

SCT Banner
Human Resources
TRM Supplement

January 2005

Release 7.0



SUNGARD®

SCT • HIGHER EDUCATION

Confidential Business Information

This documentation is proprietary information of SunGard SCT and is not to be copied, reproduced, lent or disposed of, nor used for any purpose other than that for which it is specifically provided without the written permission of SunGard SCT.

Prepared By: SunGard SCT
4 Country View Road
Malvern, Pennsylvania 19355
United States of America

© SunGard 1999-2005. All rights reserved. The unauthorized possession, use, reproduction, distribution, display or disclosure of this material or the information contained herein is prohibited.

In preparing and providing this publication, SunGard SCT is not rendering legal, accounting, or other similar professional services. SunGard SCT makes no claims that an institution's use of this publication or the software for which it is provided will insure compliance with applicable federal or state laws, rules, or regulations. Each organization should seek legal, accounting and other similar professional services from competent providers of the organization's own choosing.

SunGard, the SunGard logo, SCT, the SCT logo, and Banner, Campus Pipeline, Luminis, PowerCAMPUS, SCT Matrix, SCT Plus, SCT OnSite and SCT PocketRecruiter are trademarks or registered trademarks of SunGard Data Systems Inc. or its subsidiaries in the U.S. and other countries. All other trade names are trademarks or registered trademarks of their respective holders.

Human Resources

Preface

How to Use This Manual	vii
Related Documentation	viii
SunGard SCT Documentation File Naming Conventions	ix
SunGard SCT Documentation Distribution	x
Electronic Documents on CD	x
Online Documentation with the System	x
Typographical Conventions Used in this Documentation	xi
Italics	xi
Bold.	xi
Monospace	xii
How to Contact SunGard SCT	xiii
Documentation Ordering Information.	xiii
ActionLine	xiii
ActionWeb	xiv
SunGard SCT Education Centers.	xv
Consulting/Modification Services	xv

1 Database Schematics

Symbols	1-1
Position Control	1-2
Position Control – List of Tables	1-4
General Person	1-5
General Person – List of Tables	1-6
Applicant	1-7
Applicant – List of Tables	1-9

Employee	1-10
Employee – List of Tables	1-15
Deductions	1-18
Deductions – List of Tables	1-18
COBRA	1-19
COBRA – List of Tables	1-19
Pay History.	1-20
Pay History – List of Tables	1-22
Electronic Approvals	1-23
Electronic Approvals – List of Tables.	1-23
Security	1-24
Security – List of Tables	1-24
Time Entry	1-25
Time Entry – List of Tables	1-26
Rule Tables – Position Control	1-27
Rules – List of Tables	1-36
Tax Calculation Rule Tables	1-40
Tax Calculation Rules – List of Tables	1-41
Tax Reporting Rule Tables	1-42
Tax Reporting Rules – List of Tables	1-42
Magnetic Tape Tax Reporting Tables	1-43
Magnetic Tape Tax Reporting – List of Tables	1-43
Validation Tables.	1-44
Validation – List of Tables	1-46
Temporary Tables	1-48
List of Temporary Tables.	1-49
Collector Tables	1-50
List of Collector Tables	1-50
Views	1-51
List of Views.	1-52
Miscellaneous Tables	1-53
List of Miscellaneous Tables.	1-53
California MIS	1-54
California MIS – List of Tables	1-54

California STRS/PERS 1-55
 California STRS/PERS – List of Tables 1-55

Salary Planner 1-56
 Salary Planner - List of Tables 1-58

2 Reports and Processes

Matrix 2-9
 Legend 2-9

Report and Process Attributes 2-9

Restart Procedures 2-16
 PHPCHEK and PHPCHKL 2-16
 Trace Mode 2-16

SQL*Plus Scripts 2-17

Sleep/Wake-up 2-18
 Method One 2-18
 Method Two 2-19
 Operating Systems Without Sleep/Wake-up Commands 2-19

Generating the Technical Addendum 2-19

3 Banner Human Resources APIs

Overview 3-1

Employee API 3-2
 Employee API Packages 3-3
 Important API Notes 3-4

4 Interfaces

Interfaces with External User Systems 4-1

Interfaces within Banner 4-1
 Shared Tables 4-1
 Finance System 4-2
 Advancement/Development System 4-3
 Student System 4-3

Index

This page intentionally left blank

Preface

Documentation for SCT Banner systems consists of complementary user guides, handbooks, technical reference manuals, and online help. User guides provide overview information such as form descriptions, report descriptions, and operations cycles. Handbooks provide in-depth information for specific areas within some products. Technical reference manuals provide information useful to technical staff. Online help provides form and field information.

The *General Technical Reference Manual (TRM)* and its product-specific supplements provide information about the overall technical operations and capabilities of Banner. TRM supplements are available for Banner Student, Financial Aid, Finance, Accounts Receivable, Advancement, and Human Resources.

This manual is the *Human Resources Supplement* to the *General Technical Reference Manual*. It provides information needed by the technical staff members who support your Banner Human Resources product, including operations personnel, DBAs, programmer analysts, systems analysts, and other technical specialists. Staff members should be familiar with the hardware system in use at your site and all should have a basic understanding of Oracle products.

How to Use This Manual

This manual is organized into four chapters.

Chapter 1, “Database Schematics” provides an insight into the database architecture of various modules within the Banner Human Resources System.

Chapter 2, “Reports and Processes”, provides a brief a complete list of reports and processes generated using Banner Human Resources, along with a brief description of their corresponding report/process attributes.

Chapter 3, “Banner Human Resources APIs”, provides a brief description of the APIs associated with the Human Resources module of Banner.

Chapter 4, “Interfaces”, describes how Banner Human Resources interfaces with other Banner Systems such as Finance, Advancement, etc. For additional information also refer to Chapter 6, “Interfaces” in the *Human Resources User Guide*.

Related Documentation

In addition to the *Human Resources Supplement for the TRM*, the following documentation supports your work with Banner Human Resources:

Human Resources User Guide—a user/reference manual that provides information needed by the administrative staff who handle the daily activities of the offices supported by the Banner Human Resources product.

Banner Getting Started Guide—a user/reference manual that describes the features and components of the SCT Banner system and SCT Banner Online Help.

Human Resources Release Guide—a document containing notes about a release of the product, including descriptions of the enhancements and other modifications in the new release.

SCT Banner Documentation Bookshelf Getting Started Guide—a how-to manual directing the installation and maintenance of the Bookshelf.

Human Resources Object:Access Reporting Guide—a user/reference manual for the Object:Access views for the Human Resources System.

GTVSDAX Handbook—a user/technical/reference manual describing the setup and use of the Crosswalk Validation Form (GTVSDAX), which is used with the Object:Access views.

Human Resources Upgrade Guide—a technical guide to support your institution's conversion to the newest release.

General User Guide—a user/reference manual for the General module, its functions and features.

General Technical Reference Manual—a technical reference manual on General utilities, with application-specific supplements.

SunGard SCT Documentation File Naming Conventions

SunGard SCT uses similar naming conventions to create the file name of every document delivered in electronic format. This section describes the components of this name. The PDF file names for most electronic documents generated from SCT Banner use the following naming convention: *Product Identifier / five-digit Release Identifier / Manual Type Identifier*. The Release Identifier uses five digits to accommodate products that distribute double-digit interim releases within a main release. An example of a file name for a manual delivered as one file is *humres70301rg.pdf*.

- The Product Identifier is *humres* for Human Resources.
- The five-digit release identifier is *70301* for 7.3.1.
 - The 7 represents the main release number of the product.
 - The 03 represents the interim release number.
 - The 01 represents the next interim release number.
- The Manual Type Identifier identifies the type of documentation. For example, the initials *rg* represent release guide.
- This file name is followed by a *.pdf* extension which represents the Adobe Acrobat Portable Document Format (pdf).

Exceptions to this naming convention include:

- Manuals requiring more than one file, due to size, may have slightly different conventions. For example, a Human Resources User Guide is divided into chapters with file names that contain product and chapter information only.
- Some manuals are produced for multiple releases and require a date rather than a release number. For example, this Release Identifier would be 0605 for June 2005.
- Some manuals do not have a release number. An underscore replaces the release number.
- On occasion some products have an electronic distribution release. This is characterized by 6 digits rather than 5 digits as the release identifier. One additional release number is added to indicate the electronic distribution.

Some examples of valid document names are listed below:

<i>Document</i>	<i>PDF Name</i>
Finance Release Guide 6.5	finance60500rg.pdf
Human Resources Release Guide 7.0.1	humres70001rg.pdf
Employee Self-Service User Guide	empss_u.pdf
Advancement TRM Supplement	advanc_trmsup.pdf
Time Entry Handbook	humres_timehb.pdf
Financial Aid Release Guide 7.0.1.1	finaid700011rg.pdf

SunGard SCT Documentation Distribution

SunGard SCT delivers SCT Banner documentation to our clients in electronic format.

Electronic Documents on CD

User manuals, reference manuals, and other product documents are delivered as electronic files in portable document format (PDF) on one or more CDs. You may print the files in whole or in part, and copies may be freely distributed to users at your institution. Your system administrator may choose to make the PDF files available electronically from a secured intranet Web site, or directly from a network.

Online Documentation with the System

SunGard SCT also provides online documentation in the form of HTML-based help that runs in a web browser. Help is available for all SCT Banner forms with the exception of certain security-restricted forms. Form and field descriptions and task instructions form a comprehensive help support system for each of the SCT Banner products. Form help provides an overview of the purpose and use of the form and procedural help relates the form functions to the real-life tasks you'll perform.

SCT Banner Online Help can be accessed from the Online Help button on the toolbar, the Online Help option in the Help menu, and through the Help Center link on the main menu. It is delivered through a download from the ActionWeb. Navigation features include a bread crumb trail, table of contents, index, and a search feature. More information about Online Help can be found in the *Using SCT Banner Handbook*.

SCT Dynamic Help, Local Dynamic Help, and Item Properties still exist and can be used to enter custom documentation. They also display column information when available.

Typographical Conventions Used in this Documentation

Special formatting is used in this document to enhance the meaning of various words. You will see italics, bold, and monospace. The meanings and examples of these conventions, listed below, show how they are used.

Italics

Italics identifies text when it is emphasized, an error message exists, or document appears, or the text represents a value. See the following examples:

<i>Reason</i>	<i>Example</i>
Emphasis	For this release, <i>Workflow</i> has been removed from Banner menus and form descriptions to more accurately reflect the functionality of these forms.
Error Message	The message was: <i>*WARNING* Dynamic parms exist at the Application level or Variable level that are not compiled into the selection ID(s). You should recompile the selection ID(s). New parms are: &SAISUSR_NAME.</i>
Document	For details, please refer to Section 1, "User Interface Enhancements," of the <i>Web General 6.1 Release Guide</i> .
Value	With this release, disabled text is black. The text has the following codes: R=0 G=0 B=0

Bold

Bold indicates a field label. For example,

<i>Reason</i>	<i>Example</i>
Field Label	The Employer Name field is really an Edit box, like the comment fields.

Monospace

Monospace type identifies computer terms, code, or related items that should stand out.

<i>Reason</i>	<i>Example</i>
Computer Terms	Whenever either GORSEVS_USA_CITY or GORSEVS_NONUSA_CITY contained a city name that was longer than 16 characters and GORSEVS_SVTS_CODE contained C, an additional record was created even though nothing had been changed.
Code	Execute the following statements: <pre>set serverout on; call dbms_java.set_output(20000); begin gb_messaging.p_register_entity('\$CREATE_H ELLO_WORLD', gb_messaging.CREATE_OPERATION); gb_messaging.p_add_parameter('\$MESSAGE', 'Hello Banner World'); gb_messaging.p_publish; end; /</pre>
Related Items (URL)	http://www.sungardsct.com/Education/index.html

How to Contact SunGard SCT

Documentation Ordering Information

You may order an SCT Banner documentation CD by mail, by telephone, by FAX, by ActionLine, by ActionWeb, or by e-mail. Use the address and phone numbers listed below.

Address SunGard SCT Distribution Services
SunGard SCT
4 Country View Road
Malvern, PA 19355

Telephone (800) 522 - 4827, option 4

Distribution Services is staffed Monday through Friday,
9:00 am to 5:00 pm (EST).

FAX (610) 578 - 6033

ActionWeb csr@sungardsct.com

ActionLine (800) 522 - 4827

E-mail distserv@sungardsct.com

ActionLine

ActionLine is a telephone support service available to SunGard SCT maintenance customers. It helps users resolve any questions or concerns that relate to SunGard SCT products and services.

You may call the ActionLine at (800) 522 - 4827.

ActionWeb

The ActionWeb refers to the secured area of SunGard SCT's World Wide Web site dedicated to ActionLine and other related services available to clients. Users must be registered to obtain access to the secured site. Today, users can request an account to gain access to SunGard SCT's secured ActionWeb pages by accessing <http://www.sungardsct.com>, and proceeding as follows:

1. Select the Client Support option at the top of the page.
2. In the Client Login section, select the link Click Here to create a new account.
3. Follow the instructions on the subsequent pages.
 - (a) Enter data about yourself, and select Next.
 - (b) Enter your client site name and address, and select Register.
 - (c) Create your own User ID and password. (The password must be eight characters long.)
 - (d) Select Accept Password.
 - (e) Select Register.

SunGard SCT will verify your information as a new ActionWeb user and send a confirmation e-mail message when the ActionWeb account has been set up and you are registered.

Within the ActionWeb you can take advantage of the following online functions:

- Create an initial contact with the ActionLine organization, including emergency service contacts. If the description of the problem cannot fit into a 2,000-character space, you can shorten the description and indicate that an additional follow-up e-mail message(s) will follow. The additional message(s) should reference the same contact number assigned to the initial message, and be sent to the applicable ActionMail address.
- Update open contacts.
- View all opened and resolved contacts of your organization in detail.
- Within Extended Search, find current information about your ActionLine contacts, Known Issues, FAQs, your site's TCP/Maintenance contract dates; download documentation, software modifications and updates; and search through the SunGard SCT knowledge database.
- Initiate direct contact with the ActionLine manager.

- Initiate direct contact with your Professional Services representative.
- Create new Requests for Product Enhancements (RPEs), view existing RPEs, and update existing RPEs with comments.
- Search for defect descriptions and work-arounds in the Known Issues section.
- Choose the Frequently Asked Questions (FAQ) section to take you to the FAQ section within the Extended Search category.

SunGard SCT Education Centers

SunGard SCT's Education Centers provide a centralized location for training on the entire SCT Banner series of systems and on various other products, including Oracle. The Education Centers provide an environment where SunGard SCT clients can leave behind daily office responsibilities and focus their attention on learning to use SCT Banner. The Centers also offer an ideal opportunity to interact with colleagues from other installations, compare notes on implementations, and share information.

The SunGard SCT Education Center courses are led by seasoned SunGard SCT professional service consultants. Participants receive detailed training on each specific module. They are also provided with SunGard SCT Professional Services training materials that can be used for internal training upon their return to their respective institutions. Each class is conducted as a hands-on training session. Classes covering each module of the SCT Banner series are available on a regularly scheduled basis.

SunGard SCT Education Centers are located in:

Malvern, PA
Rochester, NY
San Diego, CA
Salt Lake City, UT
Toronto, Canada
Altrincham, UK

Consulting/Modification Services

SunGard SCT offers several SCT Banner short- and long-term consulting and custom system modification services. Your institution's GES Account Representative will work with you to determine a package of support services that meets your needs.

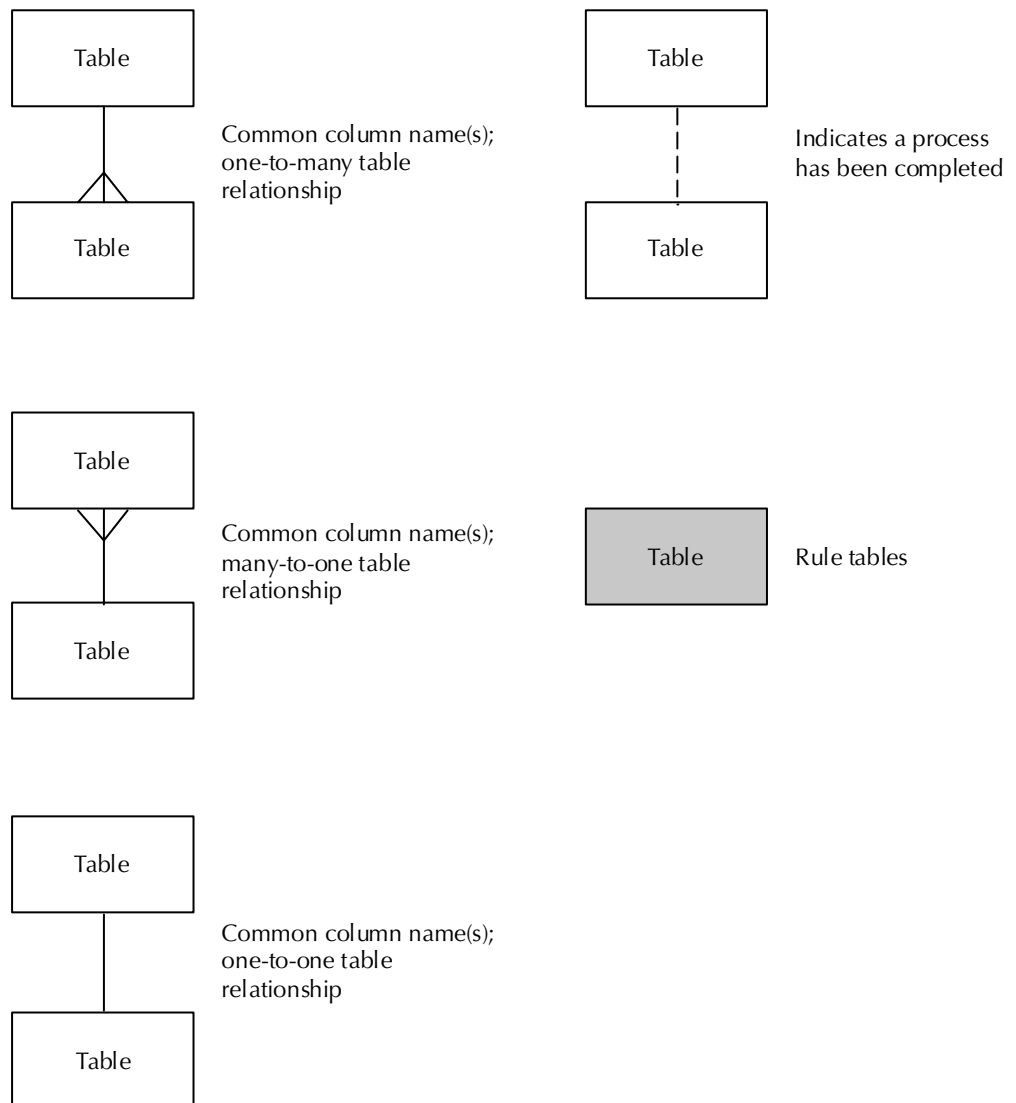
This page intentionally left blank

Chapter 1 Database Schematics

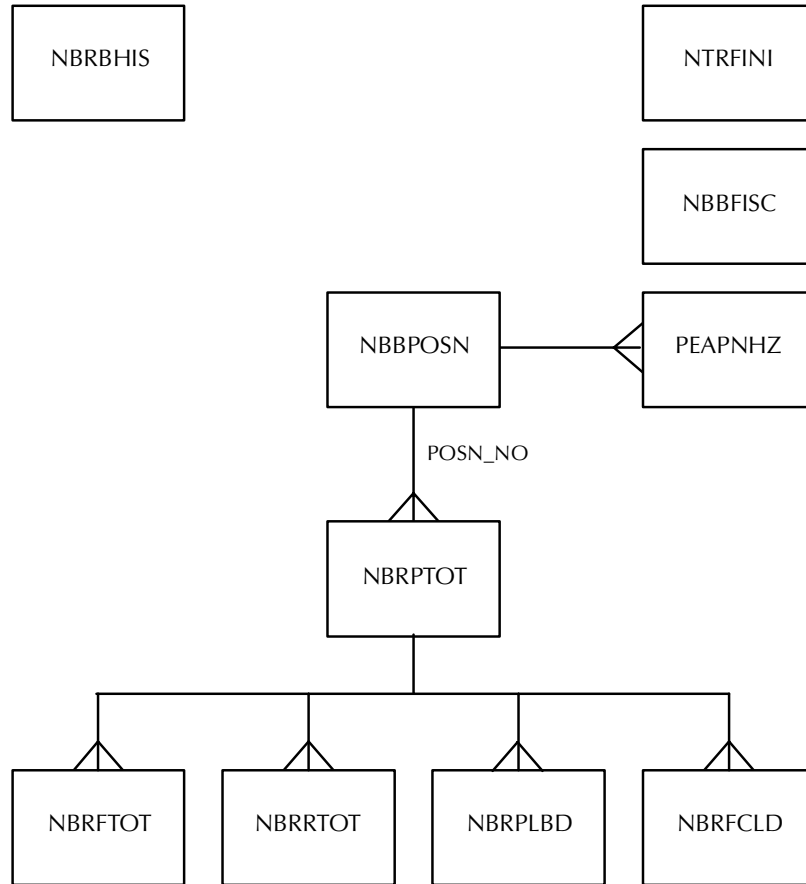
The database schematics on the following pages provide a picture of the internal architecture of the Banner Human Resources System.

