

<b>Title</b>	<b>PZRVERF Employee Verification</b>
<b>Version</b>	1.0
<b>Date</b>	20111116
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<b>Edited by</b>	Janice Minder
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<b>Process Owner</b>	Human Resources
<b>Dept/Division</b>	Human Resources
<b>Get help with this process</b>	BOR HR/RIS HRIS
<b>Processes</b>	PPAIDEN
	PPAGENL
	PEAFACT
	PEAEMPL
	NA

**Description:**

This process allows the campuses to send out an email that is auto generated by the Banner Process PZRVERF. This is a voluntary verification process that allows employees to validate their data that is in Banner.

**Reference Information:**

**Data Source:** SPRIDER, SPRADDR, SPBPERS, PEBEMPL, SORDEGR, STVDEGC, STVMAJR, STVSGBI, PERBFAC, PTVDISP, PTRTENR, PERAPPT.

Because the data is effective dated for Addresses, Tenure, Appointment, Degrees, the program should be pulling the most current data.

**Parameter:** The parameters of this report include the following:

1. Mode – E for Email to all or just Employee; N for Not emailing but displaying report mode.
2. Individual A\_ID – Enter A\_ID for individual or insert % for all. If you are running an individual A\_ID, then parameter 05 is automatically turned to % in the program.
3. Institution – Enter Campus for specific Campus, % for All.
4. Campus or College – This allows a campus to specify by department (PEAEMPL) or % for all Campus.
5. Benefit Eligible Only or All – This allows the campus to send out only to Benefit Eligible; if you want to send it to all then enter %. If B is selected for Benefit only, BCAT 01, 02 and 04 will only be printed/emailed. If you select All employees in the parameter 5 (%), then employees with the following ECLS's 07, 08, 32, 33, 35, 36, 37, 25, 26 will print/email, however, education will not be displayed.

\*\*Reminder, a terminal degree in Banner PPAGENL, means that the employee is a faculty member that is teaching in the field of the terminal degree. Therefore, if an administrator has a doctorate, but is not teaching and is not considered a faculty member or have faculty rank, they would not have a terminal degree. In addition, if a faculty member has an advanced degree but is not teaching in that field, it too would not be considered a terminal degree.

\*\*Also, please note that the Font of the employee's computer setup will drive how the email spacing/format appears in their inbox. The email is sent in Courier New due to computer programming required language.

Oracle Developer Forms Runtime - Web: Open > GIAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls: GIAPCTL 8.3.0.2 (PROD)

Process: PZRVRF Personal Verification Parameter Set:

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

**Parameter Values**

Number	Parameters	Values
01	Mode	E
02	Individual A_ID	A00001748
03	Institution	%
04	Campus or College	%
05	Benefit Eligible Only or All	%

LENGTH: 5 TYPE: Character O/R: Required M/S: Single  
 E to Email information or N for Not Sending

**Submission**  
 Save Parameter Set as Name: Description:  Hold  Submit

Parameter Number, press RESEARCH for valid parameters.  
 Record 1/5 <OSC>

**Email From:**

We have used the follow email addresses in the from email address. We highly encourage you to have your IT staff create a pseudo email if you have not done so already. Even though the email states that this is an auto generated email, employees may still respond. The pseudo email will at least exist and no error will occur with the email used.

- [HR@BHSU.edu](mailto:HR@BHSU.edu) - BHSU
- [HR@DSU.edu](mailto:HR@DSU.edu) - DSU
- [HR@northern.edu](mailto:HR@northern.edu) - NSU
- [HR@SDSMT.edu](mailto:HR@SDSMT.edu) - SDSMT
- [HR@SDSTATE.edu](mailto:HR@SDSTATE.edu) -SDSU
- [HR@USD.edu](mailto:HR@USD.edu) - USD
- [HR@SDSBVI.northern.edu](mailto:HR@SDSBVI.northern.edu) – SDSBVI/SDSD
- [HR@SDBOR.edu](mailto:HR@SDBOR.edu) - BOR

**Report/Email:**

Dear EMPLOYEE,

Please note below some of the biographic and demographic data we currently have in our HR system. We would like to ensure this data is correct and encourage you to review the following information and provide the HR Office any feedback. We will be happy to update any information per your request and documentation.

Employee Demographics  
 A0000XXXX EMPLOYEE NAME  
 EMPLOYEE ADDRESS  
 CITY, STATE, ZIP  
 MARRIED/SINGLE STATUS

Email Address: FIRST.LAST@INSTITUTION.edu

Department: DEPARTMENT NAME  
Institution: EMPR NAME  
ADDRESS 1  
ADDRESS 2  
ADDRESS 3  
CITY, STATE, ZIP

Education:  
BS TYPE OF DEGREE  
DATE RECEIVED  
UNIVERSITY NAME  
N - Not Terminal Degree or Terminal Degree

Major(s):  
NAME OF MAJORS

MS TYPE OF DEGREE  
DATE RECEIVED  
UNIVERSITY NAME  
N - Not Terminal Degree or Terminal Degree

Major(s):  
NAME OF MAJORS

EDD TYPE OF DEGREE  
DATE RECEIVED  
UNIVERSITY NAME  
N - Not Terminal Degree or Terminal Degree

Major(s):  
NAME OF MAJORS

Veteran Information:  
Veteran Status File Number No File Number  
Category No Veteran Category  
Separation Date No Separation Date  
Special Disabled Veteran No Documented Disability

To update your Veterans Status, log onto SNAP and go to the Employee Tab under the Employment Details Channel and Select Baseline Veterans Classification.

If you would like to update your personal address, you can do so by logging onto SNAP. Go to the Employee Tab under the Employment Detail Channel and Select View and Update Addresses.

Again, please validate the information provided to you in this document. If you believe there are discrepancies, please contact your local human resources department. Please do Not reply to this email as it is a system generated email and will not be answered.

## Related Documents:

NA

## Links:

NA