

General Person

Version Number 1

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Introduction

Overview

This manual explains the Biographic and Demographic Information module in the Banner System.

Intended Audience

The intended audience includes any individual using the Banner System.

Documentation and Disclaimer

Glossary

Address Types

- **BI – Billing:** Used when creating a record that will be billed via SCT Banner. For Grant addresses, enter BI for Billing for agencies and agency contacts.
- **BU – Business:** Used when creating a record with a business address. For Grant addresses, enter BU for Business for agencies and agency contacts.
- **IN – Institutional On Campus:** For Finance related addresses, enter IN – institutional, for HR addresses, enter IN – Institutional. The Institutional address is utilized for the dual purpose of routing items on campus as well as to campus. This address should reflect the employee's actual working location.
- **MA – Mailing:** Used for postal mailing addresses such as PO Box. For HR addresses, enter MA Mailing.
- **OF – Order From**
- **PA – Parents**
- **PR – Permanent:** All users will have a permanent address unless the user refuses to provide any address information. For HR addresses, enter PR Permanent, for Finance related addresses, enter PR – permanent.
- **RT – Remit to:** Used for Invoice/Credit Memos.
- **SR – Student Refunds:** Used for the Student Refunds Interface from Colleague to Banner.
- **TE – Temporary: XX – Reserved for TGRFEED Use Only.** Not used at this time.

Rule, Validation, Maintenance Forms

The Biographic and Demographic Information module is supported by the following rule and validation forms. These rule and validation forms are maintained by the Board of Regents Office. Any changes to these tables must come through the HR/FIS Steering Committee.

Form Description	Banner Table
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Form Description	Banner Table
Validation Forms	
E-mail Address Type Code	GTVEMAL
Name Type Code	GTVNTYP
Zip/Postal Code	GTVZIPC
Address Type Code	STVATYP
Citizen Type Code	STVCITZ
County Code	STVCNTY
Ethnic Codes	STVETHN
Martial Status Code	STVMRTL
Nation Code	STVNATN
State/Province Code	STVSTAT
Telephone Type	STVTELE
Visa Type Code	STVVTYP

Business Process

Creating a General Person Record

Responsibility: Human Resources for employees, student employees & PI non-employees; AP for other non-employees including student re-imburements.

Timeframe: Initial set-up and as needed.

The Identification Forms (xxxIDEN where xxx could be SPA, PPA, FOA) provides an entry into the SCT Banner system. It generates a unique ID number for each individual. The ID number and name are the minimum requirements to **Save** the record on the system. The Identification Form shares data with all SCT Banner forms, and can be updated.

In any xxxIDEN form, when you add a new person to the system, you can also add biographic/demographic data. HR will use PPAIDEN. Accounts Payable will use FOAIDEN.

Follow these steps to generate a new person record.

1. Access the Identification Form (xxxIDEN).
If the Banner ID is known, enter the ID, select next block and verify you have the correct record.

If the Banner ID is not known, a **THOROUGH SEARCH must be performed when searching for a record**, to avoid duplication, and ensure the proper information is being viewed and/or updated.

There are multiple steps to follow to search for records. They are outlined below:

- 1. Using the Alternate ID Search Form (GUIALTI)**

The Alternate ID Search enables a user to search for a person based on a current ID, an Alternate ID, a social insurance number and/or name.

To execute an Alternate ID and/or Name Search from any xxxIDEN form:

1. In the ID field in the Key Block, click the Search button at the end of the Key Block field
2. Click the Alternate ID Search link in the Option List

3. Enter the parameters you require for your search
 - a. Enter the SSN and execute query
 - i. If the record you are querying for displays, double click on the row of the ID you are searching for
 - ii. If the record you are querying for does not display, perform the next search
 - b. Enter the last name, first name or partial last name, first name by using a wildcard (%) and execute query
 - i. If the record you are querying for displays, double click on the row of the ID you are searching for
 - ii. If the record you are querying for does not display, perform the next search

Criteria Example

Banner searches are “string searches”. This means that Banner will search for the combination of letters entered on the search query in the order they are entered.

A search on “Mitchell” in the Last Name field will not yield “Mitchel” or “Michell”, even though the name sounds the same - because the combination of letters is different.

A search on McNamara will not bring back Mc Namara because the search did not look for the space between the c & N. To search for a space, enter Mc%Namara.

Banner displays names using an ASCII-standard, not strictly alphabetical sort. In an ASCII sort. “Blank” comes before punctuation and symbols such as “hyphen” which comes before Uppercase letters “A” which come before Lowercase letters “a”.

Van Eyck then Van-Eyck then VanEyck

Van Eyck then Van-Eyck then VanEyck then VanHorn then

Vaneyck then Vanhorn

Wildcard:

To perform a “wildcard” search, use the “%” symbol. This option is used for unknown parts of a name. Type the parts of the name that are known and enter “%” on the parts of the name which are unknown.

Search Criteria with Wildcard Results

To find all names that begin with James enter “James%” James, Jameson, and James-Tyler etc.

To find all names that end with son enter “%son” Peterson, Ferguson, Wilson, and Richardson-Bison, but not Richardson-Dixon etc.

To find all names that begin with the letter S enter “S%” Samual, Seiver, Smith, Spencer etc.

Use the wildcard when unsure of the spelling. To find all names that have Sm as the first two characters and th as the last two characters enter “Sm%th” Smarth, Smeath, Smith, Smyth etc.

Use the wildcard when unsure of the entire spelling of a name. And in most cases it is best to turn the case sensitivity OFF. To find McDonald you should may have to use multiple searches.

mc%onald

mac%onald

To execute a Soundex Search

If you do not know the spelling of the name you are looking for, you can use a “Soundex” search. Soundex searches are NOT case sensitive. BE CAREFUL with the Soundex search - it is not 100% reliable. For example, entering “Thomson” will not return “Thompson”, because the Soundex assumes that the “p” is pronounced.