Symbols

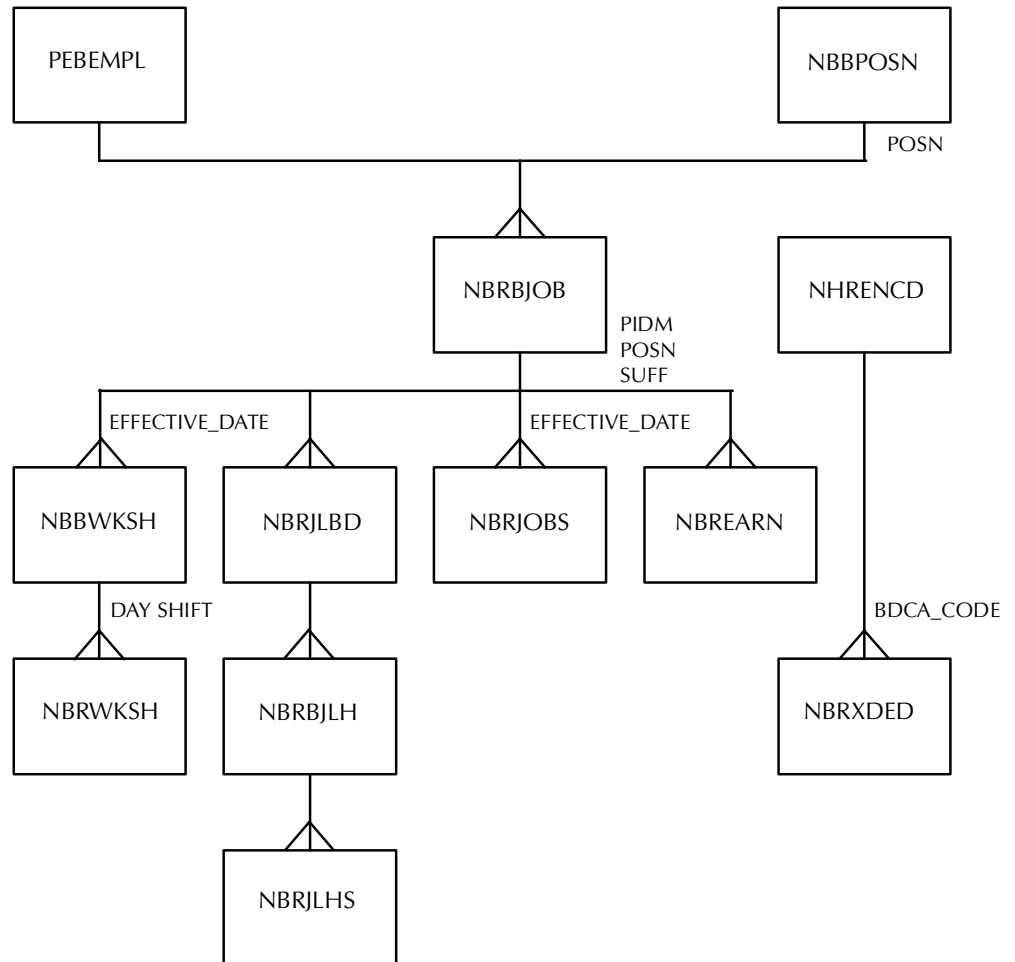
The following conventions are used for displaying this internal architecture.



Position Control



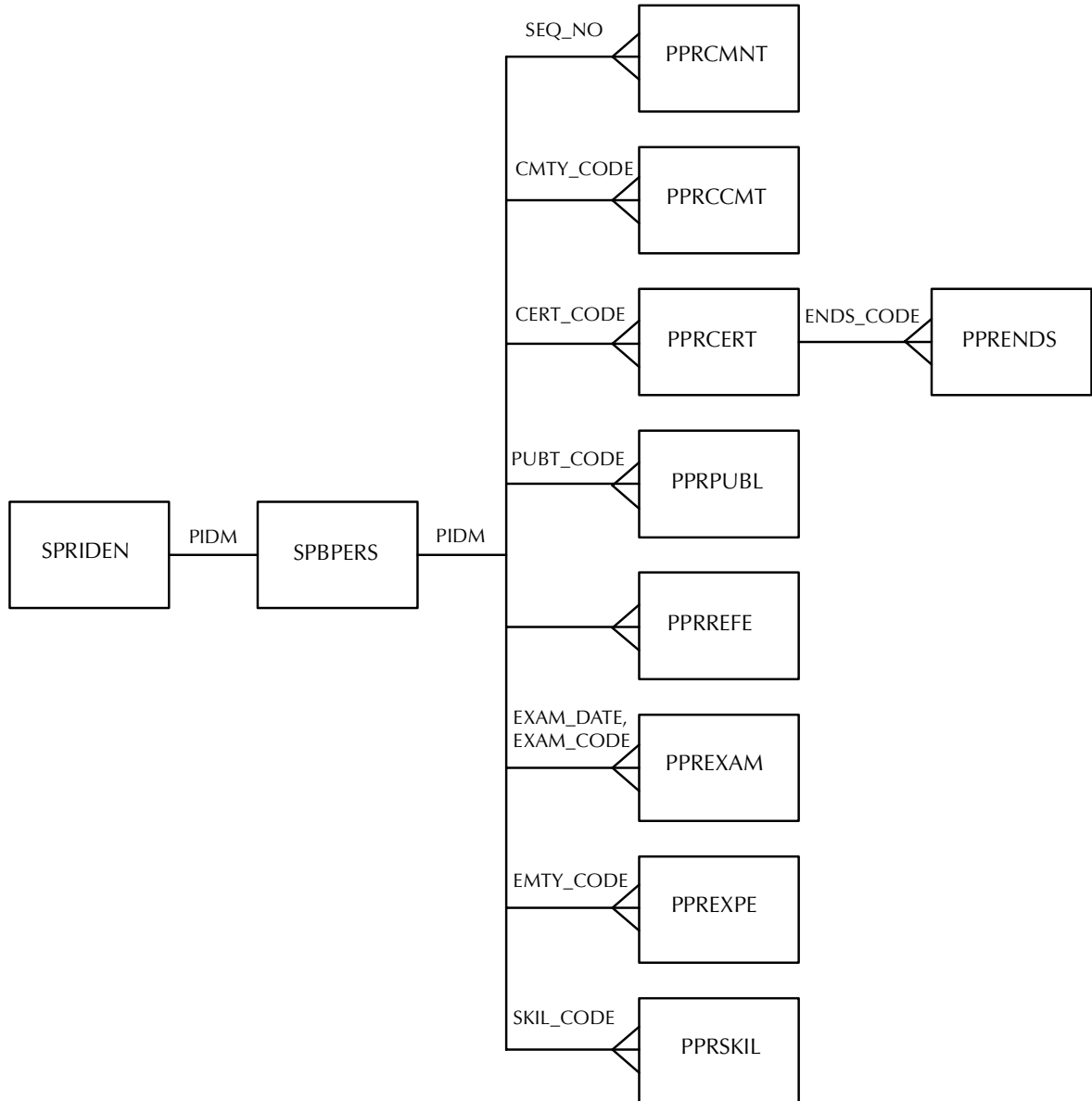
Position Control (Part 2)



Position Control – List of Tables

NBBFISC	Fiscal Year Base Table
NBBPOSN	Position Base Table
NBBWKSH	Work Schedule Base Table
NBRBHIS	Budget History Table
NBRBJLH	Base Job Labor Distribution History Table
NBRBJOB	Assignment Repeating Base Table
NBREARN	Employee Default Earnings Code Table
NBRFCLD	Fringe Charge Back Position Budget Repeating Table
NBRFTOT	Fringe Benefits Budget Totals Table
NBRJLBD	Assignment Labor Distribution Repeating Table
NBRJLHS	Assignment Labor Distribution History Repeating Table
NBRJOBS	Assignment Repeating Table
NBRPLBD	Position Labor Distribution Account Repeating Table
NBRPTOT	Position Budget Totals Table
NBRRTOT	Premium Earnings Budget Totals Repeating Table
NBRWKSH	Work Schedule Base Table
NBRXDED	Excluded Deductions by Job Table
NHRENCN	Encumbrance Number Sequence Table
NTRFINI	Human Resources/Finance Set Up Rule Table
PEAPNHZ	Health and Safety Position Hazard Rule Table
PEBEMPL	Employee Base Table

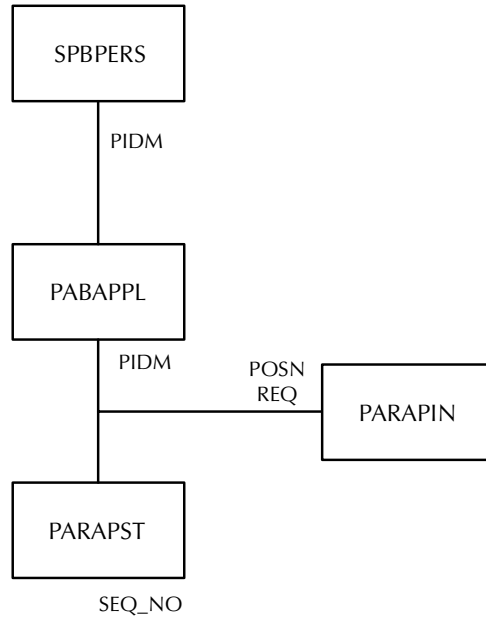
General Person



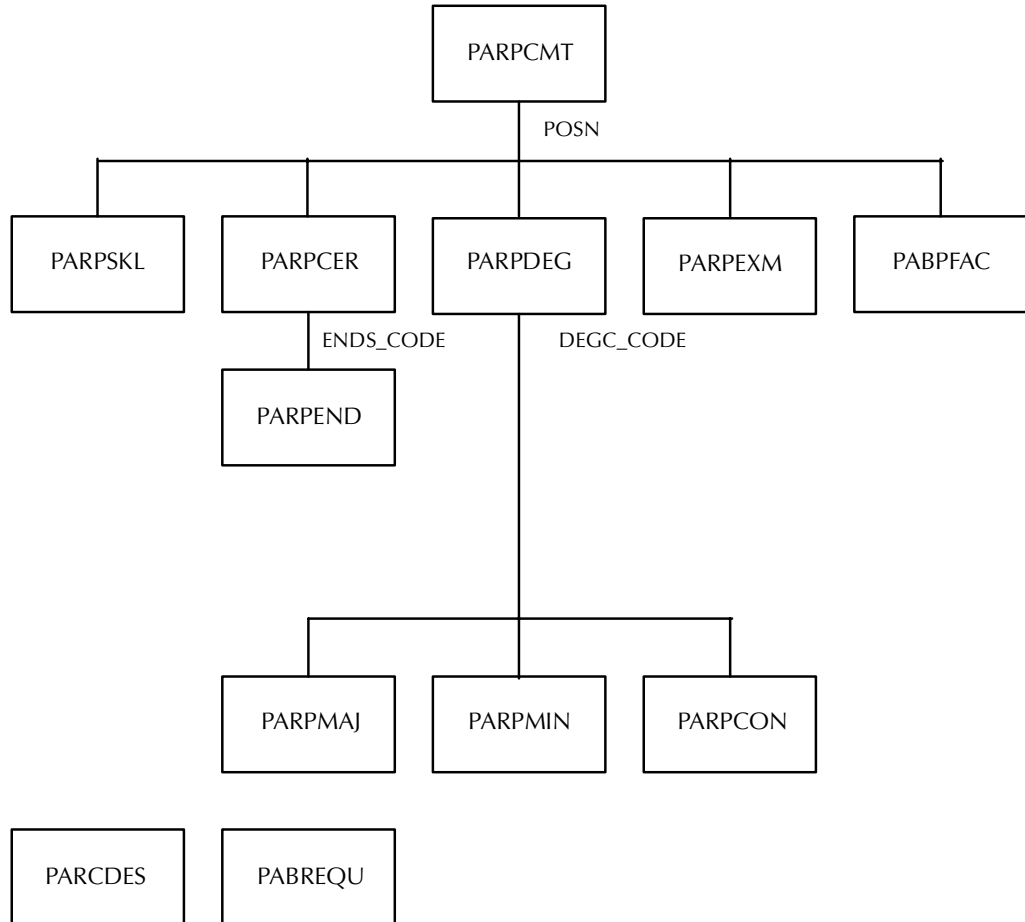
General Person – List of Tables

PPRCMT	Person Coded Comment Repeating Table
PPRCERT	Person Certification Repeating Table
PPRCMNT	W2 Position Comment Table
PPRENDS	Employee Endorsement Repeating Table
PPREXAM	Person Exam Repeating Table
PPREXPE	Prior Experience Repeating Table
PPRPUBL	Published Works Table
PPRREFE	Applicant References Table
PPRSKIL	Person Skills Inventory Repeating Table
SPBPERS	Basic Person Base Table
SPRIDEN	Person Identification/Name Repeating Table

Applicant



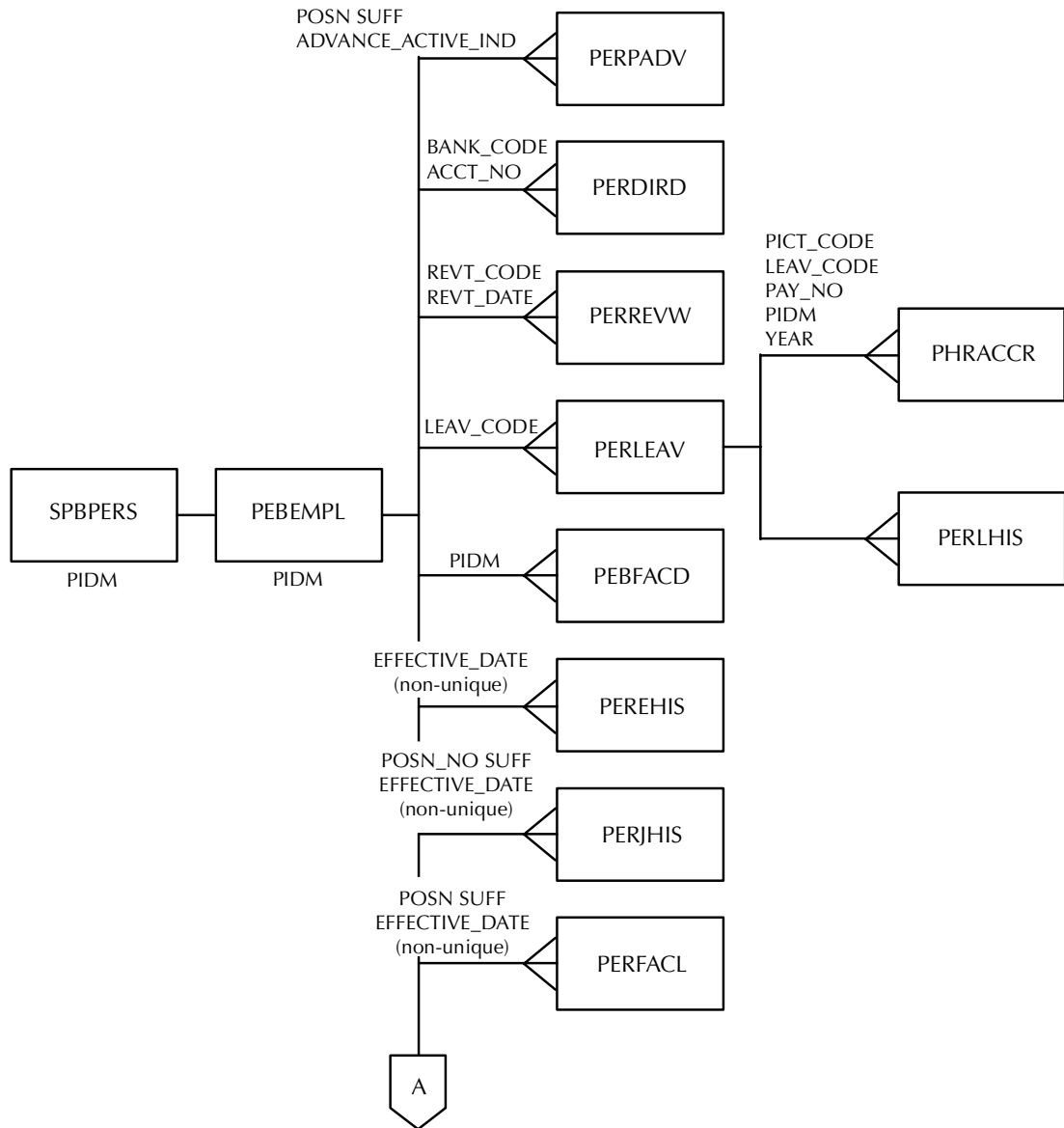
Applicant (Part 2)



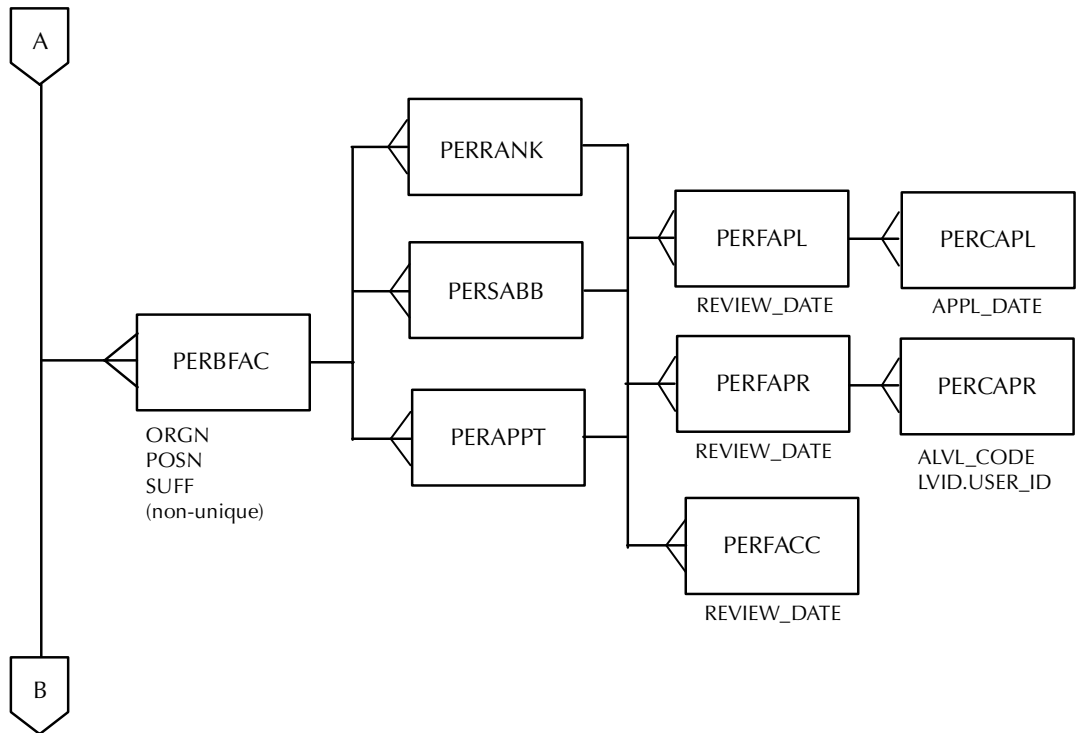
Applicant – List of Tables

PABAPPL	Applicant Base Table
PABPFAC	Position Requirements Factor of Importance Table
PABREQU	Position Requisition Table
PARAPIN	Applicant Interviewer Table
PARAPST	Applicant Status Repeating Table
PARCDES	Position Classification Description Table
PARPEND	Position Endorsements Required Table
PARPCER	Position Certifications Required Table
PARPCMT	Position Comments Table
PARPCON	Position Area of Concentration Table
PARPDEG	Position Degree Table
PARPEXM	Position Exams Required Table
PARPMAJ	Position Major Table
PARPMIN	Position Minor Table
PARPSKL	Position Skills Required Table
SPBPERS	Basic Person Base Table

