0  | 0   | 0         | 0     |
| Lecturers         | 0  | 0   | 0         | 0     |
| No academic rank  | 4  | 41  | 169,369   | 4,131 |
| Total women       | 17 | 176 | 714,138   | 4,058 |
| Total (men+women) | 34 | 347 | 1,460,178 | 4,208 |

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Part G - Salary Outlays for full-time non-instructional staff  
Salary Outlays for full-time non-instructional staff  
by occupational category  
As of November 1, 2012

| Occupational category  | Number of Staff | Total Salary Outlays |
|--|-----------------|----------------------|
| Postsecondary Teachers - Research                            | 11              | 470,549              |
| Postsecondary Teachers - Public Service                      | 7               | 271,000              |
| Library and Other Teaching Occupations                       | 48              | 1,419,093            |
| Management Occupations                                       | 11              | 568,280              |
| Business and Financial Occupations Operations                | 243             | 89,431,421           |
| Computer, Engineering, and Science Occupations               | 48              | 2,340,044            |
| Community Service, Legal, Arts, & Media Occupations          | 136             | 8,798,217            |
| Healthcare Practitioners and Technical Occupations           | 6               | 51,000               |
| Service Occupations  | 62              | 1,782,352            |
| Sales and Related Occupations                                | 6               | 300,000              |
| Office and Administrative Support Occupations                | 29              | 950,962              |
| Natural Resources, Construction, and Maintenance Occupations | 22              | 871,433              |
| Production, Transportation and Material Moving Occupations   | 19              | 256,316              |

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Part D - Part-time staff  
Number of part-time staff  
by occupational category, gender, and race/ethnicity  
As of November 1, 2012

| Gender and race/ethnicity | Postsecondary Teachers |
|---------------------------|------------------------|
|---------------------------|------------------------|

|                                  | Instructional Staff | Research | Public Service |
|----------------------------------|---------------------|----------|----------------|
| Men                              |                     |          |                |
| Nonresident Alien                | 0                   | 0        | 0              |
| Hispanic/Latino                  | 0                   | 0        | 0              |
| American Indian/Alaska Native    | 0                   | 0        | 0              |
| Asian                            | 0                   | 0        | 0              |
| Black or African American        | 0                   | 0        | 0              |
| Native Hawaiian/Pacific Islander | 1                   | 0        | 0              |
| White                            | 1                   | 0        | 0              |
| Two or more races                | 0                   | 0        | 0              |
| Race & Ethnicity unknown         | 2                   | 0        | 0              |
| Total Men                        | 4                   | 0        | 0              |
| Women                            |                     |          |                |
| Nonresident Alien                | 0                   | 0        | 0              |
| Hispanic/Latino                  | 1                   | 0        | 0              |
| American Indian/Alaska Native    | 0                   | 0        | 0              |
| Asian                            | 0                   | 0        | 0              |
| Black or African American        | 0                   | 0        | 0              |
| Native Hawaiian/Pacific Islander | 0                   | 0        | 0              |
| White                            | 0                   | 0        | 0              |
| Two or more races                | 0                   | 0        | 0              |
| Race & Ethnicity unknown         | 3                   | 0        | 0              |
| Total Women                      | 4                   | 0        | 0              |
| Total (men+women)                | 8                   | 0        | 0              |

## Report Sample (PERIPDS) 20

|  |  |            |                        |                                   |                                       |
|--|--|------------|------------------------|-----------------------------------|---------------------------------------|
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| Part D - Part-time staff                             |  |            |                        |                                   |                                       |
| Number of part-time staff                            |  |            |                        |                                   |                                       |
| by occupational category, gender, and race/ethnicity |  |            |                        |                                   |                                       |
| As of November 1, 2012                               |  |            |                        |                                   |                                       |
| Gender and race/ethnicity                            | Archivists,<br>Curators and<br>and Museum<br>Technicians | Librarians | Library<br>Technicians | Non-<br>postsecondary<br>Teachers | Librarians &<br>and Other<br>Teachers |
| Men  |  |            |                        |                                   |                                       |
| Nonresident Alien                                    | 1  | 0          | 0                      | 3                                 | 4                                     |
| Hispanic/Latino                                      | 1  | 0          | 2                      | 2                                 | 5                                     |
| American Indian/Alaska Native                        | 1  | 1          | 0                      | 0                                 | 2                                     |
| Asian  | 1  | 0          | 2                      | 1                                 | 4                                     |
| Black or African American                            | 1  | 0          | 0                      | 1                                 | 2                                     |
| Native Hawaiian/Pacific Islander                     | 0  | 0          | 2                      | 0                                 | 2                                     |
| White  | 0  | 0          | 0                      | 1                                 | 1                                     |
| Two or more races                                    | 0  | 0          | 0                      | 1                                 | 1                                     |
| Race & Ethnicity unknown                             | 1  | 0          | 0                      | 2                                 | 3                                     |
| Total Men  | 6  | 1          | 6                      | 11                                | 24                                    |

|                                  |    |   |    |    |    |
|----------------------------------|----|---|----|----|----|
| Women                            |    |   |    |    |    |
| Nonresident Alien                | 0  | 0 | 3  | 2  | 5  |
| Hispanic/Latino                  | 2  | 0 | 0  | 2  | 4  |
| American Indian/Alaska Native    | 0  | 0 | 0  | 1  | 1  |
| Asian                            | 0  | 0 | 2  | 1  | 3  |
| Black or African American        | 0  | 0 | 0  | 2  | 2  |
| Native Hawaiian/Pacific Islander | 2  | 0 | 1  | 1  | 4  |
| White                            | 3  | 0 | 2  | 0  | 5  |
| Two or more races                | 0  | 0 | 3  | 0  | 3  |
| Race & Ethnicity unknown         | 0  | 0 | 5  | 1  | 6  |
| Total Women                      | 7  | 0 | 16 | 10 | 33 |
| Total (men+women)                | 13 | 1 | 22 | 21 | 57 |

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| Part D - Part-time staff<br>Number of part-time staff<br>by occupational category, gender, and race/ethnicity<br>As of November 1, 2012 |                           |  |   |   |   |
|---|---------------------------|--|---|---|---|
| Gender and race/ethnicity   | Management<br>Occupations | Business and<br>Financial<br>Operations<br>Occupations | Computer,<br>Engineering,<br>& Science<br>Occupations | Community<br>Service,<br>Legal, Arts,<br>& Media<br>Occupations | Healthcare<br>Practitioners<br>& Technical<br>Occupations |
| Men   |                           |  |   |   |   |
| Nonresident Alien   | 1                         | 1  | 2   | 2   | 0   |
| Hispanic/Latino   | 0                         | 0  | 1   | 3   | 1   |
| American Indian/Alaska Native   | 0                         | 0  | 0   | 3   | 1   |
| Asian   | 0                         | 1  | 1   | 2   | 0   |
| Black or African American   | 0                         | 1  | 0   | 1   | 1   |
| Native Hawaiian/Pacific Islander  | 1                         | 0  | 0   | 0   | 0   |
| White   | 0                         | 0  | 23  | 2   | 0   |
| Two or more races   | 0                         | 0  | 1   | 0   | 0   |
| Race & Ethnicity unknown  | 1                         | 2  | 1   | 2   | 0   |
| Total Men   | 3                         | 5  | 29  | 15  | 3   |
| Women   |                           |  |   |   |   |
| Nonresident Alien   | 2                         | 0  | 4   | 2   | 2   |
| Hispanic/Latino   | 0                         | 1  | 0   | 2   | 0   |
| American Indian/Alaska Native   | 1                         | 1  | 0   | 2   | 1   |
| Asian   | 0                         | 0  | 1   | 1   | 0   |
| Black or African American   | 0                         | 0  | 0   | 0   | 0   |
| Native Hawaiian/Pacific Islander  | 0                         | 0  | 2   | 2   | 1   |
| White   | 0                         | 0  | 7   | 0   | 0   |
| Two or more races   | 0                         | 0  | 1   | 0   | 0   |
| Race & Ethnicity unknown  | 0                         | 0  | 2   | 6   | 0   |
| Total Women   | 3                         | 2  | 17  | 15  | 4   |

|                   |   |   |    |    |   |
|-------------------|---|---|----|----|---|
| Total (men+women) | 6 | 7 | 46 | 30 | 7 |
|-------------------|---|---|----|----|---|

## Report Sample (PERIPDS) 22

|  |                          |                                     |  |  |   |                    |
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| Part D - Part-time staff                             |                          |                                     |  |  |   |                    |
| Number of part-time staff                            |                          |                                     |  |  |   |                    |
| by occupational category, gender, and race/ethnicity |                          |                                     |  |  |   |                    |
| As of November 1, 2012                               |                          |                                     |  |  |   |                    |
| Gender and race/ethnicity                            | Service<br>Occupations   | Sales and<br>Related<br>Occupations | Office and<br>Admin.<br>Support<br>Occupations | Natural<br>Resources,<br>Construction,<br>& Maintenance<br>Occupations | Production,<br>Transport.,<br>& Material<br>Moving<br>Occupations | Part-time<br>Total |
| Men  |                          |                                     |  |  |   |                    |
| Nonresident Alien                                    | 3                        | 1                                   | 1  | 1  | 0   | 16                 |
| Hispanic/Latino                                      | 4                        | 0                                   | 1  | 4  | 1   | 20                 |
| American Indian/Alaska Native                        | 2                        | 0                                   | 0  | 2  | 1   | 11                 |
| Asian  | 2                        | 0                                   | 0  | 0  | 1   | 11                 |
| Black or African American                            | 1                        | 0                                   | 0  | 1  | 0   | 7                  |
| Native Hawaiian/Pacific Islander                     | 3                        | 0                                   | 0  | 1  | 0   | 8                  |
| White  | 0                        | 1                                   | 0  | 0  | 0   | 28                 |
| Two or more races                                    | 0                        | 0                                   | 0  | 1  | 0   | 3                  |
| Race & Ethnicity unknown                             | 3                        | 2                                   | 5  | 3  | 1   | 25                 |
| Total Men  | 18                       | 4                                   | 7  | 13   | 4   | 129                |
| Women  |                          |                                     |  |  |   |                    |
| Nonresident Alien                                    | 2                        | 2                                   | 1  | 3  | 0   | 23                 |
| Hispanic/Latino                                      | 3                        | 0                                   | 0  | 1  | 0   | 12                 |
| American Indian/Alaska Native                        | 2                        | 0                                   | 1  | 3  | 0   | 12                 |
| Asian  | 2                        | 1                                   | 1  | 0  | 0   | 9                  |
| Black or African American                            | 0                        | 1                                   | 0  | 1  | 0   | 4                  |
| Native Hawaiian/Pacific Islander                     | 3                        | 1                                   | 0  | 2  | 2   | 17                 |
| White  | 0                        | 0                                   | 0  | 1  | 0   | 13                 |
| Two or more races                                    | 1                        | 0                                   | 0  | 0  | 0   | 5                  |
| Race & Ethnicity unknown                             | 2                        | 0                                   | 2  | 1  | 0   | 22                 |
| Total Women  | 15                       | 5                                   | 5  | 12   | 2   | 117                |
| Total (men+women)                                    | 33                       | 9                                   | 12   | 25   | 6   | 246                |

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| Part D - Graduate assistants<br>Number of graduate assistants<br>by occupational category, gender, and race/ethnicity<br>As of November 1, 2012 |          |          |            |  |   |  |   |   |       |
|---|----------|----------|------------|--|---|--|---|---|-------|
| Gender and<br>race/ethnicity  | Teaching | Research | Management | Business<br>and<br>Financial<br>Operations | Computer<br>Engineer.<br>and<br>Science | Community<br>Service<br>Legal,<br>Arts,<br>and Media | Library<br>and Non-<br>Post<br>-secondary<br>Teaching | Healthcare<br>Practi.<br>and<br>Technical | Total |
| Men   |          |          |            |  |   |  |   |   |       |
| Nonresident Alien   | 1        | 0        | 0          | 1  | 0                                       | 1  | 0   | 2   | 5     |
| Hispanic/Latino   | 0        | 0        | 0          | 0  | 0                                       | 0  | 0   | 0   | 0     |
| American Indian/Alaska Native   | 0        | 0        | 0          | 0  | 0                                       | 0  | 0   | 0   | 0     |
| Asian   | 1        | 0        | 0          | 0  | 0                                       | 0  | 0   | 0   | 1     |
| Black or African American   | 0        | 0        | 0          | 0  | 0                                       | 0  | 0   | 0   | 0     |
| Native Hawaiian/Pacific Islander  | 0        | 0        | 0          | 0  | 0                                       | 1  | 0   | 0   | 1     |
| White   | 0        | 1        | 0          | 0  | 1                                       | 0  | 0   | 1   | 3     |
| Two or more races   | 0        | 0        | 0          | 0  | 0                                       | 0  | 0   | 0   | 0     |
| Race & Ethnicity unknown  | 2        | 0        | 0          | 1  | 0                                       | 1  | 1   | 0   | 5     |
| Total men   | 4        | 1        | 0          | 2  | 1                                       | 3  | 1   | 3   | 15    |
| Women   |          |          |            |  |   |  |   |   |       |
| Nonresident Alien   | 1        | 0        | 0          | 0  | 0                                       | 0  | 0   | 3   | 4     |
| Hispanic/Latino   | 0        | 0        | 0          | 0  | 0                                       | 0  | 0   | 0   | 0     |
| American Indian/Alaska Native   | 0        | 0        | 0          | 0  | 0                                       | 0  | 0   | 0   | 0     |
| Asian   | 0        | 0        | 0          | 0  | 1                                       | 0  | 0   | 0   | 1     |
| Black or African American   | 0        | 0        | 0          | 0  | 0                                       | 0  | 0   | 0   | 0     |
| Native Hawaiian/Pacific Islander  | 0        | 0        | 0          | 0  | 0                                       | 0  | 0   | 0   | 0     |
| White   | 0        | 1        | 1          | 0  | 0                                       | 0  | 0   | 0   | 2     |
| Two or more races   | 0        | 0        | 0          | 0  | 0                                       | 0  | 0   | 0   | 0     |
| Race & Ethnicity unknown  | 0        | 1        | 0          | 0  | 0                                       | 1  | 1   | 0   | 3     |
| Total women   | 1        | 2        | 1          | 0  | 1                                       | 1  | 1   | 3   | 10    |
| Total (men+women)   | 5        | 3        | 1          | 2  | 2                                       | 4  | 2   | 6   | 25    |

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| Part E - Part-time staff<br>Number of part-time staff<br>by tenure status, medical school status and occupational category<br>As of November 1, 2012 |         |                    |   |                    |                                 |                              |       |
|--|---------|--------------------|---|--------------------|---------------------------------|------------------------------|-------|
| Medical school status and<br>Occupational category   | Tenured | On Tenure<br>Track | Not on Tenure Track<br>multi-year<br>contract | annual<br>contract | less-than<br>annual<br>contract | Without<br>faculty<br>status | Total |
| Non-Medical  |         |                    |   |                    |                                 |                              |       |
| Postsecondary Teachers   |         |                    |   |                    |                                 |                              |       |
| — Instruction  |         |                    |   |                    |                                 |                              |       |
| — Exclusively credit   | 0       | 1                  | 0   | 0                  | 0                               | 0                            | 1     |
| — Exclusively not-for-credit   | 0       | 0                  | 0   | 0                  | 0                               | 0                            | 0     |
| — Combined credit/not-for-credit   | 0       | 0                  | 0   | 0                  | 0                               | 0                            | 0     |
| — Instruction/Research/Public service  | 0       | 0                  | 0   | 0                  | 0                               | 0                            | 0     |
| — Research   | 0       | 0                  | 0   | 0                  | 0                               | 0                            | 0     |
| — Public Service   | 0       | 0                  | 0   | 0                  | 0                               | 0                            | 0     |
| Archivists, Curators, & Museum Tech.   | 0       | 0                  | 0   | 0                  | 0                               | 0                            | 0     |
| Librarians   | 0       | 0                  | 0   | 0                  | 0                               | 0                            | 0     |
| Library Technicians  | 0       | 0                  | 0   | 0                  | 0                               | 0                            | 0     |
| Non-postsecondary Teachers   | 0       | 0                  | 4   | 4                  | 3                               | 0                            | 11    |
| Management Occupations   | 0       | 0                  | 0   | 0                  | 0                               | 0                            | 0     |
| Business and Financial Operations  | 0       | 0                  | 0   | 0                  | 0                               | 0                            | 0     |
| Computer, Engineering, and Science   | 0       | 0                  | 0   | 0                  | 0                               | 0                            | 0     |
| Community Service, Legal, Arts, & Media  | 0       | 0                  | 0   | 0                  | 0                               | 0                            | 0     |
| Healthcare Practitioners and Technical   | 0       | 0                  | 0   | 0                  | 0                               | 0                            | 0     |
| Total Non-Medical  | 0       | 1                  | 4   | 4                  | 3                               | 0                            | 12    |

## Report Sample (PERIPDS) 25

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| Medical                                 |   |   |   |   |   |   |   |
| Postsecondary Teachers                  |   |   |   |   |   |   |   |
| — Instruction                           |   |   |   |   |   |   |   |
| — Exclusively credit                    | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| — Exclusively not-for-credit            | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| — Combined credit/not-for-credit        | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| — Instruction/Research/Public service   | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| — Research                              | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| — Public Service                        | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Archivists, Curators, & Museum Tech.    | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Librarians                              | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Library Technicians                     | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Non-postsecondary Teachers              | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| Management Occupations                  | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Business and Financial Operations       | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Computer, Engineering, and Science      | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Community Service, Legal, Arts, & Media | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Healthcare Practitioners and Technical  | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Medical                           | 0 | 0 | 0 | 1 | 0 | 0 | 1 |

|                             |   |   |   |   |   |   |    |
|-----------------------------|---|---|---|---|---|---|----|
| Total (Non-medical+Medical) | 0 | 1 | 4 | 5 | 3 | 0 | 13 |
|-----------------------------|---|---|---|---|---|---|----|

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| Part E - Part-time staff                           |       |             |         |
|--|-------|-------------|---------|
| Number of part-time staff                          |       |             |         |
| by medical school status and occupational category |       |             |         |
| As of November 1, 2012                             |       |             |         |
| Occupational category                              | Total | Non-Medical | Medical |
| Service Occupations                                | 33    | 33          | 0       |
| Sales and Related Occupations                      | 9     | 9           | 0       |
| Office and Administrative Support                  | 12    | 12          | 0       |
| Natural Resources, Construction, & Maint.          | 25    | 25          | 0       |
| Production, Transport., & Material Moving          | 6     | 6           | 0       |
| Graduate Assistants                                |       |             |         |
| - Teaching   | 5     | 5           | 0       |
| - Research   | 3     | 3           | 0       |
| - Management                                       | 1     | 1           | 0       |
| - Business and Financial Operations                | 2     | 2           | 0       |
| - Computer, Engineering, and Science               | 2     | 2           | 0       |
| - Community Service, Legal, Arts, & Media          | 4     | 4           | 0       |
| - Library and Non-postsecondary Teaching           | 2     | 2           | 0       |
| - Healthcare Practitioners and Technical           | 6     | 6           | 0       |

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|                  |                          |                      |
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| Part F - Part-time Summary Non-Medical          |         |                 |   |                       |                           |                        |       |
|---|---------|-----------------|---|-----------------------|---------------------------|------------------------|-------|
| Summary of part-time, Non-Medical school, staff |         |                 |   |                       |                           |                        |       |
| by tenure status and occupational category      |         |                 |   |                       |                           |                        |       |
| As of November 1, 2012                          |         |                 |   |                       |                           |                        |       |
| Occupational category                           | Tenured | On Tenure Track | Not on Tenure Track multi-year contract | Track annual contract | less-than annual contract | Without faculty status | Total |
|   |         |                 |   |                       |                           |                        |       |



| Occupation   | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 |
|--|------|------|------|------|------|------|------|
| Postsecondary Teachers                                     |      |      |      |      |      |      |      |
| - Instruction  |      |      |      |      |      |      |      |
| - Exclusively credit                                       | 0    | 1    | 0    | 0    | 0    | 0    | 1    |
| - Exclusively not-for-credit                               | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| - Combined credit/not-for-credit                           | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| - Instruction/Research/Public service                      | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| - Research   | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| - Public Service   | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Archivists, Curators, & Museum Tech.                       | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Librarians   | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Library Technicians  | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Non-postsecondary Teachers                                 | 0    | 0    | 4    | 4    | 3    | 0    | 11   |
| Management Occupations                                     | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Business and Financial Operations                          | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Computer, Engineering, and Science                         | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Community Service, Legal, Arts, & Media                    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Healthcare Practitioners and Technical Service Occupations | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Sales and Related Occupations                              |      |      |      |      |      |      | 33   |
| Office and Administrative Support                          |      |      |      |      |      |      | 9    |
| Natural Resources, Construction, & Maint.                  |      |      |      |      |      |      | 12   |
| Production, Transport., & Material Moving                  |      |      |      |      |      |      | 25   |
| Graduate Assistants  |      |      |      |      |      |      | 6    |
| - Teaching   |      |      |      |      |      |      | 5    |
| - Research   |      |      |      |      |      |      | 3    |
| - Management   |      |      |      |      |      |      | 1    |
| - Business and Financial Operations                        |      |      |      |      |      |      | 2    |
| - Computer, Engineering, and Science                       |      |      |      |      |      |      | 2    |
| - Community Service, Legal, Arts, & Media                  |      |      |      |      |      |      | 4    |
| - Library and Non-postsecondary Teaching                   |      |      |      |      |      |      | 2    |
| - Healthcare Practitioners and Technical                   |      |      |      |      |      |      | 2    |

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| Part F - Part-time Summary Medical          |                          |                    |                        |   |                                 |                              |       |
| Summary of part-time, Medical school, staff |                          |                    |                        |   |                                 |                              |       |
| by tenure status and occupational category  |                          |                    |                        |   |                                 |                              |       |
| As of November 1, 2012                      |                          |                    |                        |   |                                 |                              |       |
| Occupational category                       | Tenured                  | On Tenure<br>Track | multi-year<br>contract | Not on Tenure Track<br>annual<br>contract | less-than<br>annual<br>contract | Without<br>faculty<br>status | Total |
| <hr/>                                       |                          |                    |                        |   |                                 |                              |       |
| Postsecondary Teachers                      |                          |                    |                        |   |                                 |                              |       |
| - Instruction                               |                          |                    |                        |   |                                 |                              |       |
| - Exclusively credit                        | 0                        | 0                  | 0                      | 0   | 0                               | 0                            | 0     |
| - Exclusively not-for-credit                | 0                        | 0                  | 0                      | 0   | 0                               | 0                            | 0     |

|  |   |   |   |   |   |   |   |
|--|---|---|---|---|---|---|---|
| — Combined credit/not-for-credit                           | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| — Instruction/Research/Public service                      | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| — Research   | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| — Public Service   | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Archivists, Curators, & Museum Tech.                       | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Librarians   | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Library Technicians  | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Non-postsecondary Teachers                                 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| Management Occupations                                     | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Business and Financial Operations                          | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Computer, Engineering, and Science                         | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Community Service, Legal, Arts, & Media                    | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Healthcare Practitioners and Technical Service Occupations | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sales and Related Occupations                              |   |   |   |   |   |   | 0 |
| Office and Administrative Support                          |   |   |   |   |   |   | 0 |
| Natural Resources, Construction, & Maint.                  |   |   |   |   |   |   | 0 |
| Production, Transport., & Material Moving                  |   |   |   |   |   |   | 0 |
| Graduate Assistants  |   |   |   |   |   |   |   |
| — Teaching   |   |   |   |   |   |   | 0 |
| — Research   |   |   |   |   |   |   | 0 |
| — Management   |   |   |   |   |   |   | 0 |
| — Business and Financial Operations                        |   |   |   |   |   |   | 0 |
| — Computer, Engineering, and Science                       |   |   |   |   |   |   | 0 |
| — Community Service, Legal, Arts, & Media                  |   |   |   |   |   |   | 0 |
| — Library and Non-postsecondary Teaching                   |   |   |   |   |   |   | 0 |
| — Healthcare Practitioners and Technical                   |   |   |   |   |   |   | 0 |

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| Part H - New Hires - Full-time instructional staff            |                          |                 |                     |                 |                           |                        |       |
| Number of newly hired full-time permanent instructional staff |                          |                 |                     |                 |                           |                        |       |
| by tenure status, gender, and race/ethnicity                  |                          |                 |                     |                 |                           |                        |       |
| (Hired full time between July 1 and October 31, 2012 and      |                          |                 |                     |                 |                           |                        |       |
| still on payroll of the institution As of 01-NOV-2012         |                          |                 |                     |                 |                           |                        |       |
| Gender and race/ethnicity                                     | Tenured                  | On Tenure Track | multi-year contract | annual contract | less-than annual contract | Without faculty status | Total |
| Men   |                          |                 |                     |                 |                           |                        |       |
| Nonresident Alien   | 0                        | 0               | 0                   | 0               | 0                         | 0                      | 0     |
| Hispanic/Latino   | 0                        | 0               | 0                   | 0               | 0                         | 0                      | 0     |
| American Indian/Alaska Native                                 | 0                        | 0               | 0                   | 0               | 0                         | 0                      | 0     |
| Asian   | 0                        | 0               | 0                   | 0               | 0                         | 0                      | 0     |
| Black or African American                                     | 0                        | 0               | 0                   | 0               | 0                         | 0                      | 0     |
| Native Hawaiian/Pacific Islander                              | 0                        | 0               | 0                   | 0               | 0                         | 0                      | 0     |

|                                  |   |   |   |   |   |   |   |
|----------------------------------|---|---|---|---|---|---|---|
| White                            | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Two or more races                | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Race & Ethnicity unknown         | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total men                        | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Women                            |   |   |   |   |   |   |   |
| Nonresident Alien                | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Hispanic/Latino                  | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| American Indian/Alaska Native    | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Asian                            | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Black or African American        | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Native Hawaiian/Pacific Islander | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| White                            | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Two or more races                | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Race & Ethnicity unknown         | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total women                      | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Total (men+women)                | 0 | 1 | 0 | 0 | 0 | 0 | 1 |

## Report Sample (PERIPDS) 30

|  |   |                                    |                               |                               |
|--|---|------------------------------------|-------------------------------|-------------------------------|
| REPORT : PERIPDS   | Banner University   |                                    |                               | PAGE 34                       |
| UNITID= 222222   | IPEDS HR Data Collection  |                                    |                               | RUN DATE 02-OCT-2012          |
| FICE= 124566   | SECTOR= 11111   |                                    |                               | RUN TIME 08:03 PM             |
| Part H - New Hires- Full-time staff                      |   |                                    |                               |                               |
| Number of newly hired full-time staff                    |   |                                    |                               |                               |
| by occupational category, gender, and race/ethnicity     |   |                                    |                               |                               |
| (Hired full time between July 1 and October 31, 2012 and |   |                                    |                               |                               |
| still on payroll of the institution As of 01-NOV-2012    |   |                                    |                               |                               |
| Gender and race/ethnicity                                | Instructional Staff<br>(carried forward from<br>Part H, screen 1) | Postsecondary Teachers<br>Research | Public Service<br>Occupations | Library and Other<br>Teaching |
| Men  |   |                                    |                               |                               |
| Nonresident Alien  | 0   | 0                                  | 0                             | 0                             |
| Hispanic/Latino  | 0   | 0                                  | 0                             | 0                             |
| American Indian/Alaska Native                            | 0   | 0                                  | 0                             | 0                             |
| Asian  | 0   | 0                                  | 0                             | 0                             |
| Black or African American                                | 0   | 0                                  | 0                             | 0                             |
| Native Hawaiian/Pacific Islander                         | 0   | 0                                  | 0                             | 0                             |
| White  | 0   | 0                                  | 0                             | 0                             |
| Two or more races  | 0   | 0                                  | 0                             | 0                             |
| Race & Ethnicity unknown                                 | 0   | 0                                  | 0                             | 0                             |
| Total Men  | 0   | 0                                  | 0                             | 0                             |
| Women  |   |                                    |                               |                               |
| Nonresident Alien  | 0   | 0                                  | 0                             | 0                             |
| Hispanic/Latino  | 1   | 0                                  | 0                             | 0                             |
| American Indian/Alaska Native                            | 0   | 0                                  | 0                             | 0                             |
| Asian  | 0   | 0                                  | 0                             | 0                             |
| Black or African American                                | 0   | 0                                  | 0                             | 0                             |
| Native Hawaiian/Pacific Islander                         | 0   | 0                                  | 0                             | 0                             |
| White  | 0   | 0                                  | 0                             | 0                             |

|                          |   |   |   |   |
|--------------------------|---|---|---|---|
| Two or more races        | 0 | 0 | 0 | 0 |
| Race & Ethnicity unknown | 0 | 0 | 0 | 0 |
| Total Women              | 1 | 0 | 0 | 0 |
| Total (men+women)        | 1 | 0 | 0 | 0 |

## Report Sample (PERIPDS) 31

REPORT : PERIPDS  
UNITID= 222222  
FICE= 124566

Banner University  
IPEDS HR Data Collection  
SECTOR= 11111

PAGE 35  
RUN DATE 02-OCT-2012  
RUN TIME 08:03 PM

| Gender and race/ethnicity        | Part H - New Hires- Full-time non-instructional staff<br>Number of newly hired full-time non-instructional staff<br>by occupational category, gender, and race/ethnicity<br>(Hired full time between July 1 and October 31, 2012 and<br>still on payroll of the institution As of 01-NOV-2012 |  |   |   |   |
|----------------------------------|---|--|---|---|---|
|                                  | Management<br>Occupations   | Business and<br>Financial<br>Operations<br>Occupations | Computer,<br>Engineering,<br>& Science<br>Occupations | Community<br>Service,<br>Legal, Arts,<br>& Media<br>Occupations | Healthcare<br>Practitioners<br>& Technical<br>Occupations |
| Men                              |   |  |   |   |   |
| Nonresident Alien                | 0   | 0  | 0   | 0   | 0   |
| Hispanic/Latino                  | 0   | 0  | 0   | 0   | 0   |
| American Indian/Alaska Native    | 0   | 0  | 0   | 0   | 0   |
| Asian                            | 0   | 0  | 0   | 0   | 0   |
| Black or African American        | 0   | 0  | 0   | 0   | 0   |
| Native Hawaiian/Pacific Islander | 0   | 0  | 0   | 0   | 0   |
| White                            | 0   | 0  | 0   | 0   | 0   |
| Two or more races                | 0   | 0  | 0   | 0   | 0   |
| Race & Ethnicity unknown         | 0   | 0  | 0   | 0   | 0   |
| Total Men                        | 0   | 0  | 0   | 0   | 0   |
| Women                            |   |  |   |   |   |
| Nonresident Alien                | 0   | 0  | 0   | 0   | 0   |
| Hispanic/Latino                  | 0   | 0  | 0   | 0   | 0   |
| American Indian/Alaska Native    | 0   | 0  | 0   | 0   | 0   |
| Asian                            | 0   | 0  | 0   | 0   | 0   |
| Black or African American        | 0   | 0  | 0   | 0   | 0   |
| Native Hawaiian/Pacific Islander | 0   | 0  | 0   | 0   | 0   |
| White                            | 0   | 1  | 0   | 0   | 0   |
| Two or more races                | 0   | 0  | 0   | 0   | 0   |
| Race & Ethnicity unknown         | 0   | 0  | 0   | 0   | 0   |
| Total Women                      | 0   | 1  | 0   | 0   | 0   |
| Total (men+women)                | 0   | 1  | 0   | 0   | 0   |

## Report Sample (PERIPDS) 32

|   |                          |                                     |  |  |   |                    |
|---|--------------------------|-------------------------------------|--|--|---|--------------------|
| REPORT : PERIPDS  | Banner University        |                                     |  |  | PAGE 36   |                    |
| UNITID= 222222  | IPEDS HR Data Collection |                                     |  |  | RUN DATE 02-OCT-2012  |                    |
| FICE= 124566  | SECTOR= 11111            |                                     |  |  | RUN TIME 08:03 PM   |                    |
| Part H - New Hires- Full-time non-instructional staff and Total New Hires   |                          |                                     |  |  |   |                    |
| Number of newly hired full-time non-instructional staff and Total new hires |                          |                                     |  |  |   |                    |
| by occupational category, gender, and race/ethnicity                        |                          |                                     |  |  |   |                    |
| (Hired full time between July 1 and October 31, 2012 and                    |                          |                                     |  |  |   |                    |
| still on payroll of the institution As of 01-NOV-2012                       |                          |                                     |  |  |   |                    |
| Gender and race/ethnicity   | Service<br>Occupations   | Sales and<br>Related<br>Occupations | Office and<br>Admin.<br>Support<br>Occupations | Natural<br>Resources,<br>Construction,<br>& Maintenance<br>Occupations | Production,<br>Transport.,<br>& Material<br>Moving<br>Occupations | Total<br>New Hires |
| Men   |                          |                                     |  |  |   |                    |
| Nonresident Alien   | 0                        | 0                                   | 0  | 0  | 0   | 0                  |
| Hispanic/Latino   | 0                        | 0                                   | 0  | 0  | 0   | 0                  |
| American Indian/Alaska Native   | 0                        | 0                                   | 0  | 0  | 0   | 0                  |
| Asian   | 0                        | 0                                   | 0  | 0  | 0   | 0                  |
| Black or African American   | 0                        | 0                                   | 0  | 0  | 0   | 0                  |
| Native Hawaiian/Pacific Islander  | 0                        | 0                                   | 0  | 0  | 0   | 0                  |
| White   | 0                        | 0                                   | 0  | 0  | 0   | 0                  |
| Two or more races   | 0                        | 0                                   | 0  | 0  | 0   | 0                  |
| Race & Ethnicity unknown  | 0                        | 0                                   | 0  | 0  | 0   | 0                  |
| Total Men   | 0                        | 0                                   | 0  | 0  | 0   | 0                  |
| Women   |                          |                                     |  |  |   |                    |
| Nonresident Alien   | 0                        | 0                                   | 0  | 0  | 0   | 0                  |
| Hispanic/Latino   | 0                        | 0                                   | 0  | 0  | 0   | 0                  |
| American Indian/Alaska Native   | 0                        | 0                                   | 0  | 0  | 0   | 0                  |
| Asian   | 0                        | 0                                   | 0  | 0  | 0   | 0                  |
| Black or African American   | 0                        | 0                                   | 0  | 0  | 0   | 0                  |
| Native Hawaiian/Pacific Islander  | 0                        | 0                                   | 0  | 0  | 0   | 0                  |
| White   | 0                        | 0                                   | 0  | 0  | 0   | 1                  |
| Two or more races   | 0                        | 0                                   | 0  | 0  | 0   | 0                  |
| Race & Ethnicity unknown  | 0                        | 0                                   | 0  | 0  | 0   | 0                  |
| Total Women   | 0                        | 0                                   | 0  | 0  | 0   | 1                  |
| Total (men+women)   | 0                        | 0                                   | 0  | 0  | 0   | 1                  |

## Leave Liability Report (PERLEAV)

Provides detailed employee leave data.

When the Leave by Job method of leave processing is used, this report displays the leave details for each job assignment (by position and suffix) associated with an employee. The report prints the employee's leave information from the `PERJLEV` table.

When the Leave by Employee method of leave processing is used, this report displays the leave details for each employee. The report prints leave information from the `PERLEAV` table, and summarizes the information at the Home Organization level, providing the **Total Balance** and **Total Leave Dollars**.

| Param | Name                   | Description/Values  | Required? | Default | Validation |
|-------|------------------------|---|-----------|---------|------------|
| 01    | Print Leave Dollars    | Print Leave Dollars Indicator:<br><br>Y = Include the dollar value of the employee's available balance for each leave type<br><br>N = Do not include the dollar value for leave types | Yes       | None    | None       |
| 02    | All Leave Codes        | All Codes Indicator:<br><br>Y = Report on all leave codes<br><br>N = Report only on the leave code(s) entered at the next parameter   | Yes       | None    | None       |
| 03    | Leave Code             | Leave code for which report is being run. This is a repeating field. This field is required only if N is entered at the previous parameter.   | No        | None    | PTRLEAV    |
| 04    | Hours Banked Indicator | Hours Banked Indicator:<br><br>Y = Include banked hours for each leave type<br><br>N = Do not include banked hours for each leave type  | Yes       | None    | None       |

| Param | Name                | Description/Values  | Required? | Default | Validation                                     |
|-------|---------------------|---|-----------|---------|--|
| 05    | As of Date          | Report as-of date. The liability report is based on the salary rate as of the date entered here.  | Yes       | None    | Format must be DD-<br>MMM-YYYY or<br>DD-MMM-YY |
| 06    | Selection<br>Choice | All Employees indicator<br><br>A = Report on all employees<br><br>E = Report on only the employee classes specified at the following parameter(s) | Yes       | None    | None   |
| 07    | Employee<br>Classes | Employee class. This is a repeating parameter. It is required only if N was entered at the previous parameter.                                    | No        | None    | PTRECLS  |

## Report Attributes

### Sort Order

First by department, then alphabetically by employee, then by leave type

### Data Source

|         |         |         |         |
|---------|---------|---------|---------|
| NBAJOBS | NBAPINC | NBQJOBS | PEAEMPL |
| PTRECLS | PTRLCAT | PTRLEAV |         |

### Frequency

On demand

| Name              | Description  |
|-------------------|--|
| EMPLOYEE NAME     | Employee name  |
| ID                | Employee ID number   |
| RATE              | The amount of this employee's annual salary or hourly rate   |
| EMPLOYEE CLASS    | Employee class of this employee  |
| LEAVE CATEGORY    | Code and description of the leave category assigned to this employee on the Employee page (PEAEMPL). The code that appears in this field is defined on the Leave Category Rule page (PTRLCAT).   |
| LEAVE TYPE        | Leave type code and description. The code that appears in this field is defined on the Leave Codes Rule page (PTRLEAV).  |
| AVAILABLE BALANCE | Number of hours of this leave type available to this employee. The number in this field is calculated by deducting year-to-date time taken from the sum of the beginning balance and the year-to-date time accrued. All totals are collected from the Leave Balances section of the Employee page (PEAEMPL). |
| HOURS BANKED      | Number of hours of this leave type banked by the employee  |
| YTD ACCRUED       | Year-to-date hours accrued to this employee for this leave type  |
| YTD TAKEN         | Year-to-date hours taken by this employee for this leave type  |
| BEGIN BALANCE     | Number of hours available to this employee for this leave type at the beginning of the year  |
| LEAVE DOLLARS     | Dollar value of the employee's available balance for this leave type.  |

## Report Sample (PERLEAV)

|                  |               |                        |                         |                               |
|------------------|---------------|------------------------|-------------------------|-------------------------------|
| REPORT : PERLEAV |               | Banner University      |                         | PAGE 1                        |
|                  |               | Leave Liability Report |                         | RUN DATE 01/29/1993           |
| DEPARTMENT       | 100 PERSONNEL |                        |                         | RUN TIME 11:31 AM             |
| EMPLOYEE NAME    | ID            | RATE                   | EMPLOYEE CLASS          | LEAVE CATEGORY                |
| Abiline, Linda O | 759489553     | 16.0000                | SA Semi-Monthly Adminis | SA Semi-Monthly Admin. Leaves |



| LEAVE TYPE       | AVAILABLE<br>BALANCE | HOURS<br>BANKED | YTD<br>ACCRUED  | YTD<br>TAKEN          | BEGIN<br>BALANCE | LEAVE<br>DOLLARS |
|------------------|----------------------|-----------------|-----------------|-----------------------|------------------|------------------|
| COMP Comp Time   | .00                  | .00             | .00             | .00                   | .00              | .00              |
| PERS Personal    | 8.00                 | .00             | 8.00            | .00                   | .00              | 128.00           |
| SICK Sick        | 32.00                | .00             | .00             | 8.00                  | 40.00            | 512.00           |
| VAC Vacation     | 28.00                | .00             | 20.00           | 32.00                 | 40.00            | 448.00           |
| TOTAL BALANCE =  |                      | 68.00           |                 | TOTAL LEAVE DOLLARS = | 1088.00          |                  |
| -----            |                      |                 |                 |                       |                  |                  |
| EMPLOYEE NAME    | ID                   | RATE            | EMPLOYEE CLASS  | LEAVE CATEGORY        |                  |                  |
| Adams, Shirley K | 777750002            | 13.8456         | PR Professional | PR Professional       |                  |                  |
| LEAVE TYPE       | AVAILABLE<br>BALANCE | HOURS<br>BANKED | YTD<br>ACCRUED  | YTD<br>TAKEN          | BEGIN<br>BALANCE | LEAVE<br>DOLLARS |
| COMP Comp Time   | .00                  | .00             | .00             | .00                   | .00              | .00              |
| PERS Personal    | 18.00                | .00             | 16.00           | .00                   | .00              | 221.59           |
| SICK Sick        | 32.00                | .00             | 8.00            | 6.00                  | .00              | .00              |
| VAC Vacation     | 8.00                 | .00             | 6.67            | -1.33                 | .00              | 110.76           |
| TOTAL BALANCE =  |                      | 24.00           |                 | TOTAL LEAVE DOLLARS = | 332.29           |                  |
| -----            |                      |                 |                 |                       |                  |                  |

|                          |           |                        |         |                       |          |
|--------------------------|-----------|------------------------|---------|-----------------------|----------|
| REPORT : PERLEAV         |           | Banner University      |         | PAGE 12               |          |
|                          |           | Leave Liability Report |         | RUN DATE 01/29/1993   |          |
| DEPARTMENT 100 PERSONNEL |           |                        |         | RUN TIME 11:31 AM     |          |
| -----                    |           |                        |         |                       |          |
| DEPARTMENT TOTAL         |           |                        |         |                       |          |
| LEAVE TYPE               |           | AVAILABLE              | YTD     | YTD                   | BEGIN    |
|                          |           | BALANCE                | ACCRUED | TAKEN                 | BALANCE  |
| COMP                     | Comp Time | -16.00                 | 88.00   | 104.00                | .00      |
| PERS                     | Personal  | 128.00                 | 148.00  | 20.00                 | 8.00     |
| SICK                     | Sick      | 320.00                 | 338.00  | 102.00                | 84.00    |
| VAC                      | Vacation  | 1182.65                | 1220.02 | 88.00                 | 40.00    |
| TOTAL BALANCE =          |           | 1614.65                |         |                       |          |
|                          |           |                        |         | TOTAL LEAVE DOLLARS = | 20870.61 |

|                  |                        |         |        |                     |          |
|------------------|------------------------|---------|--------|---------------------|----------|
| REPORT : PERLEAV | Banner University      |         |        | PAGE 60             |          |
|                  | Leave Liability Report |         |        | RUN DATE 01/29/1993 |          |
| GRAND TOTALS     |                        |         |        | RUN TIME 11:31 AM   |          |
| -----            |                        |         |        |                     |          |
| LEAVE TYPE       | AVAILABLE              | YTD     | YTD    | BEGIN               | LEAVE    |
|                  | BALANCE                | ACCRUED | TAKEN  | BALANCE             | DOLLARS  |
| COMP Comp Time   | 60.66                  | 218.66  | 290.00 | 132.00              | -2555.28 |
| PERS Personal    | 274.00                 | 226.00  | .00    | 48.00               | 9301.74  |
| SICK Sick        | 664.49                 | 557.49  | 49.00  | 156.00              | 20586.09 |
| VAC Vacation     | 4384.49                | 4405.16 | 60.67  | 40.00               | 95559.90 |

TOTAL BALANCE = 5383.64

TOTAL LEAVE DOLLARS = 128003.01

|                   |             |  |         |                     |
|-------------------|-------------|--|---------|---------------------|
| REPORT : PERLEAV  |             | Banner University                      |         | PAGE 13             |
|                   |             | Leave Liability Report                 |         | RUN DATE 01/29/1993 |
|                   |             | * * * REPORT CONTROL INFORMATION * * * |         | RUN TIME 11:31 AM   |
| Parameter Name    | Value       | Source                                 | Message |                     |
| Parameter Seq No: | 59301       |  |         |                     |
| Print Leave \$:   | Y           | Entered                                |         |                     |
| All Codes (Y/N):  | Y           | Entered                                |         |                     |
| Incl Hrs Banked:  | Y           | Entered                                |         |                     |
| As of Date:       | 31-DEC-1992 | Entered                                |         |                     |
| Leave Code:       | %           | Skipped                                |         |                     |
| All Employees,    |             |  |         |                     |
| Employee Class    | E           | Entered                                |         |                     |
| ECLS Code:        | AD          | Entered                                |         |                     |
| Line Count:       | 55          |  |         |                     |
| RECORD COUNT:     | 13          |  |         |                     |

## Organizational Charts Download (PERORGC)

Produces a file for creating organizational charts. This file is compatible with the Org Plus PC package.

## Processing Notes

Org Plus requires that information on senior employees be presented before the data on the employees that report to them. Therefore, the PERORGC process produces output in the appropriate order and format. In the following example, Anne Kavanaugh is the most senior employee in the organization:

"Anne Kavanaugh","President","Not Available"

"Elaine Mathews","Vice President, Finance","Anne Kavanaugh"

"Bruce Sargent","Vice President, Human Resources","Anne Kavanaugh"

"Debbie Shaefer","Vice President, Administration","Anne Kavanaugh"

PERORGC assures that field values such as names and titles are enclosed within double quotes, as shown, and each record, or line, in the text file has the same number of fields. It also assures that the fields are in the same order in each record.

If each data record contains the name of the employee's manager (Anne Kavanaugh in the above example), Org Plus can preserve the reporting relationships. If each record does not contain the name of the employee's manager, Org Plus creates arbitrary reporting relationships which must then be fixed through manual intervention. It is important, therefore, that the Supervisor Information fields in the Miscellaneous Job Information window of the Employee Jobs page (NBAJOBS) be completed for every employee. Since the system does not require values for the supervisor fields, no error messages or other messages will prompt you to fill the fields.

Observe these rules when submitting the input file for Org Plus:

- The input text format is "PC-8 Comma-Delimited".
- Transfer the file to PC in ASCII format.
- Change the name of the PC file from PERORGC.LIS to PERORGC.TXT.
- When asked, "Does each text record contain the name of its manager?", respond "Yes".

| Param | Name            | Description/Values        | Required? | Default | Validation                              |
|-------|-----------------|---------------------------|-----------|---------|---|
| 01    | As of Date      | Begin date of report data | Yes       | None    | Format must be DD-MMM-YYYY or DD-MMM-YY |
| 02    | Enter COAS Code | Chart of Accounts code    | No        | None    | FTVCOAS                                 |
| 03    | Enter ORGN Code | Organization code         | Yes       | None    | FTVORGN                                 |

## Report Attributes

### Sort Order

Not applicable

### Data Source

|         |         |         |         |         |
|---------|---------|---------|---------|---------|
| FTVCOAS | FTVORGN | NBAJOBS | PPAIDEN | PTVORGN |
|---------|---------|---------|---------|---------|

**Frequency**

On demand

**Report Format**

File for downloading

## Report Sample (PERORGC)

```
"Valentine Nikolov","Chief of Security","Daryl Flowers","Not Available"  
"Tracy Talbot","Security Worker","Valentina Nikolov"  
"Anne Kavanaugh","Security Worker","Valentina Nikolov"  
"Nicholas Hamilton","Security Worker","Valentina Nukualofa"  
"Elaine Mathews","Security Worker","Valentina Nikolov"  
"Bruce Sargent","Security Worker","Valentina Nikolov"  
"Debbie Shaefer","Security Worker","Valentina Nikolov"
```

**Fields**

Not applicable.

## OSHA Form 301 (PERO301)

Generates OSHA Form 301 Report.

Form 301 report provides detailed information on treatment provided for injury and illness incidents. Treatment information is taken from information entered on the Treatment tab of the Health and Safety Incident page (PEAHSIN).

You can control reported individual addresses using the Internal Code 'OSHAADDR' on the Crosswalk Validation (GTVSDAX) page. See the *Banner Human Resources Year-End Regulatory Handbook for U.S. and Puerto Rico* for more information related to establishing address hierarchies for OSHA reporting.

Reported records are pulled from the Health and Safety Incident records on PEAHSIN with an OSHA Reportable indicator using the GTVSDAX 'OSHAADDR' defined address hierarchy. For all records pulled, the associated Health and Safety Treatment information will also be pulled.

| Param | Name          | Description/Value   | Required | Default | Validation                              |
|-------|---------------|---|----------|---------|---|
| 01    | Case Number   | Enter the Case Number or use parameters for Start and Stop Dates. | No       | None    | No validation                           |
| 02    | Start Date    | Start date of reporting period                                    | No       | None    | Format must be DD-MMM-YYYY or DD-MMM-YY |
| 03    | End Date      | End date of reporting period                                      | No       | None    | Format must be DD-MMM-YYYY or DD-MMM-YY |
| 04    | Employer Code | Enter Employer Code   | Yes      | None    | PTREMPR                                 |
| 05    | Hire Date     | Identify Service Date used from PEAEMPL for Hire Date             | Yes      | None    | Values based on PEAEMPL fields          |

## Report Attributes

### Sort Order

By Case Number in ascending order.

### Data Source

|         |         |         |         |         |         |
|---------|---------|---------|---------|---------|---------|
| PEBEMPL | PEBHSIN | SPBPERS | PTREMPR | PTRHSME | GTVSDAX |
|---------|---------|---------|---------|---------|---------|

**Frequency**

On demand, as required by the U.S. Department of Labor and Occupational Safety and Health Administration.

**Report Format**

Standard horizontal report format / Vertical page.

**Report Sample (PERO301)**

|  |                        |   |                     |
|--|------------------------|---|---------------------|
| REPORT: PERO301  |                        | Occupational Safety & Health<br>Department of Labor<br>Washington,DC,00001<br>OSHA Form 301 |                     |
| Injury and Illness Incident Report   |                        |   |                     |
| Employee and Physician Information   |                        |   |                     |
| Name:  | Tanya S Allen          | Physician name:   | Susan Randall, M.D. |
| Street:  | 1348 Jim Rosa Lane     | Treatment facility name:  | Medical Center      |
| City, State, ZIP:  | San Francisco CA 94103 | Street:   | 4389 Industrial Dr. |
|  |                        | City, State, ZIP:   | Paoli PA 19333      |
| Birth date:  | 19-JUL-1985            | Treated in emergency room:  | Yes                 |
| Hire date:   | 01-JUL-2016            | Hospitalized overnight as inpatient:  | No                  |
| Gender:  | Female                 |   |                     |
| Case Information   |                        |   |                     |
| Incident number:   | 171                    | Time of incident:   | 14:22               |
| Date of injury/illness:  | 19-APR-2017            | Cannot determine time:  | X                   |
| Employee began work:   |                        | Date of employee death, if occurred:  |                     |
| What was the employee doing just before the incident occurred?<br>Setting up for class lab and beaker fell off the counter and broke |                        |   |                     |
| What happened, how did incident occur?<br>Chemical splash and exposure to fumes  |                        |   |                     |
| What was the injury or illness, part of the body and how it was affected?<br>Burn on leg and inhalation into lungs                   |                        |   |                     |

What object or substance directly harmed the employee?  
Bad Chemicals

Completed by: Arthur Black  
Title: HR Anyalst

Phone:  
Date:

6106665555  
22-APR-2017

## OSHA Form 300 (PEROSHA)

Generates OSHA Form 300 Report, Form 300A Report, and .csv files for electronic submission.

Form 300 report provides detailed information on occupational illness and injury cases recorded in the Log of Work-related Injuries and Illnesses, and Form 300A provides a summary of the Form 300 report.

By default, the Summary report, Form 300A, is generated following the detailed OSHA report, Form 300.

Reported records are pulled from the Health and Safety Incident records on PEAHSIN with a Primary Injury indicator and OSHA Reportable indicator.

You can find output files, for example, .log, .lis, and .csv files, in the Banner Job Submission folder.

### Number of Days

The **Number of Days** field on OSHA Form 300 is calculated for those cases that resulted in a "Job transfer or restriction" or "Days Away from work", provided the following conditions are satisfied in the Health and Safety Incident page (PEAHSIN):

- The **Begin Date** or the **End Date** in the Medical Conditions of Involved Party window fall within the date range specified in Parameters 01 and 02 of the PEROSHA process.
- The **Number of Days** calculated is inclusive of the Begin Date and the End Date entered in the Medical Conditions of Involved Party window.
- If the **Begin Date** in the Incident Information window is identical to the **Begin Date** in the Medical Conditions of Involved Party window, the date on which the incident occurred is not included.

**Note:** If the Number of Days exceeds 180 days, OSHA Form 300 truncates and prints 180 days.

| Param | Name                          | Description/Value  | Required | Default | Validation                                      |
|-------|-------------------------------|--|----------|---------|---|
| 01    | Start Date                    | Start date of report   | Yes      | None    | Format must be DD-<br>MMM-YYYY or DD-<br>MMM-YY |
| 02    | Stop Date                     | End date of report   | Yes      | None    | Format must be DD-<br>MMM-YYYY or DD-<br>MMM-YY |
| 03    | Industrial Description        | Type of industry<br>(e.g., Education/<br>University,<br>Education/College,<br>Automobiles) | No       | None    |   |
| 04    | SIC Code                      | Standard Industrial<br>Classification code of<br>the organization                          | No       | None    |   |
| 05    | Employer Code                 | Employer code<br>associated with the<br>employee class                                     | Yes      | None    | PTREMPR   |
| 06    | Exclude Employee<br>Class     | Use this parameter<br>to exclude one or<br>more employee<br>class.                         | No       | None    | PTRECLS   |
| 07    | Create300A<br>Electronic File | Y = Create the 300A<br>file<br><br>N = Do not create the<br>300A file                      | No       | N       | None  |



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## Report Attributes

### Sort Order

By Case Number in ascending order.

### Data Source

|         |         |         |         |         |         |         |
|---------|---------|---------|---------|---------|---------|---------|
| FTVORGN | NBAJOBS | PEAHSIN | PTREMPR | PTRHSME | PTVHSMT | PTVORGN |
|---------|---------|---------|---------|---------|---------|---------|

### Frequency

On demand, but no later than February 1 of each year.

### Report Format

Standard horizontal report format / Vertical page.

These fields contain information on the occupational illness/injury.

| Name                   | Description  |
|------------------------|--|
| Case No.               | Case or file number  |
| Employee's Name        | Name of the ill/ injured employee<br><br>This information will be printed if the <b>OSHA Report Display</b> field is selected to display Both Name and Title or Only Name in PEAHSIN.          |
| Job Title              | Job title of the ill/injured employee<br><br>This information will be printed if the <b>OSHA Report Display</b> field is selected to display Both Name and Title or Only Job Title in PEAHSIN. |
| Date of Injury/Illness | Date of initial diagnosis of illness or of first illness-related work absence (whichever came first) with a PEAHSIN Primary indicator equal to Y.  |

| Name                     | Description  |
|--------------------------|--|
| Where the event occurred | Work location where the occupational illness/injury first occurred |
| Description              | Medical description of occupational injury/illness                 |

These fields represent the classification type of the illness or injury.

| Name                        | Description   |
|-----------------------------|---|
| Death                       | The outcome of the injury/illness resulted in death.                            |
| Away from work              | The injury/illness resulted in the employee being away from work.               |
| Job transfer or restriction | The injury/illness resulted in a job transfer or restriction in work activities |
| Other recordable cases      | The injury/illness resulted in an outcome different from the above.             |

These fields represent the number of days the worker was out under a specific category:

| Name                            | Description  |
|---------------------------------|--|
| Away from work                  | The total number of days the employee was away from work due to the illness/injury<br>This total does not include the day on which the employee was injured or first reported ill. |
| On job transfer or restrictions | The total number of days the employee was on job transfer on account of the illness/injury.  |

This section displays the classification of the injury or type of Illness

| Field                       | Description                                |
|-----------------------------|--|
| (M1) Injuries               | Occupational injury                        |
| (M2) Skin disorders         | Occupational skin diseases or disorders    |
| (M3) Respiratory conditions | Respiratory conditions due to toxic agents |

| Field                    | Description  |
|--------------------------|--|
| (M4) Poisonings          | Poisoning (systemic effects of toxic materials)              |
| (M5) Hearing loss        | Incidents that resulted in hearing loss                      |
| (M6) All other illnesses | All other occupational illnesses                             |
| Page Totals              | Displays the total for each column on every page of Form 300 |

## Report Sample (PEROSHA) 01

| REPORT: PEROSHA     |  |  | Banner University<br>4 Country View Road<br>Malvern, PA, 19355<br>OSHA Form 300<br>Incidents From 01-JAN-2003 to 31-DEC-2003 |                                     |                                    |  |                             |                                       |                |                               |                        |                | PAGE 1 of 1             |                             |  |  |
|---------------------|--|--|--|-------------------------------------|------------------------------------|--|-----------------------------|---------------------------------------|----------------|-------------------------------|------------------------|----------------|-------------------------|-----------------------------|--|--|
| Identify the Person |  | Describe the Case  |  | Classify the Case                   |                                    |  |                             | No Of Days                            |                | Injury and Illness Type       |                        |                |                         |                             |  |  |
| (A)<br>Case No      | (B) (C)<br>Employee Name/<br>Job Title | (D) (E) (F)<br>Date of Injury/Illness/<br>Where the event<br>occurred/<br>Description/ | (G)<br>Death   | (H)<br>Days<br>away<br>from<br>Work | (I)<br>Job<br>trans<br>or<br>restr | (J)<br>Other<br>record-<br>able<br>cases | (K)<br>Away<br>from<br>work | (L)<br>On job<br>trans<br>or<br>restr | (M1)<br>Injury | (M2)<br>Skin<br>Dis-<br>Order | (M3)<br>Resp.<br>Cond. | (M4)<br>Poison | (M5)<br>Hearing<br>Loss | (M6)<br>All<br>other<br>ill |  |  |
| 931                 | Director                               | 25-AUG-2002  |  |                                     |                                    |  |                             |                                       |                | X                             |                        |                |                         |                             |  |  |
| 947                 | Peggy Olsen<br>Assistant Direc         | Skin Disease<br>03-FEB-2003  |  | X                                   |                                    |  | 7                           |                                       |                |                               |                        |                |                         |                             |  |  |
| 951                 | Heidi A Meyer                          | Wrist - Carpal Tunnel Syn<br>22-MAR-2003   | X  |                                     |                                    |  |                             |                                       | X              |                               |                        |                |                         |                             |  |  |
| 953                 | Eileen Innis                           | Skin Disease<br>06-APR-2003  |  |                                     | X                                  |  |                             | 4                                     |                |                               |                        |                | X                       |                             |  |  |
| 970                 | Peggy Olsen<br>Assistant Direc         | Deafness<br>31-OCT-2003  |  |                                     | X                                  |  | 61                          |                                       |                |                               |                        |                | X                       |                             |  |  |
| 970                 | Privacy Case                           | Skin Disease<br>31-OCT-2003  |  |                                     |                                    |  |                             |                                       |                |                               |                        |                | X                       |                             |  |  |
| 1017                | Judi Croft                             | Deafness<br>27-SEP-2002<br>Receiving/Delivery<br>Deafness                              |  | X                                   |                                    |  | 98                          |                                       |                |                               |                        |                | X                       |                             |  |  |
| Page totals :       |  |  | 1  | 2                                   | 2                                  |  | 105                         | 65                                    | 1              | 1                             |                        |                | 4                       |                             |  |  |

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## OSHA Form 300A (PEROSHA)

Summarizes the details of OSHA Form 300 and provides the sum totals of all the types of illnesses and injuries recorded in a specific year.

**Note:** Form 300A is generated automatically after the OSHA Form 300 (PEROSHA) process is submitted.

Two fields are calculated on OSHA Form 300A:

1. The Annual Average Number of Employees
2. Total Hours Worked by all Employees Last Year

Annual Average Number of Employees:

The following Report parameters are required in the calculation of the Annual average number of employees:

- Enter the Begin Date in Parameter 01. The calendar year for calculating the annual average will be taken from the Year within the date entered here. For the system to provide an accurate calculation, the Begin and End dates should be in the same calendar year and not cross calendar years.
- Specify an Employer Code in Parameter 05 to outline the employee population.
- Specify an Employee Class in Parameter 06 to exclude employees that belong to a particular employee class, if applicable. You can choose to exclude more than one employee class.

The PEROSHA Process counts employees in each pay period across all Pay IDs for the calendar year. Those employees who have a payroll of Disposition 60 or above in each pay period will be considered. The final total is divided by the number of pay periods that fall within the calendar year and rounded up to the nearest whole number. This follows the calculation required for reporting by OSHA.

Total Hours Worked by all Employees Last Year:

The following Report parameters are required in the calculation of the Total Hours Worked by all Employees within the Year:

- Enter the date range in Parameters 01 and 02. Only Earn Codes which have the OSHA Reportable Indicator checked, and fall within the Start and Stop Dates will be considered.
- Specify an Employer Code in Parameter 05 to outline the employee population.
- Specify an Employee Class in Parameter 06 to exclude employees that belong to a particular employee class, if applicable. You can choose to exclude more than one employee class.

The PEROSHA Process counts the hours for only those employees who have a payroll of Disposition 60 or above in each pay period to obtain the Total Hours Worked by all Employees Last Year.

## Parameters

Identical to the parameters listed under PEROSHA 300. For a detailed description of report parameters, see OSHA Form 300.

## Report Attributes

### Sort Order

None

### Data Source

|         |         |         |         |         |
|---------|---------|---------|---------|---------|
| FTVORG  | NBAJOBS | PEAHSIN | PTREARN | PTRECLS |
| PTREMPR | PTRHSME | PTVHSMT | PTVORG  |         |

### Frequency

On demand, but no later than February 1 of each year.

### Report Format

Standard horizontal report format

### Number of Cases

| Name                   | Description  |
|------------------------|--|
| Total number of deaths | Total number of work-related injuries or illnesses reported on OSHA Form 300 that resulted in death. |

| Name   | Description  |
|--|--|
| Total number of cases with days away from work         | Total number of work-related injuries or illnesses reported on OSHA Form 300 that resulted in the employee staying away from work. |
| Total number of cases with job transfer or restriction | Total number of cases reported on OSHA Form 300 that resulted in a job transfer or a job restriction.                              |
| Total number of other recordable cases                 | Total number of cases reported on OSHA Form 300 that resulted in outcomes which did not fall in any of the above categories.       |

### Number of Days

| Name  | Description   |
|---|---|
| Total number of days away from work                 | The total number of days away from work from all work-related cases reported on OSHA Form 300.        |
| Total number of days of job transfer or restriction | The total number of days on job transfer or job restriction from all cases reported on OSHA Form 300. |

### Injury and Illness Types

| Name                                   | Description   |
|--|---|
| Total number of injuries               | The total number of injuries reported on OSHA Form 300 that resulted from work-related injuries or illnesses.               |
| Total number of skin disorders         | The total number of skin disorders reported on OSHA Form 300 that resulted from work-related injuries or illnesses.         |
| Total number of respiratory conditions | The total number of respiratory conditions reported on OSHA Form 300 that occurred from work-related injuries or illnesses. |
| Total number of poisonings             | The total number of poisonings reported on OSHA Form 300 that resulted from work-related injuries or illnesses.             |

| Name                               | Description   |
|------------------------------------|---|
| Total number of hearing loss       | The total number of incidents of hearing loss reported on OSHA Form 300 that resulted from work-related injuries or illnesses.                |
| Total number of all other injuries | The total number of all other types of injuries or illnesses reported on OSHA Form 300 that resulted from work-related injuries or illnesses. |

**Employment Information**

| Name  | Description   |
|---|---|
| Annual average number of employees            | The average number of employees employed for the period reported on OSHA Form 300.              |
| Total hours worked by all employees last year | The total number of hours worked by all the employees for the period reported on OSHA Form 300. |

**Report Sample (PEROSHA) 02**

|   |  |   |   |
|---|--|---|---|
| REPORT: PEROSHA                               |  | Banner University<br>4 Country View Road<br>Malvern, PA, 19355<br>Industrial Description: HIGHER EDUCATION<br>SIC Code: 5461<br>OSHA Form 300A<br>Incidents From 01-JAN-2003 to 31-DEC-2003 |   |
| <hr/>   |  |   |   |
| Number of cases                               |  |   |   |
| -----   |  |   |   |
| Total number<br>of Deaths<br>(G)<br>1         | Total Number of<br>Cases with Days<br>away from work<br>(H)<br>2 | Total Number of<br>Cases with job<br>transfer or restriction<br>(I)<br>2  | Total Number of<br>other recordable<br>cases<br>(J) |
| <hr/>   |  |   |   |
| Number of Days                                |  |   |   |
| -----   |  |   |   |
| Total Number of days<br>away from work<br>(K) | Total Number of days of<br>job transfer or restriction<br>(L)    |   |   |

|  |       |       |
|--|-------|-------|
| 105  | 65    |       |
| <hr/>  |       |       |
| Injury and Illness Types   |       |       |
| <hr/>  |       |       |
| Total number of...   |       |       |
| (M1) Injuries  | 1     |       |
| (M2) Skin disorders  | 1     |       |
| (M3) Respiratory Conditions  |       |       |
| (M4) Poisonings  |       |       |
| (M5) Hearing Loss  | 4     |       |
| (M6) All other illnesses   |       |       |
| <hr/>  |       |       |
| Employment Information   |       |       |
| <hr/>  |       |       |
| Annual average number of employees:  | 15    |       |
| Total hours worked by all employees last year:   | 10310 |       |
| I certify that I have examined this document and that to the best of my knowledge, the entries are true, accurate, and complete. |       |       |
| <hr/>  |       |       |
| Company Executive  |       | Title |
| <hr/>  |       |       |
| Phone  |       | Date  |
| <hr/>  |       |       |

|                                     |                  |   |         |
|-------------------------------------|------------------|---|---------|
| REPORT: PEROSHA                     |                  | Banner University<br>4 Country View Road<br>Malvern, PA, 19355<br>OSHA Form 300/300A<br>Incidents From 01-JAN-2003 to 31-DEC-2003 |         |
|                                     |                  | * * * REPORT CONTROL INFORMATION * * *  |         |
| Parameter Name                      | Value            | Source  | Message |
| <hr/>                               |                  |   |         |
| Parameter Seq No:                   | 1367779          |   |         |
| Start Date:                         | 01-JAN-2003      | Table   |         |
| Stop Date:                          | 31-DEC-2003      | Table   |         |
| Industrial Description:             | HIGHER EDUCATION | Table   |         |
| SIC Code:                           | 5461             | Table   |         |
| Employer Code:                      | OS               | Table   |         |
| Exclude Employee Class              |                  |   |         |
| ECLS Code:                          | 02               | Table   |         |
| Total Number of Records Printed : 7 |                  |   |         |



## Report Sample (PERO301)

.csv file

```
establishment_name,company_name,street_address,city,state,zip,naics_code,industry_description,size,
establishment_type,year_filing_for,annual_average_employees,total_hours_worked,no_injuries_illnesses,
total_deaths,total_dafw_cases,total_djtr_cases,total_other_cases,total_dafw_days,total_djtr_days,total_injuries,
total_skin_disorders,total_respiratory_conditions,total_poisonings,total_hearing_loss,total_other_illnesses,
change_reason
Store 1,ABC Company,123 Main St,Washington,DC,20001,112210,Graduate education,2,1,2016,77,152152,2,0,3,1,2,10,5,2,1,2,0,0,1,
Store 2,ABC Company,234 Maple Ave,Washington,DC,200011234,311212,Undergraduate education,2,1,2016,200,395200,1,0,0,0,0,0,0,0,0,0,0,
Store 3,ABC Company,456 41st St,New York,NY,10003,236115,,3,
1,2016,300,592800,2,0,4,0,3,7,4,4,1,1,1,0,0,Correction of prior submission
```

## Applicant Flow by Position Groups Report (PERPAPP)

Analysis of applicants by position group and gender/minority classification.

| Param | Name          | Description/Values                                    | Required? | Default | Validation                              |
|-------|---------------|---|-----------|---------|---|
| 01    | Start Date    | Begin date of report data.                            | Yes       | None    | Format must be DD-MMM-YYYY or DD-MMM-YY |
| 02    | Stop Date     | End date of report data.                              | Yes       | None    | Format must be DD-MMM-YYYY or DD-MMM-YY |
| 03    | Report Choice | Choice of report type:<br>D = Detailed<br>S = Summary | Yes       | None    | None                                    |

| Param | Name | Description/Values | Required? | Default | Validation |
|-------|------|--------------------|-----------|---------|------------|
|       |      | B = Both           |           |         |            |

## Report Attributes

### Sort Order

By position group

### Data Source

PAAAPPL

### Frequency

On demand

### Report Format

Standard horizontal report format

| Name           | Description  |
|----------------|--|
| POSITION GROUP | Position Group. This value is established on the Position Group Rule page (PTRPGRP). |
| Total EMPLS    | Total number of employees in this position group                                     |
| Total Minor    | Total number of minority applicants in this position group                           |
| FEMALES TOTAL  | Total number of female applicants  |
| W              | Total number of white female applicants  |
| B              | Total number of black female applicants  |
| H              | Total number of hispanic female applicants   |

| Name        | Description  |
|-------------|--|
| A/AP        | Total number of Asian/Pacific Islander female applicants         |
| AI/AL       | Total number of American Indian/Alaskan native female applicants |
| MALES TOTAL | Total number of male applicants                                  |
| W           | Total number of white male applicants                            |
| B           | Total number of black male applicants                            |
| H           | Total number of hispanic male applicants                         |
| A/AP        | Total number of Asian/Pacific Islander male applicants           |
| AI/AL       | Total number of American Indian/Alaskan native male applicants   |

## Report Sample (PERPAPP)

|  |       |       |       |         |   |   |      |       |       |       |   |   |      |                     |  |
|--|-------|-------|-------|---------|---|---|------|-------|-------|-------|---|---|------|---------------------|--|
| REPORT : PERPAPP                         |       |       |       |         |   |   |      |       |       |       |   |   |      | PAGE 1              |  |
| Banner University                        |       |       |       |         |   |   |      |       |       |       |   |   |      | RUN DATE 01/16/1994 |  |
| Applicant Flow By Position Gr            |       |       |       |         |   |   |      |       |       |       |   |   |      | RUN TIME 02:49 PM   |  |
| APPLICANT FLOW BY POSITION GROUPS REPORT |       |       |       |         |   |   |      |       |       |       |   |   |      |                     |  |
| Between 16-JAN-1994 And 17-JAN-1994      |       |       |       |         |   |   |      |       |       |       |   |   |      |                     |  |
|  |       | TOTAL | TOTAL | FEMALES |   |   |      |       |       | MALES |   |   |      |                     |  |
| POSITION GROUP                           | EMPLS | MINOR | TOTAL | W       | B | H | A/PL | AI/AL | TOTAL | W     | B | H | A/PL | AI/AL               |  |
| B201 Programmers                         | 0     | 0     | 0     | 0       | 0 | 0 | 0    | 0     | 0     | 0     | 0 | 0 | 0    | 0                   |  |
| P001 Executive Staff                     | 0     | 0     | 0     | 0       | 0 | 0 | 0    | 0     | 0     | 0     | 0 | 0 | 0    | 0                   |  |
| PTHR Part Time Hourly                    | 0     | 0     | 0     | 0       | 0 | 0 | 0    | 0     | 0     | 0     | 0 | 0 | 0    | 0                   |  |
| # TOTAL                                  | 0     | 0     | 0     | 0       | 0 | 0 | 0    | 0     | 0     | 0     | 0 | 0 | 0    | 0                   |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |                     |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|---------------------|--|
| REPORT : PERPAPP                         |  |  |  |  |  |  |  |  |  |  |  |  |  | RUN DATE 01/16/1994 |  |
| Banner University                        |  |  |  |  |  |  |  |  |  |  |  |  |  | RUN TIME 02:49 PM   |  |
| Applicant Flow By Position Gr            |  |  |  |  |  |  |  |  |  |  |  |  |  |                     |  |
| APPLICANT FLOW BY POSITION GROUPS REPORT |  |  |  |  |  |  |  |  |  |  |  |  |  |                     |  |
| Between 16-JAN-1994 And 17-JAN-1994      |  |  |  |  |  |  |  |  |  |  |  |  |  |                     |  |
| Position Group : B201 Programmers        |  |  |  |  |  |  |  |  |  |  |  |  |  |                     |  |

| POSITION TITLE | DESIRED<br>SALARY | ----- EMPLOYEE ----- |               |   |   |   | APPL DATE   | SEX | ETHNIC<br>CODE | POSITION<br>NUMBER |
|----------------|-------------------|----------------------|---------------|---|---|---|-------------|-----|----------------|--------------------|
|                |                   | ID                   | NAME          |   |   |   |             |     |                |                    |
| Secretary IV   |                   | 999010001            | Smith, Lester |   |   |   | 16-JAN-1994 | N   | 1              | 000001             |
| Secretary IV   |                   | 999010001            | Smith, Lester |   |   |   | 16-JAN-1994 | N   | 1              | 000001             |
| Secretary IV   |                   | 999010001            | Smith, Lester |   |   |   | 16-JAN-1994 | N   | 1              | 000001             |
| Secretary IV   |                   | 999010001            | Smith, Lester |   |   |   | 16-JAN-1994 | N   | 1              | 000001             |
|                | TOTAL             |                      |               |   |   |   |             |     |                |                    |
|                | EMPLS             |                      |               |   |   |   |             |     |                |                    |
|                | MINOR             |                      |               |   |   |   |             |     |                |                    |
| # TOTAL        | 0                 | 0                    | 0             | 0 | 0 | 0 | 0           | 0   | 0              | 0                  |

| BANNER UNIVERSITY                        |       |       |                     |   |   |   |      |                   |       | PAGE 4              |   |   |      |       |
|--|-------|-------|---------------------|---|---|---|------|-------------------|-------|---------------------|---|---|------|-------|
| Applicant Flow By Position Gr            |       |       |                     |   |   |   |      |                   |       | RUN DATE 01/16/1994 |   |   |      |       |
| APPLICANT FLOW BY POSITION GROUPS REPORT |       |       |                     |   |   |   |      |                   |       | RUN TIME 02:49 PM   |   |   |      |       |
| Between 16-JAN-1994 And 17-JAN-1994      |       |       |                     |   |   |   |      |                   |       |                     |   |   |      |       |
|  | TOTAL | TOTAL | ----- FEMALES ----- |   |   |   |      | ----- MALES ----- |       |                     |   |   |      |       |
|  | EMPLS | MINOR | TOTAL               | W | B | H | A/PL | AI/AL             | TOTAL | W                   | B | H | A/PL | AI/AL |
| GRAND TOTAL                              | 0     | 0     | 0                   | 0 | 0 | 0 | 0    | 0                 | 0     | 0                   | 0 | 0 | 0    | 0     |

| BANNER UNIVERSITY                        |                               |         |         |  |  |  |  |  |  | PAGE 5              |  |  |
|--|-------------------------------|---------|---------|--|--|--|--|--|--|---------------------|--|--|
| Applicant Flow By Position Gr            |                               |         |         |  |  |  |  |  |  | RUN DATE 01/16/1994 |  |  |
| APPLICANT FLOW BY POSITION GROUPS REPORT |                               |         |         |  |  |  |  |  |  | RUN TIME 02:49 PM   |  |  |
| Between 16-JAN-1994 And 17-JAN-1994      |                               |         |         |  |  |  |  |  |  |                     |  |  |
| * * * REPORT CONTROL INFORMATION * * *   |                               |         |         |  |  |  |  |  |  |                     |  |  |
| Parameter Name                           | Value                         | Source  | Message |  |  |  |  |  |  |                     |  |  |
| Parameter Seq No:                        | 14541                         |         |         |  |  |  |  |  |  |                     |  |  |
| Start Date:                              | 16-JAN-1994                   | Entered |         |  |  |  |  |  |  |                     |  |  |
| Stop Date:                               | 17-JAN-1994                   | Entered |         |  |  |  |  |  |  |                     |  |  |
| Report Request:                          | b                             | Entered |         |  |  |  |  |  |  |                     |  |  |
| Record Count:                            | 3 - Number of Position Groups |         |         |  |  |  |  |  |  |                     |  |  |
| Line Count:                              | 55                            |         |         |  |  |  |  |  |  |                     |  |  |

## Position Group Analysis Report (PERPGAN)

Position group gender and minorities analysis.

| Param | Name          | Description/Values   | Required? | Default | Validation                                      |
|-------|---------------|--|-----------|---------|---|
| 01    | As of Date    | Date from which to run the report.                               | Yes       | None    | Format must be DD-<br>MMM-YYYY or DD-<br>MMM-YY |
| 02    | Report Choice | Choice of report type:<br>D = Detailed<br>S = Summary<br>B -Both | Yes       | None    | None  |

## Report Attributes

### Sort Order

First by position group, then by gender and minority representation.

### Data Source

|         |         |         |
|---------|---------|---------|
| NBAJOBS | PEAEMPL | STVETHN |
|---------|---------|---------|

### Frequency

On demand

**Report Format**

Standard horizontal report format

| Name             | Description  |
|------------------|--|
| POSITION GROUP   | Position Group. This value is established on the Position Group Rule page (PTRPGRP). |
| EMPL Total       | Total number of employees in this position group                                     |
| FEMALES TOTAL    | Total number of female employees in this position group                              |
| PERCENT          | Percentage of total represented by females   |
| W                | Total number of white female employees   |
| B                | Total number of black female employees   |
| H                | Total number of hispanic female employees  |
| A/AP             | Total number of Asian/Pacific Islander female employees                              |
| AI/AL            | Total number of American Indian/Alaskan native female employees                      |
| MINORITIES TOTAL | Total number of minority employees   |
| PERCENT          | Percentage of total represented by minorities  |
| B                | Total number of black employees  |
| H                | Total number of hispanic employees   |
| A/AP             | Total number of Asian/Pacific Islander employees                                     |
| AI/AL            | Total number of American Indian/Alaskan native employees                             |

**Report Sample (PERPGAN)**

|                             |       |       |         |     |    |    |      |       |    |                                |            |    |    |      |       |                      |  |  |  |  |  |
|-----------------------------|-------|-------|---------|-----|----|----|------|-------|----|--------------------------------|------------|----|----|------|-------|----------------------|--|--|--|--|--|
| REPORT : PERPGAN            |       |       |         |     |    |    |      |       |    | Banner University              |            |    |    |      |       | PAGE 1               |  |  |  |  |  |
|                             |       |       |         |     |    |    |      |       |    | Position Group Analysis Report |            |    |    |      |       | RUN DATE 02-NOV-2000 |  |  |  |  |  |
|                             |       |       |         |     |    |    |      |       |    | POSITION GROUP ANALYSIS        |            |    |    |      |       | RUN TIME 06:39 PM    |  |  |  |  |  |
|                             |       |       |         |     |    |    |      |       |    | AS OF 27-SEP-1999              |            |    |    |      |       |                      |  |  |  |  |  |
|                             |       | EMPL  | FEMALES |     |    |    |      |       |    |                                | MINORITIES |    |    |      |       |                      |  |  |  |  |  |
| POSITION GROUP              | TOTAL | TOTAL | PERCENT | W   | B  | H  | A/PL | AI/AL | OT | TOTAL                          | PERCENT    | B  | H  | A/PL | AI/AL | OT                   |  |  |  |  |  |
| A001 Administrator One      | 2     | 0     | .0%     | 0   | 0  | 0  | 0    | 0     | 0  | 2                              | 100.0%     | 1  | 1  | 0    | 0     | 0                    |  |  |  |  |  |
| S001 Secretary One          | 13    | 6     | 46.2%   | 4   | 0  | 1  | 1    | 0     | 0  | 4                              | 30.8%      | 1  | 2  | 1    | 0     | 0                    |  |  |  |  |  |
| S002 Secretary Two          | 11    | 3     | 27.3%   | 3   | 0  | 0  | 0    | 0     | 0  | 2                              | 18.2%      | 0  | 2  | 0    | 0     | 0                    |  |  |  |  |  |
| S004 Administrative Staff,a | 107   | 49    | 45.8%   | 32  | 3  | 2  | 11   | 0     | 1  | 40                             | 37.4%      | 6  | 14 | 19   | 0     | 1                    |  |  |  |  |  |
| S005 Professional Staff     | 36    | 13    | 36.1%   | 7   | 1  | 0  | 3    | 0     | 2  | 8                              | 22.2%      | 1  | 1  | 4    | 0     | 2                    |  |  |  |  |  |
| S006 Clerical Staff         | 27    | 10    | 37.0%   | 10  | 0  | 0  | 0    | 0     | 0  | 5                              | 18.5%      | 4  | 0  | 0    | 0     | 1                    |  |  |  |  |  |
| S007 Union Staff            | 13    | 5     | 38.5%   | 2   | 1  | 0  | 0    | 1     | 1  | 7                              | 53.8%      | 2  | 2  | 1    | 1     | 1                    |  |  |  |  |  |
| S008 Security Staff         | 13    | 8     | 61.5%   | 4   | 2  | 1  | 1    | 0     | 0  | 6                              | 46.2%      | 2  | 2  | 2    | 0     | 0                    |  |  |  |  |  |
| S009 Faculty Staff          | 78    | 31    | 39.7%   | 23  | 3  | 2  | 1    | 1     | 1  | 19                             | 24.4%      | 6  | 7  | 3    | 1     | 2                    |  |  |  |  |  |
| S011 Maintenance Staff      | 13    | 4     | 30.8%   | 3   | 1  | 0  | 0    | 0     | 0  | 4                              | 30.8%      | 3  | 0  | 0    | 0     | 1                    |  |  |  |  |  |
| S012 Student Staff          | 21    | 13    | 61.9%   | 7   | 1  | 2  | 1    | 1     | 1  | 11                             | 52.4%      | 2  | 3  | 2    | 2     | 2                    |  |  |  |  |  |
| S013 Faculty                | 44    | 23    | 52.3%   | 19  | 1  | 2  | 1    | 0     | 0  | 6                              | 13.6%      | 2  | 3  | 1    | 0     | 0                    |  |  |  |  |  |
| WWW Phase II Testing        | 3     | 2     | 66.7%   | 2   | 0  | 0  | 0    | 0     | 0  | 0                              | .0%        | 0  | 0  | 0    | 0     | 0                    |  |  |  |  |  |
| TOTAL                       | 381   | 167   | 43.8%   | 116 | 13 | 10 | 19   | 3     | 6  | 114                            | 29.9%      | 30 | 37 | 33   | 4     | 10                   |  |  |  |  |  |

|   |  |           |             |   |           |                    |      |       |    |       |     |             |                      |      |       |    |
|---|--|-----------|-------------|---|-----------|--------------------|------|-------|----|-------|-----|-------------|----------------------|------|-------|----|
| REPORT : PERPGAD                        |  |           |             |   |           |                    |      |       |    |       |     |             | PAGE 1               |      |       |    |
| Banner University                       |  |           |             |   |           |                    |      |       |    |       |     |             | RUN DATE 02-NOV-2000 |      |       |    |
| Position Group Analysis Report          |  |           |             |   |           |                    |      |       |    |       |     |             | RUN TIME 06:39 PM    |      |       |    |
| POSITION GROUP ANALYSIS                 |  |           |             |   |           |                    |      |       |    |       |     |             |                      |      |       |    |
| AS OF 27-SEP-1999                       |  |           |             |   |           |                    |      |       |    |       |     |             |                      |      |       |    |
| Position Group : A001 Administrator One |  |           |             |   |           |                    |      |       |    |       |     |             |                      |      |       |    |
| ----- EMPLOYEE -----                    |  |           |             |   |           |                    |      |       |    |       |     |             |                      |      |       |    |
| JOB TITLE                               |  | HOME ORGN | SALARY/RATE |   | ID        | NAME               |      |       |    |       | SEX | ETHNIC CODE | POSITION NUMBER      |      |       |    |
| Director of Disbursements               |  | B 11101   | 66000.00    |   | VET000004 | Veteran, Technical |      |       |    |       | M   | 3           | CDW700-00            |      |       |    |
| Director of Disbursements               |  | B 11101   | 50000.00    |   | VET000009 | Veteran, Technical |      |       |    |       | M   | 2           | CDW700-00            |      |       |    |
| TOTAL                                   |  | TOTAL     | -----       |   | FEMALES   |                    |      |       |    | ----- |     | MALES       | -----                |      |       |    |
| EMPLS                                   |  | MINOR     | TOTAL       | W | B         | H                  | A/PL | AI/AL | OT | TOTAL | W   | B           | H                    | A/PL | AI/AL | OT |
| # TOTAL                                 |  | 2         | 2           | 0 | 0         | 0                  | 0    | 0     | 0  | 2     | 0   | 1           | 1                    | 0    | 0     | 0  |

|         |        |        |     |     |     |     |     |     |     |        |     |       |       |     |     |     |
|---------|--------|--------|-----|-----|-----|-----|-----|-----|-----|--------|-----|-------|-------|-----|-----|-----|
| % TOTAL | 100.0% | 100.0% | .0% | .0% | .0% | .0% | .0% | .0% | .0% | 100.0% | .0% | 50.0% | 50.0% | .0% | .0% | .0% |
|---------|--------|--------|-----|-----|-----|-----|-----|-----|-----|--------|-----|-------|-------|-----|-----|-----|

REPORT : PERPGAN

Banner University  
 Position Group Analysis Report  
 POSITION GROUP ANALYSIS  
 AS OF 27-SEP-1999

PAGE 27  
 RUN DATE 02-NOV-2000  
 RUN TIME 06:39 PM

| Parameter Name    | Value                          | Source  | Message |
|-------------------|--------------------------------|---------|---------|
| Parameter Seq No: | 736200                         |         |         |
| As of Date:       | 27-SEP-1999                    | Default |         |
| Report Request:   | B                              | Default |         |
| Record Count:     | 13 - Number of Position Groups |         |         |
| Line Count:       | 55                             |         |         |

## New Hires by Position Groups Report (PERPHIR)

List of new hires by position group.

| Param | Name          | Description/Values  | Required? | Default | Validation                              |
|-------|---------------|---|-----------|---------|---|
| 01    | Start Date    | Begin date of report data.  | Yes       | None    | Format must be DD-MMM-YYYY or DD-MMM-YY |
| 02    | Stop Date     | End date of report data.  | Yes       | None    | Format must be DD-MMM-YYYY or DD-MMM-YY |
| 03    | Report Choice | Choice of report type:<br>D = Detailed<br>S = Summary<br>B = Both | Yes       | None    | None                                    |



## Report Attributes

### Sort Order

First by position group, then by gender and minority representation.