1. In the ID field in the Key Block, click the Search button at the end of the Key Block field
2. Click the Person Search link in the Option List
 - a. In the Person Search Form (SOAIDEN) click the Exit button once
OR

Press Ctrl Q to cancel any query.

3. In the Options menu click the Search Using 'Sounds Like' option.
4. In either field (last or first name) type in your search criteria (it is NOT case sensitive).
5. Press the Execute Query button
OR

Press F8

Search Criteria Results

If you are looking for someone whose name could be "Thomas", "Tomes" or "Tomas" enter "tomas" in the Soundex block T'Ang, Tamaki, Tamas, Tames, Tamko, Tanaka, Tang, Tank, Thomaiois, Thomas, Thommes, Thoms, Tomaz etc.

Note: If a person has any former names, they will be found with the Banner name search, and the Chg flag on the right side of the screen will be marked N to indicate the name has changed. The most current name will have a blank in the Chg field. If you select a "former" name to work with, the most current name will appear in the key block of your screen.

2. Using Common Matching (GOAMTCH)

- a. Select the **Generate ID** function.
 - i. When you click the **Generate ID** icon, a more detailed form will open so that you can enter information about the new employee. The word "Generated" defaults to the **ID** field. This does not change until the record is **Saved**.
- b. Select a matching source in the **Matching Source** field from the dropdown list.
 - i. LNAME_FNAME for person search
 - ii. NON_PERSON for non person search
- c. Enter the person's last name in the **Last Name** field.
 - i. The current record should indicate the person's SSN name. If another name is used, the non SSN name can be captured on the Alternate Identification form.
 - ii. Enter the name with upper/lower case mix
 - iii. Names are to be entered into SCT/Banner with the punctuation and capitalization that the person provides. There will be no artificial name standards for the sake of the computer system.

- iv. If only an initial is used for a legal first or middle name, do not follow the initial with a ".".
 - v. Apostrophes may be used in such names as O'Leary, O'Connor, etc.
 - vi. The period is not used, not even in an abbreviation in a person's name.
 - vii. Commas, the pound sign (#), and the percent sign (%) are never used.
 - viii. Spaces are permitted if the legal spelling and format of the name includes spaces, but use only if requested
 - ix. Refer to the Data Standards for abbreviations and/or if the name is too long for the field
- d. Enter the person's first name in the **First Name** field.
- i. The current record should indicate the person's SSN name. If another name is used, the non SSN name can be captured on the Alternate Identification form.
 - ii. Enter the name with upper/lower case mix
 - iii. Names are to be entered into SCT/Banner with the punctuation and capitalization that the person provides. There will be no artificial name standards for the sake of the computer system.
 - iv. If only an initial is used for a legal first or middle name, do not follow the initial with a ".".
 - v. Apostrophes may be used in such names as O'Leary, O'Connor, etc.
 - vi. The period is not used, not even in an abbreviation in a person's name.
 - vii. Commas, the pound sign (#), and the percent sign (%) are never used.
 - viii. Spaces are permitted if the legal spelling and format of the name includes spaces, but use only if requested
- e. Optional - enter the person's middle name in the **Middle Name** field.
- i. The current record should indicate the person's SSN name. If another name is used, the non SSN name can be captured on the Alternate Identification form.
- f. Double-click in the **Address Type** field and select the code identifying the type of address.
- i. For HR addresses, enter PR Permanent, MA Mailing and IN Institutional
 - ii. For Finance related addresses, enter PR – permanent or IN - institutional
 - iii. For Grant addresses, enter BI for Billing and BU for Business for agencies and agency contacts.
 - iv. Do NOT enter/update an SR address type record.
 - v. The Institutional address is utilized for the dual purpose of routing items on campus as well as to campus. This address should reflect the employee's actual working location.
For example, if the employee is an extension agent located in Buffalo, the address would be Buffalo, SD. If the employee works in the Biology Department on a campus, the address will be the particular room and building he is working in.

The Employee Institutional address (address type of IN), will be structured in the following format:

Line 1: Building and Room Number

Line 2: Department/Physical Location

Line 3: Central Mailing where the Post office would mail if mailing to your campus.

Examples:

Line 1: Administration Building 301

Line 2: Payroll - Box 2201

Line 3: University Station

Line 1: Lowry Hall 106

Line 2: Computing Services

Line 3: 820 N Washington

Eff Oct 2, 2006, the Student institutional address (address type of IN), would be structured in the following format:

Line 1: Department/Physical Location

City, County & State populated (required)

No E-mail address populated

- g. Enter the address for the record to be added in the **Address** field.
 - i. Address Line 1 is required.
 - ii. Do not use punctuation when entering the address.
 - iii. SD will use the 911 addresses when available. The 911 address is the proper mailing address provided by your local postal carrier. It contains a physical street address rather than a RR or HC. The use of this mailing address will ensure proper delivery of parcels to the recipient.
 - 1. If the address has a PO Box and a street address, enter the PO Box address on the 2nd line and the street address on the 1st line.
 - 2. Enter the Apt or Lot # on the same line as the street address
- h. Enter the city associated with the address in the **City** field.
 - i. For countries besides Canada and Mexico, enter the province/state (if any) with the City and leave State blank.
- i. Double-click the **State or Province** field and select the state or province code.
- j. Enter the zip code in the **ZIP or Postal Code** field (excluding foreign zips except for Canada & Mexico).
 - i. You may also double-click the **ZIP or Postal Code** field and select the zip/postal code associated with the address. A search function is available.