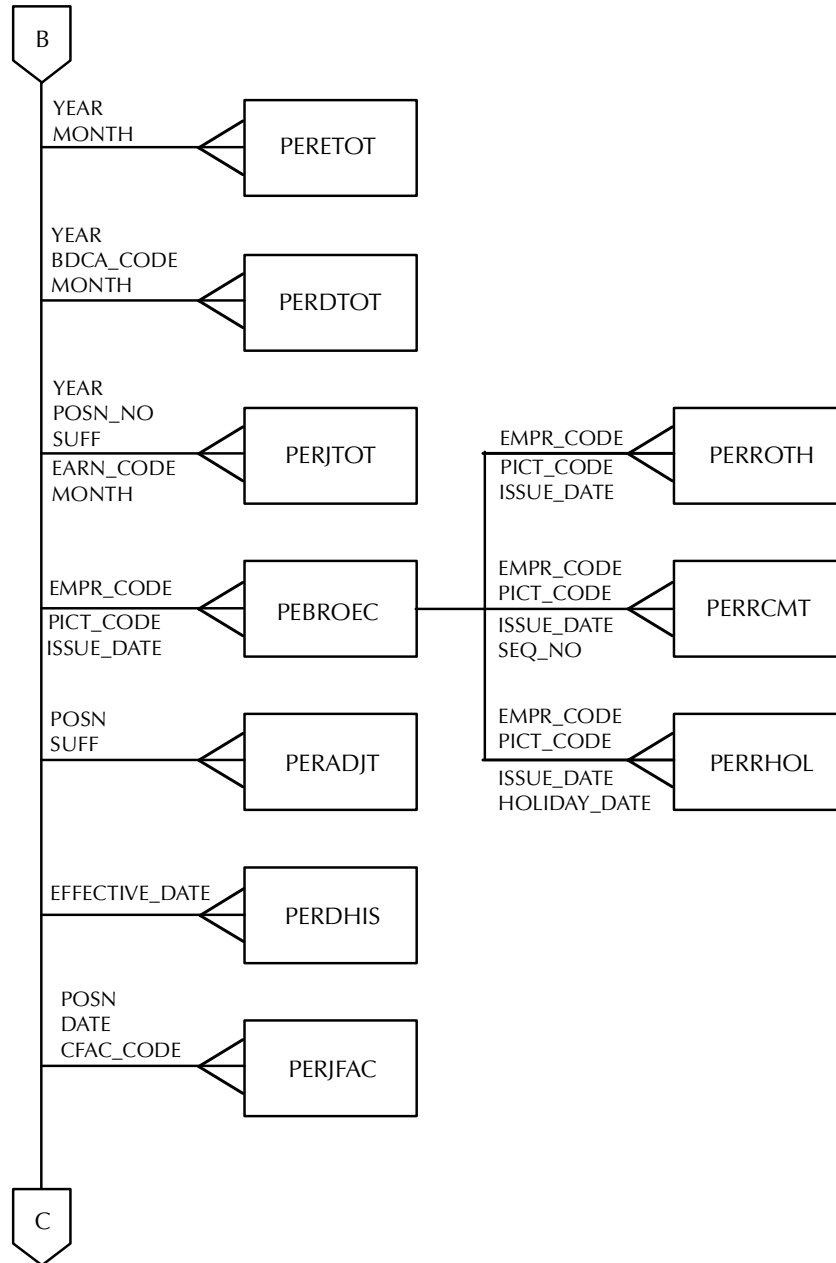
Employee



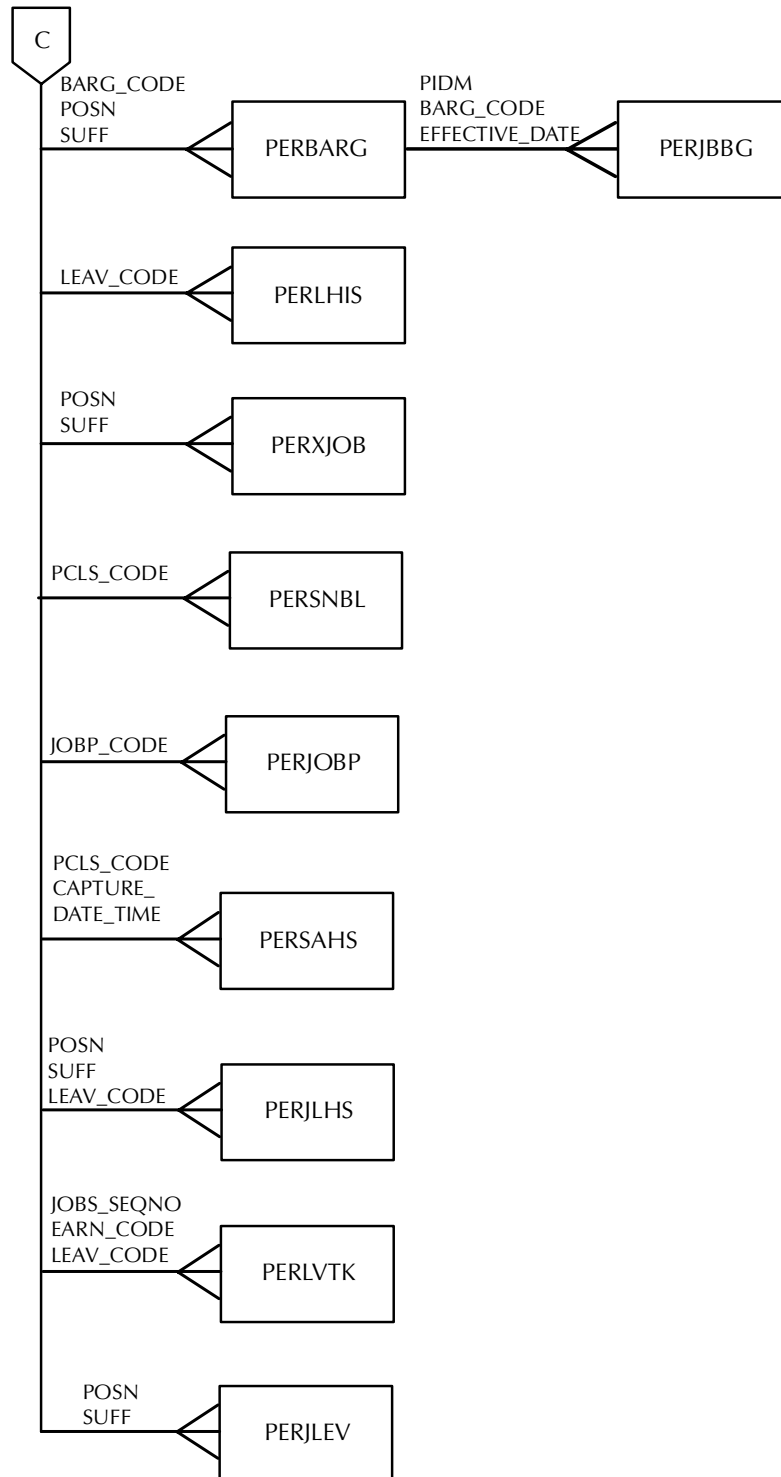
Employee (Part 2)



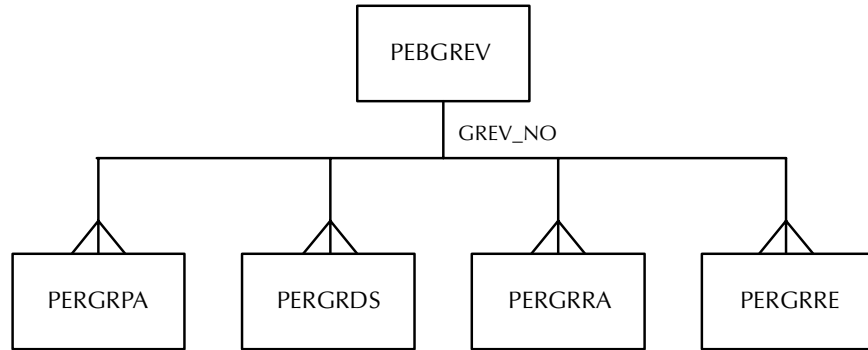
Employee (Part 3)



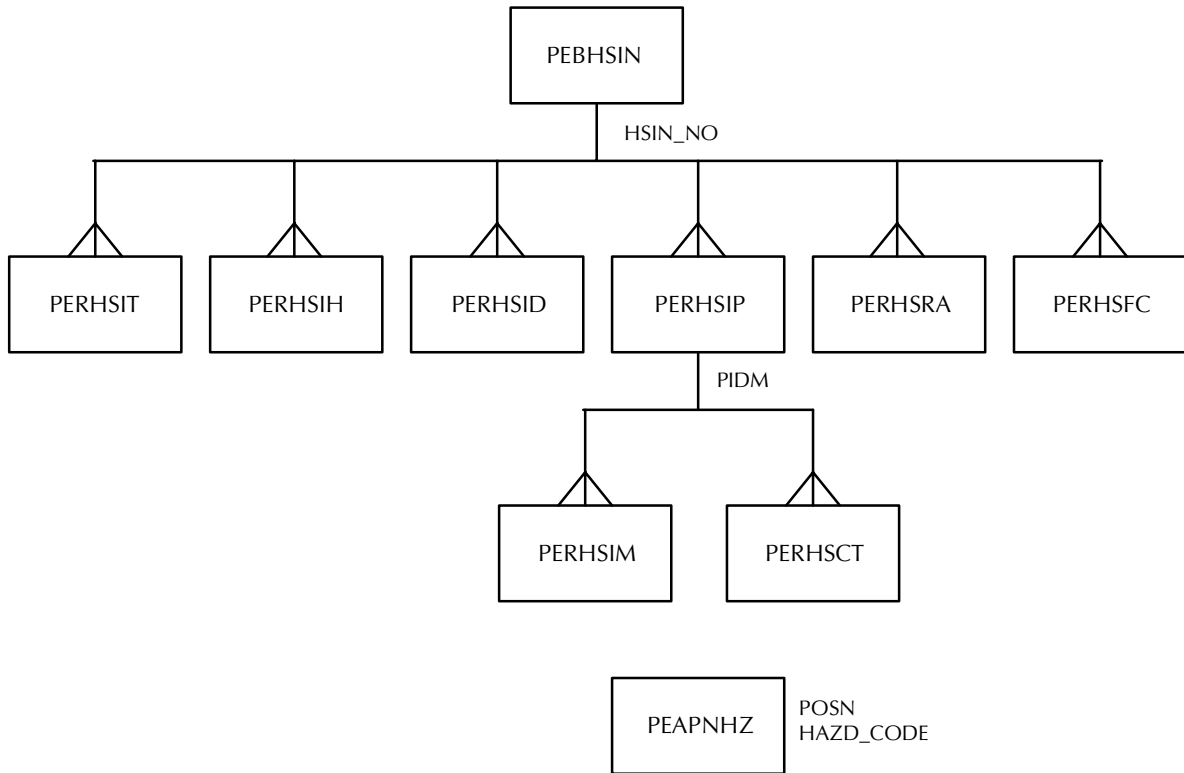
Employee (Part 4)



Employee (Part 5) – Employee Relations



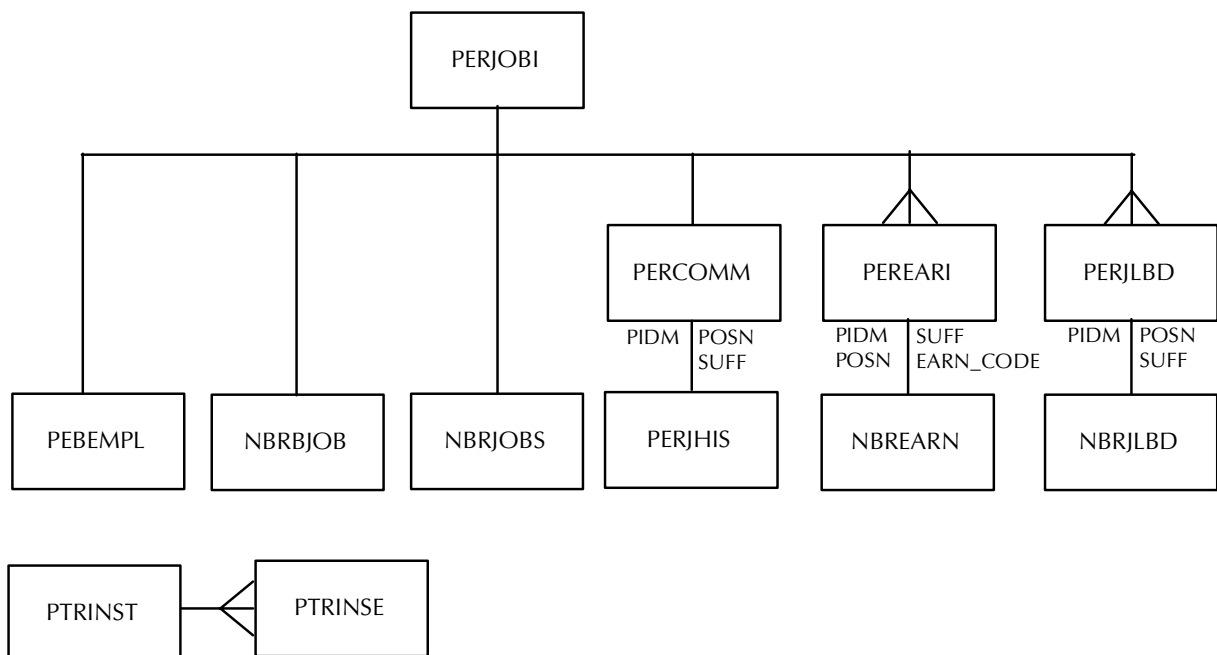
Employee (Part 6) – Health and Safety



Employee (Part 7) - Disability Accommodations



Employee (Part 8) - One-Time Payments



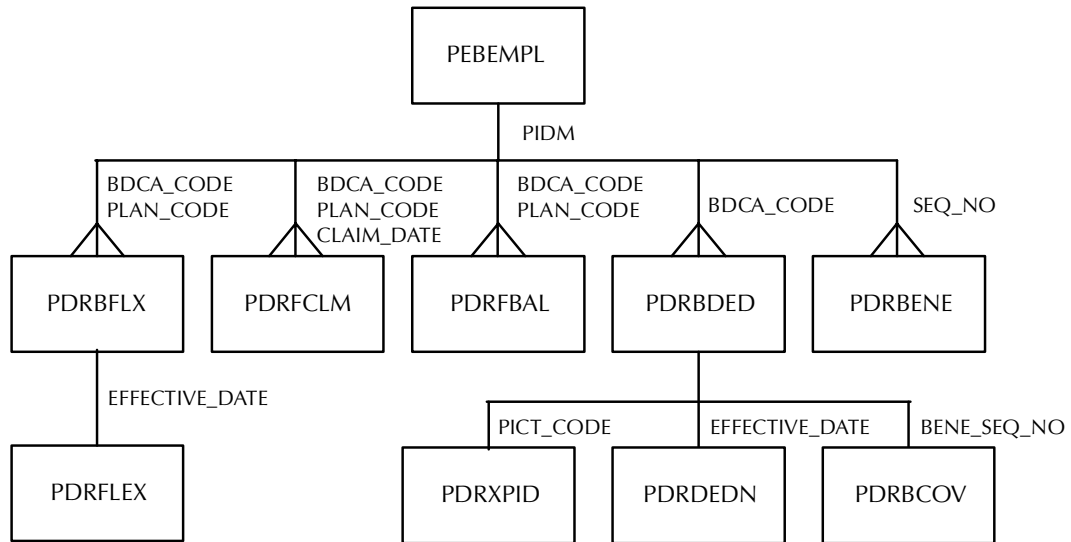
Employee – List of Tables

PEAPNHZ	Health and Safety Position Harazd Rule Table
PEBEMPL	Employee Base Table
PEBGREV	Grievance Table
PEBHSIN	Healthy and Safety Incident Table
PEBROEC	Record of Employment Information Base Table
PERAHIS	Employee Accommodation History Table

PERAPPT	Faculty Appointment/Tenure History Table
PERBARG	Employee Bargaining Unit Table
PERBFAC	Faculty Information Base Table
PERCAPL	Faculty Action Appeal Table
PERCAPR	Faculty Action Approval Table
PERCOMM	One-Time Payments Job Comments Table
PERDHIS	Employee Deduction History Repeating Table
PERDIRD	Employee Direct Deposit Repeating Table
PERDTOT	Employee Monthly Benefit/Deduction Totals Repeating Table
PEREACC	Employee Accommodation Tracking Table
PEREARI	One-Time Payments Earn Code Information Table
PEREHIS	Employee History Repeating Table
PERETOT	Employee Monthly Earnings Totals Repeating Table
PERFACC	Faculty Action Comments Table
PERFACL	Position Control Faculty Load Table
PERFAPL	Faculty Appeal Table
PERFAPR	Faculty Approval Table
PERGRDS	Grievance Description Table
PERGRPA	Grievance Participants Table
PERGRRA	Grievance Resulting Actions Table
PERGRRE	Grievance Resolution Table
PERHSCT	Health and Safety Incident Costs Table
PERHSFC	Health and Safety Incident Table
PERHSID	Incident Comments Table
PERHSIH	Health and Safety Incident Hazard Table
PERHSIM	Health and Safety Incident Medical Table
PERHSIP	Health and Safety Incident Partys Table
PERHSIT	Health and Safety Incident Type Table

PERHSRA	Health and Safety Incident Recommendations and Actions Table
PERJBBG	Jobs Bargaining Unit Table
PERJFAC	Job Point Factor Assignment Table
PERJHIS	Assignment History Repeating Table
PERJLEV	Employee Leave Balances by Jobs Repeating Table
PERJLBD	One-Time Payments Job Labor Distribution Information Table
PERJLHS	History of Employee Leave Balances by Jobs Repeating Table
PERJOBI	One-Time Payments Job Information Table
PERJOBP	Employee Job Progression Table
PERJTOT	Employee Monthly Job Totals Repeating Table
PERLEAV	Employee Leave Balances Repeating Table
PERLHIS	History Employee Leave Balances Repeating Table
PERLVTK	Employee Leave Hours Taken Table
PERPADV	Pay Advance Table
PERRANK	Faculty Rank History Table
PERRCMT	Record of Employment Comments Information Table
PERREVW	Employee Review Type Repeating Table
PERRHOL	Record of Employment Holiday Information Table
PERROTH	Record of Employment Other Monies Information Table
PERSABB	Faculty Sabbatical/Other Leaves History Table
PERSAHS	Employee Seniority Adjustment History Table
PERSNBL	Employee Seniority Balance Table
PERXJOB	Jobs Excluded From the EEO-5 Report Table
PHRACCR	Current Leave Accruals Repeating Table
SPBPERS	Basic Person Base Table
SPRMEDI	Person Medical Information Repeating Table

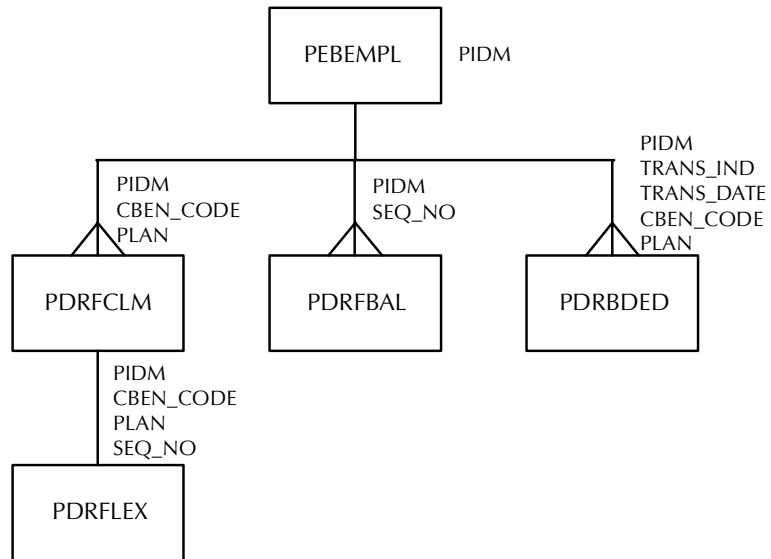
Deductions



Deductions – List of Tables

PDRBCOV	Beneficiary Coverage Repeating Table
PDRBDED	Employee Deduction Repeating Base Table
PDRBENE	Dependent and Beneficiary Repeating Table
PDRBFLX	Flex Benefit Base Table
PDRDEDN	Employee Deduction Repeating Table
PDRFBAL	Employee Flexible Benefits Balance Table
PDRFCLM	Employee Flexible Benefits Claims Table
PDRFLEX	Employee Flexible Benefits Table
PDRXPID	Employee Deduction Excluding Pay ID Repeating Table
PEBEMPL	Employee Base Table