### Data Source

|         |         |         |         |         |
|---------|---------|---------|---------|---------|
| FTVORGN | NBAJOBS | PEAEMPL | PTVORGN | STVETHN |
|---------|---------|---------|---------|---------|

### Frequency

On demand

### Report Format

Standard horizontal report format

| Name           | Description  |
|----------------|--|
| POSITION GROUP | Position Group. This value is established on the Position Group Rule page (PTRPGRP). |
| Total Empls    | Total number of new hires in this position group                                     |
| Total Minor    | Total number of minority new hires in this position group                            |
| FEMALES TOTAL  | Total number of female new hires   |
| W              | Total number of white female new hires   |
| B              | Total number of black female new hires   |
| H              | Total number of hispanic female new hires  |
| A/AP           | Total number of Asian/Pacific Islander female new hires                              |
| AI/AL          | Total number of American Indian/Alaskan native female new hires                      |

| Name        | Description   |
|-------------|---|
| MALES TOTAL | Total number of male new hires                                |
| W           | Total number of white male new hires                          |
| B           | Total number of black male new hires                          |
| H           | Total number of hispanic male new hires                       |
| A/AP        | Total number of Asian/Pacific Islander male new hires         |
| AI/AL       | Total number of American Indian/Alaskan native male new hires |

## Report Sample (PERPHIR)

|                                   |       |                                     |       |         |    |    |      |       |       |                     |    |     |      |       |  |
|-----------------------------------|-------|-------------------------------------|-------|---------|----|----|------|-------|-------|---------------------|----|-----|------|-------|--|
| REPORT : PERPHIR                  |       | Banner University                   |       |         |    |    |      |       |       | RUN DATE 01/08/1992 |    |     |      |       |  |
|                                   |       | New Hires By Position Groups        |       |         |    |    |      |       |       | RUN TIME 09:53 AM   |    |     |      |       |  |
|                                   |       | NEW HIRES BY POSITION GROUPS REPORT |       |         |    |    |      |       |       |                     |    |     |      |       |  |
|                                   |       | Between 01-OCT-1991 And 31-DEC-1991 |       |         |    |    |      |       |       |                     |    |     |      |       |  |
|                                   |       | TOTAL                               | TOTAL | FEMALES |    |    |      |       |       | MALES               |    |     |      |       |  |
| POSITION GROUP                    | EMPLS | MINOR                               | TOTAL | W       | B  | H  | A/PL | AI/AL | TOTAL | W                   | B  | H   | A/PL | AI/AL |  |
| P001 Secretarial Positions        | 1     | 0                                   | 0     | 0       | 0  | 0  | 0    | 0     | 1     | 1                   | 0  | 0   | 0    | 0     |  |
| P002 Faculty Positions            | 1     | 0                                   | 0     | 0       | 0  | 0  | 0    | 0     | 1     | 1                   | 0  | 0   | 0    | 0     |  |
| P004 Management Positions         | 5     | 1                                   | 2     | 2       | 0  | 0  | 0    | 0     | 3     | 2                   | 0  | 1   | 0    | 0     |  |
| P006 Administrative Assist/Clerks | 1     | 0                                   | 0     | 0       | 0  | 0  | 0    | 0     | 1     | 1                   | 0  | 0   | 0    | 0     |  |
| # TOTAL                           | 8     | 1                                   | 2     | 2       | 0  | 0  | 0    | 0     | 6     | 5                   | 0  | 1   | 0    | 0     |  |
| % TOTAL                           | 100%  | 13%                                 | 25%   | 100%    | 0% | 0% | 0%   | 0%    | 75%   | 83%                 | 0% | 17% | 0%   | 0%    |  |

|                   |       |  |  |  |  |  |  |  |  |                     |  |  |  |  |  |
|-------------------|-------|--|--|--|--|--|--|--|--|---------------------|--|--|--|--|--|
| REPORT : PERPHIR  |       | Banner University                      |  |  |  |  |  |  |  | PAGE 6              |  |  |  |  |  |
|                   |       | New Hires By Position Groups           |  |  |  |  |  |  |  | RUN DATE 01/08/1992 |  |  |  |  |  |
|                   |       | NEW HIRES BY POSITION GROUPS REPORT    |  |  |  |  |  |  |  | RUN TIME 09:53 AM   |  |  |  |  |  |
|                   |       | Between 01-OCT-1991 And 31-DEC-1991    |  |  |  |  |  |  |  |                     |  |  |  |  |  |
|                   |       | * * * REPORT CONTROL INFORMATION * * * |  |  |  |  |  |  |  |                     |  |  |  |  |  |
| Parameter Name    | Value | Source Message                         |  |  |  |  |  |  |  |                     |  |  |  |  |  |
| Parameter Seq No: | 21894 |  |  |  |  |  |  |  |  |                     |  |  |  |  |  |

Start Date: 01-OCT-1991  
Stop Date: 31-DEC-1991  
Report Request: S  
Record Count: 4 - Number of Position Groups  
Line Count: 55

Entered  
Entered  
Entered

## Terminations by Position Group Analysis Report (PERPTER)

List of terminations by position group and by gender/minority classification.

| Param | Name           | Description/Values  | Required? | Default | Validation                              |
|-------|----------------|---|-----------|---------|---|
| 01    | Start Date     | Begin date of report data.  | Yes       | None    | Format must be DD-MMM-YYYY or DD-MMM-YY |
| 02    | Stop Date      | End date of report data.  | Yes       | None    | Format must be DD-MMM-YYYY or DD-MMM-YY |
| 03    | Report Request | Choice of report type:<br>D = Detailed<br>S = Summary<br>B = Both | Yes       | None    | None                                    |

## Report Attributes

### Sort Order

First by position group, then by gender and minority representation

**Data Source**

|        |         |         |        |         |
|--------|---------|---------|--------|---------|
| FTVORG | NBAJOBS | PEAEMPL | PTVORG | STVETHN |
|--------|---------|---------|--------|---------|

**Frequency**

On demand

**Report Format**

Standard horizontal report format

| Name           | Description  |
|----------------|--|
| POSITION GROUP | Position Group. This value is established on the Position Group Rule page (PTRPGRP). |
| Total Empls    | Total number of terminated employees in this position group                          |
| Total Minor    | Total number of minority terminations in this position group                         |
| FEMALES TOTAL  | Total number of female terminations  |
| W              | Total number of white female terminations  |
| B              | Total number of black female terminations  |
| H              | Total number of hispanic female terminations   |
| A/AP           | Total number of Asian/Pacific Islander female terminations                           |
| AI/AL          | Total number of American Indian/Alaskan native female terminations                   |
| MALES TOTAL    | Total number of male terminations  |
| W              | Total number of white male terminations  |
| B              | Total number of black male terminations  |
| H              | Total number of hispanic male terminations   |

| Name  | Description  |
|-------|--|
| A/AP  | Total number of Asian/Pacific Islander male terminations         |
| AI/AL | Total number of American Indian/Alaskan native male terminations |

## Report Sample (PERPTER)

|  |  |       |       |         |    |    |    |      |       |                     |      |       |    |      |       |  |
|--|--|-------|-------|---------|----|----|----|------|-------|---------------------|------|-------|----|------|-------|--|
| Banner University                      |  |       |       |         |    |    |    |      |       | PAGE 1              |      |       |    |      |       |  |
| Terminations by Position Group         |  |       |       |         |    |    |    |      |       | RUN DATE 01/08/1992 |      |       |    |      |       |  |
| TERMINATIONS BY POSITION GROUPS REPORT |  |       |       |         |    |    |    |      |       | RUN TIME 09:56 AM   |      |       |    |      |       |  |
| Between 01-OCT-1991 And 31-DEC-1991    |  |       |       |         |    |    |    |      |       |                     |      |       |    |      |       |  |
|  |  | TOTAL | TOTAL | FEMALES |    |    |    |      |       |                     |      | MALES |    |      |       |  |
|  |  | EMPLS | MINOR | TOTAL   | W  | B  | H  | A/PL | AI/AL | TOTAL               | W    | B     | H  | A/PL | AI/AL |  |
| POSITION GROUP                         |  | 1     | 0     | 0       | 0  | 0  | 0  | 0    | 0     | 1                   | 1    | 0     | 0  | 0    | 0     |  |
| P005 Data Processing Positions         |  | 1     | 0     | 0       | 0  | 0  | 0  | 0    | 0     | 1                   | 1    | 0     | 0  | 0    | 0     |  |
|  |  | ----- |       |         |    |    |    |      |       |                     |      |       |    |      |       |  |
| # TOTAL                                |  | 1     | 0     | 0       | 0  | 0  | 0  | 0    | 0     | 1                   | 1    | 0     | 0  | 0    | 0     |  |
| % TOTAL                                |  | 100%  | 0%    | 0%      | 0% | 0% | 0% | 0%   | 0%    | 100%                | 100% | 0%    | 0% | 0%   | 0%    |  |

```

REPORT : PERPTEB                                     PAGE          3
                                                    RUN DATE 01/08/1992
                                                    RUN TIME 09:56 AM

                        Banner University
                        Terminations by Position Group
                        TERMINATIONS BY POSITION GROUPS REPORT
                        Between 01-OCT-1991 And 31-DEC-1991
                        * * * REPORT CONTROL INFORMATION * * *

Parameter Name      Value
-----
Parameter Seq No:   21895
Start Date:         01-OCT-1991      Entered
Stop Date:         31-DEC-1991      Entered
Report Request:     S                Entered
Record Count: 1 - Number of Position Groups
Line Count: 55

```

## Reviews Pending Report (PERREVW)

Provides data on employee reviews.

| Param | Name       | Description/Values         | Required? | Default | Validation                              |
|-------|------------|----------------------------|-----------|---------|---|
| 01    | As of Date | Begin date of report data. | Yes       | None    | Format must be DD-MMM-YYYY or DD-MMM-YY |

## Report Attributes

### Sort Order

Chronologically by date of review

### Data Source

|         |         |         |         |         |         |
|---------|---------|---------|---------|---------|---------|
| FTVORGN | NBAJOBS | PEAEMPL | PPAIDEN | PTVORGN | PTVREVT |
|---------|---------|---------|---------|---------|---------|

### Frequency

On demand

### Report Format

Standard horizontal report format

| Name        | Description    |
|-------------|----------------|
| REVIEW DATE | Date of review |

| Name                   | Description  |
|------------------------|--|
| REVIEW TYPE            | Review type. Codes appearing in this field are established on the Review Type Validation page (PTVREVT). |
| ID                     | Employee ID  |
| NAME                   | Employee name  |
| ORGANIZATION           | Organization to which employee is assigned   |
| REVIEWER'S ID AND NAME | Name and ID number of reviewer   |

## Report Sample (PERREVVW)

|                  |                        |           |   |              |                    |  |  |
|------------------|------------------------|-----------|---|--------------|--------------------|--|--|
| REPORT: PERREVVW |                        |           | Banner University<br>Reviews Pending Report<br>As of: 01-JAN-1992 |              |                    | RUN DATE 01/20/1993<br>RUN TIME 10:13 AM |  |
| Review Date      | Review Type            | Id        | Name  | Organization |                    | Reviewer's Id and Name                   |  |
| 01-JAN-1990 05   | Six Month              | 777010016 | Smith, John   | 110          | Payroll Office     | 777010001 Jones, Robert M                |  |
| 01-JAN-1991 01   | Annual                 | @00000463 | Brown, Charlene   | 100          | Human Resources    |  |  |
| 01-JAN-1991 02   | Promotion              | @00000463 | Brown, Charlene   | 100          | Human Resources    |  |  |
| 01-JAN-1991 03   | Probationary - 3 Month | @00000463 | Brown, Charlene   | 100          | Human Resources    |  |  |
| 01-JAN-1991 04   | Probationary - 6 Month | @00000463 | Brown, Charlene   | 100          | Human Resources    |  |  |
| 01-JAN-1991 05   | Six Month              | @00000463 | Brown, Charlene   | 100          | Human Resources    |  |  |
| 01-JAN-1991 06   | Annual Promotion       | @00000615 | Silverman, William  | 110          | Payroll Office     |  |  |
| 01-JAN-1991 06   | Annual Promotion       | @00000463 | Brown, Charlene   | 100          | Human Resources    |  |  |
| 04-JAN-1991 06   | Annual Promotion       | @00000615 | Silverman, William  | 110          | Payroll Office     |  |  |
| 05-JAN-1991 06   | Annual Promotion       | @00000615 | Silverman, William  | 110          | Payroll Office     |  |  |
| 11-JAN-1991 01   | Annual                 | @00000463 | Brown, Charlene   | 100          | Human Resources    |  |  |
| 11-JAN-1991 02   | Promotion              | @00000463 | Brown, Charlene   | 100          | Human Resources    |  |  |
| 11-JAN-1991 03   | Probationary - 3 Month | @00000463 | Brown, Charlene   | 100          | Human Resources    |  |  |
| 11-JAN-1991 04   | Probationary - 6 Month | @00000463 | Brown, Charlene   | 100          | Human Resources    |  |  |
| 11-JAN-1991 05   | Six Month              | @00000463 | Brown, Charlene   | 100          | Human Resources    |  |  |
| 11-JAN-1991 06   | Annual Promotion       | @00000615 | Silverman, William  | 110          | Payroll Office     |  |  |
| 11-JAN-1991 06   | Annual Promotion       | @00000463 | Brown, Charlene   | 100          | Human Resources    |  |  |
| 21-JAN-1991 06   | Annual Promotion       | @00000615 | Silverman, William  | 110          | Payroll Office     |  |  |
| 22-JAN-1991 01   | Annual                 | @00000463 | Brown, Charlene   | 100          | Human Resources    |  |  |
| 22-JAN-1991 02   | Promotion              | @00000463 | Brown, Charlene   | 100          | Human Resources    |  |  |
| 22-JAN-1991 03   | Probationary - 3 Month | @00000463 | Brown, Charlene   | 100          | Human Resources    |  |  |
| 22-JAN-1991 04   | Probationary - 6 Month | @00000463 | Brown, Charlene   | 100          | Human Resources    |  |  |
| 22-JAN-1991 05   | Six Month              | @00000463 | Brown, Charlene   | 100          | Human Resources    |  |  |
| 31-JAN-1991 06   | Annual Promotion       | @00000615 | Silverman, William  | 110          | Payroll Office     |  |  |
| 30-APR-1991 03   | Probationary - 3 Month | 777010011 | Adams, Eugene M   | 220          | Payroll Office     |  |  |
| 01-MAY-1991 01   | Annual                 | 777000008 | Thomas, Charles P   | 220          | Payroll Department | 777010002 White, Randy P                 |  |

|             |    |                        |           |                       |     |                    |                           |
|-------------|----|------------------------|-----------|-----------------------|-----|--------------------|---------------------------|
| 02-JUL-1991 | 01 | Annual                 | 777010001 | Jones, Robert M       | 220 | Payroll Office     |                           |
| 04-JUL-1991 | 03 | Probationary - 3 Month | 766000009 | Davis, Barbara M      | 200 | Maintenance        |                           |
| 16-JUL-1991 | 03 | Probationary - 3 Month | 811111111 | Stepkowski, Michael S | 110 | Payroll Office     |                           |
| 16-JUL-1991 | 03 | Probationary - 3 Month | 833333333 | Edmonds, Laura M      | 110 | Payroll Office     |                           |
| 31-JUL-1991 | 04 | Probationary - 6 Month | 777010011 | Adams, Eugene M       | 220 | Payroll Office     | 777010001 Jones, Robert M |
| 02-OCT-1991 | 02 | Promotion              | 777010010 | Harris, Theresa H     | 220 | Payroll Office     | 777010001 Jones, Robert M |
| 01-NOV-1991 | 04 | Probationary - 6 Month | 777000008 | Thomas, Charles P     | 220 | Payroll Department |                           |
| 19-NOV-1991 | 05 | Six Month              | M77777777 | Bell, Mary            | 110 | Payroll Office     |                           |
| 01-DEC-1991 | 06 | Annual Promotion       | @00000615 | Silverman, William    | 110 | Payroll Office     |                           |
| 20-DEC-1991 | 05 | Six Month              | 766000020 | Levin, Charles F      | 200 | Maintenance        | 777010045 Rivers, Michael |
| 01-JAN-1992 | 01 | Annual                 | 777010012 | Smith, Mary D         | 220 | Payroll Office     |                           |

REPORT: PERREVW

Banner University  
Reviews Pending Report  
As of: 01-JAN-1992

PAGE 3  
RUN DATE 01/20/1993  
RUN TIME 10:13 AM

\* \* \* REPORT CONTROL INFORMATION \* \* \*  
Source Message

Parameter Name Value

Parameter Seq No: 58045  
As Of Date: 01-JAN-1992  
Line Count: 55  
Record Count: 50

## Termination Report (PERTERM)

Lists details of employee terminations.

| Param | Name       | Description/Values    | Required? | Default | Validation                                      |
|-------|------------|-----------------------|-----------|---------|---|
| 01    | Start Date | Start date of report. | Yes       | None    | Format must be DD-<br>MMM-YYYY or DD-<br>MMM-YY |
| 02    | Stop Date  | Stop date of report.  | Yes       | None    | Format must be DD-<br>MMM-YYYY or DD-<br>MMM-YY |



## Report Attributes

### Sort Order

First by skill, then by employee name.

**Note:** Employees are included in skill totals by EEO Ethnic code only if their primary job is in the skill area.

### Data Source

|         |         |         |         |         |         |
|---------|---------|---------|---------|---------|---------|
| PEAEMPL | NBAJOBS | PPAIDEN | PTRECLS | PTRETHN | PTVEEOC |
|---------|---------|---------|---------|---------|---------|

### Frequency

On demand

### Report Format

Standard horizontal report format

| Name             | Description   |
|------------------|---|
| EEO SKILL        | EEO skill code. The code in this field is defined on the Skill Codes Validation page (PTVESKL).   |
| NAME/EMPLOYEE ID | Employee name and ID number   |
| HOME DEPARTMENT  | Employee home department or organization. The code displayed here was assigned to this employee in the Employee Information section on the Employee page (PEAEMPL). |
| TERM DATE        | Employee termination date   |
| TERM REASON      | Reason for termination. The code in this field is defined on the Termination Reason Rule Table (PTRTREA).   |
| ADJ SERV DATE    | Employee's adjusted service date. The date in this field is established on the Employee page (PEAEMPL).   |

| Name           | Description  |
|----------------|--|
| SEX            | Employee sex   |
| ETHNIC CODE    | U.S. government-defined EEO ethnic code. The code in this field is established on the EEO Ethnic Code Validation page (PTVEEOC).   |
| FT/PT          | <p>Full-time/Part-time Indicator:</p> <p>1 = 9-10 months faculty</p> <p>2 = 11-12 months faculty</p> <p>3 = Other full-time employees</p> <p>4 = Part time</p> <p>5 = Less than 9 months faculty</p> <p>0 = Other</p> <p>This value is determined by the EEO contract group assigned to this employee class on the Employee Class Rule page (PTRECLS). The code in this field is defined on this employee class on the EEO Contract Group Validation page (PTVEEOG).</p> |
| DATE LAST PAID | Date employee was last paid  |
| POSITION       | Position occupied by this employee. The position code that appears in this field was defined on the Position page (NBAPOSN) and assigned to this employee on the Employee Jobs page (NBAJOBS).   |
| T              | <p>Job Contract Type:</p> <p>P = Primary</p> <p>S = Secondary</p> <p>O = Overload</p>  |
| COAS           | Chart of Accounts of time sheet department (see following field)   |
| DEPT           | Time sheet department (that is, the organization to which this job's time sheet was sent). If Banner Finance is installed, the code appearing in this field is defined on the Finance Organization   |

| Name           | Description  |
|----------------|--|
|                | Maintenance page (FTMORGN). If it is not installed, the code appearing in this field is defined on the Organization Code Validation page (PTVORGN).  |
| START DATE     | Job start date. The date in this field is established on the Employee Jobs page (NBAJOBS).   |
| END DATE       | Job end date. The date in this field is established in the Employee Jobs page (NBAJOBS).   |
| STATUS         | Job status:<br>A = Active<br>T = Terminated<br>L = Leave without pay or benefits<br>B = Leave without pay and with benefits<br>F = Leave with full pay and benefits<br>P = Leave with partial pay and benefits |
| TITLE          | Job title. The value that appears in this field is defined in the <b>Description</b> field of the Employee Jobs page (NBAJOBS).  |
| PAY ID         | Employee's pay ID. The code that appears in this field was established for this employee on the Employee Jobs page (NBAJOBS).  |
| RATE           | Employee's hourly pay rate   |
| TBL-GRADE      | The codes in this field identify the salary table and grade assigned to this employee on the Employee Jobs page (NBAJOBS). Salary table and grade codes are defined on the Salary Rate Rule page (NTRSALA).    |
| EMP CLASS      | Employee class with which this employee's job was associated on the Employee Jobs page (NBAJOBS). Employee class codes are defined on the Employee Class Rule page (PTRECLS).                                  |
| MONTHLY SALARY | Amount of employee's monthly salary  |

## Report Sample (PERTERM)

|   |  |  |      |                  |                          |             |                             |            |                              |           |                              |  |                |   |                                  |   |
|---|--|--|------|------------------|--------------------------|-------------|-----------------------------|------------|------------------------------|-----------|------------------------------|--|----------------|---|----------------------------------|---|
| REPORT: PERTERM                                       |  | Banner University<br>Termination Report<br>BETWEEN 01-JUL-1993 AND 30-SEP-1993 |      |                  |                          |             |                             |            |                              |           |                              | PAGE 1<br>RUN DATE 02/04/1994<br>RUN TIME 10:34 AM |                |   |                                  |   |
| EEO SKILL: 30 Other Professionals                     |  |  |      |                  |                          |             |                             |            |                              |           |                              |  |                |   |                                  |   |
| Name<br>Employee Id<br>Klein, Jonathan F<br>B20000001 |  | Home Department<br>Accounting Dept   |      |                  | Term Date<br>01-SEP-1993 |             | Term Reason<br>Moving out o |            | Adj Serv DATE<br>22-JUN-1993 |           | Sex Ethnic Code<br>M 1 White |  | FT/PT<br>3     |   | Date<br>Last Paid<br>25-JUL-1993 |   |
| Position  |  | T  | Coas | Dept             | Start Date               | End Date    | Status                      | Title      | Pay Id                       | Rate      | Tbl-Grade                    | Emp Class  | Monthly Salary |   |                                  |   |
| B20002-01   |  | S  | A    | 120              | 05-JUL-1993              | 01-SEP-1993 | T                           | Accountant | B2 Bi-weekly                 | 15.000000 | AD 10                        | AF ADM FT  | 2600.00        |   |                                  |   |
| B20001-00   |  | P  | A    | 120              | 28-JUN-1993              | 01-SEP-1993 | T                           | Accountant | B2 Bi-weekly                 | 34.125000 | AD 10                        | AF ADM FT  | 4550.00        |   |                                  |   |
| TOTALS FOR EEO SKILL 30<br>SEX AND ETHNIC COUNTS      |  |  |      |                  |                          |             |                             |            |                              |           |                              |  |                |   |                                  |   |
| GRAND TOTAL   |  | -----MALE-----   |      | -----FEMALE----- |                          |             |                             |            |                              |           |                              |  |                |   |                                  |   |
| 1   |  | TOTAL  | 1    | 1                | 2                        | 3           | 4                           | 5          | 6                            | TOTAL     | 1                            | 2  | 3              | 4 | 5                                | 6 |
| TERMINATION TOTALS                                    |  |  |      |                  |                          |             |                             |            |                              |           |                              |  |                |   |                                  |   |
| REASON  |  |  |      |                  |                          |             |                             |            |                              |           |                              |  |                |   | COUNT                            |   |
| Moving out of Area                                    |  |  |      |                  |                          |             |                             |            |                              |           |                              |  |                |   | 1                                |   |
| GRAND TOTAL   |  |  |      |                  |                          |             |                             |            |                              |           |                              |  |                |   | 1                                |   |

|  |  |  |  |  |  |  |  |  |  |                                   |       |      |             |  |             |                          |        |       |             |                      |             |   |          |                                 |           |  |             |  |                |  |  |  |  |            |  |                                  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|-----------------------------------|-------|------|-------------|--|-------------|--------------------------|--------|-------|-------------|----------------------|-------------|---|----------|---------------------------------|-----------|--|-------------|--|----------------|--|--|--|--|------------|--|----------------------------------|--|--|--|--|--|
| REPORT: PERTERM                                  |  |  |  |  |  |  |  |  |  |                                   |       |      |             | Banner University<br>Termination Report<br>BETWEEN 01-JUL-1993 AND 30-SEP-1993 |             |                          |        |       |             |                      |             |   |          |                                 |           |  |             | PAGE 2<br>RUN DATE 02/04/1994<br>RUN TIME 10:34 AM |                |  |  |  |  |            |  |                                  |  |  |  |  |  |
| EEO SKILL: 50 Secy/Clerical                      |  |  |  |  |  |  |  |  |  |                                   |       |      |             |  |             |                          |        |       |             |                      |             |   |          |                                 |           |  |             |  |                |  |  |  |  |            |  |                                  |  |  |  |  |  |
| Name<br>Employee Id<br>Toner, Chris<br>555010019 |  |  |  |  |  |  |  |  |  | Home Department<br>Payroll Office |       |      |             |  |             | Term Date<br>04-AUG-1993 |        |       |             | Term Reason<br>Death |             |   |          | Adj Serv<br>DATE<br>03-AUG-1993 |           |  |             | Sex Ethnic Code<br>F 6 Race/Ethnicity Unknow       |                |  |  |  |  | FT/PT<br>3 |  | Date<br>Last Paid<br>04-AUG-1993 |  |  |  |  |  |
| Position   |  |  |  |  |  |  |  |  |  | T                                 | Coas  | Dept | Start Date  |  | End Date    |                          | Status |       | Title       |                      | Pay Id      |   | Rate     |                                 | Tbl-Grade |  | Emp Class   |  | Monthly Salary |  |  |  |  |            |  |                                  |  |  |  |  |  |
| 000004-00  |  |  |  |  |  |  |  |  |  | P                                 | A     | 220  | 03-AUG-1993 |  | 04-AUG-1993 |                          | T      |       | Payroll Cle |                      | BW Biweekly |   | 9.615015 |                                 | CL 04     |  | CF FT Cleri |  | 1666.67        |  |  |  |  |            |  |                                  |  |  |  |  |  |
| TOTALS FOR EEO SKILL 50<br>SEX AND ETHNIC COUNTS |  |  |  |  |  |  |  |  |  |                                   |       |      |             |  |             |                          |        |       |             |                      |             |   |          |                                 |           |  |             |  |                |  |  |  |  |            |  |                                  |  |  |  |  |  |
| GRAND TOTAL                                      |  |  |  |  |  |  |  |  |  | 1                                 | TOTAL | 1    | 2           | 3  | 4           | 5                        | 6      | TOTAL | 1           | 2                    | 3           | 4 | 5        | 6                               |           |  |             |  |                |  |  |  |  |            |  |                                  |  |  |  |  |  |

| REASON      | TERMINATION TOTALS |
|-------------|--------------------|
|             | COUNT              |
| Death       | 1                  |
| GRAND TOTAL | 1                  |

REPORT: PERTERM

Banner University  
Termination Report  
BETWEEN 01-JUL-1993 AND 30-SEP-1993  
TOTALS FOR ALL EEO SKILLS  
SEX AND ETHNIC COUNTS

PAGE 3  
RUN DATE 02/04/1994  
RUN TIME 10:34 AM

| GRAND TOTAL          | TOTAL | 1 | 2 | MALE | 3 | 4 | 5 | 6 | TOTAL | 1 | 2 | 3 | 4 | 5 | 6 | FEMALE |
|----------------------|-------|---|---|------|---|---|---|---|-------|---|---|---|---|---|---|--------|
| 2                    | 1     |   |   |      |   |   | 1 |   | 1     |   |   |   |   |   | 1 |        |
| TERMINATION TOTALS   |       |   |   |      |   |   |   |   |       |   |   |   |   |   |   |        |
| COUNT                |       |   |   |      |   |   |   |   |       |   |   |   |   |   |   |        |
| Death 1              |       |   |   |      |   |   |   |   |       |   |   |   |   |   |   |        |
| Moving out of Area 1 |       |   |   |      |   |   |   |   |       |   |   |   |   |   |   |        |
| GRAND TOTAL 3        |       |   |   |      |   |   |   |   |       |   |   |   |   |   |   |        |

REPORT: PERTERM

Banner University  
Termination Report  
BETWEEN 01-JUL-1993 AND 30-SEP-1993  
\* \* \* REPORT CONTROL INFORMATION \* \* \*

PAGE 4  
RUN DATE 02/04/1994  
RUN TIME 10:34 AM

| Parameter Name    | Value       | Source  | Message                           |
|-------------------|-------------|---------|-----------------------------------|
| Parameter Seq No: | 16467       |         |                                   |
| Start Date:       | 01-JUL-1993 | Entered |                                   |
| Stop Date:        | 30-SEP-1993 | Entered |                                   |
| Line Count        | 55          |         |                                   |
| Record Count      | 2           |         | Count of Employee Records Printed |

## Utilization Analysis Report (PERUTAN)

Reports on employee utilization by gender and minorities.

| Param | Name                             | Description/Values  | Required? | Default | Validation                                      |
|-------|----------------------------------|---|-----------|---------|---|
| 01    | As of Date                       | Begin date of report data.  | Yes       | None    | Format must be DD-<br>MMM-YYYY or DD-<br>MMM-YY |
| 02    | Report Choice                    | Choice of report type:<br>D = Detailed<br>S = Summary<br>B = Both | Yes       | None    | None  |
| 03    | Percentage of<br>Weighted Factor | Specify the percentage of the weighted factor.                    | Yes       | 100     | None  |

## Report Attributes

### Sort Order

First by position group, then by gender and minority representation.

### Data Source

|         |         |         |         |         |
|---------|---------|---------|---------|---------|
| FTVORGN | NBAJOBS | PEAEMPL | STVETHN | PTRAFAN |
|---------|---------|---------|---------|---------|

### Frequency

On demand

**Report Format**

Standard horizontal report format

| Name             | Description  |
|------------------|--|
| POSITION GROUP   | Position Group. This value is established on the Position Group Rule page (PTRPGRP).   |
| EMPL Total       | Total number of employees in this position group   |
| FEMALES TOTAL    | Total number of female employees in this position group  |
| EMPLOY%          | Percentage of females employed in this position group  |
| AVAIL%           | Percentage of females available in this position group   |
| UNDERUTIL        | Under-utilization indicator  |
| GOAL             | Target percentage  |
| MINORITIES TOTAL | Total number of male employees   |
| EMPLOY%          | Percentage of females employed in this position group  |
| AVAIL%           | Percentage of females available in this position group   |
| UNDERUTIL        | Under-utilization indicator. A YES in this field indicated that this minority or gender percentage falls below the weighted factor percentage specified in the parameters. The weighted factor is established on the Availability Factor Analysis Rule page (PTRAFAN). |
| GOAL             | Target percentage  |

**Report Sample (PERUTAN)**

REPORT : PERUTAD

Banner University  
Utilization Analysis Report  
UTILIZATION ANALYSIS  
AS OF 01-JAN-1993

PAGE 1  
RUN DATE 01/29/1993  
RUN TIME 12:58 PM

Under-Utilized if Employment Percent is less than 100.00 Percent of Weighted Factor

| POSITION GROUP              | EMPL  | FEMALES |         |        |           |        | MINORITIES |         |        |           |      |
|-----------------------------|-------|---------|---------|--------|-----------|--------|------------|---------|--------|-----------|------|
|                             | TOTAL | TOTAL   | EMPLOY% | AVAIL% | UNDERUTIL | GOAL   | TOTAL      | EMPLOY% | AVAIL% | UNDERUTIL | GOAL |
| P001 Secretarial Positions  | 29    | 8       | 27.6%   | 21.21% | NO        | N/A    | 6          | 20.7%   | 8.37%  | NO        | N/A  |
| P002 Faculty Positions      | 31    | 10      | 32.3%   | 36.60% | YES       | 36.60% | 8          | 25.8%   | 4.32%  | NO        | N/A  |
| P003 Administrative Positio | 11    | 6       | 54.5%   | 21.21% | NO        | N/A    | 3          | 27.3%   | 8.37%  | NO        | N/A  |
| P004 Management Positions   | 26    | 8       | 30.8%   | 21.21% | NO        | N/A    | 8          | 30.8%   | 8.37%  | NO        | N/A  |
| P005 Data Processing Positi | 16    | 8       | 50.0%   | 21.21% | NO        | N/A    | 8          | 50.0%   | 8.37%  | NO        | N/A  |
| P006 Administrative Assist/ | 25    | 14      | 56.0%   | 21.21% | NO        | N/A    | 8          | 32.0%   | 8.37%  | NO        | N/A  |
| TOTAL                       | 138   | 54      | 39.1%   |        |           |        | 41         | 29.7%   |        |           |      |

REPORT : PERUTAD

Banner University  
Utilization Analysis Report  
UTILIZATION ANALYSIS  
AS OF 01-JAN-1993

PAGE 2  
RUN DATE 01/29/1993  
RUN TIME 12:58 PM

\* \* \* REPORT CONTROL INFORMATION \* \* \*  
Source Message

Parameter Name Value

---

Parameter Seq No: 59306  
As of Date: 01-JAN-1993  
Report Request: s  
Percent of 100.00  
weighted Factor:  
Record Count: 6 - Number of Position Groups  
Line Count: 55

Entered  
Entered  
Entered

## Veterans Employment Report (PER4212)

Generates a report that can be used to complete the Federal Contractor Veterans Employment Report (VETS-4212) for U.S. institutions.

This report lists by skill code an aggregated count of protected veterans (Special Disabled Veterans, Vietnam Veterans, Other Protected Veterans, Armed Forces Service Medal Veterans, and Recently Separated Veterans) both currently employed and newly hired within the specified period. This report is a Java report. When the user runs the Java process, it generates a detailed audit report and a summary report. The detailed audit report includes information for each individual in the aggregated count of protected veterans and uses the old categories of *recently separated vet*, *disabled vet*, and *Armed Forces service medal vet*.



**Note:** The report does *not* count employees when an EEO skill code of 90 (Other) is classified on the Position Class Rule (NTRPCLS) page associated with an employee's positions.

| Param | Name            | Description/Values   | Required? | Default | Validation   |
|-------|-----------------|--|-----------|---------|--|
| 01    | Start Date      | <p>Begin Date of report data. Federal Regulations require this report to include data for the twelve months preceding the Stop Date (below).</p> <p>This date determines which veterans appear on this report as new hires. To be counted as a new hire, the veteran must have a job effective date that falls between this date and the stop date entered in the following parameter. (Only the veteran's (P)rimary job is counted.) A veteran whose start date is earlier than the date entered at this parameter is counted on the left side of the report under the heading NUMBER OF EMPLOYEES. A veteran whose start date is later than this date appears on the right side under the heading NEW HIRES WITHIN PERIOD.</p> | Yes       | None    | Format must be DD-<br>MMM-YYYY or<br>DD-<br>MMM-YY |
| 02    | Stop Date       | <p>End date of report data. Federal regulations require that the data in this report have an ending date no earlier than January 1 and no later than March 1 of the filing year.</p> <p>To be counted on this report, a veteran must have a (P)rimary job effective date earlier than the stop date entered at this parameter and must not have been terminated before this stop date.</p> <p>To be counted as a new hire, the veteran's job effective date must fall between the start and stop parameter dates (see previous parameter). Only the veteran's (P)rimary job is counted.</p>  | Yes       | None    | Format must be DD-<br>MMM-YYYY or<br>DD-<br>MMM-YY |
| 03    | Hiring Location | Hiring Location to be reported. Federal regulations require this report be filed for each hiring location employing 50 or more employees.  | Yes       | E       | C, O, L, or E                                      |

| Param | Name | Description/Values  | Required? | Default | Validation |
|-------|------|---|-----------|---------|------------|
|       |      | Indicate whether a Campus (C), College (O), Location (L) or Employer (E). |           |         |            |

## Report Attributes

### Sort Order

Skill code (job category)

### Data Source

|         |         |         |         |         |         |
|---------|---------|---------|---------|---------|---------|
| NBAJOBS | NBAPOSN | NTRPCLS | PEAEMPL | PPAIDEN | PTRESKL |
|---------|---------|---------|---------|---------|---------|

### Frequency

Annually. U.S. federal regulations require this report to be filed by September 30th each year. This report must be filed by all recipients of federal contracts or subcontracts in the amount of \$25,000 or more.

### Report Format

Standard horizontal report format

| Name                | Description  |
|---------------------|--|
| Job Categories      | Header of column containing job categories.  |
| Number of Employees | Number of employees who fall into the following categories:  |
| Protected Veterans  | As per VEVRAA (Vietnam Era Veterans' Readjustment Assistance Act), this includes disabled veterans, veterans who served on active duty during a war or campaign for which a campaign badge was authorized, veterans who were awarded Armed Forces Services Medal, and recently separated veterans. |

---

| Name   | Description   |
|--|---|
| New Hires Within Period                        | Number of new hires who fall into the following categories. New hires are employees who were included in the payroll for the first time during the period covered by this report. |
| New Hire Total, Both Veterans and Non-Veterans | Total number of new hires (veteran and non-veteran).  |

---

## Calculation of Minimum and Maximum Figures in Report Summary Lines

In an effort to tabulate the totals for the year, the report determines the number of employees that are active or on leave based on the Start Date parameter for the report. In order to determine these figures, the program performs these actions:

The minimum and the maximum number of employees hired are now calculated and printed for the period identified by the Start Date and the Stop Date.

- Specify the Report Parameters 01 and 02, Start Date and Stop Date to determine the period for which the report is being generated.
- Specify Report Parameter 03, Hiring Location, to identify the employee population.
- Only those pay periods that fall within the dates specified for the Start Date and Stop Date parameters will be considered.
- Employees are counted only once in each pay period, across all Pay IDs.
- The number of employees per pay period is calculated for all pay periods.
- Temporary employees or those with Employee Skill code 90 are excluded from the total counts.
- The smallest and the largest number of permanent employees per pay period is printed for the Minimum and the Maximum number of employees, respectively.

## Report Sample (PER4212)

When a user runs the Java process, PER4212, a detailed audit report and a summary report are generated. The detailed audit report has information for each individual in the aggregated count of protected veterans.

### Audit report

|   |                            |   |                  |           |              |  |                             |                            |
|---|----------------------------|---|------------------|-----------|--------------|--|-----------------------------|----------------------------|
| REPORT : PER4212                                    |                            | Ellucian University of Banner<br>Veterans Employment Report<br>Audit Report<br>Banner University<br>BETWEEN 01-JUL-2014 AND 01-JUL-2015 |                  |           |              | PAGE 1<br>RUN DATE 14-JUL-2015<br>RUN TIME 06:49:35 PM |                             |                            |
| ID  | Name                       | Current Hire Date   | Veteran Category |           |              | Special Disabled Veterans                              | Active Duty Activation Date | Armed Forces Service Medal |
| -----   |                            |   |                  |           |              |  |                             |                            |
| EEO Skill Code: 10 - Executive/Admin and managerial |                            |   |                  |           |              |  |                             |                            |
| -----   |                            |   |                  |           |              |  |                             |                            |
| Employees Count: 0                                  |                            |   |                  |           |              |  |                             |                            |
| -----   |                            |   |                  |           |              |  |                             |                            |
| First/Mid Level Officials/Managers                  |                            |   |                  |           |              |  |                             |                            |
| -----   |                            |   |                  |           |              |  |                             |                            |
| VET111111   | Aiden, Al                  | 01-JAN-2009   | Other            | Protected | Veteran Only | Yes  | 01-JAN-2009                 | Yes                        |
| NF0000010   | Bach, Duyen                | 30-JUN-2010   | Other            | Protected | Veteran Only | Yes  | 15-JUL-2009                 | Yes                        |
| NF0000011   | Bach, Mai                  | 15-JUL-2009   | Other            | Protected | Veteran Only | Yes  | 15-JUL-2009                 | Yes                        |
| 551515151   | Bates, Barbara E.          | 02-AUG-1999   |                  |           |              | Yes  | 08-JAN-2009                 | Yes                        |
| 555000003   | Bates, Charles A.          | 01-JAN-2006   | Other            | Protected | Veteran Only | Yes  | 01-AUG-2007                 | Yes                        |
| 710000005   | Brown, Lisa                | 01-JUN-2005   | Other            | Protected | Veteran Only |  |                             | No                         |
| 444121301   | Camera, Dave               | 13-FEB-2012   | Other            | Protected | Veteran Only |  | 01-APR-1996                 | Yes                        |
| LN0000001   | L234567890, F2345678902234 | 01-JAN-2006   | Other            | Protected | Veteran Only | Yes  | 01-JAN-2009                 | Yes                        |
| LN0000003   | LastNNN                    | 15-JUL-2005   | Vietnam          |           | Veteran Only | Yes  | 01-JAN-2009                 | Yes                        |
| NF0000008   | Le, Dung                   | 01-JAN-2010   | Other            | Protected | Veteran Only | No   | 15-FEB-2010                 | No                         |
| LN0000011   | Lguyen                     | 03-DEC-2004   |                  |           |              |  |                             | Yes                        |
| LN0000007   | Nguyen, BaoNgoc            | 01-JAN-2006   | Other            | Protected | Veteran Only | Yes  | 15-NOV-2008                 | Yes                        |
| LN0000009   | Nguyen, NgocLan            | 23-OCT-2006   |                  |           |              | Yes  |                             | Yes                        |
| NF0000002   | Nguyen, No Finance 2       | 01-JAN-2009   | Vietnam          |           | Veteran Only | Yes  | 01-JAN-2009                 | Yes                        |
| NF0000003   | Nguyen, Non-Finance        | 01-JUL-2009   | Other            | Protected | Veteran Only | No   | 15-NOV-2008                 | No                         |
| NF0000004   | Nguyen, Non-Finance        | 31-DEC-2009   | Other            | Protected | Veteran Only | Yes  | 31-DEC-2009                 | No                         |
| LN0000008   | Nguyen, ThanhTrang         | 01-MAY-2010   | Other            | Protected | Veteran Only | Yes  | 15-NOV-2008                 | Yes                        |
| LN0000010   | Nguyen, ThuyTrang T.       | 01-JAN-2005   |                  |           |              |  |                             | Yes                        |
| LN0000401   | Nguyen, Toan               | 01-JUL-2005   |                  |           |              |  |                             | Yes                        |
| LN0000005   | Nguyen, Valerie            | 24-OCT-2006   | Other            | Protected | Veteran Only | No   |                             | Yes                        |
| NF0000005   | Nguyen, Valerie            | 01-JAN-2009   | Other            | Protected | Veteran Only | No   | 15-NOV-2008                 | Yes                        |
| LN0000300   | Pham, Hoa                  | 01-JAN-2009   |                  |           |              |  |                             | Yes                        |
| LN0000213   | Pham, Trang                | 01-JAN-2005   |                  |           |              |  |                             | Yes                        |
| NF0000006   | Tran, Hoa                  | 01-JUL-2009   | Other            | Protected | Veteran Only | Yes  | 31-DEC-2009                 | Yes                        |
| NF0000007   | Tran, Linh                 | 31-DEC-2009   | Vietnam          |           | Veteran Only | No   | 15-FEB-2010                 | Yes                        |

|           |                      |             |                              |     |             |     |
|-----------|----------------------|-------------|------------------------------|-----|-------------|-----|
| LN0000228 | Tran, Tien           | 01-JAN-2005 |                              |     |             | Yes |
| 555666555 | West, Austin D.      | 01-JAN-2002 | Other Protected Veteran Only | Yes | 08-OCT-2014 | Yes |
| LESV      | von Holstein, Les J. | 16-JAN-2006 |                              | No  | 04-MAR-2012 | Yes |

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| ID  | Name   | Current Hire Date | Veteran Category                | Special Disabled Veterans | Active Duty Activation Date | Armed Forces Service Medal |
|---|--|-------------------|---------------------------------|---------------------------|-----------------------------|----------------------------|
| Employees Count: 28                                 |  |                   |                                 |                           |                             |                            |
| EEO Skill Code: 20 - Faculty                        |  |                   |                                 |                           |                             |                            |
| VET222222   | Aiden, Bob                                       | 01-JAN-2009       | Vietnam Veteran Only            | Yes                       | 01-JAN-2009                 | Yes                        |
| 710000005   | Brown, Lisa                                      | 01-JUN-2005       | Other Protected Veteran Only    |                           |                             | No                         |
| LN0000222   | Nguyen, Khoi                                     | 01-SEP-2006       |                                 |                           |                             | Yes                        |
| LN0000004   | Nguyen, ThanhVan                                 | 01-JUL-2005       | Vietnam Veteran Only            | No                        | 15-NOV-2008                 | Yes                        |
| LN0000219   | Nguyen, Van                                      | 01-AUG-2005       |                                 |                           |                             | Yes                        |
| LN0000221   | Nguyen, Vinh                                     | 12-MAY-2006       |                                 |                           |                             | Yes                        |
| LN0000214   | Pham, Van  | 01-AUG-2005       |                                 |                           |                             | Yes                        |
| LN0000133   | Tran, Ngoc                                       | 01-JAN-2005       |                                 |                           |                             | Yes                        |
| Employees Count: 8                                  |  |                   |                                 |                           |                             |                            |
| EEO Skill Code: 30 - Other professionals            |  |                   |                                 |                           |                             |                            |
| VET333333   | Aiden, Charlie                                   | 01-JAN-2009       | Other Protected Veteran Only    | Yes                       | 01-JAN-2009                 | Yes                        |
| LN0000226   | Last, first                                      | 17-MAY-2006       |                                 |                           |                             | Yes                        |
| VET000005   | Marshall, Tiana T.                               | 01-JAN-2015       | Other Protected Veteran Only    |                           | 31-DEC-2014                 | No                         |
| LN0000210   | Nguyen, Chinh                                    | 01-MAY-2006       |                                 |                           |                             | Yes                        |
| LN0000202   | Nguyen, Hien                                     | 01-MAY-2006       |                                 |                           |                             | Yes                        |
| LN0000207   | Nguyen, Tram                                     | 05-MAY-2006       |                                 |                           |                             | Yes                        |
| LN0000006   | Pham, Tuan                                       | 01-JAN-2006       | Other Protected Veteran Only    | Yes                       | 01-JAN-2009                 | Yes                        |
| VET000007   | Shea, Jimmy C.                                   | 01-MAY-2015       | Both Vietnam/Other Eligibl. Vet |                           |                             | No                         |
| Employees Count: 8                                  |  |                   |                                 |                           |                             |                            |
| EEO Skill Code: 40 - Technical and paraprofessional |  |                   |                                 |                           |                             |                            |
| VET444444   | Aiden, Debra                                     | 01-JAN-2009       | Vietnam Veteran Only            | Yes                       | 01-JAN-2009                 | Yes                        |
| LN0000002   | Kanada ', " . 'Kanada ', " . 'Kanada ', " . 'Kan | 01-APR-2006       | Vietnam Veteran Only            | Yes                       | 01-JAN-2009                 | Yes                        |
| Employees Count: 2                                  |  |                   |                                 |                           |                             |                            |
| EEO Skill Code: 50 - Clerical and secretarial       |  |                   |                                 |                           |                             |                            |
| VET555555   | Aiden, Elise                                     | 01-JAN-2009       | Other Protected Veteran Only    | Yes                       | 01-JAN-2009                 | Yes                        |

|                                 |  |     |             |     |
|---------------------------------|--|-----|-------------|-----|
| VET666666 Aiden, Francis        | 01-JAN-2009 Other Protected Veteran Only | Yes | 01-JAN-2009 | Yes |
| LN0000216 Nguyen, FIN installed | 01-JAN-2006                              |     |             | Yes |
| LN0000209 Nguyen, Lien          | 01-MAY-2006                              |     |             | Yes |
| LN0000227 Nguyen, Loan          | 01-SEP-2004                              |     |             | Yes |

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| ID  | Name | Current<br>Hire Date | Veteran Category | Special<br>Disabled<br>Veterans | Active<br>Duty<br>Activation<br>Date | Armed<br>Forces<br>Service<br>Medal |
|---|------|----------------------|------------------|---------------------------------|--------------------------------------|-------------------------------------|
| -----   |      |                      |                  |                                 |                                      |                                     |
| EEO Skill Code: 10 - Executive/Admin and managerial |      |                      |                  |                                 |                                      |                                     |
| -----   |      |                      |                  |                                 |                                      |                                     |
| Employees Count: 0                                  |      |                      |                  |                                 |                                      |                                     |
| -----   |      |                      |                  |                                 |                                      |                                     |
| First/Mid Level Officials/Managers                  |      |                      |                  |                                 |                                      |                                     |
| -----   |      |                      |                  |                                 |                                      |                                     |
| Employees Count: 0                                  |      |                      |                  |                                 |                                      |                                     |
| -----   |      |                      |                  |                                 |                                      |                                     |
| EEO Skill Code: 20 - Faculty                        |      |                      |                  |                                 |                                      |                                     |
| -----   |      |                      |                  |                                 |                                      |                                     |
| Employees Count: 0                                  |      |                      |                  |                                 |                                      |                                     |
| -----   |      |                      |                  |                                 |                                      |                                     |
| EEO Skill Code: 30 - Other professionals            |      |                      |                  |                                 |                                      |                                     |
| -----   |      |                      |                  |                                 |                                      |                                     |
| Employees Count: 0                                  |      |                      |                  |                                 |                                      |                                     |
| -----   |      |                      |                  |                                 |                                      |                                     |
| EEO Skill Code: 40 - Technical and paraprofessional |      |                      |                  |                                 |                                      |                                     |
| -----   |      |                      |                  |                                 |                                      |                                     |
| Employees Count: 0                                  |      |                      |                  |                                 |                                      |                                     |
| -----   |      |                      |                  |                                 |                                      |                                     |
| EEO Skill Code: 50 - Clerical and secretarial       |      |                      |                  |                                 |                                      |                                     |
| -----   |      |                      |                  |                                 |                                      |                                     |
| Employees Count: 0                                  |      |                      |                  |                                 |                                      |                                     |
| -----   |      |                      |                  |                                 |                                      |                                     |
| EEO Skill Code: 60 - Skilled crafts                 |      |                      |                  |                                 |                                      |                                     |
| -----   |      |                      |                  |                                 |                                      |                                     |
| Employees Count: 0                                  |      |                      |                  |                                 |                                      |                                     |
| -----   |      |                      |                  |                                 |                                      |                                     |
| EEO Skill Code: 70 - Service/Maintenance            |      |                      |                  |                                 |                                      |                                     |
| -----   |      |                      |                  |                                 |                                      |                                     |
| Employees Count: 0                                  |      |                      |                  |                                 |                                      |                                     |
| -----   |      |                      |                  |                                 |                                      |                                     |
| EEO Skill Code: 80 - Instruction/research assistant |      |                      |                  |                                 |                                      |                                     |
| -----   |      |                      |                  |                                 |                                      |                                     |
| Employees Count: 0                                  |      |                      |                  |                                 |                                      |                                     |
| -----   |      |                      |                  |                                 |                                      |                                     |
| EEO Skill Code: A0 - Other Administrative           |      |                      |                  |                                 |                                      |                                     |

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Employees Count: 0

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| ID  | Name | Current<br>Hire Date | Veteran Category | Special<br>Disabled<br>Veterans | Active<br>Duty<br>Activation<br>Date | Armed<br>Forces<br>Service<br>Medal |
|---|------|----------------------|------------------|---------------------------------|--------------------------------------|-------------------------------------|
| -----   |      |                      |                  |                                 |                                      |                                     |
| EEO Skill Code: 10 - Executive/Admin and managerial |      |                      |                  |                                 |                                      |                                     |
| -----   |      |                      |                  |                                 |                                      |                                     |
| Employees Count: 0                                  |      |                      |                  |                                 |                                      |                                     |
| -----   |      |                      |                  |                                 |                                      |                                     |
| First/Mid Level Officials/Managers                  |      |                      |                  |                                 |                                      |                                     |
| -----   |      |                      |                  |                                 |                                      |                                     |
| Employees Count: 0                                  |      |                      |                  |                                 |                                      |                                     |
| -----   |      |                      |                  |                                 |                                      |                                     |
| EEO Skill Code: 20 - Faculty                        |      |                      |                  |                                 |                                      |                                     |
| -----   |      |                      |                  |                                 |                                      |                                     |
| Employees Count: 0                                  |      |                      |                  |                                 |                                      |                                     |
| -----   |      |                      |                  |                                 |                                      |                                     |
| EEO Skill Code: 30 - Other professionals            |      |                      |                  |                                 |                                      |                                     |
| -----   |      |                      |                  |                                 |                                      |                                     |
| Employees Count: 0                                  |      |                      |                  |                                 |                                      |                                     |
| -----   |      |                      |                  |                                 |                                      |                                     |
| EEO Skill Code: 40 - Technical and paraprofessional |      |                      |                  |                                 |                                      |                                     |
| -----   |      |                      |                  |                                 |                                      |                                     |
| Employees Count: 0                                  |      |                      |                  |                                 |                                      |                                     |
| -----   |      |                      |                  |                                 |                                      |                                     |
| EEO Skill Code: 50 - Clerical and secretarial       |      |                      |                  |                                 |                                      |                                     |
| -----   |      |                      |                  |                                 |                                      |                                     |
| Employees Count: 0                                  |      |                      |                  |                                 |                                      |                                     |
| -----   |      |                      |                  |                                 |                                      |                                     |
| EEO Skill Code: 60 - Skilled crafts                 |      |                      |                  |                                 |                                      |                                     |
| -----   |      |                      |                  |                                 |                                      |                                     |
| Employees Count: 0                                  |      |                      |                  |                                 |                                      |                                     |
| -----   |      |                      |                  |                                 |                                      |                                     |
| EEO Skill Code: 70 - Service/Maintenance            |      |                      |                  |                                 |                                      |                                     |
| -----   |      |                      |                  |                                 |                                      |                                     |
| Employees Count: 0                                  |      |                      |                  |                                 |                                      |                                     |
| -----   |      |                      |                  |                                 |                                      |                                     |
| EEO Skill Code: 80 - Instruction/research assistant |      |                      |                  |                                 |                                      |                                     |
| -----   |      |                      |                  |                                 |                                      |                                     |
| Employees Count: 0                                  |      |                      |                  |                                 |                                      |                                     |
| -----   |      |                      |                  |                                 |                                      |                                     |
| EEO Skill Code: A0 - Other Administrative           |      |                      |                  |                                 |                                      |                                     |
| -----   |      |                      |                  |                                 |                                      |                                     |
| Employees Count: 0                                  |      |                      |                  |                                 |                                      |                                     |

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## Summary report

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|------------------------------------|--|-----------------|--------------------------------|-----------------|--|
| JOB CATEGORIES                     | NUMBER OF EMPLOYEES  |                 | NEW HIRES (PREVIOUS 12 MONTHS) |                 |  |
|                                    | PROTECTED VETERANS   | TOTAL EMPLOYEES | PROTECTED VETERANS             | TOTAL NEW HIRES |  |
| Executive/Admin and managerial     | 0  | 82              | 0                              | 0               |  |
| First/Mid Level Officials/Managers | 55   | 447             | 0                              | 2               |  |
| Faculty                            | 9  | 444             | 0                              | 2               |  |
| Other professionals                | 13   | 345             | 3                              | 5               |  |
| Technical and paraprofessional     | 4  | 78              | 0                              | 2               |  |
| Clerical and secretarial           | 11   | 130             | 0                              | 2               |  |
| Skilled crafts                     | 0  | 29              | 0                              | 0               |  |
| Service/Maintenance                | 3  | 106             | 0                              | 1               |  |
| Instruction/research assistant     | 2  | 19              | 0                              | 2               |  |
| Other Administrative               | 3  | 1               | 0                              | 0               |  |
| TOTAL                              | 100  | 1681            | 3                              | 16              |  |
|                                    | Maximum<br>71  | Minimum<br>71   |                                |                 |  |

|                  |   |  |
|------------------|---|--|
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| JOB CATEGORIES                     | NUMBER OF EMPLOYEES |                 | NEW HIRES (PREVIOUS 12 MONTHS) |                 |
|------------------------------------|---------------------|-----------------|--------------------------------|-----------------|
|                                    | PROTECTED VETERANS  | TOTAL EMPLOYEES | PROTECTED VETERANS             | TOTAL NEW HIRES |
| Executive/Admin and managerial     | 0                   | 0               | 0                              | 0               |
| First/Mid Level Officials/Managers | 0                   | 10              | 0                              | 0               |
| Faculty                            | 0                   | 0               | 0                              | 0               |
| Other professionals                | 0                   | 0               | 0                              | 0               |
| Technical and paraprofessional     | 0                   | 0               | 0                              | 0               |
| Clerical and secretarial           | 0                   | 0               | 0                              | 0               |
| Skilled crafts                     | 0                   | 0               | 0                              | 0               |
| Service/Maintenance                | 0                   | 0               | 0                              | 0               |
| Instruction/research assistant     | 0                   | 0               | 0                              | 0               |
| Other Administrative               | 0                   | 0               | 0                              | 0               |
| TOTAL                              | 0                   | 10              | 0                              | 0               |
|                                    | Maximum<br>0        | Minimum<br>0    |                                |                 |

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| JOB CATEGORIES                     | NUMBER OF EMPLOYEES |                 | NEW HIRES (PREVIOUS 12 MONTHS) |                 |
|------------------------------------|---------------------|-----------------|--------------------------------|-----------------|
|                                    | PROTECTED VETERANS  | TOTAL EMPLOYEES | PROTECTED VETERANS             | TOTAL NEW HIRES |
| Executive/Admin and managerial     | 0                   | 0               | 0                              | 0               |
| First/Mid Level Officials/Managers | 0                   | 7               | 0                              | 0               |

|                                |  |   |   |   |   |
|--------------------------------|--|---|---|---|---|
| Faculty                        |  | 0 | 0 | 0 | 0 |
| Other professionals            |  | 0 | 0 | 0 | 0 |
| Technical and paraprofessional |  | 0 | 0 | 0 | 0 |
| Clerical and secretarial       |  | 0 | 0 | 0 | 0 |
| Skilled crafts                 |  | 0 | 0 | 0 | 0 |
| Service/Maintenance            |  | 0 | 0 | 0 | 0 |
| Instruction/research assistant |  | 0 | 0 | 0 | 0 |
| Other Administrative           |  | 0 | 0 | 0 | 0 |
| TOTAL                          |  | 0 | 7 | 0 | 0 |

|         |         |
|---------|---------|
| Maximum | Minimum |
| 0       | 0       |

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\* \* \* REPORT CONTROL INFORMATION \* \* \*  
Release: 8.12.1

|                   |             |
|-------------------|-------------|
| Parameter Name    | Value       |
| -----             | -----       |
| Parameter Seq No: | 326943      |
| Start Date:       | 01-JUL-2014 |
| Stop Date:        | 01-JUL-2015 |
| Hiring Location:  | E           |

\*\*\*\*\* END OF REPORT \*\*\*\*\*

## Workforce Analysis Report (PERWFAN)

Workforce analysis by gender and minority classification.

| Param | Name          | Description/Values  | Required? | Default | Validation                              |
|-------|---------------|---|-----------|---------|---|
| 01    | As of Date    | Begin date of report data.                                  | Yes       | None    | Format must be DD-MMM-YYYY or DD-MMM-YY |
| 02    | Report Choice | Choice of report type:<br>D Detailed<br>S Summary<br>B Both | Yes       | None    | None                                    |

## Report Attributes

### Sort Order

First by department, then by job title, then by gender and minority classification.

### Data Source

|        |         |         |         |        |         |
|--------|---------|---------|---------|--------|---------|
| FTVORG | NBAJOBS | PEAEMPL | PTRETHN | PTVORG | STVETHN |
|--------|---------|---------|---------|--------|---------|

### Frequency

On demand

**Report Format**

Standard horizontal report format

| <b>Name</b>   | <b>Description</b>   |
|---------------|--|
| Department    | Department (also known as Organization) that controls the position's budget. This value is established in the Position Total section of the Position page (NBAPOSN). |
| Job Title     | Job title  |
| PGRP          | Position Group. This value is established on the Position Group Rule page (PTRPGRP).   |
| Salary/Rate   | The amount of the employee's annual salary or hourly rate  |
| Total Empls   | Total number of employees  |
| Total Minor   | Total number of minority employees   |
| FEMALES TOTAL | Total number of female employees   |
| W             | Total number of white female employees   |
| B             | Total number of black female employees   |
| H             | Total number of hispanic female employees  |
| A/AP          | Total number of Asian/Pacific Islander female employees  |
| AI/AL         | Total number of American Indian/Alaskan native female employees  |
| MALES TOTAL   | Total number of male employees   |
| W             | Total number of white male employees   |
| B             | Total number of black male employees   |
| H             | Total number of hispanic male employees  |
| A/AP          | Total number of Asian/Pacific Islander male employees  |
| AI/AL         | Total number of American Indian/Alaskan native male employees  |

## Report Sample (PERWFAN)

|  |      |             |             |             |       |    |    |    |      |       |       |      |    |    |                            |       |
|--|------|-------------|-------------|-------------|-------|----|----|----|------|-------|-------|------|----|----|----------------------------|-------|
| REPORT : PERWFAN                         |      |             |             |             |       |    |    |    |      |       |       |      |    |    | PAGE 1                     |       |
|  |      |             |             |             |       |    |    |    |      |       |       |      |    |    | RUN DATE 01/11/1992        |       |
|  |      |             |             |             |       |    |    |    |      |       |       |      |    |    | RUN TIME 01:38 PM          |       |
|  |      |             |             |             |       |    |    |    |      |       |       |      |    |    |                            |       |
| DEPARTMENT A 001 Office of the President |      |             |             |             |       |    |    |    |      |       |       |      |    |    | Banner University          |       |
|  |      |             |             |             |       |    |    |    |      |       |       |      |    |    | Work Force Analysis Report |       |
|  |      |             |             |             |       |    |    |    |      |       |       |      |    |    | WORKFORCE ANALYSIS         |       |
|  |      |             |             |             |       |    |    |    |      |       |       |      |    |    | DEPARTMENT SUMMARY         |       |
|  |      |             |             |             |       |    |    |    |      |       |       |      |    |    | AS OF 31-DEC-1991          |       |
| JOB TITLE                                | PGRP | SALARY/RATE | TOTAL EMPLS | TOTAL MINOR | TOTAL | W  | B  | H  | A/PL | AI/AL | TOTAL | W    | B  | H  | A/PL                       | AI/AL |
| Tenured Faculty                          | P002 | 27000.00    | 1           | 0           | 0     | 0  | 0  | 0  | 0    | 0     | 1     | 1    | 0  | 0  | 0                          | 0     |
| -----                                    |      |             |             |             |       |    |    |    |      |       |       |      |    |    |                            |       |
|  |      |             | # TOTAL     | 1           | 0     | 0  | 0  | 0  | 0    | 0     | 1     | 1    | 0  | 0  | 0                          | 0     |
|  |      |             | % TOTAL     | 100%        | 0%    | 0% | 0% | 0% | 0%   | 0%    | 100%  | 100% | 0% | 0% | 0%                         | 0%    |

|   |      |                    |             |             |       |     |     |    |      |       |       |     |    |    |                            |       |
|---|------|--------------------|-------------|-------------|-------|-----|-----|----|------|-------|-------|-----|----|----|----------------------------|-------|
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|   |      |                    |             |             |       |     |     |    |      |       |       |     |    |    | RUN DATE 01/11/1992        |       |
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|   |      |                    |             |             |       |     |     |    |      |       |       |     |    |    |                            |       |
| DEPARTMENT A 110 College of Arts & Sciences |      |                    |             |             |       |     |     |    |      |       |       |     |    |    | Banner University          |       |
|   |      |                    |             |             |       |     |     |    |      |       |       |     |    |    | Work Force Analysis Report |       |
|   |      |                    |             |             |       |     |     |    |      |       |       |     |    |    | WORKFORCE ANALYSIS         |       |
|   |      |                    |             |             |       |     |     |    |      |       |       |     |    |    | DEPARTMENT SUMMARY         |       |
|   |      |                    |             |             |       |     |     |    |      |       |       |     |    |    | AS OF 31-DEC-1991          |       |
| JOB TITLE                                   | PGRP | SALARY/RATE        | TOTAL EMPLS | TOTAL MINOR | TOTAL | W   | B   | H  | A/PL | AI/AL | TOTAL | W   | B  | H  | A/PL                       | AI/AL |
| Tenure Track Faculty                        | P002 | 5000.00 - 29999.97 | 3           | 2           | 1     | 0   | 0   | 0  | 0    | 1     | 2     | 1   | 0  | 0  | 0                          | 1     |
| -----                                       |      |                    |             |             |       |     |     |    |      |       |       |     |    |    |                            |       |
| Tenured Faculty                             | P002 | 23100.00           | 1           | 0           | 0     | 0   | 0   | 0  | 0    | 0     | 1     | 1   | 0  | 0  | 0                          | 0     |
| Registrar                                   | P003 | 37440.00           | 1           | 0           | 1     | 1   | 0   | 0  | 0    | 0     | 0     | 0   | 0  | 0  | 0                          | 0     |
| Manager                                     | P004 | 38479.96           | 1           | 1           | 1     | 0   | 0   | 0  | 1    | 0     | 0     | 0   | 0  | 0  | 0                          | 0     |
| Assoc Dir of Systems                        | P004 | 36000.00           | 1           | 0           | 0     | 0   | 0   | 0  | 0    | 0     | 1     | 1   | 0  | 0  | 0                          | 0     |
| Director                                    | P004 | 35359.96           | 1           | 0           | 1     | 1   | 0   | 0  | 0    | 0     | 0     | 0   | 0  | 0  | 0                          | 0     |
| Director Development                        | P004 | 33280.04           | 1           | 0           | 0     | 0   | 0   | 0  | 0    | 0     | 1     | 1   | 0  | 0  | 0                          | 0     |
| Programmer Analyst                          | P005 | 30000.00           | 1           | 1           | 1     | 0   | 0   | 1  | 0    | 0     | 0     | 0   | 0  | 0  | 0                          | 0     |
| -----                                       |      |                    |             |             |       |     |     |    |      |       |       |     |    |    |                            |       |
|   |      |                    | # TOTAL     | 10          | 4     | 5   | 2   | 0  | 1    | 1     | 5     | 4   | 0  | 0  | 0                          | 1     |
|   |      |                    | % TOTAL     | 100%        | 40%   | 50% | 40% | 0% | 20%  | 20%   | 50%   | 80% | 0% | 0% | 0%                         | 20%   |

|                  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                     |  |
|------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|---------------------|--|
| REPORT : PERWFAN |  |  |  |  |  |  |  |  |  |  |  |  |  |  | PAGE 14             |  |
|                  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | RUN DATE 01/11/1992 |  |
|                  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                     |  |
|                  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                     |  |
|                  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Banner University   |  |

| Parameter Name    | Value                     | Source  | Message |
|-------------------|---------------------------|---------|---------|
| Parameter Seq No: | 22243                     |         |         |
| As of Date:       | 31-DEC-1991               | Entered |         |
| Report Request:   | s                         | Entered |         |
| Record Count:     | 54 - Number of Job Titles |         |         |
| Line Count:       | 55                        |         |         |

## U.S. Savings Bond Process (PHPBOND)

Updates the U.S. Savings Bond balance on the deduction records and provides a list of bond purchases and balances.

| Param | Name                | Description/Values   | Required? | Default | Validation                              |
|-------|---------------------|--|-----------|---------|---|
| 01    | Purchase As of Date | Report as-of date which includes bonds according to purchase date. | Yes       | None    | Format must be DD-MMM-YYYY or DD-MMM-YY |

## Report Attributes

### Sort Order

Alphabetically by employee name (last, first, middle)

### Data Source

|         |         |
|---------|---------|
| PDADEDN | PTRBDCA |
|---------|---------|

### Frequency

On demand

**Report Format**

Standard horizontal report format

| Name               | Description  |
|--------------------|--|
| DEDUCTION          | Code assigned to this bond deduction on the Benefit/Deduction Rule page (PTRBDCA)  |
| NAME               | Employee name  |
| EMPLOYEE ID        | Employee ID  |
| PRIOR BALANCE      | Prior balance. The value in this field is the amount deducted from the employee's prior paychecks but not yet invested in bonds. |
| BOND PURCHASE      | Purchase amount of a bond for this employee as defined in PDAEDN   |
| CURRENT BALANCE    | Employee's current uninvested balance  |
| QUANTITY PURCHASED | Number of bonds purchased for this employee  |

**Report Sample (PHPBOND)**

|                              |  |                          |               |                     |                 |                    |
|------------------------------|--|--------------------------|---------------|---------------------|-----------------|--------------------|
| REPORT : PHPBOND             |  | Banner University        |               | PAGE 1              |                 |                    |
|                              |  | U.S Savings Bond Process |               | RUN DATE 10/17/1993 |                 |                    |
|                              |  | As Of 15-OCT-1992        |               | RUN TIME 01:11 PM   |                 |                    |
| DEDUCTION BND - Savings Bond |  |                          |               |                     |                 |                    |
| NAME                         |  | EMPLOYEE ID              | PRIOR BALANCE | BOND PURCHASE       | CURRENT BALANCE | QUANTITY PURCHASED |
| Barron, Dan M                |  | 765000004                | 70.00         | 15.00               | 10.00           | 4                  |
| Smith, Lisa B                |  | 777010005                | 45.00         | 45.00               | .00             | 1                  |
| TOTAL BND                    |  |                          |               | 60.00               |                 | 5                  |

|  |                          |                     |
|--|--------------------------|---------------------|
| REPORT : PHPBOND                       | Banner University        | RUN DATE 10/17/1993 |
|  | U.S Savings Bond Process | RUN TIME 01:11 PM   |
|  | As Of 15-OCT-1992        |                     |
| * * * REPORT CONTROL INFORMATION * * * |                          |                     |

| Parameter Name    | Value       | Source  | Message |
|-------------------|-------------|---------|---------|
| Parameter Seq No: | 15407       |         |         |
| As Of Date:       | 15-OCT-1992 | Entered |         |
| Line Count:       | 55          |         |         |
| Record Count:     | 2           |         |         |

## Bank Reconciliation Program (PHPBREC)

Bank reconciliation program.