- ii. Enter the Zip code in the Zip code field and city, state and county will automatically be filled. Check the city/state/county/zip information that's returned for validity.
- k. Optional – double-click the **County** field and select and return the county associated with the address.
- l. Enter the social security number in the **SSN/SFN/TFN** field.
 - i. If the person does not have an SSN, a temporary 'fake' one should be assigned based on the naming convention as follows:
The Home University can assign a fake SSN for students/employees using the range below:

BHSU – 999-6x-xxxx

DSU – 999-8x-xxxx

NSU – 999-5x-xxxx

SDSMT – 999-4x-xxxx

SDSU – 999-3x-xxxx

USD – 999-2x-xxxx

Note: The assigning of fake SSNs will need to be a coordinated effort among all the offices at each university. There should be a common range of numbers so that duplicate fake SSNs are not entered for employees and students.

- m. Enter the date of birth in the **Birth Date** fields.
 - i. The fields appear in Day/Month/Year order. Be careful to enter the day prior to the month.
- n. Select the person's gender in the **Gender** field.
- o. Double-click the **E-mail Type** field and select an E-mail type code.
 - i. For HR, enter the university defined e-mail address
 - ii. For Finance, enter the e-mail type of PRI
 - iii. Grants will not be entering e-mail addresses
 - iv. PRI email addresses will be used for employee reimbursement direct deposit notifications.
- p. Enter the person's email address in the **E-mail** field.
 - i. Limited to 48 characters
- q. Double-click the **Telephone Type** field and select a telephone type.
 - i. For HR and Finance, enter PR Permanent & IN Institutional
 - ii. Grants will not be entering telephone numbers
- r. Enter the person's phone number in the **Area Code/Phone Number/Extension** field.
- s. Click the **Duplicate Check** icon.
 - i. If no matches are found, click **Yes** to create a new record.

- ii. If a potential match is found, verify the correct record, click Update to update the record.
 - t. Click **OK**.
 - u. If you started on the xxxIDEN form, it is re-displayed. If you started on GOAMTCH, access the xxxIDEN form & finish updating any other pertinent data.
- 2. Optional - enter a prefix (Ms., Mrs., Miss, Mr., Dr., Rev., Admr.) in the **Prefix** field.
- 3. Optional - enter a suffix (M.D., Jr.) in the **Suffix** field.
- 4. Optional – enter the person’s preferred first name in the **Preferred First Name** field.
 - a. The **Preferred First Name** field does not print or display on any other form or report but can be built into reports through customizations.
- 5. Not Required– enter the person’s full legal name in the **Full Legal Name** field.
 - a. SD will not be utilizing this field at this time.

Note: The Current Identification tab should never have a Name Type populated.
- 6. Click the **Save** icon.
- 7. Complete the process
 - a. Review the new record and add more information
 - i. Select the desired tab.
- 8. Exit this form. Click the Close **X** icon.

Enter Alternate Identification Information

The Alternate Identification tab is used to enter a current, previous or alternate name for a person. This is helpful when you need to record name changes associated with marriages or divorces. The Current Identification tab should indicate the person’s SSN name. If another name is used, the non SSN name can be captured on the Alternate Identification form.

Follow the steps below to enter alternate identification information.

1. Access the **Alternate Identification** tab.
2. Select the change type code from the **Change Type** drop-down list.
 - ❖ ID for ID change
 - ❖ Name for Name change
3. Enter the SSN as an Alternate ID for this record to insure a match during any electronic load
 - ❖ Enter the Change Type of ID
 - ❖ Enter the Name Type of LGCY
 - ❖ Enter the SSN as the ID; the name should default in
4. Enter an alternate name for the person, such as a maiden name.
 - ❖ This assumes the Current Identification form has the SSN name as the current record & an alternate name is being recorded for lookup purposes. Procedures for changing a current SSN name to a new SSN name, in the case of a marriage/divorce, are described in the *Entering an SSN Name* below.
 - ❖ Enter the Change Type of Name
 - ❖ Enter the name with upper/lower case mix

- ❖ Names are to be entered into SCT/Banner with the punctuation and capitalization that the person provides. There will be no artificial name standards for the sake of the computer system.
 - ❖ If only an initial is used for a legal first or middle name, do not follow the initial with a ".".
 - ❖ Apostrophes may be used in such names as O'Leary, O'Connor, etc.
 - ❖ The period is not used, not even in an abbreviation in a person's name.
 - ❖ Commas, the pound sign (#), and the percent sign (%) are never used.
 - ❖ Spaces are permitted if the legal spelling and format of the name includes spaces, but use only if requested
 - ❖ Refer to the Data Standards for abbreviations and/or if the name is too long for the field
5. Enter the person's first name in the **First Name** field.
 6. Optional - enter the person's middle name in the **Middle Name** field.
 7. Click the **Save** icon.
 - ❖ When a name is changed on the xxxIDEN Current Identification form when processing a change from the SSN name to a new SSN name because of divorce/marriage, the alternate name field will be populated automatically in SCT Banner.
 8. Select another tab to continue adding information or Click the **Exit** icon.

Enter Address Information

The Address Information tab allows you to enter or update an address. You can add details such as delivery points or carrier routes. Some persons may have more than one address, such as a Mailing address and a Business address. These are referred to as Address Types. It is important that each address be entered with the appropriate Address Type. You can add multiple addresses via the Address tab. For purpose of the interim, the Institution Address and Permanent Address MUST be loaded.

Address changes will be processed monthly.

Follow the steps below to update address information.