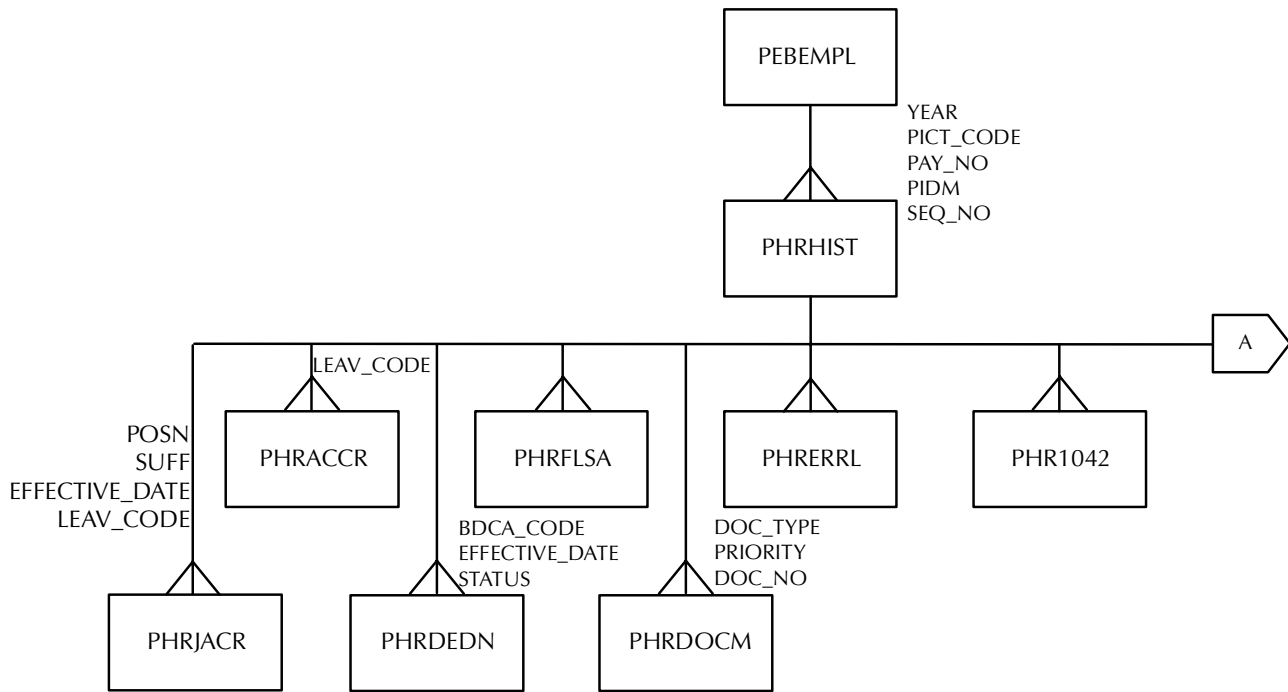
COBRA



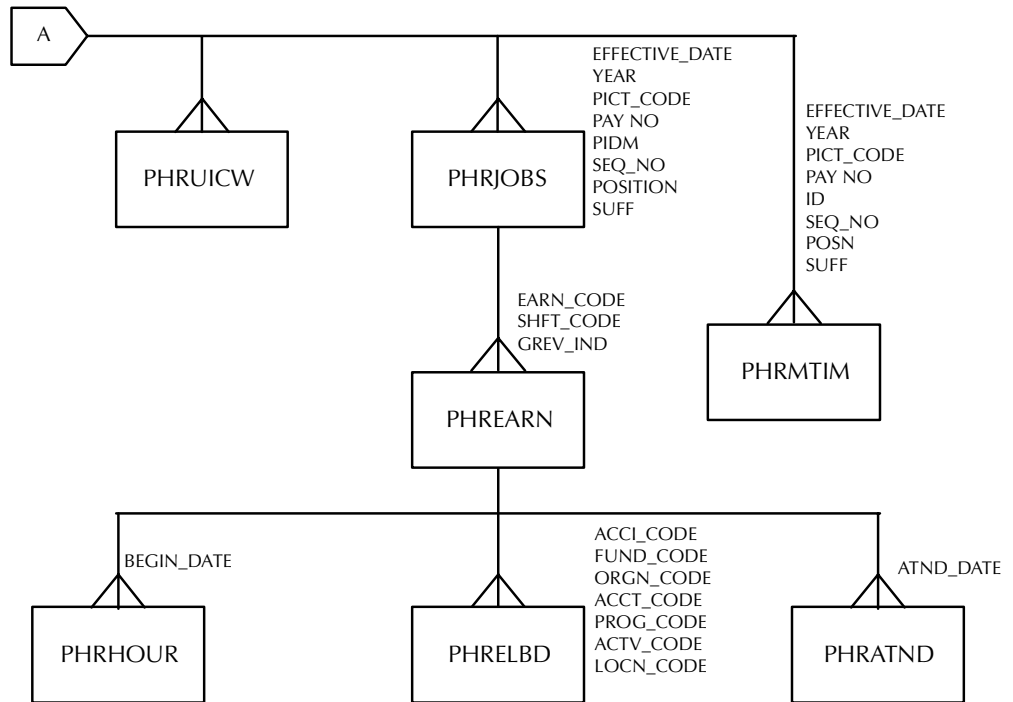
COBRA – List of Tables

PDRBDED	Employee Deduction Repeating Base Table
PDRFBAL	Employee Flexible Benefits Balance Table
PDRFCLM	Employee Flexible Benefits Claims Table
PDRFLEX	Employee Flexible Benefits Table
PEBEMPL	Employee Base Table

Pay History



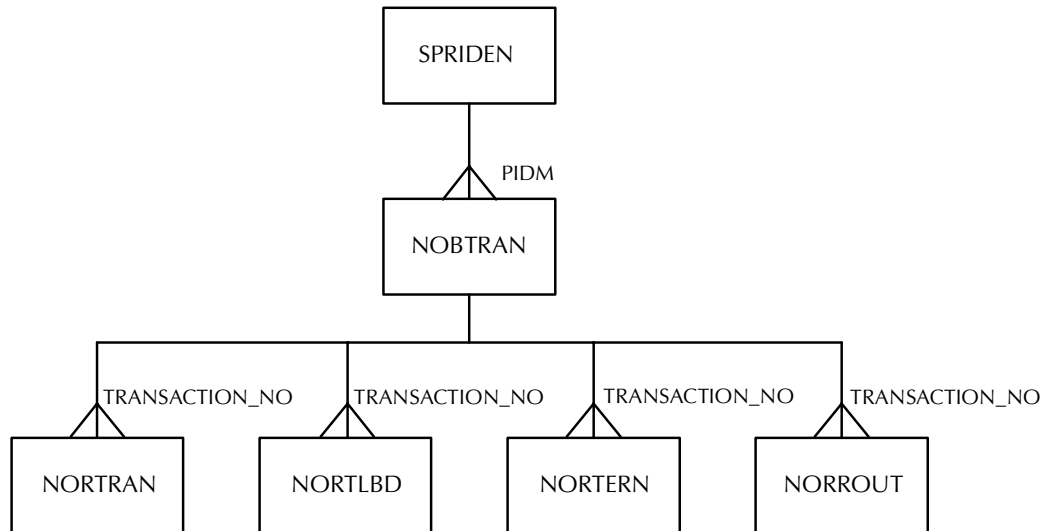
Pay History (Part 2)



Pay History – List of Tables

PEBEMPL	Employee Base Table
PHR1042	1042 Reporting Table
PHRACCR	Current Leave Accruals Repeating Table
PHRATND	Pay History Attendance Repeating Table
PHRDEDN	Pay History Deduction Repeating Table
PHRDOCM	Document Number Repeating Table
PHREARN	Pay History Earnings Repeating Table
PHRELBD	Pay History Labor Distribution Override Repeating Table
PHRERRL	Pay History Error Log Repeating Table
PHRFLSA	Fair Labor Standards Act Overtime Repeating Table
PHRHIST	Pay History Repeating Table
PHRHOUR	Hour Validation Table
PHRJACR	Current Leave Accruals by Jobs Repeating Table
PHRJOB	Pay History Jobs Repeating Table
PHRMTIM	Mass Time Entry Table
PHRUICW	Canadian Unemployment Insurance Compensation Table

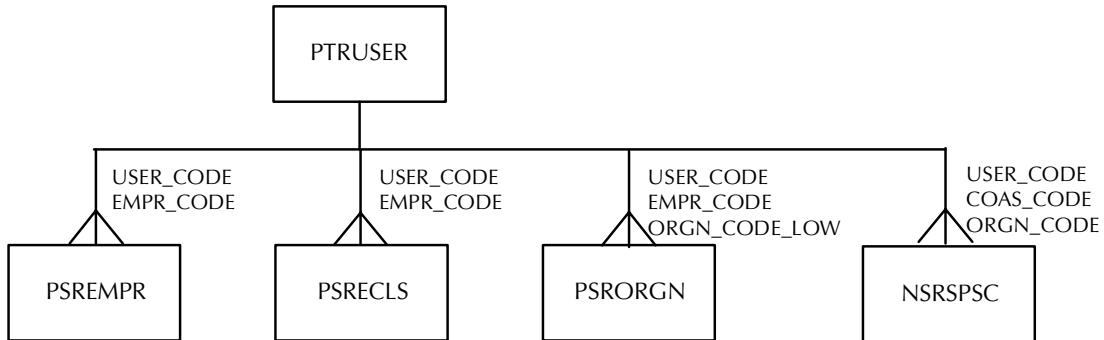
Electronic Approvals



Electronic Approvals – List of Tables

NOBTRAN	Transaction Approvals Base Table
NORROUT	Transaction Routing Repeating Table
NORTERN	Transaction Approvals Default Earnings Table
NORTLBD	Transaction Approvals Labor Distributions Table
NORTRAN	Transaction Approvals Repeating Table
SPRIDEN	Person Identification/Name Repeating Table

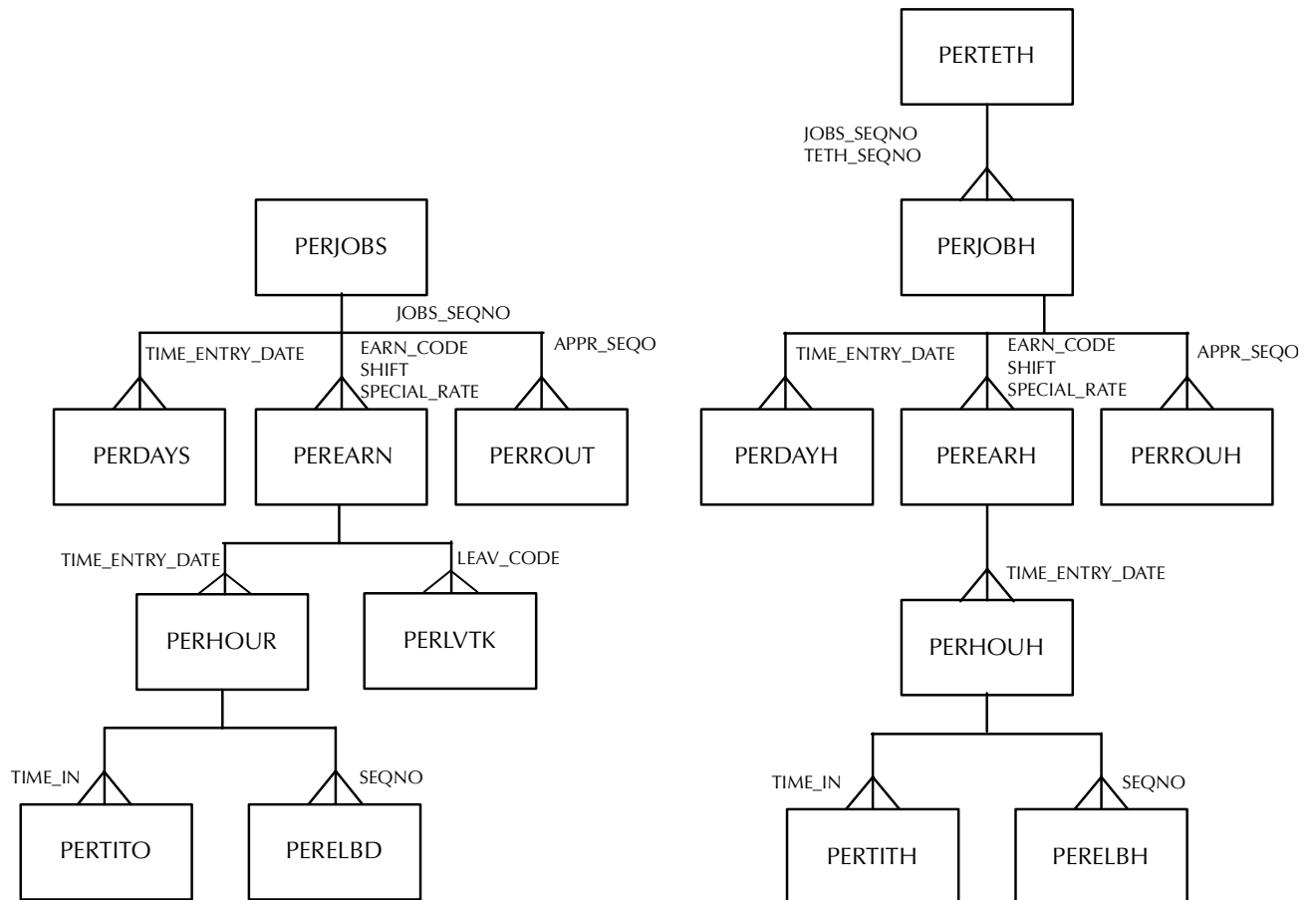
Security



Security – List of Tables

NSRSPSC	Salary Planner Security Table
PSRECLS	Employee Class Code Security Access List Rule Table
PSREMPR	Employer Code Security Access List Rule Table
PSRORGN	Organization Code Security Access List Rule Table
PTRUSER	User Code Rule Table

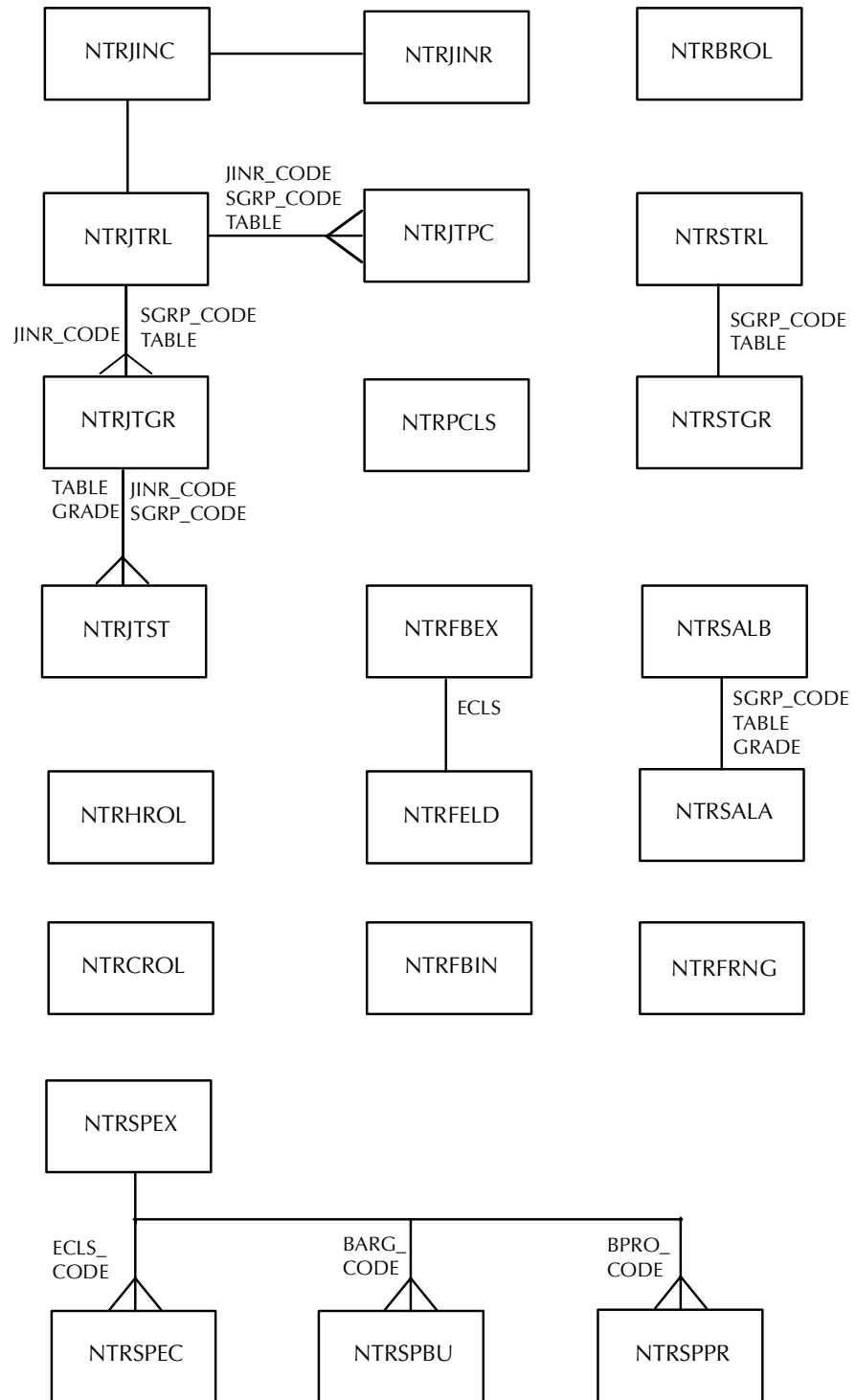
Time Entry



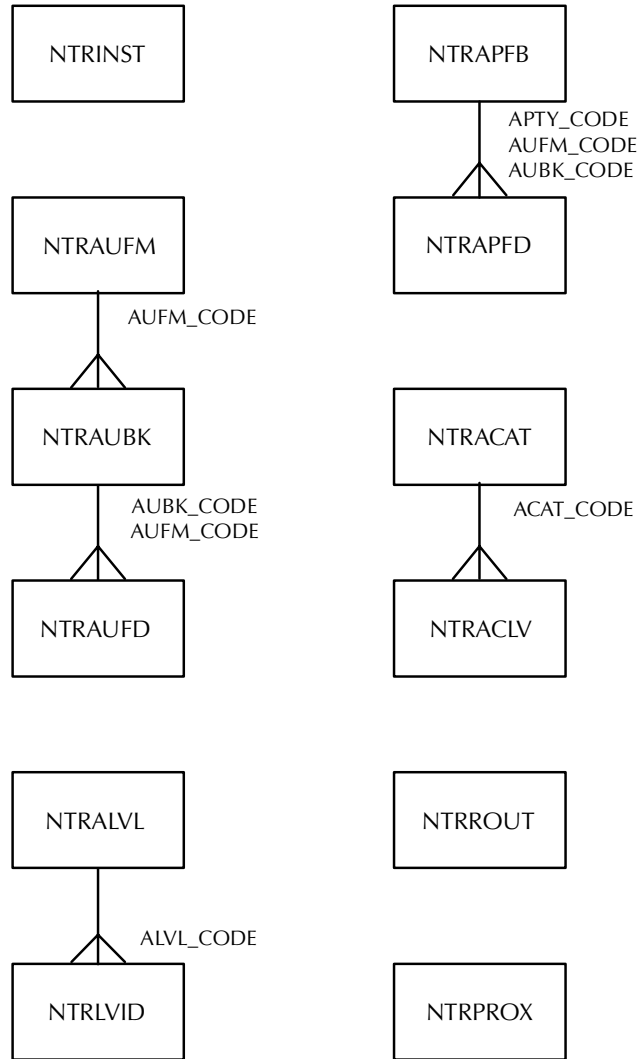
Time Entry – List of Tables

PERDAYH	Time Entry Pay Period Days History Table
PERDAYS	Time Entry Pay Period Effective Date
PEREARH	Time Entry Earnings History Table
PEREARN	Time Entry Earnings Repeating Table
PERELBD	Time Entry Labor Distribution Repeating Table
PERELBH	Time Entry Earnings Labor Distribution Repeating Table
PERHOUH	Time Entry Hours Breakdown History Table
PERHOUR	Time Entry Hours Breakdown Table
PERJOBH	Time Entry Jobs History Table
PERJOBS	Time Entry Jobs Table
PERLVTK	Employee Leave Hours Taken Table
PERROUH	Time Entry Routing Queue History Table
PERROUT	Time Entry Routing Queue Table
PERTETH	Time Entry Transaction History Table
PERTITH	Time In/Out History Table
PERTITO	Time Entry Hours Breakdown Table

