

# HRFIS Helpful Hints

If you do not know the name of the form you need but know part of it, you can search from the Menu Screen.

example: PEA%

Reminder	Position 1	P = HR/Payroll	N = Position Control	H = Time Reporting/History	B = Budget
	Position 2	E = Employee	D = Benefit/Deduction		
	Position 3	A = Application	I = Inquiry		
	Positions 4, 5, & 6	Form, report, process, or table name,			
		EMPL	Employment		
		POSN	Position		
		JOBS			
		DEDN	Deduction		

On a screen that asks for the ID#, you have multiple options to obtain that number.

- 1) Use the drop down box, to query
- 2) Type in the Social Security Number and the ID will populate for you.
- 3) Blank our the ID, tab over to the name, and type in the name (Last, First - is case sensitive)

## Commonly Used Tool Bar Features:

The toolbar contains the following icons from left to right: a floppy disk (Save), a circular arrow (Roll Back), a list icon (Select), a left-pointing arrow (Previous Block), a right-pointing arrow (Next Block), a magnifying glass (Enter a query), a document with a checkmark (Execute a query), and a document with an 'X' (Exit Form, stay in Banner).

- Save
- Roll Back
- Select
- Previous Block
- Next Block
- Enter a query
- Execute a query
- Exit Form, stay in Banner