1. Access the **Address Information** tab.
2. Optional – enter dates in the **From** and **To** fields indicating when the person started living at that address. The **From** field defaults to the current day.
3. If the address is no longer active, select the **Inactive** field.
4. Double-click in the **Address Type** field and select the code identifying the type of address.
 - i. For HR addresses, enter PR Permanent and IN Institutional
 - ii. For Finance addresses, enter PR Permanent and IN Institutional.
 - iii. For Grant addresses, enter BI for Billing and BU for Business for agencies and agency contacts.
 - iv. Do NOT enter/update an SR address type record.
 - v. The permanent address is the home address for the individual.

- vi. The Institutional address is utilized for the dual purpose of routing items on campus as well as to campus. This address should reflect the employee's actual working location.

For example, if the employee is an extension agent located in Buffalo, the address would be Buffalo, SD. If the employee works in the Biology Department on a campus, the address will be the particular room and building he is working in.

The Employee Institutional address (address type of IN), will be structured in the following format:

Line 1: Building and Room Number

Line 2: Department/Physical Location

Line 3: Central Mailing where the Post office would mail if mailing to your campus.

Examples:

Line 1: Administration Building 301

Line 2: Payroll - Box 2201

Line 3: University Station

Line 1: Lowry Hall 106

Line 2: Computing Services

Line 3: 820 N Washington

Eff Oct 2, 2006, the Student institutional address (address type of IN), would be structured in the following format:

Line 1: Department/Physical Location

City, County & State populated (required)

No E-mail address populated

- 5. Enter the address in the **Address** field.
 - a. Address Line 1 is required.
 - b. Do not use punctuation when entering the address.
 - c. SD will use the 911 addresses when available. The 911 address is the proper mailing address provided by your local postal carrier. It contains a physical street address rather than a RR or HC. The use of this mailing address will ensure proper delivery of parcels to the recipient.

- i. If the address has a PO Box and a street address, enter the PO Box address on the 2nd line and the street address on the 1st line.
 - ii. Enter the Apt or Lot # on the same line as the street address
- Note:** Runner Technology was installed in PROD on May 27th. Runner Technology provides a real time interface between the postal database and Banner. When entering addresses, you may notice you receive pop up windows with messages pertaining to the address added. In some instances, it will automatically update, for example, # to No. In some instances, it will indicate the address is invalid and give you options to pick from. An override address button is available in cases where the address you are entering needs to override the postal regulations.
6. Enter the city associated with the address in the **City** field.
 - a. For countries besides Canada and Mexico, enter the province/state (if any) with the City and leave State blank.
 7. Double-click the **State or Province** field and select the state or province code.
 8. Enter the zip code in the **ZIP or Postal Code** field.
 - a. You may also double-click the **ZIP or Postal Code** field and select the zip/postal code associated with the address. A search function is available.
 - b. Enter the Zip code in the Zip code field and city, state and county will automatically be filled. Check the city/state/county/zip information that's returned for validity.
 9. Optional – double-click the **County** field and select and return the county associated with the address.
 10. Optional- Do NOT enter "157" in the **Nation** field for the United States of America.
 - a. You can also double-click the **Nation** field and select the country code associated with the address.
 - b. This is only required if the State/Province field is not complete.
 11. Click the **Save** icon.
 12. Select another tab to continue adding information or Click the **Exit** icon.

Enter Telephone Information

The Telephone tab allows you to add details regarding a person's phone number and add comments. It automatically records the activity date when you save the record.

Follow the steps below to enter current identification information.

1. Access the Identification Form (xxxIDEN).
2. Double-click the **Telephone Type** field and select a telephone type.
 - a. For Finance, enter the telephone type for PR- Permanent and IN - Institutional
 - b. Grants will not be entering telephone numbers
3. Enter the employee's phone number in the **Telephone** field.
4. Click the **Primary** checkbox if this is the person's primary phone number.
5. Click the **Save** icon.
6. Select another tab to continue adding information or Click the **Exit** icon.

Enter Biographical Information

The Biographical tab on the Identification Form (xxxIDEN) is used to enter biographic and demographic information for a person/employee. Many of the fields such as, Date of Birth, Gender, and Citizenship are required for IPEDS reporting. If the HR office has the appropriate confidential information such as gender, ethnicity, citizenship, veterans, etc, they will add this information. If not, then it will be omitted until individual becomes an employee in Banner.

You can select the Confidential option to mark this information as confidential. This tab is also to record an employee's death.

Follow these steps to add biographical information.

1. Access the **Biographical** tab.
2. Click the **Confidential** checkbox to mark this information as confidential.
 - a. The **Confidentiality Indicator** field is for reporting purposes only. If it is checked, it is displayed on the Letter Generation window.
 - b. It has no effect on Web for Employees data.
3. Add or edit the gender, birth date, and SSN/SIN/TIN information, if needed. The person's age will be automatically calculated.
 - a. If you have already entered this information when you generated a new person record in a xxxIDEN form, the information will appear on this tab. You can edit this information here.
 - b. If the employee does not have an SSN, a temporary 'fake' one should be assigned based on the naming convention as follows:
The Home University can assign a fake SSN for students/employees using the range below:

BHSU – 999-6x-xxxx

DSU – 999-8x-xxxx

NSU – 999-5x-xxxx

SDSMT – 999-4x-xxxx

SDSU – 999-3x-xxxx

USD – 999-2x-xxxx

Note: The assigning of fake SSNs will need to be a coordinated effort among all the offices at each university. There should be a common range of numbers so that duplicate fake SSNs are not entered for employees and students.