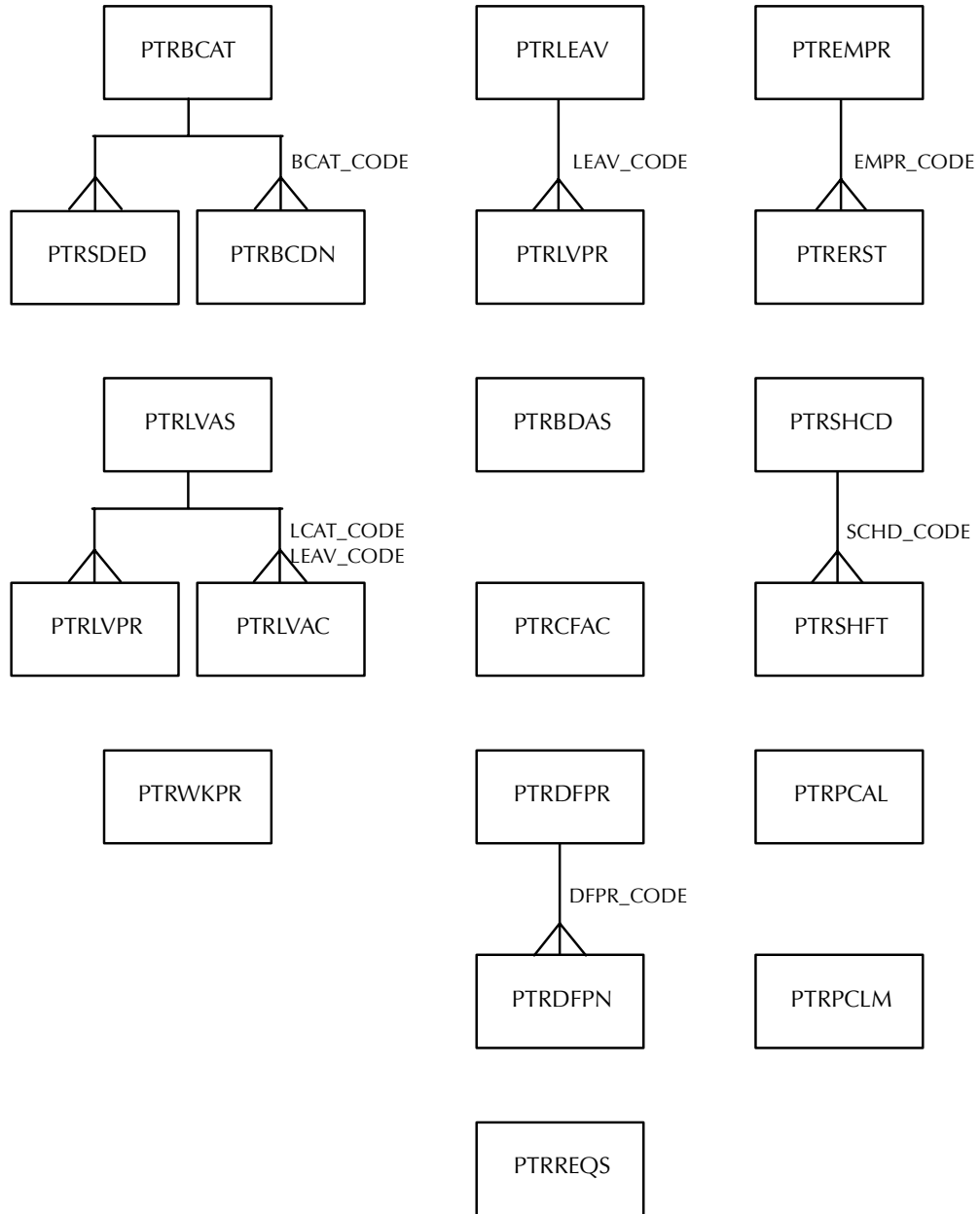
Rule Tables – Position Control



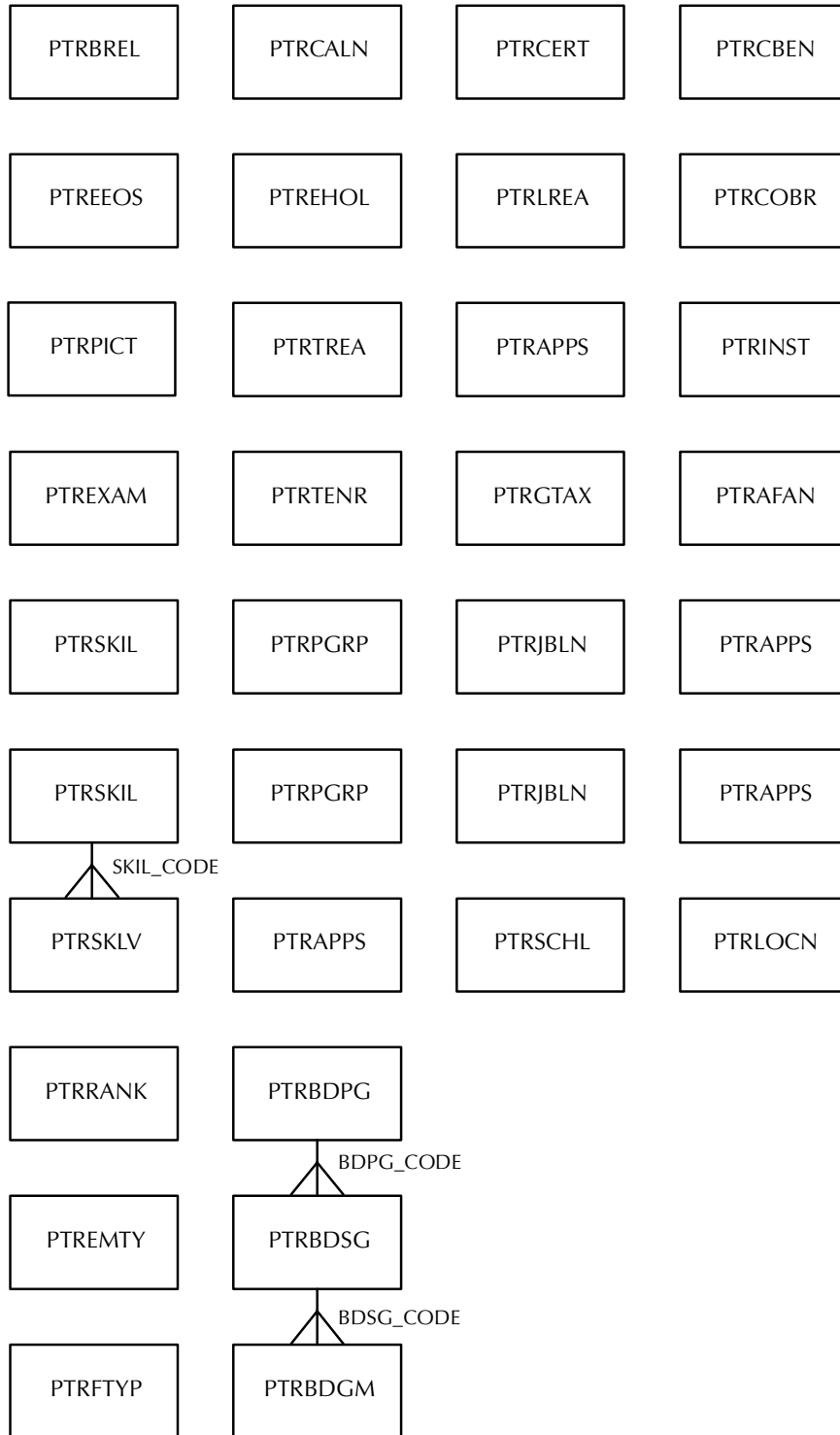
Rule Tables (Part 2) – Position Control



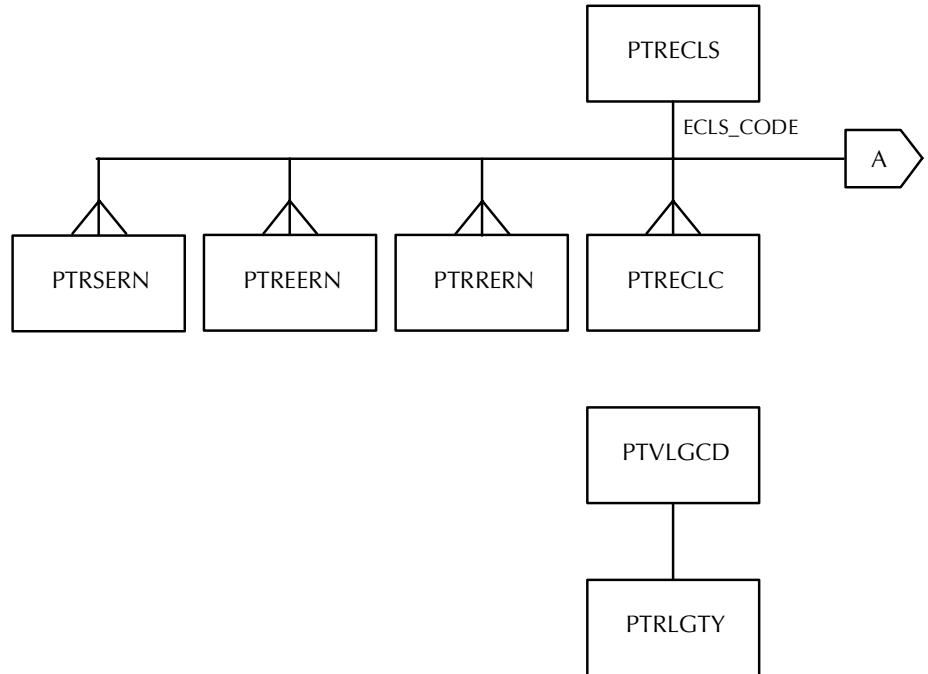
Rule Tables (Part 3)



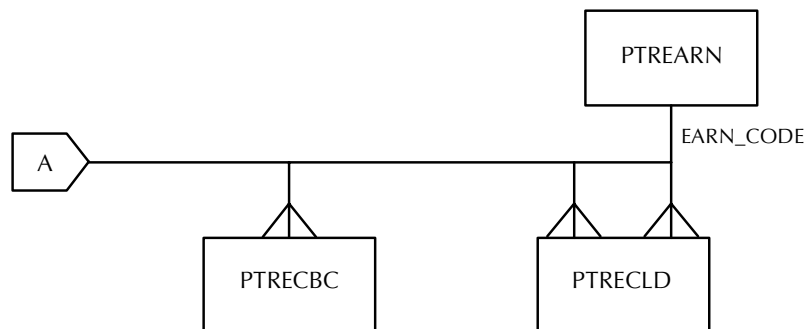
Rule Tables (Part 4)



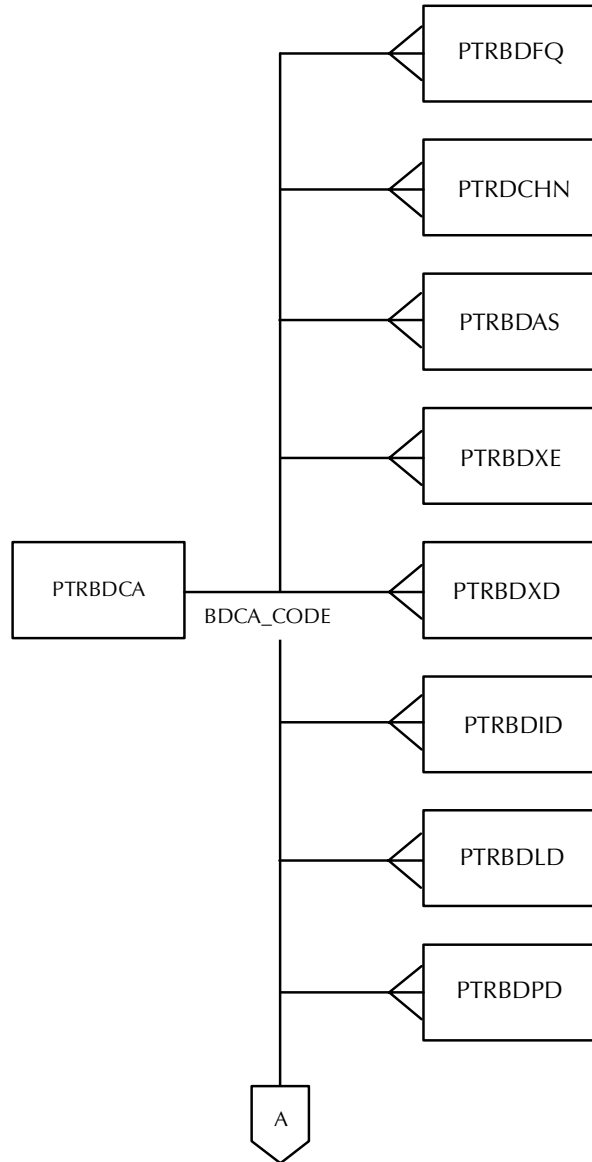
Rule Tables (Part 5)



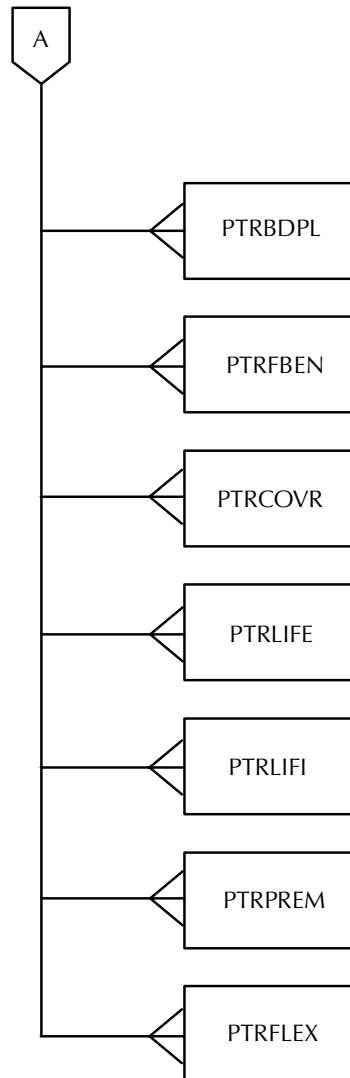
Rule Tables (Part 6)



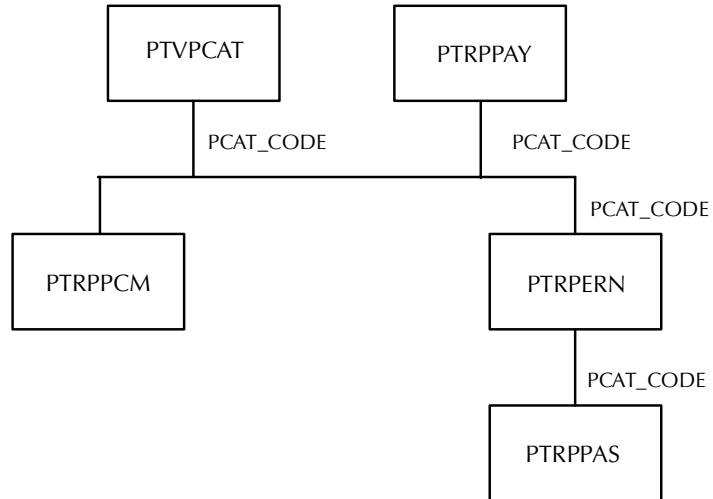
Rule Tables (Part 7)



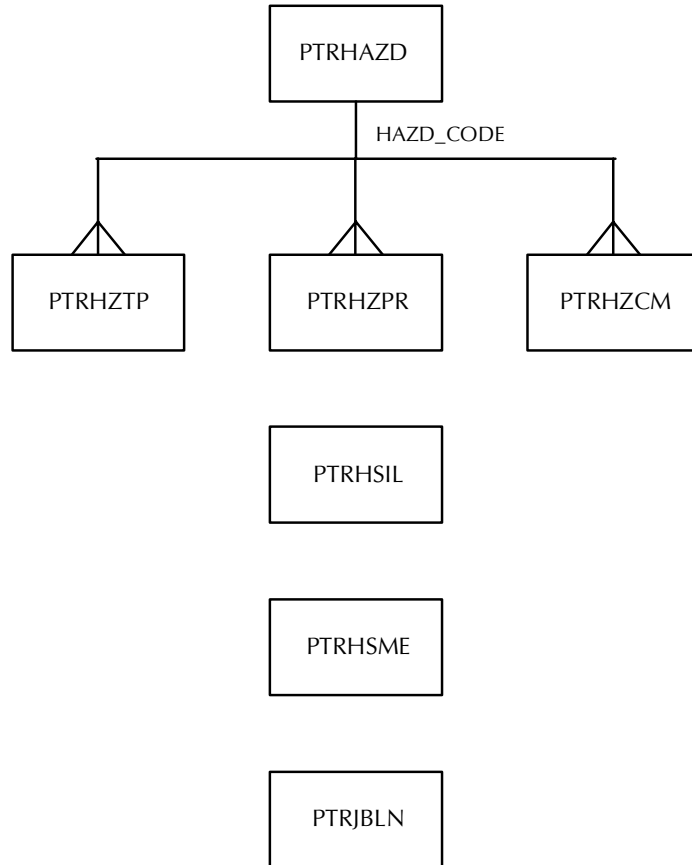
Rule Tables (Part 8)



Rule Tables (Part 9)



Rule Tables (Part 10)



Rules – List of Tables

NTRACAT	Approval Category Rule Table
NTRACLV	Approval Category Levels Rule Table
NTRALVL	Approval Level Rule Table
NTRAPFB	Electronic Approval Type Form/Block Rule Table
NTRAPFD	Electronic Approval Type Field Rule Table
NTRAUBK	Electronic Approval Block Usage Rule Table
NTRAUFD	Electronic Approval Field Usage Rule Table
NTRAUFM	Electronic Approval Form Usage Rule Table
NTRBROL	Budget Roll Parameter Table
NTRCROL	Roll Contract Dates Rule Table
NTRFBEX	Fringe External Funding Source Rate Definition Rule Table
NTRFBIN	Fringe Installation Rate and Labor Distribution Override Rule Table
NTRFELD	Fringe External Funding Source Labor Distribution Override Rule Table
NTRFRNG	Fringe Benefits Budgeting Rule Table
NTRHROL	Roll Encumbrance Hours Rule Table
NTRINST	Position Control Installation Rule Table
NTRJINC	Mass Job/Assignment Salary Increase Rule Table
NTRJINR	Rule Set Mass Job/Assignment Code Validation Table
NTRJTGR	Mass Job/Assignment Grades Rule Table
NTRJTPC	Mass Job/Assignment Table Position Class Rule Table
NTRJTRL	Mass Job/Assignment Salary Roll Rule Table
NTRJTST	Mass Job/Assignment Table Step Rule Table
NTRLVID	Approval Level IDs Rule Table
NTRPCLS	Position Classification Rule Table
NTRPROX	Proxy Rule Table
NTRROUT	Transaction Routing Repeating Table

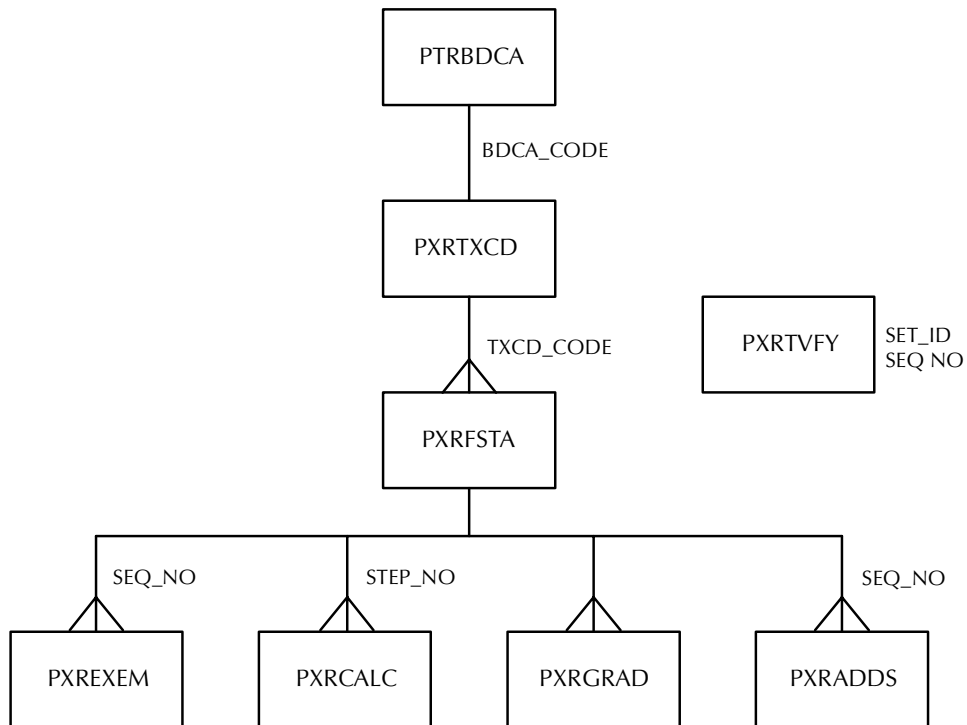
NTRSALA	Salary/Rate Rule Table
NTRSALB	Salary/Rate Base Rule Table
NTRSPBU	Salary Planner Extract Bargaining Unit Rule Table
NTRSPEC	Salary Planner Extract Employee Class Rule Table
NTRSPEX	Salary Planner Extract Rule Table
NTRSPPR	Salary Planner Extract Budget Profile Rule Table
NTRSTGR	Mass Salary Grades Rule Table
NTRSTRL	Mass Salary Roll Rule Table
PTRAFAN	Availability Factor Analysis Rule Table
PTRAPPS	Applicant Status Rule Table
PTRBCAT	Benefit/Deduction Category Rule Table
PTRBCDN	Benefit Category Set-up Rule Table
PTRBDAS	Benefit/Deduction Associated Deductions Tables
PTRBDCA	Benefit/Deduction Calculation Rule Table
PTRBDFQ	Benefit Payroll Frequency Rule Table
PTRBDGM	Benefit/Deduction Group Member Rule Table
PTRBDID	Benefit/Deduction Inclusions Rule Table
PTRBDLD	Labor Distribution Rule Table
PTRBDPD	Precluded Deduction Rule Table
PTRBDPG	Benefit/Deduction Primary Group Rule Table
PTRBDPL	Benefit/Deduction Valid Plan Rule Table
PTRBDSG	Benefit/Deduction Secondary Group Rule Table
PTRBDXD	Benefit/Deduction Exclusions Rule Table
PTRBDXE	Benefit/Deduction Earnings Code Exclusions Rule Table
PTRBREL	Beneficiary Relationship Rule Table
PTRCALN	Payroll Calendar Rule Table
PTRCBEN	COBRA Benefit Coverage Rule Table
PTRCERT	Certification Code Validation Table

PTRCFAC	Compensable Factor Rule Table
PTRCOBR	COBRA Rule Table
PTRCOVR	Life Insurance Coverage Rule Table
PTRDCHN	Deduction Chain Rule Table
PTRDFPN	Defer Pay Period Payments Rule Table
PTRDFPR	Defer Pay Period Rule Table
PTRREARN	Earnings Code Rule Table
PTRRECBC	ECLS Eligible Benefit Category Rule Table
PTRRECLC	ECLS Eligible Leave Category Rule Table
PTRRECLD	Earnings Code Labor Distribution Rule Table
PTRRECLS	Employee Class Rule Table
PTRREEOS	EEO Salary level Rule Table
PTRREERN	Employee Class Earn Code Rule Table
PTRREHOL	Employee Holidays Rule Table
PTRREMPR	Employer Rule Table
PTRREMTY	Employer Type Code Rule Table
PTRRERST	Employer State Information Table
PTRREXAM	Examination Rule Table
PTRFBEN	Flexible Benefits Rule Table
PTRFLEX	Flexible Benefits Period Rule Table
PTRFTYP	Faculty Type Code Rule Table
PTRGTAX	Government Taxable Life Insurance Premium Rule Table
PTRHAZD	Health and Safety Hazards Rule Table
PTRHSIL	Health and Safety Incident Locations Table
PTRHSME	Health and Safety Medical Condition Rule Table
PTRHZCM	Health and Safety Hazard Comments Rule Table
PTRHZPR	Health and Safety Hazard Precautions Table
PTRHZTP	Hazard Type Table