### Parameter Entry Rules

The rules for entering the **Statement Start Date**, **Statement End/Reconcile Date**, **Starting Check Number**, and **Ending Check Number** parameters differ, depending on the other parameters entered for the report. The following chart shows when these parameters are required. For clarity, the statement end date and reconcile date requirements are listed in separate columns. An X indicates that a parameter must be entered. Also, only parameters identified by an X can be entered. For instance, if **Process Mode** is T (report only), **Report Type** is R (report reconciled checks) or V (report voided checks), and **Range Type** is C (check number), you must enter values for the **Starting Check Number** and **Ending Check Number** parameters. As another example, if **Report Type** is R and Range Type is D (check/reconcile date), you must enter a reconcile date as the **Statement End/Reconcile Date** parameter value. In this case, you cannot enter a **Statement Start Date** parameter value.

| Process Mode | Report Type | Range Type | Statement Start Date | Statement End Date | Reconcile Date | Starting Check Number | Ending Check Number |
|--------------|-------------|------------|----------------------|--------------------|----------------|-----------------------|---------------------|
| T            | R           | C          |                      |                    |                | X                     | X                   |
|              |             | D          |                      | X                  |                |                       |                     |
|              | V           | C          |                      |                    |                | X                     | X                   |
|              |             | D          | X                    | X                  |                |                       |                     |
|              | O, P, E     | C          |                      |                    |                | X                     | X                   |



| Process Mode | Report Type                                   | Range Type   | Statement Start Date       | Statement End Date | Reconcile Date | Starting Check Number | Ending Check Number |
|--------------|---|--|----------------------------|--------------------|----------------|-----------------------|---------------------|
|              |   | D  |                            | X                  |                |                       |                     |
| R            | None  | C  |                            |                    | X              | X                     | X                   |
|              |   | D  |                            |                    | X              |                       |                     |
| Param        | Name  | Description/Values   | Required?                  | Default            | Validation     |                       |                     |
| 01           | Process Mode                                  | Report mode.<br>T Report only. Do not update or reconcile.<br>R Reconcile checks.  | Yes                        | None               | None           |                       |                     |
| 02           | Report Type (used only when process mode = T) | Report choice.<br>R = Report reconciled checks<br>O = Report outstanding checks<br>P = Pay No Issue. This option supplies a list of charges placed by the bank against the company account but not generated by Banner Payroll. Examples include errors, for example, somebody else's check was cleared against your account, or fraud was committed with the enterprise's checks.<br>E = Report checks in error<br>V = Report voided checks | Only when Process Mode = T | None               | None           |                       |                     |
| 03           | Range Type                                    | Range type.<br>C = Check number<br>D = Check date or reconcile date  | Yes                        | None               | None           |                       |                     |

| Param | Name                         | Description/Values   | Required?                        | Default | Validation                                   |
|-------|------------------------------|--|----------------------------------|---------|--|
| 04    | Statement Start Date         | Earliest check date to be used in the check selection process. When you enter a start date, the program selects checks with dates greater than or equal to that date and less than or equal to the date specified in the <b>Statement End/Reconcile Date</b> parameter.  | See Parameter Entry Rules chart. | None    | Date format must be DD-MMM-YYYY or DD-MMM-YY |
| 05    | Statement End/Reconcile Date | Latest check date to be used in the check selection process, or reconciliation date. When the <b>Process Mode</b> is T (report only), a date entered for this parameter is used only for record selection purposes. When <b>Process Mode</b> is R (reconcile checks), a date entered for this parameter gets posted to the data base as the reconcile date. When you enter a check end date, the program will select checks with dates greater than or equal to the date specified in the <b>Statement Start Date</b> parameter (if any) and less than or equal to the specified end date. | See Parameter Entry Rules chart. | None    | Date format must be DD-MMM-YYYY or DD-MMM-YY |
| 06    | Starting Check Number        | Lowest check number to be used in the check selection process. When you enter a starting check number, the system selects checks with check numbers greater than or equal to that number and less than or equal to the number specified in the <b>Ending Check Number</b> parameter.   | See Parameter Entry Rules chart. | None    | None   |
| 07    | Ending Check Number          | Highest check number to be used in the check selection process. When you enter an ending check number, the system selects checks with check numbers greater than or equal to the number specified in the <b>Starting</b>   | See Parameter Entry Rules chart. | None    | None   |

| Param | Name | Description/Values   | Required? | Default | Validation |
|-------|------|--|-----------|---------|------------|
|       |      | <b>Check Number</b> parameter and less than or equal to the specified ending check number. |           |         |            |

## Report Attributes

### Sort Order

User-specified at **Range Type** parameter

### Data Source

|         |         |
|---------|---------|
| PHRDOCM | PHRBKTP |
|---------|---------|

### Frequency

On demand

### Report Format

Standard horizontal report format

| Name         | Description                            |
|--------------|--|
| CHECK NUM    | Check number                           |
| ID           | ID number of payee                     |
| NAME         | Name of payee                          |
| CHECK AMOUNT | Amount of check as reported by Payroll |
| CHECK DATE   | Date of check                          |

| Name        | Description   |
|-------------|---|
| BANK AMOUNT | Check amount as charged by the bank. This field displays a value if amount is different from Banner's record (that is, if you entered P at the <b>Report Choice</b> parameter). |
| BANK DATE   | Date on which check was cleared by the bank   |
| RECON       | Reconciliation indicator:<br>R = Reconciled<br>E = Error in amounts<br>P = Pay No Issue<br>Null Outstanding   |
| RECON DATE  | Date of reconciliation  |

## Report Sample (PHPBREC)

|                   |           |  |              |  |             |
|-------------------|-----------|--|--------------|--|-------------|
| REPORT : PHPBREC  |           | Banner University<br>Bank Reconciliation Program |              | PAGE 1<br>RUN DATE 09/24/1992<br>RUN TIME 10:08 AM |             |
| CHECK NUM         | ID        | NAME   | CHECK AMOUNT | CHECK DATE   | BANK AMOUNT |
| 00000000v         | 766000027 | Harris,Paul J                                    | 994.00       | 07/15/92   |             |
| 123               | @00000610 | Murphy,Samuel E                                  | 226.78       | 07/01/92   |             |
| 133000            | 766000025 | Davis,Larry P                                    | 1,639.22     | 07/15/92   |             |
| 133002            | 766000029 | Jones,Jeff M                                     | 169.22       | 07/15/92   |             |
| 133003            | 766000060 | Adams,Tom P                                      | 1,670.85     | 07/15/92   |             |
| 5000              | 777701001 | Carney,Marie R                                   | 1,309.37     | 07/15/92   |             |
| TOTAL RECONCILED: |           |  | 6,009.44     |  |             |
|                   |           |  |              | RECON  | RECON DATE  |
|                   |           |  |              | R  | 09/16/92    |
|                   |           |  |              | R  | 09/10/92    |
|                   |           |  |              | R  | 09/11/92    |
|                   |           |  |              | R  | 09/11/92    |
|                   |           |  |              | R  | 09/11/92    |
|                   |           |  |              | R  | 09/10/92    |

|                  |  |  |  |                     |  |
|------------------|--|--|--|---------------------|--|
| REPORT : PHPBREC |  | Banner University                      |  | PAGE 2              |  |
|                  |  | Bank Reconciliation Program            |  | RUN DATE 09/24/1992 |  |
|                  |  | * * * REPORT CONTROL INFORMATION * * * |  | RUN TIME 10:08 AM   |  |

| Parameter Name    | Value       | Source  | Message                                      |
|-------------------|-------------|---------|--|
| Parameter Seq No: | 42342       |         |  |
| Report Mode:      | T           | Entered | Repor(T) Mode; No Updates will be processed. |
| Report Choice:    | R           | Entered | Reconciled Checks                            |
| Range Type:       | D           | Entered | Control by Bank Statement Dates              |
| Statement Start:  | 01-JUL-1992 | Entered |  |
| Statement End:    | 15-JUL-1992 | Entered |  |
| Lines/Page:       | 55          |         |  |
| Record Count:     | 6           |         |  |

| REPORT : PHPBREC |           | Banner University<br>Bank Reconciliation Program |              | PAGE 1<br>RUN DATE 09/24/1992<br>RUN TIME 10:10 AM |             |
|------------------|-----------|--|--------------|--|-------------|
|                  |           | OUTSTANDING CHECKS                               |              |  |             |
| CHECK NUM        | ID        | NAME   | CHECK AMOUNT | CHECK DATE   | BANK AMOUNT |
| 1                | 888018898 | Shifter,Linda B                                  | 661.66       | 05/15/92   |             |
| 101              | 777010009 | Rodgers,Michael M                                | 100.00       | 05/02/91   |             |
| 101              | 777777702 | Clark,Bobby                                      | 100.00       | 07/19/91   |             |
| 101              | 765000007 | Edwards,Hillary P                                | 1,265.12     | 08/30/91   |             |
| 101              | 777010050 | Bonspiel,Garth R                                 | 404.00       | 05/31/92   |             |
| 101              | M77777777 | Bell,Mary  | 361.75       | 05/31/92   |             |
| 101              | 765000007 | Edwards,Hillary P                                | 1,264.70     | 09/13/91   |             |
| 102              | 765000002 | Alberts,Jane P                                   | 202.85       | 08/30/91   |             |
| 102              | 800000000 | Bollinger,Nickolas M                             | 274.79       | 05/31/92   |             |
| 102              | M33333333 | Hamline,Connie                                   | 365.37       | 05/31/92   |             |
| 102              | 765000002 | Alberts,Jane P                                   | 202.85       | 09/13/91   |             |
| 103              | 765000004 | Barron,Dan M                                     | 423.10       | 08/30/91   |             |
| 103              | 833333333 | Edmonds,Laura M                                  | 365.37       | 05/31/92   |             |
| 103              | K11111111 | Joshi,Bhimsen                                    | 361.75       | 05/31/92   |             |
| 103              | 765000004 | Barron,Dan M                                     | 423.10       | 09/13/91   |             |
| 104              | 765000005 | Fellows,Tom P                                    | 3,286.14     | 08/30/91   |             |
| 104              | 765000005 | Fellows,Tom P                                    | 3,259.12     | 09/13/91   |             |
| 104              | 666666660 | Schwarz,Richard                                  | 361.75       | 05/31/92   |             |
| 104              | 844444444 | Fanollini,Mary S                                 | 361.75       | 05/31/92   |             |
| 105              | 877777777 | Gischek,Ruth S                                   | 361.75       | 05/31/92   |             |
| 105              | 777010031 | Smith,Jason                                      | 361.75       | 05/31/92   |             |
| 106              | 765000006 | Newton,Frank P                                   | 487.93       | 08/30/91   |             |
| 106              | 765000006 | Newton,Frank P                                   | 253.96       | 09/13/91   |             |
| 106              | K22222222 | Vichio,Diane                                     | 361.75       | 05/31/92   |             |
| 106              | 866666666 | Hartling,William C                               | 361.75       | 05/31/92   |             |
| 2000             | 765000002 | Alberts,Jane P                                   | 811.40       | 04/15/91   |             |
| 2000             | 222222221 | Anderson, Karin                                  | 58,540.19    | 06/15/92   |             |
| 2000             | 155555551 | Smith, Gabriel                                   | 56,953.92    | 08/02/91   |             |
| 2000             | K11111111 | Joshi,Bhimsen                                    | 3,632.40     | 11/01/91   |             |
| 2000             | 563600689 | Tull,Carol A                                     | 3,254.46     | 04/30/92   |             |
| 2000             | 766000025 | Davis,Larry P                                    | 1,602.44     | 10/31/91   |             |
| 2000             | 444444455 | Orangeburg,Carl D                                | 2,105.96     | 08/16/91   |             |
| 2000             | 777777702 | Clark,Bobby                                      | 1,566.22     | 07/15/91   |             |
| 5000000          | 765000002 | Alberts,Jane P                                   | 811.39       | 03/15/91   |             |

TOTAL OUTSTANDING: 145,512.44

REPORT : PHPBREC

Banner University  
Bank Reconciliation Program  
\* \* \* REPORT CONTROL INFORMATION \* \* \*  
Source Message

RUN DATE 09/24/1992  
RUN TIME 10:10 AM

Parameter Name Value

Parameter Seq No: 42345

Report Mode: T

Report Choice: O

Range Type: D

Statement Start:

Statement End: 01-JUL-1992

Lines/Page: 55

Record Count: 34

Entered Repor(T) Mode; No Updates will be processed.  
Entered Outstanding Checks  
Entered Control by Bank Statement Dates  
Entered

REPORT : PHPBREC

Banner University  
Bank Reconciliation Program  
\* \* \* REPORT CONTROL INFORMATION \* \* \*  
Source Message

PAGE 2  
RUN DATE 09/24/1992  
RUN TIME 10:13 AM

Parameter Name Value

Parameter Seq No: 42347

Report Mode: T

Report Choice: E

Range Type: D

Statement Start:

Statement End: 15-JUL-1992

Lines/Page: 55

Record Count: 4

Entered Repor(T) Mode; No Updates will be processed.  
Entered Checks in Error  
Entered Control by Bank Statement Dates  
Entered

REPORT : PHPBREC

Banner University  
Bank Reconciliation Program  
CHECKS IN ERROR

PAGE 1  
RUN DATE 09/24/1992  
RUN TIME 10:13 AM

| CHECK NUM | ID        | NAME                |
|-----------|-----------|---------------------|
| 4         | 111070013 | Obando, Pablo       |
| 4         | BANK TAPE | Cashed Check        |
| 4         | 822222222 | Miller, Gail R      |
| 4         | BANK TAPE | Cashed Check        |
| 4         | 766000006 | Anderson, Barbara M |
| 4         | BANK TAPE | Cashed Check        |
| 4         | 777010011 | Adams, Eugene M     |

| CHECK AMOUNT | CHECK DATE | BANK AMOUNT | BANK DATE | RECON | RECON DATE |
|--------------|------------|-------------|-----------|-------|------------|
| 841.62       | 02/28/91   |             |           | E     |            |
|              |            | 1,197.31    | 02/01/91  | E     |            |
| 1,384.90     | 06/01/91   |             | 02/01/91  | E     |            |
|              |            | 1,197.31    | 02/01/91  | E     |            |
| 514.40       | 07/15/91   |             | 02/01/91  | E     |            |
|              |            | 1,197.31    | 02/01/91  | E     |            |
| 4.38         | 05/12/92   |             | 02/01/91  | E     |            |

4 BANK TAPE Cashed Check

TOTAL Banner CHECKS: 2,745.30  
TOTAL BANK CHECKS: 4,789.24

1,197.31 02/01/91 E

REPORT : PHPBREC

Banner University  
Bank Reconciliation Program  
PAY NO ISSUESPAGE 1  
RUN DATE 09/24/1992  
RUN TIME 10:14 AM

| CHECK NUM           | ID                     | NAME | CHECK AMOUNT | CHECK DATE | BANK AMOUNT | BANK DATE | RECON | RECON DATE |
|---------------------|------------------------|------|--------------|------------|-------------|-----------|-------|------------|
| 081892              | BANK TAPE CASHED       |      |              |            | 2,000.00    | 01/15/91  | P     |            |
| 2004                | BANK TAPE Cashed Check |      |              |            | 850.53      | 04/16/91  | P     |            |
| 222000              | BANK TAPE Cashed Check |      |              |            | 1,397.25    | 02/01/91  | P     |            |
| 4                   | BANK TAPE Cashed Check |      |              |            | 1,384.90    | 06/02/91  | P     |            |
| 4                   | BANK TAPE Cashed Check |      |              |            | 514.40      | 07/16/91  | P     |            |
| 4                   | BANK TAPE Cashed Check |      |              |            | 4.38        | 05/13/92  | P     |            |
| 700                 | BANK TAPE Cashed Check |      |              |            | 811.40      | 02/01/91  | P     |            |
| 91                  | BANK TAPE Cashed Check |      |              |            | 1,496.13    | 02/01/91  | P     |            |
| TOTAL PAY NO ISSUE: |                        |      | 8,458.99     |            |             |           |       |            |

REPORT : PHPBREC

Banner University  
Bank Reconciliation Program  
\* \* \* REPORT CONTROL INFORMATION \* \* \*  
Source MessagePAGE 2  
RUN DATE 09/24/1992  
RUN TIME 10:14 AM

| Parameter Name    | Value       | Source  | Message                                      |
|-------------------|-------------|---------|--|
| Parameter Seq No: | 42348       |         |  |
| Report Mode:      | T           | Entered | Repor(T) Mode; No Updates will be processed. |
| Report Choice:    | P           | Entered | Pay No Issues                                |
| Range Type:       | D           | Entered |  |
| Statement Start:  |             |         |  |
| Statement End:    | 15-JUL-1992 | Entered |  |
| Lines/Page:       | 55          |         |  |
| Record Count:     | 8           |         |  |

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## Payroll Calculation Report (PHPCALC)

Calculates payroll net from gross.

Selects employees in the payroll with a disposition of 30 (Awaiting Payroll Calculation) and calculates their earnings and deductions. Calls the Tax module to calculate federal, state, and local taxes. Updates time records to a disposition of either 15 (Awaiting Error Correction) or 40 (Awaiting Document). On request, generates Calculation Verification Report.

The process also calculates the reverse, i.e., gross from net amounts using the Gross-up Net method. The calculation process for this method commences when you choose to manually adjust a pay event and select the Gross-up Net calculation method on the Adjustment Processing page (PHAADJT). The calculation process uses the **Entered Net** amount and any selected benefits/deductions selected on the History Deductions page (PHCDEDN), to iteratively determine the **Calculated Gross** and **Calculated Net** amounts. The calculated net value closest to the initially specified **Entered Net** amount and its corresponding gross amount is displayed on the Adjustment Processing page, PHAADJT.

**Note:** When using the PHPCALC process to calculate Gross-up Net, it must be run from within the Adjustment Processing page (PHAADJT).

With regard to processing combined deduction limits, the Payroll Calculation Process (PHPCALC) supports the following calculations rules,

- 16 - Flat Amount by Employee with Employer Share,
- 28 - Percent of Gross by Employee with Employer Share, and
- 29 - Percent of Gross (each plan) with Combined Limits - Employer Match.

The process checks for the existence of a combined limit code on an employee's deduction record. If one exists, the combined limit rule is applied and enforces the following maximums on the current payroll: Employee Limit, Employer Limit, Combined Employee/Employer Limit, and Maximum Applicable Gross. If the maximum is reached on any one of these limits (after including the YTD amounts), additional deductions and/or contributions will no longer be made according to the Calculation Rule definition.

**Note:** The process also considers the following calculation rules that contain an annual limit (on PTRBDCA) during the computation of the combined limit rules.



| Calculation Rule |  | Description  |
|------------------|--|--|
| 11               |  | Flat Amount (with plan)  |
| 16               |  | Flat Amount by Employee with Employer Share                        |
| 21               |  | Percent of Gross each plan   |
| 28               |  | Percent of Gross by Employee with Employer Share                   |
| 29               |  | Percent of Gross (each plan) with Combined Limits - Employer Match |

  

| Param | Name                        | Description/Values  | Required? | Default | Validation                |
|-------|-----------------------------|---|-----------|---------|---------------------------|
| 01    | Payroll Year                | Payroll year  | Yes       | None    | Format must be YYYY or YY |
| 02    | Payroll ID                  | ID of payroll to be included in report  | Yes       | None    | PTRPICT                   |
| 03    | Payroll Number              | Number of payroll to be included in report  | Yes       | None    | PTRCALN                   |
| 04    | Recalculate all Employees   | <p>Recalculate all indicator.</p> <p>Y(es) = Recalculate all employees at a disposition of either 30 or 40. If you discovered and corrected a rule page error (for example, in PTREARN or PTRBDCA) that affects a large group of employees, enter this value.</p> <p>If you prefer to enter Y in all cases, be sure to allow for the fact that its use increases run time and delays payroll processing.</p> <p>N(o) = Do not recalculate all employees. This value instructs the system to calculate only employees who are at disposition 30.</p> | No        | N(o)    | None                      |
| 05    | Calculation Analysis Report | Produce Calculation Verification Report Indicator:  | No        | Y(es)   | None                      |

| Param | Name | Description/Values  | Required? | Default | Validation |
|-------|------|---|-----------|---------|------------|
|       |      | Y(es) = Produce Calculation Verification Report.<br>Choose this option if you want to validate the accuracy of the time entry and deduction information prior to proceeding with the payroll.<br><br>N(o) = Do not produce Calculation Verification Report. |           |         |            |

## Report Attributes

### Sort Order

Alphabetic

### Data Source

All payroll-related rule and application pages

### Frequency

By payroll cycle

### Report Format

Standard horizontal report format

| Name          | Description  |
|---------------|--|
| ID            | Employee ID number   |
| EMPLOYEE NAME | Employee name  |
| POSN          | Position occupied by this employee. The position code that appears in this field was defined on the Position page (NBAPOSN) and assigned to this employee on the Employee Jobs page (NBAJOBS). |

| Name      | Description  |
|-----------|--|
|           | All positions being paid this payroll appear on the report.  |
| SUFF      | Position suffix. This code was defined in conjunction with the position code on the Employee Job page (NBAJOBS).   |
| EFF       | Effective date of job for purposes of pay calculation and pay history. Dates appearing in this field are collected from all blocks on the Employee Jobs page (NBAJOBS).                                      |
| STAT      | Job Status:<br>A = Active<br>B = On leave with paid benefits<br>F = Leave with full pay and benefits<br>L = On leave without pay or benefits<br>P = Leave at partial pay and full benefits<br>T = Terminated |
| EMPR      | Employer code. Employer codes are defined on the Employer Rule page (PTREMPR).   |
| COAS      | Chart of Accounts code of this job   |
| ORGN      | Organization defined for this job on the Employee Job page (NBAJOBS)   |
| TS/ROSTER | Time Sheet/Roster Indicator:<br>T = Time sheet<br>O = Organizational time sheet<br>R = Roster  |
| C/I       | Cash indicator for earnings  |
| EARN      | Earnings code assigned to this employee. Codes appearing in this field are defined on the Earnings Code Rule page (PTREARN).   |

| Name            | Description  |
|-----------------|--|
| SHFT            | Shift when these earnings were earned. The value that appears in this field was defined on the Shift Premium Rule page (PTRSHFT).  |
| HRS             | Number of hours/units associated with this earnings record   |
| RATE            | Earnings pay rate. The value in this field is calculated by dividing the value in the <b>AMOUNT</b> field (below) by the amount in the <b>HRS</b> field (above).   |
| SPECIAL RATE    | Special rate associated with this earnings code  |
| AMOUNT          | Gross amount calculated for this earnings code   |
| SAL RATE        | Salary or hourly rate associated with this job   |
| PAY PER SAL     | Per-pay gross salary paid to the employee. The value that appears in this field is the prorated amount entered in the Job section of the Employee Jobs page (NBAJOBS).   |
| JOB TOTAL GROSS | Gross amount calculated for this job   |
| TOTAL GROSS     | Total gross calculated for all jobs  |
| DEDN            | Code of benefit/deduction. The code appearing in this field is defined on the Benefits and Deductions Rule page (PTRBDCA).   |
| EMPL AMT        | Employee deduction amount  |
| EMPR AMT        | Employer benefit amount  |
| APPL GROSS      | Applicable gross associated with this benefit/deduction  |
| AMOUNT ONE      | Amount established for this benefit/deduction in the Deduction section of the Employee Deduction page (PDAEDN). To determine the definition of this field, go the "Benefit/Deduction Rule Form Matrix" in the online help of Banner Human Resources, and check the value assigned to PDAEDN Amount 1 for the Calculation Rule number appearing in the <b>Calc</b> field (below). |
| AMOUNT TWO      | Amount established for this benefit/deduction in the Deduction section of the Employee Deduction page (PDAEDN). To determine the definition of this field, go the "Benefit/Deduction Rule Form Matrix" in the online help of Banner Human Resources, and check the value assigned to PDAEDN Amount 2 for the Calc Rule number appearing in the <b>Calc</b> field (below).        |

| Name         | Description  |
|--------------|--|
| AMOUNT THREE | Amount established for this benefit/deduction in the Deduction section of the Employee Deduction page (PDAEDN). To determine the definition of this field, go the "Benefit/Deduction Rule Form Matrix" in the online help of Banner Human Resources, and check the value assigned to PDAEDN Amount 3 for the Calc Rule number appearing in the <b>Calc</b> field (below).                              |
| AMOUNT FOUR  | Amount established for this benefit/deduction in the Deduction section of the Employee Deduction page (PDAEDN). To determine the definition of this field, go the "Benefit/Deduction Rule Form Matrix" in the online help of Banner Human Resources, and check the value assigned to PDAEDN Amount 4 for the Calc Rule number appearing in the <b>Calc</b> field (below).                              |
| PLAN AMT 1   | Amount established for this benefit/deduction plan in the Benefit/Deduction Valid Plan section Benefits and Deductions Rule page (PTRBDCA). To determine the definition of this field, go the "Benefit/Deduction Rule Form Matrix" in the online help of Banner Human Resources, and check the value assigned to PTRBDCA Amount 1 for the Calc Rule number appearing in the <b>Calc</b> field (below). |
| PLAN AMT 2   | Amount established for this benefit/deduction plan in the Benefit/Deduction Valid Plan section Benefit/Deduction Rule page (PTRBDCA). To determine the definition of this field, go the "Benefit/Deduction Rule Form Matrix" in the online help of Banner Human Resources, and check the value assigned to PTRBDCA Amount 2 for the Calc Rule number appearing in the <b>Calc</b> field (below).       |
| PLAN AMT 3   | Amount established for this benefit/deduction plan in the Benefit/Deduction Valid Plan section Benefits and Deductions Rule page (PTRBDCA). To determine the definition of this field, go the "Benefit/Deduction Rule Form Matrix" in the online help of Banner Human Resources, and check the value assigned to PTRBDCA Amount 3 for the Calc Rule number appearing in the <b>Calc</b> field (below). |
| PLAN AMT 4   | Amount established for this benefit/deduction plan in the Benefit/Deduction Valid Plan section Benefits and Deductions Rule page (PTRBDCA). To determine the definition of this field, go the "Benefit/Deduction Rule Form Matrix" in the online help of Banner Human Resources, and check the value assigned to PTRBDCA Amount 4 for the Calc Rule number appearing in the <b>Calc</b> field (below). |
| MESSAGE      | Informational messages about this benefit or deduction   |
| CALC         | Calc rule. The value that appears in this field was established in the Benefit/Deduction section of the Benefits and Deductions Rule page (PTRBDCA). Refer to the online help of Banner Human Resources, for an explanation of this rule.  |
| O/L          | Overload Indicator:  |

| Name          | Description  |
|---------------|--|
|               | <p>Y = Deduction should be excluded from overload pay (that is, payment for jobs that are separate from the employee's base contract)</p> <p>N = Deduction should not be excluded from overload pay.</p>   |
| WEEKS         | Deduction frequency indicator. The five-character value in this field represents the five paydays possible in a calendar month. A Y indicates that this deduction is processed for that payroll; an N indicates that the deduction is not taken.   |
| TAX CODE      | If the value in the <b>Calc</b> field is 60, this field contains the tax code for this deduction. The code that appears in this field is defined on the Tax Code page (PXATXCD).   |
| DED TYPE      | Deduction type code. The value that appears in this field is defined on the Benefit/Deduction Type Validation page (PTVBPTY).  |
| ARR           | <p>Arrears Indicator:</p> <p>N = No deduction, no arrears = If the total amount of the deduction is not available, do not take a deduction or accumulate arrears</p> <p>F = Full arrears = If the total amount of the deduction is not available, arrear the entire amount. Do not take a deduction.</p> <p>P = Partial = Deduct any available funds and arrear the balance.</p> <p>D = Deduct any available funds, but do not arrear the balance.</p> <p>This field tells you whether the deduction can go into arrears when it cannot be taken because the pay amount drops below the amount specified by its calc rule.</p> |
| ARREAR BAL    | Amount of arrears balance coming into calculation  |
| ARR TAKEN     | Amount of employee deduction put into arrears this payroll run   |
| ARR RECOVERED | Amount of employee arrears recovered by deduction from this payroll  |
| AVAIL NET     | Available net coming into calculation of this deduction  |

## Report Sample (PHPCALC)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| REPORT: PHPCALC  |  |  |  |  |  |  |  |  |  | PAGE 1                                       |  |  |  |
|  |  |  |  |  |  |  |  |  |  | RUN DATE 12/26/1991                          |  |  |  |
|  |  |  |  |  |  |  |  |  |  | RUN TIME 11:44 AM                            |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Banner University  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Payroll Calculation Report   |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Payroll Id: SK Payroll No: 3   |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Pay Period: 01-FEB-1991 To 15-FEB-1991                               |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Id: 765000004 Employee Name: Barron, Daniel M                        |  |  |  |  |  |  |  |  |  | Seq No: 0 Employee Status: A                 |  |  |  |
| Posn: KD0001 Suff: 00 Eff: 01-JAN-1991 Stat: A Ecls: KD Empr: Banner |  |  |  |  |  |  |  |  |  |  |  |  |  |
| COAS: T Orgn: 200 TS/Roster: R C/I Earn Shift Hrs                    |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sal Rate: 12.403369 Pay Per Sal: 1,075.00 Y REG 1 88.00              |  |  |  |  |  |  |  |  |  | Rate Spec Rate Amount                        |  |  |  |
| Job Total Gross 1,075.00   |  |  |  |  |  |  |  |  |  | 12.215909 0.000000 1,075.00                  |  |  |  |
| Total Gross 1,075.00   |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Dedn Empl Amt Empr Amt Appl Gross 01 02 03 04 05 Amount One          |  |  |  |  |  |  |  |  |  | Amount Two Amount Three Amount Four          |  |  |  |
| Message  |  |  |  |  |  |  |  |  |  | Plan Amt 1 Plan Amt 2 Plan Amt 3 Plan Amt 4  |  |  |  |
| FED 124.38 .00 Calc O/L Weeks Tax Code Type Empr Arr                 |  |  |  |  |  |  |  |  |  | Arrear Bal Arr Taken Arr Recovered Avail Net |  |  |  |
|  |  |  |  |  |  |  |  |  |  | 1,075.00 S 2 0 0 0 .00 .00 .00 .00 <         |  |  |  |
|  |  |  |  |  |  |  |  |  |  | .00 .00 .00 .00                              |  |  |  |
| FIM 15.58 15.58 60 N YYNN FD 01 Banner N                             |  |  |  |  |  |  |  |  |  | .00 .00 .00 1,075.00                         |  |  |  |
|  |  |  |  |  |  |  |  |  |  | .00 .00 .00 .00 <                            |  |  |  |
|  |  |  |  |  |  |  |  |  |  | .00 .00 .00 .00                              |  |  |  |
| FIO 66.65 66.65 60 N YYNN FIMC 08 Banner N                           |  |  |  |  |  |  |  |  |  | .00 .00 .00 950.62                           |  |  |  |
|  |  |  |  |  |  |  |  |  |  | .00 .00 .00 .00 <                            |  |  |  |
|  |  |  |  |  |  |  |  |  |  | .00 .00 .00 .00                              |  |  |  |
| BND 20.00 .00 60 N YYNN FIOA 02 Banner N                             |  |  |  |  |  |  |  |  |  | .00 .00 .00 935.04                           |  |  |  |
|  |  |  |  |  |  |  |  |  |  | 20.00 10,000.00 15.00 .00 <                  |  |  |  |
|  |  |  |  |  |  |  |  |  |  | .00 .00 .00 .00                              |  |  |  |
|  |  |  |  |  |  |  |  |  |  | .00 .00 .00 868.39                           |  |  |  |
| Total Net 848.39   |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |                     |  |  |  |
|--|--|--|--|--|--|--|--|--|--|---------------------|--|--|--|
| REPORT: PHPCALC                        |  |  |  |  |  |  |  |  |  | PAGE 4              |  |  |  |
|  |  |  |  |  |  |  |  |  |  | RUN DATE 12/26/1991 |  |  |  |
|  |  |  |  |  |  |  |  |  |  | RUN TIME 11:44 AM   |  |  |  |
|  |  |  |  |  |  |  |  |  |  |                     |  |  |  |
| Banner University                      |  |  |  |  |  |  |  |  |  |                     |  |  |  |
| Payroll Calculation Report             |  |  |  |  |  |  |  |  |  |                     |  |  |  |
| Payroll Id: SK Payroll No: 3           |  |  |  |  |  |  |  |  |  |                     |  |  |  |
| Pay Period: 01-FEB-1991 To 15-FEB-1991 |  |  |  |  |  |  |  |  |  |                     |  |  |  |
| * * * REPORT CONTROL INFORMATION * * * |  |  |  |  |  |  |  |  |  |                     |  |  |  |
| Source Message                         |  |  |  |  |  |  |  |  |  |                     |  |  |  |
| Parameter Name Value                   |  |  |  |  |  |  |  |  |  |                     |  |  |  |
| Year: 1991                             |  |  |  |  |  |  |  |  |  | Entered             |  |  |  |
| Pay ID: SK                             |  |  |  |  |  |  |  |  |  | Entered             |  |  |  |
| Pay Number: 3                          |  |  |  |  |  |  |  |  |  | Entered             |  |  |  |
| Pay Period Start Date: 01-FEB-1991     |  |  |  |  |  |  |  |  |  |                     |  |  |  |
| Pay Period End Date : 15-FEB-1991      |  |  |  |  |  |  |  |  |  |                     |  |  |  |
| Total Gross: 9,587.50                  |  |  |  |  |  |  |  |  |  |                     |  |  |  |
| Total Deductions: 1,983.94             |  |  |  |  |  |  |  |  |  |                     |  |  |  |
| Total Net: 7,603.56                    |  |  |  |  |  |  |  |  |  |                     |  |  |  |
| Total Employees Accepted: 6            |  |  |  |  |  |  |  |  |  |                     |  |  |  |

|                           |   |
|---------------------------|---|
| Total Employees Rejected: | 0 |
|---------------------------|---|

## Canadian Direct Deposit Process (PHPCDIR)

Creates Canadian Direct Deposit tape.

| Param | Name                       | Description/Values  | Required? | Default | Validation                |
|-------|----------------------------|---|-----------|---------|---------------------------|
| 01    | Year                       | Payroll year.   | Yes       | None    | Format must be YYYY or YY |
| 02    | Pay ID                     | ID of payroll to be included in report.   | Yes       | None    | PTRPICT                   |
| 03    | Pay Number                 | Number of payroll to be included in report.   | Yes       | None    | PTRCALN                   |
| 04    | Type of Records to Process | <p>Select records to include in the tape file. Specify one of the following values:</p> <p>1 = Both</p> <p>This includes records in regular payroll that have a Sequence number of 0 (zero) as well as new adjustments having a non-zero sequence number, with a disposition between 42 and 50.</p> <p>2 = Regular Payroll Only</p> <p>This option selects all regular payroll records regardless of the disposition, having a sequence number of 0 (zero).</p> <p>3 = New Adjustments Only</p> <p>This option selects adjustment records having a non-zero sequence number with a disposition between 42 and 50.</p> | Yes       | None    | 1, 2, 3                   |



| Param | Name      | Description/Values  | Required? | Default | Validation |
|-------|-----------|---|-----------|---------|------------|
| 05    | ID type   | Indicates which ID is to be included in the ACH output<br><br>1=SSN<br><br>2 =Employee ID   | Yes       | 1       | None       |
| 06    | Bank Code | Enter Bank Code if Different from PTRPICT or NTRINST Active fiscal year.<br><br>While entering a Bank Code, take care to select the correct Bank Code. Only one Bank Code may be used on a Direct Deposit file. Therefore, be sure to select the correct Chart/ Code combination since, it is possible to create/ use the same Bank Code for no Chart (non Finance) or multiple Chart of Accounts on GXRBank. | No        | None    | GXIBANK    |

## Report Attributes

### Sort Order

Not applicable

### Data Source

Payroll pages and tables

### Frequency

At end of pay cycle

**Report Format**

Tape

**Report Sample (PHPCDIR)**

The Canadian Direct Deposit Process does not generate a report.

**Fields**

Not applicable.

**Check/Direct Deposit Notice (PHPCHEK)**

Updates check numbers and generates standard-sized checks and Direct Deposit notices. Selects employees in the payroll with a disposition of 42 (Awaiting Check Process) and prints their paychecks or Direct Deposit notices. Updates time records to a disposition of 50 (Awaiting Update).

If an employee's pay is direct deposited to more than one account, data on all of these deposits is listed on a single document statement. This information is listed in the Direct Deposit Distribution section of the statement. The following data are included for each deposit: the account type (Savings, Checking, or Other), the account number, and the amount allocated to the account. The total direct deposit amount follows the listing.

| Param | Name                          | Description/Values                          | Required? | Default | Validation                |
|-------|-------------------------------|---|-----------|---------|---------------------------|
| 01    | Payroll Year                  | Payroll year.                               | Yes       | None    | Format must be YYYY or YY |
| 02    | Payroll ID                    | ID of payroll to be included in report.     | Yes       | None    | PTRPICT                   |
| 03    | Payroll Number                | Number of payroll to be included in report. | Yes       | None    | PTRCALN                   |
| 04    | Check or Direct Deposit (C/D) | Document type:<br>C = Print paychecks       | Yes       | None    | None                      |

| Param                            | Name                                | Description/Values  | Required? | Default | Validation |
|----------------------------------|-------------------------------------|---|-----------|---------|------------|
| D = Print Direct Deposit notices |                                     |   |           |         |            |
| 05                               | Duplicate Document Prevention (Y/N) | (Y)es = Enabled Prevention<br>(N)o = Disabled Prevention  | Yes       | Y       | None       |
| 06                               | Manual or Automatic (M/A)           | Indicates whether the document number is to be manually assigned or automatically generated.  | No        | M       | None       |
| 07                               | Manual Document Number              | Number to be assigned to the document. If you specified M for the Manual or Automatic parameter, you must enter a value for this parameter. | No        | None    | None       |
| 08                               | Beginning Range Number              | Number to be assigned to first check or Direct Deposit number. Use this parameter if you specified A for the Manual or Automatic parameter. | No        | None    | None       |
| 09                               | Ending Range Number                 | Number to be assigned to last check or Direct Deposit number. Use this parameter if you specified A for the Manual or Automatic parameter.  | No        | None    | None       |
| 10                               | Last Good Document Number           | Last good document number. Use this parameter only for the restart of check or direct deposit printing.                                     | No        | None    | None       |
| 11                               | Suppress SSN on Check               | Indicates whether the SSN will print on the check.<br><br>Y = Means suppress the printing of the SSN<br>N = Means print the SSN             | No        | None    | None       |

---

## Report Attributes

### Sort Order

First by distribution organization code, then by employee name (last, first, and middle initial).

### Data Source

Payroll pages and tables

### Frequency

At payroll run or as needed

### Report Format

Check and/or Direct Deposit notice. PHPCHEK produces a standard-sized check and statement. (To produce a check/statement whose combined size is 8 1/2" x 11", use PHPCHKL.)

**Note:** The field titles listed above do not appear in PHPCHEK's output. They must be supplied on a pre-printed form.

| Name                      | Description  |
|---------------------------|--|
| PAY TO THE ORDER OF       | Name and address of employee   |
| LOC/DEPT                  | Employee's location and department   |
| DATE [or CHECK DATE]      | Date of check or Direct Deposit  |
| CHECK [or ACCOUNT] NUMBER | Check number or number of account to which funds have been deposited<br>If the account number exceeds 17 characters, the report will print an asterisk followed by the last 16 characters. |
| AMOUNT [or CHECK AMOUNT]  | Amount of check or Direct Deposit  |
| untitled field            | Prints the check message text, if available, only from the first line of the Pay Stub message section of PTRCALN   |

| Name                             | Description   |
|----------------------------------|---|
| untitled field                   | ABA clearing house number. This field appears on Direct Deposit notices only.   |
| EMPLOYEE NAME                    | Employee name   |
| IDENT NO                         | Employee ID number  |
| SOCIAL SECURITY NO               | Employee Social Security number   |
| PERIOD END                       | Last day of pay period covered by this check or Direct Deposit  |
| CHECK [or DOCUMENT] DATE         | Date of check or Direct Deposit   |
| CHECK [or DOCUMENT] NO           | Number of check or Direct Deposit notice  |
| AMOUNT [or CHECK AMOUNT]         | Amount of check or Direct Deposit notice  |
| PAY DESCRIPTION                  | Pay description. This field itemizes the earnings type paid during the pay period covered by this check (for example, regular earnings, overtime, or sick pay). |
| HOURS                            | Number of hours for each earning type listed in the <b>Pay Description</b> field  |
| RATE                             | Employee's hourly pay rate. If the employee is not paid on an hourly basis, this field is blank.  |
| EARNINGS                         | Gross pay for each earnings type listed in the <b>Pay Description</b> field   |
| CHECK [or DOCUMENT] DISTRIBUTION | Earnings distribution and total amount  |
| DEDUCTIONS                       | Deduction   |
| CURRENT                          | Amount deducted from this check for the deduction in the previous field   |
| YTD                              | Calendar year-to-date total for this deduction  |
| TOTAL HOURS & PAY                | Total number of hours and total amount of pay   |
| TOTAL DEDUCTIONS                 | Total for all deductions  |
| YTD GROSS EARNINGS               | Calendar year-to-date gross earnings for this employee  |
| untitled field                   | Leave code  |
| untitled field                   | Number of hours available for the leave code in the previous field  |

## Report Sample (PHPCHEK) 01

A sample report could not be supplied at this time.

## Report Sample (PHPCHEK) 02

A sample report could not be supplied at this time.

## Large Check/Direct Deposit Notice (PHPCHKL)

Updates check numbers and generates checks and Direct Deposit notices.

It selects employees in the payroll with a disposition of 42 (Awaiting Check Process) and prints their paychecks or Direct Deposit notices in a combined size of 8 1/2" x 11". It also updates time records to a disposition of 50 (Awaiting Update).

If an employee's pay is direct deposited to more than one account, data on all of these deposits is listed on a single document statement. This information is listed in the Direct Deposit Distribution section of the statement. The following data are included for each deposit: the account type (Savings, Checking, or Other), the account number, and the amount allocated to the account. The total direct deposit amount follows the listing.

| Param | Name                          | Description/Values  | Required? | Default | Validation                |
|-------|-------------------------------|---|-----------|---------|---------------------------|
| 01    | Payroll Year                  | Payroll year.   | Yes       | None    | Format must be YYYY or YY |
| 02    | Payroll ID                    | ID of payroll to be included in report.                                   | Yes       | None    | PTRPICT                   |
| 03    | Payroll Number                | Number of payroll to be included in report.                               | Yes       | None    | PTRCALN                   |
| 04    | Check or Direct Deposit (C/D) | Document type:<br>C = Print paychecks<br>D = Print Direct Deposit notices | Yes       | None    | None                      |

| Param | Name                                | Description/Values  | Required? | Default | Validation |
|-------|-------------------------------------|---|-----------|---------|------------|
| 05    | Duplicate Document Prevention (Y/N) | (Y)es Enable Prevention<br>(N)o Disable Prevention  | Yes       | Y       | None       |
| 06    | Manual or Automatic (M/A)           | Indicates whether the document number is to be manually assigned or automatically generated.  | No        | M       | None       |
| 07    | Manual Document Number              | Number to be assigned to the document. If you specified M for the Manual or Automatic parameter, you must enter a value for this parameter. | No        | None    | None       |
| 08    | Beginning Range Number              | Number to be assigned to first check or Direct Deposit number. Use this parameter if you specified A for the Manual or Automatic parameter. | No        | None    | None       |
| 09    | Ending Range Number                 | Number to be assigned to last check or Direct Deposit number. Use this parameter if you specified A for the Manual or Automatic parameter.  | No        | None    | None       |
| 10    | Last Good Document Number           | Last good document number. Use this parameter only for the restart of check or direct deposit printing.                                     | No        | None    | None       |
| 11    | Suppress SSN/SIN/TIN on Check       | Indicates whether the SSN/SIN/TIN is to appear on the check.<br><br>Y = Print on check<br>N = Do not print on check                         | No        | None    | None       |

---

## Report Attributes

### Sort Order

First by distribution organization code, then by employee name (last, first, and middle initial).

### Data Source

Payroll pages and tables

### Frequency

At payroll run or as needed

### Report Format

Check and/or Direct Deposit notice. Combined size check/statement is 8 1/2" x 11". (To produce a standard-sized check or Direct Deposit notice, use PHPCHEK.)

**Note:** With the exception of **YTD GROSS** and **TOTAL CHECK AMOUNT** [or **TOTAL DIRECT DEP**], the field titles listed below do not appear in PHPCHEK's output. They must be supplied on a pre-printed form.

| Name                      | Description  |
|---------------------------|--|
| PAY TO THE ORDER OF       | Name and address of employee   |
| LOC/DEPT                  | Employee's location and department   |
| DATE [or CHECK DATE]      | Date of check or Direct Deposit  |
| CHECK [or ACCOUNT] NUMBER | Check number or number of account to which funds have been deposited<br>If the account number exceeds 17 characters, the report will print an asterisk followed by the last 16 characters. |
| AMOUNT [or CHECK AMOUNT]  | Amount of check or Direct Deposit  |
| untitled field            | ABA clearing house number. This field appears on Direct Deposit notices only   |



| Name                                     | Description   |
|--|---|
| EMPLOYEE NAME                            | Employee name   |
| IDENT NO                                 | Employee ID number  |
| EMPLOYEE NAME                            | Employee name   |
| SOCIAL SECURITY NO                       | Employee Social Security number   |
| PERIOD END                               | Last day of pay period covered by this check or Direct Deposit  |
| CHECK [or DOCUMENT] DATE                 | Date of check or Direct Deposit   |
| CHECK [or DOCUMENT] NO                   | Number of check or Direct Deposit notice  |
| AMOUNT [or CHECK AMOUNT]                 | Amount of check or Direct Deposit notice  |
| PAY DESCRIPTION                          | Pay description. This field itemizes the earnings type paid during the pay period covered by this check (for example, regular earnings, overtime, or sick pay).                                   |
| HOURS                                    | Number of hours for each earning type listed in the <b>Pay Description</b> field  |
| RATE                                     | Employee's hourly pay rate. If the employee is not paid on an hourly basis, this field is blank.  |
| EARNINGS                                 | Gross pay for each earnings type listed in the <b>Pay Description</b> field   |
| DEDUCTIONS                               | Deduction   |
| CURRENT                                  | Amount deducted from this check for the deduction in the previous field   |
| YTD                                      | Calendar year-to-date total for this deduction, will display terminated deductions as well  |
| untitled field                           | Prints the check message text as entered in the Pay Stub message section of PTRCALN. The process prints the text entered in all eight lines of the message section. Null text fields are ignored. |
| TOTAL                                    | Total number of hours, total amount of pay, and total amount of current deductions  |
| YTD GROSS                                | Calendar year-to-date gross earnings for this employee  |
| TOTAL CHECK AMOUNT [or TOTAL DIRECT DEP] | Total amount of check or Direct Deposit   |

---

| Name           | Description  |
|----------------|--|
| untitled field | Leave code   |
| untitled field | Number of hours available for the leave code in the previous field |

---

## Report Sample (PHPCHKL)

## Canadian Direct Deposit Reformatting Utility (PHPCXPN)

Converts Canadian direct deposit file format of 250 bytes to 1464 bytes for those Canadian banks which accept only that file format.

### Parameters

None

### Report Attributes

#### Sort Order

Not applicable.

#### Frequency

Output file from PHPCDIR process. At end of pay cycle.

#### Report Format

Direct deposit transmission file.

## Report Sample (PHPCXPN)

The Canadian Direct Deposit Reformatting Utility does not generate a report.

### Fields

Not applicable.

## Create Direct Deposit Tape (PHPDIRD)

Creates Direct Deposit tape to send to the clearing house bank.

The following are the error conditions associated with the PHPDIRD report:

| Error Message  | Cause  | Solution  |
|--|--|---|
| Missing Institution Address in GUAINST.                                    | The institution has an incomplete address on the GUAINST page.   | Ensure a minimum of one street address line is populated.   |
| Missing Institution Country and Zip Code in GUAINST.                       | The institution has an incomplete address on the GUAINST page.   | Ensure the Country and Zip Code are populated.  |
| GXADIRD IAT Address Type Override XX is missing Street Address in SPRADDR. | On GXADIRD, the employee has an address type override. In this case, the employee has an incomplete address that has been selected based on the address type override. | Access PPAIDEN for the employee, navigate to the Address section. Select the Address type indicated in the message, and complete the address line information.                      |
| GXADIRD IAT Address Type Override XX is missing Country and/or Zip Code.   | On GXADIRD, the employee has an address type override. In this case, the employee has an incomplete address that has been selected based on the address type override. | Access PPAIDEN for the employee, navigate to the Address section. Select the Address type indicated in the message, and complete the Country and/or Zip or Postal Code information. |

| Error Message  | Cause  | Solution  |
|--|--|---|
| GTVSDAX Internal Code XX: Address Type XX is missing Street Address in SPRADDR.          | On GTVSDAX, the institution has defined a default IAT address hierarchy (PAYIATADDR). In this case, the employee has an incomplete address that has been selected based on the hierarchy.  | Access PPAIDEN for the employee, navigate to the Address section. Select the Address type indicated in the message, and complete the address line information.  |
| GTVSDAX Internal Code XX: Address Type XX is missing Country and/or Zip Code in SPRADDR. | On GTVSDAX, the institution has defined a default IAT address hierarchy (PAYIATADDR). In this case, the employee has an incomplete address that has been selected based on the hierarchy.  | Access PPAIDEN for the employee, navigate to the Address section. Select the Address type indicated in the message, and complete the Country and Zip Code information.  |
| GXADIRD IAT Address Type XX does not exist for the employee.                             | On GXADIRD, the employee has an address type override. In this case, the employee has an inactive address based on the address type override, or the employee does not have an address of this type.   | Access PPAIDEN for the employee, navigate to the Address section. Select the Address type indicated in the message, and either complete the address information, or ensure the employee has an address of this type that is active.   |
| GTVSDAX Internal CodeXX: Address Type XX does not exist for the employee.                | <p>On GTVSDAX, the institution has defined a default IAT address hierarchy (PAYIATADDR). There could be three possible conditions for this error:</p> <ol style="list-style-type: none"> <li>1 The employee has an inactive address that has been selected based on the hierarchy.</li> <li>2 The employee does not have an address of this type.</li> <li>3 The institution has not completed the hierarchy on GTVSDAX (the Address code is UPDATE_ME in the message).</li> </ol> | <p>Solutions to resolve this message:</p> <ol style="list-style-type: none"> <li>1 Access PPAIDEN for the employee, navigate to the Address section. Select the Address type indicated in the message, and complete the address information.</li> <li>2 Ensure the employee has an address of this type that is active.</li> <li>3 Complete the GTVSDAX hierarchy by updating the external code to a valid value. The delivered value is UPDATE_ME, which is not a valid address type.</li> </ol> |

| Param | Name                           | Description/Values   | Required? | Default | Validation |
|-------|--------------------------------|--|-----------|---------|------------|
| 01    | Year                           | Payroll year, which must be in YYYY or YY format.  | Yes       | None    | None       |
| 02    | Pay ID                         | ID of payroll to be included in report.  | Yes       | None    | PTRPICT    |
| 03    | Pay Number                     | Number of payroll to be included in report.  | Yes       | None    | PTRCALN    |
| 04    | Type of Records to Process     | <p>Specifies the type of records to include in the tape file. Specify one of the following values:</p> <p>1 = Both = This option selects all regular payroll records (sequence number of zero), regardless of the disposition, and adjustments (sequence number greater than zero) having a disposition between 42 and 50.</p> <p>2 = Regular Payroll Only = This option selects all regular payroll records having a sequence number of 0 (zero), regardless of disposition.</p> <p>2 = New Adjustments Only = This option selects adjustment records having a non-zero sequence number with a disposition between 42 and 50.</p> | Yes       | None    | None       |
| 05    | Direct Deposit Date            | Enter the date of direct deposit. This is meant for adjustment processing only.  | No        | None    | None       |
| 06    | ID Type                        | <p>Indicates which ID is to be included on the ACH output.</p> <p>1 = SSN</p> <p>2 = Employee ID</p>   | Yes       | 1       | None       |
| 07    | Debit transaction 27 required? | If this parameter is 'Y'es, PHPDIRD creates the "627" record for total debits  | Yes       | Y       | None       |
| 08    | Institution Bank Code          | Enter bank code if different from PTRPICT or NTRINST Active fiscal year.   | No        | None    | GXIBANK    |

| Param | Name | Description/Values   | Required? | Default | Validation |
|-------|------|--|-----------|---------|------------|
|       |      | While entering a Bank Code, take care to select the correct Bank Code. Only one Bank Code may be used on a Direct Deposit file. Therefore, be sure to select the correct Chart/Code combination since, it is possible to create/use the same Bank Code for no Chart (non Finance) or multiple Chart of Accounts on GXR BANK. |           |         |            |

## Report Attributes

### Sort Order

First by person ID number, then by bank code, then by account number.

### Data Source

Payroll pages and tables

### Frequency

After printing of Direct Deposit notices

### Report Format

Tape

## Report Sample (PHPDIRD)

```

101 987384729 09382409209111016571094101Bank      Bank
5220          FF3          ES1098120921IATPAYROLL  USDUSD090630  1032984020000001
6226785084230007      000047984411111111      1032984020000001
710PEN0000000000000479844      ONE IAT      0000001
711BANNER SYSTEM TEST      12 Street line one this is the fiel      0000001
712Start City this field can now h*PA\USA*19355\      0000001

```

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| Param | Name        | Description/Values  | Required? | Default                                    | Validation                              |
|-------|-------------|---|-----------|--|---|
| 01    | Year        | Payroll year.   | Yes       | None                                       | Format must be YYYY or YY               |
| 02    | Pay ID      | ID of payroll to be included in report.   | Yes       | None                                       | PTRPICT                                 |
| 03    | Pay Number  | Number of payroll to be included in report.   | Yes       | None                                       | PTRCALN                                 |
| 04    | Check Date  | Date appearing on paychecks generated for this payroll.   | No        | Current check date for selected pay period | Format must be DD-MMM-YYYY or DD-MMM-YY |
| 05    | Just Checks | <p>Checks Only Indicator:</p> <p>Y(es) = Include checks only.</p> <p>The process overrides the direct deposit information on the Direct Deposit Recipient page (GXADIRD). Only paper checks will be produced for all employees in this particular pay event run, and direct deposit data, if any, on the Adjustment Processing page (PHAADJT) will be updated to reflect the check.</p> <p>N(o) = Include both checks and Direct Deposits</p> | Yes       | N(o)                                       | None                                    |

## Report Attributes

### Sort Order

First by distribution organization code, then by employee name (last, first, and middle)

### Data Source

Payroll pages and tables



**Frequency**

At payroll run

**Report Format**

Standard horizontal report format

**Report Sample (PHPDOCM)**

```
REPORT : PHPDOCM

Parameter Name      Value
Parameter Seq No:   1000
Payroll Year:       1990
Payroll ID:         SK
Payroll Number:     19
Pay Check Date:     15-OCT-90
Checks Only:        N
Pay Period Start Date: 01-OCT-90
Pay Period End Date:  15-OCT-90
Record Count: 25
Line Count: 55

Banner University
Calc Check/Direct Deposit Amts
* * * REPORT CONTROL INFORMATION * * *
Source      Message
Entered
Entered
Entered
Table
Entered

PAGE      1
RUN DATE 11/28/1990
RUN TIME 10:45 AM
```

**Fields**

Not applicable.

---

## Effort Certification Extract Process (PHPECEX)

Extracts data from the payroll history tables based on the rules established in PTRECPD, and uploads the data for display in Employee Self-Service. The extract process builds the routing queue and approval queues for Effort Certification and creates the Effort Report.

If you choose to initiate a Labor Redistribution, the change will be forwarded to the Labor Redistribution process for the necessary approvals. If the change is rejected, it will be returned to the person who initiated the change. The initiator will then be required to enter different changes or erase the proposed changes. If the proposed change is erased, the will report returns to its original state.

Once all mandatory actions have been completed, the Effort Certification report is locked from any further change.

## Processing Notes

During the run, the extract process checks each record for the following:

- Certification Period Rules must have a pay events defined. Otherwise, the following message is printed in the control report:  
\*Error\*: No pay event associated with this Certification Period.  
To correct this error, check PTRECPD for the COA and the Effort Period used. Enter valid pay events.
- Certification Period rules must be associated with at least one Employee Class or Position Class on the PTRECPD page. Otherwise, the following message is printed in the control report:  
\*Error\* No rules established for the Certification Period. Check for establishment of Employee Class and Position Class for the period.  
To correct this error, check for the establishment of Employee Class or Position Class.
- Certification Period rules must have Earning Codes defined on PTRECPD. Otherwise, the following message is printed in the control report:  
\*Error\* No earn codes are established for the Certification Period. Check for establishment of Earnings for the period.  
To correct this error, check for the Employee Class and Position Class and Earning Codes established on the PTRECPD page .
- If the Update mode for IDs or Population Selection is run prior to the creation of effort reports for the period, the following message is displayed:  
\*Error\* No reports have been created for this Certification Period, run Initial mode for the period.

---

To correct this error, run the process in the Initial mode for the period.

- Employees must have an Employee Class or a Position Class associated with their job records that meet the certification period rules. Otherwise, the following message is printed in the control report:

\*Error\* No employees meet Certification Period criteria.

To correct this error, check PTRECR for COA information, and PTRECPD. On PTRECPD, check for Employee Class or Position Class rules and data on the jobs records and pay history records containing at least one of the earnings listed on the Certification Period Rules page (PTRECPD) that meet the certification period rules.

- All pay history records must be at disposition 70, Complete; otherwise, the following message is printed in the control report:

\*Error\* No pay events within the Certification Period are at Disposition 70.

To correct this error, check PHILIST for current dispositions. Run PHPFEXP and NHPFIN2 to move disposition to 70.

- Employees must have at least one funding source in their pay history records that is associated with a grant or fund for which the Required for Effort Certification check box is selected on the FRAGRNT or FTMFUND pages.
- If the PHPECEX process is running in Update mode and an attempt is made by the process to update a locked effort certification report, the following message is displayed:

\*Error\* Update cannot be processed, effort report locked.

To correct this error, have an Effort Certification Superuser unlock the effort report for that employee and effort period.

- If the PHPECEX process is running in Recreate mode and parameter values were entered to run the process by IDs or Population Selection, the following message is displayed:

\*Error\* Population Selection and IDs are invalid when running in Recreate mode.

To correct this error, set the parameter 06 Process Individual ID to (N)o or set parameter 08 Use Population Selection to (N)o.

- If the PHPECEX process is running in Initial mode with IDs or Population selection with invalid IDs, the following message is displayed:

Error\* IDXXXXXXX - ID not processed, effort report already exists.

To correct this error, remove the ID that has a previous report created.

- When the routing queue is built, but there are no certifiers or no mandatory certifiers, the following message is displayed:

Error: No Mandatory Certifiers defined for the report. Check configuration and data.

This message can be displayed in any of the following scenarios:

- Either the Graduate Student Signature is Optional, or Alternate Certifiers are defined on NTRELRQ or NTRELAQ.
- This situation can also happen when the Graduate Student Signature is Not Required, no Graduate Student Certifiers and/or Alternate Certifiers are defined, or they are defined on either/both NTRELRQ and/or NTRELAQ; however when selecting from FTMFUND, FTOMORGN, FRAGRNT for the Personnel indicator, no PIDMs are selected.

To correct this error, check the following pages:

- Review PTRECRRT and check the signature option
- Review NTRELRQ and check if there are Graduate Student Certifiers defined for the chart. Check the data source for the Graduate Student Certifier based on the effort report data to ensure that there is an ID for the **Financial Manager** or the **Personnel Indicator** code used.
- If no Graduate Student Certifiers defined for the chart on NTRELRQ, check NTRELAQ to determine if there have been Graduate Student Certifiers defined at the COA/Organization level or COA/Organization Hierarchy level.

- Recreate mode can only be run with the single mode. Otherwise, the following message is printed in the control report:

\*Error\* Recreate mode cannot be combined with any other mode.

To correct this error, remove the other mode for the parameter 03. Enter R mode only.

- If the PHPECEX process is running in Update mode with IDs or Population selection, the following message is displayed:

\*Error\* IDXXXXXXX - ID not processed, effort report does not exist.

To correct this error, run Initial mode for the ID(s) that failed the update to create initial reports.

| Param | Name                 | Description/Values   | Required? | Default     | Validation |
|-------|----------------------|--|-----------|-------------|------------|
| 01    | Chart of Accounts    | The Chart of Accounts Code associated with the Effort Report.                                    | Yes       | None        | FTVCOAS    |
| 02    | Certification Period | Enter one or multiple Effort Certification Periods for which the Effort Report is to be created. | Yes       | None        | PTVECRT    |
| 03    | Process Mode         | Run the Extract process in any of the following modes:   | Yes       | Initial (I) | None       |

| Param | Name                 | Description/Values   | Required? | Default     | Validation |
|-------|----------------------|--|-----------|-------------|------------|
|       |                      | <p>Initial (I) = Select the Initial mode when you run the extract process for the first time. The process creates the Effort Report for the first time.</p> <p>If new payroll history records meet the selection criteria due to subsequent changes, you can run the process in the Initial mode to create the Effort Report to include the new records. Therefore you can run the process in the Initial mode multiple times to include new employees (or records) based on the report parameters.</p>  |           |             |            |
| 03    | Process Mode (cont.) | <p>Update (U) - Run the process in Update mode to update or delete an existing effort report after you have made changes. These changes include rule changes, changes in the pay history records, or changes to the Required for Effort Certification check box value for a grant or a fund on the FRAGRNT or FTMFUND pages. In Update mode, you can retain or delete comments associated with the existing Effort Report. You can also retain or delete adhoc routing queue members that were added in Employee Self-Service. Regardless of possible rule or pay history changes, update mode will refresh all data and set the status and state back to the beginning status and state of the report. This only affects reports that are not locked.</p> | Yes       | Initial (I) | None       |

| Param | Name                    | Description/Values   | Required? | Default  | Validation |
|-------|-------------------------|--|-----------|----------|------------|
|       |                         | <p><b>Warning!</b> Regardless of possible rule or pay history changes, Update mode will refresh all data and set the status and state back to the beginning status and state for every unlocked report in the effort period selected. This refresh applies if you run the process in Update mode for a single employee, all employees in one or more effort periods, or if you click the "Refresh Report" button in the Self-Service application.</p>  |           |          |            |
| 03    |                         | <p>Recreate (R) - Run the extract process in the Restart mode if you want to delete all previous Effort Reports and create the Effort Report again. In the Recreate mode, the process removes all certified, locked Effort Reports, and also removes all comments and any additional queue members added to the Effort Certification Process. The Recreate mode removes all effort reports regardless of its status.</p> <p>The routing queue from NTRELRQ and NTRELAQ will be rebuilt for each affected report regardless of the processing mode.</p> |           |          |            |
| 04    | Select Application Type | <p>Specify whether to run the process for Adobe Flex or Java.</p> <p>F = Adobe Flex (for ESS 8.x Effort Reporting and Labor Redistribution)</p> <p>J = Java (for ESS 9.x)</p>  | Yes       | J (Java) | None       |
| 05    | Delete Comments?        | Specify this parameter when you run the process in the Update mode only.   | No        | No (N)   | None       |

| Param | Name                     | Description/Values  | Required? | Default | Validation |
|-------|--------------------------|---|-----------|---------|------------|
|       |                          | <p>Indicate if comments associated with an existing Effort Report are to be deleted. Specify one of the following values:</p> <p>Yes = Delete comments.</p> <p>No = Retain comments.</p>  |           |         |            |
| 06    | Delete Routing?          | <p>Specify this parameter when you run the process in the Update mode only.</p> <p>Indicate if routing queue members associated with an existing Effort Report are to be deleted. Specify one of the following values:</p> <p>Yes = Delete the routing queue.</p> <p>No = Retain the routing queue.</p> | No        | No (N)  | None       |
| 07    | Process Individual ID    | <p>Indicate if you want to include specific employee IDs in the process. Specify one of the following values:</p> <p>Yes = Process specific IDs.</p> <p>No = Do not process specific IDs.</p>   | Yes       | No (N)  | None       |
| 08    | Identification Number    | <p>Specify this parameter if you indicate Yes for the Process Individual ID parameter.</p> <p>Enter specific employee IDs to include in the extract process.</p>  | No        | None    | None       |
| 09    | Use Population Selection | <p>Indicate if you wish to run the extract process for a specific population. Specify one of the following values:</p> <p>Yes = Use specific population.</p>  | No        | No (N)  | None       |

| Param | Name                    | Description/Values   | Required? | Default | Validation      |
|-------|-------------------------|--|-----------|---------|-----------------|
|       |                         | No = No specific population.   |           |         |                 |
| 10    | Population Selection ID | Specify this parameter if you indicate Yes for the Use Population Selection parameter.<br><br>Enter specific population IDs to include in the extract process. | No        | None    | GLRSLCT         |
| 11    | Creator ID              | Enter the Creator ID of the population if applicable.  | No        | None    | GURIDEN_User_ID |
| 12    | Application ID          | Enter the Application ID for the population selection if applicable.   | No        | None    | GLRAPPL         |
| 13    | User ID                 | Enter the User ID for population selection if applicable.  | No        | None    | GURIDEN_User_ID |

## Report Attributes

### Frequency

On demand.

### Sort Order

(only for error messages) By Effort Period, then alphabetically by Last Name.

### Data Source

|         |         |         |         |
|---------|---------|---------|---------|
| PHRHIST | PHRELBD | PHRECDT | PHRECRQ |
|---------|---------|---------|---------|



**Report Format**

Standard, horizontal

**Report Sample (PHPECEX)**

```
REPORT: PHPECEX (Release 8.1)           Banner University           RUN DATE: 22-AUG-2008
                                     Effort Certification Extract Process  RUN TIME: 03:37:31 PM
                                CONTROL SUMMARY
                                -----
Parameter Sequence No.....: 197893
Chart of Accounts.....: A
Certification Period(s)...(1): SA0602
Process Mode(s).....(1): U
Select Application Type.....: J
Delete Comments.....: Y
Delete Routing.....: Y
Process Individual ID.....: N
ID(s).....:
Use Population Selection.....: N
Population Selection ID.....: null
Creator ID.....: null
Application ID.....: null
Print Lines/Page.....: 55
SA0602, July - December, 2006
    Employee ID      Employee Name
    ECL000045      Ecert, Fortyfive
Employee Processed      : 77
Report Count            : 77
Employees with Errors   : 0

Messages
Update cannot be processed, effort report locked.
```

## Expenditures Finance Extract (PHPFEXP)

Extracts payroll data for interface to Finance System and updates the expended amounts on Position page (NBAPOSN)

### Processing Notes

When Process All Payrolls = Y, the only other parameter you are prompted for is the Payroll ID. You can enter a value at the Payroll ID prompt to process all payrolls at disposition 60 for that pay ID, or you can leave the Payroll ID parameter blank to process all payrolls, regardless of pay ID, if their disposition is 60.

When Process All Payrolls = N, you can enter a value at the Process All Redistributions prompt. Rules for entering the other parameters follow:

- When Process All Payrolls = N and Process All Redistributions = Y, the only other parameter you are prompted for is the Payroll ID. In this case, only pay events whose sequence number is greater than zero are processed. You can enter a value at the Payroll ID prompt to process these pay events for all payrolls at disposition 60 for the specified pay ID, or you can leave the Payroll ID parameter blank to process these pay events for all payrolls, regardless of pay ID, if their disposition is 60.
- When Process All Payrolls = N, and Process All Redistributions = N, you must enter the Year, Payroll ID and Pay No parameters.

| Param | Name                        | Description/Values   | Required? | Default | Validation |
|-------|-----------------------------|--|-----------|---------|------------|
| 01    | Process All Payrolls        | Multiple Payroll Processing Indicator:<br>Y = Process all payrolls awaiting Finance Extract processing.<br>N = Do not process all payrolls.                                    | Yes       | N       | None       |
| 02    | Process All Redistributions | Multiple Redistributions Processing Indicator:<br>Y = Process redistributions for all payrolls awaiting Finance Extract processing.<br>N = Do not process all redistributions. | Yes       | None    | None       |

| Param | Name           | Description/Values                         | Required? | Default | Validation                |
|-------|----------------|--|-----------|---------|---------------------------|
| 03    | Payroll Year   | Payroll year                               | No        | None    | Format must be YYYY or YY |
| 04    | Payroll ID     | ID of payroll to be included in report     | No        | None    | PTRPICT                   |
| 05    | Payroll Number | Number of payroll to be included in report | No        | None    | PTRCALN                   |

## Report Attributes

### Sort Order

Not applicable

### Data Source

|         |         |         |         |         |         |         |
|---------|---------|---------|---------|---------|---------|---------|
| NBAFIN1 | PHAADJT | PHAHOUR | PHCDEDN | PTRBDCA | PTRCALN | PTRFISC |
|---------|---------|---------|---------|---------|---------|---------|

### Frequency

At payroll run

### Report Format

Standard horizontal report format

## Report Sample (PHPFEXP)

|                 |  |                         |
|-----------------|--|-------------------------|
| REPORT: PHPFEXP | Banner University                      | PAGE 1                  |
|                 | Finance Expenditures Extract           | RUN DATE 10/09/1995     |
| Payroll Id: XB  | Payroll No: 6                          | Number of Pay Events: 7 |
|                 | Pay Period: 26-FEB-1995 To 11-MAR-1995 | RUN TIME 9:15 AM        |

| Parameter Name                       |      | * * * REPORT CONTROL INFORMATION * * * |         |
|--------------------------------------|------|--|---------|
| Value                                |      | Source                                 | Message |
| All Payrolls:                        | N    | Entered                                |         |
| Redistributions:                     | N    | Entered                                |         |
| Year:                                | 1995 | Entered                                |         |
| Pay ID:                              | XB   | Entered                                |         |
| Pay Number:                          | 6    | Entered                                |         |
| T O T A L S   B Y   C A T E G O R Y  |      |  |         |
| Gross Earnings Payroll Expense       |      | 1,646.11                               | Debit   |
| Earnings Liquidating Encumbrance     |      | 1,348.11                               |         |
| Earnings Not Liquidating Encumbrance |      | 298.00                                 |         |
| Net Payroll                          |      | 438.00                                 | Debit   |
| Employer Benefit...Actual Expense    |      | 268.02                                 | Debit   |
| Total.....                           |      | 2,352.13                               |         |
| Gross Earnings Payroll Expense       |      | 438.00                                 | Credit  |
| Earnings Liquidating Encumbrance     |      | 294.00                                 |         |
| Earnings Not Liquidating Encumbrance |      | 144.00                                 |         |
| Employee Deductions Liability        |      | 293.16                                 | Credit  |
| Net Payroll                          |      | 1,352.95                               | Credit  |
| Employer Benefit...Actual Liability  |      | 268.02                                 | Credit  |
| Total.....                           |      | 2,352.13                               |         |
| Number of NHRFNC records inserted :  |      | 50                                     |         |

### Fields

Not applicable.

## Leave Accrual/ Taken Process (PHPLEAV)

Accrues and processes leaves. It maintains the leave usage and accrual of each leave code for each employee.

The functionality of PHPLEAV remains unchanged when processing leave at the employee level. However, the Leave Accrual/Taken Process is significant in the following respects when the Leave by Job method is used.

### Calculation of Total Maximum Leave for each Leave Code

As employees engaged in more than one job assignment can be associated with more than one leave category in the Leave by Job method, PHPLEAV now checks the **Leave Category** field on the Employee Jobs page (NBAJOBS) for verification. That is, you now have the ability to

associate a different leave category with each job so that an employee can have different rules for leave eligibility, accruals, maximums and rolls for each job they hold.

To determine a maximum allowed accrual for a leave code for the employee, all jobs are considered and computed for accrual maximum regardless of whether the job is included in the payroll. This is done to derive a total maximum for the employee so that each leave code can be processed against the employee's total maximum accrual.

PHPLEAV calculates the total maximum leave that can be accrued by employees associated with multiple jobs for each leave code. It is calculated as the sum of the maximum leave for each leave code based on the job's leave category rules, prorated using either the Job FTE or the Job Appointment Percent. The use of FTE or the Appointment Percent is an installation setting defined on the Installation Rule page (PTRINST).

When an employee has multiple jobs within the same payroll, the leave process will evaluate the maximum for each leave code, and then apply accruals in alphabetical order of the position and suffix. As each job is processed, PHPLEAV will determine if the maximum for a leave code has been met as the result of the accruals on jobs that were previously processed. If the maximum is met for a leave code, the remaining jobs in the payroll will no longer accrue for that leave code.

## Example

Consider an employee with two jobs associated with corresponding leave categories L1 and L2 as shown below, and the installation setting is for proration by FTE:

| Job  | Leave Category | Leave Code | Job FTE | Max. Leave from PTRLCAT | Pro-rated Max. Leave |
|--|----------------|------------|---------|-------------------------|----------------------|
| A00001-00  | L1             | VAC        | 0.50    | 100                     | 50                   |
| A00002-00  | L2             | VAC        | 0.50    | 150                     | 75                   |
| TOTAL Max. Leave for VAC calculated by PHPLEAV = |                |            |         |                         | 125                  |

If the employee has previously accrued 42 hours of VAC in job A00001-00 and 73 hours of VAC in Job A00002-00, for a total of 115 hours of VAC, and now accrues an additional 12 hours of vacation in the current payroll for Job A00001-00, PHPLEAV allocates 10 hours as the accrual for A00001-00 since the employee can only accrue 125 hours in total for the Leave Code VAC. The process then considers Job A00002-00. Based on the job's leave category rules, A00002-00 is due to accrue 4 hours of VAC. However, since the employee has

already reached their total maximum accrual of 125 hours for leave code VAC when the first job was processed, no leave is accrued for job A00002-00 for the VAC leave code.

PHPLEAV will no longer accrue hours for VAC leave code in subsequent payrolls for either job unless leave time for VAC is taken (or balances are rolled), since the maximum limit of the total leave accrued for VAC has been reached.

In the event jobs start and end during a pay event, PHPLEAV evaluates effective-dated job activity during the computation of the maximum accrual for each leave code and job combination. The PHPLEAV process evaluates each job that is determined to be active or on leave (in other words, not terminated) during the payroll period for which the program is run. This is done to determine which leave categories and their leave codes need to be included in the calculation of the maximum for each leave code. If a job is active the entire pay period, PHPLEAV includes all jobs that are active as of the pay period end date in the calculation of maximum leave. If a job terminates in the middle of the pay period, then the process includes all jobs that are active as of the termination date for that job in the calculation of maximum leave.

To summarize, the step by step process used by PHPLEAV to determine the leave maximum for a leave code associated with the current job's leave category is as follows:

1. The process determines pay period begin and end dates.
2. Next, it determine which job's leave categories should be used to derive the maximum. This is done by determining which employee job's are active for any portion of the current pay period (i.e., active between the dates determined in Step 1). Include any job whose
  - a. Job end date is greater than or equal to the pay period begin date or is NULL and
  - b. Job begin date is less than or equal to the pay period end date,
  - c. **Accrue Leave Indicator** for the job is Yes (i.e., marked).Jobs included in the calculation may or may not be part of the current payroll.
3. Of the jobs selected in Step 2, the process selects the job's leave category using the maximum job effective date that is less than or equal to the pay period end date. Jobs that terminated mid-pay period will be selected.
4. For the leave categories selected in Step 3, the process determines the leave maximums for the leave category's leave codes based on the maximums defined on the Leave Category Rules page (PTRLCAT). Leave maximums from PTRLCAT are prorated based on the job's FTE or Appointment Percentage dependent on installation rules.
5. The maximum for a particular leave code and job is then calculated by summing the maximums for like leave codes determined in Step 4 that are in effect as of the point the job terminates within the payroll or, as of the pay period end for continuing appointments.
6. When a job is processed, before leave accrues for a particular leave code, sum the balances of all job leave balances for that leave code (i.e., get the employee's total balance for that leave code looking at all `PERJLEV` records). This is done regardless of whether the job with the leave balance is being processed in the current payroll. If the employee's total leave balance for the leave code is less than the maximum for the leave code as calculated in Step 5, accrue leave (but not more than the maximum).

7. When an employee has multiple jobs within the same payroll, the leave process evaluates the maximum, and then apply accruals in alphabetical order of the Position and Suffix.
8. The calculated maximum for the leave code is captured in payroll history and is viewable on the Leave Accrual History page (PHIAACR).

Building on the previous example, an employee is currently associated with two jobs with corresponding Leave Categories L1 and L2. Both Leave Categories allow for vacation (VAC). Assume that the first job is continuing into the future (i.e., active the entire pay period), the second job is terminating midway in the payroll period and a third job is starting one day after the termination of the second job.

The maximum accrual values are determined as follows:

| Leave Category | Leave Code | Maximum Hours |
|----------------|------------|---------------|
| L1             | VAC        | 100           |
| L2             | VAC        | 150           |

  

| Job       | Terminated? | Leave Category | Leave Code | FTE  | Pro-rated Max. Leave | Comments                                  |
|-----------|-------------|----------------|------------|------|----------------------|---|
| A00001-00 | No          | L1             | VAC        | 0.50 | 100                  | 50 hours each for A00001 and A00003       |
| A00002-00 | Yes         | L2             | VAC        | 0.50 | 125                  | 50 hours for A00001 + 75 hours for A00002 |
| A00003-00 | Start       | L1             | VAC        | 0.50 | 100                  | 50 hours for A00001 + 50 hours for A00003 |

As the employee has jobs A00001-00 and A00003-00, active at the end of the pay period, prorated at 50% each, he/she will be eligible for a prorated Accrual Maximum for VAC of 100 hours when each job is processed. The process has determined that the second job is terminating, but is still eligible for the final accrual period and has added the prorated maximums for job A00001-00 and A00002-00 together, as those two jobs are active as of the termination date for job A00002-00.

---

## Processing of Leave Taken and Issuance of Dock Codes in the Leave by Job Method

The process continues to evaluate whether an employee is to be issued a Dock earnings code when an employee has insufficient leave balance for leave taken. Under the Leave by Job method, as each job is processed, PHPLEAV must also consider whether the employee has sufficient leave balance for a particular leave code for another job. Recall that an employee with multiple jobs will have multiple sets of leave balance records and those sets of leave balance may contain like leave codes.

PHPLEAV will always process according to the rules on PTRLCAT for the job's leave category against which the leave time is posted. In other words, the job leave category in force at the end of the current pay period or as of the job's termination date will be used to evaluate applicable rules for allowing negative balances for a leave code, or the use of leave priorities. Leave priorities are invoked when an employee has insufficient leave balance for time taken and the leave balance cannot go negative. Even though an employee may have multiple jobs in the same payroll with multiple leave categories with varying rules, it is the leave category associated with the current job being processed by PHPLEAV that determines the rules used for allowing negative balances or applying leave priorities.

Employees holding more than one job assignment can request leave currently available from any job. If the employee does not have sufficient balance against a certain leave code (say, VAC) for the current job being processed, the process checks for the existence of the same leave code associated with the leave category of another job assignment (Position and Suffix). The leave categories between the jobs do not have to be the same. Only the leave code is evaluated. In addition, the other job(s) may or may not be part of the current payroll.

For example, an employee handling two job assignments may receive salary on a monthly and a bi-monthly schedule.

Before PHPLEAV issues a dock earning for the employee, two factors are evaluated for the job's leave category and the current leave code:

- The **Allow Negative Balance** indicator for a leave code on PTRLCAT and
- The leave code priority list in PTRLCAT.

A priority list is an ordered sequence that allows you to specify the order in which any surplus of leave taken is to be handled by alternative leave codes.

### Example

You may specify that any surplus of vacation is to be taken as Personal leave and sick leave by setting up a priority list of the two leave codes in PTRLCAT, in the following order of preference:

1. Personal
2. Sick



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In the event you exceed the amount of vacation leave currently available, and the leave code rule does not allow a negative balance, the system looks up the priority list on PTRLCAT, and posts the surplus to the Personal leave code. If Personal does not have enough available balance, then PHPLEAV attempts to take the leave from the Sick leave code. If Sick still does not have enough available balance, then a dock earning code is generated for the employee.

To establish a leave code priority list, access the Leave Code Priorities window from the Options menu of the Leave Category Rules page (PTRLCAT).

**Note:** Priority lists can be set up for leave codes that do not allow a negative balance. Priority lists and negative leave balances are mutually exclusive events.

PHPLEAV inserts a warning message that can be viewed on the Pay History Display Errors page (PHIDERR) whenever dock earnings are generated for an employee's job. This will occur for both Leave by Employee and Leave by Job methods of leave processing.

The following scenarios represent some examples of how PHPLEAV processes leave accruals under the new Leave by Job method, including cases where docking of the employee's earnings may occur due to insufficient leave balances for time taken. However, they do not represent the complete and exhaustive number of potential cases entirely.

### Case 1: Insufficient Leave Balance in the Current Job

In this case, the employee with multiple jobs is reporting time taken for vacation. The employee has multiple jobs with different leave categories and both leave categories have VACA (vacation) as a valid leave code.

When leave time is reported for VACA for either job, the process looks for the recurrence of the same leave code in an alternative job if insufficient leave exists for the current job. If it locates another job with an available leave balance the surplus is absorbed in the current job. That is, the process continues to search until it has exhausted all available leave balances for the leave code for all jobs associated with the employee. In other words, PHPLEAV first totals the available balance for like leave codes for the employee across all of their job leave balances. It then determines whether the total available balance is sufficient for the leave time taken reported for the current job. If there is sufficient balance or the leave code rules allow for a negative balance, the time is recorded as taken against the current job.

**Note:** Since the available balance may be found for the same leave code in another job, an individual job's leave balance may go negative even though the leave code does not allow a negative balance. This is because PHPLEAV records the time taken against the current job only. When using the Leave by Job method, the **Allow Negative Ind** on PTRLCAT only determines whether the rules for leave priority should be invoked when insufficient leave balance exists across all jobs for the same leave code. That is, if in total the employee does not have enough balance for the leave time taken, determine whether the current job leave balance can go negative for that leave code. If not, then invoke the leave priority rules.

### Example 1

The described logic is substantiated below. Consider an employee having two jobs within the same payroll, each associated with a different leave category and having the following sets of leave balances:

| Payroll | Jobs | Leave Category | Leave Codes | Leave Available |
|---------|------|----------------|-------------|-----------------|
| MN      | J1   | L1             | VACA        | 4.00            |
|         |      |                | PERS        | 8.00            |
|         |      |                | SICK        | 2.00            |
| MN      | J2   | L2             | VACA        | 4.00            |
|         |      |                | PERS        | 4.00            |

Assume the following:

- A leave code priority list exists in the following sequence: PERS leave code followed by the SICK leave code.
- One hour is accrued on each leave code every payroll cycle.
- The system uses the "Take then Accrue" leave processing order.

When the employee enters a VACA leave of 10 hours for J1, the system uses the available balance of 4.00 hours associated with the VACA leave code of the first job. Next, the system looks for available hours in the VACA leave code in job J2. Since there is an available balance, it uses 4 hours from the surplus of 6 hours to the VACA code in L2.

Since none of the leave codes are allowed to go negative, the system now checks for the next leave code in the priority list. It now posts the surplus of 2 hours towards the PERS leave code. The process does *not* issue a DOC earn code in this case.

The final leave balances posted on PEALEAV are as follows:

| Payroll | Jobs | Leave Category | Leave Codes | Leave Available                      |
|---------|------|----------------|-------------|--------------------------------------|
| MN      | J1   | L1             | VACA        | $(4.00 - 4.00 - 4.00 + 1.00) = -3.0$ |
|         |      |                | PERS        | $(8.00 - 2.00 + 1.00) = 7.0$         |
|         |      |                | SICK        | $(2.00 - 0.00 + 1.00) = 3.0$         |
| MN      | J2   | L2             | VACA        | $(4.00 + 1.00) = 5.0$                |
|         |      |                | PERS        | $(4.00 - 0.00 + 1.00) = 5.0$         |

**Note:** All time is posted against the job in which it was reported.

The system allows an individual job leave balance to go negative even though the Leave Category does not allow for negative balances. The employee must have sufficient hours in all leave codes that are the same. In other words, a leave code cannot go below zero, overall.

In this case, the balance for VACA was reduced to zero for all jobs. Then, because the rules for VACA for Leave Category L1 do not allow a negative balance, the leave priorities for L1 were used. The remaining two hours of time taken for VACA were found as available for PERS.

## Case 2: When Leave Codes are Allowed to go Negative in a Leave Category

Continuing with Case 1, Example 1, if insufficient leave balance existed for the current leave code (VACA) and the rules associated with the current job's leave category and leave code (VACA) allows for a negative balance, the surplus of leave taken is then posted as a negative balance.

### Example 2

The described logic is substantiated below. Consider an employee having two jobs within the same payroll, each associated with a different leave category and having the following sets of leave balances:

| Payroll | Jobs | Leave Category | Leave Codes | Leave Available |
|---------|------|----------------|-------------|-----------------|
| MN      | J1   | L1             | VACA        | 4.00            |
|         |      |                | PERS        | 8.00            |
|         |      |                | SICK        | 2.00            |
| MN      | J2   | L2             | VACA        | 4.00            |
|         |      |                | PERS        | 4.00            |

Assume the following:

- A leave code priority list does *not* exist for VACA in Leave Category L1, (i.e., leave balance can go negative.)
- One hour is accrued for each leave code every payroll cycle.
- The system uses the "Take then Accrue" leave processing order.

When the employee enters a vacation leave of 10 hours for J1, PHPLEAV assigns all 10 hours to the first job. under the VACA leave code.

The final leave balances posted on PEALEAV are as follows:

| Payroll | Jobs | Leave Category | Leave Codes | Leave Available                |
|---------|------|----------------|-------------|--------------------------------|
| MN      | J1   | L1             | VACA        | $(4.00 - 10.00 + 1.00) = -7.0$ |
|         |      |                | PERS        | $(8.00 - 0.00 + 1.00) = 7.0$   |
| MN      | J2   | L2             | VACA        | $(4.00 - 0.00 + 1.00) = 5.0$   |
|         |      |                | PERS        | $(4.00 - 0.00 + 1.00) = 5.0$   |
|         |      |                | SICK        | $(2.00 - 0.00 + 1.00) = 3.0$   |

Since the VACA leave code is allowed to maintain a negative balance, PHPLEAV again does not issue a DOC earn code for the employee.

### Case 3: Employee's Leave and Jobs Processed in Different Payrolls

Consider an employee having two jobs (a monthly and a bi-monthly job), each associated with a different leave category and on different payroll frequency. Upon creating the two Positions in the Employee Jobs page (NBAJOBS), the following sets of leave balances are created in PEALEAV. Assume payrolls have been processed and the employee's job leave balances are now:

| Job | Frequency  | Leave Category | Leave Code | Current Available in Hours |
|-----|------------|----------------|------------|----------------------------|
| 1   | Monthly    | L1             | Sick       | 4.00                       |
|     |            |                | Vacation   | 8.00                       |
| 2   | Bi-monthly | L2             | Sick       | 4.00                       |
|     |            |                | Personal   | 3.00                       |

Assume the following:

- The employee accrues one hour for each leave code, every payroll cycle.
- The system uses the "Take then Accrue" leave processing order.
- Leave codes are not allowed to maintain negative balances in any leave category.

The employee enters 6.00 hours of sick time on the monthly job.

Since the bi-monthly job is outside the current payroll process, PHPLEAV processes leave accrual and usage, and updates the `PHRJACR` table for the set of leave balances associated with the monthly job only, as seen on the Pay History Leave Accruals page (`PHIAACR`) is shown below:

| Job | Payroll | Leave Code | Leave Accrued | Leave Taken |
|-----|---------|------------|---------------|-------------|
| 1   | Monthly | Sick       | 1.00          | 6.00        |
|     |         | Vacation   | 1.00          |             |

Since there is an insufficient leave balance for SICK code on the monthly job, PHPLEAV checks for another SICK code in the `PERJLEV` table.

Here, since the combined leave balance total for SICK code from both the leave categories, is adequate enough, even though the payroll cycles do not coincide, the system again will *not* issue a Dock earn code for the employee.