4. Add or edit Male or Female.
 - a. The gender of an employee should not be Unavailable.
5. Add or enter a birthdate, if provided.
6. Double-click the **Citizenship** field and select a Citizen Type code.
7. Double-click the **Ethnicity** field and select an Ethnic Code.
8. Optional – double-click the **Marital Status** field and select a Marital Status code.
9. Optional – double-click the **Religion** field and select a Religion code.
10. Optional – double-click the **Legacy** field and select a Legacy code.
 - a. This code is normally used for Alumni purposes; however, Human Resources could use it to identify any relatives working at the institution.
11. Enter the file number in the **Veteran File Number** field, if the person is a veteran.
12. Double-click the **Veteran Category** field and select a valid code if the person is a veteran.
13. Check the **Special Disabled Veteran** field if the person is a veteran and disabled.
 - a. A special disabled veteran is either of the following:
 - i. A veteran who is entitled to compensation (or who would be but for the receipt of military retired pay) under laws administered by the Department of Veteran Affairs for a disability (i) rated at 30% or more, or (ii) rated at 10 or 20% in the case of a veteran who has been determined under Section 1506 of Title 38, who has been determined under Section 1506 of Title 38, U.S, to have a serious employment handicap.
 - ii. A veteran who was discharged or released from active duty because of a service-connected disability.
14. Enter the date on which the individual separated or was discharged from active military duty in the **Active Duty Separation Date** field.
 - a. This date is used to classify veterans under the *newly separated veterans' category* on the VETS-100 reports whose active duty separation date falls within the VETS reporting period.
15. Click the **Save** icon.
16. Select another tab to continue adding information or Click the **Exit** icon.

Enter E-mail Information

The E-mail tab allows you to add details regarding a person's e-mail information and add comments. It automatically records the activity date when you save the record.

Follow the steps below to enter e-mail information.

1. Click the **E-mail** tab.
2. Select an E-mail type in the **E-mail Type** field.

- i. For HR, enter the university defined e-mail address
 - ii. For Finance, use the PRI e-mail type.
 - iii. Grants will not be entering telephone numbers
 - iv. PRI email addresses will be used for employee reimbursement direct deposit notifications.
3. Enter the employee's e-mail address in the **E-mail address** field.
 - a. Limited to 48 characters
4. Click the **Preferred** checkbox if this is the person's preferred e-mail address.
5. Click the **Save** icon.
6. Select another tab to continue adding information or Click the **Exit** icon.

Entering a SSN Name

Responsibility: HR/Payroll

Timeframe: When the change is known/verified

The preferred/Personnel name was the name populated with the General Person Electronic Load. If the individual has a Payroll/SSN name that is different than the Personnel name, follow the steps below to complete a name change. The SSN name should always be the current name since this will be picked up on checks, W2s, etc. Other non SSN names can be recorded on the Alternate Identification form – see the procedures above.

1. Access the xxxIDEN Person Identification form
2. Enter the ID of the individual in the ID field or perform a search
3. Perform a Next Block
4. In the Current Identification tab, enter a Payroll/SSN last name as indicated on the SSN card for the person in the **Last Name** field.
 - ❖ Enter the name with upper/lower case mix
 - ❖ Names are to be entered into SCT/Banner with the punctuation and capitalization that the person provides. There will be no artificial name standards for the sake of the computer system.
 - ❖ If only an initial is used for a legal first or middle name, do not follow the initial with a “.”.
 - ❖ Apostrophes may be used in such names as O'Leary, O'Connor, etc.
 - ❖ The period is not used, not even in an abbreviation in a person's name.
 - ❖ Commas, the pound sign (#), and the percent sign (%) are never used.
 - ❖ Spaces are permitted if the legal spelling and format of the name includes spaces, but use only if requested
 - ❖ Refer to the Data Standards for abbreviations and/or if the name is too long for the field
5. Enter the person's first name as indicated on the SSN card in the **First Name** field, if it is different
6. Enter the person's middle name as indicated on the SSN card in the **Middle Name** field, if it is different
7. Save the record
8. Access the **Alternate Identification** tab for the xxxIDEN form.
9. Verify the Change Type is Name for the Personnel name
10. Enter the Name Type of PF on the Personnel name
9. Click the **Save** icon.
10. Select another tab to continue adding information or Click the **Exit** icon.

Entering Direct Deposit Information

Responsibility: HR

Timeframe: ongoing

Direct Deposit Recipient Form (GXADIRD)

This form is used to identify the recipient, or the entity that will be receiving payments via direct deposit. This form specifies the bank and bank account where the recipient has requested money be deposited. This information will create the detail records in the direct deposit file that is sent to the bank/clearing house.

Access privileges to various fields on this form depend on the Banner products you are permitted to access. Certain fields can be accessed or seen by a Human Resources user only (defined on the User Codes Rule Form, PTRUSER). Other fields can be accessed by an Accounts Payable user only (defined on the TBBUPRF or FOBPROF table). This means the same bank record can be used differently by

Human Resources and Accounts Payable users. If a user can access both products, the user can access all fields.

Note – the GXADIRD screen displayed to the user will vary based on how the user is setup in Banner.

- If the operator has been setup on FOMPROF, they will have access to change the AP related information.
 - A person can only have one active GXADIRD entry flagged for AP. If multiples are added, only the first one will be referenced for AP payments.
 - If the operator has an entry in PTRUSER, additional fields will be displayed on GXADIRD for the entry flagged for AP payments. Even though these additional fields are displayed, information entered into them will not be used.
 - In summary, a person should only have one 'A' active AP entry and the priority on that records needs to be '0' (zero).

Following the procedures to enter/update direct deposit information:

1. Access the GXADIRD form
2. Enter the Banner ID of the employee in the ID field

- a. If you do not know the Banner ID, perform a search as described in the Creating a New General Person procedures above
 - b. Next block
3. Enter the **Bank Routing Number**
- a. This is the routing number for the recipient's bank, which is needed to send funds to the recipient's bank via Direct Deposit.
 - b. This seventeen character field displays records by alphanumeric sorting sequence (0 – 9, A – Z).