PTRINST	Payroll Institution Rule Table
PTRJBLN	Job/Hiring Location Rule Table
PTRLEAV	Leave Title Rule Table
PTRLGTY	Longevity Code Rule Table
PTRLIFE	Life Insurance Calculation Process Rule Table
PTRLIFI	Life Insurance Rule Table
PTRLOCN	Location Rule Table
PTRLREA	Leave Reason Code Rule Table
PTRLVAC	Leave Accrual Rule Table
PTRLVAS	Leave Assignment Rule Table
PTRLVPR	Leave Priority Code Table
PTRPCAL	Employee Canadian Pension Credit
PTRPCLM	Employee Canadian Pension Credit Limits Rule Table
PTRPERN	Premium Pay Eligible Earnings Rule Table
PTRPGRP	Position Group Validation Table
PTRPICT	Payroll Identification Code Rule Table
PTRPPAS	Premium Pay Assignment Rule Table
PTRPPAY	Premium Pay Code Rule Table
PTRPPCM	Premium Pay Computation Rule Table
PTRPREM	Life Insurance Premium Rule Table
PTRRANK	Faculty Rank Rule Table
PTRREQS	Requisition Status Rule Table
PTRRERN	Retro Active Pay Earnings Rule Table
PTRSCHL	School Rule Table
PTRSDDED	Supplemental Payroll Deductions Rule Table
PTRSERN	Supplemental Payroll Earn Codes Rule Table
PTRSHFT	Shift Number Rule Table
PTRSKIL	Skill Code Rule Table
PTRSKLV	Skill Levels Rule Table

PTRTENR	Faculty Member Tenure Status Code Table
PTRTREA	Termination Reason Rule Table
PTRWKPR	Work Period Table
PTVLGCD	Longevity Code Validation Table
PTVPCAT	Premium Pay Category Validation Table
PTVSHCD	Shift Code Rule Table

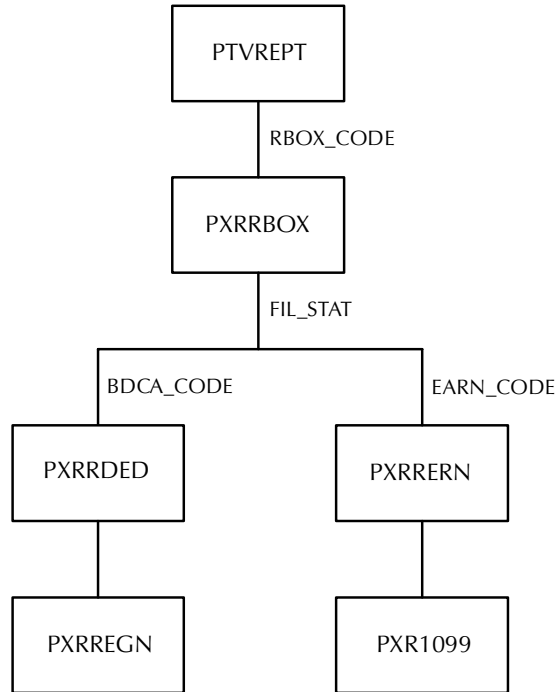
Tax Calculation Rule Tables



Tax Calculation Rules – List of Tables

PTRBDCA	Benefit/Deduction Calculation Rule Table
PXRADDS	Tax Additional Step Repeating Table
PXRCALC	Alternate Tax Calculation Table
PXREXEM	Tax Exemption Repeating Table
PXRFSTA	Tax Filing Status Table
PXRGRAD	Tax Graduated Table Repeating Table
PXRTVfy	Tax Calculation Test Data Table
PXRTXCD	Tax Code Table

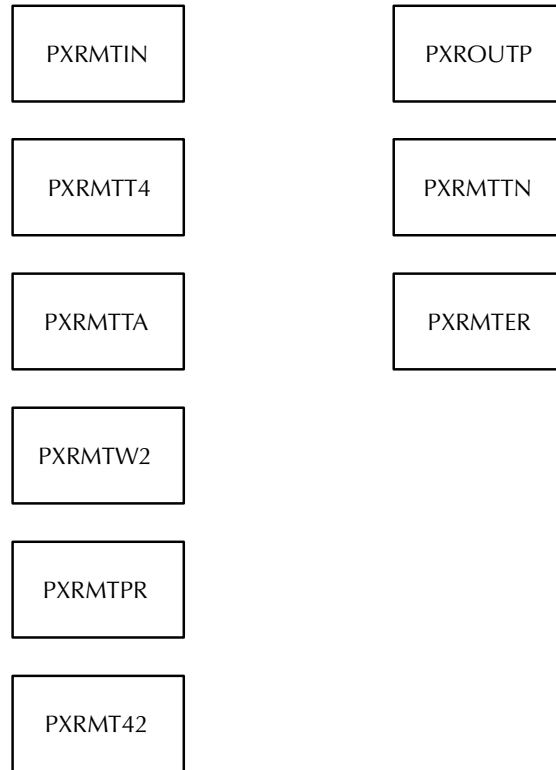
Tax Reporting Rule Tables



Tax Reporting Rules – List of Tables

PTVREPT	Tax Report Table
PXR1099	1099-R Data Holding Table
PXRBOX	Tax Reporting Box Identification Table
PXRDEDED	Tax Reporting Benefit/Deduction Box Designation Table
PXRREGN	Canadian Registration Number Table
PXRERERN	Tax Reporting Earnings Box Designation Table

Magnetic Tape Tax Reporting Tables



Magnetic Tape Tax Reporting – List of Tables

PXRMT42	Foreign Person's Magnetic Tape Table
PXRMTTER	Magnetic Tape Tax Reporting ... Employer Information
PXRMTIN	Magnetic Tape Tax Reporting ...Installation/Transmitter Information
PXRMTPR	W2 Wage and Tax Statement Magnetic Reporting Table for Puerto Rico
PXRMTT4	Canadian T4 Magnetic Tape Table
PXRMTTA	Canadian T4A Magnetic Tape Table
PXRMTTN	Canadian T4A-NR Magnetic Tape Table
PXRMTW2	W2 Wage and Tax Statement Magnetic Reporting Table
PXROUTP	Holding Area for Writing Large Output Records

Validation Tables

NTVACAT	NTVAPTY	NTVBPRO	NTVDOTT
NTVPFOC	NTVPNOC	NTVWKSH	PTVASRC
PTVBANK	PTVBARG	PTVBDPG	PTVBDTY
PTVCDES	PTVCMTY	PTVDISA	PTVDISP
PTVEEOC	PTVEEOG	PTVEFUN	PTVENDS
PTVESKL	PTVFACC	PTRFLTY	PTVGRPT
PTVGRSR	PTVGRTP	PTVHSCR	PTVHSLT
PTVHSMT	PTVHSPC	PTVHSTC	PTVSBTY
PTVISTA	NTVJOBP	PTVSARC	

Validation Tables (Part 2)

PTV1099	PTVACST	PTVAPPS	PTVHZSP
PTVHZTC	PTVLCAT	PTVLGCD	PTVLITG
PTVMANU	PTVORGN	PTVPCAT	PTVPUBT
PTVRANK	PTVREVT	PTVROER	PTVRQST
PTVRSTA	PTVSTCA	PTVSTGR	PTVWKCP

Validation – List of Tables

NTVACAT	Approval Category Code Validation Form
NTVAPTY	Approval Type Code Validation Table
NTVBPRO	Budget Profile Validation Table
NTVDOTT	Dictionary of Occupational Titles Code (DOTT) Validation Table
NTVJOBP	Job Progression Validation Table
NTVPFOC	Federal Occupational Code (FOC) Validation Table
NTVPNOC	National Occupational Code (NOC) Validation Table
NTVWKSH	Work Schedule Code Validation Table
PTV1099	1099 Distribution Code Validation Table
PTVASRC	Applicant Source Code Validation Table
PTVBANK	Bank Code Validation Table
PTVBARG	Bargaining Unit Validation Table
PTVBDPG	Benefit/Deduction Group Code Validation Table
PTVBDTY	Benefit/Deduction Type Validation Table
PTVCDES	Position Class Description Validation Table
PTVCMTY	Comment Type Validation Table
PTVDISA	Health and Safety Disability Type Validation Table
PTVDISP	Discipline Code Validation Table
PTVEEOC	EEO Ethnic Codes Validation Table
PTVEEOG	EEO Contract Group Code Validation Table
PTVEFUN	EEO Function Code Validation Table
PTVENDS	Endorsement Validation Table
PTVESKL	EEO Skill Code Validation Table
PTVFACC	Faculty Action Comment Code Validation Table
PTVGRPT	Grievance Participant Type Validation Table

PTVGRSR	Grievance Standard Results Validation Table
PTVGRTP	Grievance Type Validation Table
PTVHSCR	Health and Safety Costs Reasons Validation Table
PTVHSLT	Health and Safety Location Type Table
PTVHSMT	Health and Safety Medical Condition Type Table
PTVHSPC	Health and Safety Party Classification Validation Table
PTVHSTC	Health and Safety Incident Type Code Validation Table
PTVHZSP	Hazards Standard Precautions Validation Table
PTVHZTC	Hazard Type Code Validation Table
PTVISTA	Incident Status Validation Table
PTVLCAT	Leave Category Rule Table
PTVLGCD	Longevity Code Validation Table
PTVLITG	Litigation Status Validation Table
PTVMANU	Manufacturer Validation Table
PTVORGN	Organization Code Validation Table
PTVPCAT	Premium Pay Category Validation Table
PTVPUBT	Publication Code Validation Table
PTVRANK	Rank Code Validation Table
PTVREVT	Review Type Validation Table
PTVROER	Record of Employment Validation Table
PTVRSTA	Recommendation Status Validation Table
PTVSARC	Seniority Adjustment Reason Validation Table
PTVSBTY	Sabbatical Type Code Validation Table
PTVSTCA	Statistics Canada Category Code Validation Table
PTVSTGR	Statistics Canada Grouping Type Validation Table
PTVWKCP	Workers' Compensaiton Classification Validation Table

Temporary Tables

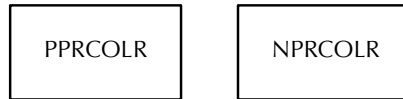
PEREOT	PHRDIRD	PHRERRL
PERTWFA	PHRTERN	PPRQRYT
PHRTDED	NHRFINC	PHRTHRS
PHRTLBD	PEREEO1	PEREEO4
PEREEO5	PEREEO6	PHRREDS
PETJOBS	NBTFPRM	NBTORSF
NBTPOSF	NBTEMPF	NBTJOBF
NBRSPLC		

List of Temporary Tables

NHRFINC	Human Resources/Finance Interface Distribution Table
NBTFRM	Salary Planner Filter Parameter Table
NBTPOSF	Salary Planner Position Filter Temporary Table
NBTORSF	Salary Planner Organization Summary Filter Temporary Table
NBTEMPF	Salary Planner Extracted Employee Temporary Table
NBTJOB	Salary Planner Employee's Jobs Filter Temporary Table
NBRSPLC	Salary Planner Organization Lock Collector Table
PEREE01	Required Fields Repeating Table
PEREE04	Required Fields Repeating Table
PEREE05	Required Fields Repeating Table
PEREE06	Required Fields Repeating Table
PEREOT	Magnetic Tape Reporting Table
PERTWFA	Temporary Table for Work Force Analysis Reports
PETJOBS	Time Entry Temporary Jobs Table
PHRDIRD	Direct Deposit Table to hold amounts form tape
PHRERRL	Pay History Error Log Repeating Table
PHRREDS	Payroll Labor Redistribution Work Table
PHRTDED	Temporary Deduction Table for Check/Direct Deposit Process
PHRTERN	Temporary Table to Implement Roster and Organizational Timesheet Reports
PHRTHRS	Temporary Table to Implement Work Schedules
PHRTLBD	Temporary History Labor Distributions Table
PPRQRYT	Temporary Table for Queries

Collector Tables

Collector or temporary tables are holding tables which are used to increase system efficiency. They are created by batch processes for use at a later time in the process or in subsequent processes. As these processes end, the rows are deleted from these tables.



List of Collector Tables

NPRCOLR	Parameter Collector Repeating Table
PPRCOLR	Parameter Collector Repeating Table

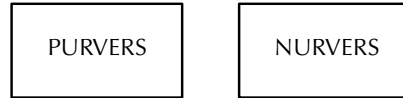
Views

NBVPINC	PEVDTOT	PEVJTOT
PEVJFAC	PEVRTWK	PHVTSKY
PHVTTOT	PXVRTOT	PAVAPPL
PAVAPST	PDVBCOV	PDVBENE
PDVDEDD	PEVBARG	PEVDEDT
PPVADRS	PPVCERT	PPVEXPE
PPVFACD	PPVSKIL	PHVTIME
PEVPCSN	PEVJLEV	PEVELEV

List of Views

NBVPINC	Position Incumbent List View
PAVAPPL	Applicant Information View
PAVAPST	Applicant Information Status View
PDVBCOV	Employee Beneficiary Coverage Information View
PDVBENE	Dependent/Beneficiary Information View
PDVDEDD	Employee Benefit/Deduction Information View
PEVBARG	Employee Labor Relations Information View
PEVDEDT	Employee Monthly Benefit/Deduction totals Information View
PEVDTOT	Employee Benefit / Deduction Totals View
PEVELEV	Leave by Employee Balance View
PEVJFAC	Job Point Factor Date View
PEVJLEV	Leave by Job Employee Balance View
PEVJTOT	Employee Job Totals View
PEVPCSN	Employee Seniority Hours View
PEVRTWK	Return to Work View
PHVTIME	Time Entry Transaction View
PHVTSKY	Pay History Time Sheet Key View
PHVTTOT	Payroll Time Sheet Totals View
PPVADRS	Address Hierarchy View
PPVCERT	Applicant Certification Information View
PPVEXPE	Applicant Experience Information View
PPVFACD	Faculty Information View
PPVSKIL	Applicant Skill Information View

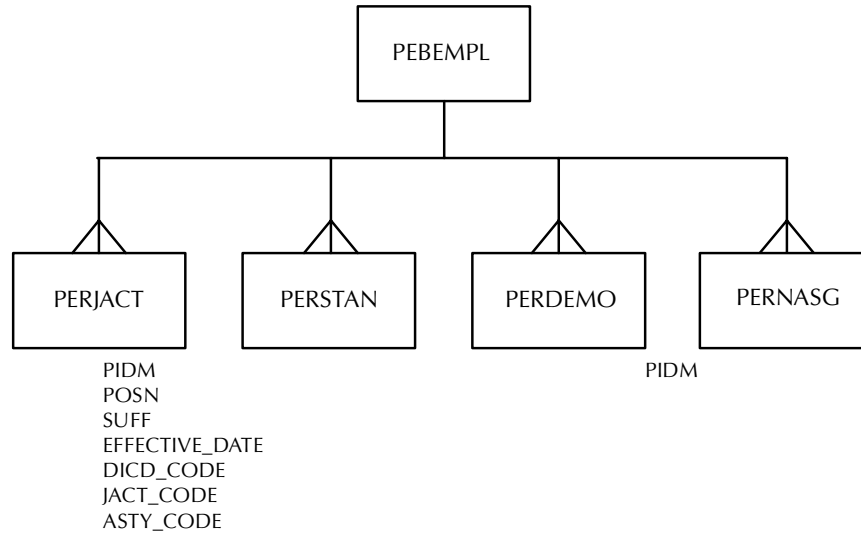
Miscellaneous Tables



List of Miscellaneous Tables

NURVERS	Position Control Version Table
PURVERS	HR Version Table

California MIS

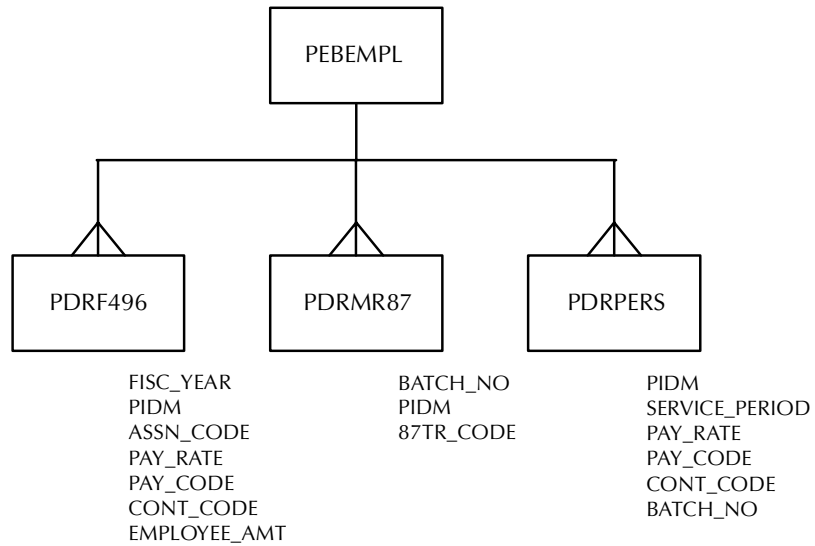


California MIS – List of Tables

PEBEMPL	Employee Base Table
PERDEMO	CA MIS Demographic Table
PERJACT	Employee Job Activity Table
PERNASG	Employee Assignment Data Table
PERSTAN	Employee Statistics Annual Salary Table

Note: The Employee Assignment Data Table (PERASGN) is maintained for historical purposes.

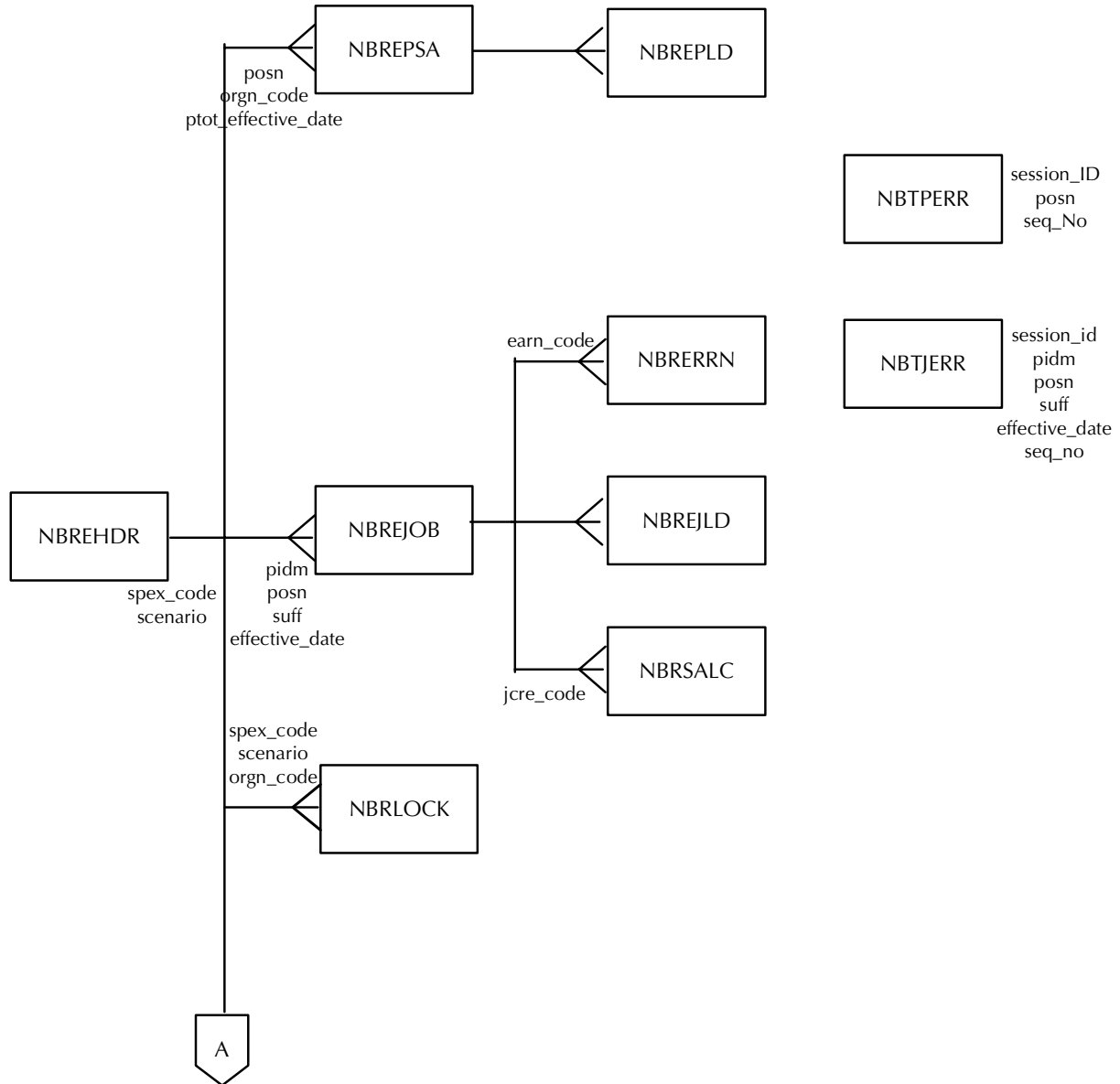
California STRS/PERS



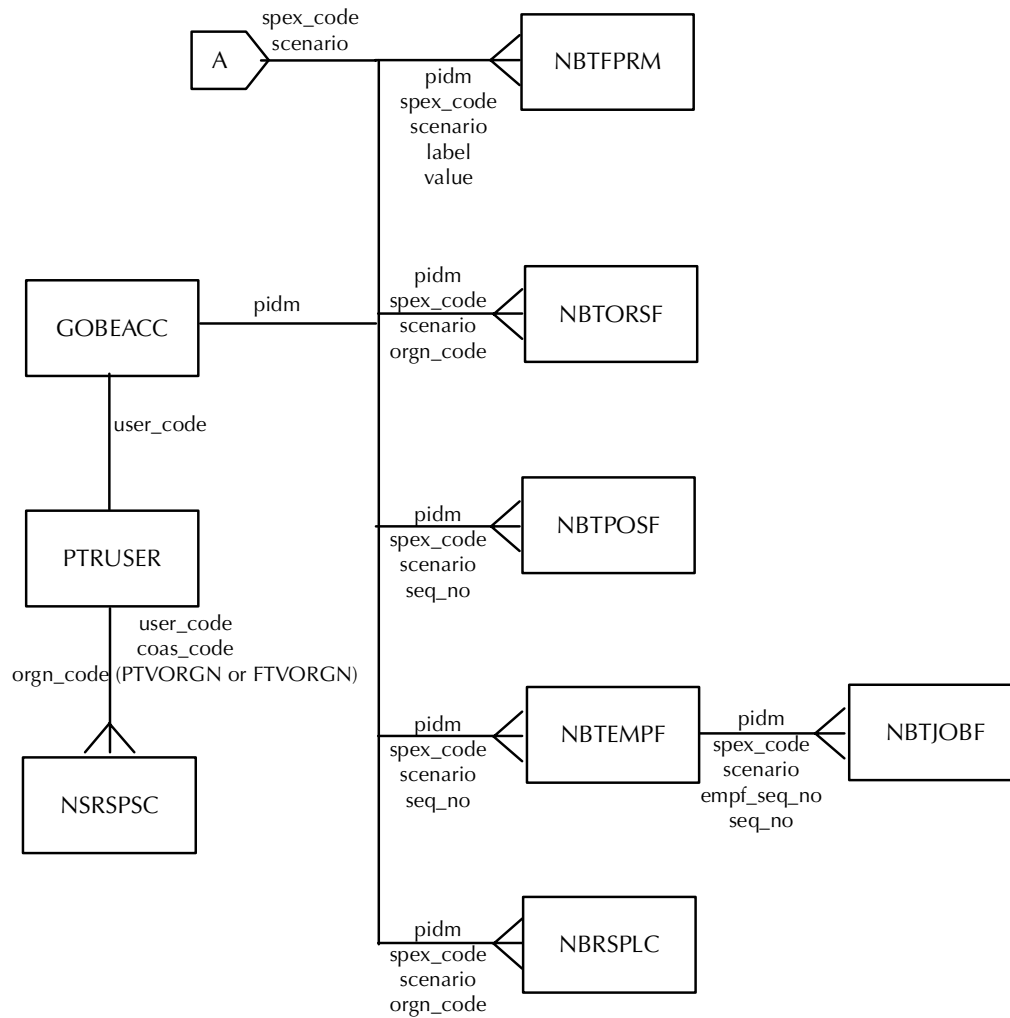
California STRS/PERS – List of Tables

PDRF496	F-496 Required Data Elements Table
PDRMR87	MR-87 Required Data Elements Table
PDRPERS	California PERS Report of Payroll Contributions Required Data Elements Table
PEBEMPL	Employee Base Table