PHPLEAV once again overrides the No Neg. Balance rule for the SICK leave code in L1 and the Pay History Update Process (PHPUPDT) displays the final leave balances as shown below:

| Job | Payroll    | Leave Code | Hours Available                |
|-----|------------|------------|--------------------------------|
| 1   | Monthly    | Sick       | $(4.00 - 6.00 + 1.00) = -1.00$ |
|     |            | Vacation   | $(8.00 - 0.00 + 1.00) = 9.00$  |
| 2   | Bi-monthly | Sick       | Not processed                  |
|     |            | Personal   | Not processed                  |

#### Case 4: Payroll Docking

Consider the same employee mentioned in Case 4, but with an available balance of only 4.00 hours of SICK across all job leave balances at the start of the payroll process:

| Job | Frequency  | Leave Category | Leave Code | Current Available in Hours |
|-----|------------|----------------|------------|----------------------------|
| 1   | Monthly    | L1             | Sick       | 4.00                       |
|     |            |                | Vacation   | 8.00                       |
| 2   | Bi-monthly | L2             | Sick       | 0.00                       |
|     |            |                | Personal   | 3.00                       |

Assume the following:

- The employee accrues one hour for each leave code, every payroll cycle.
- The system uses the "Take then Accrue" leave processing order.

- Leave codes are not allowed to maintain negative balances in any leave category.

The employee enters 6.00 hours of sick time on the monthly job.

In this case, the employee does not have enough number of hours to report sick on the monthly job, and the total number of hours on the SICK code from both leave categories L1 and L2 (4.0 + 0.0) are also not adequate enough to cover the 6 hours.

PHPLEAV uses the 4 hours of SICK leave available to the employee and issues a Dock code for the remaining 2 hours.

Only one set of the employee's leave balances is updated on PEALEAV (in the `PERJLEV` table) as per the above assumptions:

| Job | Payroll | Leave Code | Leave Accrued | Leave Taken |
|-----|---------|------------|---------------|-------------|
| 1   | Monthly | Sick       | 1.00          | 4.00        |
|     |         | Vacation   | 1.00          |             |

Dock code issued: 2 hours

The final leave balance on PEALEAV after the Pay Period Update Process (PHPUPDT) are as follows:

| Job | Payroll    | Leave Code | Hours Available            |
|-----|------------|------------|----------------------------|
| 1   | Monthly    | Sick       | (4.00 - 4.00 + 1.00)= 1.00 |
|     |            | Vacation   | (8.00 - 0.00 + 1.00)= 9.00 |
| 2   | Bi-monthly | Sick       | Not processed              |
|     |            | Personal   | Not processed              |

| Param | Name           | Description/Values                         | Required? | Default | Validation                |
|-------|----------------|--|-----------|---------|---------------------------|
| 01    | Payroll Year   | Payroll year                               | Yes       | None    | Format must be YYYY or YY |
| 02    | Payroll ID     | ID of payroll to be included in report     | Yes       | None    | PTRPICT                   |
| 03    | Payroll Number | Number of payroll to be included in report | Yes       | None    | PTRCALN                   |

Report Attributes

Sort Order

Not applicable

Data Source

Payroll pages and tables

Frequency

At the end of the payroll cycle

Report Format

Standard horizontal report format

Report Sample (PHPLEAV)

|  |             |  |         |                     |   |
|--|-------------|--|---------|---------------------|---|
| REPORT : PHPLEAV                           |             | Banner University                      |         | PAGE                | 1 |
|  |             | Leave Accruals and Taken Prog          |         | RUN DATE 01/11/1992 |   |
|  |             | * * * REPORT CONTROL INFORMATION * * * |         | RUN TIME 02:30 PM   |   |
| Parameter Name                             | Value       | Source                                 | Message |                     |   |
| <hr/>                                      |             |  |         |                     |   |
| Parameter Seq No:                          | 22246       |  |         |                     |   |
| Payroll Year:                              | 1991        | Entered                                |         |                     |   |
| Payroll ID:                                | SK          | Entered                                |         |                     |   |
| Payroll Number:                            | 20          | Entered                                |         |                     |   |
| Pay Period Start Date:                     | 16-OCT-1991 |  |         |                     |   |
| Pay Period End Date:                       | 31-OCT-1991 |  |         |                     |   |
| Number of records which accrued leave = 77 |             |  |         |                     |   |
| Number of records which used leave = 12    |             |  |         |                     |   |
| Number of "Dock Pay" records created = 0   |             |  |         |                     |   |
| Number of "Failure" records = 0            |             |  |         |                     |   |
| Line Count: 55                             |             |  |         |                     |   |
| Record Count: 89                           |             |  |         |                     |   |



**Fields**

Not applicable

## Mass Time Entry Process (PHPMTIM)

Performs mass time entry validation and edits.

**Note:** When processing time data via PHPMTIM, the system can track daily attendance records only if daily time input is available. If, for example, weekly time input is being utilized, the system creates only one attendance record for an entire week. In this case, if you enter 40 hours for a week, the system creates only one weekly attendance record specifying 40 hours rather than creating five daily attendance records each specifying 8 hours. (The type of time input is specified in the **Time Breakdown** field of the Employee Class Rule page (PTRECLS.)

| Param | Name           | Description/Values                         | Required? | Default | Validation                |
|-------|----------------|--|-----------|---------|---------------------------|
| 01    | Payroll Year   | Payroll year                               | Yes       | None    | Format must be YYYY or YY |
| 02    | Payroll Pay ID | ID of payroll to be included in report     | Yes       | None    | PTRPICT                   |
| 03    | Payroll Number | Number of payroll to be included in report | Yes       | None    | PTRCALN                   |

## Report Attributes

**Sort Order**

Not applicable

**Data Source**

|         |         |         |         |         |         |
|---------|---------|---------|---------|---------|---------|
| NBAJOBS | PEAEMPL | PHRMTIM | PTRCALN | PTREARN | PTRECLS |
|---------|---------|---------|---------|---------|---------|

**Frequency**

Prior to running payroll

**Report Format**

Standard horizontal report format

**Report Sample (PHPMTIM)**

|                        |             |  |         |                     |   |
|------------------------|-------------|--|---------|---------------------|---|
| REPORT : PHPMTIM       |             | Banner University                      |         | PAGE                | 1 |
|                        |             | Mass Time Entry Process                |         | RUN DATE 01/20/1993 |   |
|                        |             | * * * REPORT CONTROL INFORMATION * * * |         | RUN TIME 10:17 AM   |   |
| Parameter Name         | Value       | Source                                 | Message |                     |   |
| Parameter Seq No:      | 58046       |  |         |                     |   |
| Payroll Year:          | 1993        | Entered                                |         |                     |   |
| Payroll Id:            | PL          | Entered                                |         |                     |   |
| Payroll Number:        | 2           | Entered                                |         |                     |   |
| Pay Period Start Date: | 17-JAN-1993 |  |         |                     |   |
| Pay Period End Date:   | 30-JAN-1993 |  |         |                     |   |
| Record Count:          | 2           |  |         |                     |   |
| Records Created:       | 0           |  |         |                     |   |
| Line Count:            | 55          |  |         |                     |   |

**Fields**

Not applicable

## Pay Period Proof Batch Module (PHPPROF)

Selects employees in the payroll with a disposition of 20 (Awaiting Proof) and validates their entered or defaulted hours. Updates time records to a disposition of either 15 (Awaiting Error Correction) or 30 (Awaiting Payroll Calculation). Performs miscellaneous validation checks.

## Combined Benefits Rules Processing Notes

To ensure that all combined limit deduction codes being processed are using the same combined limit rule code on PDRDEDN, a new edit has been added to the Payroll Proof Process (PHPPROF). If a mismatch is discovered, the following error message will be displayed on the employee's payroll record, \*ERROR\* Combined Limit Code on Deductions Do Not Match - correct deductions, and the employee's payroll record disposition will be set back to 15.

| Param | Name                           | Description/Values   | Required? | Default | Validation                |
|-------|--------------------------------|--|-----------|---------|---------------------------|
| 01    | Payroll Year                   | Payroll year.  | Yes       | None    | Format must be YYYY or YY |
| 02    | Payroll ID                     | ID of payroll to be included in report.  | Yes       | None    | PTRPICT                   |
| 03    | Payroll Number                 | Number of payroll to be included in report.  | Yes       | None    | PTRCALN                   |
| 04    | Delete Timesheets with No Hour | <p>Timesheet deletion indicator:</p> <p>D = Delete timesheets with disposition 10 if the disposition is 20</p> <p>A = Delete all timesheets within the current pay event that have a disposition of 10.</p> <p>N = Do not delete timesheets that have a disposition of 10.</p> | No        | N(o)    | None                      |

Not applicable

## Payroll pages and tables

At payroll run or as needed

### Standard horizontal report format

# Report Sample (PHPPROF) 01

## Standard horizontal report format

# Report Sample (PHPPROF) 02

| REPORT : PHPPROF       |             | Banner University                      |         | PAGE                |
|------------------------|-------------|--|---------|---------------------|
|                        |             | Pay Period Proof Process               |         | 1                   |
|                        |             | * * * REPORT CONTROL INFORMATION * * * |         | RUN DATE 01/10/1991 |
| Parameter Name         | Value       | Source                                 | Message | RUN TIME 01:57 PM   |
| Parameter Seq No:      | 1000        |  |         |                     |
| Payroll Year:          | 1990        | Entered                                |         |                     |
| Payroll ID:            | SK          | Entered                                |         |                     |
| Payroll Number:        | 19          | Entered                                |         |                     |
| Del Timesheets:        | N           | Default                                |         |                     |
| Pay Period Start Date: | 01-OCT-1990 |  |         |                     |
| Pay Period End Date:   | 15-OCT-1990 |  |         |                     |

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|                             |     |
|-----------------------------|-----|
| Number of "Failure" records | = 2 |
| Record Count: 1             |     |

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**Fields**

Not Applicable

## Retroactive Pay Process (PHPRETO)

Creates retroactive pay for selected employees.

### Calculating Retroactive Pay

When a retroactive payment spans fiscal years, the payment calculation depends on the types of retroactive earn codes entered on PTRRERN for the employee's employee class. The Retro (RT) earn type is defined as retro pay for the current fiscal year. The Retro Old (RO) earn type is defined as the retro pay for any previous fiscal year. If both type RO and RT earn codes are defined for the employee class, the retroactive pays for both the previous fiscal year and the current fiscal year are calculated separately. If an earn code of type RO has been entered for both RT and RO fields on PTRRERN for the employee class, then all earnings are calculated in the prior fiscal year. Examples illustrating the use of the two retroactive pay earn types are shown on the following page.

### Calculating Retroactive Pay for More Than One Employee Class

When the Retroactive Pay Earn Codes Rule page (PTRRERN) is set up to calculate for more than one employee class at a time, the destination payroll must be the same for every employee class. If an employee has different employee classes within the same job, all employee classes for that job must be processed together for the same destination period.

The following examples illustrate how retroactive payments are calculated. In each case, the fiscal year is 2001 and the employee is receiving a \$500.00 per month retroactive payment. In examples 1 and 2, earn codes of type RO and RT have been defined as eligible earnings for the employee's employee class. In example 3, only an earn code of type RT has been defined.

**Example 1: (Earn codes of type RO and RT defined)**

| Fiscal Year | Total Retro Amount | Retro Begin Date | Retro End Date | Calculated Retro Amount | Earn Code Type |
|-------------|--------------------|------------------|----------------|-------------------------|----------------|
| Current     | 1500.00            | 01-JUL-2000      | 30-SEP-2000    | 1500.00                 | RT             |

**Example 2: (Earn codes of type RO and RT defined)**

| Fiscal Year   | Total Retro Amount | Retro Begin Date | Retro End Date | Calculated Retro Amount | Earn Code Type |
|---------------|--------------------|------------------|----------------|-------------------------|----------------|
| Prev./Current | 2500.00            | 01-MAY-2000      | 30-SEP-2000    | N/A                     | N/A            |
| Previous      | 1000.00            | 01-MAY-2000      | 30-JUN-2000    | 1000.00                 | RO             |
| Current       | 1500.00            | 01-JUL-2000      | 30-SEP-2000    | 1500.00                 | RT             |

**Example 3: (Only earn code of type RT defined)**

| Fiscal Year   | Total Amount | Retro Begin Date | Retro End Date | Calculated Retro Amount             | Earn Code Type |
|---------------|--------------|------------------|----------------|-------------------------------------|----------------|
| Prev./Current | 2500.00      | 01-MAY-2000      | 30-SEP-2000    | N/A                                 | N/A            |
| Previous      | 1000.00      | 01-MAY-2000      | 30-JUN-2000    | Included in amount for current year | N/A            |
| Current       | 1500.00      | 01-JUL-2000      | 30-SEP-2000    | 2500.00                             | RT             |

| Param | Name        | Description/Values             | Required? | Default | Validation |
|-------|-------------|--------------------------------|-----------|---------|------------|
| 01    | Report Mode | Report mode:<br>A = Audit mode | Yes       | None    | None       |

| Param | Name                         | Description/Values  | Required? | Default | Validation |
|-------|------------------------------|---|-----------|---------|------------|
|       |                              | U = Update mode   |           |         |            |
| 02    | Destination Payroll Year     | Destination payroll year  | Yes       | None    | PTRCALN    |
| 03    | Destination Payroll ID       | Destination payroll pay ID  | Yes       | None    | PTRPICT    |
| 04    | Destination Payroll Number   | Destination payroll pay number  | Yes       | None    | PTRCALN    |
| 05    | Employee Selection Choice    | <p>Employees selection choice:</p> <p>B = Bargaining unit</p> <p>E = Employee classes</p> <p>P = Population selection</p>   | Yes       | None    | None       |
| 06    | Bargaining Unit Code         | <p>Code of union or bargaining unit. This is a repeating parameter</p> <p>This parameter is mandatory only if B is entered at the Employees Selection Choice parameter.</p>   | No        | None    | PTVBARG    |
| 07    | Employee Class Code          | <p>Employee class code. This is a repeating parameter.</p> <p>The "%" character can be entered to run the report for all employee classes set up on PTRRERN for the specified destination payroll.</p> <p>This parameter is mandatory only if E is entered at the Employees Selection Choice parameter.</p> | No        | None    | PTRRERN    |
| 08    | Specify Individual Employees | Indication of whether employee IDs are to be entered:   | Yes       | No      | None       |

| Param | Name                    | Description/Values   | Required? | Default | Validation |
|-------|-------------------------|--|-----------|---------|------------|
|       |                         | Y = Employee IDs are to be entered (can be used when Bargaining Unit or Employee Class is entered at the Employees Selection Choice parameter)<br><br>N = Employee IDs are not to be entered |           |         |            |
| 09    | Employee ID             | Employee ID number. This is a repeating parameter.<br><br>This parameter is mandatory only if Y is entered at the Specify Individual Employees parameter.                                    | No        | None    | SPRIDEN    |
| 10    | Population Selection ID | Population selection ID<br><br>This parameter is mandatory only if P is entered at the Employees Selection Choice parameter.   | No        | None    | GLBSLCT    |
| 11    | Creator ID              | Population selection creator's ID<br><br>This parameter is mandatory only if P is entered at the Employees Selection Choice parameter.   | No        | None    | GLBSLCT    |
| 12    | Application             | Population selection application<br><br>This parameter is mandatory only if P is entered at the Employees Selection Choice parameter.  | No        | None    | GLBSLCT    |

## Report Attributes

### Sort Order

By employee and payroll number



**Data Source**

Payroll pages and tables

**Frequency**

After completion of PTRRERN (to establish earn codes with percentage or flat rate), NBPMASS (to create future change records on NBAJOBS) and PHPTIME (for destination payroll).

**Report Format**

Standard horizontal report format

| Name   | Description                                       |
|--------|---|
| Name   | Name of employee who is receiving retroactive pay |
| Id     | Employee's ID                                     |
| Status | Employee's status                                 |

**Destination Pay Information**

| Name                    | Description   |
|-------------------------|---|
| Position                | Employee's position   |
| Effective Date          | Effective date of the change in the employee's pay                          |
| Roster Ind              | Time sheet method   |
| Shift                   | Shift for which employee is being paid                                      |
| Employee Class          | Employee's employee class and title   |
| Time Sheet Organization | COA and organization to which the time sheet for the employee's job is sent |

**Source Pay Period Information**

| Name  | Description  |
|---|--|
| Source Pay Period                                       | Year, pay ID, and pay number of a period for which retroactive pay will be calculated                                    |
| Employee Class  | Employee's employee class  |
| Earn Code   | Earn code associated with employee's pay eligible for retroactive pay  |
| Seq No  | Sequence number assigned to pay event being described  |
| Effective Date  | Effective date of employee's pay rate for the source pay period  |
| Shift   | Shift during which the employee worked   |
| Cash Ind  | Indication of whether earnings are defined as cash or non-cash   |
| Ex Ind  | Indication of whether or not earnings are exception pay  |
| Shift Differential Ind                                  | Indication of whether or not earnings were subject to shift differential   |
| Shift Differential Percent                              | Percentage above the regular rate the employee receives when working during the specified shift                          |
| Shift Differential Rate                                 | Additional amount (above the employee's regular rate) that the employee receives when working during the specified shift |
| Earn Hrs  | Number of hours for which the employee was paid during the period for the specified earn code                            |
| Pay Rate  | Hourly rate the employee was paid for earn hours during the period   |
| Original Amount   | Amount originally paid to the employee for the source pay period for the specified earn code                             |
| Retro %/Rate  | Percent of the total pay that is to be paid as retroactive pay, or hourly rate that is to be paid as retroactive pay     |
| Retro Pay Amount  | Retroactive pay amount paid to employee for the associated earn code   |
| Total Retro Pay for this Pay Period                     | Total amount of retroactive pay for specified source pay period  |
| Total Retro Pay for: employee for Position: xxxxxx xx = | Total amount of retroactive pay for all source pay periods to be inserted on the PHA HOUR record                         |

| Banner University                          |        |               |       |          |        |           |                      |      |          |                 | PAGE 2               |                 |
|--|--------|---------------|-------|----------|--------|-----------|----------------------|------|----------|-----------------|----------------------|-----------------|
| Retroactive Pay Calc Process               |        |               |       |          |        |           |                      |      |          |                 | RUN DATE 22-MAR-2001 |                 |
| Source Pay Period : 2000 RT 3              |        |               |       |          |        |           |                      |      |          |                 | RUN TIME 01:49 PM    |                 |
| Job Employee Class: FF - Full Time Faculty |        |               |       |          |        |           |                      |      |          |                 |                      |                 |
| Earn Code                                  | Seq No | Effectiv Date | Shift | Cash Ind | Ex Ind | Shift Ind | Differential Percent | Rate | Earn Hrs | Original Amount | Retro %/Rate         | RetroPay Amount |
| DPA DPA                                    | 0      | 01-JAN-2000   | 1     | N        | Y      | N         | N/A                  | N/A  | 1.00     | 910.22          | 3.00 %               | 27.31*          |
| REG Regular                                | 0      | 01-JAN-2000   | 1     | Y        | N      | Y         | N/A                  | N/A  | 86.67    | 390.09          | 3.00 %               | 11.70           |
| Total Retro Pay for this Pay Period:       |        |               |       |          |        |           |                      |      |          |                 |                      | 11.70           |
| -----                                      |        |               |       |          |        |           |                      |      |          |                 |                      |                 |
| Source Pay Period : 2000 RT 4              |        |               |       |          |        |           |                      |      |          |                 |                      |                 |
| Job Employee Class: FF - Full Time Faculty |        |               |       |          |        |           |                      |      |          |                 |                      |                 |
| Earn Code                                  | Seq No | Effectiv Date | Shift | Cash Ind | Ex Ind | Shift Ind | Differential Percent | Rate | Earn Hrs | Original Amount | Retro %/Rate         | RetroPay Amount |
| DPA DPA                                    | 0      | 01-JAN-2000   | 1     | N        | Y      | N         | N/A                  | N/A  | 1.00     | 910.22          | 3.00 %               | 27.31*          |

|   |   |             |   |   |   |   |     |     |       |        |        |       |
|---|---|-------------|---|---|---|---|-----|-----|-------|--------|--------|-------|
| REG Regular   | 0 | 01-JAN-2000 | 1 | Y | N | Y | N/A | N/A | 86.67 | 390.09 | 3.00 % | 11.70 |
| Total Retro Pay for this Pay Period:                      |   |             |   |   |   |   |     |     |       |        | 11.70  |       |
| -----   |   |             |   |   |   |   |     |     |       |        |        |       |
| Total Retro Pay for : Fauce,Ted for Position: F10010 00 = |   |             |   |   |   |   |     |     |       |        | 23.40  |       |

|   |           |  |         |                      |
|---|-----------|--|---------|----------------------|
| REPORT : PHPRETO  |           | Banner University                      |         | PAGE 3               |
|   |           | Retroactive Pay Calc Process           |         | RUN DATE 22-MAR-2001 |
|   |           | * * * REPORT CONTROL INFORMATION * * * |         | RUN TIME 01:49 PM    |
| Parameter Name  | Value     | Source                                 | Message |                      |
| Parameter Seq No:   | 794779    |  |         |                      |
| Report Mode:  | U         | Default                                |         |                      |
| Destination Payroll Year:   | 2000      | Default                                |         |                      |
| Destination Payroll Id:   | RT        | Default                                |         |                      |
| Destination Payroll Number:   | 5         | Default                                |         |                      |
| Choice:   | E         | Default                                |         |                      |
| Employee Class Code   | 02        | Default                                |         |                      |
| Employee Class Code   | FF        | Default                                |         |                      |
| Specify Individual IDs:   | Y         | Default                                |         |                      |
| ID  | 121000004 | Default                                |         |                      |
| ID  | 121000012 | Default                                |         |                      |
| Line Count : 45   |           |  |         |                      |
| Number of Employees Processed : 2   |           |  |         |                      |
| Record Count : 3      Number of RetroActive Earn Code Records Inserted in Destination                           |           |  |         |                      |
| Error Count :   |           |  |         |                      |
| Note : Deferred Pay Earn Codes With an * next to the Retro Pay Amount are not included in the Retro Pay Totals. |           |  |         |                      |

## Verification of Student Hours Process (PHPSHRS)

Checks, compares, and corrects the deduction status of student-employees based on the credit hours they have enrolled during a term.

The process checks the current deduction status for each Employee Class/Deduction Code combination listed on the Student Employee Deductions Rule page (PTRSTDE), compares this deduction status with the set up for student-employees based on their credit hours enrolled at your institution on the Student Employee Credits Rule page (PTRSCRD), and corrects any discrepant records by creating a new, effective-dated deduction record on PDAEDN where appropriate.

Run this verification process before running the Time Processing Report Process (PHPTIME) during payroll.

**Note:** Active deductions must be set up for student-employees before running this process. We recommend that you initially set up deductions with an Exempt status. Additionally, it is important to note that, by using this process, deduction records cannot be re-activated from a status.

| Param | Name           | Description/Values  | Required? | Default | Validation |
|-------|----------------|---|-----------|---------|------------|
| 01    | Payroll Year   | Enter the payroll year for running the verification process.    | Yes       | None    | None       |
| 02    | Payroll ID     | Enter a pay ID.   | Yes       | None    | PTRPICT    |
| 03    | Payroll Number | Enter a payroll number.   | Yes       | Yes     | PTRCALN    |
| 04    | Visa Type      | Specify the visa types that are to be excluded by this process. | No        | None    | STVVVYP    |

## Report Attributes

### Sort Order

None

### Data Source

|         |         |         |
|---------|---------|---------|
| PTRCALN | PTRSCRD | PTRSTDE |
|---------|---------|---------|

### Frequency

On demand

### Report Format

Standard horizontal report format

## Report Sample (PHPSHRS)

```
Process Name..... PHPSHRS
Institution..... BANNER University
Date..... 14-MAR-2006
Time..... 19:11:35
Parameters
  Year..... 2005
  Pay ID..... KJ
  Pay Number..... 20
  Visa Type..... J1 F1
Error Messages
  << No Errors >>
Errors..... 0
Warnings..... 0
Emps Processed.... 19
  Full Time..... 11
  Part Time..... 8
Records Written:
  PDRDEDN..... 12
```

### Fields

None

## Time Processing Report (PHPTIME)

Time extraction process. Reads the database and creates time documents for employees who are to be paid for a specified payroll ID code and payroll number.

These time documents appear on PHAHOUR, where an employee's pay period hours can be added or changed. Time documents are created with a disposition of 05 (Awaiting Re-Extract), 10 (Awaiting Hours Entry), or 20 (Awaiting Proof).

**Warning!** After you run PHPTIME for the first time for the pay event, you must choose the Re-extract parameter to recreate PHAHOUR records for all employees whose disposition is equal to 05. Choosing the Recreate option will totally wipe out the old time sheet files for that pay event and will recreate new ones. Use the Recreate parameter value only if most employee time records are wrong or if no time entry has begun for the current pay event. **If you use the Recreate option, any time that has been entered will be lost.**

| Param  | Name                         | Description/Values   | Required?  | Default | Validation                |
|--|------------------------------|--|--|---------|---------------------------|
| 01   | Payroll Year                 | Payroll year   | Yes  | None    | Format must be YYYY or YY |
| 02   | Payroll ID                   | ID of payroll to be included in report   | Yes  | None    | PTRPICT                   |
| 03   | Payroll Number               | Number of payroll to be included in report   | Yes  | None    | PTRCALN                   |
| 04   | Extract Indicator            | <p>I - Initial Extract - Select this option when you create your timesheets for the first time for the current pay event.</p> <p>R = Re-Extract = Re-extract employees with a disposition of 05.</p> <p>C = Recreate = Recreate time documents for all employees in the payroll. Any hours that have previously been entered for the payroll will be lost.</p> | Yes  | None    | None                      |
| 05   | ID Entry Choice Indicator    | <p>Individual ID Choice Indicator:</p> <p>Y(es) = Include individual IDs</p> <p>N(o) = Do not include individual IDs</p>   | Yes  | N(o)    | None                      |
| 06   | ID                           | Individual ID numbers. This is a repeating parameter.  | Yes (If <b>ID Entry Choice Indicator</b> is set to Yes.) | None    | None                      |
| 07   | Supplemental/Regular Payroll | <p>Payroll Choice:</p> <p>R = Regular payroll</p> <p>S = Supplemental payroll</p>  | Yes  | None    | None                      |
| Population selection parameters are available when running a Supplemental payroll with No IDs specified. |                              |  |  |         |                           |
| 08   | Use Population Selection     | Indicate if this process run is for a specific population.   | No   | None    | None                      |

| Param | Name                    | Description/Values   | Required? | Default | Validation |
|-------|-------------------------|--|-----------|---------|------------|
|       |                         | Y(es) = Uses population selection<br>N(o) = Does not use population selection  |           |         |            |
| 09    | Population Selection ID | Specify the ID of a specific population.<br>Use this parameter only if no IDs have been entered and the run is for a Supplemental payroll. | No        | None    | GLBSLCT    |
| 10    | Creator ID              | Enter the creator of the population selection.<br>This parameter is mandatory only if Y is entered at Use Population Selection.            | No        | None    | GLBSLCT    |
| 11    | Application ID          | Enter the ID of the population selection application.  | No        | None    | GLBSLCT    |

## Report Attributes

### Sort Order

Not applicable

### Data Source

|         |         |       |         |         |         |
|---------|---------|-------|---------|---------|---------|
| PEAEMPL | NBAJOBS | PDADN | PTRBDCA | PTRCALN | PTRECLS |
|---------|---------|-------|---------|---------|---------|

### Frequency

At payroll run

### Report Format

Standard horizontal report format



## Report Sample (PHPTIME)

|                        |             |         |  |                     |
|------------------------|-------------|---------|--|---------------------|
| REPORT : PHPTIME       |             |         | Banner University                      | PAGE 1              |
|                        |             |         |  | RUN DATE 01/16/1991 |
|                        |             |         |  | RUN TIME 02:46 PM   |
|                        |             |         | * * * REPORT CONTROL INFORMATION * * * |                     |
| Parameter Name         | Value       | Source  | Message                                |                     |
| Parameter Seq No:      | 1000        |         |  |                     |
| Payroll Year:          | 1990        | Entered |  |                     |
| Payroll Id:            | QW          | Entered |  |                     |
| Payroll Number:        | 10          | Entered |  |                     |
| Payroll Choice:        | r           | Entered |  |                     |
| Id Choice:             | n           | Entered |  |                     |
| Type of Extract:       | C           | Entered |  |                     |
| Pay Period Start Date: | 10-SEP-1990 |         |  |                     |
| Pay Period End Date:   | 07-OCT-1990 |         |  |                     |
| Record Count:          | 97          |         |  |                     |
| Line Count :           | 55          |         |  |                     |

### Fields

Not applicable.

## Pay Period Update Batch Module (PHPUPDT)

Updates permanent pay history records. Selects employees with a disposition of 50 (Awaiting Update) and updates their year-to-date amounts and leave-taken balances. Updates employees to a disposition of 60 (Awaiting Finance Extract).

**Note:** Multiple submissions of PHPUPDT may not be executed. If one version of PHPUPDT is currently running when a second submission is made, the process will end, and the following message will be printed to the .log file: A version on PHPUPDT is already running.

| Param | Name | Description/Values | Required? | Default | Validation                |
|-------|------|--------------------|-----------|---------|---------------------------|
| 01    | Year | Payroll year       | Yes       | None    | Format must be YYYY or YY |

| Param | Name                 | Description/Values                                | Required? | Default | Validation |
|-------|----------------------|---|-----------|---------|------------|
| 02    | Pay ID               | ID of payroll to be included in report            | Yes       | None    | PTRPICT    |
| 03    | Multiple Pay Numbers | Indicate if you wish to run multiple Pay numbers. | Yes       | N       | Y or N     |
| 04    | Pay Number           | Number of payroll to be included in report        | No        | None    | PTRCALN    |

## Report Attributes

### Sort Order

Not applicable

### Data Source

Payroll pages and tables

### Frequency

At end of pay cycle

### Report Format

Standard horizontal report format

## Report Sample (PHPUPDT)

|                   |       |  |         |                     |  |
|-------------------|-------|--|---------|---------------------|--|
| REPORT : PHPUPDT  |       | Banner University                      |         | PAGE 1              |  |
|                   |       | Pay Period Update Process              |         | RUN DATE 12/13/1990 |  |
|                   |       | * * * REPORT CONTROL INFORMATION * * * |         | RUN TIME 09:59 AM   |  |
| Parameter Name    | Value | Source                                 | Message |                     |  |
| Parameter Seq No: | 1000  |  |         |                     |  |

|                        |             |         |
|------------------------|-------------|---------|
| Payroll Year:          | 1990        | Entered |
| Payroll ID:            | SK          | Entered |
| Payroll Number:        | 18          | Entered |
| Pay Period Start Date: | 16-SEP-1990 |         |
| Pay Period End Date:   | 30-SEP-1990 |         |
| Record Count:          | 23          |         |

**Fields**

Not applicable.

## US ACA Hour Analysis Report (PHRAFCA)

The US Affordable Care Act Hour Analysis report provides an audit of work hours for Employee Classes that are pre-determined to be used for part-time employment. It monitors employees over a period of time defined as the Measurement Period or look-back period.

The Measurement Period defined for ACA can be selected by the organization for a minimum of 3 months and a maximum of 12 months. During this period of time, the report will compute a summarization of paid work time and determine a weekly hour average.

The intention of the report is to detect employees that have worked over a 30 hour per week average through the length of the defined Measurement Period.

The report performs a weekly and monthly calculation regardless of the pay frequency, so that jobs across pay frequencies will have the same basis for evaluation. If another computation is desired, the data that is generated for output on the .csv data files could be used in conjunction with your own formula to track individuals.

## Employee Type (Ongoing or New or Terminated)

The employee's Current Hire Date will be used to help determine whether the employee is considered to be an ongoing or new employee.

Ongoing employees are:

- Those where the Current Hire Date and job records are typically active (in a non-terminated status) for most the length of the Measurement Period.
- There can be service breaks in the employee's job records, in that there may be a terminated time period within the Measurement Period, but the length of service breaks may change the classification of the employee. See the descriptions for a new employee, below.

- The Measurement Start Date will become the Employee's Measurement Base Date for use in the report.

For example, an ongoing employee could have the following criteria.

- Measurement Year is from November 1, 2013 to October 31, 2014.
- The employee's Current Hire Date is January 2, 2008.
- With no substantial break of service within the employee's job records during the course of the Measurement Period, the employee would be considered an ongoing employee for the purposes of this report.

A new employee will be designated for the Employee Type when the following conditions exist.

- Current Hire Date for the employee is greater than the Measurement Start Date and less than or equal to the Measurement End Date.
- More than 26 weeks has elapsed between the ending of one job and the beginning of another, or a reactivation within the same job.
- When this pattern is recognized, the Measurement Base Date on the report will become the first day of the month following the Employee Job Begin Date.

A terminated employee will be designated for the Employee Type when the following conditions exist.

- An employee has a non-terminated job at the beginning of the Measurement Period and all jobs are terminated within the Measurement Period, with no further activity through the remainder of the measurement period.
- Current Hire Date for the employee is earlier than the Measurement Start Date.

## Service Break Longer than Appointment

The process evaluates the length of each position and compares that with the length of a break in service. If the break in service is longer than actual job service time, the process will consider the employee as a 'New' employee. The Measurement Base Date for these employees will be the first day of the month following.

Once the Employee Type has been determined, the various time periods for Administrative Period and Stability Period can be established for each employee.

Dates of jobs that fall on or within the Measurement Period will determine the beginning point for the accumulation of service time from the employee's payroll history records. This includes all jobs that are not terminated, which is determined by a Job Status not equal to Terminated. The length of the job through its possible termination will determine overall service time for that employment period and, based on the System Calendar, will compute the days for the period. If the job becomes reactivated during the Measurement Period, the process will keep track of non-terminated time as well as the terminated days. If terminated days are greater than the length of the non-terminated

employment period, then the employee will be considered under the New employee status rules, where the Measurement Start Date would be reset.

## Payroll Hours Selection

The process will utilize hours worked derived from Payroll History (via the PHREARN\_HRS field) and will represent service time that will be accumulated. Each employee's determined Measurement Start Date will be used as a beginning point to select hours that were reported for each payroll in the History Earnings Records. It is important to represent creditable hours, mentioned above and in the regulation, as service time to be computed even though the employee may not be paid for them.

The qualified service time, represented by Earn Codes, will be accessed by analyzing the Earn Codes that will be stored as GTVSDAX records prior to the running of the report. Users choose whether the Earn Codes listed in GTVSDAX will be included as qualified work time to be computed, or excluded (bypassed) from qualified work time by providing an Include/Exclude parameter with the report run.

Once these are known, the process will accumulate records for all Pay Events that fall within the Measurement Period for the employee. Paid Hours can be accumulated for each pay event (PHREARN), including any void or manual pay events, unless the pay period requires proration.

Proration of a pay period can occur at the beginning or end of the Measurement Period, if the Payroll Begin Date or End Date falls outside of the measurement period. The proration will determine the percentage of the pay period which falls inside Measurement Period and perform a work day percentage calculation based upon the System Calendar.

## Setup and Preparation

In planning for the data required for the report, some Employee Classes will need to ensure they have an appropriate hour basis to run through payroll periods. Those that are paid on a non-work hour basis will need to have an appropriate pay period hours specified on their job assignment. These employee groups may include part-time faculty and other stipend-based employees so that service hours may be computed.

Employee Class selection is tied to the "Primary Employee Class" item on the Employee (PEAEMPL) page, so it is important to keep this data item up to date. If an employee is selected by this attribute, then all jobs will be extracted and evaluated, regardless of the job Employee Class.

It may also be helpful to segregate employees that are now determined to be exempt, as discussed earlier (students paid under financial aid programs). The break out of a new Earn Code may be the most practical way to exclude these employees from the ACA analysis reporting. Another option is to separate employees by Employee Class, although this option would require more planning of data for positions and jobs.

---

The report is primarily driven by Employee Class and Earn Codes, and these must be established manually in the GTVSDAX table prior to running the report process. Earn Codes can be used in the report by an inclusion or exclusion control on the Job Submission parameters, whichever is less work for your institution to classify.

## Setting up GTVSDAX for Employee Class

### About this task

To establish Employee Class Codes on GTVSDAX, organize the codes that you wish to include in an overall selection and load each code in an individual record. Every record must be designated with an Internal Code of "ACAECLS" and Group code of "EMPLOYEE CLASS". Enter one record for each Employee Class Code, each having a unique Sequence Number.

Perform the following steps for each Employee Class Code you wish to enter on GTVSDAX.

### Procedure

1. Access the Crosswalk Validation page (GTVSDAX).
2. Enter the following values.
  - Internal Code = ACAECLS
  - Internal Sequence No. = n (where n is the unique sequence number)
  - Internal Group Code = EMPLOYEE CLASS
  - External Code = XX (where XX is the value of the Employee Class Code)
  - Description = ACA Employee Class Selection
  - Associated System = H (Human Resources)
3. Save your changes.

## Setting up GTVSDAX for Earn Codes

### About this task

Earn Codes that will be accumulated for service time for selected employees must also be established on GTVSDAX. They will be used as an Include or Exclude option as designated during the report run, so plan the configuration accordingly. The Earn Codes must have an

Internal Code of "ACAEARN" and a Group Code of "EARN CODE" and each code must have a unique Sequence associated with it in the same pattern as your Employee Class Codes.

Perform the following steps for each Earn Code you wish to enter on GTVSDAX.

#### Procedure

1. Access the Crosswalk Validation page (GTVSDAX).
2. Enter the following values.
  - Internal Code = ACAEARN
  - Internal Sequence No. = n (where n is the unique sequence number)
  - Internal Group Code = EARN CODE
  - External Code = XXX (where XXX is the value of the Earn Code)
  - Description = ACA Earn Code Selection
  - Associated System = H (Human Resources)
3. Save your changes.

## PHRAFCA Report Parameters

| Param | Name                          | Description/Values   | Required? | Default | Validation  |
|-------|-------------------------------|--|-----------|---------|-------------|
| 01    | Run Date                      | Enter the date the report is run.  | Yes       |         | DD-MON-YYYY |
| 02    | Measurement Period Start Date | The start date of the period for which you are going to audit employees' hours.            | Yes       |         | DD-MON-YYYY |
| 03    | Length of Measurement Period  | The number of months you want included in the report. This can be a period of 3-12 months. | Yes       |         |             |
| 04    | Administrative Period         | This period is measured in days. It is a value from 0-90.                                  | Yes       |         |             |

| Param | Name                          | Description/Values   | Required? | Default | Validation |
|-------|-------------------------------|--|-----------|---------|------------|
| 05    | Stability Period              | This period is measured in months. It is a value from 6-12.  | Yes       |         |            |
| 06    | Include/Exclude Earn Codes    | Should the report include or exclude the Earn Codes located on GTVSDAX for Code ACAEARN?<br><br>I = Include<br>E = Exclude | Yes       |         |            |
| 07    | Create Spreadsheet Data File? | Should the process create a file to be imported to Excel?<br><br>Y= Create file.<br>N= Don't create file.                  | Yes       |         |            |
| 08    | Measurement Period Hour Limit | This is a value from 100-2000.   | Yes       |         |            |
| 09    | New Hire Notification Days    | This is a value from 0-90.   | Yes       |         |            |
| 10    | ID Entry Choice Indicator     | Indicate whether you will process only individual employees.<br><br>Y= Individual IDs<br>N= Not individual IDs             | Yes       |         |            |
| 11    | ID                            | Enter Employee ID(s) to be processed. If you have multiple IDs to enter, you should enter multiple parameters.             | No        |         | POIIDEN    |
| 12    | Faculty Employee Class        | Use to identify Part Time Faculty to apply an adjustment of hours.   | No        |         | PTQECLS    |
| 13    | Adj Hour Factor for Faculty   | The Adjustment Hour Factor for additional faculty duties.  | No        | 1.00    |            |



| Param | Name                           | Description/Values   | Required? | Default | Validation |
|-------|--------------------------------|--|-----------|---------|------------|
| 14    | Population Selection Indicator | Do you want to use Population Selection?<br>Y= Yes, use Population Selection.<br>N= No, do not use Population Selection. | Yes       |         |            |
| 15    | Population Selection ID        | Selection ID for population.   | No        |         | GLISLCT    |
| 16    | Creator ID                     | Creator ID for population.   | No        |         |            |
| 17    | Application ID                 | Application ID for population.   | No        |         | GLIAPPL    |

## Measurement Report Period

The report monitors employees over a period of time defined as the Measurement Period. You can select the Measurement Period you would like to use for your report. It must be a minimum of 3 months and a maximum of 12 months. The report will compute a summarization of paid work time and determine a weekly hour average for the Measurement Report Period.

Use parameter 2 to indicate the start date of your Measurement Period, and use parameter 3 to indicate the number of months you would like the report period to cover.

## How Work Hours are Calculated

The process determines an employee's hours worked from their Payroll History. It uses the employee's Measurement Start Date as a beginning point to select the hours associated with the Earning Records that were reported for payroll during the Measurement Period.

You must include qualified Earn Codes in employees' work hours reported. Use parameter 6 to indicate whether or not you would like to include or exclude the Earn Codes that you have provided in the GTVSDAX entries. It is important to consider the appropriate codes that represent qualified service time, which may include a number of non-paid Earn Codes.

Paid Hours will be accumulated for each pay event (PHREARN), including void and manual pay events, unless the pay period requires proration. Proration of a pay period can occur at the beginning or end of the Measurement Period, if the Payroll Begin Date or End Date falls

outside of the measurement period. The proration will determine the percentage of the pay period which falls inside Measurement Period and perform a work day percentage calculation based upon the System Calendar.

Once the total "Paid Hours" have been determined, the process will compute the "Job/Work Days" so that a formula can determine the "Average Weekly Hours". The process will count the work time associated with each job, based upon effective dates and job status. As job assignment time is being computed, it is factored by a 5-day Monday through Friday pattern. The computation will also detect whether a leap day is inclusive within the period. An example with a leap day would be:

Job Work Days counted as 261 days and the Weekly Basis is  $261/5$  (M-F) = 52.2 weeks. The "Average Hrs/Week" can now be computed by dividing the "Paid Hours" by the "Weekly Basis".

Additionally, a monthly average will be included as an extended calculation of the weekly figure. Two new items are placed on the report alongside of the weekly figures; Monthly Basis and Average Hrs./Month. This computation would look like this, using the example as above:

$52.2 * 2(\text{Sat, Sun}) = 104.4$  days Total days =  $261 + 104.4 = 365.4$  Monthly Basis =  $365.4 * 12 / \text{Days in the year (365 or 366)}$ . The "Average Hrs/ Month" is now determined by dividing the "Paid Hours" by the "Monthly Basis"

In addition, the process evaluates the length of workdays in each position and compares that with the length of a break in the employee's service. If the break in service is longer than actual job service time, the process will consider the employee as a new employee. The Measurement Base Date for these employees will be the first day of the month following. If the employee has a break in service for 26 weeks and returns to work, the employee will also be considered a new employee.

## Adjustment Factor for Part-Time Faculty Hours

The report assumes that Part-Time Faculty will be paid with an hour basis that reflects their work within a course or set of courses (based upon a prevailing credit or contact hour basis), or that non-instructional time may also be compensated from an hour based assignment. The report allows for an adjustment factor that can be factored into the paid hours for identified Part-Time Faculty Employee Classes defined in parameter 12. This function would typically only be used when the site has already established an hour-equivalent for the employee's job records when pay assignments are being made. These "Pay Period Hours" would represent service time which would reside in the payroll history tables and ultimately update to the employee payroll total records.

## Measurement Period Cap (PHRAFCA)

The Measurement Period Cap is another tool that the report computes to help evaluate how close the employee is to reaching health care qualified service time. This cap has no bearing on service time limitations and is not a federally mandated item. The report displays the difference between the Measurement Period Limit (as provided on the parameters) and the actual hours worked. If the Hours +/- Cap is a

negative number, the employee's service time has not met the overall cap that is established by the parameter. A positive number indicates that the employee has exceeded the parameter cap and has worked more than the estimated 30 hours per week.

To establish an effective Measurement Cap, begin by defining your measurement period and determining the total number of service hours that would designate the threshold for offering an employee health care. For example, if the institution was utilizing a 12 month look-back period, this threshold would be set to '1560' (30 hours per week x 52 weeks). If using a 6-month look-back, the cap would be set to 780 to reflect 30 hours per week for 26 weeks.

## Employee Selection Criteria

You may indicate the employees you would like to include in the report in three ways: Employee ID, Employee Class, or Population Selection.

- Employee ID - Use parameter 10 to indicate that you will be entering individual Employee IDs for your report, and use parameter 11 to indicate those IDs. When ID Selection is used, no other records will appear in the process.
- Employee Class - Employee Classes will be used to provide the main employee selection for this report. The predefined Employee Classes will be stored as records with the GTVSDAX table. Multiple codes can be used within GTVSDAX to allow for multiple codes to be used as the basis of selecting employees to be included.

The report assumes that Part-Time Faculty are paid with an hour basis that reflects their work within a course or set of courses (based upon a prevailing credit or contact hour basis), or that non-instructional time may also be compensated from an hour based assignment.

Based upon each Employee Class, the process will select employees for the report by evaluating the Primary Employee Class on the Employee Record (PEBEMPL). It is important to keep this value up to date along with the Current Hire Date located on the same record. While this record is being retrieved, the process will also collect and evaluate the employee's Current Hire Date, which will help determine whether the employee will be considered as an 'ongoing' or 'new' employee.

Next, the process will evaluate whether any jobs exist for the length of the Measurement Period and, if so, will collect all Positions for the employee, which will be used to later select Payroll History records that fall within the period. It is important to note that since the employee needs to be evaluated as a whole based upon their Primary Employee Class, all positions will be selected for the employee that qualify within the measurement Period, regardless of the Employee Class that is associated with each job.

- Population Selection - As an alternate to evaluating employees based upon the Primary Employee Class, an option will be presented in the parameter set that will allow for the organization to prepare a Population Selection, through the use of the standard Banner General process. When using Population Selection during the execution of the report, the Employee Class selections will be ignored, in preference to the selected Banner ID's derived from the Population Selection criteria.

Use parameter 14 to indicate that you will use Population Selection for your report. Use parameters 15, 16, and 17 to indicate the Population Selection criteria. When Population Selection is used, no other employees will be selected for the process.

## Report Output

The report will consist of three sections that includes; an analysis of work hours, a list of recently hired employees to be used for health care notification, and summary of employees that have exceeded the Measurement Period cap.

The hour analysis section will detail each employee selected, along with each position in which they were paid. Qualified paid work time will be accumulated for the period along with a computed weekly basis. The average hours per week will then be reported, along with a comparison against the total period cap of hours. Measurement dates will be reported for each employee based upon their classification as an ongoing or new employee for the look-back period.

The second section details employees that were recently hired based upon the run date of the report that will serve as a reminder for health care rights notification.

The third section, which is created as a comma delimited file (.csv) in the Job Submission directory, summarizes a list of employees that equal or exceed the total hour cap across the Measurement Period. The name of this file, for example, would be phrafca\_123456\_overcap.csv, where 123456 is the jobsub number. This output file is created in order to focus on those employees who may have exceeded the full-time limit as indicated in the regulations.

## Spreadsheet Output from the New Process

In addition to providing output to a print file (.lis), program parameters also allow for the same output to be populated into a set of comma delimited files that can be opened with Excel. The output data will follow the same pattern as the report.

The 'hours.csv' file represents Section One of the standard report and displays employee jobs and hours that are being computed. The name of this file, for example, would be phrafca\_123456\_hours.csv, where 123456 is the jobsub number.

The 'newhire.csv' will mirror Section Two of the data on the report and include all employees that have recently been hired and are within the number of days the user has specified in the parameters for new hire health care notifications. The name of this file, for example, would be phrafca\_123456\_newhire.csv, where 123456 is the jobsub number.

The third data file, 'overcap.csv', will always be generated regardless of how the Spreadsheet parameter has been set for the run. The name of this file, for example, would be phrafca\_123456\_overcap.csv, where 123456 is the jobsub number. This output file is a collection of

employees that are equal to or have exceeded the hour cap that has been established as a parameter for the run. It is an important summary of those employees that have worked more than the intended hour limit set for the measurement period.

## Report Attributes

### Sort Order

Not applicable

### Data Source

|         |         |         |         |
|---------|---------|---------|---------|
| GTVSDAX | NBRBJOB | NBRJOBS | PDRHIOC |
| PEBEMPL | PERJTOT | PDRDEDN | PTREARN |
| PTRECLS |         |         |         |

### Frequency

At payroll run or as needed

### Report Format

Standard horizontal report format

## Report Sample (PHRAFCA) 01

|  |  |                   |
|--|--|-------------------|
| US ACA Hour Analysis Report                    |  | RUN TIME 01:42 PM |
| Measurement Period: 01-JAN-2012 To 31-DEC-2012 |  |                   |
| Measurement Period Hour Limit: 1000            |  |                   |
| Employee Measurement Administrative Stability  |  |                   |

Employee Name ID COA Organization Position Type Base Date Start Start End

Primary Jobs Employee Paid Job/Work Weekly Average Monthly Average Hours Note

ECLS ECLS Status Hours Days Basis Hrs/Week Basis Hrs/Month +/- Cap

Apple, Susan 444777500 B 11006 Dept of Languages and FLAC31-00 New 01-FEB-12 01-FEB-13 11-FEB-13 10-FEB-14

F1 F1 Active 452.60 257 51.4000 8.81 11.8290 38.26 -547.40 \*Health Care Found

Baker, Simon 444777699 B 11006 Dept of Languages and ADJ008-00 New 01-AUG-12 01-AUG-13 11-AUG-13 10-AUG-14

09 09 Active 120.00 261 52.2000 2.30 12.0132 9.99 -880.00

B 11006 Dept of Languages and ADJ008-91

09 09 Active 120.00 261 52.2000 2.30 12.0132 9.99 -760.00

Employee Total: 240.00 4.60 19.98 -760.00

Total Employees: 2

Total Hours Paid: 692.60

Employees Over Cap:

Ongoing Employees:

New Employees: 2

## Report Sample (PHRAFCA) 02

REPORT : PHRAFCA

Ellucian University of Banner

RUN DATE 10-JUN-2014

US ACA Hour Analysis Report RUN TIME 01:42 PM

\*\*\* REPORT CONTROL INFORMATION \*\*\*

Parameter Name Value Message

Parameter Seq No: 315979  
Run Date: 30-MAR-2014  
Measurement Start Date: 01-JAN-2012  
Length of Measurement Period: 12  
Administrative Period Days: 10  
Stability Period: 12  
Earn Code Control: I  
Create Spreadsheet Data File: n  
Measurement Period Hour Limit: 1000  
New Hire Notification Days: 0  
ID Entry choice Indicator: y  
Adjustment Hour Factor:  
Use Population Selection : N  
Line Count 55  
Record Count 2 Count of Employee Records Printed

## Report Sample (PHRAFCA) 03

| Employee Name | ID       | COA | Organization                       | Position  | Paid Hours | Weekly Basis | Average Hours Per Week | Hours Over or Under Cap |
|---------------|----------|-----|------------------------------------|-----------|------------|--------------|------------------------|-------------------------|
| About, Joe    | TESTCALC | B   | 11001<br>Arts, and ,<br>Sciences,m | F10000-00 | 1029       | 26.2         | 39.27                  | 69                      |

| Employee Name                   | ID        | COA | Organization                 | Position  | Paid Hours | Weekly Basis | Average Hours Per Week | Hours Over or Under Cap |
|---------------------------------|-----------|-----|------------------------------|-----------|------------|--------------|------------------------|-------------------------|
| Adams, Dee                      | DRC000004 | B   | 11001 Arts, and , Sciences,m | A00100-00 | 1039.98    | 26.2         | 39.69                  | 79.98                   |
| Adams, Sal                      | WTE000010 | B   | 11002 Dept of Aerospace Stud | A00100-00 | 1039.98    | 26.2         | 39.69                  | 79.98                   |
| Adamson<br>Adamson<br>Adamson A | WTE000008 | B   | 11004 Dept of Biological Sci | F00017-00 | 1039.98    | 26.2         | 39.69                  | 79.98                   |
| Address, Has A.                 | PLCHEK3   | B   | 11001 Arts, and , Sciences,m | F10000-00 | 1039.98    | 26.2         | 39.69                  | 79.98                   |
| Again, Tryst                    | DEF974021 | B   | 11001 Arts, and , Sciences,m | EA0100-00 | 1039.98    | 26.2         | 39.69                  | 79.98                   |
| Aiden, Bob                      | VET222222 | B   | 11001 Arts, and , Sciences,m | VET020-00 | 1039.98    | 26.2         | 39.69                  | 79.98                   |
| Anderson, Kate                  | APAY00001 | B   | 11005 Department of History  | F10003-00 | 995.99     | 26.2         | 38.01                  | 35.99                   |
| Apple, Aaron                    | A00037640 | B   | 11001 Arts, and , Sciences,m | F10000-00 | 1039.98    | 26.2         | 39.69                  | 79.98                   |
| Apple, George D.                | A00037639 | B   | 11101 Dean School of Busines | F10000-00 | 1039.98    | 26.2         | 39.69                  | 79.98                   |



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## Check Distribution List (PHRCDST)

Lists check and Direct Deposit notices.

| Param | Name       | Description/Values                          | Required? | Default | Validation                |
|-------|------------|---|-----------|---------|---------------------------|
| 01    | Pay Year   | Payroll year.                               | Yes       | None    | Format must be YYYY or YY |
| 02    | Pay ID     | ID of payroll to be included in report.     | Yes       | None    | PTRPICT                   |
| 03    | Pay Number | Number of payroll to be included in report. | Yes       | None    | PTRCALN                   |

## Report Attributes

### Sort Order

Not applicable

### Data Source

Payroll pages and tables

### Frequency

At payroll run or as needed

### Report Format

Standard horizontal report format

| Name                  | Description   |
|-----------------------|---|
| COAS                  | Chart of Accounts code  |
| DEPT                  | Department  |
| EMPLOYEE NAME         | Name of employee to whom check or Direct Deposit notice is issued |
| CHECK NUMBER          | Check number  |
| DIRECT DEPOSIT NUMBER | Direct Deposit notice number                                      |

## Report Sample (PHRCDST)

|   |  |                       |
|---|--|-----------------------|
| REPORT : PHRCDST                            | Banner University                      | PAGE 1                |
|   | CHECK DISTRIBUTION LIST                | RUN DATE 10/17/1991   |
|   | PAYROLL ID: SK PAYROLL NUMBER: 18      | RUN TIME 01:09 PM     |
|   | PAY PERIOD: 16-SEP-1991 TO 30-SEP-1991 |                       |
| COAS : A DEPT : 220 Payroll Office          |  |                       |
| EMPLOYEE NAME                               | CHECK NUMBER                           | DIRECT DEPOSIT NUMBER |
| Alberts, Jane P                             | 1124                                   |                       |
| Barron, Daniel M                            | 1125                                   |                       |
| Fellows, Thomas P                           | 1126                                   |                       |
| Newton, Karen P                             |  | 1212                  |
| Roberts, Antony Q                           |  | 1213                  |
| Singer, Lois R                              | 1127                                   |                       |
| Thomas, Charles P                           |  | 1214                  |
| White, Robert M                             | 1128                                   |                       |
| TOTAL NUMBER OF PAY CHECKS                  |  | 5                     |
| TOTAL NUMBER OF BANK DIRECT DEPOSIT NOTICES |  | 3                     |

|                   |  |                     |
|-------------------|--|---------------------|
| REPORT : PHRCDST  | Banner University                      | PAGE 5              |
|                   | CHECK DISTRIBUTION LIST                | RUN DATE 10/17/1991 |
|                   | PAYROLL ID: SK PAYROLL NUMBER: 18      | RUN TIME 01:09 PM   |
|                   | PAY PERIOD: 16-SEP-1991 TO 30-SEP-1991 |                     |
|                   | * * * REPORT CONTROL INFORMATION * * * |                     |
| Parameter Name    | Value                                  | Source Message      |
| Parameter Seq No: | 15405                                  |                     |
| Payroll Year:     | 1991                                   | Entered             |

|                        |             |         |
|------------------------|-------------|---------|
| Payroll Id:            | SK          | Entered |
| Payroll Number:        | 18          | Entered |
| Pay Period Start Date: | 16-SEP-1991 |         |
| Pay Period End Date:   | 30-SEP-1991 |         |
| LINE COUNT:            | 55          |         |
| Record Count:          | 37          |         |

## Check Issue Report (PHRCISS)

Lists issued checks.

| Param | Name       | Description/Values                          | Required? | Default | Validation                |
|-------|------------|---|-----------|---------|---------------------------|
| 01    | Pay Year   | Payroll year.                               | Yes       | None    | Format must be YYYY or YY |
| 02    | Pay ID     | ID of payroll to be included in report.     | Yes       | None    | PTRPICT                   |
| 03    | Pay Number | Number of payroll to be included in report. | Yes       | None    | PTRCALN                   |

## Report Attributes

### Sort Order

By employee name (last, first, and middle)

### Data Source

Payroll pages and tables

### Frequency

At payroll run

**Report Format**

Standard horizontal report format

| Name             | Description                                  |
|------------------|--|
| CHECK ISSUE DATE | Check issue date                             |
| EMPLOYEE NAME    | Name of employee whose name is on check      |
| EMPLOYEE ID      | ID number of employee whose name is on check |
| CHECK NUMBER     | Check number                                 |
| NET AMOUNT       | Net amount of check                          |

**Report Sample (PHRCISS)**

|   |             |  |            |                     |
|---|-------------|--|------------|---------------------|
| REPORT : PHRCISS                            |             | Banner University                      |            | PAGE 1              |
|   |             | CHECK ISSUE REPORT                     |            | RUN DATE 04/03/1991 |
|   |             | PAYROLL ID: SK PAYROLL NUMBER: 20      |            | RUN TIME 05:14 PM   |
|   |             | PAY PERIOD: 16-OCT-1990 TO 31-OCT-1990 |            |                     |
| CHECK ISSUE DATE: 31-OCT-1990               |             |  |            |                     |
| EMPLOYEE NAME                               | EMPLOYEE ID | CHECK NUMBER                           | NET AMOUNT |                     |
| Abiline, Linda O                            | 759489553   | 1                                      | 995.47     |                     |
| Baker, Robert K                             | 777060023   | 3                                      | 1,641.75   |                     |
| Brody, Wilma J                              | 765485227   | 13                                     | 1,414.75   |                     |
| Dunne, Paul                                 | 710922560   | 22                                     | 1,528.57   |                     |
| Goodhart, Kenneth                           | 777070013   | 15                                     | 1,191.86   |                     |
| Griffin, Karen M                            | 710000021   | 16                                     | 26.43      |                     |
| Hill, Sandy M                               | 765485226   | 12                                     | 1,122.74   |                     |
| Hill, Thomas P                              | 777070011   | 10                                     | 2,775.60   |                     |
| Johnson, Marie                              | 717000001   | 17                                     | 1,221.87   |                     |
| Knotts, Harold P                            | 710000022   | 18                                     | 634.81     |                     |
| Lewis, Franklin M                           | 777070003   | 5                                      | .00        |                     |
| Miller, Philip M                            | 765485223   | 19                                     | 1,830.09   |                     |
| Pierce, Annette                             | 777070012   | 11                                     | 776.56     |                     |
| Simpson, Lydia J                            | 777070001   | 8                                      | 1,440.10   |                     |
| Smith, John D                               | 765485225   | 20                                     | .00        |                     |
| Wo, George                                  | 710001653   | 21                                     | 873.12     |                     |
| White, Wanda P                              | 777070006   | 6                                      | 602.21     |                     |
| SUB TOTAL FOR PAY PERIOD ENDING 31-OCT-1990 |             |  | 18,075.93  |                     |

TOTAL CHECKS 17

TOTAL NET AMOUNT

18,075.93

REPORT : PHRCISS

Banner University  
 CHECK ISSUE REPORT  
 PAYROLL ID: SK PAYROLL NUMBER: 20  
 PAY PERIOD: 16-OCT-1990 TO 31-OCT-1990  
 \* \* \* REPORT CONTROL INFORMATION \* \* \*

PAGE 2  
 RUN DATE 04/03/1991  
 RUN TIME 05:14 PM

Parameter Name Value

Parameter Seq No: 1000  
 Payroll Year: 1990  
 Payroll Id: SK  
 Payroll Number: 20  
 Pay Period Start Date: 16-OCT-1990  
 Pay Period End Date: 31-OCT-1990  
 Record Count: 17  
 Line Count : 55

Entered  
 Entered  
 Entered

## Cost Accounting Report (PHRCOST)

Captures labor costs by project, cost type, and employee ID after a payroll cycle is complete. This report is used by cost accounting personnel to enter project labor costs into FCAACCT.

| Param | Name       | Description/Values                          | Required? | Default | Validation                |
|-------|------------|---|-----------|---------|---------------------------|
| 01    | Year       | Payroll year.                               | Yes       | None    | Format must be YYYY or YY |
| 02    | Pay ID     | ID of payroll to be included in report.     | Yes       | None    | PTRPICT                   |
| 03    | Pay Number | Number of payroll to be included in report. | Yes       | None    | PTRCALN                   |

## Report Attributes

**Sort Order**

Alphanumerically by project code

**Data Source**

|         |         |
|---------|---------|
| NHRFINC | FTVPROJ |
|---------|---------|

**Frequency**

On demand

**Report Format**

Standard horizontal report format

| Name             | Description   |
|------------------|---|
| PROJECT CODE     | Project as defined on the Project Maintenance page (FTMPROJ) and the Project/Customer Charge Maintenance page (FTMCHRG)                                   |
| NAME             | Project name as defined on the Project Maintenance page (FTMPROJ)   |
| COST TYPE        | Cost type code:<br>DL = Direct Labor<br>IL = Indirect Labor<br>Other codes are displayed as defined on the Internal Rate Code List Values page (FTMINRT). |
| EMPLOYEE ID      | Employee ID number  |
| UNITS            | Total gross cash earnings, including any overtime pay, for that employee and cost type  |
| TRANSACTION DATE | Date the pay period ends  |

| Name     | Description          |
|----------|----------------------|
| TOTAL DL | Direct Labor total   |
| TOTAL IL | Indirect Labor total |

## Report Sample (PHRCOST)

```
REPORT : PHRCOST                                Banner University                                PAGE      1
                                                Cost Accounting Report                        RUN DATE 12/15/1992
                                                PAYROLL ID: GL   PAYROLL NUMBER: 19          RUN TIME   07:15 PM
                                                PAY PERIOD: 31-OCT-1992 TO 06-NOV-1992

Project Code: PROJ141      Name: Renovation of Parking Lot Area
Cost Type   Employee ID    Units   Transaction Date
  DL        @00000736      428.40      06-NOV-1992
  DL        @00000737      428.40      06-NOV-1992
Total DL:                856.80
Total IL:                  0.00
Total Project:           856.80
```

```
REPORT : PHRCOST                                Banner University                                PAGE      2
                                                Cost Accounting Report                        RUN DATE 12/15/1992
                                                PAYROLL ID: GL   PAYROLL NUMBER: 19          RUN TIME   07:15 PM
                                                PAY PERIOD: 31-OCT-1992 TO 06-NOV-1992

Project Code: PROJ142      Name: Renovation of Payroll Office
Cost Type   Employee ID    Units   Transaction Date
  DL        710717821      428.40      06-NOV-1992
Total DL:                428.40
Total IL:                  0.00
Total Project:           428.40
ALL PROJECTS IN THIS PAY
-----
Count:                    2
Grand Total DL:          1285.20
Grand Total IL:           0.00
Grand Total:             1285.20
```

|                        |             |   |         |                     |
|------------------------|-------------|---|---------|---------------------|
| REPORT : PHRCOST       |             | Banner University<br>Cost Accounting Report |         | PAGE 3              |
|                        |             | PAYROLL ID: GL PAYROLL NUMBER: 19           |         | RUN DATE 12/15/1992 |
|                        |             | PAY PERIOD: 31-OCT-1992 TO 06-NOV-1992      |         | RUN TIME 07:15 PM   |
|                        |             | * * * REPORT CONTROL INFORMATION * * *      |         |                     |
| Parameter Name         | Value       | Source                                      | Message |                     |
| Parameter Seq No:      | 53612       |   |         |                     |
| Payroll Year:          | 1993        | Entered                                     |         |                     |
| Payroll Id:            | GL          | Entered                                     |         |                     |
| Payroll Number:        | 19          | Entered                                     |         |                     |
| Pay Period Start Date: | 31-OCT-1992 |   |         |                     |
| Pay Period End Date:   | 06-NOV-1992 |   |         |                     |
| Record Count:          | 3           |   |         |                     |
| Line Count:            | 55          |   |         |                     |

## Disposition Control Report (PHRDCON)

Reports on payroll disposition by identifying current level attained in payroll process by each employee.

| Param | Name       | Description/Values                          | Required? | Default | Validation                |
|-------|------------|---|-----------|---------|---------------------------|
| 01    | Year       | Payroll year.                               | Yes       | None    | Format must be YYYY or YY |
| 02    | Payroll ID | ID of payroll to be included in report.     | Yes       | None    | PTRPICT                   |
| 03    | Pay Number | Number of payroll to be included in report. | Yes       | None    | PTRCALN                   |

## Report Attributes

### Sort Order

First by disposition, then alphabetically by employee name



**Data Source**

|         |         |
|---------|---------|
| NBAJOBS | PHAHOUR |
|---------|---------|

**Frequency**

As needed during payroll run

**Report Format**

Standard horizontal report format

| Name           | Description  |
|----------------|--|
| DISPOSITION    | Payroll disposition code and description. The code appearing in this field indicates the current status of the pay event in the payroll cycle.   |
| EMPLOYEE NAME  | Employee name  |
| ID             | Employee ID number   |
| COA            | Chart of Accounts code of time sheet department (see following field)  |
| TS DEPT        | Organization to which this employee's time sheet will be sent. The code appearing in this field was associated with this employee in the Job section of the Employee Job page (NBAJOBS). If Banner Finance is installed, the code is defined on the Finance Organization Maintenance page (FTMORGN). If Banner Finance is not installed, the code is defined on the Organization Code Validation page (PTVORGN). |
| POSITION       | Position assigned to employee in the Job section of the Employee Job page (NBAJOBS)  |
| EFFECTIVE DATE | Effective date of job for purposes of pay calculation and pay history. Dates appearing in this field are collected from all blocks on the Employee Jobs page (NBAJOBS).  |
| SEQ NO         | Payroll Sequence Number. If this field contains a zero, the pay event is computer-generated. If it contains a number greater than zero, the pay event is a pay adjustment.   |
| EMPLOYEE CLASS | Employee class of job  |

| Name      | Description  |
|-----------|--|
| STATUS    | Job status:<br>A = Active<br>T = Terminated<br>L = Leave without pay or benefits<br>B = Leave without pay and with benefits<br>F = Leave with full pay and benefits<br>P = Leave with partial pay and benefits |
| TS-ROSTER | Time Sheet/Roster Indicator:<br>T = Time sheet<br>O = Organizational time sheet<br>R = Roster  |

## Report Sample (PHRDCON)

|                  |  |   |     |         |           |                     |                             |        |           |
|------------------|--|---|-----|---------|-----------|---------------------|-----------------------------|--------|-----------|
| REPORT : PHRDCON |  | Banner University<br>Disposition Control Report |     |         |           | RUN DATE 12/12/1990 |                             |        |           |
|                  |  | PAYROLL ID SK      PAYROLL NO    20             |     |         |           | RUN TIME 01:32 PM   |                             |        |           |
|                  |  | PAY PERIOD:    16-OCT-1990 TO 31-OCT-1990       |     |         |           |                     |                             |        |           |
| -----            |  |   |     |         |           |                     |                             |        |           |
| Disposition      |  | 05 Awaiting Re-Extract                          |     |         |           |                     |                             |        |           |
| -----            |  |   |     |         |           |                     |                             |        |           |
| Employee Name    |  | Id  | Coa | TS Dept | Position  | Effective Date      | Seq Employee<br>No    Class | Status | TS-Roster |
| Baker, Robert K  |  | 777060023                                       | A   | 100     | 000077-00 | 01-OCT-1990         | 0 SA Semi-Mth               | A      | R         |

|                  |                   |                     |
|------------------|-------------------|---------------------|
| REPORT : PHRDCON | Banner University | PAGE            2   |
|                  |                   | RUN DATE 12/12/1990 |

Disposition Control Report  
 PAYROLL ID SK PAYROLL NO 20  
 PAY PERIOD: 16-OCT-1990 TO 31-OCT-1990

RUN TIME 01:32 PM

Disposition 10 Awaiting Time

| Employee Name    | Id        | Coa | TS   | Dept      | Position    | Effective Date | Seq No | Employee Class | Status | TS-Roster |
|------------------|-----------|-----|------|-----------|-------------|----------------|--------|----------------|--------|-----------|
| Miller, Philip M | 765485223 | A   | 2010 | 000223-00 | 10-JUL-1990 | 0              | SF     | Semi-Mnt       | A      | R         |

REPORT : PHRDCON

Banner University  
 Disposition Control Report  
 PAYROLL ID SK PAYROLL NO 20  
 PAY PERIOD: 16-OCT-1990 TO 31-OCT-1990

PAGE 3  
 RUN DATE 12/12/1990  
 RUN TIME 01:32 PM

Disposition 40 Awaiting Document

| Employee Name     | Id        | Coa | TS   | Dept      | Position    | Effective Date | Seq No | Employee Class | Status | TS-Roster |
|-------------------|-----------|-----|------|-----------|-------------|----------------|--------|----------------|--------|-----------|
| Abiline, Linda o  | 759489553 | A   | 100  | 000223-00 | 10-OCT-1990 | 0              | SF     | Semi-Mnt       | A      | R         |
| Angel, Janet M    | 777070014 | A   | 100  | 000002-00 | 16-SEP-1990 | 0              | SA     | Semi-Mth       | A      | R         |
| Baker, Mary U     | 777070007 | A   | 100  | 000002-00 | 01-AUG-1990 | 0              | SA     | Semi-Mth       | A      | R         |
| Fields, Martha D  | 777070002 | A   | 100  | 000002-00 | 01-JUL-1990 | 0              | SA     | Semi-Mth       | F      | R         |
| Lewis, Franklin M | 777070003 | A   | 100  | 000003-00 | 01-JUL-1990 | 0              | SA     | Semi-Mth       | L      | R         |
| White, Wanda P    | 777070006 | A   | 100  | 000KMD-00 | 01-AUG-1990 | 0              | SA     | Semi-Mth       | A      | R         |
| Adames, Nicole    | 704444446 | A   | 101  | 000003-00 | 22-JUN-1990 | 0              | SA     | Semi-Mth       | A      | R         |
| Pauley, Frances Y | 777070005 | A   | 101  | 000002-00 | 16-JUL-1990 | 0              | SA     | Semi-Mth       | P      | R         |
| Simpson, Lydia J  | 777070001 | A   | 101  | 000003-00 | 01-JUL-1990 | 0              | SA     | Semi-Mth       | A      | R         |
| Young, Chuck E    | 777070004 | A   | 101  | 000002-00 | 01-AUG-1990 | 0              | SA     | Semi-Mth       | B      | R         |
| Hill, Thomas P    | 777070011 | A   | 102  | 000003-00 | 01-JUL-1990 | 0              | SA     | Semi-Mth       | A      | R         |
| Hill, Thomas P    | 777070011 | A   | 102  | 100003-00 | 01-JUL-1990 | 0              | SA     | Semi-Mth       | A      | R         |
| Piece, Warren K   | 777070012 | A   | 102  | 100003-00 | 01-JUL-1990 | 0              | SA     | Semi-Mth       | A      | R         |
| Brody, Wilma J    | 765485227 | A   | 103  | 001223-00 | 01-AUG-1990 | 0              | SA     | Semi-Mth       | A      | R         |
| Hill, Sandy M     | 765485226 | A   | 103  | 001223-00 | 01-JUL-1990 | 0              | SA     | Semi-Mth       | A      | R         |
| Stewart, Frank    | 710000004 | A   | 103  | 000002-00 | 04-SEP-1990 | 0              | SA     | Semi-Mth       | A      | R         |
| Stewart, Frank    | 710000004 | A   | 103  | 000003-00 | 31-OCT-1990 | 0              | SA     | Semi-Mth       | A      | R         |
| Adams, Polly      | 701000006 | A   | 110  | 000002-01 | 22-JUN-1990 | 0              | SA     | Semi-Mth       | A      | R         |
| Goodhart, Kenneth | 777070013 | A   | 2010 | 100003-00 | 08-OCT-1990 | 0              | SA     | Semi-Mth       | A      | R         |
| Griffin, Karen M  | 710000021 | A   | 2010 | 000003-01 | 01-JUL-1990 | 0              | SA     | Semi-Mth       | A      | R         |
| Griffin, Karen M  | 710000021 | A   | 2010 | 000009-00 | 01-JUL-1990 | 0              | SA     | Semi-Mth       | A      | R         |
| Johnson, Marie    | 717000001 | A   | 2010 | 000003-00 | 01-AUG-1990 | 0              | SA     | Semi-Mth       | A      | R         |
| Knotts, Harold P  | 710000022 | A   | 2010 | 100003-00 | 01-JUL-1990 | 0              | SA     | Semi-Mth       | A      | R         |
| Smith, John D     | 765485225 | A   | 2010 | 000223-00 | 09-JUL-1990 | 0              | SF     | Semi-Mnt       | B      | R         |
| Washington, Janet | 71000SALA | A   | 2010 | 000002-00 | 24-JUL-1990 | 0              | SA     | Semi-Mth       | A      | R         |
| Dunne, Paul       | 710922560 | A   | 311  | 000002-00 | 01-AUG-1990 | 0              | SA     | Semi-Mth       | A      | R         |

```

REPORT : PHRDCON
                                Banner University
                                Disposition Control Report
                                * * * REPORT CONTROL INFORMATION * * *
                                Source   Message
                                -----
Parameter Name      Value
-----
Parameter Seq No:  1000
Payroll Year:      1990
Payroll Id:        SK
Payroll Number:    20
Pay Period Start Date: 16-OCT-1990
Pay Period End Date:  31-OCT-1990
Record Count: 28
Line Count : 55

```

## Payroll Errors Display Report (PHRDERR)

Lists errors encountered during payroll.

| Param | Name           | Description/Values                          | Required? | Default | Validation                |
|-------|----------------|---|-----------|---------|---------------------------|
| 01    | Payroll Year   | Payroll year.                               | Yes       | None    | Format must be YYYY or YY |
| 02    | Payroll ID     | ID of payroll to be included in report.     | Yes       | None    | PTRPICT                   |
| 03    | Payroll Number | Number of payroll to be included in report. | Yes       | None    | PTRCALN                   |

## Report Attributes

### Sort Order

First by time sheet organization, then by time sheet roster indicator, then alphabetically by employee name.

### Data Source

|         |                               |
|---------|-------------------------------|
| NBAJOBS | PHRERRL (Payroll Error Table) |
|---------|-------------------------------|

**Frequency**

After payroll run and before checks are printed

**Report Format**

Standard horizontal report format

| Name                  | Description   |
|-----------------------|---|
| COA                   | Chart of Accounts code of time sheet department (see following field)   |
| TIME SHEET DEPARTMENT | Organization to which this employee's time sheet is sent. The code appearing in this field was associated with this employee in the Job section of the Employee Job page (NBAJOBS). If Banner Finance is installed, the code is defined on the Finance Organization Maintenance page (FTMORGN). If Banner Finance is not installed, the code is defined on the Organization Code Validation page (PTVORGN). |
| NAME                  | Employee name   |
| ID                    | Employee ID number  |
| SEQ NO                | Payroll Sequence Number. If this field contains a zero, the pay event is computer-generated. If it contains a number greater than zero, the pay event is a pay adjustment.  |
| POSITION              | Position assigned to employee in the Job section of the Employee Job page (NBAJOBS)   |
| EFFECT DATE           | Effective date of job for purposes of pay calculation and pay history. Dates appearing in this field are collected from all blocks on the Employee Jobs page (NBAJOBS).   |
| DISP                  | Payroll disposition code and description. The code appearing in this field indicates the current status of the pay event in the payroll cycle.  |
| STATUS                | Job status:<br>A = Active<br>T = Terminated<br>L = Leave without pay or benefits  |

| Name         | Description   |
|--------------|---|
|              | B = Leave without pay and with benefits<br>F = Leave with full pay and benefits<br>P = Leave with partial pay and benefits  |
| ECLS         | Employee class with which this employee's job was associated on the Employee Jobs page (NBAJOBS). Employee class forms are defined on the Employee Class Rule page (PTRECLS). |
| BASE SAL HRS | Base salary hours. This field contains the regular number of hours worked during the pay period.  |
| JOB          | Job Contract Type:<br>P = Primary<br>S = Secondary<br>O = Overload  |
| TS-ROSTER    | Time Sheet/Roster Indicator:<br>T = Time sheet<br>O = Organizational time sheet<br>R = Roster   |
| EARN         | Earnings code assigned to this employee. Codes appearing in this field are defined on the Earnings Code Rule page (PTREARN).  |
| PER PAY SAL  | Per-pay gross salary paid to the employee. The value that appears in this field is the prorated amount entered in the Job section of the Employee Job page (NBAJOBS).         |
| SALARY RATE  | Employee's salary or hourly rate  |
| SHIFT        | Shift during which the employee normally works. The value that appears in this field was defined on the Shift Premium Rule page (PTRSHFT).                                    |
| HOURS        | Hours per day associated with this employee's employee class  |
| UPD HOURS    | Update hours. This field contains the number of hours associated with the earnings code in error.   |

| Name         | Description  |
|--------------|--|
| RATE         | Employee's hourly pay rate   |
| SPECIAL RATE | Special rate associated with this earnings code.   |
| AMOUNT       | Earnings Code amount   |
| COMMENTS     | Error message  |
| BDCA CODE    | Code of benefit/deduction identified in payroll error message. The code appearing in this field is defined on the Benefit/Deduction Rule page (PTRBDCA). |
| LEAV CODE    | Code of leave identified in payroll error message. The code appearing in this field is defined on the Leave Codes Rule page (PTRLEAV).                   |

## Report Sample (PHRDERR)

```

REPORT : PHRDERR
Banner University
Payroll Errors Display Report
Payroll Id: OM Payroll No: 11
Pay Period: 01-NOV-1990 To 30-NOV-1990
PAGE 1
RUN DATE 04/03/1991
RUN TIME 01:02 PM
-----
Coa: A Time Sheet Department: 105 Computer Systems Organization
-----
Name Earn Per Pay Sal Salary Rate Id Seq No Position Effect Date Disp Status ECLS Base Sal Hrs Job TS-Roster
Comments Shift Hours Upd Hrs Rate Special Rate Amount BDCA Code Leav Code
Hall, Joseph 11.39 2187.500000 700000706 0 OSSHE5 00 30-NOV-1990 05 A AC 8.00 P R
*ERROR* PHPTIME - No valid Earn Code found

```

```

PAGE 3
REPORT : PHRDERR
Banner University
Payroll Errors Display Report
* * * REPORT CONTROL INFORMATION * * *
Source Message
Parameter Name Value
Parameter Seq No: 1000
RUN DATE 04/03/1991
RUN TIME 01:02 PM

```

|                        |             |         |
|------------------------|-------------|---------|
| Payroll Year:          | 1990        | Entered |
| Payroll Id:            | OM          | Entered |
| Payroll Number:        | 11          | Entered |
| Pay Period Start Date: | 01-NOV-1990 |         |
| Pay Period End Date:   | 30-NOV-1990 |         |
| Record Count:          | 1           |         |
| Line Count :           | 55          |         |

## Direct Deposit Distribution Report (PHRDIRD)

Displays Direct Deposit distribution.

| Param | Name                       | Description/Values  | Required? | Default | Validation                |
|-------|----------------------------|---|-----------|---------|---------------------------|
| 01    | Payroll Year               | Payroll year.   | Yes       | None    | Format must be YYYY or YY |
| 02    | Payroll ID                 | ID of payroll to be included in report.   | Yes       | None    | PTRPICT                   |
| 03    | Payroll Number             | Number of payroll to be included in report.   | Yes       | None    | PTRCALN                   |
| 04    | Type of Records to Process | <p>Select records to include in the tape file. Options include:</p> <p>Both = This includes records in regular payroll that have a Sequence number of 0 (zero) as well as new adjustments having a non-zero sequence number, with a disposition between 42 and 50.</p> <p>Payroll = This option selects all regular payroll</p> <p>Only records regardless of the disposition, having a sequence number of 0 (zero).</p> <p>New Adjustments Only = This option selects adjustment records having a non-zero sequence number with a disposition between 42 and 50.</p> | Yes       | None    | 1, 2, or 3                |



---

## Report Attributes

### Sort Order

First by bank name, then by employee name (last, first, and middle).