Note: In order to enter this field, the bank routing information must first be entered using the Bank Routing Number Validation Form (GXVDIRD)

4. The **Bank Name** will default in from the routing number.
- a. This field contains the name of the bank associated with the routing number.
 - b. This field has a maximum of 35 alpha-numeric characters.
 - c. Should populate automatically as routing number should match one of the Bank entries for GXVDIRD validation Table
5. **Activity Date**
- a. This is the date when the bank routing record was created or last updated.
 - b. This should populate today's date when you save the record.
6. **Address Type – optional**
- a. This is the address type that the bank account is associated with.
 - b. If you leave this field null (blank), the account information will be assumed valid for all unspecified address types
7. **Address Sequence – optional**
- a. This is the sequence number associated with the Address Type.
 - b. If you leave the Address Type null, then no Address Sequence will be allowed.
 - c. This field is required only if the Address Type is not null.
8. Check the appropriate Direct Deposit Indicator
- a. **Accounts Payable**
 - 1. Select this box if the recipient is eligible for Accounts Payable disbursements.
Note: Access to this field is restricted by Banner products and user access. The Accounts Payable box can be accessed only by users of Banner Finance.
 - 2. Enter the **AccountNumber** associated with this AP disbursement.
 - 1. This is the recipient's bank account, which will receive disbursements via direct deposit.
 - 3. Enter the **Direct Deposit Status**
 - 1. This is the recipient's direct deposit status.
 - 2. Valid entries are: **Prenote**, **Active**, and **Inactive**.
 - a. If the Direct Deposit Status is **Active**, payment will be received via Direct Deposit.
 - b. If the Status is **Prenote**, a prenotification, a test record will be created. While the record retains a Prenote status, payments will be made by check.
 - c. If the Direct Deposit Status is **Inactive**, no Direct Deposit processing will take place. Payments made to Inactive accounts will occur through regular check processing.
 - 4. Check the **Radio** button to indicate if this account number is associated with a checking account or savings account

5. Verify/update the **Priority** code
 1. The priority code for AP disbursements will always be 0.
- b. **Payroll**
 1. Select this box if the recipient is eligible for Payroll disbursements.

Note: Access to this field is restricted by Banner products and user access. The HR box can be accessed only by users of Banner Human Resources. In the case of users of both Finance and Human Resources, they can access both fields if they have the appropriate user access.
 2. Enter the **AccountNumber** associated with this Payroll disbursement.
 1. This is the recipient's bank account, which will receive disbursements via direct deposit.
 3. Enter the **Direct Deposit Status**
 1. This is the recipient's direct deposit status.
 2. Valid entries are: **Prenote**, **Active**, and **Inactive**.
 - a. If the Direct Deposit Status is **Active**, payment will be received via Direct Deposit.
 - b. If the Status is **Prenote**, a prenotification, a test record will be created. While the record retains a Prenote status, payments will be made by check.
 - c. If the Direct Deposit Status is **Inactive**, no Direct Deposit processing will take place. Payments made to Inactive accounts will occur through regular check processing.
 4. Check the **Radio** button to indicate if this account number is associated with a checking account or savings account
 5. Verify/update the **Priority** code
 1. The priority code for Payroll disbursements will be in increments of 1
 - a. If the Payroll is disbursed to multiple bank accounts, a new record is created for each bank account with the priority set to 2, 3, 4, etc and the disbursement amount is indicated in the Amount field or Percent field.
 6. Enter the **Amount OR Percent**
 1. HR Direct Deposit entries need to have at least one active record that includes a percentage and the percentage on that one OR the sum of all active percentage records needs to be 100%. This will insure that if a person specifies a flat amount and also a percentage that no dollars spill over to a check. While Banner allows a given disbursement to be split, NZRSRPT will not...nor can it given the reporting requirements of the state. This disbursement restriction only pertains to the HR entries...not the AP entries
 7. Save the record

Entering a Lawson or DakotaCare ID

Responsibility: HR

Timeframe: As needed

The Alternate Identification tab is used to enter a current, previous or alternate name/ID for a person. This is helpful when you need to record name changes associated with marriages or divorces or IDs relevant to other sources such as Colleague, Lawson or DakotaCare

Follow the steps below to enter alternate identification information.

1. Access the xxxIDEN form
2. Enter the Banner ID or perform a search for the person record
3. Select the **Alternate Identification** tab.
4. Select the change type code for ID from the **Change Type** drop-down list.
 - a. The name should default in
5. Enter the Lawson or DakotaCare ID in the ID field for this record
 - a. Replace the leading 1 of the DakotaCare ID with an H
 - i. For example, instead of 123456789, enter H23456789
6. Enter the Name Type associated with this ID
 - a. If this is a Lawson ID, enter the Name Type of STTE
 - b. If this is a DakotaCare ID, enter the Name Type of HLTH
7. Click the **Save** icon.
8. Select another tab to continue adding information or Click the **Exit** icon.

Person Record Request Form

Fill out the information in the following table as it relates to Person entities in Banner or attach a resume. Then, forward this form to your HR representative for entry into Banner.