Salary Planner



Salary Planner (Part 2)



Salary Planner - List of Tables

NBREHDR	Salary Planner Extract Header Table
NBREPSA	Extracted Position Salary Planner Table
NBREJOB	Extracted Job Detail Salary Planner Table
NBRLOCK	Salary Planner Organization Lock Table
NBREPLD	Extracted Position Labor Distribution Salary Planner Table
NBTJERR	Salary Planner Upload Jobs Error Temporary Table
NBRERRN	Extracted Job Default Hours Salary Planner Table
NBREJLD	Extracted Job Labor Distribution Salary Planner Table
NBRSALC	Salary Planner Salary Change Table
NBTFPRM	Salary Planner Filter Parameter Table
NBTORSF	Salary Planner Organization Summary Filter Temporary Table
NBTPOSF	Salary Planner Position Filter Temporary Table
NBTEMPF	Salary Planner Extracted Employee Temporary Table
NBTJOBF	Salary Planner Employee's Jobs Filter Temporary Table
NBTPERR	Salary Planner Upload Position Error Temporary Table
NBRSPLC	Salary Planner Organization Lock Collector Table
NSRSPSC	Salary Planner Security Table

Chapter 2 Reports and Processes

The Human Resources System contains the reports and processes shown in the chart below. In the chart, an asterisk (*) denotes a report that you can use only if *both*, Banner Human Resources *and* Banner Finance Systems are installed at your site.

<i>Report/Process</i>	<i>Name</i>	<i>Description</i>
NBPBROL	Budget Roll Process	Executes budget roll (including fringe benefits) to next fiscal year
NBPBUDM	Budget Maintenance Process	Maintains budgets and encumbrances
NBPMASS	Mass Salary Table Update	Updates groups of Table/Grade combinations by amount or percent
NBPSPEX	Salary Planner Extract Process	Extracts data from Banner to the Salary Planner module in Employee Self-Service
NBPSPUP	Salary Planner Upload Process	Uploads data from the Salary Planner module of Employee Self-Service to Banner.
NBRBWRK	Budget Work Sheet	Budget work sheet
NBRPCLS	Position Class Listing	Lists defined position classes and salary guidelines
NBRPINC	Position Class Incumbent	Lists employee salary information
NBRPOSN	Position Report	Lists active, frozen, and/or canceled positions for a specified date range
NBRPSTA	Position Status Exception Report	Lists exception status positions (that is, over budget, vacant, canceled, frozen, under-encumbered, or over-filled)
NHPFIN1	Finance Interface Extract	Extraction of budget, COBRA, and encumbrance data for Finance System interface
NHPFIN2	Finance Interface Report	Passes data extracted by NHPFIN1 and PHPFEXP to Finance System, producing detailed report
NHRBDST*	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 the percent of each budgeted amount represented by the associated expended amount.

<i>Report/Process</i>	<i>Name</i>	<i>Description</i>
NHRDIST*	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.
NHRECRT*	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.
NHREDST*	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.
NHRSDST*	Employee Payroll Summary by Organization	Prints up to eight columns of earnings or benefit data for each FOAPAL distribution covered by the report. You define the contents of these columns via report parameters.
NOPEAMA	EA Mass Apply Process	Applies several electronic approval transactions at once.
NORAPTR	Electronic Approvals Transaction Report	Records electronic approval transactions for each electronic approvals user according to transaction status.
PARAPPL	Applicant Report by EEO Skill	Lists applicants by EEO skill
PARMAPP	Match Applicants to Positions	Matches applicants to existing vacancies according to qualifications
PARREQS	Requisition Status Report	Provides detailed status of requisition descriptions
PCRCORT	COBRA Persons	Lists covered and enrolled COBRA persons
PCRLTRS	Batch Processes for COBRA	Performs COBRA batch processes and letter generation
PCRNOTF	COBRA Notification Letters	Generates notifications of COBRA eligibility
PCRRATE	COBRA Rate Increase Report	Generates notifications of COBRA rate increase

<i>Report/Process</i>	<i>Name</i>	<i>Description</i>
PDPBDMC	Benefits/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 Form (PTRBDMC) and generates a report.
PDPFCFLX	Flex Benefits Create Process	Creates records of all flexible benefits available to employees based on benefit category
PDPF496	California STRS Report of Payroll Activity	Performs one, two, or three of the following functions: 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. (Applicable only to California sites)
PDPFLEX	Create Employee Deduction Recs	Creates Employee Deduction Records (PDRDEDN) from Flexible Benefit Records (PDRFLEX).
PDPLIFE	Life Insurance Calc Process	Performs life insurance deduction calculations .
PDPMR87	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. (Applicable only to California sites)
PDPPEERS	California PERS 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. (Applicable only to California sites)
PDRBCOV	Beneficiary Coverage of Employees	Lists beneficiary coverage of employees and COBRA people
PDRBFDN	Benefit Enrollment Report	Lists employees enrolled in each benefit
PDRBLST	Beneficiary of COBRA Persons/Employees	Lists beneficiaries of employees and COBRA people
PDRFLEX	Flex Benefits Enrollment List	Flexible benefits enrollment list
PDRFLXU	Flex Benefits Unenrolled Emps	Flexible benefits unenrolled employees
PDRFUPT	Flex Benefits Required Update	Flexible benefit required update to employee deduction records

<i>Report/Process</i>	<i>Name</i>	<i>Description</i>
PDRLIFE	Life Insurance Coverage Report	Lists life insurance coverage and deductions by employee
PEPAEXT	Employee Assignment Extract Process (for CA-MIS reporting)	Creates employee assignment on magnetic media. (Applicable to California sites only)
PEPCSAL	Calculate Stats Salary (for CA-MIS reporting)	Calculates annual salary statistics. (Applicable to California sites only)
PEPEDEX	Employee Demographic Extract Process for CA-MIS reporting)	Creates employee demographics on magnetic media. (Applicable to California sites only)
PEPFACL	Faculty Load Update Process	Updates payroll table PERFACL with faculty load data from the Banner Student System
PEPPCRE	Canadian Pension Credit Calculation	Calculates Canadian pensionable service and pension credit
PERAPND	Pending Action List	Lists pending employee actions
PERCAF7	Canadian Form 7	Generates Canadian Form 7 Report
PEREEO1	EEO-1 Magnetic Tape Report	Generates magnetic tape for use in filing EEO-1 report
PEREEO5	EEO-5 Magnetic Tape Report	Generates magnetic tape for use in filing EEO-5 report
PEREEO11, 2, 3	EEO-1 Summary Report	Generates EEO report for private and commercial employers
PEREEO1D	EEO-1 Detail Report	Provides details of the federal EEO-1 report and justifies totals generated by the summary reports
PEREEO51, -2, -3	EEO-5 Summary Report	Summarizes EEO-5 data in government-specified format.
PEREEO5D	EEO-5 Detail Listing	Lists employees in each EEO-5 defined contract group.
PEREEO61, 2	IPEDS Summary Report	Summarizes IPEDS data in government-specified format
PEREEO6D	IPEDS Detail Report	Lists employees in each IPEDS-defined contract group
PERFACL	Faculty Load Comparison Report	Displays comparative data for faculty load and the annual salary for all faculty
PERHIRE	New Hires and Rehires Report	Lists new hires and rehires
PERLEAV	Leave Liabilities Report	Provides detailed employee leave data

<i>Report/Process</i>	<i>Name</i>	<i>Description</i>
PERO101	OSHA Form 101	Generates OSHA Form 101, the Supplemental Record of Occupational Injuries and Illnesses
PERO200	OSHA Form 200	Generates OSHA Form 200, the Log and Summary of Occupational Injuries and Illnesses
PERORGC	ORG´anon PC Organization Chart	Produces a file for creating organizational charts
PEROSHA	OSHA Form 300 and Form 300A	Generates OSHA Form 300 and Form 300A reports
PERPAPP	Applicant Flow by Position Groups Report	Analysis of applicants by position group and gender/minority classification
PERPGAN	Position Group Analysis Report	Position group analysis by gender/minority classification
PERPHIR	New Hires by Position Groups Report	List of new hires by position group
PERPTER	Terminations by Position Group Analysis Report	List of terminations by position group
PERREVV	Reviews Pending Report	Provides data on employee reviews
PERROEC	Record of Employment	Generates Canadian Record of Employment Issue Report
PERTERM	Termination Report	Lists details of employee terminations
PERUTAN	Utilization Analysis Report	Reports on employee utilization by gender and minorities
PERV100	Veteran Employment Report	Generates federal veteran's employment report (VETS-100)
PERWFAN	Workforce Analysis Report	Workforce analysis by gender and minority classification
PHPBOND	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
PHPBREC	Bank Reconciliation Program	Bank reconciliation program
PHPCALC	Payroll Calculation Report	Calculates payroll gross to net
PHPCDIR	Canadian Direct Deposit Process	Creates Canadian Direct Deposit tape
PHPCHEK	Check/Direct Deposit Notice	Updates check numbers and prints standard-sized checks and Direct Deposit notices

<i>Report/Process</i>	<i>Name</i>	<i>Description</i>
PHPCHKL	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"
PHPCXPN	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.
PHPDIRD	Create Direct Deposit Tape	Creates Direct Deposit tape to send to bank
PHPDOCM	Calc Check/Direct Deposit Amounts	Calculates check and Direct Deposit amounts
PHPFEXP	Expenditures Finance Extract	Extracts expenditures data for interface to Finance System and updates the Position Form (NBAPOSN)
PHPLEAV	Leave Accruals and Taken Process	Accrues and processes leaves
PHPMTIM	Mass Time Entry Process	Performs mass time entry validation and edits
PHPPROF	Pay Period Proof Batch Module	Accrues and takes leave for payroll employees
PHPRETO	Retroactive Pay Process	Creates retroactive pay for selected employees
PHPTIME	Time Processing Report	Extracts payroll information from the Personnel database
PHPUPDT	Pay Period Update Batch Module	Updates permanent records at the end of a pay cycle
PHRC DST	Check Distribution List	Lists check and direct deposit notices
PHRCISS	Check Issue Report	Lists issued checks
PHRCOST	Cost Accounting Report	Captures labor costs by project, cost type, and employee ID after a payroll cycle is complete
PHRD CON	Disposition Control Report	Reports on payroll status by identifying current level of payroll process for each employee
PHRDERR	Payroll Errors Display Report	Lists errors encountered during payroll
PHRDIRD	Direct Deposit Dist. Report	Lists Direct Deposit distribution
PHRDREG	Deduction Register Report	Lists all payroll deductions
PHRDSTT	Time Sheet Distribution Totals	Prints a list of Employee Counts by department for those employees who are to be paid during the payroll

<i>Report/Process</i>	<i>Name</i>	<i>Description</i>
PHRFACE	Payroll Financial Aid Interface Report	Reports on payroll interface with Financial Aid System
PHRHOUR	Report of Hours	Prints a listing of default or entered hours for employees being paid in the payroll
PHRLRAR	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).
PHRORGT	Organizational Time Sheet	Lists organizational time sheet totals
PHRPREG	Payroll Register	Human Resources payroll register
PHRROST	Time Sheet Roster Report	Prints rosters for all employees
PHRSTCA	Statistics Canada Survey of Employment, Payrolls, and Hours	Statistics Canada report of earnings by category and period
PHRTMSH	Print Time Sheet	Generates employee time sheets
PHRTREG	Direct Deposit Tape Register	Direct Deposit tape register to accompany tape to bank
PORAUDT	Audit Trail Report	Prints information from the Audit Trail
PPRSINV	Skills Inventory Report	Lists employees with specified skills
PXP1099	1099-R Load Process	Loads 1099-R data into PXA1099
PXPMT42#	1042 Magnetic Tape	Generates magnetic tape for transmission of 1042-S forms
PXPMTT4	Canadian T4 Magnetic Tape	Generates Canadian T4 magnetic tape and summary totals
PXPMTTA	Canadian T4A Magnetic Tape	Generates Canadian T4A magnetic tape and summary totals
PXPMTTN	Canadian T4A-NR Magnetic Tape	Generates Canadian T4A-NR magnetic tape and summary totals
PXPW2MM	W-2 MMREF-1 File	Generates a file (W2REPORT) in MMREF-1 format for use in filing United States W-2 information on diskette.
PXPW2MP	Puerto Rico W-2 MMREF-1 File	Generates a file (W2REPORT) in MMREF-1 format for use in filing Puerto Rico W-2 information on diskette.
PXPW2TP	W-2 MMREF-1 Tape File	Converts the diskette files (W2REPORT) to tape layout (W2TAPE) for use in filing W-2 information for domestic employees and Puerto Rico employees.

<i>Report/Process</i>	<i>Name</i>	<i>Description</i>
PXR1042	1042-S Report	Generates 1042-S report
PXR1099	1099-R Print Report	Generates 1099-R report
PXRASCD	Annual Stats Canada Reporting	Produces a flat file or report for annual Statistics Canada surveys
PXRLIST	Tax Table Report	Produces a report which shows all Tax Table entries
PXRP941	Form 941 Detail Report	Detailed report of data used to complete the 941 Form
PXRROEC	Canadian ROE Generation	Generates Canadian Record of Employment Form
PXRT4AC	Canadian T4A Supplementary Print Process	Canadian T4A forms print (pension income only)
PXRT4AN	Canadian T4A-Non Resident Supplementary Print Process	Canadian T4A-NR forms print (non-resident income only)
PXRT4CN	Canadian T4 Supplementary Print Process	Canadian T4 forms print
PXRTDEP	Tax Depository Report	Reports on a site's tax liabilities
PXRW2PR	Puerto Rico W-2 Wage and Tax Statement	Generates completed Puerto Rico W-2 Wage and Tax Statements
PXRW2US	U.S. W-2 Wage and Tax Statement	Generates completed U.S. W-2 Wage and Tax Statements

Matrix

Legend	
Report or Process	The report/batch process name
Language	Identifies the language for the process - COBOL, C
Update	Does the process update any tables? If this column is not checked, the report or process is query-only.
Audit	Can you run the update process in Audit Mode, so that you can produce the report without an update taking place? (Yes or No) Note: A <i>Yes</i> appears in this column only if the process permits both update and audit mode. If <i>Yes</i> does not appear in this column, the report is query only.
Job Submission	Can you run the process via job submission?
Sleep/Wake	Is the process used in conjunction with Sleep/Wake?
Off Peak	Does SunGard SCT recommend that you defer this program to an off peak processing time (late night, weekends) for performance reasons?
Restart	If the process aborts or is terminated after the process is initiated, can you restart the process without any adverse consequences? (Yes or No) Note: <i>Yes</i> does <i>not</i> appear in this column if the job can be restarted without special procedures. If <i>Yes</i> appears, refer to the Restart section of this chapter for more information regarding recovery procedures.

Report and Process Attributes

Report or Process	Language	Update	Audit	Job Submission	Sleep/Wake	Off Peak	Restart
NBPBROL	C	Yes		Yes			Yes
NBPBUDM	C	Yes	Yes	Yes		Yes	Yes
NBPMASS	C	Yes	Yes	Yes		Yes	Yes
NBPSPEX	C	Yes		Yes			Yes
NBPSPUP	C	Yes	Yes	Yes			Yes
NBRBWRK	C			Yes			Yes
NBRPCLS	C			Yes			Yes

Report and Process Attributes (cont)

<i>Report or Process</i>	<i>Language</i>	<i>Update</i>	<i>Audit</i>	<i>Job Submission</i>	<i>Sleep/Wake</i>	<i>Off Peak</i>	<i>Restart</i>
NBRPINC	C			Yes			Yes
NBRPOSN	C			Yes			Yes
NBRPSTA	C			Yes			Yes
NHPFIN1	C	Yes		Yes		Yes	Yes
NHPFIN2	C	Yes	Yes	Yes		Yes	Yes
NHRBDST	C		Yes	Yes		Yes	Yes
NHRDIST	C		Yes	Yes		Yes	Yes
NOPEAMA	C	Yes		Yes			Yes
NHRECRT	C	Yes	Yes	Yes		Yes	Yes
NHREDST	C		Yes	Yes		Yes	Yes
NHRSDST	C	Yes	Yes	Yes		Yes	Yes
NORAPTR	C			Yes			Yes
PARAPPL	C			Yes			Yes
PARMAPP	C			Yes			Yes
PARREQS	C			Yes			Yes
PCRCORT	C			Yes			Yes
PCRLTRS	C			Yes			Yes
PCRNOTF	C			Yes			Yes
PCRRATE	C			Yes			Yes
PDPCFLX	C	Yes		Yes			Yes
PDPF496	C	Yes	Yes	Yes			Yes
PDPFLEX	C	Yes		Yes			Yes

Report and Process Attributes (cont)

<i>Report or Process</i>	<i>Language</i>	<i>Update</i>	<i>Audit</i>	<i>Job Submission</i>	<i>Sleep/Wake</i>	<i>Off Peak</i>	<i>Restart</i>
PDPLIFE	C	Yes		Yes			Yes
PDPMR87	C	Yes	Yes	Yes			Yes
PDPPERS	C	Yes	Yes	Yes			Yes
PDRBCOV	C			Yes			Yes
PDRBFDN	C			Yes			Yes
PDRBLST	C			Yes			Yes
PDRFLEX	C			Yes			Yes
PDRFLXU	C			Yes			Yes
PDRFUPT	C			Yes			Yes
PDRLIFE	C			Yes			Yes
PEPAEXT	C	Yes	Yes	Yes			Yes
PEPCSAL	C	Yes	Yes	Yes			Yes
PEPEDEX	C	Yes	Yes	Yes			Yes
PEPFACL	C	Yes		Yes			Yes
PEPPCRE	C	Yes		Yes			Yes
PERAPND	C			Yes			Yes
PERCAF7	C			Yes			Yes
PEREEO1	COBOL						Yes
PEREEO4	COBOL						Yes
PEREEO5	COBOL						Yes
PEREEO6	COBOL						Yes
PEREEO11, -2, -3	C			Yes			Yes

Report and Process Attributes (cont)