### Data Source

Payroll pages and tables

### Frequency

At payroll run

### Report Format

Standard horizontal report format

| Name                | Description  |
|---------------------|--|
| DIRECT DEPOSIT DATE | Direct deposit date  |
| BANK NAME           | Bank name  |
| BANK NUMBER         | Bank number  |
| EMPLOYEE NAME       | Employee name  |
| EMPLOYEE ID         | Employee ID number   |
| BANK ACCT NO        | Number of bank account to which employee's pay was deposited |
| AMT DEPOSIT         | Amount deposited to the account in the previous field        |
| STATUS              | Status:<br>A = Active Direct Deposit                         |

| Name           | Description  |
|----------------|--|
|                | P = Pre-notification. Direct Deposits transactions with this status notify the bank that Direct Deposit is being established for this employee and provide an accuracy check. There is no transfer of funds. |
| DEPOSIT NOTICE | Number on employee's Direct Deposit notice   |
| CHECK DIST     | Organization code of department where Direct Deposit notice will be distributed  |

## Report Sample (PHRDIRD)

|                                  |             |  |             |                      |                |     |            |
|----------------------------------|-------------|--|-------------|----------------------|----------------|-----|------------|
| REPORT : PHRDIRD                 |             | BANNER System Test                     |             | PAGE 1               |                |     |            |
|                                  |             | DIRECT DEPOSIT DISTRIBUTION REPORT     |             | RUN DATE 09-NOV-2009 |                |     |            |
|                                  |             | PAYROLL ID: SB PAYROLL NUMBER: 13      |             | RUN TIME 09:04 PM    |                |     |            |
|                                  |             | PAY PERIOD: 15-JUN-2009 TO 28-JUN-2009 |             |                      |                |     |            |
| DIRECT DEPOSIT DATE: 30-JUN-2009 |             |  |             |                      |                |     |            |
| BANK NAME                        |             | BANK NUMBER                            |             |                      |                |     |            |
| Chase Manhattan Bank             |             | 748972234                              |             |                      |                |     |            |
| EMPLOYEE NAME                    | EMPLOYEE ID | BANK ACCT NO                           | AMT DEPOSIT | STATUS               | DEPOSIT NOTICE | IAT | CHECK DIST |
| Bates, Betty                     | BBSYT0002   | 736900542                              | 2,007.01    | A                    | 33669          | N   | B 11002    |
| Beal, Alicia                     | SYS000005   | 5204321657                             | 29.86       | A                    | 33679          | N   | B 14503    |
| Beal, Alicia                     | SYS000005   | 5204328849                             | 241.83      | A                    | 33679          | N   | B 14503    |
| Toronto, Smith J                 | CSC000002   | 111111111                              | 2,108.86    | A                    | 33672          | N   | B 11003    |
| BANK TOTALS                      |             | 4,387.56                               |             |                      |                |     |            |

|                                  |             |  |             |                      |                |     |            |
|----------------------------------|-------------|--|-------------|----------------------|----------------|-----|------------|
| REPORT : PHRDIRD                 |             | BANNER System Test                     |             | PAGE 2               |                |     |            |
|                                  |             | DIRECT DEPOSIT DISTRIBUTION REPORT     |             | RUN DATE 09-NOV-2009 |                |     |            |
|                                  |             | PAYROLL ID: SB PAYROLL NUMBER: 13      |             | RUN TIME 09:04 PM    |                |     |            |
|                                  |             | PAY PERIOD: 15-JUN-2009 TO 28-JUN-2009 |             |                      |                |     |            |
| DIRECT DEPOSIT DATE: 30-JUN-2009 |             |  |             |                      |                |     |            |
| BANK NAME                        |             | BANK NUMBER                            |             |                      |                |     |            |
| Chemical Bank                    |             | 897410987                              |             |                      |                |     |            |
| EMPLOYEE NAME                    | EMPLOYEE ID | BANK ACCT NO                           | AMT DEPOSIT | STATUS               | DEPOSIT NOTICE | IAT | CHECK DIST |
| Abbott, Laura                    | SYS000031   | 22333556                               | 1,875.96    | A                    | 33666          | N   | B 11001    |
| BANK TOTALS                      |             |  | 1,875.96    |                      |                |     |            |

REPORT : PHRDIRD

BANNER System Test  
 DIRECT DEPOSIT DISTRIBUTION REPORT  
 PAYROLL ID: SB PAYROLL NUMBER: 13  
 PAY PERIOD: 15-JUN-2009 TO 28-JUN-2009

PAGE 3  
 RUN DATE 09-NOV-2009  
 RUN TIME 09:04 PM

DIRECT DEPOSIT DATE: 30-JUN-2009

| BANK NAME       | BANK NUMBER | EMPLOYEE ID | BANK ACCT NO | AMT DEPOSIT | STATUS | DEPOSIT NOTICE | IAT | CHECK DIST |
|-----------------|-------------|-------------|--------------|-------------|--------|----------------|-----|------------|
| First Fidelity  | 123478902   |             |              |             |        |                |     |            |
| Brown, Larry M  |             | SYS000010   | 123000251    | 315.55      | A      | 33677          | N   | B 12401    |
| Davidson, Bryce |             | HR0000012   | 123456       | 1,352.54    | A      | 33671          | N   | B 11002    |
| BANK TOTALS     |             |             |              | 1,668.09    |        |                |     |            |

REPORT : PHRDIRD

BANNER System Test  
 DIRECT DEPOSIT DISTRIBUTION REPORT  
 PAYROLL ID: SB PAYROLL NUMBER: 13  
 PAY PERIOD: 15-JUN-2009 TO 28-JUN-2009

PAGE 4  
 RUN DATE 09-NOV-2009  
 RUN TIME 09:04 PM

DIRECT DEPOSIT DATE: 30-JUN-2009

| BANK NAME           | BANK NUMBER | EMPLOYEE ID | BANK ACCT NO | AMT DEPOSIT | STATUS | DEPOSIT NOTICE | IAT | CHECK DIST |
|---------------------|-------------|-------------|--------------|-------------|--------|----------------|-----|------------|
| First National Bank | 234798944   |             |              |             |        |                |     |            |
| Allen, Mary K       |             | SYS000002   | 1203456789   | 608.15      | A      | 33674          | N   | B 11103    |
| Allen, Mary K       |             | SYS000002   | 789          | 608.15      | A      | 33674          | N   | B 11103    |
| Bates, Betty        |             | BBSYT0002   | 95003546     | 50.00       | A      | 33669          | N   | B 11002    |
| Brown, Larry M      |             | SYS000010   | 1899920      | 157.78      | A      | 33677          | N   | B 12401    |
| Carter, Beth        |             | A00011826   | 569874       | 91.88       | A      | 33667          | N   | B 11001    |
| BANK TOTALS         |             |             |              | 1,515.96    |        |                |     |            |

REPORT : PHRDIRD

BANNER System Test  
 DIRECT DEPOSIT DISTRIBUTION REPORT  
 PAYROLL ID: SB PAYROLL NUMBER: 13  
 PAY PERIOD: 15-JUN-2009 TO 28-JUN-2009

PAGE 5  
 RUN DATE 09-NOV-2009  
 RUN TIME 09:04 PM

DIRECT DEPOSIT DATE: 30-JUN-2009

| BANK NAME         | BANK NUMBER | EMPLOYEE ID | BANK ACCT NO | AMT DEPOSIT | STATUS | DEPOSIT NOTICE | IAT | CHECK DIST |
|-------------------|-------------|-------------|--------------|-------------|--------|----------------|-----|------------|
| First State Bank  | 150321456   |             |              |             |        |                |     |            |
| Bates, Alice      |             | BBSYT0001   | 43105793     | 2,193.55    | A      | 33680          | N   | B 14601    |
| Boeck, Judi       |             | SYS000009   | 1246         | 10.00       | A      | 33678          | N   | B 12503    |
| Boeck, Judi       |             | SYS000009   | 1246         | 20.00       | A      | 33678          | N   | B 12503    |
| Boeck, Judi       |             | SYS000009   | 1246         | 30.00       | A      | 33678          | N   | B 12503    |
| Boeck, Judi       |             | SYS000009   | 3332         | .22         | A      | 33678          | N   | B 12503    |
| Carter, Mikayla   |             | A00011827   | 45789        | 3,257.65    | A      | 33670          | N   | B 11002    |
| Davidson, Michael |             | HR0000010   | 456789       | 976.88      | A      | 33668          | N   | B 11001    |
| Turner, Wanda     |             | SYS610003   | 123333333    | 804.36      | A      | 33673          | N   | B 11004    |

|             |          |
|-------------|----------|
| BANK TOTALS | 7,292.66 |
|-------------|----------|

|                                  |  |              |                      |        |                |     |            |
|----------------------------------|--|--------------|----------------------|--------|----------------|-----|------------|
| REPORT : PHRDIRD                 | BANNER System Test                     |              | PAGE 6               |        |                |     |            |
|                                  | DIRECT DEPOSIT DISTRIBUTION REPORT     |              | RUN DATE 09-NOV-2009 |        |                |     |            |
|                                  | PAYROLL ID: SB PAYROLL NUMBER: 13      |              | RUN TIME 09:04 PM    |        |                |     |            |
|                                  | PAY PERIOD: 15-JUN-2009 TO 28-JUN-2009 |              |                      |        |                |     |            |
| DIRECT DEPOSIT DATE: 30-JUN-2009 |  |              |                      |        |                |     |            |
| BANK NAME                        |  | BANK NUMBER  |                      |        |                |     |            |
| Mellon Bank                      |  | 578978787    |                      |        |                |     |            |
| EMPLOYEE NAME                    | EMPLOYEE ID                            | BANK ACCT NO | AMT DEPOSIT          | STATUS | DEPOSIT NOTICE | IAT | CHECK DIST |
| Blattner, Kathy                  | SYS000008                              | 443576891    | 50.00                | A      | 33675          | N   | B 12202    |
| Blattner, Kathy                  | SYS000008                              | 443564981    | 379.45               | A      | 33675          | N   | B 12202    |
| Davidson, Michael                | HR0000010                              | 45787878     | 227.94               | A      | 33668          | N   | B 11001    |
| BANK TOTALS                      |  |              | 657.39               |        |                |     |            |

|                                  |  |              |                      |        |                |     |            |
|----------------------------------|--|--------------|----------------------|--------|----------------|-----|------------|
| REPORT : PHRDIRD                 | BANNER System Test                     |              | PAGE 7               |        |                |     |            |
|                                  | DIRECT DEPOSIT DISTRIBUTION REPORT     |              | RUN DATE 09-NOV-2009 |        |                |     |            |
|                                  | PAYROLL ID: SB PAYROLL NUMBER: 13      |              | RUN TIME 09:04 PM    |        |                |     |            |
|                                  | PAY PERIOD: 15-JUN-2009 TO 28-JUN-2009 |              |                      |        |                |     |            |
| DIRECT DEPOSIT DATE: 30-JUN-2009 |  |              |                      |        |                |     |            |
| BANK NAME                        |  | BANK NUMBER  |                      |        |                |     |            |
| Meridian Bank                    |  | 678508423    |                      |        |                |     |            |
| EMPLOYEE NAME                    | EMPLOYEE ID                            | BANK ACCT NO | AMT DEPOSIT          | STATUS | DEPOSIT NOTICE | IAT | CHECK DIST |
| Kanata, John D                   | CSC000001                              | 444444444    | 1,433.64             | A      | 33676          | N   | B 12202    |
| BANK TOTALS                      |  |              | 1,433.64             |        |                |     |            |
| GRAND TOTAL                      |  |              | 18,831.26            |        |                |     |            |

|  |  |         |                      |  |
|--|--|---------|----------------------|--|
| REPORT : PHRDIRD                       | BANNER System Test                     |         | PAGE 8               |  |
|  | DIRECT DEPOSIT DISTRIBUTION REPORT     |         | RUN DATE 09-NOV-2009 |  |
|  | PAYROLL ID: SB PAYROLL NUMBER: 13      |         | RUN TIME 09:04 PM    |  |
|  | PAY PERIOD: 15-JUN-2009 TO 28-JUN-2009 |         |                      |  |
| * * * REPORT CONTROL INFORMATION * * * |  |         |                      |  |
| Parameter Name                         | Value                                  | Source  | Message              |  |
| Parameter Seq No:                      | 49846                                  |         |                      |  |
| Payroll Year:                          | 2009                                   | Default |                      |  |
| Payroll Id:                            | SB                                     | Default |                      |  |
| Payroll Number:                        | 13                                     | Default |                      |  |
| Record Type:                           | 2                                      | Default |                      |  |
| Pay Period Start Date: 15-JUN-2009     |  |         |                      |  |

Pay Period End Date: 28-JUN-2009  
 Record Count: 24  
 Line Count: 55

## Deduction Register Report (PHRDREG)

Lists all deductions for a specified payroll.

| Param | Name                | Description/Values  | Required? | Default | Validation                |
|-------|---------------------|---|-----------|---------|---------------------------|
| 01    | Payroll Year        | Payroll year.   | Yes       | None    | Format must be YYYY or YY |
| 02    | Payroll ID          | ID of payroll to be included in report.   | Yes       | None    | PTRPICT                   |
| 03    | Payroll Number      | Number of payroll to be included in report.   | Yes       | None    | PTRCALN                   |
| 04    | Report Choice       | Report choice:<br><br>O = Report on original pay events only.<br><br>A = Report on adjustments only.<br><br>B = Report on both adjustments and original pay events .  | Yes       | None    | None                      |
| 05    | Current Period Only | Include current period activity only indicator.<br><br>Y = Report only on deductions with activity in this payroll<br><br>N = Report on both of the following:<br><ul style="list-style-type: none"> <li>• Deductions with activity in this payroll run</li> <li>• Deductions with year-to-date totals prior to this payroll run, but no activity for this payroll</li> </ul> | Yes       | Y(es)   | None                      |

| Param | Name                       | Description/Values  | Required?                 | Default | Validation |
|-------|----------------------------|---|---------------------------|---------|------------|
| 06    | Process ALL Employer Codes | Process all employer codes indicator:<br>Y = Report on all employers<br>N = Report on one employer  | Yes                       | None    | None       |
| 07    | Employer Codes             | Employer code. This is a repeating parameter.<br>This parameter appears only if N is entered at the Process ALL Employer Codes parameter. | Yes (at first appearance) | None    | PTREMPR    |

## Report Attributes

### Sort Order

First by deduction, then alphabetically by employee

### Data Source

Payroll pages and tables

### Frequency

At payroll run following PHPUPDT

### Report Format

Standard horizontal report format

| Name      | Description  |
|-----------|--|
| DEDUCTION | Code of benefit/deduction. The code appearing in this field is defined on the Benefit/Deduction Rule page (PTRBDCA). |

| Name                  | Description   |
|-----------------------|---|
| PLAN                  | Plan code. This code is defined on the Benefit/Deduction Rule page (PTRBDCA) in conjunction with the benefit code.  |
| EMPLOYER              | Employer name   |
| EMPLOYEE NAME         | Employee name   |
| EMPL ID               | Employee ID number  |
| SEQ                   | <p>Adjustment sequence number</p> <p>** = A double asterisk in this field indicates that this employee has year-to-date totals for this deduction, but there is no activity for the deduction in the payroll currently being processed. (These employees appear on the report only when the <b>Curr Period Only</b> parameter is set to N.)</p> <p>0 = A zero indicates a deduction record for an original pay event. (The report includes these employees regardless of the value entered at the <b>Curr Period Only</b> parameter.)</p> <p>[number &gt;0]</p> <p>A number greater than zero indicates a deduction record for an adjusted pay event. The number in this field was established on the Payroll Adjustment page (PHAADJT) and specifies the position of the pay event in the adjustment sequence. (The report includes these employees regardless of the value entered at the <b>Curr Period Only</b> parameter.)</p> |
| ARREARS RECOVERED     | Amount of employee arrears on benefit cost recovered by deduction from this payroll   |
| CURRENT               | Amount of current employee arrears on cost of this benefit  |
| CURRENT EMPLOYEE      | Current payroll amount of employee's contribution to cost of this benefit   |
| EMPLOYER              | Current payroll amount of employee's contribution to cost of this benefit   |
| APPL GROSS            | Current gross income to which this deduction is applied   |
| YEAR-TO-DATE EMPLOYEE | Year-to-date amount of employee's contribution to cost of this benefit  |
| EMPLOYER              | Year-to-date amount of employer's contribution to cost of this benefit  |
| APPL GROSS            | Year-to-date gross income to which this deduction has been applied  |

| Name                | Description                |
|---------------------|----------------------------|
| DEDUCTION REFERENCE | Deduction reference number |

## Report Sample (PHRDREG)

| REPORT : PHRDREG  |                   |           |     |           |         |                   |                              |                                   |                                   |                          |
|---|-------------------|-----------|-----|-----------|---------|-------------------|------------------------------|-----------------------------------|-----------------------------------|--------------------------|
| Banner University   |                   |           |     |           |         |                   |                              |                                   |                                   |                          |
| Deduction Register Report                                 |                   |           |     |           |         |                   |                              |                                   |                                   |                          |
| Payroll Id: CM Payroll Number: 8                          |                   |           |     |           |         |                   |                              |                                   |                                   |                          |
| Pay Period: 01-AUG-1992 To 31-AUG-1992                    |                   |           |     |           |         |                   |                              |                                   |                                   |                          |
| Deduction: FIM Fica Medicare Plan:                        |                   |           |     |           |         |                   |                              |                                   |                                   |                          |
| *** - indicates no current activity for this detail line. |                   |           |     |           |         |                   |                              |                                   |                                   |                          |
| EMPR  | Employee Name     | Empl ID   | Seq | Recovered | Current | Employee<br>Appl. | Current<br>Employer<br>Gross | Year-To-Date<br>Employee<br>Appl. | Year-To-Date<br>Employer<br>Gross | Deduction<br>Reference # |
| Banner  | Clark , Calivet   | 555020004 | **  | 0.00      | 0.00    | 0.00              | 0.00                         | 24.26                             | 24.26                             |                          |
| Banner  | Dumler , Etta     | 555020002 | **  | 0.00      | 0.00    | 0.00              | 0.00                         | 1673.33                           | 37.56                             | 37.56                    |
| Banner  | Sautro , Edward   | 563600689 | **  | 0.00      | 0.00    | 0.00              | 0.00                         | 2590.00                           | 43.50                             | 43.50                    |
| Banner  | Stovak , Judy     | 555020003 | 0   | 0.00      | 0.00    | 37.40             | 37.40                        | 3000.00                           | 72.85                             | 72.85                    |
|   | Plan Totals:      | 4 Evnt    |     | 0.00      | 0.00    | 37.40             | 37.40                        | 5024.00                           | 178.17                            | 178.17                   |
|   |                   | 4 Empl    |     |           |         | 2579.00           |                              | 12287.33                          |                                   |                          |
|   | Deduction Totals: | 4 Evnt    |     | 0.00      | 0.00    | 37.40             | 37.40                        | 12287.33                          | 178.17                            | 178.17                   |
|   |                   | 4 Empl    |     |           |         | 2579.00           |                              | 12287.33                          |                                   |                          |

| REPORT : PHRDREG  |                 |           |     |           |         |                   |                              |                                   |                                   |                          |
|---|-----------------|-----------|-----|-----------|---------|-------------------|------------------------------|-----------------------------------|-----------------------------------|--------------------------|
| Banner University   |                 |           |     |           |         |                   |                              |                                   |                                   |                          |
| Deduction Register Report                                 |                 |           |     |           |         |                   |                              |                                   |                                   |                          |
| Payroll Id: CM Payroll Number: 8                          |                 |           |     |           |         |                   |                              |                                   |                                   |                          |
| Pay Period: 01-AUG-1992 To 31-AUG-1992                    |                 |           |     |           |         |                   |                              |                                   |                                   |                          |
| Deduction: SMI Michigan Income Tax Plan:                  |                 |           |     |           |         |                   |                              |                                   |                                   |                          |
| *** - indicates no current activity for this detail line. |                 |           |     |           |         |                   |                              |                                   |                                   |                          |
| EMPR  | Employee Name   | Empl ID   | Seq | Recovered | Current | Employee<br>Appl. | Current<br>Employer<br>Gross | Year-To-Date<br>Employee<br>Appl. | Year-To-Date<br>Employer<br>Gross | Deduction<br>Reference # |
| Banner  | Clark , Calivet | 555020004 | **  | 0.00      | 0.00    | 0.00              | 0.00                         | 52.82                             | 0.00                              | 0.00                     |
| Banner  | Dumler , Etta   | 555020002 | **  | 0.00      | 0.00    | 0.00              | 0.00                         | 1673.33                           | 142.58                            | 0.00                     |



|                      |           |   |      |      |          |        |          |         |
|----------------------|-----------|---|------|------|----------|--------|----------|---------|
| Banner Stovak , Judy | 555020003 | 0 | 0.00 | 0.00 | 101.38   | 0.00   | 196.60   | 0.00    |
|                      |           |   |      |      | 2554.00  |        | 4974.00  |         |
| Plan Totals:         | 3 Evt     |   | 0.00 | 0.00 | 101.38   | 0.00   | 392.00   | 0.00    |
|                      | 3 Empl    |   |      |      | 2554.00  |        | 9227.33  |         |
| Deduction Totals:    | 3 Evt     |   | 0.00 | 0.00 | 101.38   | 0.00   | 392.00   | 0.00    |
|                      | 3 Empl    |   |      |      | 2554.00  |        | 9227.33  |         |
| Grand Totals:        | 29 Evt    |   | 0.00 | 0.00 | 808.20   | 777.30 | 3592.78  | 3399.99 |
|                      | 4 Empl    |   |      |      | 10266.00 |        | 46029.32 |         |

REPORT : PHRDREG

Banner University  
Deduction Register Report  
\* \* \* REPORT CONTROL INFORMATION \* \* \*

PAGE 13  
RUN DATE 05/18/1994  
RUN TIME 01:59 PM

Parameter Name Value

Source Message

Parameter Seq No: 1956  
Pay Year: 1992 Entered  
Pay Id: CM Entered  
Pay Number: 8 Entered  
Choice: B Entered  
Curr Period Only: N Entered  
Process All Empr: N Entered  
Employer Code: Banner Entered  
Pay Period Start Date: 01-AUG-1992  
Pay Period End Date: 31-AUG-1992  
RECORD COUNT: 29

## Time Sheet Distribution Totals (PHRDSTT)

Displays time sheet distribution totals for a specified payroll. Prints a list of employee counts by time sheet department for those employees are who to be paid during the payroll. Employees receiving time sheets, organizational time sheets, and rosters are counted. Also given are counts of employees on leaves of absence.

| Param | Name | Description/Values | Required? | Default | Validation                |
|-------|------|--------------------|-----------|---------|---------------------------|
| 01    | Year | Payroll year.      | Yes       | None    | Format must be YYYY or YY |

| Param | Name       | Description/Values                          | Required? | Default | Validation |
|-------|------------|---|-----------|---------|------------|
| 02    | Pay ID     | ID of payroll to be included in report.     | Yes       | None    | PTRPICT    |
| 03    | Pay Number | Number of payroll to be included in report. | Yes       | None    | PTRCALN    |

## Report Attributes

### Sort Order

By time sheet organization

### Data Source

Payroll pages and tables

### Frequency

With time sheets before payroll is run

### Report Format

Standard horizontal report format

| Name                 | Description   |
|----------------------|---|
| EMPLOYEE COUNTS DEPT | Time sheet department (that is, the organization to which time sheets are sent) for this set of totals. If Banner Finance is installed, the code appearing in this field is defined on the Finance Organization Maintenance page (FTMORGN). If it is not installed, the code appearing in this field is defined on the Organization Code Validation page (PTVORGN). |
| TOTAL EMPL           | Total number of employees in this time sheet department   |
| TIME SHEETS          | Number of employees on time sheets  |

| Name                                      | Description  |
|---|--|
| ORG TIME SH                               | Number of employees on organizational time sheets                              |
| ROSTER                                    | Number of employees on payroll roster  |
| LEAVE W/BEN                               | Number of employees on leave with benefits and without pay                     |
| LEAVE W/O PAY                             | Number of employees on leave without pay and without benefits                  |
| LEAVE FUL PAY                             | Number of employees on leave with full pay and benefits                        |
| LEAVE PRT PAY                             | Number of employees on leave with partial pay and benefits                     |
| TOTAL TRANS                               | Total number of transactions in this time sheet department                     |
| TIME SHEET / ROSTER COUNTS<br>TIME SHEETS | Number of time sheet transactions in this time sheet department                |
| ORG TIME SH                               | Number of organizational time sheet transactions in this time sheet department |
| ROSTER                                    | Number of transactions on payroll roster                                       |
| LEAVE W/BEN                               | Number of transactions for employees on leave with benefits and without pay    |
| LEAVE W/O PAY                             | Number of transactions for employees on leave without pay and without benefits |
| LEAVE FUL PAY                             | Number of transactions for employees on leave with full pay and benefits       |
| LEAVE PRT PAY                             | Number of transactions for employees on leave with partial pay and benefits    |

## Report Sample (PHRDSTT)

|  |       |        |         |        |       |         |         |         |       |        |         |        |       |         |
|--|-------|--------|---------|--------|-------|---------|---------|---------|-------|--------|---------|--------|-------|---------|
| REPORT : PHRDSTT                       |       |        |         |        |       |         |         |         |       |        |         |        |       |         |
| Banner University                      |       |        |         |        |       |         |         |         |       |        |         |        |       |         |
| Time Sheet Distribution Totals         |       |        |         |        |       |         |         |         |       |        |         |        |       |         |
| Payroll Id: SK Payroll No: 20          |       |        |         |        |       |         |         |         |       |        |         |        |       |         |
| Pay Period: 16-OCT-1990 TO 31-OCT-1990 |       |        |         |        |       |         |         |         |       |        |         |        |       |         |
| Employee Counts                        |       |        |         |        |       |         |         |         |       |        |         |        |       |         |
| Time Sheet / Roster Counts             |       |        |         |        |       |         |         |         |       |        |         |        |       |         |
| Dept                                   | Total | Time   | Org     | Leave  | Leave | Leave   | Leave   | Total   | Time  | Org    | Leave   | Leave  | Leave | Leave   |
|  | Empl  | Sheets | Time Sh | Roster | W/Ben | W/O Pay | Ful Pay | Prt Pay | Trans | Sheets | Time Sh | Roster | W/Ben | W/O Pay |
|  |       |        |         |        |       |         |         |         |       |        |         |        |       |         |

|             |    |    |   |   |   |   |    |    |   |   |   |   |
|-------------|----|----|---|---|---|---|----|----|---|---|---|---|
| A 100       | 7  | 6  | 1 | 1 | 1 | 1 | 7  | 6  | 1 | 1 | 1 | 1 |
| A 101       | 4  | 4  |   | 1 |   |   | 4  | 4  |   | 1 |   | 1 |
| A 102       | 2  | 2  |   |   |   |   | 3  | 3  |   |   |   |   |
| A 103       | 3  | 3  |   |   |   |   | 4  | 4  |   |   |   |   |
| A 110       | 1  | 1  |   |   |   |   | 1  | 1  |   |   |   |   |
| A 2010      | 7  | 5  | 2 | 1 |   |   | 8  | 6  | 2 | 1 |   |   |
| A 311       | 1  | 1  |   |   |   |   | 1  | 1  |   |   |   |   |
| GRAND TOTAL | 25 | 22 | 3 | 2 | 1 | 1 | 28 | 25 | 3 | 2 | 1 | 1 |

REPORT : PHRDSTT

Banner University  
Time Sheet Distribution Totals  
\* \* \* REPORT CONTROL INFORMATION \* \* \*

PAGE 2  
RUN DATE 12/11/1990  
RUN TIME 03:49 PM

Parameter Name Value

Source Message

Parameter Seq No: 1000  
Payroll Year: 1990  
Payroll Id: SK  
Payroll Number: 20  
Pay Period Start Date: 16-OCT-1990  
Pay Period End Date: 31-OCT-1990  
Record Count: 9  
Line Count : 55

Entered  
Entered  
Entered

## Payroll/Financial Aid Interface Report (PHRFACE)

Reports on payroll interface to Financial Aid System.

| Param | Name           | Description/Values                          | Required? | Default | Validation |
|-------|----------------|---|-----------|---------|------------|
| 01    | Payroll ID     | ID of payroll to be included in report.     | Yes       | None    | PTRPICT    |
| 02    | Payroll Number | Number of payroll to be included in report. | Yes       | None    | PTRCALN    |

| Param | Name                         | Description/Values                                | Required? | Default | Validation                |
|-------|------------------------------|---|-----------|---------|---------------------------|
| 03    | Employee Class Code          | Identify employee class to be included in report. | No        | None    | PTRECLS                   |
| 04    | Payroll Year                 | Payroll year.                                     | Yes       | None    | Format must be YYYY or YY |
| 05    | All Employee Class Code Flag | All Codes Indicator:<br>Y(es)<br>N(o)             | Yes       | None    | None                      |

## Report Attributes

### Sort Order

First by organization code, then by name

### Data Source

|         |         |         |         |         |
|---------|---------|---------|---------|---------|
| PEIETOT | PHAADJT | PHICHEK | PHAHOUR | PTRCALN |
|---------|---------|---------|---------|---------|

### Frequency

On demand

### Report Format

Standard horizontal report format

| Name               | Description  |
|--------------------|--|
| PAYROLL ID         | Payroll ID   |
| PAYROLL NUMBER     | Payroll number   |
| YEAR               | Payroll year   |
| ORGANIZATION       | Organization   |
| NAME               | Employee name  |
| EMPLOYEE ID        | Employee ID number   |
| ASSIGNMENT ORGN    | Organization to which employee is assigned   |
| CL                 | Employee class   |
| POSITION           | Employee position and suffix   |
| CURRENT HOURS      | Number of regular hours worked by the employee during this pay period  |
| EARNINGS           | Salary paid to this employee during this pay period  |
| YEAR-TO-DATE HOURS | Total year-to-date number of hours worked by this employee   |
| EARNINGS           | Total year-to-date earnings of this employee   |
| FUND/AGENCY        | Fund code. If Banner Finance is installed, the value that appears in this field is defined on the Finance Fund Maintenance page (FTMFUND). |

## Report Sample (PHRFACE)

```

REPORT : PHRFACE
                                Banner University
                                PAYROLL/FINANCIAL AID INTERFACE REPORT
                                PAY PERIOD ENDING 30-SEP-1990
                                YEAR - 1990
                                PAGE 1
                                RUN DATE 01/14/1991
                                RUN TIME 03:49 PM

PAYROLL ID - SK    PAYROLL NUMBER - 18    YEAR - 1990
ORGANIZATION - 103

    --- ASSIGNMENT ---  ----- CURRENT -----  --- YEAR-TO-DATE ---
NAME      EMPLOYEE ID ORGN  CL  POSITION HOURS      EARNINGS HOURS      EARNINGS FUND/AGENCY

```

|                     |           |     |              |        |          |          |           |        |  |
|---------------------|-----------|-----|--------------|--------|----------|----------|-----------|--------|--|
| Brody, Wilma J      | 765485227 | 103 | SA 001223-00 | 80.00  | 2,123.42 | 1,472.00 | 36,098.14 | 103000 | Current Operating Funds -<br>unrestric |
| EMPLOYEE TOTALS     |           |     |              | 80.00  | 2,123.42 | 1,472.00 | 36,098.14 |        |  |
| Hill, Sandy M       | 765485226 | 103 | SA 001223-00 | 80.00  | 1,733.40 | 1,472.00 | 29,467.80 | 102000 | Current Operating Funds                |
| EMPLOYEE TOTALS     |           |     |              | 80.00  | 1,733.40 | 1,472.00 | 29,467.80 |        |  |
| Stewart, Frank      | 710000004 | 103 | SA 000002-00 | 80.00  | 1,116.21 | 576.00   | 7,690.23  | 103000 | Current Operating Funds -<br>unrestric |
| EMPLOYEE TOTALS     |           |     |              | 80.00  | 1,116.21 | 576.00   | 7,690.23  |        |  |
| ORGANIZATION TOTALS |           |     |              | 240.00 | 4,973.03 | 3,520.00 | 73,256.17 |        |  |
| GRAND TOTALS        |           |     |              | 240.00 | 4,973.03 | 3,520.00 | 73,256.17 |        |  |

REPORT : PHRFACE

Banner University  
 PAYROLL/FINANCIAL AID INTERFACE REPORT  
 PAY PERIOD ENDING 30-SEP-1990  
 \* \* \* REPORT CONTROL INFORMATION \* \* \*

PAGE 2  
 RUN DATE 01/14/1991  
 RUN TIME 03:49 PM

| Parameter Name    | Value | Source  | Message                           |
|-------------------|-------|---------|-----------------------------------|
| Parameter Seq No: | 1000  |         |                                   |
| Pay ID:           | SK    | Entered |                                   |
| Pay No:           | 18    | Entered |                                   |
| Year:             | 1990  | Entered |                                   |
| All Codes (Y/N):  | Y     | Entered |                                   |
| Employee Class:   | %     | Skipped |                                   |
| Record Count:     | 3     |         | Count of Employee Records Printed |
| Line Count :      | 55    |         |                                   |

## Report of Hours (PHRHOURL)

Reports total employee hours for a particular payroll ID. Prints a listing of default or entered hours for the employees being paid in the payroll.

| Param | Name | Description/Values | Required? | Default | Validation                   |
|-------|------|--------------------|-----------|---------|------------------------------|
| 01    | Year | Payroll year.      | Yes       | None    | Format must be<br>YYYY or YY |

| Param | Name       | Description/Values                          | Required? | Default | Validation |
|-------|------------|---|-----------|---------|------------|
| 02    | Pay ID     | ID of payroll to be included in report.     | Yes       | None    | PTRPICT    |
| 03    | Pay Number | Number of payroll to be included in report. | Yes       | None    | PTRCALN    |

## Report Attributes

### Sort Order

First by time sheet organization, then by employee name, then by sequence number, then by position.

### Data Source

|         |         |
|---------|---------|
| PEAEMPL | PHAHOUR |
|---------|---------|

### Frequency

At payroll run

### Report Format

Standard horizontal report format

| Name                  | Description   |
|-----------------------|---|
| COAS                  | Chart of Accounts code of time sheet department (see following field)   |
| TIME SHEET DEPARTMENT | Time sheet department (that is, the organization to which these employees' time sheets are sent). If Banner Finance is installed, the code appearing in this field is defined on the Finance Organization Maintenance page (FTMORGN). If it is not installed, the code appearing in this field is defined on the Organization Code Validation page (PTVORGN). |



| Name              | Description  |
|-------------------|--|
| SEQ NO            | Payroll Sequence Number. If this field contains a zero, the pay event is computer-generated. If it contains a number greater than zero, the pay event is a pay adjustment.   |
| EMPLOYEE NAME     | Employee name  |
| ID                | Employee ID number   |
| COAS              | Chart of Accounts code of employee's home organization (see following field)   |
| HOME ORGANIZATION | Home organization established for this employee on the Employee page (PEAEMPL)   |
| POSITION          | Position occupied by this employee. The code in this field is defined on the Position page (NBAPOSN).  |
| TS/ROSTER         | Time Sheet/Roster Indicator:<br>T = Time sheet<br>O = Organizational time sheet<br>R = Roster only   |
| STATUS            | Job status:<br>A = Active<br>T = Terminated<br>L = Leave without pay or benefits<br>B = Leave without pay and with benefits<br>F = Leave with full pay and benefits<br>P = Leave with partial pay and benefits                                     |
| ECLS              | Employee class with which this employee's job was associated on the Employee Jobs page (NBAJOBS). Employee class forms are defined on the Employee Class Rule page (PTRECLS).  |
| EFF DATE          | Effective date of job for purposes of pay calculation and pay history. Dates appearing in this field are collected from the Job section, the Default Earnings section, and the Job Labor Distribution section of the Employee Jobs page (NBAJOBS). |

| Name         | Description  |
|--------------|--|
| EARN         | Earnings codes. Codes appearing in this field are defined on the Earnings Code Rule page (PTREARN).  |
| GEN          | System Generated Indicator:<br>Y = Earnings code is system generated.<br>N = Earnings code is not system generated.                        |
| DESCRIPTION  | Earnings code description defined for this earnings code in the Earnings Code Rule page (PTREARN).   |
| SHIFT        | Shift during which the employee normally works. The value that appears in this field was defined on the Shift Premium Rule page (PTRSHFT). |
| HRS/UNITS    | Number of hours or units worked within this earnings code  |
| SPECIAL RATE | Special rate associated with this earnings code  |

## Report Sample (PHR HOUR)

|                   |                |  |                |           |                               |                     |              |
|-------------------|----------------|--|----------------|-----------|-------------------------------|---------------------|--------------|
| REPORT : PHR HOUR |                | Banner University                                  |                |           |                               | PAGE 1              |              |
|                   |                | Report Of Hours                                    |                |           |                               | RUN DATE 01/22/1991 |              |
|                   |                | Payroll Id: SK Payroll No: 20                      |                |           |                               | RUN TIME 04:25 PM   |              |
|                   |                | Pay Period: 16-OCT-1990 To 31-OCT-1990             |                |           |                               |                     |              |
| Coas: A           |                | Time Sheet Department: 100 Office of The President |                |           |                               |                     |              |
| -----             |                |  |                |           |                               |                     |              |
| Seq No            | Employee Name  |  |                | Id        | Coas Home Organization        |                     |              |
|                   | Abiline, Linda |  |                | 759489553 | A 100 Office of The President |                     |              |
| Position          | TS/Roster      | Status   | Ecls Eff Date  | Earn Gen  | Description                   | Shift Hrs/Units     | Special Rate |
| 000223-00         | R A Active     |  | SF 10-OCT-1990 | REG N     | Regular Pay                   | 1                   | 96.00        |
|                   |                |  |                |           | Total Hours:                  |                     | 96.00        |
|                   | Angel, Janet   |  |                | 777070014 | A 100 Office of The President |                     |              |
| Position          | TS/Roster      | Status   | Ecls Eff Date  | Earn Gen  | Description                   | Shift Hrs/Units     | Special Rate |
| 000002-00         | R A Active     |  | SA 16-SEP-1990 | REG N     | Regular Pay                   | 1                   | 96.00        |
|                   |                |  |                |           | Total Hours:                  |                     | 96.00        |
|                   | Baker, Mary    |  |                | 777070007 | A 100 Office of The President |                     |              |
| Position          | TS/Roster      | Status   | Ecls Eff Date  | Earn Gen  | Description                   | Shift Hrs/Units     | Special Rate |
| 000002-00         | R A Active     |  | SA 01-AUG-1990 | REG N     | Regular Pay                   | 1                   | 96.00        |
|                   |                |  |                |           | Total Hours:                  |                     | 96.00        |
|                   | Baker, Robert  |  |                | 777060023 | A 100 Office of The President |                     |              |
| Position          | TS/Roster      | Status   | Ecls Eff Date  | Earn Gen  | Description                   | Shift Hrs/Units     | Special Rate |

|                    |   |                         |      |             |      |     |               |                 |                             |
|--------------------|---|-------------------------|------|-------------|------|-----|---------------|-----------------|-----------------------------|
| 000077-00          | O | A Active                | SA   | 01-OCT-1990 | REG  | N   | Regular Pay   | 1               | 96.00                       |
|                    |   |                         |      |             |      |     | Total Hours:  |                 | 96.00                       |
| Fields, Martha     |   |                         |      |             |      |     | 777070002     | A               | 100 Office of The President |
| Position TS/Roster |   | Status                  | Ecls | Eff Date    | Earn | Gen | Description   | Shift Hrs/Units | Special Rate                |
| 000002-00          | R | F Leave, full pay       | SA   | 01-JUL-1990 | SAB  | N   | Sabbatical    | 1               | 96.00                       |
|                    |   |                         |      |             |      |     | Total Hours:  |                 | 96.00                       |
| Lewis, Franklin    |   |                         |      |             |      |     | 777070003     | A               | 100 Office of The President |
| Position TS/Roster |   | Status                  | Ecls | Eff Date    | Earn | Gen | Description   | Shift Hrs/Units | Special Rate                |
| 000003-00          | R | L Leave W/O Pay, no ben | SA   | 01-JUL-1990 | LWP  | N   | Leave w/o Pay | 1               | 96.00                       |
|                    |   |                         |      |             |      |     | Total Hours:  |                 | 96.00                       |
| White, Wanda       |   |                         |      |             |      |     | 777070006     | A               | 100 Office of The President |
| Position TS/Roster |   | Status                  | Ecls | Eff Date    | Earn | Gen | Description   | Shift Hrs/Units | Special Rate                |
| 000KMD-00          | R | A Active                | SA   | 01-AUG-1990 | REG  | N   | Regular Pay   | 1               | 96.00                       |
|                    |   |                         |      |             |      |     | Total Hours:  |                 | 96.00                       |

REPORT : PHR HOUR

Banner University  
Report Of Hours  
Payroll Id: SK Payroll No: 20  
Pay Period: 16-OCT-1990 To 31-OCT-1990

PAGE 2  
RUN DATE 01/22/1991  
RUN TIME 04:25 PM

Coas: A Time Sheet Department: 100 Office of The President

## DEPARTMENT TOTALS

## ASSIGNMENTS

## EMPLOYEES

|                               |        |   |
|-------------------------------|--------|---|
| TIME SHEETS                   |        |   |
| ORG TIME SHEETS               | 1      | 1 |
| ROSTERS                       | 6      | 6 |
| TOTAL COUNT                   | 7      | 7 |
| LEAVE W/O PAY, W/ BEN         |        |   |
| LEAVE W/O PAY, NO BEN         | 1      | 1 |
| LEAVE, FULL PAY               | 1      | 1 |
| LEAVE, PARTIAL PAY            |        |   |
| ASSIGNMENT IN THIS DEPARTMENT |        |   |
| EARNINGS CODE                 | HOURS  |   |
| LWP                           | 96.00  |   |
| REG                           | 480.00 |   |
| SAB                           | 96.00  |   |

REPORT : PHR HOUR

Banner University  
Report Of Hours  
\* \* \* REPORT CONTROL INFORMATION \* \* \*  
Source Message

PAGE 16  
RUN DATE 01/22/1991  
RUN TIME 04:25 PM

Parameter Name Value

|                   |      |         |
|-------------------|------|---------|
| Parameter Seq No: | 1000 |         |
| Payroll Year:     | 1990 | Entered |
| Payroll Id:       | SK   | Entered |
| Payroll Number:   | 20   | Entered |

```

Pay Period Start Date: 16-OCT-1990
Pay Period End Date:   31-OCT-1990
Record Count: 25
Line Count : 55

```

## Employment and Payroll Canada (PHRLGST)

Creates a salary report for Canadian local government institutions division.

| Param | Name  | Description/Values            | Required? | Default | Validation                |
|-------|-------|-------------------------------|-----------|---------|---------------------------|
| 01    | Year  | Payroll year being reported.  | Yes       | None    | Format must be YYYY or YY |
| 02    | Month | Payroll month being reported. | Yes       | None    | Format must be MMM        |

## Report Attributes

### Sort Order

Not applicable (government-specified format)

### Data Source

|         |         |         |         |         |
|---------|---------|---------|---------|---------|
| NBAJOBS | PEAEMPL | PPAIDEN | PTVSTGR | PTRPICT |
| PTRCALN | PTRECLS | PHRHIST | PTREARN | PDAEDN  |

### Frequency

On demand

## Report Format

Standard horizontal report format

## Report Sample (PHRLGST)

|                   |        |  |         |  |
|-------------------|--------|--|---------|--|
| REPORT : PHRLGST  |        | Systems and Computer Technology<br>Employment and Payroll Canada<br>LOCAL GOVERNMENT EMPLOYMENT AND PAYROLL - MONTHLY<br>PUBLIC INSTITUTIONS DIVISION<br>For the month of JUN 1998<br>* * * REPORT CONTROL INFORMATION * * * |         | PAGE 19<br>RUN DATE 05-APR-1999<br>RUN TIME 03:23 PM |
| Parameter Name    | Value  | Source   | Message |  |
| Parameter Seq No: | 189944 |  |         |  |
| Year:             | 1998   | Default  |         |  |
| Month:            | JUN    | Default  |         |  |
| Line Count:       | 55     |  |         |  |

## Fields

Not applicable.

## Labor Redistribution Audit (PHRLRAR)

Reads the database and creates an audit report of labor redistribution events, showing the event to be redistributed (OLD) followed by the redistribution event (NEW).

The report can be run by request using a range of dates to select labor distribution posting dates that fall within that range. The user can also select specific Pay IDs, specific Employee IDs, or specific User IDs. Also, there are four different sort sequences for these reports.

| Param | Name                         | Description/Values   | Required? | Default | Validation                              |
|-------|------------------------------|--|-----------|---------|---|
| 01    | Start Date                   | Start date of the range of posting dates to be selected.   | Yes       | None    | Format must be DD-MMM-YYYY or DD-MMM-YY |
| 02    | End Date                     | End date of the range of posting dates to be selected.   | Yes       | None    | Format must be DD-MMM-YYYY or DD-MMM-YY |
| 03    | Enter Specific Pay IDs?      | Payroll ID choice indicator:<br>Y = Select specific payroll ID's in next parameter.<br>N = Select all payroll IDs.     | No        | N       | None                                    |
| 04    | Specify Pay ID               | Payroll IDs to be used as selection criteria. Enter specific payroll IDs as required. This is a repeating parameter.   | No        | None    | PTRCALN                                 |
| 05    | Enter Specific Employee IDs? | Employee ID choice indicator:<br>Y = Select specific employee IDs in next parameter.<br>N = Select all employee IDs    | No        | N       | None                                    |
| 06    | Specify Employee ID          | Employee IDs to be used as selection criteria. Enter specific employee IDs as required. This is a repeating parameter. | No        | None    | NBAJOBS                                 |
| 07    | Enter Specific User IDs?     | User ID choice indicator:<br>Y = Select specific user IDs in next parameter.<br>N = Select all user IDs                | No        | N       | None                                    |
| 08    | Specify User ID              | User IDs to be used as selection criteria. Enter specific user IDs as required. This is a repeating parameter.         | No        | None    | SPRIDEN                                 |

| Param | Name        | Description/Values   | Required? | Default | Validation |
|-------|-------------|--|-----------|---------|------------|
| 09    | Sort Option | Sort sequence for report. Enter a digit identifying the sort sequence to be used. The sequences and their identifiers are specified in the Sort Sequence section below. Valid values are 1- 4. | No        | 1       | None       |

## Report Attributes

### Sort Order

Reports can be ordered in the following sequences:

1. Report ordered by posting date, employee name, employee ID, payroll ID, year, pay period, and sequence number.
2. Report ordered by employee name, employee ID, payroll ID, year, pay period, sequence number, and posting date.
3. Report ordered by user ID, employee name, employee ID, pay ID, year, pay period, sequence number, and posting date.
4. Report ordered by pay ID, year, pay period, employee name, employee ID, and posting date, and sequence number.

### Data Source

|         |         |         |         |         |         |
|---------|---------|---------|---------|---------|---------|
| PHREARN | PTRINST | PTRCALN | PTRHIST | SPRIDEN | PHREBLD |
|---------|---------|---------|---------|---------|---------|

### Frequency

On request

### Report Format

Standard horizontal report format

| Name         | Description                    |
|--------------|--------------------------------|
| Posting Date | Date to post to Finance System |

| Name                           | Description   |
|--------------------------------|---|
| Employee Name                  | Name of employee whose pay event is being redistributed   |
| Employee ID                    | Employee ID of employee whose pay event is being redistributed  |
| Pay ID                         | Payroll identification code of pay event being redistributed  |
| Year                           | Year of pay event being redistributed   |
| Pay No:                        | Payroll number of pay event being redistributed   |
| Seq# (in heading)              | Sequence number of redistribution (NEW) event   |
| Disp#                          | Disposition number of redistributed event   |
| User ID                        | Oracle user ID of individual entering data on form  |
| Record Type<br>(No field name) | Type of record being displayed: OLD event to be redistributed or NEW redistribution event                               |
| Seq# (in detail line) - OLD    | Sequence number of event being redistributed (OLD) event (adjusted Seq#)  |
| Seq# (in detail line) = NEW    | Sequence number of redistribution (NEW) event   |
| Job ID                         | Number and suffix of the position for which earnings are being redistributed  |
| Eff Date                       | Effective date of the original labor distribution event   |
| Sh                             | Shift associated with the earnings code for which labor is being redistributed  |
| Gen                            | System-generated indicator:<br>Y(es) = Earnings are system generated<br>N(o) = Earnings are not system generated        |
| Earn                           | Earnings code to which this labor distribution event applies. This is defined in the Earnings Code Rule page (PTREARN). |
| Hr/Unt                         | Number of hours/units associated with this labor distribution event   |



| Name                  | Description   |
|-----------------------|---|
| Pct                   | Percentage of earnings code amount to be charged to this labor distribution event   |
| Amount                | Amount of earnings associated with this labor distribution event  |
| External Account Code | External account number. This field appears only if the Banner Finance System is not installed.   |
| COAS                  | Chart of accounts code for the distribution as defined in the Banner Finance System. This field appears only when the Banner Finance System is installed. |
| ACCI                  | Account index code as defined in the Banner Finance System. This field appears only when the Banner Finance System is installed.                          |
| FUND                  | Fund code for labor distribution of this event. This field appears only when the Banner Finance System is installed.                                      |
| ORGN                  | Organization code for labor distribution of this event. This field appears only when the Banner Finance System is installed.                              |
| ACCT                  | Account code for labor distribution of this event. This field appears only when the Banner Finance System is installed.                                   |
| PROG                  | Program code for labor distribution of this event. This field appears only when the Banner Finance System is installed.                                   |
| ACTV                  | Activity code for labor distribution of this event. This field appears only when the Banner Finance System is installed.                                  |
| LOCN                  | Location code for labor distribution of this event. This field appears only when the Banner Finance System is installed.                                  |
| Proj                  | Project within Finance Cost Accounting Module   |
| CType                 | Cost type within Finance Cost Accounting Module   |

## Report Sample (PHRLRAR) 01

```
REPORT : PHRLRAR                                Banner University                                RUN DATE 27-SEP-95
                                                Labor Redistribution Audit                        RUN TIME 03:26 PM

Posting Date: 25-MAY-1993
Employee Name: Stovak, Judy                    Employee ID: 555020003
Pay ID: CM      Year: 1993      Pay No: 5      Seq#: 2      Disp#: 60      User ID: UNKNOWN

Seq# Job ID      Eff Date  Sh Gen Earn Hr/Unt  Pct      Amount COAS ACCI  FUND  ORGN  ACCT  PROG  ACTV  LOCN  Proj  CTyp
OLD: 0 500032-00 12-AUG-1992 1  N  REG 168.00 100.00  2,500.00 A      1000  220  5120  610
NEW: 2 500032-00 12-AUG-1992 1  N  REG  40.00  23.81    595.25 A      1000  125  5120  610
      2 500032-00 12-AUG-1992 1  N  REG 128.00  76.19   1,904.75 A      1000  220  5120  610
Seq# Job ID      Eff Date  Sh Gen Earn Hr/Unt  Pct      Amount COAS ACCI  FUND  ORGN  ACCT  PROG  ACTV  LOCN  Proj  CTyp
OLD: 0 500032-00 12-AUG-1992 1  N  SAP   1.00 100.00   200.00 A      1000  220  5120  610
NEW: 2 500032-00 12-AUG-1992 1  N  SAP   1.00 100.00   200.00 A      1000  220  5120  610
```

```
REPORT : PHRLRAR                                Banner University                                UN DATE 27-SEP-95
                                                Labor Redistribution Audit                        RUN TIME 03:26 PM

* * * REPORT CONTROL INFORMATION * * *
Parameter Name      Value      Source      Message
-----
Parameter Seq No: 15492
Range Start Date: 01-JAN-1991 Entered
Range End Date: 27-SEP-1995 Entered
Pay ID Choice: N Entered
Empl ID Choice: Y Entered
Empl ID 555020003 Entered
User ID Choice: N Entered
Sort Option: 1 Entered
Lines Per Page: 55 Entered
Sort Option: 1 Entered
Lines Per Page: 55 Entered
```

## Report Sample (PHRLRAR) 02

```
REPORT : PHRLRAR                                Banner University                                RUN DATE 27-SEP-95
                                                Labor Redistribution Audit                        RUN TIME 03:19 PM

Employee Name: Stovak, Judy                    Employee ID: 555020003
Pay ID: CM      Year: 1993      Pay No: 5      Seq#: 2      Disp#: 60      Posting Date: 25-MAY-1993      User ID: UNKNOWN

Seq# Job ID      Eff Date  Sh Gen Earn Hr/Unt  Pct      Amount COAS ACCI  FUND  ORGN  ACCT  PROG  ACTV  LOCN  Proj  CTyp
OLD: 0 500032-00 12-AUG-1992 1  N  REG 168.00 100.00  2,500.00 A      1000  220  5120  610
NEW: 2 500032-00 12-AUG-1992 1  N  REG  40.00  23.81    595.25 A      1000  125  5120  610
      2 500032-00 12-AUG-1992 1  N  REG 128.00  76.19   1,904.75 A      1000  220  5120  610
Seq# Job ID      Eff Date  Sh Gen Earn Hr/Unt  Pct      Amount COAS ACCI  FUND  ORGN  ACCT  PROG  ACTV  LOCN  Proj  CTyp
OLD: 0 500032-00 12-AUG-1992 1  N  SAP   1.00 100.00   200.00 A      1000  220  5120  610
```

NEW: 2 500032-00 12-AUG-1992 1 N SAP 1.00 100.00 200.00 A 1000 220 5120 610

REPORT : PHRLRAR

Banner University  
Labor Redistribution Audit

RUN DATE 27-SEP-95  
RUN TIME 03:19 PM

\* \* \* REPORT CONTROL INFORMATION \* \* \*

| Parameter Name | Value | Source | Message |
|----------------|-------|--------|---------|
|----------------|-------|--------|---------|

|                   |             |         |  |
|-------------------|-------------|---------|--|
| Parameter Seq No: | 15491       |         |  |
| Range Start Date: | 01-JAN-1991 | Entered |  |
| Range End Date:   | 27-SEP-1995 | Entered |  |
| Pay ID Choice:    | N           | Entered |  |
| Empl ID Choice:   | Y           | Entered |  |
| Empl ID           | 555020003   | Entered |  |
| User ID Choice:   | N           | Entered |  |
| Sort Option:      | 2           | Entered |  |
| Lines Per Page:   | 55          | Entered |  |

## Report Sample (PHRLRAR) 03

REPORT : PHRLRAR

Banner University  
Labor Redistribution Audit

RUN DATE 27-SEP-95  
RUN TIME 03:29 PM

User ID: UNKNOWN

Employee Name: Stovak, Judy

Employee ID: 555020003

Pay ID: CM Year: 1993 Pay No: 5 Seq#: 2 Disp#: 60 Posting Date: 25-MAY-1993

| Seq#   | Job ID    | Eff Date    | Sh | Gen | Earn Hr/Unt | Pct    | Amount   | COAS | ACCI | FUND | ORGN | ACCT | PROG | ACTV | LOCN | Proj | CTyp |
|--------|-----------|-------------|----|-----|-------------|--------|----------|------|------|------|------|------|------|------|------|------|------|
| OLD: 0 | 500032-00 | 12-AUG-1992 | 1  | N   | REG 168.00  | 100.00 | 2,500.00 | A    |      | 1000 | 220  | 5120 | 610  |      |      |      |      |
| NEW: 2 | 500032-00 | 12-AUG-1992 | 1  | N   | REG 40.00   | 23.81  | 595.25   | A    |      | 1000 | 125  | 5120 | 610  |      |      |      |      |
| 2      | 500032-00 | 12-AUG-1992 | 1  | N   | REG 128.00  | 76.19  | 1,904.75 | A    |      | 1000 | 220  | 5120 | 610  |      |      |      |      |
| Seq#   | Job ID    | Eff Date    | Sh | Gen | Earn Hr/Unt | Pct    | Amount   | COAS | ACCI | FUND | ORGN | ACCT | PROG | ACTV | LOCN | Proj | CTyp |
| OLD: 0 | 500032-00 | 12-AUG-1992 | 1  | N   | SAP 1.00    | 100.00 | 200.00   | A    |      | 1000 | 220  | 5120 | 610  |      |      |      |      |
| NEW: 2 | 500032-00 | 12-AUG-1992 | 1  | N   | SAP 1.00    | 100.00 | 200.00   | A    |      | 1000 | 220  | 5120 | 610  |      |      |      |      |

REPORT : PHRLRAR

Banner University  
Labor Redistribution Audit

RUN DATE 27-SEP-95  
RUN TIME 03:29 PM

\* \* \* REPORT CONTROL INFORMATION \* \* \*

| Parameter Name | Value | Source | Message |
|----------------|-------|--------|---------|
|----------------|-------|--------|---------|

|                   |             |         |  |
|-------------------|-------------|---------|--|
| Parameter Seq No: | 15493       |         |  |
| Range Start Date: | 01-JAN-1991 | Entered |  |
| Range End Date:   | 27-SEP-1995 | Entered |  |

```

Pay ID Choice:  N      Entered
Empl ID Choice: Y      Entered
Empl ID       555020003 Entered
User ID Choice: N      Entered
Sort Option:   3      Entered
Lines Per Page: 55     Entered

```

## Report Sample (PHRLRAR) 04

```

REPORT : PHRLRAR                                Banner University
                                                Labor Redistribution Audit
                                                RUN DATE 27-SEP-95
                                                RUN TIME 03:37 PM

Pay ID: CM      Year: 1993      Pay No: 5
Employee Name: Stovak, Judy      Employee ID: 555020003
Posting Date: 25-MAY-1993      Seq#: 2      Disp#: 60      User ID: UNKNOWN

Seq# Job ID      Eff Date  Sh Gen Earn Hr/Unt  Pct      Amount COAS ACCI  FUND  ORGN  ACCT  PROG  ACTV  LOCN  Proj  CTyp
OLD: 0 500032-00 12-AUG-1992 1  N  REG 168.00 100.00 2,500.00 A      1000 220 5120 610
NEW: 2 500032-00 12-AUG-1992 1  N  REG 40.00 23.81 595.25 A      1000 125 5120 610
      2 500032-00 12-AUG-1992 1  N  REG 128.00 76.19 1,904.75 A      1000 220 5120 610
Seq# Job ID      Eff Date  Sh Gen Earn Hr/Unt  Pct      Amount COAS ACCI  FUND  ORGN  ACCT  PROG  ACTV  LOCN  Proj  CTyp
OLD: 0 500032-00 12-AUG-1992 1  N  SAP 1.00 100.00 200.00 A      1000 220 5120 610
NEW: 2 500032-00 12-AUG-1992 1  N  SAP 1.00 100.00 200.00 A      1000 220 5120 610

```

```

REPORT : PHRLRAR                                Banner University
                                                Labor Redistribution Audit
                                                RUN DATE 27-SEP-95
                                                RUN TIME 03:37 PM

* * * REPORT CONTROL INFORMATION * * *
Parameter Name      Value      Source      Message
-----
Parameter Seq No: 15499
Range Start Date: 01-JAN-1991 Entered
Range End Date:   27-SEP-1995 Entered
Pay ID Choice:    N      Entered
Empl ID Choice:   Y      Entered
Empl ID          555020003 Entered
User ID Choice:   N      Entered
Sort Option:      4      Entered
Lines Per Page:   55     Entered

```

## Organizational Time Sheet (PHRORGT)

Creates timesheet by payroll year, pay ID, and pay number for employees.

| Param | Name       | Description/Values                          | Required? | Default | Validation                |
|-------|------------|---|-----------|---------|---------------------------|
| 01    | Year       | Payroll year.                               | Yes       | None    | Format must be YYYY or YY |
| 02    | Pay ID     | ID of payroll to be included in report.     | Yes       | None    | PTRPICT                   |
| 03    | Pay Number | Number of payroll to be included in report. | Yes       | None    | PTRCALN                   |

## Report Attributes

### Sort Order

First by time sheet organization, then by employee name, then by position, then by effective date

### Data Source

|         |         |         |
|---------|---------|---------|
| NBAJOBS | PEAEMPL | PTRLCAT |
|---------|---------|---------|

### Frequency

At payroll run when people whose roster indicator is O (Organization Time Sheet) are present.

### Report Format

Standard horizontal report format

| Name                  | Description   |
|-----------------------|---|
| COAS                  | Chart of Accounts code of time sheet department (see following field)   |
| TIME SHEET DEPARTMENT | Time sheet department (that is, the organization to which this job's time sheet is sent). If Banner Finance is installed, the code appearing in this field was defined on the Finance Organization Maintenance page (FTMORGN). If it is not installed, the code appearing in this field was defined on the Organization Code Validation page (PTVORGN). |
| EMPLOYEE NAME         | Employee name   |
| EMPL ID               | Employee ID number  |
| COAS                  | Chart of Accounts code of employee's home organization  |
| HOME ORGANIZATION     | Home organization established for this employee on the Employee page (PEAEMPL)  |
| LEAV                  | Leave code. The code that appears in this field was defined on the Leave Code Rule page (PTRLEAV).  |
| BALANCE               | Available number of hours of the leave code in the previous field   |
| LEAV                  | Leave code. The code that appears in this field was defined on the Leave Code Rule page (PTRLEAV).  |
| BALANCE               | Available number of hours of the leave code in the previous field   |
| LEAV                  | Leave code. The code that appears in this field was defined on the Leave Code Rule page (PTRLEAV).  |
| BALANCE               | Available number of hours of the leave code in the previous field   |
| POSITION              | Employee position. The code that appears in this field was defined on the Position page (NBAPOSN).  |
| EFFECTIV DATE         | Job effective date  |
| STATUS                | Job status:<br>A = Active<br>T = Terminated<br>L = Leave without pay or benefits  |

| Name  | Description   |
|-------|---|
|       | <p>B = Leave without pay and with benefits</p> <p>F = Leave with full pay and benefits</p> <p>P = Leave with partial pay and benefits</p>   |
| FTE   | FTE of this job. This value is established in the Job section of the Employee Jobs page (NBAJOBS).  |
| EXMT  | <p>Exempt Indicator:</p> <p>Y = Employee is exempt from Federal Labor Standards Act overtime pay requirements</p> <p>N = Employee is not exempt from overtime pay requirements</p> <p>The value that appears in this field was established for this position class on the Position Class Rule page (NTRPCLS).</p> |
| ECLS  | Employee class with which this job is associated  |
| PAY   | Per-pay salary (for salaried employees) or hourly rate (for hourly employees)   |
| EARN  | Earn code. The code in this field was defined on the Earn Code Rule page (PTREARN).   |
| SH    | Shift during which the employee normally works. The value that appears in this field was defined on the Shift Premium Rule page (PTRSHFT).  |
| HOURS | Number of hours worked by this employee under the earn code in the previous field   |
| EARN  | Earn code. The code in this field was defined on the Earn Code Rule page (PTREARN).   |
| SH    | Shift during which the employee normally works. The value that appears in this field was defined on the Shift Premium Rule page (PTRSHFT).  |
| HOURS | Number of hours worked by this employee under the earn code in the previous field   |
| EARN  | Earn code. The code in this field was defined on the Earn Code Rule page (PTREARN).   |
| SH    | Shift during which the employee normally works. The value that appears in this field was defined on the Shift Premium Rule page (PTRSHFT).  |
| HOURS | Number of hours worked by this employee under the earn code in the previous field   |

| Name  | Description  |
|-------|--|
| EARN  | Earn code. The code in this field was defined on the Earn Code Rule page (PTREARN).  |
| SH    | Shift during which the employee normally works. The value that appears in this field was defined on the Shift Premium Rule page (PTRSHFT). |
| HOURS | Number of hours worked by this employee under the earn code in the previous field  |
| COAS  | Chart of Accounts code of labor distribution   |
| INDEX | Account index. This field appears only if Banner Finance is installed.   |
| FUND  | Fund code. This field appears only if Banner Finance is installed.   |
| ORGN  | Organization code. This field appears only if Banner Finance is installed.   |
| ACCT  | Account code. This field appears only if Banner Finance is installed.  |
| PROG  | Program code. This field appears only if Banner Finance is installed.  |
| ACTV  | Activity code. This field appears only if Banner Finance is installed.   |
| LOCN  | Location code. This field appears only if Banner Finance is installed.   |
| PCT   | Labor distribution percent assigned to this job  |

## Report Sample (PHRORGT)

|  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|---|--|--|--|--|--|--|--|--|--|---|--|--|--|--|--|--|--|--|--|
| REPORT : PHRORGT   |  |  |  |  |  |  |  |  |  | Banner University                             |  |  |  |  |  |  |  |  |  | PAGE 1  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  | Organizational Time Sheet                     |  |  |  |  |  |  |  |  |  | RUN DATE 08/19/1992                           |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  | Payroll Id: SK Payroll No: 12                 |  |  |  |  |  |  |  |  |  | RUN TIME 09:45 AM                             |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  | Pay Period: 16-JUN-1992 TO 02-JUL-1992        |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| Coas: T Time Sheet Department: 220 Payroll Department        |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| Employee Name  |  |  |  |  |  |  |  |  |  | Leav Balance                                  |  |  |  |  |  |  |  |  |  | Leav Balance                                  |  |  |  |  |  |  |  |  |  |
| Position   |  |  |  |  |  |  |  |  |  | Pay Earn Sh Hours Earn Sh Hours Earn Sh Hours |  |  |  |  |  |  |  |  |  | Pay Earn Sh Hours Earn Sh Hours Earn Sh Hours |  |  |  |  |  |  |  |  |  |
| Coas Index Fund Status Orgn Acct FTE Exmt ECLS Actv Loca Pct |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| Decker, Cathy T  |  |  |  |  |  |  |  |  |  | RSIC  |  |  |  |  |  |  |  |  |  | .00 SICK                                      |  |  |  |  |  |  |  |  |  |
| KDMAS2-00 15-NOV-1991 A Active                               |  |  |  |  |  |  |  |  |  | 2187.50 REG 1 88.00                           |  |  |  |  |  |  |  |  |  | .00 OTHER 9999.99                             |  |  |  |  |  |  |  |  |  |
| A 1000 220 5120 100  |  |  |  |  |  |  |  |  |  | 100.00  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |



|                            |                            |           |                       |     |                          |             |     |        |               |
|----------------------------|----------------------------|-----------|-----------------------|-----|--------------------------|-------------|-----|--------|---------------|
| KDMAS2-00 01-JUL-1992      | A Active                   |           | 1.000                 | Y   | K1                       | 2187.50 REG | 1   | 16.00  |               |
| A                          | 1000 220                   | 5120      | 100                   |     |                          | 100.00      |     |        |               |
| -----                      |                            |           |                       |     |                          |             |     |        |               |
| Fisher, Fred T             |                            | 766000012 | T                     | 220 | Payroll Department       | RSIC        | .00 | SICK   | .00 OTHER .00 |
| KDMAS2-00 15-DEC-1991      | A Active                   |           | 1.000                 | Y   | K1                       | 2275.00 REG | 1   | 88.00  |               |
| A                          | 1000 220                   | 5120      | 100                   |     |                          | 100.00      |     |        |               |
| KDMAS2-00 01-JUL-1992      | A Active                   |           | 1.000                 | Y   | K1                       | 2275.00 REG | 1   | 16.00  |               |
| A                          | 1000 220                   | 5120      | 100                   |     |                          | 100.00      |     |        |               |
| -----                      |                            |           |                       |     |                          |             |     |        |               |
| Smith, Anne T              |                            | 766000010 | T                     | 220 | Payroll Department       | RSIC        | .00 | SICK   | .00 OTHER .00 |
| KDMAS2-00 01-NOV-1991      | A Active                   |           | 1.000                 | Y   | K1                       | 937.50 REG  | 1   | 88.00  |               |
| T                          | 1000 220                   | 5120      | 100                   |     |                          | 100.00      |     |        |               |
| KDMAS2-00 01-JUL-1992      | A Active                   |           | 1.000                 | Y   | K1                       | 937.50 REG  | 1   | 16.00  |               |
| T                          | 1000 220                   | 5120      | 100                   |     |                          | 100.00      |     |        |               |
| -----                      |                            |           |                       |     |                          |             |     |        |               |
| TOTAL HOURS                |                            |           |                       |     |                          |             |     | 312.00 |               |
| Department Totals          |                            |           |                       |     |                          |             |     |        |               |
| Leave W/O Pay,W/ Ben:      | Leave W/O Pay, No Ben:     |           | Leave, Full Pay:      |     | Leave, Partial Pay:      |             |     |        |               |
| Leave W/O Pay,W/ Ben Empls | Leave W/O Pay,No Ben Empls |           | Leave, Full Pay Empls |     | Leave, Partial Pay Empls |             |     |        |               |

REPORT : PHRORGT

Banner University  
Organizational Time Sheet  
Payroll Id: SK Payroll No: 12  
Pay Period: 16-JUN-1992 TO 02-JUL-1992  
Grand Totals

PAGE 2  
RUN DATE 08/19/1992  
RUN TIME 09:45 AM

TOTAL HOURS 312.00

|                          |                         |                      |                         |
|--------------------------|-------------------------|----------------------|-------------------------|
| Leave With Benefits:     | Leave Without Pay:      | Leave Full Pay:      | Leave Partial Pay:      |
| Leave With Benefit Empls | Leave Without Pay Empls | Leave Full Pay Empls | Leave Partial Pay Empls |

REPORT : PHRORGT

Banner University  
Organizational Time Sheet  
\* \* \* REPORT CONTROL INFORMATION \* \* \*

PAGE 3  
RUN DATE 08/19/1992  
RUN TIME 09:45 AM

| Parameter Name         | Value       | Source  | Message |
|------------------------|-------------|---------|---------|
| Parameter Seq No:      | 38269       |         |         |
| Payroll Year:          | 1992        | Entered |         |
| Payroll Id:            | SK          | Entered |         |
| Payroll Number:        | 12          | Entered |         |
| Pay Period Start Date: | 16-JUN-1992 |         |         |
| Pay Period End Date:   | 02-JUL-1992 |         |         |
| Record Count:          | 6           |         |         |
| Line Count:            | 55          |         |         |

## Payroll Register (PHRPREG)

Payroll register.

| Param | Name          | Description/Values  | Required? | Default | Validation                |
|-------|---------------|---|-----------|---------|---------------------------|
| 01    | Year          | Payroll year.   | Yes       | None    | Format must be YYYY or YY |
| 02    | Pay ID        | ID of payroll to be included in report.                                 | Yes       | None    | PTRPICT                   |
| 03    | Pay Number    | Number of payroll to be included in report.                             | Yes       | None    | PTRCALN                   |
| 04    | Report Choice | Report Choice Indicator:<br>O = Original<br>A = Adjustments<br>B = Both | Yes       | None    | None                      |

## Report Attributes

### Sort Order

First by name, then by sequence number

### Data Source

Payroll pages and tables

### Frequency

At payroll run

**Report Format**

Standard horizontal report format

| Name            | Description  |
|-----------------|--|
| SEQ             | Payroll Sequence Number. If this field contains a zero, the pay event is computer-generated. If it contains a number greater than zero, the pay event is a pay adjustment. |
| NAME            | Employee name  |
| ID              | Employee ID number   |
| PAY TYPE        | Pay type:<br>C = Computer Generated<br>M = Manual<br>V = Void<br>R = Redistribution<br>J = Adjustments<br>I = Re-issue   |
| GROSS YTD       | Gross amount   |
| YTD             | Year-to-date gross amount  |
| NET             | Net amount   |
| ADJUSTS SEQ     | Sequence number of pay event that this pay event adjusts   |
| DATE            | Date of pay event that this pay event adjusts  |
| ADJUSTED BY SEQ | Sequence number of pay event that adjusts this pay event   |
| DATE            | Date of pay event that adjusts this pay event  |
| TYPE            | Document type:<br>C = Check  |

| Name             | Description   |
|------------------|---|
|                  | D = Direct Deposit  |
| EVENT DATE       | Date on check of Direct Deposit notice  |
| DOC NO           | Number on check of Direct Deposit notice  |
| BANK             | Name of bank to which Direct Deposit is made  |
| ACCOUNT NUMBER   | Account number of bank to which Direct Deposit is made<br>If the account number exceeds 17 characters, the report will print an asterisk followed by the last 16 characters.  |
| STATUS           | Direct Deposit status:<br>A = Active Direct Deposit<br>P = Pre-notification. Direct Deposits transactions with this status notify the bank that Direct Deposit is being established for this employee and provide an accuracy check. There is no transfer of funds. |
| COAS             | Chart of Accounts code of check distribution department (see next field)  |
| CHECKDIST        | Organization code of department where Direct Deposit notice will be distributed. The code in this field is defined on the Organization Validation page (PTVORGN) and established for this employee on the Employee page (PEAEMPL).                                  |
| AMOUNT           | Amount of check or Direct Deposit   |
| PRIORITY         | Direct Deposit distribution priority  |
| DEDUCTION        | Benefit/Deduction code. The code that appears in this field was defined on the Benefit/Deduction Rule page (PTRBDCA).   |
| APPLICABLE GROSS | Gross amount applicable to this benefit/deduction   |
| EMPLOYEE AMT     | Amount of employee's contribution to benefit cost   |
| EMPLOYEE YTD     | Year-to-date amount of employee's contribution to cost of this benefit  |
| EMPLOYER AMT     | Amount of employer's contribution to benefit cost   |

| Name             | Description  |
|------------------|--|
| EMPLOYER YTD     | Year-to-date amount of employer's contribution to cost of this benefit   |
| ARREAR TAKEN     | Amount of employee arrears on benefit cost   |
| ARREAR RECOVERED | Amount of employee arrears on benefit cost recovered by deduction from this pay event  |
| COAS             | Chart of Accounts code of employee's home department (see next field)  |
| HOME DEPARTMENT  | Employee home department or organization. The code displayed here was assigned to this employee in the Employee Information section on the Employee page (PEAEMPL).                            |
| POSITION         | Position occupied by this employee. The position code that appears in this field was defined on the Position page (NBAPOSN) and assigned to this employee on the Employee Jobs page (NBAJOBS). |
| EFFECTIVE DATE   | Effective date of job  |
| C                | Chart of Accounts code of labor distribution   |
| ACCI             | Account Index code. This field appears only if Banner Finance is installed.  |
| FUND             | Fund code. This field appears only if Banner Finance is installed.   |
| ORGN             | Organization code. This field appears only if Banner Finance is installed.   |
| ACCT             | Account code. This field appears only if Banner Finance is installed.  |
| PROG             | Program code. This field appears only if Banner Finance is installed.  |
| ACTV             | Activity code. This field appears only if Banner Finance is installed.   |
| LOCN             | Location code. This field appears only if Banner Finance is installed.   |
| EARN             | Earnings code assigned to this employee. Codes appearing in this field are defined on the Earnings Code Rule page (PTREARN).   |
| GEN              | System Generated Indicator:<br>Y = Earnings code is system generated<br>N = Earnings code is not system generated  |

| Name         | Description   |
|--------------|---|
| SH           | Shift during which the employee worked for this earnings code |
| HOURS        | Hours per day associated with this employee's earnings code   |
| GROSS AMOUNT | Gross amount for this earnings code                           |
| RATE         | Employee's hourly pay rate                                    |
| SPECIAL RATE | Special rate associated with this earnings code               |

## Report Sample (PHRPREG)

|  |  |             |  |                  |  |              |  |                     |  |                  |  |                      |  |                                      |  |  |  |
|--|--|-------------|--|------------------|--|--------------|--|---------------------|--|------------------|--|----------------------|--|--------------------------------------|--|--|--|
| REPORT : PHRPREG                             |  |             |  |                  |  |              |  |                     |  |                  |  |                      |  | PAGE 1                               |  |  |  |
| Banner University                            |  |             |  |                  |  |              |  |                     |  |                  |  |                      |  | RUN DATE 12/01/1995                  |  |  |  |
| Payroll Register                             |  |             |  |                  |  |              |  |                     |  |                  |  |                      |  | RUN TIME 10:03 AM                    |  |  |  |
| Payroll Id: SM Payroll No: 4                 |  |             |  |                  |  |              |  |                     |  |                  |  |                      |  |                                      |  |  |  |
| Pay Period: 16-FEB-1996 TO 28-FEB-1996       |  |             |  |                  |  |              |  |                     |  |                  |  |                      |  |                                      |  |  |  |
| Seq Name                                     |  | Id          |  | Pay Type         |  | Gross YTD    |  | Net                 |  | Adjusts Seq Date |  | Adjusted By Seq Date |  |                                      |  |  |  |
| 0 Smith, Julie                               |  | 777010024   |  | C Original Event |  | 7962.50      |  |                     |  |                  |  |                      |  |                                      |  |  |  |
| Deduction                                    |  | Applicable  |  | Employee Amt     |  | Employee YTD |  | Employer Amt        |  | Employer YTD     |  | Arrear Taken         |  | Arrear Recovered                     |  |  |  |
| FED Federal Withholding                      |  |             |  |                  |  | 194.48       |  |                     |  |                  |  | .00                  |  |                                      |  |  |  |
| FIM Fica Medicare                            |  |             |  |                  |  | .00          |  |                     |  |                  |  | .00                  |  |                                      |  |  |  |
| FIO Fica Old Age                             |  |             |  |                  |  | .00          |  |                     |  |                  |  | .00                  |  |                                      |  |  |  |
| Coas: A Home Department : 220 Payroll Office |  |             |  |                  |  |              |  |                     |  |                  |  |                      |  |                                      |  |  |  |
| Position                                     |  | Eff Date    |  | C ACCI           |  | FUND ORGN    |  | ACCT PROG           |  | ACTV LOCN        |  | ErnGen Sh            |  | Hours Gross Amount Rate Special Rate |  |  |  |
| EXEC12-00                                    |  | 01-JUL-1993 |  | A                |  | 1000 215     |  | 5210 100            |  |                  |  | REG N 1              |  | .00 .00 .00 .00                      |  |  |  |
| -----  |  |             |  |                  |  |              |  |                     |  |                  |  |                      |  |                                      |  |  |  |
| Seq Name                                     |  | Id          |  | Pay Type         |  | Gross YTD    |  | Net                 |  | Adjusts Seq Date |  | Adjusted By Seq Date |  |                                      |  |  |  |
| 0 Smith, Ronald E                            |  | 777010004   |  | C Original Event |  | 19942.19     |  | 16801.42            |  |                  |  |                      |  |                                      |  |  |  |
|  |  |             |  |                  |  | 21165.11     |  |                     |  |                  |  |                      |  |                                      |  |  |  |
| Check/Direct Deposit Information             |  |             |  |                  |  |              |  |                     |  |                  |  |                      |  |                                      |  |  |  |
| Type Event Date Doc No                       |  | Bank        |  | Account Number   |  | Status       |  | Coas CheckDist Dept |  | Amount Priority  |  |                      |  |                                      |  |  |  |
| C 28-FEB-1996 3                              |  |             |  |                  |  |              |  | A 220               |  | 16801.42 0       |  |                      |  |                                      |  |  |  |
| Deduction                                    |  | Applicable  |  | Employee Amt     |  | Employee YTD |  | Employer Amt        |  | Employer YTD     |  | Arrear Taken         |  | Arrear Recovered                     |  |  |  |
| DEN Dental Insurance                         |  | 19942.19    |  | 10.00            |  | 20.00        |  | 70.00               |  | 140.00           |  | .00                  |  | .00                                  |  |  |  |
| FED Federal Withholding                      |  | 19877.19    |  | 1466.58          |  | 1488.44      |  | .00                 |  | .00              |  | .00                  |  | .00                                  |  |  |  |
| FIM Fica Medicare                            |  | 19877.19    |  | 305.01           |  | 305.01       |  | 305.01              |  | 305.01           |  | .00                  |  | .00                                  |  |  |  |
| FIO Fica Old Age                             |  | 19877.19    |  | 1304.18          |  | 1304.18      |  | 1304.18             |  | 1304.18          |  | .00                  |  | .00                                  |  |  |  |
| HEA Health Insurance                         |  | 19942.19    |  | 55.00            |  | 110.00       |  | 300.00              |  | 600.00           |  | .00                  |  | .00                                  |  |  |  |
| Coas: A Home Department : 220 Payroll Office |  |             |  |                  |  |              |  |                     |  |                  |  |                      |  |                                      |  |  |  |
| Position                                     |  | Eff Date    |  | C ACCI           |  | FUND ORGN    |  | ACCT PROG           |  | ACTV LOCN        |  | ErnGen Sh            |  | Hours Gross Amount Rate Special Rate |  |  |  |

|                         |      |     |      |     |         |          |          |           |
|-------------------------|------|-----|------|-----|---------|----------|----------|-----------|
| 000004-00 01-JUL-1993 A | 1000 | 220 | 5120 | 610 | REG N 1 | -1420.00 | -1222.92 | .861211   |
| 000004-00 01-JUL-1993 A | 1000 | 220 | 5120 | 610 | VPO N 1 | 1500.00  | 21165.11 | 14.110073 |

REPORT : PHRPREG

Banner University  
Payroll Register

PAGE 2  
RUN DATE 12/01/1995  
RUN TIME 10:03 AM

Payroll Id: SM Payroll No: 4  
Pay Period: 16-FEB-1996 TO 28-FEB-1996

| Seq Name                | Id         | Pay Type         | Gross YTD    | Net          | Adjusts Seq  | Date         | Adjusted By Seq  | Date |
|-------------------------|------------|------------------|--------------|--------------|--------------|--------------|------------------|------|
| 0 Wilson, Mary B        | 777010006  | C Original Event | .00          |              |              |              |                  |      |
| Deduction               | Applicable | Employee Amt     | Employee YTD | Employer Amt | Employer YTD | Arrear Taken | Arrear Recovered |      |
| DEN Dental Insurance    |            |                  | .00          |              | .00          |              |                  |      |
| FED Federal Withholding |            |                  | .00          |              | .00          |              |                  |      |
| FIM Fica Medicare       |            |                  | .00          |              | .00          |              |                  |      |
| FIO Fica Old Age        |            |                  | .00          |              | .00          |              |                  |      |

REPORT : PHRPREG

Banner University  
Payroll Register

PAGE 3  
RUN DATE 12/01/1995  
RUN TIME 10:03 AM

Payroll Id: SM Payroll No: 4  
Pay Period: 16-FEB-1996 TO 28-FEB-1996

| Description                      | Count                  |
|----------------------------------|------------------------|
| Pay Type                         | C - Computer Generated |
| Number of Entries                | 16                     |
| Total Gross                      | 28922.67               |
| Total Net                        | 24215.01               |
| Total Employee Deduction Amounts | 4707.66                |
| Total Arrears Taken              | 242.28                 |
| Total Arrears Recovered          | .00                    |
| Total Employer Deduction Amounts | 3676.04                |
| Number of Direct Deposits        | 0                      |
| Total Direct Deposit Amount      | .00                    |
| Number of Checks                 | 3                      |
| Total Check Amount               | 18725.62               |

REPORT : PHRPREG

Banner University  
Payroll Register

PAGE 4  
RUN DATE 12/01/1995  
RUN TIME 10:03 AM

\* \* \* REPORT CONTROL INFORMATION \* \* \*

| Parameter Name         | Value       | Source  | Message |
|------------------------|-------------|---------|---------|
| Parameter Seq No:      | 20434       |         |         |
| Payroll Year:          | 1996        | Entered |         |
| Payroll Id:            | SM          | Entered |         |
| Payroll Number:        | 4           | Entered |         |
| Choice:                | o           | Entered |         |
| line count             | 55          | Default |         |
| Pay Period Start Date: | 16-FEB-1996 |         |         |
| Pay Period End Date:   | 28-FEB-1996 |         |         |
| Record Count:          | 16          |         |         |

## Time Sheet Roster Report (PHRROST)

Creates time sheet roster by payroll year, pay ID, and pay number.

| Param | Name       | Description/Values                          | Required? | Default | Validation                |
|-------|------------|---|-----------|---------|---------------------------|
| 01    | Year       | Payroll year.                               | Yes       | None    | Format must be YYYY or YY |
| 02    | Pay ID     | ID of payroll to be included in report.     | Yes       | None    | PTRPICT                   |
| 03    | Pay Number | Number of payroll to be included in report. | Yes       | None    | PTRCALN                   |

## Report Attributes

### Sort Order

First by time sheet organization, then by the value entered at the **Roster Ind** prompt on PTRECLS (that is, time sheet, organizational time sheet, or roster only), then by position, then by effective date.