<input type="checkbox"/> Employee/Student Employee/ PI Non Employee?	<input type="checkbox"/> Non Employee (including Student re-imbursements)?	
Send to your HR Representative	Contact the AP Shared Services Center in Brookings	
Personnel Information		
Name		
Last:	First:	Middle:
Date of birth:	SSN/TIN:	Suffix:
Address Information		
Permanent Address (The Permanent address is the individual's home address. This may or may not be the same as the mailing address).		
Street Line 1:		
Street Line 2:		
City:	State:	ZIP Code:
Phone:	E-mail:	Fax:
Institutional Address (The Institutional address is utilized for the dual purpose of routing items on campus as well as to campus. This address should reflect the employee's actual working location).		
Street Line 1:		
Street Line 2:		
City:	State:	ZIP Code:
Phone:	E-mail:	Fax:
Bank Information		
Bank:		
Routing Number:		
Bank Account Number:		

Entering Additional Locations for the Campus Alert System

Responsibility: Universities and Agencies

Timeframe: As needed

The SPACMNT form in Banner will be used to store additional locations for the South Dakota Campus Alert system. Multiple records can be added for each employee if needed. The primary location is stored on the PEAEMPL form in the job location field.

Follow the steps below to enter additional location information for an employee.

1. Access the **SPACMNT** form.
2. Enter the Banner ID or perform a search for the person record.
3. Select the **Comment Type** from the drop-down list.

Valid values for the Comment Type field are:

CAB	Campus Alert BHSU
CAD	Campus Alert DSU
CAN	Campus Alert NSU
CAM	Campus Alert SDSMT
CAS	Campus Alert SDSU
CAU	Campus Alert USD
CAH	Campus Alert SDSD
CAR	Campus Alert BOR
CAV	Campus Alert SDSVI
CAA	Campus Alert SDSU Ag Experiment
CAX	Campus Alert SDSU Coop Extension

CAP Campus Alert Capital University Center

CAQ Campus Alert USD Sanford Med

CAF Campus Alert University Center

CAW Campus Alert WRHEC

4. Enter the value CAS directly into the **Originator** field or select it from the drop-down list.
5. Leave the **Contact** Field Blank
6. The **Contact Date** will default in to today' s date. It can be changed if needed.
7. Enter your Banner User id in the first line of the **Comments** field. Any additional comments may be entered in subsequent lines.
8. Click the **Save** icon.
9. Select Rollback to enter information for another employee or Click the **Exit** icon to exit the form.

Duplicate Record Cleanup

Responsibility: University/RIS

Timeframe: As needed

Duplicate records or multiple PIDs exist when one student, person or vendor has more than one record in Banner. These duplicates may be identified by functional users or from reports generated by IT Services.

This document attempts to address the procedures for identifying duplicate records, moving the data onto one record, and deleting the old records.

Procedure for Handling Duplicate Records for same person in SCT Banner:

Step 1 - Identify Duplicate Records

Batch Identification

- Effective October 2006, a script is available to look for matches on SSN for two different records only. A script to look for matches on name, etc is being developed.
- Contact person:

SDSU- Janet Peterson/Jodi Pierce Janet.Peterson@sdstate.edu or Jodi.Pierce@sdstate.edu

SDSMT- Kelli Shuman/Jan Kirsch kelli.shuman@sdsmt.edu or Janet.Kirsch@sdsmt.edu

USD- Lisa Sorensen Lisa.Sorensen@usd.edu

NSU – Veronica Paulson paulsonv@northern.edu

DSU- Karen Gearhart karen.gearhart@dsu.edu

BHSU- Donna Kloppel DonnaKloppel@bhsu.edu

SDSBVI – Deb Mitchell mitcheld@sdsbvi.northern.edu

SDSD – Deb Mitchell mitcheld@sdsbvi.northern.edu

SS – Janet Peterson Janet.Peterson@sdstate.edu

BOR – Kayla Bastian kayla.bastian@sdbor.edu

Coordinator – Doug Corwin doug.corwin@sdbor.edu

- Peak times would be fall start up

Individual Identification

- How do you know if you have a duplicate record?
 - Compare the SSN
 - Is it the same?
 - Is it close? Have the numbers been transposed?
 - Compare the Last, First, Middle name
 - Is it the same?
 - Is it close? What is the nickname? What are the other names?
 - Compare the birth date
 - Is it the same?
 - Is it close? Have the numbers been transposed?
 - Compare the address, including the e-mail address
 - Is it the same?
 - Compare the phone number
 - Is it the same?
 - Compare the high school graduation date
 - Is it the same?
 - Compare the academic history
 - Is it the same?
- If one or more of the above are the same – **STOP**
 - Provide the information that leads you to believe you have a duplicate record to the universities involved
 - Do Not process the record any further
 - The universities will continue with Step 2

Step 2 - Determine which of the duplicate records to keep and which to mark as duplicates.

- Look on GUASYST and note where used
- Look for Finance History
 - Do a name lookup on FTIIDEN for each and note where used:
 - Vendor, Financial Mgr, Agencies, Grants Personnel
 - Make sure only All is checked
 - Look on FAIVNDH for Vendor History
- Look for HR History
 - Look on PEIEHIS for Employee History
 - Look on PEIJHIS for Employee Job History
 - Look on PEILHIS for Employee Leave History
 - Look on PEISALH for Employee Salary History
- If Social Security numbers exist on more than record, ask appropriate offices (in steps below) to determine correct SSN from source documents or by contacting person.

Step 3 - Clean up records

- If Finance information only exists:
 - On no records:

- Keep the record with the most demographic information
 - **NOTE** – do not remove the demographic information if there is HR information; removal of data needs to take place in the opposite direction that it was entered

- On only 1 record:
 - Keep the record with the Finance information.
 - If AR records exist on the record(s) that will not be kept, contact the Finance office to move payments and miscellaneous charges to correct account.

- On multiple records:
 - Contact the Finance Office to determine which record to keep and have them make appropriate updates to the records
 - One way to determine which record to keep is to determine which record has the most data, demographic or other.
 - If Finance information (vendor history) exists on the record(s) that will not be kept, contact RIS to move payments and miscellaneous charges to the correct account.