<i>Report or Process</i>	<i>Language</i>	<i>Update</i>	<i>Audit</i>	<i>Job Submission</i>	<i>Sleep/Wake</i>	<i>Off Peak</i>	<i>Restart</i>
PEREO1D	C			Yes			Yes
PEREO41, -2	C			Yes			Yes
PEREO4D	C			Yes			Yes
PEREO51, -2, -3	C			Yes			Yes
PEREO5D	C			Yes			Yes
PEREO61, -2	C			Yes			Yes
PEREO6D	C			Yes			Yes
PERFACL	C			Yes			Yes
PERHIRE	C			Yes			Yes
PERLEAV	C			Yes			Yes
PERO101	C			Yes			Yes
PER0200	C			Yes			Yes
PERORGC	C			Yes			Yes
PERPAPP	C			Yes			Yes
PERPGAN	C			Yes			Yes
PERPHIR	C			Yes			Yes
PERPTER	C			Yes			Yes
PERREVV	C			Yes			Yes
PERROEC	C	Yes		Yes			Yes
PERTERM	C			Yes			Yes
PERUTAN	C			Yes			Yes

Report and Process Attributes (cont)

<i>Report or Process</i>	<i>Language</i>	<i>Update</i>	<i>Audit</i>	<i>Job Submission</i>	<i>Sleep/Wake</i>	<i>Off Peak</i>	<i>Restart</i>
PERV100	C			Yes			Yes
PERWFAN	C			Yes			Yes
PHPBOND	C	Yes		Yes			Yes
PHPBREC	C	Yes					Yes
PHPCALC	COBOL	Yes	Yes				Yes
PHPCDIR	C	Yes		Yes			Yes
PHPCHEK	C	Yes		Yes			
PHPCHKL	C	Yes		Yes			
PHPCXPN	COBOL						Yes
PHPDIRD	C	Yes		Yes			Yes
PHPDOCM	C	Yes		Yes			Yes
PHPFEXP	COBOL	Yes				Yes	Yes
PHPLEAV	C	Yes		Yes			Yes
PHPMTIM	C	Yes		Yes			Yes
PHPPROF	C	Yes		Yes			Yes
PHPRETO	C			Yes			Yes
PHPTIME	C	Yes		Yes			Yes
PHPUPDT	C	Yes		Yes		Yes	Yes
PHRC DST	C	Yes		Yes			Yes
PHRCISS	C	Yes		Yes			Yes
PHRCOST	C	Yes		Yes			Yes
PHRDCON	C	Yes		Yes			Yes

Report and Process Attributes (cont)

<i>Report or Process</i>	<i>Language</i>	<i>Update</i>	<i>Audit</i>	<i>Job Submission</i>	<i>Sleep/Wake</i>	<i>Off Peak</i>	<i>Restart</i>
PHRDERR	C	Yes		Yes			Yes
PHRDIRD	C			Yes			Yes
PHRDREG	C			Yes			Yes
PHRDSTT	C			Yes			Yes
PHRFACE	C			Yes			Yes
PHRHOUR	C			Yes			Yes
PHRLGST	C			Yes			
PHRLRAR	C			Yes			Yes
PHRORGT	C			Yes			Yes
PHRPREG	C			Yes			Yes
PHRROST	C			Yes			Yes
PHRSTCA	C			Yes			Yes
PHRTMSH	C			Yes			Yes
PHRTREG	C			Yes			Yes
PORAUDT	C			Yes		Yes	
PPRSINV	C						Yes
PXP1099	C	Yes		Yes			Yes
PXPDSW2	C	Yes	Yes	Yes		Yes	Yes
PXPMT42	C	Yes	Yes	Yes		Yes	Yes
PXPMPTR#	COBOL	Yes				Yes	Yes
PXPMTT4	C	Yes		Yes		Yes	Yes
PXPMTTA	C	Yes		Yes		Yes	Yes

Report and Process Attributes (cont)

<i>Report or Process</i>	<i>Language</i>	<i>Update</i>	<i>Audit</i>	<i>Job Submission</i>	<i>Sleep/Wake</i>	<i>Off Peak</i>	<i>Restart</i>
PXPMTTN	C	Yes		Yes		Yes	Yes
PXPMTW2	COBOL						Yes
PXPW2MM							
PXPW2MP							
PXPW2TP							
PXR1042	C	Yes		Yes		Yes	Yes
PXR1099	C			Yes			Yes
PXRASCD	C	Yes		Yes			
PXRLIST	C			Yes			Yes
PXRP941	C			Yes			Yes
PXRROEC	C	Yes					
PXRT4AC	C	Yes		Yes		Yes	Yes
PXRT4AN	C	Yes		Yes		Yes	Yes
PXRT4CN	C	Yes		Yes		Yes	Yes
PXRTDEP	C	Yes		Yes		Yes	Yes
PXPASCD	C	Yes		Yes			
PXRW2PR	C	Yes		Yes		Yes	Yes
PXRW2US	C	Yes	Yes	Yes		Yes	Yes

Restart Procedures

PHPCHEK and PHPCHKL

If your check run is interrupted or prints incorrectly, use the Job Submission module to resubmit PHPCHEK or PHPCHKL. To restart with a new starting number, follow the instructions below.

To reprint the entire check run:

Resubmit PHPCHEK or PHPCHKL. At the **Last Good Document Number** parameter, enter a number that is one less than the original starting number.

To restart in the middle of a check run:

Resubmit PHPCHEK or PHPCHKL. At the **Last Good Document Number** parameter, enter the number of the last good check or direct deposit notice printed.

Trace Mode

Running a process in trace mode provides you with a step-by-step process history. It can be used to track down the source of an error message or to verify your place in the process.

To activate trace mode in Banner Human Resources, enter *Trace* at the **Repeat Parameters?** parameter. (This also tells the system that you do not want it to repeat the parameters.)

Note: Trace mode is not available when you use Job Submission to run the process.

The following reports or processes can run in trace mode:

NBPBUDM	PHPRETO
NHRECRT	PHPTIME
NORAPTR	PHPUPDT
PDPLIFE	PHRC DST
PDPPERS	PHRCISS
PERFACL	PHRDIRD
PHPBREC	PHRFACE
PHPCDIR	PHRPREG
PHPCHEK	PXRASCD
PHPCHKL	
PHPDIRD	
PHPDOCM	

SQL*Plus Scripts

The Human Resources System supports the following SQL*PLUS scripts:

PAYALUG	Grants required ALUMNI tables to PAYROLL “WITH GRANT OPTION”.
PAYCIMG	Grants required COURTS tables to PAYROLL “WITH GRANT OPTION”.
PAYFIMG	Grants required FIMSMGR tables to PAYROLL “WITH GRANT OPTION”.
PAYFORD	Foreign Grant Driver Script
PAYFORG	Issues foreign grants from GENERAL, SATURN, FIMSMGR, ALUMNI, and FAISMGR to an end user account.
PAYGENG	Grants required General tables to PAYROLL “WITH GRANT OPTION”.
PAYGUSR	Generates grant script for new payroll user.
PAYPOSG	Grants required POSCNTL tables to PAYROLL “WITH GRANT OPTION”.
PAYRESG	Grants required FAIMSGR tables to PAYROLL “WITH GRANT OPTION”.
PAYSTUG	Grants required SATURN tables to PAYROLL “WITH GRANT OPTION”.
PAYTRAG	Foreign Grant Accounts Receivable Tables to Payroll
PXPOUTP	Creates tax reporting fields for transmission to taxing authorities (for example, T4, 1099-R)

Sleep/Wake-up

Currently, no sleep/wake-up routines are predefined for the Human Resources System. You can initiate a sleep/wake-up routine using the following processes in the different operating systems.

Banner provides two different mechanisms for running jobs in a cyclical or “sleep/wake-up” manner.

Method One

The first method uses OS command scripts and an SQL*Plus script to cause the job to run in a cyclical fashion. These jobs must be submitted from the operating system prompt and must be terminated manually. To compile programs to run in this fashion, you must define the `NO_SLEEP_SW` as a pre-compiler directive to exclude the code used by the second technique.

UNIX

The first command procedure, `sleepunx`, prompts for parameters needed by the second procedure and SQL*Plus script, `sleepunx.shl` and `sleepunx.sql` respectively. This procedure then starts (or submits) `sleepunx.shl`, which in turn starts `sleepunx.sql`. The SQL*Plus script `sleepunx.sql` will spool OS-specific commands to run the job into a file, provided there is actually work to do as determined by the parameters previously entered. When the SQL*Plus script exits, `sleepunx.shl` executes the “spool” file. The parameters needed by the program are contained in a `XXXXXXXX.dat` file which are read via input redirection when the job executes. The second command procedure `sleepunx.shl` then “sleeps” for the specified interval, awakes, and loops back to start the SQL*Plus script again.

VMS

This is essentially the same as for UNIX. The script names are `sleep.com`, `sleepdec.com`, and `sleepdec.sql`. Command input redirection is accomplished by defining `sys$input` as the `dat` file. The “sleeping” is done with the “wait” command.

Method Two

The second method has the program issue the OS-specific “sleep” command. This is the default compile configuration for these jobs. They may be submitted from either the operating system prompt or from the GJAPCTL form. If they are submitted manually, the parameters for the job are asked for interactively. If they are submitted from GJAPCTL, the parameters are read from the GJBPRUN table. Parameters used to control the interval are stored in the GJRSWPT table and may be changed as required without canceling and resubmitting the job. These jobs may be stopped by manually terminating them or setting an indicator on the GJASWPT form.

A significant change to sleep/wake-up using Method Two is that all values used as selection identifiers by the program must be defined on the GTVPRNT form. This is because the program reads GTVPRNT in order to get the actual OS print command. For Method One, the print command is passed as a parameter to the second command procedure.

Operating Systems Without Sleep/Wake-up Commands

Operating systems which do not have sleep commands, or whose sleep commands may not be executed by user programs, must use the first method.

Generating the Technical Addendum

You can generate the components of the Technical Addendum at your site as often as required.

Follow these steps:

1. The Data Element Dictionary (DED) can be generated by running the GURPDED Pro*C program that is delivered in Banner General.
2. The Report of Indexes can be generated by running indexes.sql which is found in the /banner/admin/v6/oratools directory. You must run the script as the owner of the tables for which you want to produce the index listing.
3. The List of Reports and Parameters can be generated by running the GJRRPTS Pro*C program that is delivered in Banner General.

All of these pieces are found in /banner/admin/v6/oratools directory and must be run from a DBA account. IAP tables must be loaded.

This page intentionally left blank

Chapter 3 Banner Human Resources APIs

Overview

An SCT Banner API is essentially a database package that encapsulates the business logic surrounding an SCT Banner business entity.

An SCT Banner business entity is the fundamental unit of information that an SCT Banner application can modify. For example, a course, address, e-mail, and telephone number.

APIs leverage SCT Banner messaging support so that SCT Banner becomes "messaging enabled", i.e., be able to stimulate the production of messages based on changes to data they own.

Programs within SCT Banner as well as external systems can then manipulate a business entity or table by calling APIs.

The foundation of all SCT Banner APIs is the ability to perform CRUD (create, retrieve, update, and delete) actions on the database.

The APIs will contain the same validation logic and edits that are executed when performing these actions (CRUD) from an SCT Banner Internet-native form, self-service page, or batch process.

For example, calling the API for the "employee" business entity allows you to:

- Create employee information (insert rows into the Employee table).
- Retrieve data from the Employee table.
- Update employee information (modify rows in the Employee table).
- Delete employee information (physically remove data from the Employee table).

The advantage of using APIs include:

- APIs expose business objects that are useful to users of other applications comprising an institution's digital campus.
- APIs are bi-directional. That is, they support read and write functions.
- APIs ensure consistent edit and validation business logic (create, retrieve, update, and delete).
- APIs eliminate duplicate code that would need to be maintained in each application.

Employee API

This section provides an overview for the Employee API. This API is a database package that contains the business logic (validation rules and other related processing) surrounding the table associated with Employee data. The Employee API can be called by programs within Banner (like Forms, C processes, Web packages, etc.) as well as by external systems when there is a need to insert/update/delete information into the Employee table (PEBEMPL). The API provides for consistent processing and utilizes the same business logic whether a program in Banner calls it or an external system calls it. The table that contains Employee information is PEBEMPL.

The primary form associated with the Employee table is the Employee Form (PEAEMPL). This form retains a number of immediate edits over the data, such as the validations of Employee Class, against the Benefit Category and Leave Category codes. When inconsistent data is detected, the error messages will continue to be displayed at the bottom of the window on the Auto-help line. However, when you save the data and one or more error conditions continue to exist, a new window will open, detailing all error messages. Otherwise, you will not notice any other functional differences from prior versions of Banner Human Resources.

Other Human Resources forms and processes affect data associated with the employee table, and these have been modified to process through the Employee API. These include:

- New Hire Form (PEAHIRE) - This form creates Employee table data and validates using the Employee API;
- One-time Payment Form (PEA1PAY) - This form processes quick payments for employees and also impacts the Employee table (PEBEMPL);
- Employee Status Change Form (PEAESCH) - This form updates the Employee table with Leave or Termination data;
- Termination Verification Form (PEATMVF) - This form is designed to review employee records where there has been a Termination Date and Termination Reason established on PEAEMPL, but the Employee Status has not been set to 'Terminated'.
- Pay Period Update Process (PHPUPDT) - This process is the final payroll program that may affect employee records where the Employee Status is changed because Leave or Termination Dates have been future effective-dated consistent with the payroll.
- Electronic Approvals, EPAF package (NOKPLIB) - Since employee records can be created or updated through the use of EPAF, this package was modified to call the Employee API.

Please refer to the *API Reference Guide* for documentation related to all edits associated with the Employee API.

Employee API Packages

The PB_EMPLOYEE package provides the Common Business interface for the EMPLOYEE. The Employee API establishes information about an employee's terms of employment.

The following table provides a brief overview of the Employee API package. For more details, refer to the *HR API Reference Guide, Release 7.0*.

<i>API Object Name</i>	<i>API Entity Name</i>	<i>Associated Files</i>	<i>Associated Table</i>	<i>Affected Forms and Processes</i>
PB_EMPLOYEE	EMPLOYEE	pokb_employee0.sql pokb_employee1.sql pokb_employee_r0.sql pokb_employee_r1.sql pokb_employee_s0.sql pokb_employee_s1.sql	PEBEMPL	PEAEMPL PEAESCH PEAHIRE PEAIPAY PHPUPDT NOKPLIB

Other Packages Associated with the Employee API

<i>Package</i>	<i>Description</i>
PB_EMPLOYEE_RULES	This package provides messaging support and field validation for the Employee API.
PB_EMPLOYEE_STRINGS	This package contains the error messages and error message functions for the Employee API.

Important API Notes

Employee History Table Enhancement

The Employee History table (PEREHIS) has been expanded to include all data items associated with the Employee table (PEBEMPL). Therefore, any insert or change to any existing field on the Employee Form (PEAEMPL) will result in an audit record being posted to the Employee History table, on a going-forward basis. No changes were made to the Employee History Form (PEIEHIS) to display these new items. However, the audited elements are present on the table.

Payroll Processing Notes

An Employee table update function in the Pay Period Update Process (PHPUPDT) was modified to also utilize the Employee API. This API is called when the process determines that the Employee Status should be updated to reflect that the employee on Leave or Terminated. Through this evaluation, the Start and End Dates are evaluated against the job record in order to determine whether this update should occur.

For example, on December 1st, you indicate that the job is to go on Leave on December 31st and re-activates the job on March 1st. Next, in order to indicate the Leave information on the Employee record you enter that the Leave Start Date is January 1st and the Expected Return Date is February 28th. During the month-end payroll, since all records are in sync, the Pay Period Update Process (PHPUPDT) changes the Employee Status to 'Leave'.

There is a situation within Leave and Termination processing where the Pay Period Update Process (PHPUPDT) may error, the employee will not be updated and the process will stop. This will affect the finalization of the payroll. This situation involves records where you have further modified the job status and dates without reviewing the Employee record controls. Following the above example, if the job record has been reactivated on January 15th and is extracted and attempted to be paid, the Pay Period Update Process (PHPUPDT) will error out because the employee Leave dates are inconsistent with the job dates.

In order to ensure that the Pay Period Update Process (PHPUPDT) does not error and terminate, an edit has been placed in the Pay Period Proof Process (PHPPROF). If the job dates and status are not consistent with the employee record criteria, either on the Leave or Termination windows, the employee will receive an error in the payroll and the disposition will be set to '05'. The employee must be deleted in the payroll, their records must be corrected on the Employee Form (PEAEMPL), and they must be re-extracted through the Time Processing Report (PHPTIME) to be paid.

Security

It is important to note that Oracle and Banner HR security will continue to execute when data is processed through the API against the employee table, whether the processing source is within Banner or external to it.

This page intentionally left blank

Chapter 4 Interfaces

Interfaces with External User Systems

If Banner Finance System is not installed (that is, if the GUBINST_FINANCE_INSTALLED field on GUAINST is set to *unchecked*), then the Human Resources/Finance Interface provides an automated flow of payroll expenditure, encumbrance, budget, and COBRA payment information from Banner Human Resources to GURFEED, where it is stored for use by an external finance system.

Note: In order to use this interface, you must write a program that will read the GURFEED records and insert them into your external finance system.

If Banner Finance is not installed, the system allows you to define an external account labor distribution code containing up to 60 characters.

Interfaces within Banner

Shared Tables

Human Resources tables beginning with S are shared with the other Banner systems. Examples include the following:

SPRIDEN	ID info
SPBPERS	Sex, ethnic data, date of birth
SPRMEDI	Medical data
SPREMGR	Emergency contact
SPRADDR	Address

Validation tables beginning with S are shared with the other Banner systems. Examples include the following:

STVNATN	Nation code
STVCNTY	County code
STVETHN	Ethnic code (See Note below chart.)
STVATYP	Address type
STVMRTL	Marital status code
STVRELG	Religion code

Note: Ethnic codes must also be entered via PTRETHN in order to establish the corresponding EEO Ethnic Code.)

Finance System

If Banner Finance System is installed (that is, if the GUBINST_FINANCE_INSTALLED field on GUAINST is *checked*), then the Human Resources/Finance Interface processes (NHPFIN1, NHPFIN2, and PHPFEXP) provide an automated flow of payroll expenditure, encumbrance, budget, and COBRA payment information from Human Resources to Finance. A generic feed table, GURFEED, stores the data to be interfaced.

If Banner Finance is installed, detailed labor distribution data must be entered. This data is validated against Finance System Validation Forms as follows:

Chart of Accounts (COAS)	FTVCOAS
Fund	FTVFUND
Organization	FTVORGN
Account	FTVACCT
Program	FTVPROG
Activity	FTVACTV
Location	FTVLOCN

If Banner Finance is installed, the **Budget Id** and **Budget Phase** fields on the Position Form (NBAPOSN) are validated against Finance System Validation Forms as follows:

Budget ID, Budget Phase	FTVOBUD
-------------------------	---------

Information is interfaced between Human Resources and the Finance System General Ledger module by running FURFEED, a Finance System process. The Position Control/Finance interface is accomplished via FBRFEED which applies salary information to Finance Budget Development. Both the FURFEED and FBRFEED processes read data from the GURFEED table and use it to update Finance records.

For procedural information on the interface to Finance, refer to Chapter 6, "Interfaces", in the *Human Resources User Guide*.

Advancement/Development System

If the Advancement/Development System is installed (if the GUBINST_ALUMNI_INSTALLED field on GUAINST is *checked*), deductions from the Human Resources payroll module can become gifts/installment payments in Advancement/Development. The interface runs two ways: Banner A/D first feeds pledges to Banner HR and then Banner HR feeds the deductions back in order to create the gift/installment payment records. Data is entered on the Constituent Pledge Payroll Deduction Form (PEAFDED) and interfaced via two tables, GURFDED and GURALMP.

For procedural information on the interface to Advancement/Development, refer to Chapter 6, “Interfaces”, in the *Human Resources User Guide*.

Student System

For more information regarding the procedural information, and the interface to the Banner Student system please refer to Chapter 6, “Interfaces”, in the *Human Resources User Guide*.

This page intentionally left blank

A

ActionLine xiii
ActionWeb xiv

B

Banner Alumni/Development System 4-3
Banner Finance System 4-1, 4-2
Banner Human Resources System
 reports and processes 2-1
Banner Student System 4-1

C

C programs 2-9
CMS 2-19
COBOL programs 2-9
consulting/modification services xv
contacting SunGard SCT xiii
conventions
 file names ix
 naming ix
 typographical xi

D

Data Element Dictionary (DED), generation 2-19
documentation
 distribution x
 electronic x
 online x
 ordering
 ActionLine xiii
 ActionWeb xiii
 address xiii
 e-mail xiii
 telephone xiii
 related viii
 related documentation
 General Technical Reference Manual vii

E

education centers xv
electronic documentation x

F

file naming conventions ix

H

Human Resources System Work Flow 2-1, 4-1

I

indexes, report of 2-19
interfaces
 shared tables 4-1
 within Banner 4-1

N

naming conventions ix

O

online documentation x

P

PHPCHEK restart procedures 2-16
PHPCHKL restart procedures 2-16
Preface
 consulting/modification services xv
 documentation
 distribution x
 ordering xiii
 related viii
 education centers xiii, xv
 using this manual vii
Professional Services
 see education centers

R

Report of Indexes, generation 2-19
Reports and Parameters List, generation 2-19

- job submission 2-9
- languages 2-9
- list of 2-1
- sleep/wake-up routines 2-18
- SQL*Plus scripts 2-17
- update vs. query-only 2-9

restart procedures

- PHPCHEK 2-16
- PHPCHKL 2-16

S

- shared tables 4-1
- sleep/wake-up routines 2-18
 - UNIX 2-18
 - VMS 2-18
- SQL*Plus Scripts 2-17

T

- Technical Addendum, generation 2-19
- typographical conventions xi

U

- UNIX 2-18

V

- validation tables
 - shared 4-1
- VMS 2-18