**Data Source**

|         |         |         |
|---------|---------|---------|
| NBAJOBS | PEAEMPL | PTRECLS |
|---------|---------|---------|

**Frequency**

At payroll run

**Report Format**

Standard horizontal report format

| Name                  | Description  |
|-----------------------|--|
| COAS                  | Chart of Accounts code of time sheet department (see following field)  |
| TIME SHEET DEPARTMENT | Time sheet department (that is, the organization to which this job's time sheet was sent). If Banner Finance is installed, the code appearing in this field is defined on the Finance Organization Maintenance page (FTMORGN). If it is not installed, the code appearing in this field is defined on the Organization Code Validation page (PTVORGN). |
| EMPLOYEE NAME         | Employee name  |
| ID                    | Employee ID number   |
| COAS                  | Chart of Accounts code of home department  |
| HOME DEPARTMENT       | Employee home department or organization. The code displayed here was assigned to this employee in the Employee Information section on the Employee page (PEAEMPL).  |
| POSITION              | Position occupied by this employee. The position code that appears in this field was defined on the Position page (NBAPOSN) and assigned to this employee on the Employee Jobs page (NBAJOBS).   |
| EFFECTIVE DATE        | Effective date of job  |
| STATUS                | Job status:<br>A = Active  |

| Name      | Description   |
|-----------|---|
|           | T = Terminated<br>L = Leave without pay or benefits<br>B = Leave without pay and with benefits<br>F = Leave with full pay and benefits<br>P = Leave with partial pay and benefits |
| EMP CLASS | Employee class with which this employee's job was associated on the Employee Jobs page (NBAJOBS). Employee class codes are defined on the Employee Class Rule page (PTRECLS).     |
| TS-ROSTER | Time Sheet/Roster Indicator:<br>T = Time sheet<br>O = Organizational time sheet<br>R = Roster   |
| COAS      | Chart of Accounts code of labor distribution  |
| INDEX     | Account index. This field appears only if Banner Finance is installed.  |
| FUND      | Fund code. This field appears only if Banner Finance is installed.  |
| ORGN      | Organization code. This field appears only if Banner Finance is installed.  |
| ACCT      | Account code. This field appears only if Banner Finance is installed.   |
| PROG      | Program code. This field appears only if Banner Finance is installed.   |
| ACTV      | Activity code. This field appears only if Banner Finance is installed.  |
| LOCN      | Location code. This field appears only if Banner Finance is installed.  |
| PERCENT   | Labor distribution percent assigned to this job   |

## Report Sample (PHRROST)

| REPORT : PHRROST                                      |                |          |       |      |                                |      |                     |       |  | Banner University                      |  | PAGE 1               |  |
|---|----------------|----------|-------|------|--------------------------------|------|---------------------|-------|--|--|--|----------------------|--|
|   |                |          |       |      |                                |      |                     |       |  | Time Sheet Roster Report               |  | RUN DATE 31-JUL-1998 |  |
|   |                |          |       |      |                                |      |                     |       |  | Payroll Id: MN Payroll No: 1           |  | RUN TIME 11:39 AM    |  |
|   |                |          |       |      |                                |      |                     |       |  | Pay Period: 01-JAN-1998 TO 31-JAN-1998 |  |                      |  |
| Coas: B Time Sheet Department: 10 Office of President |                |          |       |      |                                |      |                     |       |  |  |  |                      |  |
| Employee Name   |                |          | Id    |      | Coas                           |      | Home Department     |       |  |  |  |                      |  |
| Position  | Effective Date | Status   | Acct  | Prog | Employee Class                 | Pct  | TS-Roster           |       |  |  |  |                      |  |
| Coas  | Index          | Fund     | Orgn  |      | Actv                           | Loca |                     |       |  |  |  |                      |  |
| -----   |                |          |       |      |                                |      |                     |       |  |  |  |                      |  |
| Tull, Carol J   |                |          |       |      | 710000006                      | B 10 | Office of President |       |  |  |  |                      |  |
| A00102-00   | 01-JUL-1997    | A Active |       |      | 02 FT Professional             |      | Org Time Sheet      |       |  |  |  |                      |  |
| B   |                | 1110     | 12402 | 6112 | 30                             |      | 100.00              |       |  |  |  |                      |  |
| A00102-01   | 22-MAY-1997    | A Active |       |      | 02 FT Professional             |      | Org Time Sheet      |       |  |  |  |                      |  |
| B   |                | 1110     | 12402 | 6112 | 30                             | 100  | 100101              | 50.00 |  |  |  |                      |  |
| B   |                | 1111     | 12403 | 6112 | 30                             |      | 50.00               |       |  |  |  |                      |  |
| -----   |                |          |       |      |                                |      |                     |       |  |  |  |                      |  |
| ALI, AKBAR P  |                |          |       |      | AA7434184                      | B 10 | Office of President |       |  |  |  |                      |  |
| STCA01-00   | 01-JAN-1998    | A Active |       |      | 08 Permanent Full-time Faculty |      | Roster              |       |  |  |  |                      |  |
| B   |                | 1110     | 11101 | 6111 | 10                             |      | 100.00              |       |  |  |  |                      |  |
| -----   |                |          |       |      |                                |      |                     |       |  |  |  |                      |  |
| Goodhart, Gerald                                      |                |          |       |      | 710000023                      | B 10 | Office of President |       |  |  |  |                      |  |
| A00002-00   | 01-NOV-1997    | A Active |       |      | 01 FT Administrative           |      | Roster              |       |  |  |  |                      |  |
| B   |                | 1110     | 12403 | 6112 | 30                             |      | 100.00              |       |  |  |  |                      |  |
| -----   |                |          |       |      |                                |      |                     |       |  |  |  |                      |  |
| Holm, Robin   |                |          |       |      | AA7434107                      | B 10 | Office of President |       |  |  |  |                      |  |
| 000017-00   | 10-JAN-1998    | A Active |       |      | 08 Permanent Full-time Faculty |      | Roster              |       |  |  |  |                      |  |
| B   |                | 8122     | 11001 | 6122 | 40                             |      | 100.00              |       |  |  |  |                      |  |
| -----   |                |          |       |      |                                |      |                     |       |  |  |  |                      |  |
| Yates, Emma   |                |          |       |      | 711000005                      | B 10 | Office of President |       |  |  |  |                      |  |
| A00099-00   | 01-NOV-1997    | A Active |       |      | 11 PT Administrative           |      | Roster              |       |  |  |  |                      |  |
| B   |                | 1110     | 10    | 6112 | 60                             |      | 100.00              |       |  |  |  |                      |  |
| -----   |                |          |       |      |                                |      |                     |       |  |  |  |                      |  |
| AHMED, RAHEEM   |                |          |       |      | AA7434228                      | B 10 | Office of President |       |  |  |  |                      |  |
| 970002-00   | 01-AUG-1997    | A Active |       |      | MT Maintenance Employees       |      | Time Sheet          |       |  |  |  |                      |  |
| B   |                | 10002    | 11002 | 6121 | 90                             |      | 100.00              |       |  |  |  |                      |  |

|                   |   |  |                      |
|-------------------|---|--|----------------------|
| REPORT : PHRROST  |   | Banner University                      | PAGE 2               |
|                   |   | Time Sheet Roster Report               | RUN DATE 31-JUL-1998 |
|                   |   | Payroll Id: MN Payroll No: 1           | RUN TIME 11:39 AM    |
|                   |   | Pay Period: 01-JAN-1998 TO 31-JAN-1998 |                      |
| Coas: B           | Time Sheet Department: 10 Office of President |  |                      |
| -----             |   |  |                      |
| Department Totals |   |  |                      |

|                            |   |                            |   |                       |   |                          |   |
|----------------------------|---|----------------------------|---|-----------------------|---|--------------------------|---|
| Transactions:              | 7 | Time Sheets:               | 1 | Org Time Sheets:      | 2 | Roster:                  | 4 |
| Total Employee Records:    | 6 | Time Sheet Employees:      | 1 | Org Tim Sheet Empls:  | 1 | Roster Employees:        | 4 |
| Leave W/O Pay,W/ Ben:      |   | Leave W/O Pay, No Ben:     |   | Leave, Full Pay:      |   | Leave, Partial Pay:      |   |
| Leave W/O Pay,W/ Ben Empls |   | Leave W/O Pay,No Ben Empls |   | Leave, Full Pay Empls |   | Leave, Partial Pay Empls |   |

|                          |     |  |   |                      |             |                         |    |
|--------------------------|-----|--|---|----------------------|-------------|-------------------------|----|
| REPORT : PHRROST         |     | Banner University                      |   | PAGE                 | 3           |                         |    |
|                          |     | Time Sheet Roster Report               |   | RUN DATE             | 31-JUL-1998 |                         |    |
|                          |     | Payroll Id: MN Payroll No: 1           |   | RUN TIME             | 11:39 AM    |                         |    |
|                          |     | Pay Period: 01-JAN-1998 TO 31-JAN-1998 |   |                      |             |                         |    |
|                          |     | Grand Totals                           |   |                      |             |                         |    |
| Transactions:            | 102 | Time Sheets:                           | 8 | Org Tim Sheets:      | 32          | Roster:                 | 62 |
| Total Employee Records:  | 84  | Time Sheet Empls:                      | 6 | Org Tim Sheet Empls: | 26          | Roster Empls:           | 53 |
| Leave With Benefits:     | 3   | Leave Without Pay:                     |   | Leave Full Pay:      |             | Leave Partial Pay:      |    |
| Leave With Benefit Empls | 3   | Leave Without Pay Empls                |   | Leave Full Pay Empls |             | Leave Partial Pay Empls |    |

|                        |             |  |         |          |             |
|------------------------|-------------|--|---------|----------|-------------|
| REPORT : PHRROST       |             | Banner University                      |         | PAGE     | 4           |
|                        |             | Time Sheet Roster Report               |         | RUN DATE | 31-JUL-1998 |
|                        |             | * * * REPORT CONTROL INFORMATION * * * |         | RUN TIME | 11:39 AM    |
| Parameter Name         | Value       | Source                                 | Message |          |             |
| Parameter Seq No:      | I03782      |  |         |          |             |
| Payroll Year:          | 1998        | Default                                |         |          |             |
| Payroll Id:            | MN          | Default                                |         |          |             |
| Payroll Number:        | 1           | Default                                |         |          |             |
| Pay Period Start Date: | 01-JAN-1998 |  |         |          |             |
| Pay Period End Date:   | 31-JAN-1998 |  |         |          |             |
| Record Count:          | 102         |  |         |          |             |
| Line Count:            | 55          |  |         |          |             |

## Statistics Canada Survey of Employment, Payrolls, and Hours (PHRSTCA)

Statistics Canada report of earnings by category and period.

| Param | Name  | Description/Values                 | Required? | Default | Validation                |
|-------|-------|------------------------------------|-----------|---------|---------------------------|
| 01    | Year  | Year for which data is requested.  | Yes       | None    | Format must be YYYY or YY |
| 02    | Month | Month for which data is requested. | Yes       | None    | Format must be MMM        |

### Report Attributes

**Sort Order**

Not applicable

**Data Source**

|         |         |         |         |
|---------|---------|---------|---------|
| PTRCALN | PTRECLS | PHREARN | PXAREPT |
|---------|---------|---------|---------|

**Frequency**

On demand.

**Report Format**

Standard horizontal report format

## Report Sample (PHRSTCA)

|  |              |  |             |                 |  |              |                            |
|--|--------------|--|-------------|-----------------|--|--------------|----------------------------|
| REPORT : PHRSTCA                       |              | Banner University<br>STATISTICS CANADA   |             |                 | PAGE 1<br>RUN DATE 01/31/1993<br>RUN TIME 02:57 PM |              |                            |
|  |              | SURVEY OF EMPLOYMENT, PAYROLLS AND HOURS<br>ENQUETE SUR L'EMPLOI, LA REMUNERATION ET LES HEURES DE TRAVAIL<br>For the month of DEC 1992<br>INFORMATION FOR THE LAST PAY PERIOD(S) MONTH -<br>RENSEIGNEMENTS SUR LA OU LES DERNIERES PERIODES DE PAYE DU MOIS |             |                 |  |              |                            |
| SECTION I.                             |              |  |             |                 |  |              |                            |
| CATEGORY: A Non-Teaching Staff         |              |  |             |                 |  |              |                            |
| PAY ID                                 | DESCRIPTION  | LAST PAY FROM  | LAST PAY TO | NUMBER OF STAFF | REGULAR GROSS PAY                                  | OVERTIME PAY | STANDARD HOURS IN WORKWEEK |
| PL                                     | Bi-Weekly    | 20-DEC-1992  | 02-JAN-1993 | 6               | 10307.70   |              | 40.00                      |
| SM                                     | Semi-Monthly | 16-DEC-1992  | 31-DEC-1992 | 8               | 8493.12  |              | 40.00                      |
| CATEGORY: B Teaching Staff             |              |  |             |                 |  |              |                            |
| PAY ID                                 | DESCRIPTION  | LAST PAY FROM  | LAST PAY TO | NUMBER OF STAFF | REGULAR GROSS PAY                                  | OVERTIME PAY | STANDARD HOURS IN WORKWEEK |
| SM                                     | Semi-Monthly | 16-DEC-1992  | 31-DEC-1992 | 12              |  |              | 40.00                      |
| CATEGORY: C Supply/Substitute Teachers |              |  |             |                 |  |              |                            |
| PAY ID                                 | DESCRIPTION  | LAST PAY FROM  | LAST PAY TO | NUMBER OF STAFF | REGULAR GROSS PAY                                  | OVERTIME PAY | STANDARD HOURS IN WORKWEEK |
| MO                                     | Monthly      | 01-DEC-1992  | 31-DEC-1992 | 1               | 2867.57  |              | 40.00                      |

|   |  |  |
|---|--|--|
| REPORT : PHRSTCA  | Banner University<br>STATISTICS CANADA                               | PAGE 2<br>RUN DATE 01/31/1993<br>RUN TIME 02:57 PM |
| SURVEY OF EMPLOYMENT, PAYROLLS AND HOURS<br>ENQUETE SUR L'EMPLOI, LA REMUNERATION ET LES HEURES DE TRAVAIL<br>For the month of DEC 1992 |  |  |
| SECTION II.   | INFORMATION FOR THE ENTIRE MONTH - RENSEIGNEMENTS SUR LE MOIS ENTIER |  |
| 12. TYPE OF PAYMENT   | CATEGORY   | AMOUNT PAID  |
| -----   | -----  | -----  |
| Incentive Pay   | A Non-Teaching Staff   | 943.75   |
|   | B Teaching Staff   |  |
|   | C Supply/Substitute Teachers   | 173.91   |
| Retro Pay   | A Non-Teaching Staff   | 6000.00  |
|   | B Teaching Staff   | 1500.00  |
|   | C Supply/Substitute Teachers   | 250.00   |
| Corporate Bonus Pay   | A Non-Teaching Staff   | 5416.67  |
|   | B Teaching Staff   | 5000.00  |
|   | C Supply/Substitute Teachers   | 956.53   |
| 13. GROSS MONTHLY PAYROLL/REMUNERATION  | BRUTE FOR THE REFERENCE MONTH: 776254.83                             |  |

TAXABLE BENEFITS/AVANTAGES IMPOSABLES FOR THE REFERENCE MONTH: 13299.06

REPORT : PHRSTCA

Banner University  
STATISTICS CANADA  
SURVEY OF EMPLOYMENT, PAYROLLS AND HOURS  
ENQUETE SUR L'EMPLOI, LA REMUNERATION ET LES HEURES DE TRAVAIL  
For the month of DEC 1992

SECTION II. INFORMATION FOR THE ENTIRE MONTH - RENSEIGNEMENTS SUR LE MOIS ENTIER

14. REASON FOR UNPAID ABSENCE

|                          | CATEGORY                     | NUMBER OF STAFF |
|--------------------------|------------------------------|-----------------|
| Unpaid statutory holiday | A Non-Teaching Staff         | 12              |
|                          | B Teaching Staff             | 4               |
|                          | C Supply/Substitute Teachers | 2               |

REPORT : PHRSTCA

Banner University  
STATISTICS CANADA  
SURVEY OF EMPLOYMENT, PAYROLLS AND HOURS  
ENQUETE SUR L'EMPLOI, LA REMUNERATION ET LES HEURES DE TRAVAIL  
For the month of DEC 1992

SECTION II. INFORMATION FOR THE ENTIRE MONTH - RENSEIGNEMENTS SUR LE MOIS ENTIER

15. EMPLOYMENT, PAYROLLS, HOURS

| STATISTICS          | AMOUNT   | HOURS/UNITS |
|---------------------|----------|-------------|
| Number of employees |          | 30          |
| Pay                 | 11481.90 | 904.00      |
| Commissions         | 7750.00  | 11.00       |
| Other (specify)     | 12416.66 | 7.00        |

REPORT : PHRSTCA

Banner University  
STATISTICS CANADA  
SURVEY OF EMPLOYMENT, PAYROLLS AND HOURS  
ENQUETE SUR L'EMPLOI, LA REMUNERATION ET LES HEURES DE TRAVAIL  
For the month of DEC 1992

\* \* \* REPORT CONTROL INFORMATION \* \* \*

| Parameter Name    | Value | Source  | Message |
|-------------------|-------|---------|---------|
| Parameter Seq No: | 59432 |         |         |
| Year:             | 1992  | Entered |         |
| Month:            | DEC   | Entered |         |

---

Line Count: 55

---

**Fields**

Government-defined

## Print Time Sheet (PHRTMSH)

Generates time sheets associated with a specific payroll.

**Note:** PHRTMSH can report on a maximum of 31 days in a payroll.

| Param | Name       | Description/Values  | Required? | Default | Validation                |
|-------|------------|---|-----------|---------|---------------------------|
| 01    | Year       | Payroll year.   | Yes       | None    | Format must be YYYY or YY |
| 02    | Pay ID     | ID code of payroll for which time sheets are being generated. | Yes       | None    | PTRPICT                   |
| 03    | Pay Number | Payroll number.   | Yes       | None    | PTRCALN                   |

## Report Attributes

**Sort Order**

First by time sheet organization, then by employee name, then by position, then by effective date.



**Data Source**

|  |         |         |         |         |         |
|--|---------|---------|---------|---------|---------|
| FTMORGN (if Banner Finance is installed)     |         |         |         |         |         |
| PTVORGN (if Banner Finance is not installed) |         |         |         |         |         |
| NBAFISC                                      | NBAJOBS | NBAPOSN | NTRPCLS | PEAEMPL | PHAHOUR |
| PTRCALN                                      | PTREARN | PTRECLS | PTRLCAT | PTRLEAV |         |

**Frequency**

At payroll run

**Report Format**

Pre-printed form

| <b>Name</b>       | <b>Description</b>  |
|-------------------|---|
| PAYROLL ID        | Payroll ID  |
| PAYROLL NO        | Payroll number  |
| PAY PERIOD        | Pay period  |
| untitled field    | Sequence number of this time sheet  |
| NAME              | Employee name   |
| ID NUMBER         | Employee ID number  |
| COAS              | Chart of Accounts code of time sheet department (see following field)   |
| HOME ORGANIZATION | Time sheet department (that is, the organization to which this job's time sheet is sent). If Banner Finance is installed, the code appearing in this field was defined on the Finance Organization Maintenance page (FTMORGN). If it is not installed, the code appearing in this field was defined on the Organization Code Validation page (PTVORGN). |

| Name           | Description  |
|----------------|--|
| untitled field | Leave code. The code that appears in this field was defined on the Leave Code Rule page (PTRLEAV).   |
| untitled field | Available number of hours of the leave code in the previous field  |
| untitled field | Leave code. The code that appears in this field was defined on the Leave Code Rule page (PTRLEAV).   |
| untitled field | Available number of hours of the leave code in the previous field  |
| untitled field | Leave code. The code that appears in this field was defined on the Leave Code Rule page (PTRLEAV).   |
| untitled field | Available number of hours of the leave code in the previous field  |
| POSITION       | Position and suffix codes of the position for which time is being reported. The codes that appears in this field were defined on the Position page (NBAPOSN).  |
| EFFECTIVE DATE | Job effective date   |
| STATUS         | Job status:<br>A = Active<br>T = Terminated<br>L = Leave without pay or benefits<br>B = Leave without pay and with benefits<br>F = Leave with full pay and benefits<br>P = Leave with partial pay and benefits |
| FTE            | FTE of this job. This value is established in the Job section of the Employee Jobs page (NBAJOBS).   |
| EXEMPT         | Exempt Indicator:<br>Y = Employee is exempt from Federal Labor Standards Act overtime pay requirements<br>N = Employee is not exempt from overtime pay requirements  |

| Name                      | Description   |
|---------------------------|---|
|                           | The value that appears in this field was established for this position class on the Position Class Rule page (NTRPCLS).   |
| EMPLOYEE CLASS            | Employee class with which this employee's job is associated. The code that appears in this field was defined on the Employee Class Rule page (PTRECLS) and established for this employee/job combination on the Employee Jobs page (NBAJOBS).   |
| COAS                      | Chart of accounts code of the employee's home organization  |
| TIME SHEET ORGANIZATION   | Organization to which this employee's time sheet is sent. The code appearing in this field was associated with this employee in the Job section of the Employee Job page (NBAJOBS). If Banner Finance is installed, the code is defined on the Finance Organization Maintenance page (FTMORGN). If Banner Finance is not installed, the code is defined on the Organization Code Validation page (PTVORGN). |
| EARNINGS CODE DESCRIPTION | Earnings code description   |
| EARNINGS CODE             | Earnings code   |
| SHIFT                     | Shift   |
| TOTAL HOURS               | Total hours   |
| untitled fields           | Day of the month and day of the week for which time is displayed. The hourly totals appearing in these fields were collected on the Online Time Entry page (PHAHOUR). A time sheet can contain a maximum of 16 days per page and 31 days per payroll.   |

## Report Sample (PHRTMSH)

A sample report could not be supplied at this time.

A sample report control page is shown below.

|                  |                   |                               |
|------------------|-------------------|-------------------------------|
| REPORT : PHRTMSH | Banner University | PAGE 1<br>RUN DATE 08/19/1992 |
|------------------|-------------------|-------------------------------|

| Parameter Name         | Value       | * * * REPORT<br>Source | Time Sheet<br>CONTROL INFORMATION * * *<br>Message | RUN TIME 09:41 AM |
|------------------------|-------------|------------------------|--|-------------------|
| Parameter Seq No:      | 38268       |                        |  |                   |
| Payroll Year:          | 1993        | Entered                |  |                   |
| Payroll Id:            | BW          | Entered                |  |                   |
| Payroll Number:        | 6           | Entered                |  |                   |
| Pay Period Start Date: | 09-MAR-1993 |                        |  |                   |
| Pay Period End Date:   | 22-MAR-1993 |                        |  |                   |
| Record Count:          | 17          |                        |  |                   |
| Line Count:            | 55          |                        |  |                   |

## Direct Deposit Tape Register (PHRTREG)

Direct Deposit tape register to accompanies Direct Deposit tape to bank.

| Param | Name       | Description/Values                          | Required? | Default | Validation                |
|-------|------------|---|-----------|---------|---------------------------|
| 01    | Year       | Payroll year.                               | Yes       | None    | Format must be YYYY or YY |
| 02    | Pay ID     | ID of payroll to be included in report.     | Yes       | None    | PTRPICT                   |
| 03    | Pay Number | Number of payroll to be included in report. | Yes       | None    | PTRCALN                   |

## Report Attributes

### Sort Order

Not applicable

### Data Source

Payroll pages and tables

**Frequency**

At payroll run after running of Direct Deposit tape (PHPDIRD)

**Report Format**

Standard horizontal report format

| Name                 | Description   |
|----------------------|---|
| COMPANY NAME         | Company name  |
| ITEM COUNT           | Number of items transmitted for Direct Deposit  |
| DOLLAR AMOUNT        | Total dollar amount of Direct Deposit   |
| PAY DATE             | Pay date  |
| HASH TOTAL           | Hash total. The value in this field is calculated by adding the first eight numbers in the bank's code. |
| AUTHORIZED SIGNATURE | Signature of person authorizing transmittal for Direct Deposit  |

**Report Sample (PHRTREG)**

```

                                TRANSMITTAL REGISTER
Company Name  Banner University
Item Count   6
Dollar Amount 3372.18
Pay Date     October 31, 1990
Hash Total   13
Authorized Signature _____
This listing should accompany all magnetic tape deliveries to
the ACH Department.
```

REPORT : PHRTREG

Banner University  
DIRECT DEPOSIT TRANSMITTAL REGISTER  
PAYROLL ID: SK PAYROLL NUMBER: 20

RUN DATE 12/13/1990  
RUN TIME 02:20 PM

| Parameter Name         | Value       | Source  | Message |
|------------------------|-------------|---------|---------|
| Parameter Seq No:      | 1000        |         |         |
| Payroll Year:          | 1990        | On-line |         |
| Payroll Id:            | SK          | On-line |         |
| Payroll Number:        | 20          | On-line |         |
| Pay Period Start Date: | 16-OCT-1990 |         |         |
| Pay Period End Date:   | 31-OCT-1990 |         |         |
| Line Count :           | 55          |         |         |

## Audit Trail Report (PORAUDT)

Prints information from the history tables.

An audit trail entry is created each time one of the following types of employee records is changed on the Web or during regular Banner operations:

- Address/Telephone record
- Benefit/Deduction record
- Dependent/Beneficiary record
- Beneficiary Coverage record

A separate report is printed for each type of change. Using the report parameters, you can determine the types of reports to be printed, the period to be covered, and the employees whose data is to be included in the reports.

There are three types of audit trail entries. When a record is added to the database or a database record is changed, a copy of the new or changed record is written to the audit trail. When any record except an address/telephone record is deleted, a copy of the record is written to the history records with a note specifying that the record was deleted. The history is not updated when an address record is deleted.

| Param | Name             | Description/Values  | Required? | Default | Validation                                      |
|-------|------------------|---|-----------|---------|---|
| 01    | Change From Date | First date of period for which changes are to be printed (in DD-MON-YYYY format). | Yes       | None    | Format must be DD-<br>MMM-YYYY or DD-<br>MMM-YY |

| Param | Name                               | Description/Values   | Required? | Default | Validation                              |
|-------|------------------------------------|--|-----------|---------|---|
| 02    | Change To Date                     | Last date of period for which changes are to be printed (in DD-MON-YYYY format).   | Yes       | None    | Format must be DD-MMM-YYYY or DD-MMM-YY |
| 03    | User ID                            | Oracle user ID of user who made the addition, change, or deletion. To request changes made via the Web, enter the Oracle Web Server ID here. To request changes made by all users, enter ALL. This is a repeating parameter. | No        | None    | Must be ALL or a valid Oracle user ID.  |
| 04    | Print Address/<br>Telephone Change | Specification of whether address/telephone changes are to be printed:<br><br>Y = Print address/telephone changes<br>N = Do not print address/telephone changes   | No        | Y       | None                                    |
| 05    | Print Benefit/<br>Deduction Change | Specification of whether benefit/deduction changes should be printed:<br><br>Y = Print benefit/deduction changes<br>N = Do not print benefit/deduction changes   | No        | Y       | None                                    |
| 06    | Print Dependent/<br>Benefit Change | Specification of whether dependent/beneficiary changes should be printed:<br><br>Y = Print dependent/beneficiary changes<br>N = Do not print dependent/beneficiary changes   | No        | Y       | None                                    |
| 07    | Print Benefit<br>Coverage Change   | Specification of whether beneficiary coverage changes should be printed:<br><br>Y = Print beneficiary coverage changes<br>N = Do not print beneficiary coverage changes  | No        | Y       | None                                    |

---

| Param | Name                     | Description/Values  | Required? | Default | Validation |
|-------|--------------------------|---|-----------|---------|------------|
| 08    | Print Allocation Changes | Specification of whether beneficiary allocation changes should be printed:<br><br>Y = Print beneficiary allocation changes<br><br>N = Do not print beneficiary allocation changes | No        | Y       | None       |

---

## Report Attributes

### Sort Order

By last name and then first name

### Data Source

Addresses - SPRADDR  
Deduction History - PERDHIS  
Beneficiary Coverage - BDRBCHS  
Phone Numbers - SPRTELE  
Beneficiaries/Dependents - PDRBEHS

### Frequency

On demand

### Report Format

Standard horizontal report format



## Report Sample (PORAUDT) 01

|                            |            |   |          |                    |                  |                            |          |             |        |
|----------------------------|------------|---|----------|--------------------|------------------|----------------------------|----------|-------------|--------|
| 04-DEC-1996<br>13:27:13    |            | Banner University                       |          |                    |                  | PAGE 1                     |          |             |        |
|                            |            | Audit Trail Report<br>Address History   |          |                    |                  | PORAUDT                    |          |             |        |
|                            |            | Changes From 16-NOV-1996 to 04-DEC-1996 |          |                    |                  |                            |          |             |        |
| Name                       | Id         | Change Date                             | User Id  | Address Type       | From Date        | To Date                    | Seq Num  | Status      |        |
| Eugene M. Adam             | 777010011  | 02-DEC-1996                             | HRISPRD  | Billing            |                  |                            | 1        | Active      |        |
| Address: 10 Main St        |            | State: Pennsylvania                     |          | ZIP/PC: 19239      |                  |                            |          |             |        |
| City: Turnersville         |            | Correction Digit: 3                     |          | Carrier Route: 234 |                  |                            |          |             |        |
| Delivery Point: 2          |            |   |          |                    |                  |                            |          |             |        |
| Seq Num                    | Phone Type | Area Code                               | Number   | Ext.               | Internatn Access | Primary                    | Unlisted | Change Date | Status |
| 1                          | Home       | 216                                     | 3791111  |                    |                  | Yes                        | No       | 10-JAN-1992 | Active |
| 1                          | Home       | 215                                     | 6405250  |                    |                  | No                         | Yes      | 21-JAN-1992 | Active |
| 1                          | Home       | 513                                     | 7778888  |                    |                  | Yes                        | No       | 10-FEB-1992 | Active |
| 1                          | Home       | 610                                     | 9999999  |                    |                  | No                         | No       | 20-AUG-1994 | Active |
| 1                          | Billing    | 999                                     | 5551212  | 8888               |                  | Yes                        | No       | 25-MAY-1995 | Active |
| 1                          | Home       | 610                                     | 6401212  | 3344               |                  | Yes                        | No       | 01-NOV-1996 | Active |
| 1                          | Home       | 215                                     | 9382444  | 24                 |                  | No                         | No       | 04-NOV-1996 | Active |
| 1                          | Home       | 123                                     | 21       | 123                |                  | No                         | No       | 04-NOV-1996 | Active |
| Jack Adams                 | 111000002  | 21-NOV-1996                             | WW2_USER | Parents            |                  |                            | 1        | Active      |        |
| Address: 778 Fifth Avenue  |            | State: New York                         |          | ZIP/PC: 10017      |                  | Nation: United States of A |          |             |        |
| City: New York             |            |   |          |                    |                  |                            |          |             |        |
| Violet Amethyst            | 929008761  | 04-DEC-1996                             | HRISUSR  | Permanent          |                  |                            | 1        | Active      |        |
| Address: 123 Main Street   |            | State: Pennsylvania                     |          | ZIP/PC: 19355      |                  | Nation: United States of A |          |             |        |
| City: Malvern              |            |   |          |                    |                  |                            |          |             |        |
| Bruce Applebee             | 210009608  | 20-NOV-1996                             | SAISUSR  | Permanent          |                  |                            | 1        | Active      |        |
| Address: 1830 Grand Avenue |            | State: Pennsylvania                     |          | ZIP/PC: 19446      |                  |                            |          |             |        |
| City: Lansdale             |            |   |          |                    |                  |                            |          |             |        |
| Seq Num                    | Phone Type | Area Code                               | Number   | Ext.               | Internatn Access | Primary                    | Unlisted | Change Date | Status |
| 1                          | Home       | 610                                     | 6400298  |                    |                  | Yes                        | No       | 20-NOV-1996 | Active |

## Audit Trail Report (PORAUDT) - Address History Fields

| Name        | Description  |
|-------------|--|
| Name        | Name of employee whose address data was added or changed |
| Id          | Employee's employee ID                                   |
| Change Date | Date the addition or change took place                   |

| Name                                  | Description   |
|---------------------------------------|---|
| User Id                               | Oracle user ID of the user who made the addition or change. If the addition or change was made on the Web, the Oracle Web Server user ID is shown here. |
| Address Type                          | Type of address that was added or changed   |
| From Date                             | Date from which the address was effective   |
| To Date                               | Date to which the address is/was effective  |
| Seq Num                               | Sequence number of the address  |
| Status                                | Status of the address (active or inactive)  |
| Address                               | Street portion of address   |
| City                                  | City portion of the address   |
| State                                 | State portion of the address  |
| ZIP/PC                                | ZIP code or postal code of the address  |
| County <sup>Footnote.</sup>           | County portion of the address   |
| Nation <sup>Footnote.</sup>           | Nation portion of the address   |
| Delivery Point <sup>Footnote.</sup>   | Delivery point information that can be used for creating bar codes for the address  |
| Correction Digit <sup>Footnote.</sup> | Correction digit information that can be used for creating bar codes for the address  |
| Carrier Route <sup>Footnote.</sup>    | Carrier route associated with the address   |
| Source <sup>Footnote.</sup>           | Source from which the address was obtained  |
| Seq Num <sup>Footnote.</sup>          | Sequence number of the telephone number   |
| Phone Type <sup>Footnote.</sup>       | Type of phone number  |
| Area Code <sup>Footnote.</sup>        | Area code portion of phone number   |

<sup>11</sup> This field appears only if it is not null in the address record.

| Name                              | Description   |
|-----------------------------------|---|
| Number <a href="#">Footnote.</a>  | Main portion of phone number (3 digits, hyphen, 4 digits)             |
| Ext. <a href="#">Footnote.</a>    | Extension portion of phone number                                     |
| Intl Access                       | International access code portion of phone number                     |
| Primary                           | Specification of whether this is the primary phone number (Yes or No) |
| Unlisted                          | Specification of whether this is an unlisted phone number (Yes or No) |
| Change Date                       | Date the phone number was added or changed                            |
| Status                            | Status of phone number (active or inactive)                           |
| Comment <a href="#">Footnote.</a> | Comment related to phone number                                       |

## Report Sample (PORAUDT) 02

|  |           |   |           |                 |             |            |             |             |
|--|-----------|---|-----------|-----------------|-------------|------------|-------------|-------------|
| 04-DEC-1996<br>13:27:13  |           | Banner University                       |           |                 |             | PAGE 11    |             |             |
|  |           | Audit Trail Report<br>Deduction History |           |                 |             | PORAUDT    |             |             |
|  |           | Changes From 16-NOV-1996 to 04-DEC-1996 |           |                 |             |            |             |             |
| Name   | Id        | Date of Change                          | User Id   | Deduction Code  | Effect Date | Status     | Begin Date  | End Date    |
| Eugene M. Adam   | 777010011 | 03-DEC-1996 16:27                       | HRISUSR   | Federal Withhol | 14-NOV-96   | Active     | 01-JAN-1991 |             |
| Fil Stat: M<br>Add W/H: 20<br>Arrear Status: Inactive      Arrear Balance: 0<br>Open Enrollment: No<br>*** Note: This change has been deleted from the database. |           |   |           |                 |             |            |             |             |
| Eugene M. Adam   | 777010011 | 03-DEC-1996 16:27                       | HRISUSR   | Federal Withhol | 20-NOV-96   | Active     | 01-JAN-1991 |             |
| Fil Stat: M<br>Add W/H: 20<br>Arrear Status: Inactive      Arrear Balance: 0<br>Open Enrollment: No<br>*** Note: This change has been deleted from the database. |           |   |           |                 |             |            |             |             |
| Eugene M. Adam   | 777010011 | 02-DEC-1996 15:15                       | WWW2_USER | Dental Insuranc | 02-DEC-96   | Active     | 01-JAN-1991 |             |
| Plan: Married Plan<br>Open Enrollment: No  |           |   |           |                 |             |            |             |             |
| Eugene M. Adam   | 777010011 | 02-DEC-1996 15:12                       | WWW2_USER | Dental Insuranc | 02-DEC-96   | Terminated | 01-JAN-1991 | 01-FEB-1998 |
| Plan: Premium<br>Open Enrollment: No   |           |   |           |                 |             |            |             |             |

|                     |           |             |       |         |                 |           |            |             |             |
|---------------------|-----------|-------------|-------|---------|-----------------|-----------|------------|-------------|-------------|
| Eugene M. Adam      | 777010011 | 02-DEC-1996 | 14:39 | HRISUSR | Dental Insuranc | 01-FEB-98 | Terminated | 01-JAN-1991 | 01-FEB-1998 |
| Plan: Single Plan   |           |             |       |         |                 |           |            |             |             |
| Open Enrollment: No |           |             |       |         |                 |           |            |             |             |
| Eugene M. Adam      | 777010011 | 02-DEC-1996 | 14:39 | HRISUSR | Dental Insuranc | 01-FEB-98 | Terminated | 01-JAN-1991 | 01-FEB-1998 |
| Plan: Single Plan   |           |             |       |         |                 |           |            |             |             |
| Open Enrollment: No |           |             |       |         |                 |           |            |             |             |

**Audit Trail Report (PORAUDT) - Deduction History Fields**

| Name  | Description  |
|---|--|
| Name  | Name of employee whose deduction data was added, changed, or deleted   |
| Id  | Employee's employee ID   |
| Date of Change  | Date and time the addition, change, or deletion took place   |
| User Id   | Oracle user ID of the user who made the addition, change, or deletion. If the change was made on the Web, the Oracle Web Server user ID is shown here.   |
| Deduction Code  | Long description of the deduction that was added, changed, or deleted  |
| Effect Date   | Date deduction addition, change, or deletion becomes/became effective  |
| Status  | Status of deduction for the employee   |
| Begin Date  | Date the benefit/deduction begins for the employee   |
| End Date  | Date the benefit/deduction ends for the employee   |
| Amount and option field names from the Benefit/Deduction Rule page (PTRBDCA) for the deduction. | <p>Values in the specified amount and option fields. For example, if Amount 1 for a particular deduction is Employer Amount and the monthly amount paid by the employer is \$15.00, the following report entry would appear for the Amount 1:</p> <p>Employer Amount: 15.00</p> <p>Information can be displayed for Amounts 1 through 4 and for Options 1 through 5. However, only the amounts and options defined on the PTRBDCA page for the deduction appear.</p> |

| Name                              | Description   |
|-----------------------------------|---|
| Add/Replace IndicatorFootnote.    | Indicator for one-time addition/replacement on associated Employee Benefit/Deduction page (PDAEDN)  |
| Add/Replace Employee AmtFootnote. | Employee amount for one-time addition/replacement   |
| Add/Replace Employer AmtFootnote. | Employer amount for one-time addition/replacement   |
| Applicable GrossFootnote.         | Applicable gross for one-time addition/replacement  |
| Arrear StatusFootnote.            | Status of arrears (active or inactive) for deduction  |
| Arrear BalanceFootnote.           | Arrear balance for deduction  |
| Maximum Recovery Amt.Footnote.    | Maximum amount of arrears that can be recovered on a pay event  |
| Reference NumberFootnote.         | Reference number for deduction  |
| Open Enrollment                   | <p>Open enrollment status of deduction:</p> <p>For all deduction changes made during normal Banner processing, the status is always No. For changes made via the Web, all of the following statuses are applicable:</p> <p>Continued = The employee has continued the deduction through the Open Enrollment function.</p> <p>Selected = The deduction is newly selected by the employee through the Open Enrollment function.</p> <p>Terminated = The employee has terminated the deduction through the Open Enrollment function.</p> <p>Yes = The employee has indicated that this deduction is among his/her final choices by clicking the Complete Open Enrollment button.</p> <p>No = The deduction is not involved in Open Enrollment.</p> |
| Note:                             | Note specifying that the record was deleted from the database. (Used only for deletions.)   |

<sup>12</sup> This field appears only if it is not null in the deduction history record.

## Report Sample (PORAUDT) 03

| 04-DEC-1996<br>13:27:13   |           | Banner University                       |             |             | PAGE 37                |           |         |
|---|-----------|---|-------------|-------------|------------------------|-----------|---------|
|   |           | Audit Trail Report                      |             |             | PORAUDT                |           |         |
|   |           | Dependents/Beneficiaries History        |             |             |                        |           |         |
|   |           | Changes From 16-NOV-1996 to 04-DEC-1996 |             |             |                        |           |         |
| Employee Name   | Empl Id   | Capture Date                            | User Id     | Bene Id     | Bene Name              | SSN/SIN   | Seq Num |
| Rose T. Griffin   | 777010013 | 25-NOV-1996 15:33                       | WWW2_USER   | 091444444   | Wenry T. Doone         |           | 2       |
| Relationship: Child   |           | Gender: N/A                             | Birth Date: |             | Attending College: No  |           |         |
| William J. Henry  | @00001112 | 22-NOV-1996 13:32                       | HRISUSR     | @00001112   | William J. Henry       |           | 1       |
| Relationship: Self  |           | Gender: N/A                             | Birth Date: |             | Attending College: No  |           |         |
| Marilyn Jones   | 123321123 | 03-DEC-1996 11:17                       | HRISUSR     | 123321123   | Marilyn Jones          |           | 1       |
| Relationship: Self  |           | Gender: N/A                             | Birth Date: |             | Attending College: No  |           |         |
| Michael J. Jordon   | 091442222 | 03-DEC-1996 14:45                       | HRISUSR     | 123321123   | Mikey J. Jordon        |           | 3       |
| Relationship: Child   |           | Gender: Female                          | Birth Date: | 01-NOV-1990 | Attending College: No  |           |         |
| Michael J. Jordon   | 091442222 | 03-DEC-1996 14:45                       | HRISUSR     | 091449991   | Missty B. Jordon       | 091449991 | 2       |
| Relationship: Wife  |           | Gender: Female                          | Birth Date: | 01-NOV-1969 | Attending College: Yes |           |         |
| ** Beneficiary entered has an SSN/SIN that matches ID: 091449991 ** |           |   |             |             |                        |           |         |
| Michael J. Jordon   | 091442222 | 03-DEC-1996 09:48                       | HRISUSR     | 091442222   | Michael J. Jordon      |           | 1       |
| Relationship: Self  |           | Gender: N/A                             | Birth Date: |             | Attending College: No  |           |         |
| Tory P. McKenna   | 777010054 | 23-NOV-1996 20:03                       | HRISUSR     | 777010054   | Tory P. McKenna        |           | 1       |
| Relationship: Self  |           | Gender: N/A                             | Birth Date: |             | Attending College: No  |           |         |
| Dion B. Sanders   | 091441111 | 03-DEC-1996 09:51                       | HRISUSR     | 091441111   | Dion B. Sanders        |           | 1       |
| Relationship: Self  |           | Gender: N/A                             | Birth Date: |             | Attending College: No  |           |         |

### Audit Trail Report (PORAUDT) - Dependents/Beneficiaries History Fields

**Note:** The following message is printed when an SSN/SIN for a beneficiary matches an SSN/SIN currently in the system: Beneficiary entered has an SSN/SIN that matches ID: nnnnnnnnn (where nnnnnnnnn is a Banner ID number). To resolve this problem, compare the data entered for the beneficiary on the Beneficiary page (PDABENE) with the data entered for that person on the Identification page (PPAIDEN) to ensure that the same person is identified on both pages. If the correct person is identified as the beneficiary, enter the employee ID for that person on PDABENE.

| Name          | Description  |
|---------------|--|
| Employee Name | Name of employee whose dependent/beneficiary data was added, changed, or deleted |
| Empl Id       | Employee's employee ID   |

| Name               | Description   |
|--------------------|---|
| Capture Date       | Date and time the addition, change, or deletion took place  |
| User Id            | Oracle user ID of the user who made the addition, change, or deletion. If the addition, change, or deletion was made on the Web, the Oracle Web Server user ID is shown here. |
| Bene Id            | Employee ID of dependent/beneficiary (if applicable)  |
| Bene Name          | Name of dependent/beneficiary   |
| SSN/SIN            | Social security number (for U.S.) or Social Insurance Number (for Canada) of dependent/beneficiary  |
| Seq Num            | Sequence number of dependent/beneficiary  |
| Relationship       | Relationship of dependent/beneficiary to employee   |
| Gender             | Gender of dependent/beneficiary   |
| Birth Date         | Birth date of dependent/beneficiary   |
| Active             | Indicates beneficiary/dependent is active and can be associated with coverage or allocation information (Y)es or (N)o.  |
| Disabled           | Indicates a person is disabled  |
| Member Type        | Designate person as beneficiary, dependent, or both. (B)eneficiary, (D)ependent, (C)both, (N)one  |
| College Begin Date | Date the employee/dependent starts attending college  |
| College End Date   | Date the employee/dependent stops attending college   |
| Attending College  | Specification of whether dependent/beneficiary is attending college (Yes or No)   |
| ***Note:           | Note specifying that the record was deleted from the database (Used only for deletions.)  |

## Report Sample (PORAUDT) 04

04-DEC-1996  
13:27:13

Banner University

PAGE 43

| Audit Trail Report<br>Beneficiary Coverage History<br>Changes From 16-NOV-1996 to 04-DEC-1996 |           |                   |                         |           |                  | PORAUDT |
|---|-----------|-------------------|-------------------------|-----------|------------------|---------|
| Employee Name   | Empl Id   | Capture Date      | User Id                 | Bene Id   | Bene Name        | Seq Num |
| Marilyn Jones   | 123321123 | 03-DEC-1996 11:19 | HRISUSR                 | 123321123 | Marilyn Jones    | 1       |
| Deduction: Dental Insurance   |           |                   | Begin Date: 03-DEC-1996 | End Date: |                  |         |
| Michael J. Jordon   | 091442222 | 03-DEC-1996 14:47 | HRISUSR                 | 123321123 | Mikey J. Jordon  | 3       |
| Deduction: Dental Plan with EE Ben  |           |                   | Begin Date: 01-JAN-1990 | End Date: |                  |         |
| Michael J. Jordon   | 091442222 | 03-DEC-1996 14:47 | HRISUSR                 | 123321123 | Missty B. Jordon | 2       |
| Deduction: Dental Plan with EE Ben  |           |                   | Begin Date: 01-JAN-1990 | End Date: |                  |         |
| Michael J. Jordon   | 091442222 | 03-DEC-1996 14:46 | HRISUSR                 | 123321123 | Missty B. Jordon | 2       |
| Deduction: Health with Glasses  |           |                   | Begin Date: 01-JAN-1990 | End Date: |                  |         |
| Michael J. Jordon   | 091442222 | 03-DEC-1996 14:46 | HRISUSR                 | 123321123 | Mikey J. Jordon  | 3       |
| Deduction: Health with Glasses  |           |                   | Begin Date: 01-JAN-1990 | End Date: |                  |         |
| Gerald W. Smith   | 666445555 | 03-DEC-1996 13:39 | HRISUSR                 | 123321123 | Mahoney J. Smith | 4       |
| Deduction: Vision Test 2.0.17   |           |                   | Begin Date: 04-DEC-1996 | End Date: |                  |         |
| *** Note: This change has been deleted from the database.                                     |           |                   |                         |           |                  |         |
| Gerald W. Smith   | 666445555 | 03-DEC-1996 13:39 | HRISUSR                 | 123321123 | Kathy D. Smith   | 2       |
| Deduction: Vision Test 2.0.17   |           |                   | Begin Date: 01-JAN-1996 | End Date: |                  |         |
| *** Note: This change has been deleted from the database.                                     |           |                   |                         |           |                  |         |
| Gerald W. Smith   | 666445555 | 03-DEC-1996 13:39 | HRISUSR                 | 666445555 | Gerald W. Smith  | 1       |
| Deduction: Vision Test 2.0.17   |           |                   | Begin Date: 01-JAN-1990 | End Date: |                  |         |
| *** Note: This change has been deleted from the database.                                     |           |                   |                         |           |                  |         |

|                            |   |         |
|----------------------------|---|---------|
| 04-DEC-1996<br>13:27:13    | Banner University                       | PAGE 47 |
|                            | Audit Trail Report                      | PORAUDT |
|                            | Beneficiary Coverage History            |         |
|                            | Changes From 16-NOV-1996 to 04-DEC-1996 |         |
|                            | * * * REPORT CONTROL INFORMATION * * *  |         |
| Parameter Name             | Value                                   | Source  |
| Parameter Seq No:          | 46730                                   | Default |
| Changes From:              | 16-NOV-1996                             | Entered |
| Changes To:                | 04-DEC-1996                             | Default |
| User Id:                   | All                                     | Default |
| Print Addr/Tele Changes:   | Y                                       | Default |
| Print Bene/Dedu Changes:   | Y                                       | Default |
| Print Depend/Bene Changes: | Y                                       | Default |
| Print Bene Cover Changes:  | Y                                       | Default |
| Record Count: 454          |   |         |



**Audit Trail Report (PORAUDT) - Beneficiary Coverage History Fields**

| <b>Name</b>            | <b>Description</b>   |
|------------------------|--|
| Employee Name          | Name of employee whose beneficiary data was added, changed, or deleted   |
| Empl Id                | Employee's employee ID   |
| Capture Date           | Date and time the addition, change, or deletion took place   |
| User Id                | Oracle user ID of the user who made the addition, change, or deletion. If the change or deletion was made on the Web, the Oracle Web Server user ID is shown here. |
| Bene Id                | Employee ID of beneficiary (if applicable)   |
| Bene Name              | Name of beneficiary  |
| Seq Num                | Sequence number of beneficiary   |
| Deduction              | Type of deduction  |
| Begin Date             | Begin date of coverage for beneficiary   |
| End Date               | End date of coverage for beneficiary   |
| Other Coverage         | Specification of whether beneficiary has additional coverage (Yes or No)   |
| Request Date           | The date the dependent or beneficiary is associated with the employee information.   |
| Pre-Existing Condition | Indicates if the pre-existing condition clause should be applied to the covered employee or dependent. (Y)es or (N)o   |
| Termination reason     | The reason in which a dependent is being terminated from coverage.   |
| ***Note:               | Note specifying that the record was deleted from the database (Used only for deletions.)   |

## Report Sample (PORAUDT) 05

21-DEC-2010  
11:28:31 AM

SUNGARD UNIVERSITY of BANNER

PAGE 2

Audit Trail report  
Beneficiary Allocation History  
Changes From 15-NOV-2010 to 30-NOV-2010

PORAUDT

| Employee Name       | Empl Id   | Capture Date      | User Id    | Bene Id | Bene Name                       | SSN/SIN   | Seq Num |
|---------------------|-----------|-------------------|------------|---------|---------------------------------|-----------|---------|
| Dodson, Jim         | 113020100 | 30-NOV-2010 13:44 | OAS_PUBLIC |         | Dodson, Ann                     | 567900123 | 2       |
| Relationship: Wife  |           | Gender: Female    |            |         | Primary/Contingent Indicator: P |           |         |
| Percentage: 100.00  |           | Amount:           |            |         |                                 |           |         |
| Dodson, Jim         | 113020100 | 30-NOV-2010 13:44 | OAS_PUBLIC |         | Dodson, Ann                     | 567900123 | 2       |
| Relationship: Wife  |           | Gender: Female    |            |         | Primary/Contingent Indicator: P |           |         |
| Percentage: 100.00  |           | Amount:           |            |         |                                 |           |         |
| Dodson, Jim         | 113020100 | 30-NOV-2010 13:44 | OAS_PUBLIC |         | Dodson, Robert                  | 345789012 | 3       |
| Relationship: Child |           | Gender: Male      |            |         | Primary/Contingent Indicator: C |           |         |
| Percentage: 100.00  |           | Amount:           |            |         |                                 |           |         |

### Audit Trail Report (PORAUDT) - Beneficiary Allocation History Fields

| Name          | Description  |
|---------------|--|
| Employee Name | Name of employee whose dependent/beneficiary data was added, changed, or deleted |
| Empl Id       | Employee's employee ID   |
| Capture Date  | Date and time the addition, change, or deletion took place                       |

| Name                         | Description   |
|------------------------------|---|
| User Id                      | Oracle user ID of the user who made the addition, change, or deletion. If the addition, change, or deletion was made on the Web, the Oracle Web Server user ID is shown here. |
| Bene Id                      | Employee ID of dependent/beneficiary (if applicable)  |
| Bene Name                    | Name of dependent/beneficiary   |
| SSN/SIN                      | Social security number (for U.S.) or Social Insurance Number (for Canada) of dependent/beneficiary  |
| Seq Num                      | Sequence number of dependent/beneficiary  |
| Relationship                 | Relationship of dependent/beneficiary to employee   |
| Gender                       | Gender of dependent/beneficiary   |
| Primary/Contingent Indicator | Indicates if beneficiary is primary or contingent. (P)primary or (C)ontingent.  |
| Percentage                   | Percentage allocated to the primary or contingent beneficiary.  |
| Amount                       | Amount allocated to the primary or contingent beneficiary.  |

## Skills Inventory Report (PPRSINV)

Lists employees with specified skills or skill combinations.

| Param | Name                          | Description/Values  | Required? | Default | Validation |
|-------|-------------------------------|---|-----------|---------|------------|
| 01    | Optional Group of Skill Codes | Optional skill code.<br>The report will list all persons identified on the Person Skills page (PPASKIL) as possessing one or more of the skill(s) | No        | None    | PTRSKIL    |

| Param  | Name                 | Description/Values   | Required?    | Default | Validation |
|--|----------------------|--|--------------|---------|------------|
|  |                      | entered at this parameter.<br>This is a repeating parameter.   |              |         |            |
| 02   | Mandatory Skill Code | Mandatory skill code.<br>The report will list all persons identified on the Person Skills page (PPASKIL) as possessing all the skill(s) entered at this parameter.<br>This is a repeating parameter. | Yes†<br>No†† | None    | PTRSKIL    |
| †on first appearance only: Required if no value was entered for the previous parameter |                      |  |              |         |            |
| ††Not Required if a value was entered for the previous parameter                       |                      |  |              |         |            |

## Report Attributes

### Sort Order

Alphabetically by name

### Data Source

|         |         |         |
|---------|---------|---------|
| PPASKIL | PTRSKIL | PTRSKLV |
|---------|---------|---------|

**Frequency**

On demand

**Report Format**

Standard horizontal report format

| Name        | Description   |
|-------------|---|
| ID          | Employee ID number  |
| NAME        | Employee name   |
| APPLICANT   | Applicant Indicator:<br>Y = Person is an applicant<br>N = Person is not an applicant                  |
| EMPLOYEE    | Employee Indicator:<br>Y = Person is an employee<br>N = Person is not an employee                     |
| SKILL       | Skill code. The code that appears in this field was defined on the Skill Codes Rule page (PTRSKIL).   |
| DESCRIPTION | Description of skill  |
| LEVEL       | Skill level. The code that appears in this field was defined on the Skill Levels Rule page (PTRSKLV). |
| DESCRIPTION | Description of skill level  |

**Report Sample (PPRSINV)**

REPORT : PPRSINV

Banner University  
Skills Inventory ReportPAGE 1  
RUN DATE 10/18/91  
RUN TIME 09:24 AM

|           |                 |           |             |
|-----------|-----------------|-----------|-------------|
| Id        | Name            | Applicant | Employee    |
| 777010013 | Griffin, Rose T |           | Y           |
| Skill     | Description     | Level     | Description |
| SPAN      | Spanish         | 5         | Release 5.0 |
| WP        | Word Perfect    |           |             |
| Id        | Name            | Applicant | Employee    |
| 777010001 | Jones, Robert M | Y         | Y           |
| Skill     | Description     | Level     | Description |
| FRENCH    | French          | 5         | Release 5.0 |
| SPAN      | Spanish         |           |             |
| WP        | Word Perfect    |           |             |
| Id        | Name            | Applicant | Employee    |
| 777777706 | Simpson, Scott  |           | Y           |
| Skill     | Description     | Level     | Description |
| FRENCH    | French          |           |             |
| SPAN      | Spanish         |           |             |

|                       |  |                   |
|-----------------------|--|-------------------|
| REPORT : PPRSINV      | Banner University                      | PAGE 2            |
|                       | Skills Inventory Report                | RUN DATE 10/18/91 |
|                       | * * * REPORT CONTROL INFORMATION * * * | RUN TIME 09:24 AM |
| Parameter Name        | Value                                  | Source Message    |
| Parameter Seq No:     | 15479                                  |                   |
| Optional Group        | FRENCH                                 | Entered           |
| Mandatory Skill Codes | SPAN                                   | Entered           |
| Record Count: 3       |  |                   |
| Line Count: 55        |  |                   |

## 1099-R Load Process (PXP1099)

Loads 1099-R data into PXA1099. To generate 1099-R forms, run this process followed by PXR1099. To review and/or revise data after running this process, access PXA1099 before you run PXR1099.

| Param | Name     | Description/Values | Required? | Default | Validation                |
|-------|----------|--------------------|-----------|---------|---------------------------|
| 01    | Tax Year | Tax year           | Yes       | None    | Format must be YYYY or YY |

## Report Attributes

**Sort Order**

Not applicable

**Data Source**

|                              |         |         |
|------------------------------|---------|---------|
| PTRBDCA                      | PTREARN | PXAREPT |
| All Payroll pages and tables |         |         |

**Frequency**

On demand. Must be run before PXR1099.

**Report Format**

Standard horizontal report format for error report and control information page. Primary output is electronic (that is, loading of data into PXA1099).

**Report output**

Produces electronic file 1099R.

## Report Sample (PXP1099)

|                   |        |  |                      |
|-------------------|--------|--|----------------------|
| REPORT : PXP1099  |        | Systems and Computer Technology        | PAGE 1               |
|                   |        | 1099-R Load Process                    | RUN DATE 23-NOV-1998 |
|                   |        | * * * REPORT CONTROL INFORMATION * * * | RUN TIME 12:26 PM    |
| Parameter Name    | Value  | Source                                 | Message              |
| Parameter Seq No: | 137959 |  |                      |
| Tax Year:         | 1998   | Default                                |                      |
| Lines per Page:   | 55     | Default                                |                      |

Record Count:

**Fields**

None

## 1094/95-C Submission (PXPACxx)

The PXPACxx process generates an XML file that contains the 1094-C, 1095-C, (1094C\_Request\_<TCC>\_<timestamp>.xml), and the manifest information (manifest<job submission sequence number>.xml). 1094-C form is a transmittal which is used to report a summary of the employer information and transmit the 1095-C forms to the IRS.

For more information see *Guide for Electronically Filing Affordable Care Act (ACA) Information Returns for Software Developers and Transmitters* at <http://www.irs.gov>.

| Param | Name                      | Description  | Required? | Default | Validation   |
|-------|---------------------------|--|-----------|---------|--|
| 01    | Tax Year                  | 4-digit tax year for reporting   | Yes       | None    | Format must be YYYY or YY<br><br>Valid values are in the range of 2015 to 2099 |
| 02    | Employer Code             | Employer Code  | Yes       | None    | PTREMPR  |
| 03    | Receipt ID                | Receipt ID provided by the IRS after a successful XML transmission<br><br>This parameter is required if the Transmission Type is C or R. | No        | None    | PXR95EF  |
| 04    | Transmission Type (1095C) | Indicates the type of XML file when it is transmitted to the IRS   | Yes       | O       | A, a, C, c, O, o, R, r   |



| Param | Name                           | Description   | Required? | Default | Validation             |
|-------|--------------------------------|---|-----------|---------|------------------------|
|       |                                | <p>The following are the transmission types:<br/>Original, (C) Corrected 1095-C, (R) Replacement, (X) Recreate XML, or (A) Corrected 1094-C.</p> <p>(R) Replacement is needed when an Original transmission is rejected by the IRS.</p> <p>(A) Corrected 1094-C should only be used for an Authoritative Transmittal.</p>   |           |         |                        |
| 05    | Transmittal Control Code (TCC) | TCC received from IRS   | Yes       | None    | None                   |
| 06    | Authoritative Transmittal      | <p>Indicates whether authoritative transmittal needs to be created for an ALE member.</p> <p>Only one authoritative transmittal is allowed each year for each employer.</p>   | Yes       | N       | N, n, Y, y             |
| 07    | Certification of Eligibility   | <p>If employer is eligible for Transition Relief, you can use the following relief codes:</p> <ul style="list-style-type: none"> <li>• (A) Qualifying Offer Method to FT employees</li> <li>• (B) Reserved</li> </ul> <p>Prior relief description only valid for 2015/2016: Section 4980H Transition Relief</p> <ul style="list-style-type: none"> <li>• (C) Reserved</li> </ul> <p>Prior relief description only valid for 2015/2016: Section 4980H Transition Relief</p> <ul style="list-style-type: none"> <li>• (D) 98% Offer Method</li> </ul> | Yes       | None    | A, a, B, b, C, c, D, d |

| Param | Name                          | Description  | Required? | Default | Validation |
|-------|-------------------------------|--|-----------|---------|------------|
|       |                               | This parameter is required if the value of the Authoritative Transmittal parameter is Y.   |           |         |            |
| 08    | Transition Relief Indicator   | <p>If the Certification of Eligibility is chosen as Section 4980H Transition Relief, the following Transition Relief Indicators can be used:</p> <ul style="list-style-type: none"> <li>• (A) 50 to 99 employees</li> <li>• (B) more than 100 employees</li> </ul>   | No        | None    | A, a, B, b |
| 09    | Transmittal for a prior year  | Indicates whether the authoritative transmittal is for a prior year.   | Yes       | N       | N, n, Y, y |
| 10    | Foreign Entity                | Indicates whether the transmitter is a foreign entity  | Yes       | N       | N, n, Y, y |
| 11    | Test File Only                | Indicates whether a test file needs to be generated and submitted to the IRS file testing system.  | Yes       | N       | N, n, Y, y |
| 12    | Additional Total 1095-C forms | <p>When filing an Authoritative Transmittal to aggregate separate employer data transmissions, enter the total number of all 1095-C forms submitted for the employer. The number of 1095-C forms reported within the Authoritative Transmittal is added to the entered value to obtain the total number of 1095-C forms filed for the employer.</p> <p>This parameter is used when the Authoritative Transmittal parameter value is Y.</p> | N         | None    | None       |

---

## Report Attributes

### Sort Order

Last Name, First Name

### Data Source

- PXR95EF transmission
- PXR95EM pointer to PXR1095 data
- pxr94es 1094 data
- PXR94AG 1094 ALE group
- PXR94AM 1094 monthly data

### Frequency

Annually on demand following PXRACxx

### Report Format

Landscape horizontal report format for control information page. Primary output is XML file format.

### Report Output

Produces two XML files:

- XML manifest information (manifest<job submission sequence number>.xml)
- XML data information (1094C\_Request\_<TCC>\_<timestamp>.xml)

## Report Sample (PXPACxx)

### .lis file

|   |  |  |                             |                         |                   |
|---|--|--|-----------------------------|-------------------------|-------------------|
| REPORT : PXPAC16                                      | Great Valley University<br>1094/95-C 2016 Submission | RUN DATE 01-NOV-2016<br>RUN TIME 04:43 PM                    |                             |                         |                   |
| TRANSMISSION SEQUENCE NUMBER<br>Transmission ID       |  | 12787<br>94nbnmos-27za-xijy-khqu-3engablxs1kg:SYS12:BB14W::T |                             |                         |                   |
| Submission ID<br>CUSID                                |  | 1  |                             |                         |                   |
| Line 1  | Employer Code:                                       | REG  |                             |                         |                   |
| Line 18   | Number of 1095-C forms in submission:                | 18   |                             |                         |                   |
| Line 19   | Authoritative Transmittal for ALE Member:            | Yes  |                             |                         |                   |
| Line 20   | Total number of 1095-C forms filed by ALE Member:    | 518  |                             |                         |                   |
| Line 21   | Member of Aggregated ALE Group:                      | Yes  |                             |                         |                   |
| Line 22   | Certifications of Eligibility:                       |  |                             |                         |                   |
|   | A. Qualifying Offer Method:                          | No   |                             |                         |                   |
|   | B. Reserved:   | Yes  |                             |                         |                   |
|   | C. Section 4980H Transition Relief:                  | No   |                             |                         |                   |
|   | D. 98% Offer Method:                                 | No   |                             |                         |                   |
| * * * Other ALE Members of Aggregated ALE Group * * * |  |  |                             |                         |                   |
| ALE Member  |  | EIN  |                             |                         |                   |
| Employer 3 entered 4th line                           |  | 89-5854562   |                             |                         |                   |
| Employer 4 entered 3rd line                           |  | 87-4567891   |                             |                         |                   |
| Employer1 entered 2nd line                            |  | 84-9876543   |                             |                         |                   |
| Employer2 entered first line                          |  | 86-1234567   |                             |                         |                   |
|   |  |  |                             |                         |                   |
| REPORT : PXPAC16                                      | Great Valley University<br>1094/95-C 2016 Submission | RUN DATE 01-NOV-2016<br>RUN TIME 04:43 PM                    |                             |                         |                   |
| * * * ALE MEMBER DETAIL * * *                         |  |  |                             |                         |                   |
| Reporting Period                                      | (a)<br>MEC Offer Indicator                           | (b)<br>FT Employee Count                                     | (c)<br>Total Employee Count | (d)<br>Aggregated Group | (e)<br>Sec. 4980H |
| All 12 Months   | Yes  |  |                             | Yes                     |                   |
| January   |  | 10   | 43                          |                         |                   |
| February  |  | 11   | 44                          |                         |                   |
| March   |  | 11   | 45                          |                         |                   |

|           |    |    |
|-----------|----|----|
| April     | 11 | 45 |
| May       | 11 | 45 |
| June      | 11 | 45 |
| July      | 11 | 45 |
| August    | 12 | 46 |
| September | 13 | 47 |
| October   | 13 | 48 |
| November  | 14 | 48 |
| December  | 14 | 48 |

REPORT : PXPAC16

Great Valley University  
1094/95-C 2016 Submission

RUN DATE 01-NOV-2016

RUN TIME 04:43 PM

## \* \* \* 1095-C INFORMATION \* \* \*

| Record ID | CURID | ID        | Reformatted IRS Name |
|-----------|-------|-----------|----------------------|
| 1         |       | 333112222 | Alein Non-sense      |
| 2         |       | 042111111 | Albertson Thomas     |
| 3         |       | 555111111 | Alexander Alexis     |
| 4         |       | 555114444 | Bellows Betty        |
| 5         |       | 555111117 | Eden Everly          |
| 6         |       | 555222222 | Evans Edith          |
| 7         |       | ACA005005 | Fathema Fae-liena    |
| 8         |       | ACA005006 | GhArdal Phynius      |
| 9         |       | 555227777 | Harkins Harold       |
| 10        |       | ACA005007 | Has-Laden Hans       |
| 11        |       | 555111118 | Heber Helena         |
| 12        |       | ACAHIRECT | Hired Julius         |
| 13        |       | 555221111 | Poindexter Francis   |
| 14        |       | ACATERMCT | Termed January       |
| 15        |       | A00011406 | Westhoffer Daniel    |
| 16        |       | ACA005002 | Aspecial A-Dependent |
| 17        |       | ACA005003 | Echaracters AELIEN   |
| 18        |       | ACA005004 | Ein AELIEN           |

REPORT : PXPAC16

Great Valley University  
1094/95-C 2016 Submission

RUN DATE 01-NOV-2016

RUN TIME 04:43 PM

## \* \* \* REPORT CONTROL INFORMATION \* \* \*

| Parameter Name                 | Value  | Message |
|--------------------------------|--------|---------|
| Parameter Sequence Number:     | 936273 |         |
| Tax Year                       | 2016   |         |
| Employer Code                  | REG    |         |
| Receipt ID                     |        |         |
| Transmission Type (1095C)      | O      |         |
| Transmittal Control Code (TCC) | BB14W  |         |
| Authoritative Transmittal      | Y      |         |
| Certification of Eligibility   | B      |         |
| Transition Relief Indicator    | B      |         |
| Transmittal for a Prior Year   | N      |         |

|                               |     |
|-------------------------------|-----|
| Foreign Entity                | N   |
| Test File Only?               | Y   |
| Additional Total 1095-C forms | 500 |

### **.log file**

```
Username: Connected.

Starting PXPAC16 (Release ##)

Parameter Sequence Number: pxpac15 completed successfully
93 lines written to /u03/banjobs/gurjobs/JOBS/s10b80v/pxpac15_332407.lis


Connected.
Connected.
```

## **Canadian Mass ROE Creation Process (PXPMROE)**

Enables institutions to generate ROE records for multiple employees.

The PXPMROE process automatically selects eligible employees from the Mass ROE Employees Selection Table (PXRMRoe), and creates a report of ROE records when run in `Report` mode. Once a user has verified the ROE records, the PXPMROE process can be run in `Update` mode, which will insert the ROE records in the Canadian Record of Employment Table (PXRROEC).

Once the PXPMROE process is run in `Update` mode, all of the records in the PXRMRoe table are deleted. Any records that are shown on the PXPMROE error report, and are not successfully processed must be re-extracted using the PXAMROE page. The PXPMROE process must be run again to create ROEs. The purpose of this functionality is to avoid unsuccessful records in the database that could cause confusion. Alternatively, individual employees shown on the error report can be processed through the PXAROE page one record a time.

| Param | Name        | Description   | Required? | Values  |
|-------|-------------|---|-----------|---|
| 01    | Report Mode | <p>The mode in which the mass ROE records are generated.</p> <p>It is recommended that you first run the Canadian Mass ROE Creation Process (PXPMROE) in the Report mode, and verify that the correct records are retrieved and modified.</p> | Yes       | <p>R = Report - Calculates and prints the ROE records. The database is not updated</p> <p>P = Process = Updates the <code>PXRROEC</code> table, and prints the new records.</p> |

## Report Attributes

### Sort Order

Employer Code, Payroll ID, Employee Name (Last Name, First Name)

### Data Source

|                              |         |         |         |         |         |
|------------------------------|---------|---------|---------|---------|---------|
| PXRMROE                      | PHRDEDN | PTRROEC | SPRIDEN | NBRBJOB | NBRJOBS |
| All Payroll pages and tables |         |         |         |         |         |

### Frequency

On demand

### Report Format

Standard horizontal report format

| Name                | Description  |
|---------------------|--|
| Employee ID         | Employee ID number   |
| Employee Name       | Employee first name, initial/middle name and last name   |
| SIN                 | Social Insurance Number of employee  |
| Employer Code       | Employer code. Employer codes are defined on the Employer Rule page (PTREMPR).   |
| Payroll ID          | Payroll ID and description   |
| First Day Worked    | First day the employee worked  |
| Last Day Worked     | Last day the employee worked.  |
| Final Pay Date      | Pay period end date in which the final insurable earnings were paid to the identified employee   |
| Job Title           | Job title. The value that appears in this field is defined in the <b>Description</b> field of the Employee Jobs page (NBAJOBS).  |
| Return Ind          | Indicates if the employee will return to active employment.<br><br>Unknown = Unknown if the employee is returning<br><br>Not Returning = Employee is not returning<br><br>Date of Recall = Indicates your enterprise expects to recall the identified employee to work<br><br>Unspecified = Return date is not specified |
| Return Date         | Date the employee is expected to return to active employment   |
| ROE Reason          | Reason the employer is issuing the ROE   |
| Total Insr Hrs      | Total insurable (actual and/or deemed) hours worked by the employee  |
| Total Insr Earnings | Total insurable earnings according to the Human Resources and Skills Development Canada (HRSDC) regulations  |



## Report Sample (PXPMROE)

|  |                           |  |               |            |                  |   |  |
|--|---------------------------|--|---------------|------------|------------------|---|--|
| REPORT : PXPMROE                             |                           | BANNER System Test<br>Canadian Mass ROE Creation |               |            |                  | PAGE 1<br>RUN DATE: 16-AUG-2006<br>RUN TIME: 16:40:40 |  |
|  |                           | * * * REPORT CONTROL INFORMATION * * *           |               |            |                  |   |  |
| Parameter Name                               |                           | Value  | Source        |            | Message          |   |  |
| Parameter Seq No:                            |                           | 22548  | Entered       |            |                  |   |  |
| Report Type :                                |                           | P  | Entered       |            |                  |   |  |
| Employee ID                                  | Employee Name             | SIN  | Employer Code | Payroll ID | First Day Worked | Last Day Worked                                       |  |
| -----  |                           |  |               |            |                  |   |  |
| Final Pay Date                               | Job Title                 | Return Ind                                       | Return Date   | ROE Reason | Total Insr Hrs   | Total Insr Earnings                                   |  |
| -----  |                           |  |               |            |                  |   |  |
| CSC000003                                    | Mary Canada               |  | 990101008     | CAN        | SB               | 15/08/2000  |  |
| 19/01/2004                                   | Vice President of Finance | Y  | 01/01/2006    | C          | 889.00           | 11782.12  |  |
| Error exists. Please see PXPMROE.ERR report. |                           |  |               |            |                  |   |  |
| Record Count: 1                              |                           |  |               |            |                  |   |  |

## Error Report Sample—Canadian Mass ROE Creation Process (PXPMROE)

|  |             |                    |  |                      |  |
|--|-------------|--------------------|--|----------------------|--|
| REPORT : PXPMROE                                 |             | BANNER System Test |  | RUN DATE 16-AUG-2006 |  |
|  |             |                    |  | RUN TIME 16:40:40    |  |
| *** ERROR REPORT ***                             |             |                    |  |                      |  |
| ID   | Name        | Employer Code      |  | Payroll ID           |  |
| -----  |             |                    |  |                      |  |
| Error Text                                       |             |                    |  |                      |  |
| -----  |             |                    |  |                      |  |
| CSC000003  | Mary Canada | BU                 |  | SB                   |  |
| Invalid Final Pay Date for Record of Employment. |             |                    |  |                      |  |

## 1042-S Media Transmission (PXPMT42)

This process provides for the electronic filing and transmission of data for Form 1042-S (Foreign Person's U.S. Source Income Subject to Withholding). It is modified as needed to remain in compliance with IRS file specifications.

| Param | Name                           | Description/Values  | Required? | Default | Validation                |
|-------|--------------------------------|---|-----------|---------|---------------------------|
| 01    | Year                           | Tax year.   | Yes       | None    | Format must be YYYY or YY |
| 02    | Prior Year Data Indicator      | Indicate if reporting prior year data.<br><br>Y = Prior Year data included<br><br>N = Current year data                                     | Yes       | None    | None                      |
| 03    | Is this run for test purposes? | The value determines whether or not this is a test run.<br><br>Y = This file is for test purposes.<br><br>N = This file is not a test file. | Yes       | N       | None                      |

## Report Attributes

### Sort Order

Not applicable

**Data Source**

Payroll pages and tables

**Frequency**

Annually on demand following PXR1042

**Report Format**

Standard horizontal report format for totals and control information pages. Primary output is electronic media.

**Report Output**

Produces electronic file 1042TAX.

**Report Sample (PXPMT42)**

```
REPORT : PXPMT42          UNIVERSITY of BANNER      RUN DATE 20-NOV-2010
                        1042-S Media Transmission    RUN TIME 10:41 PM
                        * * * EMPLOYER TOTALS * * *

Employer Code:                REG
Number of Employees:          9
Gross Income Paid:            75,063.00
Withholding Allowances:       0.00
Net Income:                   75,063.00
Federal Income Tax Withheld:  15,290.00
Withholding by other agents:   0.00
State Tax Withheld:           15,507.00
```

```
REPORT : PXPMT42          UNIVERSITY of BANNER      RUN DATE 20-NOV-2010
                        1042-S Media Transmission    RUN TIME 10:41 PM
                        * * * REPORT CONTROL INFORMATION * * *

Parameter Name      Value      Source      Message
-----
Parameter Seq No:   266914
Tax Year:           2010        Default
Prior Year Ind:     N           Default
```

|                 |   |         |
|-----------------|---|---------|
| Test Indicator: | Y | Default |
|-----------------|---|---------|

## Fields

Government-defined

The following table shows where information is collected for name and address.

| Banner page | Field Name   | Used in PXPMT42 regulatory process     |
|-------------|--|--|
| PPAIDEN     | SUBSTR(spriden_first_name<br>  DECODE(spriden_mi,NULL,' ',' '  spriden_mi  '<br>' )<br>  spriden_last_name,1,40)   | "Q" 94-133, Recipient's name Line-1    |
| PPAIDEN     | SUBSTR(spriden_first_name<br>  DECODE(spriden_mi,NULL,' ',' '  spriden_mi  '<br>' )<br>  spriden_last_name,41,40), | "Q" 134-173, Recipient's name Line-2   |
|             | NULL   | Q" 174-213, Recipient's name Line-3    |
| PPAIDEN     | SUBSTR(spraddr_street_line1  ' '  <br>spraddr_street_line2,1,40)   | "Q" 314-253, Recipient's Street Line-1 |
| PPAIDEN     | SUBSTR(spraddr_street_line1  ' '  <br>spraddr_street_line2,41,40)  | "Q" 254-293, Recipient's Street Line-2 |

## W-2 EFW2 File (PXPW2xx)

The Specification for Filing Forms W-2 Electronically (EFW2) process generates a file (W2REPORT) in EFW2 format for filing United States W-2 information. The `.log` file of this report also shows all address errors.

You can download detailed specifications of the EFW2 file from the following web site: [www.socialsecurity.gov](http://www.socialsecurity.gov)

The W2REPORT follows federal reporting requirements outlined in Social Security Administration Publication No. 42-007. The SSA and IRS do not provide for state filing needs and do not read or process the State Wage (RS) or State Total (RV) data. If State Wage (RS) Records exist, a State Total (RV) Record will be created. This provides you a basis for state reporting that follows the federal file specifications. You should verify this for your particular state's filing requirement needs. The existence of the RS and RV records within the W2REPORT does not affect the passing or acceptance of your federal filing. Contact your State Revenue Agency to determine file acceptance and field definitions.

**Note:** You can use the current year's versions of PXPW2xx and PXRW2xx for filing U.S. W-2s for the current year and beyond. When the versions for the current year are released, the prior year's versions are restricted to that specific prior year.

- As of tax year 2008, the process converts special characters in Banner flat files based on values in the General file `gurnvc.map`. Only those characters included or added to this file will be converted. For example, the word "éclair" would not be acceptable to the IRS. Because internationalization functionality was delivered in Banner 8.0, special characters are now recognized in our database.
- The process checks year-to-date applicable gross for Social Security wages when being run for a quarter. This prevents employees that have reached the SS Old Age maximum from being reported incorrectly as Medicare Qualified Government Employees.
- You can report employees who have retirement plans in place of FICA as regular employees and not as MQGE, as allowed by the SSA.

| Param | Name        | Description/Values   | Required? | Default | Validation                |
|-------|-------------|--|-----------|---------|---------------------------|
| 01    | Tax Year    | Tax year for which W-2 information is to be processed.                               | Yes       | None    | Format must be YYYY or YY |
| 02    | Tax Quarter | Tax quarter for which W-2 information is to be processed:<br>1 = First<br>2 = Second | Yes       | A       | None                      |

| Param | Name                      | Description/Values  | Required? | Default | Validation |
|-------|---------------------------|---|-----------|---------|------------|
|       |                           | 3 = Third<br>4 = Fourth<br>A = All quarters   |           |         |            |
| 03    | Resubmit File Indicator   | Indicate whether the W-2 file is being resubmitted to the Social Security Administration (SSA):<br><br>Y(es)<br>N(o)  | Yes       | N       | None       |
| 04    | Resubmit TLCN             | The TLCN displayed on the notice from the SSA that the file must be resubmitted. This parameter must be entered when the Resubmit File Indicator is set to Y.                                       | No        | None    | None       |
| 05    | Report employees as MQGE? | Y = Report employees as MQGE.<br>N = Do not report employees as MQGE.<br><br>When the parameter is set to Y, records are reported under a separate RE Employer Record with an employment code of Q. | No        | N       | None       |
| 06    | Kind of Employer          | Enter the kind of employer?.<br><br>F = Federal Government<br>S = State/Local non 501(c)<br>T = 501(c) non-government<br>Y = State/Local 501(c)<br>N = None   | Yes       | None    | None       |

## Report Attributes

**Sort Order**

Not applicable

**Data Source**

Payroll pages and tables

**Frequency**

Annually on demand following PXRW210

**Report Format**

Standard horizontal report format for control information page. Primary output is electronic file format.