- If HR information only exists:
 - On no records:
 - Keep the record with the most demographic information
 - **NOTE** – do not remove the demographic information if there is HR information; removal of data needs to take place in the opposite direction that it was entered

 - On only 1 record:
 - Keep it.
 - Move any other information from incorrect to correct record.

 - On multiple records:
 - Contact the BOR HR Director and Shared Payroll to determine which record to keep and have them make appropriate updates to the records
 - RIS updates
 - Void all checks (pay history) for the bad PIDM
 - Review all of the PHR tables
 - Review all of the NHR tables
 - Document which ones have data in them.
 - Review the Bad PIDM and go to the following for the Good PIDM.
 - PHRDEDN

- PHREARN
 - PHRELBD
 - PHRHOURL
 - PHRDOCM
 - PHRHIST
 - NHRHIST
- Insert new rows into the Good PIDM and create a new SEQ_NO so we are not replacing any other SEQ_NO.
- Remove from these tables then the Bad PIDM data once the Good PIDM is updated/Rows inserted.
- Run query to identify if Bad PIDM is on any PER, PHR or NHR tables. Delete from those tables.
- University updates
 - Go to PERDTOT, PERETOT, and PERJTOT
 - Review Bad PIDM Data and Good PIDM Data
 - Insert into DTOT by changing the EMPL, EMPLR and Applicable GRS amounts. You will need to do this where a PAYNO(MONTH) already exists.
 - If no payrolls exist for that Month, you can simply insert a new row with the BDCA, Earnings, etc.
 - Insert into JTOT by changing Earn Code amount for the payroll. You will need to do this where a PAYNO(MONTH) already exists.
 - If no payrolls exist for that Month, you can simply insert a new row with the Earnings and Code, etc.
 - Insert into ETOT by changing the Gross and Net amounts. You will need to do this where a PAYNO(MONTH) already exists.
 - If no payrolls exist for that Month, you can simply insert a new row with the Earnings, etc.
 - Delete all Bad A_ID data once Good A_IDs are updated.
- Review all other history tables and move data from Bad A_ID to the Good A_ID.
 - Examples of tables: PERJHIS, PERDHIS, PEREHIS, NBRJLHS, PEBEMPL, SPRIDEN Tables, NBRJOBS, NBRJLBD, NBRBJOB, etc.
 - Remove information on PDAEDN
 - Remove Beneficiaries
 - Remove information on PEALEAV
 - Remove information from NBAJOBS & any other secondary forms (options)
 - Remove any overrides on NBAJQUE
 - Remove information on GXADIRD
 - Remove information on PEAFACT

- Remove information on PEAEMPL & any other secondary forms (options)
 - Lastly, remove PPAIDEN
- If HR & Finance information exists:
 - On only 1 record:
 - Keep it.
 - Move any other information from incorrect to correct record.
 - On multiple records:
 - Contact the Human Resource Office to determine which record to keep and have them make appropriate updates to the records
 - Contact the Finance Office to determine which record to keep and have them make appropriate updates to the records
 - One way to determine which record to keep is to determine which record has the most data, demographic or other.
 - If HR information (employment history) exists on the record(s) that will not be kept, contact RIS to move the data to the correct account.
 - If Finance information (vendor history) exists on the record(s) that will not be kept, contact RIS to move payments and miscellaneous charges to correct account.

Step 4 - When appropriate offices have completed the steps above, complete the move of information from the incorrect records to the correct one.

- For Demographic information, check the following screens – all tabs - FOAIDEN/PPAIDEN/GXADIRD and move appropriate data to the good record
- Delete the xxxIDEN information from the bad record that has been moved to the good record:
 - Delete all possible information from incorrect records
 - This includes the SSN
 - Change the Last Name to “Zzz Error” on xxxIDEN
 - Enter “See XXXXXXXX”(where XXXXXXXX is the Banner ID of the correct record) in the First Name field on xxxIDEN.
 - Save the record
- Remove Alt ID information from the name change above
 - Save the record
- Enter an Alt ID of DUP on the good xxxIDEN record using the Banner ID starting with an X instead of an A of the bad record ID
 - For example, if the bad duplicate Banner ID was A00005282, enter an Alt ID on the good record of X00005282
 - Save the record

Step 5 – If there was vendor history on multiple records, RIS will modify the record to move the financial information from the bad record to the good record.

Step 6 – Verify Security is intact for the good record

- Look at GOATPAD, GOAEACC, BANSECR & all 3rd party sources

Generating an ID for a record w/o an A SPRIDEN_ID

Sometimes, a SPRIDEN_ID is generated manually, either by entering a character in the ID field, or typing in NEXT, etc. Follow the procedure below to generate an A% ID after the non-generated ID has been saved.

1. Access the %IDEN form for the individual
2. Perform a Next Block
3. Type GENERATED in the ID field
4. Save the Record
5. Search for a duplicate
 - a. If a duplicate is found, complete the steps above to cleanup the duplicate record.

Creating a Person Record to use with Other Software Products

1. Access the xxxIDEN Person Identification form
2. Enter the ID of the individual in the ID field beginning with the appropriate prefix
 - a. Perform a search to determine the next number to use

Xtender	ID begins with Y
Duplicates	ID begins with X
Technical/Automation processes	ID begins with Z

3. Perform a Next Block
4. In the Current Identification tab, enter Xtender for the person in the **Last Name** field.
5. Enter Doc in the **First Name** field
6. Click the **Save** icon.
7. Select another tab to continue adding information or Click the **Exit** icon.

Queries and Reports

Any university can use Discoverer Plus, BI Publisher or SQL Developer to pull data from the Banner System.

Other Information

For more specific information on Human Resources, please refer to their Bio/Demo procedures.