**Report Output**

Produces electronic file W2REPORT.

## Report Sample (PXPW2xx)

```
REPORT : PXPW211          UNIVERSITY of BANNER      RUN DATE 31-OCT-2011
                        W-2 2011 EFW2 File          RUN TIME 02:04 PM
                        * * * GRAND TOTALS * * *

Number of RW records:                222
Wages, tips, other compensation:      1,624,594.50
Federal Income Tax Withheld:          337,466.33
Social Security Wages:                1,020,511.20
Social Security Tax Withheld:         42,631.05
Medicare Wages and Tips:              1,518,969.02
Medicare Tax Withheld:                21,942.12
Social Security Tips:                 234.00
Allocated Tips:                       162.00
Advance EIC Payment:                  .00
Dependent Care Benefits:               1,152.90
Non-qualified 457:                     1,415.22
Non-qualified NOT 457:                 14,328.42
```

|   |              |
|---|--------------|
| Uncollected Social Security Tips:               | 468.00       |
| Cost of Group-term life insurance over \$50000: | 854.90       |
| Section 401k contributions:                     | 2,113.27     |
| Section 403b contributions:                     | 15,791.03    |
| Section 408k contributions:                     | 1,700.42     |
| Section 457b contributions:                     | 1,415.22     |
| Section 501c contributions:                     | 28,988.89    |
| Uncollected SS Life Ins:                        | 854.90       |
| Uncollected MC Life Ins:                        | 854.90       |
| Nontaxable combat pay:                          | 1,000.00     |
| Employer contributions to Medical Savings:      | 102.79       |
| Simple Retirement Account:                      | 3,549.08     |
| Qualified Adoption Expenses:                    | .00          |
| Exercise of Nonstatutory Stock:                 | .00          |
| HSA Employer Contributions:                     | 834.00       |
| Deferred Comp - 409a:                           | 1,426.92     |
| Income Under 409a:                              | 2,500.00     |
| Roth Contribution to 401k:                      | 2,113.27     |
| Roth Contribution under 403b:                   | 15,791.03    |
| HIRE Exempt Wages and Tips:                     | .00          |
| Health Plan Costs:                              | 24,643.65    |
| Roth Contribution to 457b:                      | 1,415.22     |
| State Taxable Wages:                            | 2,144,156.51 |
| State Income Tax:                               | 91,911.66    |
| Local Taxable Wages:                            | 751,040.09   |
| Local Income Tax:                               | 9,035.38     |
| QTD Unemployment Total Wages:                   | .00          |
| QTD Unemployment Taxable Wages:                 | .00          |
| Third Party FIT Withheld:                       | 3,333.33     |

```

REPORT : PXPW211          UNIVERSITY of BANNER      RUN DATE 31-OCT-2011
                        W-2 2011 EFW2 File        RUN TIME 02:04 PM
      * * * REPORT CONTROL INFORMATION * * *
Errors exist; check the log file.
Parameter Name           Value           Message
-----
Parameter Sequence Number: 273269
Tax Year                 2011
Tax Quarter              A
Resubmit File Indicator  N
Resubmit TLCN
Report employees as MQGE? N
Kind of Employer         S

```

### Fields

Government defined. For a complete listing of the fields, refer to the SSA specifications found at the following web site:  
[www.socialsecurity.gov](http://www.socialsecurity.gov).



**Note:** The W-2 EFW2 File process (PXPW2xx) creates the electronic file to submit to the IRS using Employer information from the MMREF-1 Electronic Filing (PXAMMEF) page and not the Magnetic Tape Rules (PXAMTAP) page. Inconsistent information across pages and use of employer Name line 2 on PXAMTAP may cause discrepancies between printed W-2 forms and electronic file data. The United States Form W-2 process (PXRW2xx) will concatenate Name and Name Line 2 from the PXAMTAP page to print and display on Form W-2.

The following table shows where information is collected for employee name and address.

| Banner page         | Field Name  | Used in PXPW2xx regulatory process          |
|---------------------|---|---|
| PPAIDEN/<br>PEAEMPL | pxrw2fd_empl_first_name<br><br>SUBSTR(DECODE(pebempl_ssn_last_name,<br>NULL, spriden_first_name,<br>pebempl_ssn_first_name),1,15) | "RW" 12-26, Employee First Name             |
| PPAIDEN/<br>PEAEMPL | pxrw2fd_empl_mi   | "RW" 27-41, Employee Middle Name or Initial |
| PPAIDEN/<br>PEAEMPL | pxrw2fd_empl_last_name<br><br>SUBSTR(DECODE(pebempl_ssn_last_name,<br>NULL, spriden_last_name,<br>pebempl_ssn_last_name),1,20)    | "RW" 42-61, Employee Last Name              |
| PPAIDEN/<br>PEAEMPL | pxrw2fd_empl_suffix<br><br>SUBSTR(DECODE(pebempl_ssn_last_name,<br>NULL, spriden_mi,<br>pebempl_ssn_mi),1,15)                     | "RW" 62-65, Suffix                          |
|                     | NULL  | "RW" 66-87, Location Address                |
| PPAIDEN             | UPPER(spraddr_street_line1  ' '  <br>spraddr_street_line2)  | "RW" 88-109, Delivery Address               |

| Banner page | Field Name  | Used in PXPW2xx regulatory process          |
|-------------|---|---|
| PPAIDEN     | pxrw2fd_empl_first_name<br>SUBSTR(DECODE(pebempl_ssn_last_name,<br>NULL, spriden_first_name,<br>pebempl_ssn_first_name),1,15) | "RS" 19-33, Employee First Name             |
| PPAIDEN     | pxrw2fd_empl_mi   | "RS" 34-48, Employee Middle Name or Initial |
| PPAIDEN     | pxrw2fd_empl_last_name<br>SUBSTR(DECODE(pebempl_ssn_last_name,<br>NULL, spriden_last_name,<br>pebempl_ssn_last_name),1,20)    | "RS" 49-68, Employee Last Name              |
| PPAIDEN     | pxrw2fd_empl_suffix<br>SUBSTR(DECODE(pebempl_ssn_last_name,<br>NULL, spriden_mi,<br>pebempl_ssn_mi),1,15)                     | "RS" 69-72, Suffix                          |
|             | NULL  | "RS" 73-94, Location Address                |
| PPAIDEN     | UPPER(spraddr_street_line1  ' '  <br>spraddr_street_line2)  | "RS" 95-116, Delivery Address               |

## U.S. W-2c EFW2C File (PXPWCxx)

The U.S. W-2c EFW2C File (PXPWCxx) process generates a file (W2CREPORT) in EFW2C format for filing United States W-2c information. The .log file of this report also shows all errors. The creation of W-2c forms and running of this process should only be done if the W-2

forms/file has already been sent to the SSA. If the original W-2 file has not yet been sent, adjustments may be made, the W-2 form may be Reissued, and the EFW2 file recreated.

W-2c submissions only report on the W-2 box fields where information has changed from the original filing of the W-2 form. Detailed specifications of the EFW2C file are available and may be downloaded from the following web site: [www.socialsecurity.gov](http://www.socialsecurity.gov)

You can report employees who have retirement plans in place of FICA as regular employees and not as MQGE, as allowed by the SSA.

| Param | Name                      | Description/Values  | Required? | Default | Validation                |
|-------|---------------------------|---|-----------|---------|---------------------------|
| 01    | Tax Year                  | Tax year.   | Yes       | None    | Format must be YYYY or YY |
| 02    | Tax Quarter               | Tax quarters:<br>1 = First<br>2 = Second<br>3 = Third<br>4 = Fourth<br>A = All quarters<br>This is the only value that generates W-2c.                        | Yes       | A       | None                      |
| 03    | Resubmit File Indicator   | Indicate whether the W-2 file is being resubmitted to the Social Security Administration (SSA):<br>Y(es)<br>N(o)  | Yes       | N       | None                      |
| 04    | Resubmit TLCN             | The TLCN displayed on the notice from the SSA that the file must be resubmitted. This parameter must be entered when the Resubmit File Indicator is set to Y. | No        | None    | None                      |
| 05    | Report employees as MQGE? | Y - Report employees as MQGE.<br>N = Do not report employees as MQGE.   | No        | N       | None                      |

| Param | Name                            | Description/Values   | Required? | Default | Validation |
|-------|---------------------------------|--|-----------|---------|------------|
|       |                                 | When the parameter is set to Y, records are reported under a separate RE Employer Record with an employment code of Q.   |           |         |            |
| 06    | Kind of Employer                | Enter the kind on employer?<br>F = Federal Government<br>S = State/Local Government<br>T = Tax Exempt<br>Y = State/Local Tax Exempt<br>N = None                    | Yes       | None    | None       |
| 07    | Specific Employee IDs Indicator | Do you want to process specific employees?<br>Y = Prompt for specific employee IDs. (See the Employee ID parameter below.)<br>N = Process forms for all employees. | Yes       | N       | None       |
| 08    | Employee IDs                    | Employee IDs to be processed   | N         | N       | None       |

## Report Attributes

### Sort Order

Not applicable

### Data Source

Payroll pages and tables

### Frequency

On demand following creation of Form W-2c on the PXAW2CC page.

## Report Format

Standard horizontal report format for control information page. Primary output is electronic file format.

## Report Output

Produces electronic file W2CREPORT.

## Report Sample (PXPWCxx)

```

REPORT : PXPWC11          UNIVERSITY of BANNER      RUN DATE 15-NOV-2011
                        U.S. W-2c 2011 EFW2C File    RUN TIME 02:55 PM
                        * * * GRAND TOTALS * * *

Number of RW records:                4
Wages, tips, other compensation:      10,650.63
Federal Income Tax Withheld:         1,775.16
Social Security Wages:                .00
Social Security Tax Withheld:         .00
Medicare Wages and Tips:             10,650.63
Medicare Tax Withheld:               154.43
Social Security Tips:                .00
Allocated Tips:                     .00
Advance EIC Payment:                 .00
Dependent Care Benefits:              .00
Non-qualified 457:                   .00
Non-qualified NOT 457:                .00
Uncollected Social Security Tips:    .00
Cost of Group-term life insurance over $50000: .00
Section 401k contributions:           61.40
Section 403b contributions:           .00
Section 408k contributions:           .00
Section 457b contributions:           .00
Section 501c contributions:           4,442.46
Uncollected SS Life Ins:             .00
Uncollected MC Life Ins:             .00
Nontaxable combat pay:               .00
Employer contributions to Medical Savings: .00
Simple Retirement Account:            .00
Qualified Adoption Expenses:          .00
Exercise of Nonstatutory Stock:       .00
HSA Employer Contributions:           122.50
Deferred Comp - 409a:                .00
Income Under 409a:                   .00
Roth Contribution to 401k:             61.40
Roth Contribution under 403b:         .00
HIRE Exempt Wages and Tips:          .00
Health Plan Costs:                   .00
Roth Contribution to 457b:            .00

```

|                                 |           |
|---------------------------------|-----------|
| State Taxable Wages:            | 18,711.78 |
| State Income Tax:               | 572.97    |
| Local Taxable Wages:            | 40,277.75 |
| Local Income Tax:               | 1,208.34  |
| QTD Unemployment Total Wages:   | .00       |
| QTD Unemployment Taxable Wages: | .00       |

```

REPORT : PXPWC11          UNIVERSITY of BANNER          RUN DATE 15-NOV-2011
                        U.S. W-2c 2011 EFW2C File      RUN TIME 02:55 PM
                        Release Number 8.6.1
* * * REPORT CONTROL INFORMATION * * *
Parameter Name          Value          Message
-----
Parameter Sequence Number: 274284
Tax Year                2011
Tax Quarter             A
Resubmit File Indicator N
Resubmit TLCN
Report employees as MQGE? N
Kind of Employer        N
Specific Employee IDs Ind Y
Employee IDs            555111112
Employee IDs            555111114
Employee IDs            555111115
Employee IDs            555227777
Employee IDs            555111111

```

### Fields

Government defined. For a complete listing of the fields, refer to the SSA specifications found at the following web site:  
[www.socialsecurity.gov](http://www.socialsecurity.gov)

## Puerto-Rico W-2 MMW2PR-1 File (PXPW2MP)

Generates a file (W2REPORT) in EFW2 format for use in filing Puerto Rico W-2 information electronically. PXPW2MP produces an error report to show all address errors.

The output filename for the error report is `pxpw2mp.err`.

| Param | Name                         | Description/Values  | Required? | Default | Validation                |
|-------|------------------------------|---|-----------|---------|---------------------------|
| 01    | Tax Year                     | Tax year for which W-2 information is to be processed.  | Yes       | None    | Format must be YYYY or YY |
| 02    | Resubmit File Indicator      | Indication of whether the W-2 file is being resubmitted to the Social Security Administration (SSA):<br>Y(es)<br>N(o)   | Yes       | N       | None                      |
| 03    | Resubmit TLCN                | The TLCN displayed on the notice from the SSA that the file must be resubmitted. This parameter must be entered when the Resubmit File Indicator is set to Y. | No        | None    | None                      |
| 04    | Initial Control Number       | Control number assigned by the Department of Treasury to the employer.  | No        | None    | None                      |
| 05    | Access Code                  | The access code number assigned by the Department of Treasury to the employee.  | No        | None    | None                      |
| 06    | Specialist's Register Number | The Specialist's Register Number assigned by the Department of Treasury to the employee.  | No        | None    | None                      |

## Report Attributes

### Sort Order

Not applicable

### Data Source

Payroll pages and tables

**Frequency**

Annually on demand following PXRW2PR

**Report Format**

Standard horizontal report format for control information page. Primary output is electronic (3.5" or 5.25" diskette)

**Report Output**

Produces electronic file W2REPORT.

**Report Sample (PXPW2MP)**

```
REPORT : PXPW2MP          UNIVERSITY of BANNER      RUN DATE 21-NOV-2010
                          Puerto Rico W-2 MMREF-1 File  RUN TIME 07:02 PM
                          * * * EMPLOYER TOTALS * * *

Employer Code:                                BU
Number of Employees:                           6
Social Security Wages:                       32,916.68
Social Security Tax Withheld:                 2,040.84
Medicare Wages and Tips:                     32,916.68
Medicare Tax Withheld:                       477.29
Social Security Tips:                         .00
Wages subject to Puerto Rico Tax:             37,083.35
Commissions subject to Puerto Rico Tax:       .00
Allowances subject to Puerto Rico Tax:       .00
Tips subject to Puerto Rico Tax:              .00
Total Wages, Commisssions, Tips and Allowances: 37,083.35
Puerto Rico Tax Withheld:                    5,042.12
Retirement Fund Annual Contribution:        .00
Third Party FIT Withheld:                    .00
Cost of Pension:                             .00
Reimbursed Expenses:                         .00
CODA Plan Contributions:                     .00
Salaries Under Act 324:                      .00
Uncollected SS Tax on Tips:                  .00
Uncollected Medicare Tax on Tips:            .00
2010 HIRE Act Wages and Tips:                 .00
```

```
REPORT : PXPW2MP          UNIVERSITY of BANNER      RUN DATE 21-NOV-2010
```



```

Puerto Rico W-2 MMREF-1 File      RUN TIME 07:02 PM
* * * EMPLOYER TOTALS * * *

Employer Code:                      REG - MQGE
Number of Employees:                2
Social Security Wages:              .00
Social Security Tax Withheld:       .00
Medicare Wages and Tips:            29,937.98
Medicare Tax Withheld:              434.10
Social Security Tips:               .00
Wages subject to Puerto Rico Tax:    29,937.98
Commissions subject to Puerto Rico Tax: .00
Allowances subject to Puerto Rico Tax 840.00
Tips subject to Puerto Rico Tax:     .00
Total Wages, Commisssions, Tips and Allowances: 30,777.98
Puerto Rico Tax Withheld:          3,296.45
Retirement Fund Annual Contribution: .91
Third Party FIT Withheld:           3,333.33
Cost of Pension:                   .00
Reimbursed Expenses:               315.00
CODA Plan Contributions:            .00
Salaries Under Act 324:             .00
Uncollected SS Tax on Tips:        .00
Uncollected Medicare Tax on Tips:  .00
2010 HIRE Act Wages and Tips:      .00

```

```

REPORT : PXPW2MP      UNIVERSITY of BANNER      RUN DATE 21-NOV-2010
Puerto Rico W-2 MMREF-1 File      RUN TIME 07:02 PM
* * * EMPLOYER TOTALS * * *

Employer Code:                      REG
Number of Employees:                23
Social Security Wages:              525,021.79
Social Security Tax Withheld:       31,377.82
Medicare Wages and Tips:            3,318,220.83
Medicare Tax Withheld:              47,838.88
Social Security Tips:               100.00
Wages subject to Puerto Rico Tax:    3,279,106.36
Commissions subject to Puerto Rico Tax: 55,555.55
Allowances subject to Puerto Rico Tax 1,488.00
Tips subject to Puerto Rico Tax:     160.00
Total Wages, Commisssions, Tips and Allowances: 3,336,309.91
Puerto Rico Tax Withheld:          1,078,053.35
Retirement Fund Annual Contribution: 3,772.03
Third Party FIT Withheld:           3,333.33
Cost of Pension:                   12,914.08
Reimbursed Expenses:               631.20
CODA Plan Contributions:            5,888.05
Salaries Under Act 324:             .00
Uncollected SS Tax on Tips:        100.00
Uncollected Medicare Tax on Tips:  60.00

```

|                               |           |
|-------------------------------|-----------|
| 2010 HIRE Act Wages and Tips: | 54,134.60 |
|-------------------------------|-----------|

|  |                              |                      |
|--|------------------------------|----------------------|
| REPORT : PXPW2MP                               | UNIVERSITY of BANNER         | RUN DATE 21-NOV-2010 |
|  | Puerto Rico W-2 MMREF-1 File | RUN TIME 07:02 PM    |
|  | * * * GRAND TOTALS * * *     |                      |
| Number of RW records:                          |                              | 31                   |
| Social Security Wages:                         |                              | 557,938.47           |
| Social Security Tax Withheld:                  |                              | 33,418.66            |
| Medicare Wages and Tips:                       |                              | 3,381,075.49         |
| Medicare Tax Withheld:                         |                              | 48,750.27            |
| Social Security Tips:                          |                              | 100.00               |
| Wages subject to Puerto Rico Tax:              |                              | 3,346,127.69         |
| Commissions subject to Puerto Rico Tax:        |                              | 55,555.55            |
| Allowances subject to Puerto Rico Tax:         |                              | 2,328.00             |
| Tips subject to Puerto Rico Tax:               |                              | 160.00               |
| Total Wages, Commissions, Tips and Allowances: |                              | 3,404,171.24         |
| Puerto Rico Tax Withheld:                      |                              | 1,086,391.92         |
| Retirement Fund Annual Contribution:           |                              | 3,772.94             |
| Third Party FIT Withheld:                      |                              | 3,333.33             |
| Cost of Pension:                               |                              | 12,914.08            |
| CODA Plan Contributions:                       |                              | 5,888.05             |
| Reimbursed Expenses:                           |                              | 946.20               |
| Uncollected SS Tax on Tips:                    |                              | 100.00               |
| Uncollected Medicare Tax on Tips:              |                              | 60.00                |
| Salaries Under Act 324:                        |                              | .00                  |
| 2010 HIRE Act Wages and Tips:                  |                              | 54,134.60            |

|                              |  |                      |
|------------------------------|--|----------------------|
| REPORT : PXPW2MP             | UNIVERSITY of BANNER                   | RUN DATE 08-NOV-2013 |
|                              | Puerto Rico W-2 MMREF-1 File           | RUN TIME 07:02 PM    |
|                              | * * * REPORT CONTROL INFORMATION * * * |                      |
| Parameter Name               | Value                                  | Message              |
| Parameter Seq No:            | 308082                                 |                      |
| Tax Year                     | 2013                                   |                      |
| Resubmit File Indicator      | N                                      |                      |
| Resubmit TLCN                |  |                      |
| Access Code                  | 12345                                  |                      |
| Specialist's Register Number | 67890                                  |                      |
| File Confirmation Number     | 0123456789                             |                      |

|                  |                              |                      |
|------------------|------------------------------|----------------------|
| REPORT : PXPW2MP | UNIVERSITY of BANNER         | RUN DATE 21-NOV-2010 |
|                  | Puerto Rico W-2 MMREF-1 File | RUN TIME 07:02 PM    |
|                  | * * * ERROR REPORT * * *     |                      |

| NAME            | ID        | MESSAGE                                  | CODE |
|-----------------|-----------|--|------|
| -----           | -----     | -----                                    | ---- |
| David, Doug     | 555118888 | Employee state/province is missing.      | PR   |
| David, Doug     | 555118888 | Employee zip/postal code is missing.     | PR   |
| Dreyer, Dick    | 555119999 | Employee nation/country code is missing. | MA   |
| Dreyer, Dick    | 555119999 | Employee state/province is missing.      | MA   |
| Dreyer, Dick    | 555119999 | Employee zip/postal code is missing.     | MA   |
| Franklin, Frank | 555224444 | Employee state/province is missing.      | PR   |
| Franklin, Frank | 555224444 | Employee zip/postal code is missing.     | PR   |
| Harkins, Harold | 555227777 | Employee state/province is missing.      | MA   |
| Harkins, Harold | 555227777 | Employee zip/postal code is missing.     | MA   |

### Fields

Government defined (Complete listings of the fields for W-2 reporting for domestic and Puerto Rican employees are given in the write-ups on the U.S. W-2 Report (PXRW2xx), and Puerto Rico W-2 Report (PXRW2PR)).

## Foreign Person 1042-S page (PXR1042)

Generates Form 1042-S (Foreign Person's U.S. Source Income Subject to Withholding).

**Warning!** After you have submitted the electronic file to the IRS, do not rerun the PXR1042 process. The Unique Form Identifier, defined in Parameter 06, is generated as a 1-up number and captured in the pxrmt42 table when printing 1042-S forms. This number is then reported in the Recipient "Q" Record by the PXPMT42 process. Every time the PXR1042 process runs, it regenerates the Unique ID as the forms are printed.

Banner does not maintain the Unique Form Identifier in historical records. If you need to reprint or amend Form 1042-S, run the PXR1042 process by each individual recipient using the Unique Form Identifier originally reported.

**Note:** If you are running on a Dot Matrix printer, you must set the Character Pitch to 12 and Line Spacing to 6 lines per inch.

| Param | Name     | Description/Values | Required? | Default | Validation                |
|-------|----------|--------------------|-----------|---------|---------------------------|
| 01    | Tax Year | Tax year.          | Yes       | None    | Format must be YYYY or YY |

| Param | Name                                | Description/Values   | Required? | Default | Validation                             |
|-------|-------------------------------------|--|-----------|---------|--|
| 02    | Employer Code                       | Employer code.   | Yes       | None    | PTREMPR                                |
| 03    | Specific Employee IDs Indicator     | Identify whether or not you want to process this report for only specific individuals.<br><br>Y = Process the 1042S for a person whose ID is entered in the next parameter.<br><br>N = Do not process the 1042S for specific employee IDs. | Yes       | N       | None                                   |
| 04    | Employee ID                         | If processing the 1042S for specific employees, then enter the employee(s') IDs in this parameter.   | No        | None    | None                                   |
| 05    | Zero Out Negative Amounts Indicator | Y = Zero out all negative amounts.<br>N = Do not zero out negative amounts.  | Yes       | N       | None                                   |
| 06    | Unique Form Identifier              | Unique identifying number for each Form 1042-S produced. Example: 2016000001   | No        | None    | Must be exactly 10 digit numeric value |
| 07    | Mask recipient's SSN/ITIN           | Y = Mask first 5 digits of SSN/ITIN.<br>N = Do not mask first 5 digits of SSN/ITIN.  | No        | N       | None                                   |

### Employee Address

The Recipient's (employee) address will print the first line with House Number (if it exists) and append Street Line 1 up to a maximum of 40 characters or number of characters contained in box 13c on Form 1042-S.

A message is added to the .log file for any employee's address that was truncated in Box 13c due to limited space on the form. This log message alerts your institution to the possibility of an incomplete postal address.

## Report Attributes

**Sort Order**

Not applicable

**Data Source**

|         |         |         |         |         |         |         |
|---------|---------|---------|---------|---------|---------|---------|
| PEAEMPL | PHR1042 | PTREMPR | PTRERST | PXRFSTA | PXRMTER | PXVRTOT |
|---------|---------|---------|---------|---------|---------|---------|

**Frequency**

Annually on demand

## Report Sample (PXR1042) 01

Preprinted form

## Report Sample (PXR1042) 02

|  |                           |                      |
|--|---------------------------|----------------------|
| REPORT : PXR1042                         | Great Valley University   | RUN DATE 21-OCT-2016 |
|  | Foreign Person 1042S Form | RUN TIME 03:55 PM    |
|  | * * * 1042-S TOTALS * * * |                      |
| Employees selected                       |                           | 1                    |
| Employees in error                       |                           | 0                    |
| 1042-S Forms printed                     |                           | 5                    |
| Employees written to magnetic media file |                           | 1                    |
| Box 2: Gross Income Paid                 | 24,109.60                 |                      |
| Box 5: Withholding Allowances            | .00                       |                      |
| Box 6: Net Income                        | 24,109.60                 |                      |
| Box 7: U.S. Federal Tax Withheld         | 4,224.12                  |                      |
| Box 8: Withholding by other agents       | .00                       |                      |
| Box 9: Tax paid by withholding agent     | .00                       |                      |
| Box 10: Total withholding credit         | 60.00                     |                      |
| Box 11: Amount Repaid to Recipient       | .00                       |                      |

Box 17a: State Tax Withheld .00

REPORT : PXR1042                      Great Valley University                      RUN DATE 21-OCT-2016  
   Foreign Person 1042S Form                      RUN TIME 03:55 PM  
   \* \* \* REPORT CONTROL INFORMATION \* \* \*

| Parameter Name    | Value      | Source  | Message |
|-------------------|------------|---------|---------|
| Parameter Seq No: | 935948     |         |         |
| Tax Year:         | 2016       | Default |         |
| Employer Code:    | REG        | Default |         |
| Specific IDs Ind: | Y          | Default |         |
| ---> Employee ID: | 042111111  | Default |         |
| Zero Out Neg Amt: | N          | Default |         |
| Unique Identifier | 2016000006 | Default |         |
| Form No:          |            |         |         |
| Mask SSN/ITIN:    | N          | Default |         |

Fields

Government-defined.

The following table shows where information is collected for name and address.

| Banner Page | Field Name   | Used in PXR1042 regulatory process  |
|-------------|--|-------------------------------------|
| PPAIDEN     | SUBSTR (spriden_first_name  ' '  <br>spriden_mi   <br>DECODE (spriden_mi,NULL,NULL,' ')  <br>spriden_last_name,1,30) | Box 13a Recipient's name            |
| PPAIDEN     | spraddr_street_line1   | Box 13c Address (number and street) |

## 1099-R Print Report (PXR1099)

PXR1099 generates the 1099-R report and magnetic media data. Run this report following the 1099-R Load Process (PXP1099).

| Param | Name                             | Description/Values  | Required? | Default | Validation                |
|-------|----------------------------------|---|-----------|---------|---------------------------|
| 01    | Tax Year                         | Tax year.   | Yes       | None    | Format must be YYYY or YY |
| 02    | Combined Federal/<br>State Filer | Y = Data on these forms is forwarded to participating states by the IRS/MCC.<br><br>N = Data on these forms is not forwarded to the states.   | Yes       | Y       | None                      |
| 03    | Create the 1099-R Report         | Y = Print the 1099-R Report.<br><br>N = Do not print the 1099-R Report.   | Yes       | Y       | None                      |
| 04    | Create the Tape File             | Y = Create a tape file for your 1099-Rs.<br><br>N = Do not create a tape file.  | Yes       | Y       | None                      |
| 05    | Transmittal for a Prior Year     | Y = Indicates on the 1099 tape Transmitter "T" record if this data is from a prior year.<br><br>N = This transmittal is for the current year. | Yes       | N       | None                      |
| 06    | File Type                        | Identifies the type of 1099-Rs being filed:<br><br>1 Original<br><br>2 Test<br><br>3 Corrected<br><br>4 Replacement                           | Yes       | 1       | None                      |

| Param | Name                         | Description/Values  | Required? | Default | Validation |
|-------|------------------------------|---|-----------|---------|------------|
| 07    | Replacement Alpha Characters | <p>Populates the <b>Replacement Alpha Character</b> on the Transmitter "T" Record on the tape file.</p> <p>Use when <b>File Type</b> is 4, otherwise leave blank.</p> <p>Enter the two-character value which appears immediately following the TCC number on the Media Tracking Slip (Form 9267).</p> | No        | None    | None       |
| 08    | Electronic File Name         | <p>Populates the <b>Electronic File Name</b> on the Transmitter "T" Record.</p> <p>Use when the <b>File Type</b> is 4, otherwise leave blank.</p> <p>Enter the original or correction filename that was assigned by the IRP-BBS. Do not enter the replacement filename.</p>                           | No        | None    | None       |
| 09    | Sort Order                   | <p>Indicate the sort order for 1099-Rs. Choices include:</p> <p>1 By Employee Name</p> <p>The report sorts by Employer Code, Last Name, First Name, and Middle Name.</p> <p>2 By Zip Code</p> <p>The report sorts by Employer Code, Zip Code, Last Name, First Name, and Middle Name.</p>             | Yes       | None    | None       |
| 10    | Mask SSN characters          | <p>Y Mask the SSN.</p> <p>N Do not mask the SSN.</p>  | No        | N       | None       |



---

## Report Attributes

**Sort Order**

Not applicable

**Data Source**

|         |         |         |         |         |
|---------|---------|---------|---------|---------|
| PPAIDEN | PTREMPR | PTV1099 | PXA1099 | PXAMTAP |
|---------|---------|---------|---------|---------|

**Frequency**

On demand following PXP1099

**Report Format**

Preprinted form, and a tape file (1099R.dat).

| Name  | Description   |
|---|---|
| PAYER's name, street address, city, state, and ZIP code | Name and address of distribution payer  |
| PAYER's Federal identification number                   | Federal Identification number of distribution payer   |
| RECIPIENT'S Identification number                       | Identification number of distribution recipient   |
| RECIPIENT'S name  | Name of distribution recipient<br>The following list shows where information is collected for name and address. |
| Street address (including apt. no)                      | Street address of distribution recipient  |
| City, state, and ZIP code                               | City, state, and ZIP code of distribution recipient   |
| Account number (optional)                               | Distribution account number   |

| Name   | Description  |
|--------|--|
| Box 1  | <p>Gross distribution</p> <p>The total amount of the distribution before income tax or other deductions were withheld.</p>   |
| Box 2a | <p>Taxable Amount</p> <p>The amount of the distribution that can be counted as income for tax purposes. This field does not include excludable or tax-deferred amounts reportable in Boxes 5, 6, and 8.</p>  |
| Box 2b | <p>Taxable amount not determined</p> <p>If the taxable amount of the payment cannot be computed, an X appears in this box.</p> <p>Total distribution</p> <p>If the payment shown in Box 1 is a total distribution, an X appears in this box. A total distribution is one or more distributions within a single tax year in which the entire balance of the account is distributed.</p>   |
| Box 3  | <p>Amount in Box 2a eligible for capital gain election</p> <p>If this is a lump-sum distribution, this field contains the amount in Box 2a eligible for the capital gain election under section 1122(h)(3) of the Tax Reform Act of 1986.</p>  |
| Box 4  | <p>Federal income tax withheld</p> <p>Federal income tax withheld from this distribution.</p>  |
| Box 5  | <p>Employee Contributions/Designated Roth Contributions or Insurance Premiums</p> <p>Total of employee insurance premiums or contributions to a profit-sharing or retirement plan.</p>   |
| Box 6  | <p>Net unrealized appreciation in employer's securities</p> <p>This field is used if the distribution includes securities of the employer corporation and you can compute the net unrealized appreciation (NUA) in the employer's securities. If this is a lump-sum distribution, it shows all the NUA. If it is not a lump-sum distribution, it shows only the NUA in employer securities attributable to employee contributions.</p> |

| Name           | Description   |
|----------------|---|
| Box 7          | <p>Distribution code</p> <p>This field displays an allowed combination of the following distribution types:</p> <p>1 = Early (premature) distribution, no known exception</p> <p>2 = Early (premature) distribution, exception applies (as defined in section 72(q), (t), or (v))</p> <p>3 = Disability</p> <p>4 = Death</p> <p>5 = Prohibited transaction</p> <p>6 = Section 1035 exchange. This code indicates the tax-free exchange of insurance annuity, qualified long-term care insurance, or endowment contracts under section 1035.</p> <p>7 = Normal distribution</p> <p>8 = Excess contributions plus earnings/excess deferrals (and earnings) taxable in 1992</p>          |
| Box 7 (cont.)  | <p>9 - PS 58 costs</p> <p>P = Excess contributions plus earnings/excess deferrals taxable in 1991 (when this is the year in which the contribution was made)</p> <p>A = Qualifies for 5- or 10-year averaging</p> <p>B = Qualifies for death benefit exclusion</p> <p>C = Qualifies for both A and B (above)</p> <p>D = Excess contributions plus earnings/excess deferrals taxable in 1990 (when this is the year in which the contribution was made)</p> <p>W = Charges or payments for purchasing qualified long-term care insurance contracts under combined arrangements</p> <p>These distribution types are maintained on the Distribution Type Validation page (PT V1099).</p> |
| IRA/SEP/SIMPLE | <p>If this distribution is from an IRA (Individual Retirement Account), SEP (Simplified Employee Pension), or SIMPLE (Savings Incentive Match Plan for Employees), an X appears in this box.</p>  |

| Name   | Description   |
|--------|---|
| Box 8  | <p>Other</p> <p>Current actuarial value of an annuity contract that is a part of a lump-sum distribution.</p>   |
| Box 9a | <p>Your percentage of total distribution</p> <p>Percentage of this distribution received by the person whose name appears on the 1099-R report. This field is used when a total distribution is made to more than one person.</p> <p>Banner does not populate this field. You must use the 1099-R (PXA1099) page to enter this value. For detailed information, refer to the section on PXA1099 in the "Tax Administration and Regulatory Reporting" section.</p> |
| Box 9b | <p>Total employee contributions</p> <p>Total employee contributions remaining to be recovered tax free from a distribution that is payable in the form of a life annuity eligible for the simplified safe harbor method under Notice 88-118.</p>  |
| Box 10 | Amount allocable to IRR within 5 years  |
| Box 11 | <p>1st Year Designated Roth Contribution</p> <p>Date on which the first contribution was made to the employee's Roth account.</p> <p>The date format differs based on the print media. That is, on the Banner 1099-A page (PXA1099), this date is displayed in the DD-MMM-YYYY format, where on the actual 1099-R form, only the year is printed, and on the media transmission file (1099RDSK.dat), this date is specified in the YYYYMMDD format.</p>           |
| Box 12 | <p>State income tax withheld</p> <p>State income tax withheld from this distribution.</p>   |
| Box 13 | <p>State/Payer's state number</p> <p>Identification number assigned to the payer by the state.</p>  |
| Box 14 | State distribution  |

| Name   | Description  |
|--------|--|
|        | Amount of distribution for state taxing purposes.                              |
| Box 15 | Local income tax withheld<br>Local income tax withheld from this distribution. |
| Box 16 | Name of locality<br>Name of local taxing authority.                            |
| Box 17 | Local Distribution<br>Amount of distribution for local taxing purposes.        |

The following table shows where information is collected for name and address.

| Banner Page | Field Name  | Used in PXR1099 regulatory process  |
|-------------|---|-------------------------------------|
| PPAIDEN     | spriden_last_name   | "B" 7-10, Name Control              |
| PPAIDEN     | The first 40 characters of the full name:<br>spriden_last_name  ', '<br>  spriden_first_name<br>  ' '  substr(spriden_mi,1,1)     | "B" 248-287, First Payee Name Line  |
| PPAIDEN     | The next 41 - 80 characters of the full name:<br>spriden_last_name  ', '<br>  spriden_first_name<br>  ' '  substr(spriden_mi,1,1) | "B" 288-327, Second Payee Name Line |
| PPAIDEN     | The first 40 characters of spraddr_street_line1   | "B" 368-407, Payee Mailing Address  |

## Report Output

Produces electronic file 1099R.dat and records the following actions:

- Prints Forms 1099-R in the .lis file.
- Prints totals in the .log file.
- Reports errors in the .err file.

## Report Sample (PXR1099)

```
REPORT : PXR1099          Great Valley University      RUN DATE 06-OCT-2017
                        1099-R Print Report           RUN TIME 06:35
```

```
      * * * 1099-R TOTALS * * *
```

|    |  |           |
|----|--|-----------|
| 1  | Gross Distribution                               | 63,126.00 |
| 2a | Taxable Amount                                   | 5,170.46  |
| 3  | Capital Gain Election                            | .00       |
| 4  | Federal Income Tax Withheld                      | 2,312.40  |
| 5  | EE contrib/design. Roth contrib or ins. premiums | .00       |
| 6  | Net Unrealized Appreciation in Securities        | .00       |
| 8  | Other Amount                                     | .00       |
| 9b | Total Employee Contributions                     | 2,312.00  |
| 10 | Amount allocable to IRR within 5 years           | .00       |
| 12 | State tax withheld                               | 502.65    |
| 14 | State distribution                               | 16,372.91 |
| 15 | Local tax withheld                               | .00       |
| 17 | Local distribution                               | .00       |

```
REPORT : PXR1099          Great Valley University      RUN DATE 06-OCT-2017
                        1099-R Print Report           RUN TIME 06:35
```

```
      * * * REPORT CONTROL INFORMATION * * *
```

Errors exist; Check the error report.

| Parameter Name | Value | Source | Message |
|----------------|-------|--------|---------|
|----------------|-------|--------|---------|

|                              |         |         |  |
|------------------------------|---------|---------|--|
| Parameter Sequence Number:   | 1154425 |         |  |
| Tax Year                     | 2017    | Default |  |
| Combined Federal/State Filer | N       | Default |  |
| Create the 1099-R Report     | Y       | Default |  |
| Create the Tape File         | Y       | Default |  |

```

Transmittal for a Prior Year  N          Default
File Type                     2          Default
Replacement Alpha Character    Default
Electronic File Name          Default
Sort Order                    1          Default
Mask SSN characters            Y          Default
Lines per Page:               60          Default
Forms Count:                  5
File "/u02/banjobs/gurjobs/JOBS/GVUDB/1099R.dat" converted successfully.

```

## United States 1095-C (PXRACxx)

PXRACxx is a process that generates the 1095-C tax statements. The 1095-C tax statement used in Affordable Care Act (ACA) reporting contains the Employer-Provided Health Insurance Offer and Coverage information.

| Param | Name            | Description   | Required? | Default | Validation   |
|-------|-----------------|---|-----------|---------|--|
| 01    | Tax Year        | 4-digit tax year for reporting  | Yes       | None    | Format must be YYYY or YY<br><br>Valid values are in the range of 2015 to 2099 |
| 02    | Employer Code   | Employer code   | Yes       | None    | PTREMPR  |
| 03    | Processing Mode | Indicates whether an original 1095-C is created or a submitted 1095-C is reprinted  | Yes       | None    | C, c, R, r   |
| 04    | Submission Type | Indicates the submission type of the 1095-C form<br><br>The submission types are as follows: Original (O), Correction (C), and Void (V).<br><br>(C) Correction of a submitted 1095-C form places an X in the Corrected box in the form. | Yes       | None    | C,c, O, o, V, v  |

| Param | Name                      | Description  | Required? | Default | Validation |
|-------|---------------------------|--|-----------|---------|------------|
|       |                           | For more information about 1095-C and 1094-C form corrections, see the IRS guidelines.   |           |         |            |
| 05    | 1095-C Form Type          | <p>Indicates the form layout that can be selected for printing the 1095-C form</p> <ul style="list-style-type: none"> <li>• 1 = Non-laser landscape</li> <li>• 2 = Laser landscape</li> <li>• 3 = Portrait Laser Single</li> </ul> <p>The non-laser landscape output may be used by Evisions.</p> <p><b>Note:</b> See the sections about truncation following this table for information about Portrait address concatenation.</p> | Yes       | 2       | 1, 2, 3    |
| 06    | Define Printed Page       | <p>Indicates the page of the 1095-C form that needs to be printed</p> <ul style="list-style-type: none"> <li>• 1 = 1095-C page 1</li> <li>• 2 = Part III Continuation page</li> <li>• 3 = Alt. Portrait</li> </ul> <p>If Parameter 05 = 3, then Parameter 06 must also equal 3.</p>  | Yes       | 1       | 1, 2, 3    |
| 07    | Specific Employee IDs Ind | <p>Allows a user to process the report for specific employees</p> <p>Y = System prompts for specific employee IDs. (See the Employee ID parameter.)</p> <p>N = Process forms for all employees.</p>  | Yes       | N       | N, n, Y, y |



| Param | Name                      | Description  | Required? | Default | Validation |
|-------|---------------------------|--|-----------|---------|------------|
| 08    | Employee IDs              | IDs of employees whose forms are to be processed. This is a repeating parameter.<br><br>This parameter is required when you enter $\gamma$ for the Specific Employee IDs parameter.  | No        | None    | None       |
| 09    | Print Sort Order          | Indicates the order in which the 1095-C forms are printed<br><br><ul style="list-style-type: none"> <li>1 = Sort by Employee Name—Sorts according to last name, first name, middle initial/name.</li> <li>2 = Sort by Nation/ZIP Code—Sorts according to the Nation, then ZIP code in ascending order. Within the same ZIP code, 1095-Cs are sorted alphabetically.</li> </ul> <p>Records without a Nation will be considered to be United States.</p> <ul style="list-style-type: none"> <li>3 = By Check Distribution Organization—Sorts according to the Check Distribution value on the Employee (PEAEMPL) page. Within the check distribution value, the sorting is in an alphabetical order.</li> </ul> <p><b>Note:</b> Sort feature can be used by adding the MMREF code on the STVNATN page for U.S. and Canada.</p> | Yes       | 1       | 1, 2, 3    |
| 10    | Print Paper Forms for All | Controls printing of 1095-C in paper format<br><br>Y = Prints 1095-C in paper format for all employees regardless of their electronic consent.   | Yes       | None    | N, n, Y, y |

| Param | Name                           | Description   | Required? | Default | Validation                   |
|-------|--------------------------------|---|-----------|---------|------------------------------|
|       |                                | N = Prints 1095-C in paper format for employees who have not provided their electronic consent.   |           |         |                              |
| 11    | Number of Alignment Pages      | Indicates the number (range 0-9) of alignment pages that will precede the actual 1095-C Forms.<br><br>This parameter allows you to verify whether the information is printed correctly on the pre-printed form and make adjustments if necessary. | Yes       | None    | 0, 1, 2, 3, 4, 5, 6, 7, 8, 9 |
| 12    | Include children over age 26   | Indicates whether the 1095-C data should be generated for an employee's children who are more than 26 years old   | Yes       | N       | N, n, Y, y                   |
| 13    | Mask recipient's SSN/ITIN      | Select option to mask the first 5 digits of employee SSN/ITIN on the printed form.<br><br>Y = Mask first 5 digits of SSN/ITIN.<br>N = Do not mask first 5 digits of SSN/ITIN.   | Yes       | No      | None                         |
| 14    | Population Selection Indicator | Indicates whether population selection should be used<br><br>Y = Population selection is used to generate 1095-Cs.<br>N = Population selection is not used.   | Yes       | None    | N, n, Y, y                   |
| 15    | Population Selection ID        | Specify ID of the population selected.<br><br>This parameter is required only if the Population Selection Indicator is set to Y.  | No        | None    | None                         |
| 16    | Creator ID                     | Creator ID for population selection.  | No        | None    | None                         |

| Param | Name             | Description  | Required? | Default | Validation |
|-------|------------------|--|-----------|---------|------------|
|       |                  | This parameter is required only if the Population Selection Indicator is set to Y.   |           |         |            |
| 17    | Application Code | Application ID for population selection.<br><br>This parameter is required only if the Population Selection Indicator is set to Y. | No        | None    | None       |

#### Portrait Laser Single address concatenation and truncation

**Employer address** - prints the first line with House Number (if it exists) and appends Street Line 1 up to a maximum of 38 characters. If the PTREMPR ACA Information address is populated and Street Line 1 has a value, then the address on the ACA Information page is used for printing. However, if Street Line 1 does not have a value, then the address from the General Information page is used for the entire address.

**Employee address** - prints the first line with House Number (if it exists) and appends Street Line 1 up to a maximum of 38 characters. The second line prints Street Line 2 and appends Street Line 3 up to a maximum of 38 characters.

#### Address and name truncation

If an employee's address is truncated on the Portrait Single Laser form due to limited space on the form, the system includes a message in the .log file. This alerts your institution that an incomplete postal address exists.

If the overall name is longer than the allowable characters (maximum 15 chars for First Name; maximum 20 for Last Name), the name is created as follows:

- Truncate the First Name at five characters.
- Always print only Middle Initial.
- Print suffix up to four characters.
- Truncate Last Name to use the remaining number of characters
- If there are remaining characters after the above adjustments, First Name will get readjusted to have more than five characters.

---

## Report Attributes

### Sort Order

- Sort by Employee Name
- Sort by Nation/ZIP Code
- By Check Distribution Organization

### Data Source

- PPAIDEN
- PTREMPR
- PDAHIOC
- PDABCOV
- PCABCOV
- PDABENE
- PCABENE
- PTRBREL
- PEAEMPL
- STVNATN
- GUAINST
- PXR1095 - Extracted Affordable Care Act 1095-C Reporting Table
- PXRHIOC - Extracted Affordable Care Act Employees Offer and Coverage 1095-C Reporting Table.
- PXRCOVI - Extracted Affordable Care Act Self Insured Coverage - Covered Individuals 1095-C Reporting Table.

### Portrait Laser Single Address Formatting

The Employer address prints the first line with House Number (if it exists) and appends Street Line 1 up to a maximum of 38 characters. The second line prints Street Line 2 and the third line prints Street Line 3. Each line can include a maximum of 38 characters.

If the PTREMPR ACA Information address is populated and Street Line 1 has a value, then the address on the ACA Information page is used for printing. However, if Street Line 1 does not have a value, then the address from the General Information page is used for the entire address.

The Employee address prints the first line with House Number (if it exists) and appends Street Line 1 up to a maximum of 38 characters. The second line prints Street Line 2 and appends Street Line 3 up to a maximum of 38 characters.

**Note:** A message is included in the .log file for any employee's address that was truncated on the Portrait Single Laser form due to the limited space in the forms box. This alerts your institution to the possibility of an incomplete postal address.

### Frequency

Annually on demand

### Report Output

Preprinted form for 1095-C. Standard horizontal report format and control information pages.

## Report Sample (PXRACxx)

```
Username: Connected.
Starting PXRAC16 (Release ##)
Parameter Sequence Number:
REPORT : PXRAC16          Great Valley University      RUN DATE 01-NOV-2016
                United States 1095-C 2016             RUN TIME 02:06 PM

    * * * ERROR AND WARNING REPORT * * *

EMPLOYEE NAME - ID
MESSAGE
Ãspecial, Ã-Dependents - ACA005002 Warning: Individual Loran Aspecial is missing SSN.
REPORT : PXRAC16          Great Valley University      RUN DATE 01-NOV-2016
                United States 1095-C 2016             RUN TIME 02:06 PM

    * * * Electronic consent 1095-Cs * * *

1095-C records selected for printing.....          18
```

```

Printing errors..... 0
Forms printed..... 18
Electronic 1095-C..... 0

```

```

REPORT : PXRAC16      Great Valley University      RUN DATE 01-NOV-2016
                   United States 1095-C 2016      RUN TIME 02:06 PM

```

\* \* \* REPORT CONTROL INFORMATION \* \* \*

| Parameter Name   | Value  | Message |
|--|--------|---------|
| Parameter Sequence Number:   | 936268 |         |
| Tax Year   | 2016   |         |
| Employer Code  | REG    |         |
| Processing Mode  | C      |         |
| Submission Type  | O      |         |
| 1095-C Form Type   | 1      |         |
| Define Printed Page  | 1      |         |
| Specific Employee IDs Ind  | N      |         |
| Print Sort Order   | 1      |         |
| Print Paper Forms for All  | Y      |         |
| Number of Alignment Pages  | 1      |         |
| Include children over age 26   | N      |         |
| Mask recipient's SSN/ITIN  | N      |         |
| Population Selection Indicator   | N      |         |
| pxrac16 completed successfully   |        |         |
| 561 lines written to /u02/banjjobs/gurjobs/JOB5/GVUDB/pxrac16_936268.lis |        |         |
| Connected.   |        |         |
| Connected.   |        |         |

## Annual Stats Canada Reporting (PXRASCD)

Extracts Statistics Canada data from various sources throughout the system, inserts the extracted data into the Statistics Canada Tables, enables you to report the data currently in the tables, and allows you to create the flat file to be shipped to Statistics Canada.

This process can produce a flat file or report for the University Full-time Teaching Staff Survey.

| Param | Name        | Description/Values                | Required? | Default | Validation                |
|-------|-------------|-----------------------------------|-----------|---------|---------------------------|
| 01    | Report Year | Year for which data is requested. | Yes       | None    | Format must be YYYY or YY |

| Param | Name                      | Description/Values   | Required?   | Default | Validation                           |
|-------|---------------------------|--|---|---------|--------------------------------------|
| 02    | Report Begin Date         | The first date in the period covered by the report.  | Yes   | None    | DD-MON-YYYY or DD-MON-YY date format |
| 03    | Report Type               | Type of survey for which data is to be extracted and (optionally) for which a report or flat file is to be produced:<br><br>F = University Full-time Teaching Staff Survey | Yes   | None    | Must be F                            |
| 04    | Process Type              | Action to be taken by the process:<br><br>E = Only extract data<br>R = Create a report<br>C = Create a flat file   | Yes   | None    | Must be E, R, or C                   |
| 05    | ID Type                   | Number to be used as the Permanent Staff Identification Number for each faculty member:<br><br>S = Social Insurance Number<br>B = Banner ID                                | Yes   | None    | Must be S or B                       |
| 06    | Salary Calculation Method | Calculation method:<br>A = Actual Paid<br>E = Expected Salary  | Required for Report Type P or C. Otherwise, optional. | A       | None                                 |
| 07    | Academic Year Begin Date  | Begin Date of the Academic Year.   | No  | None    | DD-MON-YYYY date format              |

---

## Report Attributes

### Sort Order

For University Full-Time Teaching Staff Survey: First by reporting institute, then by department, then by last name, then by first name, and last by ID.

For University Full-Time Teaching Staff Survey – PXRASCF

### Frequency

On demand

### Report Format

Standard horizontal report format

## Annual Stats Canada Reporting (PXRASCD) - University Full-Time Teaching Staff Survey Fields

The Reporting Institution code has been expanded from six digits to eight digits. Institutions are required to translate the old six-digit code in College Code Validation page (STVCOLL) to the new eight-digit code in the Cross-walk Validation page (GTVSDAX).

The following fields are required for PXRASCD report to populate the new institution codes.

| GTVSDAX Fields   | Values  |
|------------------|---|
| Internal Code    | PXRASCD   |
| Group            | STVCOLL_STATSCAN_CDE  |
| External Code    | Old 6-digit code from the Canadian Statistics Code in STVCOLL page.               |
| Translation Code | New 8-digit Reporting Institution code that is assigned by the Statistics Canada. |



The following table contains field descriptions for one of the reports produced by the Annual Stats Canada Reporting (PXRASCD), the University Full-Time Teaching Staff Survey. In this table, each field containing an element for the report/flat file is identified by its element number and name. This identification data is followed by a brief description of the field.

In the report/flat file, elements 01 (**Reporting Institution**) and 05 (**Department**) are identified by field names rather than element numbers; and element 02 (**Permanent Identification Number**) appears in the first portion of the **Employee** field. All other fields containing elements are identified only by their element numbers.

| Name                                      | Description   |
|---|---|
| Report Year                               | Year for which report data is being presented.  |
| 01 - Reporting Institution                | <p>This eight-digit element is used to identify the reporting institution for the faculty member.</p> <p>The information is extracted by PXRASCD from the Faculty College and Department data grouping on the Faculty Assignment Record (SIAASGN). The college defined as the home college is selected. The Translation Code in GTVSDAX page that translates the Statistics Canada code for the home college defined on the College Validation page (STVCOLL) is inserted into the record. See the above procedure on how to maintain this code in GTVSDAX.</p> <p>If Banner Student is not installed, then this field is null after the extract and must be populated through custom programs or by entering the appropriate value on the Annual Statistics Canada Survey Data page (PXAASCD).</p> |
| 02- Permanent Staff Identification Number | <p>This nine-digit element is the unique number that identifies the individual faculty member. This number must remain the same from year to year. The number can be the faculty member's Banner ID or Social Insurance Number (SIN). Use of the SIN is considered acceptable by Statistics Canada.</p> <p>The field is populated during the PXRASCD data extract. You have the choice of selecting the Banner ID or the Social Insurance Number.</p>   |
| 03 - Gender                               | <p>This one-digit element is used to report the gender of the faculty member.</p> <p>The information is extracted by PXRASCD from the Identification page (PPAIDEN). If the gender is defined as Male, the process populates this field with a 1. If the gender is defined as Female, the process populates this field with a 2.</p>  |
| 04 - Year of Birth                        | This four-digit element is used to report the faculty member's year of birth.   |

| Name                       | Description  |
|----------------------------|--|
|                            | <p>The information is extracted by PXRASCD from the Identification page (PPAIDEN) in the YY format as prescribed by Stats Canada.</p> <p>If the year of birth is unknown, the process inserts 9999 into this field.</p>  |
| 05 - Department            | <p>In this two-digit element, report the department to which the faculty member is appointed.</p> <p>The field is populated during the PXRASCD data extract and is based on the employee's organization code defined on the Employee Jobs page (NBAJOBS) on October 1st of the reporting year.</p> <p>The value on the Employee Jobs page (NBAJOBS) is matched to that on the Statistics Canada Department Rule page (PTRSCDP).</p>  |
| 06 - Salary Status         | <p>This single-digit element provides information on the salary status of the faculty member.</p> <p>The field is populated with a 1 by PXRASCD during the data extract. The value can be modified.</p>  |
| 07 - Actual Salary         | <p>This seven-digit element represents the actual gross salary to be paid to the faculty member.</p> <p>This includes vacation pay, but not stipends and other honoraria. The reported actual salary is calculated based on the faculty member's negotiated salary settlement as of October 1st of the reporting year. This element does not include any future salary increases.</p> <p>The field is populated during the PXRASCD data extract and is based on the employee's annual salary defined on the Statistics Annual Salary page (PEISTAN) on October 1st of the reporting year.</p> <p>Before PXRASCD is run, the calculation of the employee's salary must be performed using the Calculate Statistics Salary (PEPCAL) process with an effective date of October 1st of the reporting year.</p> |
| 08 - Annual Rate of Salary | <p>This seven-digit element reflects the annual rate of salary to be paid to the faculty member.</p> <p>For staff employed full-time with less than a full load, this element represents the annual salary the faculty member would have received if he or she were employed on a full load basis.</p> <p>The field is populated during the PXRASCD data extract and is based on the salary and FTE defined on the Employee Jobs page (NBAJOBS) where the effective date is less than or equal to October 1st of the reporting year.</p>   |

| Name   | Description  |
|--|--|
|  | <p>Example:</p> <p>If the annual salary defined for the faculty member on NBAJOBS is \$24,000.00 and the faculty member's FTE is defined as .75 on NBAJOBS, the faculty member's annual rate is \$32,000.00 (<math>\\$24,000.00 * 100/75</math>).</p>  |
| 09 - Administrative Stipends   | <p>This six-digit element is used to report annual stipends or other honoraria for administrative duties paid to the faculty member.</p> <p>The information is extracted by PXRASCD from the default earnings specified on the Employee Jobs page (NBAJOBS). The process calculates the amount to be received by the faculty member during the course of the year.</p> <p>Only earnings defined as cash stipends on the Earnings Code Rule page (PTREARN) are considered in the calculation.</p>   |
| 10 - Senior Administrative Responsibilities, Researchers, and Visitors     | <p>This single-digit code reports researchers, visitors, and those staff members with senior administrative responsibilities.</p> <p>This data element is based on the faculty type identified for the faculty member as of October 1st of the reporting year. This information is entered on the Faculty Action Tracking page (PEAFAC) as part of the faculty member's appointment/reappointment information. Only records that are approved are considered during the extract. The Stats Canada value associated with the faculty member's faculty type is reported.</p> |
| 11 - Number of Months on Sabbatical Leave during the current academic year | <p>This two-digit element reports the number of months on sabbatical leave.</p> <p>Number of months on sabbatical is determined by reading the information contained in the Faculty Action Tracking page (PEAFAC) where a faculty member is approved for a leave identified as sabbatical.</p>   |
| 12 - Number of months on unpaid leave during the current academic year     | <p>This two-digit element reports the number of months on unpaid leave.</p> <p>Number of months on unpaid leave is determined by reading the information contained in the Faculty Action Tracking page (PEAFAC) where a faculty member is approved for a leave that is not identified as a sabbatical and is associated with a leave status of No Pay.</p>   |

| Name  | Description  |
|---|--|
| 13 - Reduced Load                               | <p>This two-digit element applies to all full-time faculty members who have entered into a formal agreement with the institution to carry out their duties on a reduced load for the entire academic year.</p> <p>PXRASCD extracts the faculty member's FTE as of October 1st of the reporting year. This information is contained on the Employee Jobs page (NBAJOBS).</p> <p>A faculty member who is reported as having less than a full load is also reported as having an annual salary (element 07) that is less than his or her annual rate of salary (element 08).</p>  |
| 14 - Previous Employment                        | <p>This 2-digit element is used to report the type of employment (or occupation) of the faculty member prior to his/her appointment at the institution. The information is extracted by PXRASCD from the Person Experience page (PPAEXPR). The process determines which record specifies the last employer and reports the Stats Canada employment type associated with that record.</p> <p>If no data is found for prior experience, the process populates this field with a value of 99.</p>   |
| 15 - Province or Country of Previous Employment | <p>This five-digit element is used to report the province or country associated with the faculty member's previous employment.</p> <p>The information is extracted by PXRASCD from the Person Experience page (PPAEXPR). The process determines which record specifies the last employer and reports the province or country associated with that record. The process determines the Stats Canada province/nation code value by comparing the code entered on PPAEXPR with the Stats Canada Code associated on the Province/State Validation page (STVSTAT) and the Nation Validation page (STVNATN).</p> <p>If no data is found for prior experience, the process populates this field with a value of 99999.</p> |
| 16 - Year of First Degree                       | <p>In this 4-digit element, the year in which the faculty member obtained his or her first university degree, post-secondary diploma, or professional designation is reported.</p> <p>The information is extracted by PXRASCD based on information entered on the General Information page (PPAGENL). If the faculty member has a degree, the earliest graduation year is selected for reporting purposes. If no degree records are found, the process determines whether there are certification records on the Employee Certification page (PPACERT). The earliest certification record is selected.</p> <p>No degree, diploma, or professional designation = 9998</p>   |

| Name                                       | Description  |
|--|--|
|  | Unknown = 9999   |
| 17 - Province or Country of First Degree   | <p>In this five-digit element, the province or country associated with the school where the faculty member obtained his or her first degree is reported.</p> <p>If a degree was reported in element 14, then the province or country associated with the institution where the degree was received is reported in this field. If a certification was reported in element 14, then the value in this field is 99999 for unknown.</p>  |
| 18 - Level of Highest Earned Degree        | <p>In this single-digit element, the level of the faculty member's highest earned degree, diploma, or professional designation is reported.</p> <p>The information is extracted by PXRASCD based on information entered on the General Information page (PPAGENL). If the faculty member has a degree, the earliest graduation year is selected for reporting purposes. If no degree records are found, the process determines whether there are certification records on the Employee Certification page (PPACERT). The earliest certification record is selected.</p>  |
| 19 - Year of Highest Earned Degree         | <p>In this four-digit element, the year in which the faculty member obtained his/her highest university degree, post-secondary diploma, or professional designation is reported.</p> <p>The information is extracted by PXRASCD based on information entered on the General Information page (PPAGENL). If the faculty member has a degree, the highest graduation year is selected for reporting purposes. If no degree records are found, the process determines whether there are certification records on the Employee Certification page (PPACERT). The highest certification record is selected. If code 8 was used in element 18, 9998 is shown for element 19.</p> <p>If code 9 was used in element 18, then code 9999 should be shown for element 19.</p> <p>Unknown = 9999</p> |
| 20 - Province or Country of Highest Degree | <p>In this five-digit element, the province or country associated with the school where the faculty member obtained their highest degree is reported.</p> <p>If a degree was reported in element 18, then the province or country associated with the institution where the degree was received is reported in this field. If a certification was reported in element 18, then the value in this field is 99999 for unknown.</p>   |

| Name  | Description   |
|---|---|
| 21 - Country of Citizenship at Time of Appointment              | <p>The faculty member's current country of citizenship is reported in this element.</p> <p>PXRASCD extracts the citizenship information from the information contained on the International page (GOAINTL).</p> <p>If a value is found in the Citizenship field, then this is reported to Statistics Canada. If no information is found in this field, the value 99999 is reported. Canadian citizens are not tracked on the International Form and are reported as 80021 Canadian.</p> |
| 22 - Rank   | <p>This single-digit code reports the staff member's current rank at the institution.</p> <p>PXRASCD extracts the faculty member's rank as of October 1st of the reporting year. This information is entered on the Faculty Action Tracking page (PEAFAC). Only records that are approved are considered during the extract. The Stats Canada value associated with the current rank is reported.</p>   |
| 23 - Year of Appointment to Present Rank At Current Institution | <p>In this four-digit element, the year in which the faculty member attained his/her current rank is reported. Current rank is reported in element 22.</p> <p>PXRASCD extracts the rank effective date associated with element 22. This information is entered on the Faculty Action Tracking page (PEAFAC).</p> <p>Only records that are approved are considered during the extract.</p> <p>Unknown = 9999</p>   |
| 24 - Type of Appointment  | <p>This single-digit element identifies the type of appointment held by the faculty member.</p> <p>PXRASCD extracts the faculty member's tenure information as of October 1st of the reporting year. This information is entered on the Faculty Action Tracking page (PEAFAC) as part of the faculty member's appointment/reappointment information. Only records that are approved are considered during the extract.</p>  |
| 25 - Medical or Dental Appointment Category                     | <p>This single-digit element is used to report the appointment category for faculty members in the faculties of medicine (including veterinary medicine) and dentistry.</p> <p>This data element is currently not supported within Banner. PXRASCD inserts a value of 9 in this field for all faculty members.</p>  |

| Name                                    | Description  |
|---|--|
| 26 - Year of Appointment to Institution | <p>In this four-digit element, the year of appointment (or reappointment) to a full-time position in a faculty at the institution is reported.</p> <p>The information is extracted by PXRASCD from the appointment information on the Faculty Action Tracking page (PEAFAC). The process determines the faculty member's earliest year of appointment to the institution with no interruption of service. Leave of absence, sabbatical, or other temporary leaves are not considered an interruption of service.</p> <p>If the year of appointment is unknown, the process inserts 9999 into this field.</p> |
| 27 - Principal Subject Taught           | <p>This four-digit element specifies the principal subject taught by the faculty member. If a faculty member is on leave, then this element reports the subject that the faculty member would have taught had he/she not been on leave.</p> <p>PXRASCD extracts the faculty member's discipline as of October 1st of the reporting year. This information is entered on the Faculty Action Tracking page (PEAFAC) as part of the faculty member's appointment/reappointment information. Only records that are approved are considered during the extract.</p>   |

## University Full-Time Teaching Staff Survey Flat File Layout

| Position | Field Size (# of characters) | Field                                |
|----------|------------------------------|--------------------------------------|
| 1-8      | 8                            | 01 - Reporting Institution           |
| 9-17     | 9                            | 02 - Permanent Identification Number |
| 18       | 1                            | 03 - Gender                          |
| 19-22    | 4                            | 04 - Year of Birth                   |
| 23-24    | 2                            | 05 - Department                      |
| 25       | 1                            | 06 - Salary Status                   |

| Position | Field Size (# of characters) | Field  |
|----------|------------------------------|--|
| 26-32    | 7                            | 07 - Actual Salary   |
| 33-39    | 7                            | 08 - Annual Rate Salary  |
| 40-45    | 6                            | 09 - Administrative Stipends   |
| 46       | 1                            | 10 - Senior Administrative Responsibilities, Researchers and Visitors      |
| 47-48    | 2                            | 11 - Number of Months on Sabbatical Leave during the current academic year |
| 49-50    | 2                            | 12 - Number of Months of Unpaid leave during the current academic year     |
| 51-52    | 2                            | 13 - Reduced Load  |
| 53-54    | 2                            | 14 - Previous Employment   |
| 55-59    | 5                            | 15 - Province or Country of Previous Employment                            |
| 60-63    | 4                            | 16 - Year of First Degree  |
| 64-68    | 5                            | 17 - Province or Country of First Degree                                   |
| 69       | 1                            | 18 - Level of Highest Earned Degree  |
| 70-73    | 4                            | 19 - Year of Highest Earned Degree   |
| 74-78    | 5                            | 20 - Province or Country of Highest Degree                                 |
| 79-83    | 5                            | 21 - Country of Citizenship at time of appointment                         |
| 84       | 1                            | 22 - Rank  |
| 85-88    | 4                            | 23 - Year of Appointment to Present Rank at current institution            |
| 89       | 1                            | 24 - Type of Appointment   |
| 90       | 1                            | 25 - Medical or Dental Appointment Category                                |
| 91-94    | 4                            | 26 - Year of Appointment to Institution                                    |
| 95-98    | 4                            | 27 - Principal subject taught  |



## Report Sample (PXRASCD)

REPORT : PXRASCD

Banner University\*\*\*\*\*  
University Full-Time Teaching Staff Survey  
Statistics Canada

Report Year: 2009  
Reporting Institution: Unknown  
Statistics Canada Department Code: 11

PAGE 1  
Run Date 19-AUG-2009  
Run Time 01:48 PM

| Data Elements                                       |           |    |      |    |    |         |         |    |    |    |    |    |    |       |      |       |    |      |       |       |    |      |    |    |      |      |
|---|-----------|----|------|----|----|---------|---------|----|----|----|----|----|----|-------|------|-------|----|------|-------|-------|----|------|----|----|------|------|
| 01  | 02        | 03 | 04   | 05 | 06 | 07      | 08      | 09 | 10 | 11 | 12 | 13 | 14 | 15    | 16   | 17    | 18 | 19   | 20    | 21    | 22 | 23   | 24 | 25 | 26   | 27   |
| Employee: 710000005 Brown, Lisa                     |           |    |      |    |    |         |         |    |    |    |    |    |    |       |      |       |    |      |       |       |    |      |    |    |      |      |
| ZZZZZZ  | 710000005 | 2  | 1946 | 11 | 1  | 0120000 | 0120000 |    | 3  | 00 | 00 | 00 | 99 | 99999 | 9999 | 99999 | 0  | 2008 | 99999 | 80021 | 4  | 2009 | 0  | 9  | 2000 | 3109 |
| Employee: CSC'0''02 Kanada, Second                  |           |    |      |    |    |         |         |    |    |    |    |    |    |       |      |       |    |      |       |       |    |      |    |    |      |      |
| ZZZZZZ  | CSC'0''02 | 2  | 1985 | 11 | 1  | 0041599 | 0041599 |    | 2  | 03 | 00 | 00 | 99 | 99999 | 9999 | 99999 | 0  | 1999 | 99999 | 80021 | 1  | 2009 | 0  | 9  | 2006 | 200  |
| * Indicates missing or incomplete data for employee |           |    |      |    |    |         |         |    |    |    |    |    |    |       |      |       |    |      |       |       |    |      |    |    |      |      |

REPORT : PXRASCD

Banner University\*\*\*\*\*  
University Full-Time Teaching Staff Survey  
Statistics Canada

Report Year: 2009  
Reporting Institution: 13004001, College of Arts & Sciences  
Statistics Canada Department Code: 11

PAGE 2  
Run Date 19-AUG-2009  
Run Time 01:48 PM

| Data Elements                                       |           |    |      |    |    |         |         |        |    |    |    |    |    |       |      |       |    |      |       |       |    |      |    |    |      |     |
|---|-----------|----|------|----|----|---------|---------|--------|----|----|----|----|----|-------|------|-------|----|------|-------|-------|----|------|----|----|------|-----|
| 01  | 02        | 03 | 04   | 05 | 06 | 07      | 08      | 09     | 10 | 11 | 12 | 13 | 14 | 15    | 16   | 17    | 18 | 19   | 20    | 21    | 22 | 23   | 24 | 25 | 26   | 27  |
| Employee: LN0000003 Jones, Smith                    |           |    |      |    |    |         |         |        |    |    |    |    |    |       |      |       |    |      |       |       |    |      |    |    |      |     |
| 13004001  | LN0000003 | 1  | 1970 | 11 | 1  | 0003500 | 0046350 | 000100 | 2  | 00 | 00 | 00 | 99 | 99999 | 9999 | 99999 | 0  | 2001 | 99999 | 80021 | 2  | 2005 | 0  | 9  | 2006 | 210 |
| * Indicates missing or incomplete data for employee |           |    |      |    |    |         |         |        |    |    |    |    |    |       |      |       |    |      |       |       |    |      |    |    |      |     |

REPORT : PXRASCD

Banner University\*\*\*\*\*  
University Full-Time Teaching Staff Survey  
Statistics Canada

Report Year: 2009  
Reporting Institution: 13004001, College of Arts & Sciences  
Statistics Canada Department Code: Unknown

PAGE 3  
Run Date 19-AUG-2009  
Run Time 01:48 PM

| Data Elements                       |           |    |      |    |    |    |         |    |    |    |    |    |    |       |      |       |    |      |       |       |    |      |    |    |      |     |
|-------------------------------------|-----------|----|------|----|----|----|---------|----|----|----|----|----|----|-------|------|-------|----|------|-------|-------|----|------|----|----|------|-----|
| 01                                  | 02        | 03 | 04   | 05 | 06 | 07 | 08      | 09 | 10 | 11 | 12 | 13 | 14 | 15    | 16   | 17    | 18 | 19   | 20    | 21    | 22 | 23   | 24 | 25 | 26   | 27  |
| Employee: SCT000004 Jansen, Barbara |           |    |      |    |    |    |         |    |    |    |    |    |    |       |      |       |    |      |       |       |    |      |    |    |      |     |
| 13004001                            | SCT000004 | 2  | 1970 |    | 1  |    | 0046350 |    | 2  | 00 | 00 | 00 | 99 | 99999 | 9999 | 99999 | 0  | 2000 | 99999 | 80021 | 2  | 2005 | 0  | 9  | 2006 | 210 |

\* Indicates missing or incomplete data for employee

| Banner University*****                               |           |    |      |    |    |    |         |    |    | Run Date 19-AUG-2009 |    |    |    |       |      |       |    |      |       |       |    |      |    |    |      |     |
|--|-----------|----|------|----|----|----|---------|----|----|----------------------|----|----|----|-------|------|-------|----|------|-------|-------|----|------|----|----|------|-----|
| University Full-Time Teaching Staff Survey           |           |    |      |    |    |    |         |    |    | Run Time 01:48 PM    |    |    |    |       |      |       |    |      |       |       |    |      |    |    |      |     |
| Statistics Canada                                    |           |    |      |    |    |    |         |    |    |                      |    |    |    |       |      |       |    |      |       |       |    |      |    |    |      |     |
| Report Year: 2009                                    |           |    |      |    |    |    |         |    |    |                      |    |    |    |       |      |       |    |      |       |       |    |      |    |    |      |     |
| Reporting Institution: 13004002, College of Business |           |    |      |    |    |    |         |    |    |                      |    |    |    |       |      |       |    |      |       |       |    |      |    |    |      |     |
| Statistics Canada Department Code: Unknown           |           |    |      |    |    |    |         |    |    |                      |    |    |    |       |      |       |    |      |       |       |    |      |    |    |      |     |
| Data Elements  |           |    |      |    |    |    |         |    |    |                      |    |    |    |       |      |       |    |      |       |       |    |      |    |    |      |     |
| 01   | 02        | 03 | 04   | 05 | 06 | 07 | 08      | 09 | 10 | 11                   | 12 | 13 | 14 | 15    | 16   | 17    | 18 | 19   | 20    | 21    | 22 | 23   | 24 | 25 | 26   | 27  |
| Employee: 710000010 Thomas, Preston                  |           |    |      |    |    |    |         |    |    |                      |    |    |    |       |      |       |    |      |       |       |    |      |    |    |      |     |
| 13004002   | 710000010 | 1  | 1951 |    | 1  |    | 0046350 |    | 9  | 00                   | 00 | 00 | 99 | 99999 | 9999 | 99999 | 0  | 2000 | 99999 | 80021 | 4  | 2000 | 0  | 9  | 2000 | 400 |
| * Indicates missing or incomplete data for employee  |           |    |      |    |    |    |         |    |    |                      |    |    |    |       |      |       |    |      |       |       |    |      |    |    |      |     |

| REPORT : PXRASCD           |             | Banner University*****                     |         | PAGE 5               |
|----------------------------|-------------|--|---------|----------------------|
|                            |             | University Full-Time Teaching Staff Survey |         | Run Date 19-AUG-2009 |
|                            |             | Statistics Canada                          |         | Run Time 01:48 PM    |
|                            |             | * * * REPORT CONTROL INFORMATION * * *     |         |                      |
| Parameter Name             | Value       | Source                                     | Message |                      |
| Parameter Seq No:          | 212404      | Entered                                    |         |                      |
| Report Year:               | 2009        | Default                                    |         |                      |
| Report Begin Date:         | 01-OCT-2009 | Default                                    |         |                      |
| Report Type:               | F           | Default                                    |         |                      |
| Salary Calculation Method: | A           | Default                                    |         |                      |
| Process Type:              | R           | Default                                    |         |                      |
| Academic Begin Date:       | 01-JUL-2009 | Default                                    |         |                      |
| Line Count:                | 55          | Default                                    |         |                      |
| Record Count:              | 5           |  |         |                      |

## Tax Table Report (PXRLIST)

Lists the current data in the tax tables for all federal, state, and local taxes.

### Parameters

None

### Report Attributes

#### Sort Order

First alphabetically by state or province, then alphabetically by filing status within tax jurisdiction code

#### Data Source

|         |         |         |         |
|---------|---------|---------|---------|
| PXACALC | PXAFSTA | PXATAXS | PXATXCD |
|---------|---------|---------|---------|

#### Frequency

On demand

#### Report Format

Standard horizontal report format

| Name            | Description  |
|-----------------|--|
| TAX CODE        | Tax code. The code in this field is defined on the Tax Code Validation page (PXATXCD). |
| TAX DESCRIPTION | Tax description  |

| Name             | Description   |
|------------------|---|
| TAX TYPE         | Tax Type:<br>F = Federal<br>S = State<br>L = Local  |
| STARTING POINT   | Starting Point:<br>ANN = Annualized applicable gross<br>CURR = Current applicable gross   |
| ANNUAL METHOD    | Annualizing Method:<br>A = Straight annualizing method. This method annualizes only the current period's earnings (that is, it multiplies the current pay amount by the number of pays per year). It does not consider year-to-date gross.<br>C = Cumulative annualizing method. This method considers year-to-date gross when it calculates tax withholding amounts. |
| SUPPLEMENTAL PCT | Rate at which supplemental earnings are taxed   |
| SEQUENCE #       | Sequence number indicating where this exemption occurs in the tax calculation sequence  |
| PERCENT          | Percentage of gross income deducted for this tax  |
| RANGE LOW        | Minimum tax amount  |
| RANGE HIGH       | Maximum tax amount  |
| MAX ANN TAX      | Maximum annual amount that can be deducted for this tax   |
| BASE             | Maximum annual applicable gross upon which this tax can be based  |
| EMPR PCT         | Percentage of this tax paid by employer   |
| OPT CODE         | Code established for this tax in the Deduction section of the Employee Deduction page (PDAEDN). To determine the definition of this field, go to the "Benefit/Deduction Rule Form Matrix"   |

| Name         | Description  |
|--------------|--|
|              | in the online help of Banner Human Resources, and check the value assigned to this option number for Calculation Rule 60.  |
| MULTIPLY/ADD | Multiply/Add:<br>X = Value in next field ( <b>Amount</b> ) to be multiplied by Opt Code to determine amount of exemption<br>+ = Value in next field to be added to determine amount of exemption |
| AMOUNT       | Amount added or multiplied   |
| TAX IND      | Tax Indicator:<br>A = Annualized<br>C = Current  |
| TAX TYPE     | Type of tax. The value that appears in this field is defined on the Benefit/Deduction Type Validation page (PTVBODY).  |
| TAX PERCENT  | Percentage of previous tax code  |
| OVER         | Low range of taxable wages   |
| NOT OVER     | High range of taxable wages  |
| AMOUNT       | Amount to be added in calculation of tax   |
| PLUS %       | Percentage to add to calculated tax amount   |
| OVER         | Subtracted from base to yield excess amount  |

## Report Sample (PXRLIST)

REPORT : PXRLIST

Banner University  
Tax Table Entries Report

PAGE 1  
RUN DATE 06/14/1991  
RUN TIME 04:21 PM

```

      Tax Code : AB
Tax Description : Alberta@170
      Tax type : S
Starting Point : ANN
Annual Method : A
Supplemental Pct :
Step  Operator  Operand      Amount    Range Low   Range High   Comment
  1      -        D 3              225.00
  2      -        O 2
  3
      ---- Over ---- -- Not Over -- --- Amount --- --- Plus % --- ---- Over ----
                .00      28784.00      .00      17.000      .00
                28784.00      57568.00      -2591.00      26.000      .00
                57568.00      99999999.99      -4318.00      29.000      .00
  4      -        D 2              .17      Net Claim Credit
  5      -        A 51              .17      .00      107.53      C.P.P. Credit
  6      -        A 52              .17      .00      135.25      U.I Credit
  7      -        D 4
  8
      ---- Over ---- -- Not Over -- --- Amount --- --- Plus % --- ---- Over ----
                .00      12500.00      .00      5.000      .00
                12500.00      99999999.99      625.00      10.000      12500.00
  9      +        S 7
 10      +        S 7              .47      Add Basic + Surtax.
 11      +        S 7              .47      Basic Fed * Prov Rte
      ---- Over ---- -- Not Over -- --- Amount --- --- Plus % --- ---- Over ----
                .00      3500.00      .00      .000      .00
                3500.00      99999999.99      .00      8.000      3500.00
 12      +        S 2              .01      Add Prov Flat Tax
 13      +        S 10
 14      +              430.00      Basic+Surtax+Flat
 15      -        S 13              .50      Flat Dollar Amount
 16      -        S 13              .50      Minus half Prov Tax
 17      -        S 15
 18      +        S 9              .50      Basic+Surtax+Flat
                        Minus Prov Tx Reduct
                        Add Federal Tax
=====

```

```

      Tax Code : AK
Tax Description : Alaska
      Tax type : S
Starting Point : ANN
Annual Method : A
Supplemental Pct :
=====

```

REPORT : PXRLIST

Banner University  
Tax Table Entries Report

PAGE 29  
RUN DATE 06/14/1991  
RUN TIME 04:21 PM

```

      Tax Code : MI
Tax Description : Michigan
      Tax type : S
Starting Point : ANN
Annual Method : A

```

```

Supplemental Pct :
Sequence # : 1
Percent :
Max Ann Tax :
Opt Code : 2
Tax Ind :
Range Low :
Base :
Multiply/Add : X
Tax Type :
Range High :
Empr Pct :
Amount : 2100.00
Tax Percent :
----- Over ----- -- Not Over -- --- Amount --- --- Plus % --- ----- Over -----
.00 999999999.99 .00 4.600 .00

```

```

=====
Tax Code : MICI0001
Tax Description : Michigan, Cities
Tax type : 0
Starting Point : ANN
Annual Method : A
Supplemental Pct :

```

```

=====
Tax Code : MN
Tax Description : Minnesota
Tax type : S
Starting Point : ANN
Annual Method : A
Supplemental Pct :
Sequence # : 1
Percent :
Max Ann Tax :
Opt Code : 2
Tax Ind :
Range Low :
Base :
Multiply/Add : X
Tax Type :
Range High :
Empr Pct :
Amount : 2150.00
Tax Percent :
----- Over ----- -- Not Over -- --- Amount --- --- Plus % --- ----- Over -----
.00 3550.00 .00 .000 .00
3550.00 23440.00 .00 6.000 3550.00
23440.00 82610.00 1193.00 8.000 23440.00
82610.00 176320.00 5927.00 8.500 82610.00
176320.00 999999999.99 13892.00 8.000 176320.00

```

```

=====
Tax Code : MN
Tax Description : Minnesota
Tax type : S
Starting Point : ANN
Annual Method : A
Supplemental Pct :
Filing Status : S
Status Description : Single
Low Income :

```

## Form 941 Detail Report (PXRP941)

Generates a detailed report of data used to complete the 941 Form.

In the report, Social Security Tips (SS Tips) are reported separately from Taxable Social Security Wages. You need to define separate earnings codes to represent Social Security Tips and identify them on the Tax Reporting Rules page (PXAREPT) for inclusion in the appropriate lines.

**Note:** Allocated Tips are not reportable on Form 941 and are not subject to withholding of income, social security, or Medicare tax as stated in the Instructions for Form 941 published by the Internal Revenue Service, January 2004.

| Param | Name    | Description/Values                    | Required? | Default | Validation                |
|-------|---------|---------------------------------------|-----------|---------|---------------------------|
| 01    | Year    | Tax year                              | Yes       | None    | Format must be YYYY or YY |
| 02    | Quarter | Tax quarter: 1, 2, 3, 4, Yes or A(II) |           | None    | None                      |

## Report Attributes

### Sort Order

First by day or quarter (if applicable), then by employer code, then by payroll, then by tax code.

### Data Source

|         |         |         |         |         |         |         |
|---------|---------|---------|---------|---------|---------|---------|
| PEADTOT | PEAETOT | PHACHEK | PHADEDN | PTRBDCA | PXAREPT | PXATAXS |
|---------|---------|---------|---------|---------|---------|---------|

### Frequency

Quarterly or as needed

### Report Format

Standard horizontal report format

| Name     | Description  |
|----------|--|
| Employer | Code and description established for this employer on the Employer Rule page (PTREMPR) |



| Name                          | Description   |
|-------------------------------|---|
| Event Date                    | Payroll liability date, which is the Event Date from ptrcaln_check_date or phrihist_event_date.   |
| Payroll                       | Payroll year, pay ID, and pay number  |
| Tax Description               | Description of deduction as defined on PTRBDCA for the appropriate federal, state, local, and/or other tax  |
| Subject Income                | Subject income. This amount represents the applicable gross (that is, earnings and benefits subject to taxation and withholding) for this tax.  |
| Non-Subj Income               | <p>Non-subject income. This amounts represents the value of any earnings/benefits that are subject to this tax (and therefore reportable on Form W-2), but are exempt from tax withholding under the Internal Revenue Code. An example is the cost of group-term life insurance in excess of \$50,000.</p> <p>The amount that appears in this field is calculated according to the rules defined on the Tax Reporting Rule page (PXAREPT) for the report code 941 (Form 941 Report). For information on using PXAREPT, refer to the section on PXRTDEP later in this chapter.</p> |
| Empl Withheld                 | Total amount of employee tax deduction withheld for this tax code and quarter. The value in this field was computed by PHPCALC from data entered on the Employee Benefit/Deduction page (PDAEDN).   |
| Empr Contrib.                 | Actual amount of employer contribution for this tax code and quarter.   |
| Total Withheld + Contribution | Total tax collected. This amount is the sum of the values in the <b>Empl Withheld</b> and the <b>Empr Contrib</b> fields.   |
| Calc Empl Liab                | Calculated employee liability for this tax code and quarter. The value in this field is calculated using the percentage of applicable gross defined for this tax code on the Tax Setup page (PXATXS).   |
| Calc Empr Liab                | Calculated employer liability for this tax code and quarter. The value in this field is calculated using the percentage of applicable gross defined for this tax code on the Tax Setup page (PXATXS).   |
| Total Liability               | Total liability for this tax code and quarter. This amount is the sum of the values in the <b>Calc Empl Liab</b> and <b>Calc Empr Liab</b> fields.  |
| Calc vs. Actual               | This amount represents the difference between the value in the <b>Total Withheld + Contribution</b> field and the value in the <b>Total Liability</b> field.  |
| [Worksheet Line 1]            | Total Wages Subject to Withholding, Plus Other Compensation   |

| Name               | Description  |
|--------------------|--|
|                    | <p>Total of all wages paid, taxable fringe benefits provided, and other compensation (both taxable and non-taxable). This includes Social Security Tips.</p> <p>The amount in this field is the sum of the applicable year-to-date gross totals on the Deduction Year to Date Totals page (PEADTOT).</p>   |
| [Worksheet Line 2] | <p>Total Income Tax Withheld from Wages, Tips, and Sick Pay</p> <p>Income tax withheld on wages, tips, sick pay, taxable fringe benefits, annuities, and supplemental unemployment compensation benefits.</p>  |
| [Worksheet Line 3] | <p>Taxable Social Security Wages</p> <p>Total wages subject to Social Security tax paid to employees during this quarter. This will <i>not</i> include Social Security Tips. The amount in this field is the sum of the monthly gross totals applicable to Social Security tax calculation. It is collected from the Deduction Year to Date Totals page (PEADTOT).</p> |
| [Worksheet Line 4] | <p>Social Security Calculated Tax.....%</p> <p>Calculated Social Security tax (that is, the amount of Social Security tax that should have been withheld). The amount in this field is determined by multiplying the amount in the previous field by percentage.</p>   |
| [Worksheet Line 5] | <p>Taxable Social Security Tips</p> <p>This will include Social Security Tips.</p>   |
| [Worksheet Line 6] | <p>Calculated Social Security Tax on Tips</p>  |
| [Worksheet Line 7] | <p>Social Security Tax Withheld</p> <p>Sum of employee and employer amounts withheld for Social Security. This will include Social Security Tips related tax. The amount in this field is collected from the Deduction Year to Date Totals page (PEADTOT).</p>   |
| [Worksheet Line 8] | <p>Taxable Medicare Wages</p>  |

| Name                | Description   |
|---------------------|---|
|                     | Sum of applicable gross for Medicare tax calculation. This will include Social Security Tips. The amount in this field is collected from the Deduction Year to Date Totals page (PEADTOT).  |
| [Worksheet Line 9]  | <p data-bbox="693 380 1073 407">Medicare Calculated Tax.....%</p> <p data-bbox="693 428 1843 488">Calculated Medicare tax (that is, the amount of Medicare tax that should have been withheld). The amount in this field is determined by multiplying the amount in the previous field by percentage.</p> |
| [Worksheet Line 10] | <p data-bbox="693 516 961 544">Medicare Tax Withheld</p> <p data-bbox="693 565 1829 657">Sum of employee and employer amounts withheld for Medicare. This will include Social Security Tips related tax. The amount in this field is collected from the Deduction Year to Date Totals page (PEADTOT).</p> |
| [Worksheet Line 11] | <p data-bbox="693 685 1310 712">Total Calculated Social Security and Medicare Taxes</p> <p data-bbox="693 734 1478 761">The amount in this field is the sum of the amounts in Lines 4 and 8.</p>  |
| [Worksheet Line 12] | <p data-bbox="693 789 1287 816">Total Social Security and Medicare Taxes Withheld</p> <p data-bbox="693 837 1493 865">The amount in this field is the sum of the amounts in Lines 7 and 10.</p>   |
| [Worksheet Line 13] | <p data-bbox="693 893 1163 920">Section 3121(q) Unreported Tax on Tips</p> <p data-bbox="693 941 1797 1002">The amount in this field is the tax due from a Section 3121(q) Notice and Demand made to the employer by the IRS.</p>   |
| [Worksheet Line 14] | <p data-bbox="693 1029 1050 1057">Total Taxes before Adjustment</p> <p data-bbox="693 1078 1493 1105">The amount in this field is the sum of the amounts in Lines 2 and 11.</p>   |
| [Worksheet Line 15] | <p data-bbox="693 1133 1161 1161">Total Taxes Withheld before Adjustment</p> <p data-bbox="693 1182 1493 1209">The amount in this field is the sum of the amounts in Lines 2 and 12.</p>  |
| [Worksheet Line 16] | Sick pay Adjustments  |

| Name                | Description  |
|---------------------|--|
|                     | The amount in this field is the adjustment for the employee share of social security and Medicare taxes that were withheld and deposited by your third-party sick pay payer with regard to sick pay paid by the third-party. |
| [Worksheet Line 17] | Group-term Life Adjustments  |
|                     | The amount in this field is the uncollected employee share of social security and Medicare taxes on group-term life insurance premiums paid for former employees.  |
| [Worksheet Line 18] | Taxes after Adjustment   |
|                     | The amount in this field is calculated by adding lines 14 and 16 through 17.   |
| [Worksheet Line 19] | Taxes Withheld after Adjustment  |

## Report Sample (PXR941)

| REPORT : PXR941             |                    | Banner University<br>Form 941 Detail Report<br>Second Quarter, 2004 |   |                                  | PAGE 1<br>RUN DATE 11/15/2004<br>RUN TIME 10:45 AM |                    |                    |
|-----------------------------|--------------------|---|---|----------------------------------|--|--------------------|--------------------|
| Employer: Banner University |                    |   |   |                                  |  |                    |                    |
| Event Date/<br>Payroll      | Tax<br>Description | Subject Income/<br>Non-Subj Income                                  | First Month of Quarter (April)<br>Empl Withheld/<br>Empr Contrib. | Total Withheld<br>+ Contribution | Calc Empl Liab/<br>Calc Empr Liab                  | Total<br>Liability | Calc vs.<br>Actual |
| 15-APR-1994                 | Federal:           | 1,083.33  | 156.70  | 156.70                           |  |                    |                    |
|                             |                    | .00   | .00   |                                  |  |                    |                    |
| 1994<br>CJ<br>7             | Soc. Security:     | 1,083.33  | 67.17   | 134.34                           | 67.17  | 134.34             |                    |
|                             |                    | .00   | 67.17   |                                  | 67.17  |                    |                    |
|                             | Medicare:          | 1,083.33  | 15.71   | 31.42                            | 15.71  | 31.42              |                    |
|                             |                    | .00   | 15.71   |                                  | 15.71  |                    |                    |
|                             | EIC:               | .00   | .00   | .00                              |  |                    |                    |
|                             |                    | .00   | .00   |                                  |  |                    |                    |
| 25-APR-1994                 | Federal:           | 11,450.00   | 2,246.96  | 2,246.96                         |  |                    |                    |
|                             |                    | .00   | .00   |                                  |  |                    |                    |
| 1994<br>CM<br>4             | Soc. Security:     | 11,485.00   | 712.07  | 1,424.14                         | 712.07   | 1,424.14           |                    |
|                             |                    | .00   | 712.07  |                                  | 712.07   |                    |                    |
|                             | Medicare:          | 11,485.00   | 166.53  | 333.06                           | 166.53   | 333.06             |                    |
|                             |                    | .00   | 166.53  |                                  | 166.53   |                    |                    |

|             |                |          |        |        |        |        |
|-------------|----------------|----------|--------|--------|--------|--------|
|             | EIC:           | .00      | .00    | .00    |        |        |
|             |                | .00      | .00    |        |        |        |
| 01-APR-1994 | Federal:       | 3,670.14 | 685.91 | 685.91 |        |        |
|             |                | .00      | .00    |        |        |        |
| 1994        |                |          |        |        |        |        |
| RP          | Soc. Security: | 3,670.14 | 227.55 | 455.10 | 227.55 | 455.10 |
| 6           |                | .00      | 227.55 |        | 227.55 |        |
|             | Medicare:      | 3,670.14 | 53.22  | 106.44 | 53.22  | 106.44 |
|             |                | .00      | 53.22  |        | 53.22  |        |

REPORT : PXR941

Banner University  
Form 941 Detail Report  
Second Quarter, 2004

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RUN DATE 11/15/2004  
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| Employer: Banner University<br>Event Date/<br>Payroll | Tax<br>Description | Subject Income/<br>Non-Subj Income | Empl Withheld/<br>Empr Contrib. | Total Withheld<br>+ Contribution | Calc Empl Liab/<br>Calc Empr Liab | Total<br>Liability | Calc vs.<br>Actual |
|---|--------------------|------------------------------------|---------------------------------|----------------------------------|-----------------------------------|--------------------|--------------------|
| 15-APR-1994   | Federal:           | 3,670.14                           | 685.91                          | 685.91                           |                                   |                    |                    |
|   |                    | .00                                | .00                             |                                  |                                   |                    |                    |
| 1994  |                    |                                    |                                 |                                  |                                   |                    |                    |
| RP  | Soc. Security:     | 3,670.14                           | 227.55                          | 455.10                           | 227.55                            | 455.10             |                    |
| 7   |                    | .00                                | 227.55                          |                                  | 227.55                            |                    |                    |
|   | Medicare:          | 3,670.14                           | 53.21                           | 106.42                           | 53.22                             | 106.44             | -.02               |
|   |                    | .00                                | 53.21                           |                                  | 53.22                             |                    |                    |
|   | EIC:               | .00                                | .00                             | .00                              |                                   |                    |                    |
|   |                    | .00                                | .00                             |                                  |                                   |                    |                    |
| -----   |                    |                                    |                                 |                                  |                                   |                    |                    |
| Totals for First Month of Quarter (April)             |                    |                                    |                                 |                                  |                                   |                    |                    |
|   | Federal:           | 19,873.61                          | 3,775.48                        | 3,775.48                         |                                   |                    |                    |
|   |                    | .00                                | .00                             |                                  |                                   |                    |                    |
|   | Soc. Security:     | 19,908.61                          | 1,234.34                        | 2,468.68                         | 1,234.34                          | 2,468.68           |                    |
|   |                    | .00                                | 1,234.34                        |                                  | 1,234.34                          |                    |                    |
|   | Medicare:          | 19,908.61                          | 288.67                          | 577.34                           | 288.68                            | 577.36             | -.02               |
|   |                    | .00                                | 288.67                          |                                  | 288.68                            |                    |                    |
|   | EIC:               | .00                                | .00                             | .00                              |                                   |                    |                    |
|   |                    | .00                                | .00                             |                                  |                                   |                    |                    |

REPORT : PXR941

Banner University  
Form 941 Detail Report  
Second Quarter, 2004

PAGE 3  
RUN DATE 11/15/2004  
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| Employer: Banner University<br>Event Date/<br>Payroll | Tax<br>Description | Subject Income/<br>Non-Subj Income | Empl Withheld/<br>Empr Contrib. | Total Withheld<br>+ Contribution | Calc Empl Liab/<br>Calc Empr Liab | Total<br>Liability | Calc vs.<br>Actual |
|---|--------------------|------------------------------------|---------------------------------|----------------------------------|-----------------------------------|--------------------|--------------------|
| -----   |                    |                                    |                                 |                                  |                                   |                    |                    |
| Totals for Second Quarter, 1994                       |                    |                                    |                                 |                                  |                                   |                    |                    |
|   | Federal:           | 53,022.92                          | 9,846.40                        | 9,846.40                         |                                   |                    |                    |

|                |           |          |          |          |          |
|----------------|-----------|----------|----------|----------|----------|
|                | .00       | .00      |          |          |          |
| Soc. Security: | 53,177.92 | 3,297.04 | 6,594.08 | 3,297.04 | 6,594.08 |
|                | .00       | 3,297.04 |          | 3,297.04 |          |
| Medicare:      | 53,177.92 | 771.08   | 1,542.16 | 771.08   | 1,542.16 |
|                | .00       | 771.08   |          | 771.08   |          |
| EIC:           | .00       | .00      | .00      |          |          |
|                | .00       | .00      |          |          |          |

REPORT : PXRP941

UNIVERSITY of BANNER  
Form 941 Detail Report  
First Quarter, 2011  
\* \* \* Form 941 Worksheet \* \* \*

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Employer: REG Regulatory Banner University  
First Quarter, 2011

|  |   |            |
|--|---|------------|
| Number of Employees in the Pay Period That Includes March 12 .....       | : | 16         |
| Total Wages Subject To Withholding, plus Other Compensation .....        | : | 434,953.75 |
| Total Income Tax Withheld from Wages, Tips, and Other Compensation ..... | : | 147,452.30 |
| Taxable Social Security Wages .....                                      | : | 156,723.59 |
| Calculated Social Security Tax on Wages ... 10.400000 % .....            | : | 16,299.25  |
| Taxable Social Security Tips .....                                       | : | 154.00     |
| Calculated Social Security Tax on Tips ... 10.400000 % .....             | : | 16.02      |
| Social Security Tax Withheld .....                                       | : | 16,315.27  |
| Taxable Medicare Wages .....   | : | 445,581.94 |
| Medicare Calculated Tax ..... 2.900000 % .....                           | : | 12,921.88  |
| Medicare Tax Withheld .....  | : | 12,921.84  |
| Total Calculated Social Security and Medicare Taxes .....                | : | 29,237.15  |
| Total Social Security and Medicare Taxes Withheld .....                  | : | 29,237.11  |
| Sec. 3121(q) Unreported Tax on Tips .....                                | : | 120.00     |
| Total Taxes before Adjustment .....                                      | : | 176,809.45 |
| Total Taxes Withheld before Adjustments .....                            | : | 176,809.41 |
| Sick pay Adjustments .....   | : | -107.59    |
| Group-term Life Adjustments .....  | : | -107.59    |
| Total Taxes after Adjustment .....                                       | : | 176,594.27 |
| Total Taxes Withheld after Adjustments .....                             | : | 176,594.23 |

REPORT : PXRP941

Banner University  
Form 941 Detail Report  
Second Quarter, 2004  
\* \* \* Form 941 Worksheet \* \* \*

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|   |   |           |
|---|---|-----------|
| Grand Totals  |   |           |
| Total Wages Subject To Withholding, plus Other Compensation ..... | : | 57,457.92 |
| Total Income Tax Withheld from Wages, Tips, and Sick Pay .....    | : | 10,601.12 |
| Taxable Social Security Wages .....                               | : | 57,877.92 |
| Social Security Calculated Tax ..... 12.400000 % .....            | : | 7,176.86  |
| Taxable Social Security Tips .....                                | : | 4.06      |
| Calculated Social Security Tax on Tips ... 12.400000 % .....      | : | .50       |

|   |   |           |
|---|---|-----------|
| Social Security Tax Withheld .....                      | : | 7,176.88  |
| Taxable Medicare Wages .....                            | : | 57,877.92 |
| Medicare Calculated Tax ..... 2.900000 % .....          | : | 1,678.46  |
| Medicare Tax Withheld .....                             | : | 1,678.46  |
| Total Social Security and Medicare Taxes .....          | : | 8,855.32  |
| Total Social Security and Medicare Taxes Withheld ..... | : | 8,855.34  |
| Total Taxes .....                                       | : | 19,456.44 |
| Total Taxes Withheld .....                              | : | 19,456.46 |
| Advance Earned Income Credit (EIC) payments .....       | : | .00       |
| Net Taxes .....   | : | 19,456.44 |
| Net Taxes Withheld .....                                | : | 19,456.46 |

REPORT : PXR941

Banner University  
Form 941 Detail Report  
Second Quarter, 2004

PAGE 6  
RUN DATE 11/15/2004  
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\* \* \* REPORT CONTROL INFORMATION \* \* \*

| Parameter Name             | Value | Source  | Message |
|----------------------------|-------|---------|---------|
| Parameter Seq No:          | 4279  |         |         |
| Year:                      | 2004  | Entered |         |
| Quarter:                   | 2     | Entered |         |
| [Worksheet Lines Per Page: | 55    | Entered |         |

## Canadian Record of Employment Generation (PXRROEC)

Generates Record of Employment Form (ROE) for the employee and the Record of Employment Web site of Service Canada. The process produces the output file, PXRROEC.TXT, which contains the Canadian Record of Employment printed on the three-part pre-printed form. It also produces the XML file PXRROEC(PROCESS NUMBER).BLK, which is the preferred method of submission.

| Param | Name                   | Description/Values                  | Required? | Default | Validation |
|-------|------------------------|-------------------------------------|-----------|---------|------------|
| 01    | Address Type           | Address type code                   | Yes       | None    | STVATYP    |
| 02    | Starting Serial Number | Number to be assigned to first ROE. | Yes       | None    | None       |

| Param | Name                     | Description/Values                                      | Required? | Default | Validation             |
|-------|--------------------------|---|-----------|---------|------------------------|
| 03    | Output to/Interface with | F Output to three-part pre-printed form<br>X XML output | Yes       | None    | Entry must be F, or X. |

## Report Attributes

### Sort Order

In alphabetic order by name

### Data Source

|         |         |         |         |
|---------|---------|---------|---------|
| PXRROER | SPRADDR | PTREMPR | SPRIDEN |
| PXRROEC | STVNATN | STVSTAT |         |

### Frequency

On demand

### Report Format

Preprinted form for ROEs. Standard horizontal report format for error report, totals, and control information pages.

| Name | Description  |
|------|--|
| [1]  | Serial number of ROE. This number is preprinted on the Record of Employment form |
| [2]  | Serial number of record amended or replaced                                      |
| [3]  | Employer's payroll reference number  |
| [4]  | Employer's name and address  |



| Name  | Description   |
|-------|---|
| [5]   | Revenue Canada Business No. (BN)  |
| [6]   | Pay period type   |
| [7]   | Postal code   |
| [8]   | Social insurance no   |
| [9]   | Employee's name and address   |
| [10]  | First day worked  |
| [11]  | Last day for which paid   |
| [12]  | Final pay period ending date  |
| [13]  | Occupation  |
| [14]  | Expected date of recall   |
| [15A] | Total insurable hours according to chart on reverse of ROE  |
| [15B] | Total insurable earnings according to chart on reverse of ROE   |
| [15C] | Insurable earnings per pay period. Information will be printed for this section only if one or more pay periods have no insurable earnings. |
| [16]  | Reason for issuing this ROE/The person whom should be contacted for additional information about this ROE                                   |
| [17]  | Payments or benefits (other than regular pay) paid in the final pay period or payable at a later date                                       |
| [18]  | Comments. An explanation can be entered here when the reason for issuing this ROE is other.   |
| [19]  | Paid sick/maternity/paternity leave or group wage loss indemnity payments (after the last day worked)                                       |
| [20]  | Determines if communication should take place in French or English  |
| [21]  | Telephone number of person to be contacted for more information about the ROE   |
| [22]  | Date, name, and signature of certifying official  |

## Report Sample (PXRROEC)

|   |                               |         |         |
|---|-------------------------------|---------|---------|
| 22-OCT-2014<br>12:44:06 AM  | Ellucian University of Banner | PAGE 1  |         |
| Canadian ROE Generation PXRROEC<br>* * * REPORT CONTROL INFORMATION * * * |                               |         |         |
| Parameter Name  | Value                         | Source  | Message |
| Parameter Seq No:   | 318149                        | Entered |         |
| Address Type:   | MA                            | Entered |         |
| Starting Serial Number:   | 123456789                     | Entered |         |
| Print Type :  | X                             | Entered |         |
| Record Count: 5   |                               |         |         |

## XML file layout and data mapping

Detailed description of the xml file layout and data mapping.

**Table 1: XML declaration tag**

| Attribute name | Description  | Source             |
|----------------|--|--------------------|
| version        | version number   | hard coded = 1.0   |
| encoding       | The encoding declaration must appear immediately after the version information in the XML declaration. | hard coded = UTF-8 |

**Table 2: Header tag format - The ROEHEADER tag is the header element. It occurs only once per file and contains four attributes.**

| Attribute name | Description                                     | Source         |
|----------------|---|----------------|
| FileVersion    | Format version of the ROE payroll extract file. | HardCoded=W2.0 |

| Attribute name | Description                                   | Source                 |
|----------------|---|------------------------|
| SoftwareVendor | Name of Software Vendor used by the employer. | Hard Coded = Ellucian  |
| ProductName    | Name of Payroll Software used by employer.    | Hard Coded = Banner HR |
| ProductVersion | Version of the Payroll Software.              | Hard Coded = 8.x       |

**Table 3: Transaction tag - The ROE tag occurs as many times as there are ROEs to be processed and contains two attributes.**

| Attribute name   | Description  | Source               |
|------------------|--|----------------------|
| PrintingLanguage | The language the ROE was printed in.                               | PXRROEC_LANGUAGE_IND |
| Issue            | Represents which processing method should be attempted on the ROE. | Hard coded = S       |

**Table 4: Transaction block elements**

| ROE block number/field name                         | Tag name | Source  |
|---|----------|---|
| 2- Serial Number of ROE Amended or Replaced         | B2       | PXRROEC_AMENDS_SERIAL_NO  |
| 3- Employer's Payroll Reference Number              | B3       | PXRROEC_REFERENCE_NUMBER  |
| 5- CRA Payroll Account Number (aka Business Number) | B5       | PXRROEC_EMPR_FED_EIN  |
| 6-PayPeriod Type                                    | B6       | <p>Values from PXRROEC_PICT_CODE, PTRPICT_TAX_FACTOR and PXRROEC_FINAL_PAY_DATE are involved to determine pay period type:</p> <ul style="list-style-type: none"> <li>• B - Bi-weekly</li> <li>• M - Monthly</li> </ul> |

| ROE block number/field name                                | Tag name | Source  |
|--|----------|---|
|  |          | <ul style="list-style-type: none"> <li>• O -Monthly non-standard</li> <li>• S - Semi-monthly</li> <li>• E - Semi-monthly non-standard</li> <li>• H - Thirteen pay periods per year</li> <li>• W - Weekly</li> </ul> |
| 8-SocialInsuranceNumber                                    | B8       | PXRROEC_SIN   |
| <b>Block9 Employee'sInformation</b>                        | B9       |   |
| BasedonPXRROEC_PIDM  |          |   |
| 9- Employee's FirstName                                    | FN       | SPRIDEN_FIRST_NAME  |
| 9-Employee's Initial                                       | MN       | SPRIDEN_MI  |
| 9- Employee's LastName                                     | LN       | SPRIDEN_LAST_NAME   |
| 9-Employee'sAddress Line1<br>(Numberandstreetname)         | A1       | SPRADDR_STREET_LINE1  |
| 9- Employee's Address Line2(Place,cityand<br>municipality) | A2       | SPRADDR_STREET_LINE2  |
| 9-Employee'sAddress Line3<br>(Provinceandcountry)          | A3       | SPRADDR_STREET_LINE3  |
| 9-Employee's Postal Code                                   | PC       | SPRADDR_ZIP   |
| 10 - First Day Worked                                      | B10      | PXRROEC_FIRST_DAY_WORKED  |
| 11 - Last Day For Which Paid                               | B11      | PXRROEC_LAST_DAY_WORKED   |
| 12 - Final Pay Period Ending Date                          | B12      | PXRROEC_FINAL_PAY_DATE  |
| 13 - Employee Occupation                                   | B13      | PXRROEC_JOB_TITLE   |
| <b>Block 14 Expected Recall Information</b>                | B14      |   |

| ROE block number/field name   | Tag name | Source   |
|---|----------|--|
| 14 - Expected Recall - Code   | CD       | PXRROEC_RECALL_IND   |
| 14-ExpectedRecall-Date  | DT       | PXRROEC_RECALL_DATE  |
| 15A - Total Insurable Hours   | B15A     | PXRROEC_TOTAL_HRS  |
| <b>Block 15 C Insurable Earnings Information</b>                    | B15C     |  |
| 15C - Pay Period Information  | PP       | Derived value from PTRPICT_TAX_FACTOR and PXRROEC_FINAL_PAY_DATE could be ranging from nbr="1" to nbr="53" |
| 15C - Insurable Earnings - Amount                                   | AMT      | PXRROEC_TOTAL_GRS  |
| <b>Block 16 ReasonFor IssuingThisROE Information</b>                | B16      |  |
| Based on PXRROEC_CONTACT_PIDM                                       |          |  |
| 16 - Reason for Issuing this ROE - Separation Code                  | CD       | PXRROEC_ROEC_CODE  |
| 16 - Reason for Issuing this ROE - Contact's First Name             | FN       | SPRIDEN_FIRST_NAME   |
| 16 - Reason for Issuing this ROE - Contact's Last Name              | LN       | SPRIDEN_LAST_NAME  |
| 16 - Reason for Issuing this ROE - Contact's Area Code              | AC       | PXRROEC_CONTACT_TELE_AREA_CODE   |
| 16 - Reason for Issuing this ROE - Contact's Phone Number           | TEL      | PXRROEC_CONTACT_TELE_NUMBER  |
| 16 - Reason for Issuing this ROE - Contact's Phone Extension Number | EXT      | PXRROEC_CONTACT_TELE_EXT   |
| <b>Block 17 Vacation Pay Information</b>                            | B17A     |  |

| ROE block number/field name                        | Tag name | Source   |
|--|----------|--|
| 17A - Vacation Pay Code Identifier                 | VP       | Hard coded value: nbr="1"  |
| 17A - Vacation Pay Code                            | CD       | PXRROEC_VAC_ROEV_CODE  |
| 17A - Vacation Pay Start Date                      | SDT      | PXRROEC_VAC_START_DATE   |
| 17A - Vacation Pay End Date                        | EDT      | PXRROEC_VAC_END_DATE   |
| 17A - Vacation Pay Amount                          | AMT      | PXRROEC_VAC_GRS  |
| <b>Block 17B Statutory Holiday Pay Information</b> | B17B     |  |
| 17B - Statutory Holiday Pay Identifier             | SH       | Hard coded value: nbr= " 1 " to " 5 "  |
| 17B - Statutory Holiday Pay for Date               | DT       | PXRROEC_STAT_HOL_DATE (1,2,3,4)  |
| 17B - Statutory Holiday Pay for Amount             | AMT      | PXRROEC_STAT_HOL_GRS (1,2,3,4)   |
| <b>Block 17 C Other Monies Information</b>         | B17C     |  |
| 17C - Other Monies Pay Identifier                  | OM       | Hard coded value: nbr="1" to "3"   |
| 17C-OtherMoniesCode                                | CD       | PXRROEC_MONEY_TYPE(1,2,3)  |
| 17C - Other Monies Start Date                      | SDT      | PXRROEC_OTHER_START_DATE (1,2,3)   |
| 17C - Other Monies End Date                        | EDT      | PXRROEC_OTHER_END_DATE (1,2,3)   |
| 17C - Other Monies Amount                          | AMT      | PXRROEC_OTHER_EARN_CODE(1,2,3)_GRS   |
| 18 - Comments                                      | B18      | PXRROEC_COMMENT_LINE (1,2,3,4)   |
| <b>Block 19 Special Payments Information</b>       | B19      |  |
| 19 - Special Payment Information                   | SP       | Hard coded string " cd= " and<br>PXRROEC_BENEFIT_ROES_CODE,<br>PXRROEC_BENEFIT_ROES_CODE2,<br>PXRROEC_BENEFIT_ROES_CODE3, or<br>PXRROEC_BENEFIT_ROES_CODE4 |

| ROE block number/field name           | Tag name | Source                           |
|---------------------------------------|----------|----------------------------------|
| 19 - Special Payments Start Date      | SDT      | PXRROEC_BENEFIT_START_DATE       |
| 19 - Special Payments End Date        | EDT      | PXRROEC_BENEFIT_END_DATE (2,3,4) |
| 19 - Special Payments Amount          | AMT      | PXRROEC_BENEFIT_GRS(2,3,4)       |
| 19 - Special Payments Period          | PRD      | PXRROEC_DAY_WEEK_METHOD          |
| 20-Issuer'sCommunication Preferred In | B20      | PXRROEC_LANGUAGE_IND             |

## Tax Depository Report (PXRTDEP)

Reports on a site's tax liabilities. Provides data for use in determining tax liability to be reported on the Form 8109 (Federal Tax Deposit Coupon) for the tax liability period. Lists all employee tax deductions, employer liability, subject and nonsubject income, and total income.

Supports Form 941 reconciliation, including the 941 Schedule A breakdown of tax liability. You can also use this data in reconciling the quarterly Form 941 by comparing the actual deposits made throughout the reporting quarter to the information generated by the current Form 941 Detail Report (PXR941).

**Warning!** Before running this report for the first time, please refer to Supplemental Notes (immediately following the Fields section) for information on its set-up and use.

| Param | Name             | Description/Values   | Required? | Default | Validation |
|-------|------------------|--|-----------|---------|------------|
| 01    | Pay Event Choice | <p>O = Original. The report generates tax liability data based on all pay events that are at a disposition greater than or equal to 60, that fall within the specified quarter, and that have a sequence number of zero.</p> <p>A = Adjustments. The report generates tax liability data based on all pay events that are at a disposition greater than or equal to 60, that fall within the specified quarter, and that have a sequence number greater than zero.</p> | Yes       | None    | None       |

| Param | Name                    | Description/Values  | Required? | Default | Validation |
|-------|-------------------------|---|-----------|---------|------------|
|       |                         | B = Both. The report generates tax liability data based on all pay events that are at a disposition greater than or equal to 60 and that fall within the specified quarter. It will include all sequence numbers.   |           |         |            |
| 02    | Reporting Period Choice | <p>D = Reports on daily activity. This option instructs Banner to report the values of tax liabilities that were generated through the adjustment and/or supplemental payroll process after the original Form 8109 payment was made but for which the employer's tax liability is in the same reporting period.</p> <p>The report provides daily figures for the date(s) you enter at the <b>Start Date</b> and <b>Stop Date</b> parameters. Note that this option reports by adjustment date, not by date of liability.</p>  | Yes       | None    | None       |
|       |                         | <p>For purposes of this report, the adjustment date is determined by the system date established when PHPUPDT was run and ignores separation of data due to quarter or pay period.</p> <p>P = Report on pay period activity. The report reflects the sum of all tax liabilities for the pay period year, pay ID, and pay number regardless of whether the event date falls inside or outside the defined pay period start and end dates.</p> <p>Q = Report on quarterly activity. The report reflects the sum of all tax liabilities for all pay events whose Event Date (ptrcaln_check_date or phrhist_event_date) falls within the specified quarter.</p> |           |         |            |



| Param | Name       | Description/Values   | Required?                           | Default | Validation                              |
|-------|------------|--|-------------------------------------|---------|---|
| 03    | Start Date | <p>Start date for daily reporting. The date(s) you enter must reflect the date when the Payroll Update Process (PHPUPDT) was run for the adjustment(s) or supplemental pay. If you are not sure when PHPUPDT was run, check the Payroll Update Query page (PHIUPDT) and then enter the displayed date(s) here.</p> <p>Remember that this date should be the date of the PHPUPDT adjustment reflecting the liability. It is not the liability date. (the event date is the date that indicates the employer's liability period.)</p> <p>This parameter is required only if the Reporting Period Choice parameter is set to D.</p> | Yes (See Note in preceding column.) | None    | Format must be DD-MMM-YYYY or DD-MMM-YY |
| 04    | Stop Date  | <p>Stop date for daily reporting.</p> <p>This parameter is required only if the Reporting Period Choice parameter is set to D.</p>   | Yes (See Note in preceding column.) | None    | Format must be DD-MMM-YYYY or DD-MMM-YY |
| 05    | Quarter    | <p>Tax quarter: 1, 2, 3, 4, or A(II)</p> <p>This parameter is required only if the Reporting Period Choice parameter is set to Q.</p>  | Yes (See Note in preceding column.) | None    | None                                    |
| 06    | Year       | <p>Payroll year.</p> <p>This parameter is required only if the Reporting Period Choice parameter is set to P or Q</p>  | Yes (See Note in preceding column.) | None    | Format must be YYYY or YY               |
| 07    | Pay ID     | <p>ID of payroll to be included in report</p> <p>This parameter is required only if the Reporting Period Choice parameter is set to P.</p>   | Yes (See Note in preceding column.) | None    | PTRPICT                                 |

| Param | Name           | Description/Values  | Required?                           | Default | Validation |
|-------|----------------|---|-------------------------------------|---------|------------|
| 08    | Pay Number     | Number of payroll to be included in report<br>This parameter is required only if the Reporting Period Choice parameter is set to P.                 | Yes (See Note in preceding column.) | None    | PTRCALN    |
| 09    | All Employers? | All employer codes indicator:<br>Y = Report on all employer codes.<br>N = Report only on the employer code(s) specified at the following parameter. | Yes                                 | Y(es)   | None       |
| 10    | Employer Code  | Employer code. This is a repeating parameter.<br>This parameter is required only if the All Employers? parameter is set to N.                       | Yes (See Note in preceding column.) | None    | PTREMPR    |

## Report Attributes

### Sort Order

First by tax depository grouping, then alphabetically by tax code

### Data Source

Payroll pages and tables

### Frequency

Quarterly, daily, or by pay period, and at other times on demand. As part of the payroll process, this report should be run after the Pay Period Update Process (PHPUPDT) along with the Deduction Register and the Payroll Register reports.

**Warning!** Be sure to run the Payroll Update Process (PHPUPDT) **before** you run this report. If this report is run prior to PHPUPDT, it will not include tax liability data entered since PHPUPDT was last run. **This will result in inaccurate liability and withholding amounts.**

## Report Format

Standard horizontal report format

| Name            | Description   |
|-----------------|---|
| Box             | Tax depository grouping number and description<br>Refer to <b>Supplemental Information</b> (below) for additional information about this field.   |
| Code            | Benefit/deduction code established on the Benefit/Deduction Rule page (PTRBDCA) and associated with this box on the Tax Reporting Rule page (PXAREPT) under the appropriate tax depository grouping codes.<br>Refer to <b>Supplemental Information</b> (below) for additional information about this field.   |
| Tax Description | Description of deduction as defined on PTRBDCA for the appropriate federal, state, local, and/or other tax  |
| Employee Amt    | Total amount of employee tax deduction withheld for this tax code   |
| Employer Amt    | Total employer tax liability for this tax code  |
| Total Withheld  | Total tax withheld. This amount is the sum of the values in the employee tax deduction field and the employer tax liability field.  |
| Subj Income     | Subject income. This amount represents the applicable gross (that is, earnings and benefits subject to withholding) for this tax.   |
| Non Subj Inc    | Non-subject income. This amounts represents the value of any earnings/benefits that are subject to this tax (and therefore reportable on Form W-2), but are exempt from tax withholding under the Internal Revenue Code. An example is the cost of group-term life insurance in excess of \$50,000.<br><br>The amount that appears in this field is calculated according to the rules defined on the Tax Reporting Rule page (PXAREPT) for the tax code TDNS (Tax Depository Non-Subject Income). Refer to <b>Supplemental Information</b> (below) for information on using PXAREPT to set up non-subject income. |
| Total Income    | Sum of the values in the <b>Subj Income</b> and <b>Non Subj Inc</b> fields. In the case of Federal Withholding Tax, the value in this field is the equivalent of the value that appears in the W-2 <b>Total Wages, Tips and Other Compensation</b> box.   |

## Supplemental Information

The following information is provided to supplement the field definitions above.

This report displays tax codes according to the tax depository grouping(s) with which they are associated. This association is established on Tax Reporting Rule page (PXAREPT).

Ellucian delivers the Box Identification section of PXAREPT with tax-code groupings. You can use the PXAREPT Benefit/Deduction Code section to add additional benefit/deduction codes (as defined on PTRBDCA) to the grouping for inclusion in the box specified in the Box Identification section. The report sorts on this combination of box and tax-code grouping, with the entries in the Benefit/Deduction Code section appearing alphabetically within the specified group.

The following page documents a sample of PXAREPT as delivered with U.S. groupings in the Box Identification section. In this sample, the tax code TDUG (Tax Depository U.S. Groupings) has been entered at **Tax Report Code** to access U.S. data. (Different data is delivered for Canadian installations, along with the tax code TDCG.)

## Tax Depository Report (PXRTDEP)

### About this task

```

PXAREPT  2.0.2           Systems & Computer Technology    05-APR-1994  15:02:10
                                TAX REPORTING RULE PAGE
                                Tax Report Code:  TDUG      Tax Depository US Groupings
                                BOX IDENTIFICATION BLOCK
                                Box  Description
                                1  Federal Withholding
                                2  FICA Tax
                                3  Federal Unemployment
                                4  Earned Income Credit
                                ----> 5  State Taxes
                                6  State Disability Taxes
                                7  State Unemployment Taxes
                                8  City/Local Taxes
                                9  Other Taxes
                                BENEFIT/DEDUCTION CODE BLOCK
                                Box: 5      State Taxes
                                Dedn Code  Description      Amount Ind.
                                SIL      Illinois State Tax      N  (None)
                                SMI      Michigan Income Tax      N  (None)
                                SNJ      New Jersey State Tax      N  (None)
                                STA      State of Pennsylvania Tax  N  (None)

```

Count: \*4

&lt;OSC&gt;&lt;DBG&gt;

&lt;Replace&gt;

In the sample above, the data in the Box Identification section was delivered with the Banner System. This user has selected State Taxes (Box 5) by arrowing down to **State Taxes** and pressing the **Go** button. The user has then entered associated tax codes (after first defining them on PTRBCDA) in the Benefit/Deduction Code section. When this report is run, Banner will check the totals for these tax codes to determine the employer's state tax liability.

**Note:** You are required to complete the Benefit/Deduction Code section only for taxes for which you have incurred a liability in the specified reporting period. For example, if your installation has no state tax liability, you are not required to enter values in the Benefit/Deduction Code section for Box 5, **State Taxes**. (The report will display the box's State Tax description as it appears in the Box Identification section, but no breakdown will appear below the description.) As new liabilities arise, you can add the appropriate code. For example, if for the first time you have an employee subject to New York State tax, you can add a code for New York State tax liability.

Using the same example, if you enter a code in the Benefit/Deduction Code section for association with the **State Taxes** box and the specified period has no liability associated with this code, the report will display the benefit/deduction description and show a value of zero in the field.

You can also use PXAREPT to associate non-subject income with a tax code and track it on PXRTDEP. Non-subject income is defined as earnings and benefits that are taxable (and therefore reportable on Form W-2), but that are exempt from tax withholding for the specified tax code. Examples are relocation funds and the cost of group-term life insurance in excess of \$50,000. To establish income as non-subject, follow these steps:

### Procedure

1. Access PXAREPT. Enter TDNS (Tax Depository Non-Subject Income) at **Tax Report Code**.
2. Enter the tax depository grouping code at **Box**. (Unlike TDUG and TDCG, TDNS is not delivered with predefined grouping codes.)

```

PXAREPT 2.0.2          Systems & Computer Technology    24-JUN-1994  14:42:09
                        TAX REPORTING RULE PAGE          Page 1 of 2
Tax Report Code: TDNS Tax Depository Non-subject
                        BOX IDENTIFICATION BLOCK
Box Description
FED Federal Withholding Tax
                        BENEFIT/DEDUCTION CODE BLOCK
Box: FED Federal Withholding Tax
Dedn Code Description Amount Ind.

```

3. In the Benefit/Deduction Code section, enter the code(s) of the benefits or deductions you are associating with this tax code as non-subject income.
4. In the Earnings Code section on Page 2, enter the earnings code(s) assigned to the non-subject income you are associating with this tax code

Page 2 of 2

---

Tax Report Code: TDNS Tax Depository Non-subject  
 EARNINGS CODE BLOCK

---

Box: FED Federal Withholding Tax  
 Earn Code Description  
 RLO Relocation Costs  
 TUI Tuition Reimbursement

## Results

If you do not want to track non-subject income, it is not necessary to complete PXAREPT for the TDNS tax report code. The **Non Subj Inc** field on PXRTDEP will be populated only for the tax codes you establish on PXAREPT.

## Report Sample (PXRTDEP) 01

```

REPORT : PXRTDEP                                Systems & Computer Technology
                                                Tax Depository Report
                                                For All Employer Codes
Reporting Period: Pay Period - 1995 TM 4 Start: 01-APR-1995 End: 30-APR-1995
RUN DATE 06/24/1994
RUN TIME 10:50 AM

Box : 1 Federal Withholding Tax
Code Tax Description      Employee Amt  Employer Amt  Total Withheld  Subj Income  Non Subj Inc  Total Income
FED Federal Withholding Tax  13202.81      .00      13202.81      59005.41      1000.00      60005.41
-----
Totals for Federal Withholding Tax :  13202.81      0.00      13202.81

Box : 2 FICA Tax
FIM Fica Medicare          897.28      897.28      1794.56      61881.24      .00      61881.24
FIO Fica Old Age           3415.32      3415.32      6830.64      55086.23      .00      55086.23
-----
Totals for FICA Tax :  4312.60      4312.60      8625.20

Box : 3 Federal Unemployment Tax
-----
Totals for Federal Unemployment Tax :  0.00      0.00      0.00

Box : 4 Earned Income Credit

```

|                                   |                           |        |        |        |        |         |     |     |         |
|-----------------------------------|---------------------------|--------|--------|--------|--------|---------|-----|-----|---------|
| EIC                               | Earned Income Credit      |        | .00    | .00    | .00    | .00     | .00 | .00 | .00     |
| Totals for Earned Income Credit : |                           |        | 0.00   | 0.00   | 0.00   |         |     |     |         |
| Box : 5 State Taxes               |                           |        |        |        |        |         |     |     |         |
| SIL                               | Illinois State Tax        |        | 155.83 | .00    | 155.83 | 5277.78 | .00 |     | 5277.78 |
| SMI                               | Michigan Income Tax       |        | .00    | .00    | .00    | .00     | .00 |     | .00     |
| SNJ                               | New Jersey State Tax      |        | .00    | .00    | .00    | .00     | .00 |     | .00     |
| STA                               | State of Pennsylvania Tax |        | 112.00 | .00    | 112.00 | 4000.00 | .00 |     | 4000.00 |
| Totals for State Taxes :          |                           | 267.83 | 0.00   | 267.83 |        |         |     |     |         |

|  |                               |              |                |             |              |              |
|--|-------------------------------|--------------|----------------|-------------|--------------|--------------|
| REPORT : PXRTDEP   | Systems & Computer Technology |              |                | PAGE        | 2            |              |
|  | Tax Depository Report         |              |                | RUN DATE    | 06/24/1994   |              |
|  | For All Employer Codes        |              |                | RUN TIME    | 10:50 AM     |              |
| Reporting Period: Pay Period - 1995 TM 4 Start: 01-APR-1995 End: 30-APR-1995 |                               |              |                |             |              |              |
| Box : 6 State Disability Taxes   |                               |              |                |             |              |              |
| Code Tax Description   | Employee Amt                  | Employer Amt | Total Withheld | Subj Income | Non Subj Inc | Total Income |
| Totals for State Disability Taxes :  | 0.00                          | 0.00         | 0.00           |             |              |              |
| Box : 7 State Unemployment Taxes   |                               |              |                |             |              |              |
| Totals for State Unemployment Taxes :  | 0.00                          | 0.00         | 0.00           |             |              |              |
| Box : 8 City/Local Taxes   |                               |              |                |             |              |              |
| LOC Local Income Tax   | 55.56                         | .00          | 55.56          | 5555.56     | .00          | 5555.56      |
| PHN Philadelphia Non-resident Tax  | .00                           | .00          | .00            | .00         | .00          | .00          |
| PHR Philadelphia Resident Tax  | .00                           | .00          | .00            | .00         | .00          | .00          |
| Totals for City/Local Taxes :  | 55.56                         | 0.00         | 55.56          |             |              |              |
| Box : 9 Other Taxes  |                               |              |                |             |              |              |
| OCP Occupational Privilege Tax   | .00                           | .00          | .00            | .00         | .00          | .00          |
| Totals for Other Taxes :   | 0.00                          | 0.00         | 0.00           |             |              |              |
| Grand Totals :   | 17838.80                      | 4312.60      | 22151.40       |             |              |              |

| Parameter Name    | Value                  | Source                        | Message                   |
|-------------------|------------------------|-------------------------------|---------------------------|
| REPORT : PXRTDEP  |                        | Systems & Computer Technology | PAGE 3                    |
|                   |                        | Tax Depository Report         | RUN DATE 06/24/1994       |
|                   |                        | For All Employer Codes        | RUN TIME 10:50 AM         |
| Reporting Period: | Pay Period - 1995 TM 4 | Start: 01-APR-1995            | End: 30-APR-1995          |
|                   | * * *                  | REPORT                        | CONTROL INFORMATION * * * |

Parameter Seq No: 4377  
 Pay Events: O Entered  
 Reporting Option: P Entered  
 Payroll Year: 1995 Entered  
 Pay Id: TM Entered  
 Pay Number: 4 Entered  
 All Employer Codes: Y Entered  
 RECORD COUNT: 12 - Number of Deductions Processed

## Report Sample (PXRTDEP) 02

REPORT : PXRTDEP  
 Systems & Computer Technology  
 Tax Depository Report  
 For All Employer Codes  
 Reporting Period: Daily Between 22-JUN-1994 and 22-JUN-1994  
 PAGE 1  
 RUN DATE 06/24/1994  
 RUN TIME 10:31 AM

| Box : 1 Federal Withholding Tax       | Employee Amt | Employer Amt | Total Withheld | Subj Income | Non Subj Inc | Total Income |
|---------------------------------------|--------------|--------------|----------------|-------------|--------------|--------------|
| Code Tax Description                  |              |              |                |             |              |              |
| FED Federal Withholding Tax           | 900.00       | .00          | 900.00         | 22000.00    | .00          | 22000.00     |
| Totals for Federal Withholding Tax :  | 900.00       | 0.00         | 900.00         |             |              |              |
| Box : 2 FICA Tax                      |              |              |                |             |              |              |
| FIM Fica Medicare                     | 400.00       | 400.00       | 800.00         | 22000.00    | .00          | 22000.00     |
| FIO Fica Old Age                      | 319.00       | 319.00       | 638.00         | 22000.00    | .00          | 22000.00     |
| Totals for FICA Tax :                 | 719.00       | 719.00       | 1438.00        |             |              |              |
| Box : 3 Federal Unemployment Tax      |              |              |                |             |              |              |
| Totals for Federal Unemployment Tax : | 0.00         | 0.00         | 0.00           |             |              |              |
| Box : 4 Earned Income Credit          |              |              |                |             |              |              |
| EIC Earned Income Credit              | .00          | .00          | .00            | .00         | .00          | .00          |
| Totals for Earned Income Credit :     | 0.00         | 0.00         | 0.00           |             |              |              |
| Box : 5 State Taxes                   |              |              |                |             |              |              |
| SIL Illinois State Tax                | .00          | .00          | .00            | .00         | .00          | .00          |
| SMI Michigan Income Tax               | .00          | .00          | .00            | .00         | .00          | .00          |
| SNJ New Jersey State Tax              | .00          | .00          | .00            | .00         | .00          | .00          |
| STA State of Pennsylvania Tax         | .00          | .00          | .00            | .00         | .00          | .00          |
| Totals for State Taxes :              | 0.00         | 0.00         | 0.00           |             |              |              |



Systems & Computer Technology  
Tax Depository Report  
For All Employer Codes

Box : 6 State Disability Taxes  
Code Tax Description

|                |         |        |         |
|----------------|---------|--------|---------|
| Grand Totals : | 1619.00 | 719.00 | 2338.00 |
|----------------|---------|--------|---------|

Systems & Computer Technology  
Tax Depository Report  
For All Employer Codes

|   |             |         |
|---|-------------|---------|
| Parameter Seq No:                                 | 4375        |         |
| Pay Events:                                       | A           | Entered |
| Reporting Option:                                 |             | Entered |
| Start Date:                                       | 22-JUN-1994 | Entered |
| Stop Date:  | 22-JUN-1994 | Entered |
| All Employer Codes:                               | Y           | Entered |
| RECORD COUNT: 12 - Number of Deductions Processed |             |         |

## Report Sample (PXRTDEP) 03

|                                       |  |              |                |                                       |
|---------------------------------------|--|--------------|----------------|---------------------------------------|
| REPORT : PXRTDEP                      | Systems & Computer Technology                      |              |                | PAGE 1                                |
|                                       | Tax Depository Report                              |              |                | RUN DATE 06/24/1994                   |
|                                       | For All Employer Codes                             |              |                | RUN TIME 10:46 AM                     |
|                                       | Reporting Period: Quarterly - Second Quarter, 1995 |              |                |                                       |
| Box : 1 Federal Withholding Tax       |  |              |                |                                       |
| Code Tax Description                  | Employee Amt                                       | Employer Amt | Total Withheld | Subj Income Non Subj Inc Total Income |
| FED Federal Withholding Tax           | 40008.46   | .00          | 40008.46       | 178052.33 3000.00 181052.33           |
| Totals for Federal Withholding Tax :  | 40008.46   | 0.00         | 40008.46       |                                       |
| Box : 2 FICA Tax                      |  |              |                |                                       |
| FIM Fica Medicare                     | 2611.84  | 2611.84      | 5223.68        | 185713.17 .00 185713.17               |
| FIO Fica Old Age                      | 7161.59  | 7161.59      | 14323.18       | 98654.82 .00 98654.82                 |
| Totals for FICA Tax :                 | 9773.43  | 9773.43      | 19546.86       |                                       |
| Box : 3 Federal Unemployment Tax      |  |              |                |                                       |
| Totals for Federal Unemployment Tax : | 0.00   | 0.00         | 0.00           |                                       |
| Box : 4 Earned Income Credit          |  |              |                |                                       |
| EIC Earned Income Credit              | .00  | .00          | .00            | .00 .00 .00                           |
| Totals for Earned Income Credit :     | 0.00   | 0.00         | 0.00           |                                       |
| Box : 5 State Taxes                   |  |              |                |                                       |
| SIL Illinois State Tax                | 427.91   | .00          | 427.91         | 14513.90 .00 14513.90                 |
| SMI Michigan Income Tax               | .00  | .00          | .00            | .00 .00 .00                           |
| SNJ New Jersey State Tax              | .00  | .00          | .00            | .00 .00 .00                           |
| STA State of Pennsylvania Tax         | 336.00   | .00          | 336.00         | 12000.00 .00 12000.00                 |
| Totals for State Taxes :              | 763.91   | 0.00         | 763.91         |                                       |

|                                     |  |              |                |                                       |
|-------------------------------------|--|--------------|----------------|---------------------------------------|
| REPORT : PXRTDEP                    | Systems & Computer Technology                      |              |                | PAGE 2                                |
|                                     | Tax Depository Report                              |              |                | RUN DATE 06/24/1994                   |
|                                     | For All Employer Codes                             |              |                | RUN TIME 10:46 AM                     |
|                                     | Reporting Period: Quarterly - Second Quarter, 1995 |              |                |                                       |
| Box : 6 State Disability Taxes      |  |              |                |                                       |
| Code Tax Description                | Employee Amt                                       | Employer Amt | Total Withheld | Subj Income Non Subj Inc Total Income |
| Totals for State Disability Taxes : | 0.00   | 0.00         | 0.00           |                                       |
| Box : 7 State Unemployment Taxes    |  |              |                |                                       |

|                                       |          |         |          |          |     |          |
|---------------------------------------|----------|---------|----------|----------|-----|----------|
| Totals for State Unemployment Taxes : | 0.00     | 0.00    | 0.00     |          |     |          |
| <hr/>                                 |          |         |          |          |     |          |
| Box : 8 City/Local Taxes              |          |         |          |          |     |          |
| LOC Local Income Tax                  | 152.79   | .00     | 152.79   | 15277.79 | .00 | 15277.79 |
| PHN Philadelphia Non-resident Tax     | .00      | .00     | .00      | .00      | .00 | .00      |
| PHR Philadelphia Resident Tax         | .00      | .00     | .00      | .00      | .00 | .00      |
|                                       | <hr/>    |         |          |          |     |          |
| Totals for City/Local Taxes :         | 152.79   | 0.00    | 152.79   |          |     |          |
| <hr/>                                 |          |         |          |          |     |          |
| Box : 9 Other Taxes                   |          |         |          |          |     |          |
| OCP Occupational Privilege Tax        | .00      | .00     | .00      | .00      | .00 | .00      |
|                                       | <hr/>    |         |          |          |     |          |
| Totals for Other Taxes :              | 0.00     | 0.00    | 0.00     |          |     |          |
| <hr/>                                 |          |         |          |          |     |          |
| Grand Totals :                        | 50698.59 | 9773.43 | 60472.02 |          |     |          |

REPORT : PXRTDEP

Systems & Computer Technology  
Tax Depository Report  
For All Employer Codes  
Reporting Period: Quarterly - Second Quarter, 1995  
\* \* \* REPORT CONTROL INFORMATION \* \* \*

PAGE 3  
RUN DATE 06/24/1994  
RUN TIME 10:46 AM

| Parameter Name                                    | Value | Source  | Message |
|---|-------|---------|---------|
| Parameter Seq No:                                 | 4376  |         |         |
| Pay Events:                                       | B     | Entered |         |
| Reporting Option:                                 | Q     | Entered |         |
| Year:   | 1995  | Entered |         |
| Quarter:  | 2     | Entered |         |
| All Employer Codes:                               | Y     | Entered |         |
| RECORD COUNT: 12 - Number of Deductions Processed |       |         |         |

## United States W-2 (PXRW2xx)

Generates United States W-2 form, Form 6559 totals report, and the error/log report.

You can print totals in the .lis file when the Processing Mode parameter is set to T. You can view error messages printed after the name and SSN in the .log file. When W-2 forms are created, the totals will be printed in the .log file.

**Note:** Since 2005, there has been a new process created each year with that specific year's formatting. This allows for the reprinting of a specific year's W-2 with the correct form layout. The current year's process may be used to create W-2 forms for that year, as well as totals in the future. Once the new year's process (e.g. PXRW213) has been delivered, the prior year's process (e.g. PXRW212) will be restricted to its specific year.

| Param | Name            | Description/Values  | Required? | Default | Validation                |
|-------|-----------------|---|-----------|---------|---------------------------|
| 01    | Tax Year        | Tax year.   | Yes       | None    | Format must be YYYY or YY |
| 02    | Employer Code   | Employer code.  | Yes       | None    | PTREMPR                   |
| 03    | Processing Mode | <p>Select a process mode:</p> <p>(C)reate = Produces W-2s only if Tax Quarter A is selected in parameter 04.</p> <p>(R)eprint = May only be used with Tax Quarter A to reprint one, several or all W-2s.</p> <p>(T)otals Only</p>   | Yes       | None    | C, R, or T                |
| 04    | Tax Quarter     | <p>Quarters:</p> <p>1 = First</p> <p>2 = Second</p> <p>3 = Third</p> <p>4 = Fourth</p> <p>In each case above, the system generates the Form 6559 totals report only. Quarter-to-date totals are not included.</p> <p>All Quarters:</p> <p>A This is the only value that generates W-2s.</p> | Yes       | A       | None                      |

| Param | Name                            | Description/Values   | Required? | Default | Validation |
|-------|---------------------------------|--|-----------|---------|------------|
| 05    | Specific Employee IDs Indicator | Do you want to process specific employees?<br>Y = Prompt for specific employee IDs. (See the Employee ID parameter below.)<br>N = Process forms for all employees.   | Yes       | N       | None       |
| 06    | Employee IDs                    | Employee ID numbers identifying the employees whose forms are to be processed. This is a repeating parameter.<br>This parameter is required when you enter Y for the Specific Employee IDs parameter.  | No        | None    | None       |
| 07    | W-2 Form Type                   | W-2 Format:<br>1 = Standard IRS 1-Up<br>2 = Laser 4-Up<br>3 = Laser (pressure sealed) forms<br>This parameter is required when you specify the value, A (for all quarters) for the Tax Quarter parameter.  | No        | 1       | None       |
| 08    | Print Sort Order                | This parameter is required when you enter A (for all quarters) for the Tax Quarter parameter. It determines how the Control Number is assigned, and the order in which the W-2s should print. Select any one of the following values:<br>1 = Sort by Employee Name—Sorts according to last name, first name, middle initial/name.<br>2 = Sort by Nation/ZIP Code—Sorts according to the Nation, then ZIP code in ascending order. Within the same ZIP code, W-2s are | No        | None    | None       |

| Param | Name                      | Description/Values  | Required? | Default | Validation |
|-------|---------------------------|---|-----------|---------|------------|
|       |                           | sorted alphabetically. Records without a Nation will be considered to be United States.   |           |         |            |
|       |                           | <p>3 = By Check Distribution Organization—Sorts according to the Check Distribution value on the Employee page (PEAEMPL). Within the check distribution value, sorted alphabetically.</p> <p>Remember, to use this sort feature, populate the MMREF code on the STVNATN for the U.S. and Canada.</p>  |           |         |            |
|       |                           | <p>Be sure to read the following information about how the Control Number is assigned to the PXRW2xx report.</p> <p>The value of the Print Sort Order parameter determines the Control Number of the W-2 report. Due to the sort order, the control number may not be printed in an alphabetical order. The Control Number is stored in the PXRW2FD table.</p> <ul style="list-style-type: none"> <li>• In the <code>Create</code> mode, for new W-2s, the Control Number is a 1-up number from the maximum value stored in the PXRW2FD table. It is a combination of year, quarter, and employer combination.</li> </ul> |           |         |            |
|       |                           | <ul style="list-style-type: none"> <li>• If a W-2 is re-issued for an employee, the same Control Number originally issued for that employee, will be used from the PXRW2FD table. This enables you track the W-2.</li> </ul>  |           |         |            |
| 09    | Zero Out Negative Amounts | Do you want to zero out negative box amounts?   | Yes       | N       | None       |

| Param | Name                       | Description/Values  | Required? | Default | Validation |
|-------|----------------------------|---|-----------|---------|------------|
|       |                            | Y = Yes, substitute zeroes for negative amounts<br>N = No, display negative amounts   |           |         |            |
| 10    | Print Paper W-2 for all    | Print paper W-2s for all employees regardless of their electronic consent.<br><br>Y = Yes, print paper W-2s for all employees.<br>N = No, prints paper W-2s for employees who have <i>not</i> given their electronic consent. | No        | N       | None       |
| 11    | Mark as Reissued W-2       | Allows you to designate W-2s as Reissued. Use this parameter when you select the Create Processing Mode.<br><br>Y = Yes, designate W-2s as reissued.<br>N = No, do not designate W-2s as reissued.                            | No        | N       | None       |
| 12    | Number of Alignment Pages  | Indicates the number (range 0-9) of alignment pages that will precede the actual W-2 Forms.   | No        | None    | None       |
| 13    | Suppress Zero W-2 Messages | Indicate if printing messages for W-2s with zero tax amounts are to be suppressed.<br><br>Y = Yes, suppress zero U.S. W-2s error messages<br>N = No, include zero U.S. W-2s error messages                                    | No        | Y<br>N  | None       |
| 14    | Print W-2 with no address  | Indicate if you wish to print W-2s for employees whose address may be missing.<br><br>Y = Yes, print W-2s for employees whose address information is missing.   | No        | N       | None       |

| Param | Name                           | Description/Values   | Required? | Default | Validation |
|-------|--------------------------------|--|-----------|---------|------------|
|       |                                | N = No, do <i>not</i> print W-2s for employees whose address information is missing. Print a warning at the beginning of the file.                               |           |         |            |
| 15    | Population Selection Indicator | Indicate if population selection is to be used:<br><br>Y = Yes, use population selection to generate W-2s.<br><br>N = No, population selection will not be used. | Yes       | N       | None       |
| 16    | Population Selection ID        | Specify ID of the population selected.<br><br>Enter this parameter only if you set the Population Selection parameter to Y.                                      | No        | None    | None       |
| 17    | Creator ID                     | Creator ID for population selection.<br><br>Enter this parameter only if you set the Population Selection Indicator parameter to Y.                              | No        | None    | None       |
| 18    | Application Code               | Application ID for population selection.<br><br>Enter this parameter only if you set the Use Population Selection parameter to Y.                                | No        | None    | None       |

## Report Attributes

### Sort Order

Not applicable

### Data Source

Payroll pages and tables



**Frequency**

On demand

**Report Output**

Preprinted form for W-2s. Standard horizontal report format for error report, totals, and control information pages.

| Name  | Description   |
|-------|---|
| Box a | Employee's Social Security number   |
| Box b | Employer's IRS-assigned identification number (EIN)   |
| Box c | <p>Employer's full name, address, and ZIP Code</p> <p>The United States Form W-2 process (PXRW2xx) will concatenate Name and Name Line 2 from the Magnetic Tape Rules page (PXAMTAP) to print and display on Form W-2.</p> <p><b>Note:</b> The W-2 EFW2 File process (PXPW2xx) creates the electronic file to submit to the IRS using Employer information from the MMREF-1 Electronic Filing (PXAMMEF) page and not the PXAMTAP page. Inconsistent information across pages and use of Name Line 2 may cause discrepancies in printed W-2 forms and electronic file data.</p>  |
| Box d | Control number. This number is used as an ordering system to account for all W-2s used for the tax year.  |
| Box e | <p>Employee's first name, middle initial, last name, and suffix if specified on the Employee page (PEAEMPL) or the Identification page (PPAIDEN). If a name is entered on PEAEMPL, it will override the existing name on PPAIDEN.</p> <p>The Employee's suffix will be printed, if specified on the Identification page (PPAIDEN) or on the Employee page (PEAEMPL), in a separate area under <b>Box e</b> on the U.S. W-2 form.</p> <ul style="list-style-type: none"><li>• The suffix will print up to four characters. If the first and/or last name is too long, it may be truncated in order to print the full suffix.</li></ul> |

| Name   | Description  |
|--------|--|
|        | <ul style="list-style-type: none"> <li>If the length of employee's last name or suffix exceeds their respective form box, then the employee's full name will be printed as one string across the first name, last name, and suffix boxes disregarding the lines separating the boxes. If the name exceeds the available space, it will be truncated.</li> </ul> <p>The following list shows where information is collected for name and address</p>                  |
| Box f  | Employee's address and ZIP Code. Up to five address lines can print.   |
| Box 1  | Total wages, tips (except for allocated tips reported in Box 8), and other compensation paid to the employee during the year   |
| Box 2  | Amount of federal income tax withheld from the employee's wages for the year   |
| Box 3  | Total amount of wages subject to the Social Security tax   |
| Box 4  | Social Security tax withheld   |
| Box 5  | Total amount of wages and tips subject to the Medicare tax   |
| Box 6  | Total amount of Medicare tax withheld from the employee's wages and tips for the year  |
| Box 7  | Total amount of tips subject to the Social Security tax  |
| Box 8  | Tips allocated to this employee. The amount in this field is not reflected in Box 1.   |
| Box 10 | Amount of dependent care benefits under Section 129 of the Internal Revenue Code paid or incurred for the employee. The amount shown includes any amount in excess of the \$5,000 exclusion.   |
| Box 11 | Amount of distributions to the employee from a non qualified plan and/or a Section 457 plan. This amount is also included in the amount in Box 1.  |
| Box 12 | <p>Amounts for one or more of the following codes when applicable to this employee:</p> <p>(Always refer to W-2 Instructions for most current and complete explanation of codes.)</p> <p>A = Uncollected Social Security tax on employee tips</p> <p>B = Uncollected Medicare tax on employee tips</p> <p>C = Cost of group-term life insurance coverage provided to this employee in excess of \$50,000</p> <p>D = Elective contribution to Section 401(k) plan</p> |

| Name | Description  |
|------|--|
|      | E = Elective contribution to Section 403(b) annuity  |
|      | F = Elective contribution to Section 408(k)(6) SEP   |
|      | G = Elective and non-elective deferrals to Section 457(b) (state and local government employers)                           |
|      | H = Pretax deferrals to Section 501(c)(18)(D) plan (tax exempt organizations)  |
|      | I = Not in use   |
|      | J = Employee sick pay not included as income in Boxes 1, 3, or 5   |
|      | K = 20% excise tax on excess "golden parachute" payments   |
|      | L = Non-taxable part of business expense reimbursements  |
|      | M = Uncollected Social Security tax on taxable group-term life insurance coverage provided to a former or retired employee |
|      | N = Uncollected Medicare tax on taxable group-term life insurance coverage provided to a former or retired employee        |
|      | P = Non-taxable relocation reimbursements  |
|      | Q = Non-taxable combat pay   |
|      | R = MSA contributions  |
|      | S = SIMPLE contributions   |
|      | T = Adoption benefits  |
|      | V = Income from exercise of non-statutory stock option(s) (included in boxes 1, 3 and 5)                                   |
|      | Y - Deferrals under section 409A   |
|      | Z = Income under section 409A  |
|      | AA = Designated Roth Contributions to Section 401(k)   |
|      | BB = Designated Roth Contributions to Section 403(b)   |
|      | CC = Exempt wages and tips relating to the HIRE Act of 2010  |

| Name   | Description  |
|--------|--|
|        | DD = Employer-sponsored cost of group health plans<br>EE = Roth Contributions to 457(b)<br>W = Health Savings Accounts   |
| Box 13 | Appropriate boxes are checked to indicate the following:<br><br>Statutory employee: Checked if there are earnings subject to Social Security tax and Medicare tax but not to federal income tax withholding<br><br>Deferred compensation: Checked if contributions were made on the employee's behalf to a section 401(k), 403(b), 408(k)(6), 457, or 501(c)(18)(D) plan |
| Box 14 | Additional information provided to employees. Examples include: <ul style="list-style-type: none"> <li>• Union dues</li> <li>• Health insurance premiums deducted</li> <li>• Moving expenses paid</li> <li>• Educational assistance payments</li> </ul>  |
| Box 15 | Employer's state and state ID number   |
| Box 16 | State wages, tips, and other compensation  |
| Box 17 | State income tax   |
| Box 18 | Local wages, tips, etc.  |
| Box 19 | Local income tax   |
| Box 20 | Locality name  |
| UITO   | Quarter-to-date Unemployment Insurance total wages<br><br>This field appears only on the W-2 Summary page, and is only reported when it is run for a specific quarter. It does not appear on W-2s.   |
| UITX   | Quarter-to-date Unemployment Insurance taxable wages   |

| Name | Description  |
|------|--|
|      | This field appears only on the W-2 Summary page, and is only reported when it is run for a specific quarter. It does not appear on W-2s. |

The following table shows where information is collected for name and address.

| Banner Page      | Field Name  | Used in PXRW2xx regulatory process      |
|------------------|---|---|
| PEAEMPL/ PPAIDEN | SUBSTR(DECODE(pebempl_ssn_last_name,<br>NULL, spriden_first_name,<br>pebempl_ssn_first_name),1,15)  | Box e Employee's first name and initial |
| PEAEMPL/ PPAIDEN | SUBSTR(DECODE(pebempl_ssn_last_name,<br>NULL, spriden_last_name,<br>pebempl_ssn_last_name),1,20)  | Box e Employee's Last name              |
| PEAEMPL/ PPAIDEN | SUBSTR(DECODE(pebempl_ssn_last_name,<br>NULL, spriden_mi,<br>pebempl_ssn_mi),1,15)  | Box e Employee's Suffix                 |
| PPAIDEN          | spraddr_street_line1,<br>spraddr_street_line2,<br>spraddr_street_line3,<br>spraddr_city,<br>DECODE(NVL<br>(stvnatn_code,:institution_natn_code), :institution_natn_code,NULL,<br>stvnatn_nation),spraddr_stat_code,<br>spraddr_zip, | Box f Employee's address and ZIP code   |

## Report Sample (PXRW2xx)

```

REPORT : PXRW211          UNIVERSITY of BANNER      RUN DATE 31-OCT-2011
                        United States W-2 2011      RUN TIME 01:59 PM
                        * * * W-2 TOTALS * * *

Employees selected                      32
Employees with errors                    0
Employees with no amounts to report     4
W-2 records created                     28
Printing errors                          0
Forms printed (includes multiples per employee) 45
Electronic W-2s                         0
1 Wages, tips, other compensation       746,069.88
2 Federal income tax withheld          231,651.83
3 Social security wages                292,488.65
4 Social security tax withheld          12,214.27
5 Medicare wages and tips              768,953.92
6 Medicare tax withheld                 11,122.20
7 Social Security tips                  234.00
8 Allocated Tips                       162.00
9 Advance EIC payment                   .00
10 Dependent care benefits              747.69
11 Non-qualified Plans                  12,299.05
12A Uncollected Social Security Tax on tips 234.00
12B Uncollected Medicare tax on tips   234.00
12C Cost of Group-term life insurance over $50000 187.23
12D Section 401(k) contributions        350.11
12E Section 403(b) contributions        909.57
12F Section 408(k) (6) contributions    1,700.42
12G Section 457 contributions           1,415.22
12H Section 501(c) (18) (D) contributions 500.00
12J Sick pay NOT includible as income    95.45
12K Tax on excess golden parachute payments .00
12L Substantiated mileage allowance reimbursement 35.30
12M Uncollected Social Security tax, Group-term life 187.23
12N Uncollected Medicare tax, Group-term life 187.23
12P Nontaxable relocation reimbursements .00
12Q Nontaxable combat pay               1,000.00
12R Employer contributions to Medical Savings Accounts 102.79
12S SIMPLE retirements accounts         3,549.08
12T Qualified adoption expenses         .00
12V Exercise of nonstatutory stock option(s) .00
12W Employer contributions to Health Savings Accounts 834.00
12Y Deferrals under section 409A         1,426.92
12Z Income under section 409A           2,500.00
12AA Designated Roth contributions to Section 401(k) 350.11
12BB Designated Roth contributions under Section 403(B) 909.57
12CC HIRE Act                           .00
12DD Health Plan Costs                  2,471.72
12EE Roth contributions to 457b         1,415.22
14 Other items                          3,134.09
16 State Wages, Tips, etc.             1,850,157.34
17 State Income Tax                     79,552.85

```

|      |  |            |
|------|--|------------|
| 18   | Local Wages, tips etc.                             | 751,040.09 |
| 19   | Local income tax                                   | 9,035.38   |
| UITO | Unemployment Insurance Total Wages (S record QTD)  | .00        |
| UITX | Unemployment Insurance Taxable Wages(S record QTD) | .00        |

REPORT : PXRW211      UNIVERSITY of BANNER      RUN DATE 31-OCT-2011  
                                  United States W-2 2011      RUN TIME 01:59 PM

\* \* \* REPORT CONTROL INFORMATION \* \* \*

| Parameter Name | Value | Message |
|----------------|-------|---------|
|----------------|-------|---------|

|                                |        |  |
|--------------------------------|--------|--|
| Parameter Sequence Number:     | 273265 |  |
| Tax Year                       | 2011   |  |
| Employer Code                  | REG    |  |
| Processing Mode                | C      |  |
| Tax Quarter                    | A      |  |
| Specific Employee IDs Ind      | N      |  |
| W-2 Form Type                  | 1      |  |
| Print Sort Order               | 1      |  |
| Zero Out Negative Amounts      | Y      |  |
| Print Paper W-2 for all        | Y      |  |
| Mark as Reissued W-2           | N      |  |
| Number of Alignment Pages      | 1      |  |
| Suppress Zero W-2 Messages     | Y      |  |
| Print W-2 with no address      | Y      |  |
| Population Selection Indicator | N      |  |
| pxrw211 completed successfully |        |  |

## Puerto Rico Form W-2 Wage and Tax Statement (PXRW2PR)

Generates the Puerto Rico W-2PR form and the error report pxrw2pr.err. The error report generates data only when errors exist on the W-2PRs.

| Param | Name          | Description/Values | Required? | Default | Validation                |
|-------|---------------|--------------------|-----------|---------|---------------------------|
| 01    | Tax Year      | Tax year           | Yes       | None    | Format must be YYYY or YY |
| 02    | Employer Code | Employer code      | Yes       | None    | None                      |

| Param | Name                        | Description/Values   | Required? | Default | Validation |
|-------|-----------------------------|--|-----------|---------|------------|
| 03    | Process Specific Employees? | <p>Do you want to process specific employees?</p> <p>Y = Prompt for specific employee IDs. (See the Employee ID parameter below.)</p> <p>N = Process forms for all employees.</p>                            | Yes       | N       | None       |
| 04    | Employee IDs                | <p>Employee ID numbers identifying the employees whose forms are to be processed. This is a repeating parameter.</p> <p>This parameter is required when you enter Y at Specific Employee IDs' Indicator.</p> | No        | None    | None       |
| 05    | Zero Out Negative Amounts   | <p>Do you want to zero out negative box amounts?</p> <p>Y = Substitute zeroes for negative amounts</p> <p>N = Display negative amounts</p>   | Yes       | N       | None       |



| Param | Name                   | Description/Values  | Required? | Default | Validation |
|-------|------------------------|---|-----------|---------|------------|
| 06    | W-2PR Format           | <p>Puerto Rico W-2 Format:</p> <p>1 = Standard IRS 1-Up</p> <p>2 = Totals only—includes all amounts, even errors</p>  | Yes       | 1       | None       |
| 07    | W-2PR Sort Order       | <p>Order in which the Puerto Rico W-2s should print:</p> <p>1 = Name—Sorts according to last name, first name, middle initial/middle name.</p> <p>2 = ZIP Code—Sorts according to the ZIP Code starting with the lowest number. Within the same ZIP Code, W-2s are sorted alphabetically.</p> | Yes       | 1       | None       |
| 08    | Initial Control Number | <p>Enter the initial control number for the first employee. The process will one-up the value for each processed employee.</p>  | Yes       | None    | None       |

| Param | Name                                  | Description/Values  | Required? | Default | Validation |
|-------|---------------------------------------|---|-----------|---------|------------|
| 09    | Electronic Filing Confirmation Number | Enter the alpha/numeric confirmation number assigned by the Department of the Treasury from the electronic transmittal of W-2s. | No        | None    | None       |

## Report Attributes

### Sort Order

According to the W-2PR Sort Order parameter

### Data Source

Payroll pages and tables

### Frequency

On demand

### Report Format

Preprinted form for W-2s. Standard horizontal report format for error report, totals, and control information pages.

| Name  | Description  |
|-------|--|
| Box 1 | Employee's first name, middle initial, surname, mailing address (up to five address lines can print), and date of birth.. The employee name is from the Identification page (PPAIDEN). |
| Box 2 | Employer's full name, address, ZIP Code, and telephone number, Electronic Filing Confirmation Number, and Control Number   |

---

| Name        | Description   |
|-------------|---|
| Box 3       | Employee's Social Security number   |
| Box 4       | Employer's IRS-assigned identification number (EIN)                                   |
| Box 5       | Cost of employer sponsored health coverage  |
| Box 6       | Charitable contributions  |
| Box 7       | Wages paid to the employee during the year  |
| Box 8       | Commissions paid to the employee during the year                                      |
| Box 9       | Allowances paid to the employee during the year                                       |
| Box 10      | Tips paid to the employee during the year   |
| Box 11      | Total of the wages, commissions, allowances, and tips for this employee               |
| Box 12      | Reimbursed expenses paid to the employee during the year                              |
| Box 13      | Amount of federal income tax withheld from the employee's wages for the year          |
| Box 14      | Retirement fund   |
| Box 15      | Contributions to CODA PLANS   |
| Box 16, 16A | Exempt Salaries   |
| Box 16B     | Contributions to Save and Double your Money Program                                   |
| Box 17      | Total amount of wages subject to the Social Security tax                              |
| Box 18      | Social Security tax withheld  |
| Box 19      | Total amount of wages and tips subject to the Medicare tax                            |
| Box 20      | Total amount of Medicare tax withheld from the employee's wages and tips for the year |
| Box 21      | Total amount of employee's tips subject to the Social Security tax                    |
| Box 22      | Uncollected Social Security tax on employee tips                                      |

---

| Name   | Description                               |
|--------|---|
| Box 23 | Uncollected Medicare tax on employee tips |

## Report Sample (PXRW2PR)

A sample detail report could not be supplied at this time. A sample report totals page, control page, and error report follow.

```

REPORT : PXRW2PR          UNIVERSITY of BANNER          RUN DATE 17-NOV-2011
                        Form W2 Wage and Tax Statement      RUN TIME 09:19 AM
                        * * * W-2PR TOTALS * * *

  Employees selected                      28
  Employees in error                      9
  W-2PR Forms printed                    19
  Employees written to magnetic media file 19
  Employees written to snapshot file      19
  6 Costo de Pension o Anual-Cost of Pension or Annu 14,432.91
  6A Costo de cubierta de salud auspiciada-Health Cost .00
  6B Donativos-Charitable Contributions .00
  7 Sueldos-Wages                      738,552.61
  8 Comisiones-Commissions              .00
  9 Concesiones-Allowances              .00
  10 Propinas-Tips                      .00
  11 Total = 7 + 8 + 9 + 10              738,552.61
  12 Gastos Reembolsados-Reimbursed Expenses 35.30
  13 Cont. Retenida-Tax Withheld        230,328.68
  14 Fondo de Retiro-Retirement Fund .00
  15 Aportaciones a Planes Cualific.-Cont to CODA Plans .00
  16 Salarios bajo Ley Num. 324 de 2004-Act No. 324 .00
  16A Duplica tu Dinero-Contributions to Money Program .00
  17 Total Sueldos Seguro Social Security Wages 292,722.65
  18 Seguro Social Retenido-Social Security Tax W/H 12,214.27
  19 Total Sueldos y Pro. Medicare-Wages and Tips 769,731.69
  20 Contrib. Medicare Retenida-Medicare Tax Withheld 11,133.47
  21 Propinas Seguro Social Security Tips .00
  22 Seguro Social no Retenido en Propinas-Uncollected .00
  23 Contrib. Medicare no Retenida en Propinas-Uncoll .00
  MM01 Uncollected Social Security tax, Group-term life 187.23
  MM02 Uncollected Medicare tax, Group-term life 187.23
  MM03 Exercise of nonstatutory stock option(s) .00

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REPORT : PXRW2PR          Ellucian University of Banner      RUN DATE 04-DEC-2013
                        Form W2 Wage and Tax Statement      RUN TIME 03:59 PM

```

## \* \* \* REPORT CONTROL INFORMATION \* \* \*

Errors exist; Check the error report

| Parameter Name | Value | Message |
|----------------|-------|---------|
|----------------|-------|---------|

|                           |         |  |
|---------------------------|---------|--|
| Parameter Seq No:         | 308699  |  |
| Tax Year:                 | 2013    |  |
| Employer Code:            | REG     |  |
| Specific IDs Ind:         | N       |  |
| Zero Out Neg Amt:         | Y       |  |
| W-2PR Format:             | 1       |  |
| W-2PR Sort Order:         | 1       |  |
| Control Number:           | 1       |  |
| File Confirmation Number: | W300140 |  |

REPORT : PXRW2PR      UNIVERSITY of BANNER      RUN DATE 17-NOV-2011  
Form W2 Wage and Tax Statement      RUN TIME 09:19 AM

## \* \* \* ERROR REPORT \* \* \*

| NAME                 | ID        | MESSAGE                                 | CODE |
|----------------------|-----------|---|------|
| -----                | ----      | -----                                   | ---- |
| Alberty, Thomas      | 042111111 | All amounts are zero; W-2PR not printed |      |
| Barnes, William      | 042111112 | All amounts are zero; W-2PR not printed |      |
| Caballero, Jose      | 999990001 | All amounts are zero; W-2PR not printed |      |
| Chan, Yang           | 999990002 | All amounts are zero; W-2PR not printed |      |
| DeSantis, Artemis    | 999990003 | All amounts are zero; W-2PR not printed |      |
| Dewey, Franklin      | 555111116 | All amounts are zero; W-2PR not printed |      |
| Estate of David, Dou | 555118888 | All amounts are zero; W-2PR not printed |      |