BANNER HR/PAYROLL TIP SHEET

Function	Form Name	Form Description
Find Employee Status, class, benefit/leave category, home dept, service date	PEAEMPL	Employee Information
United States Regulatory Information for I-9 and 1042-S	PEAEMPL	Employee Information
Find Employee Leave Balance Information	PEALEAV	Employee Leave Balances
Find Leave Balance History by Employee	PEILHIS	Employee Leave History
Find Employee Salary History	PEISALH	Employee Salary History Inquiry
View Timesheet per Pay Period (Enter Year, Payroll ID (MN,BW, F9, or SF), Payroll Number), Rate of Pay, Gross Pay, FOAP, Earncodes, and Hours Per Job	PHAHOUR	Banner Time Sheet View
View Leave Accrual per Pay Period (Enter Year, Payroll ID (MN, BW, F9, or SF), Payroll Number)	PHIACCR	Pay History Leave Accruals
View Pay Events per Payroll (Gross vs Net Pay) for Specific Employee	PHILIST	Pay Event List
Quick employee search (enter known info & press F8 or execute query)	POIIDEN	Employee Search Form
Employee General Info (address, bio, email, contacts, alternate ID)	PPAIDEN	Identification
View All Available Earncodes	PTREARN	Earnings Code Rules
Employee Job Title with Compensation & Default Earnings-Labor Distribution by Effective Date (must enter Banner ID and Position using query)	NBAJOBS	Employee Jobs and Labor Distribution
Budget Allocation by Position	NBAPBUD	Position Budget
Position attributes such as FTE, Title, Class, Group, Supervisor, Job Location	NBAPOSN	Position Definition
Find Employee's Job List	NBIJLST	Employee Job Inquiry
Listing of employees by position number	NBIPINC	Position by Incumbent List
Find all employees position number by specified position class	NBIPLST	Position List by Position Class
Listing of positions by organization (dept)	NBIPORG	Position Listing by Org
Labor Distribution List by specified period and FOAP combination (press F7 then F8, use scroll bar to see more info)	NHIDIST	Labor Distribution Inquiry
Labor Distribution for a specified employee and period of time	NHIEDST	Employee Distribution Inquiry

SELF SERVICE BANNER INFORMATION TO SHARE WITH ALL EMPLOYEES

Go to: Employee Services Tab, Self-Service Banner Tab, then Employee Tab to find following info:
Benefits and Deductions: Where to find employee Retirement, Health, Flex & Others benefit information
Pay Information: Employee Direct Deposit Information; PAY STUB, Payroll History, Deductions Taken
Tax Forms: Find Federal withholding information and taxes withheld by period
Job Summary Info: shows jobs held since Banner was implemented
Leave Balances: Find employee available Leave Balances

Go to: Employee Services Tab, Self-Service Banner Tab, Personal Information Tab to find following info:
View and Update your address and phone number
View and Update your emergency contact information
Obtain instructions on changing your name or social security number

Website to provide to your employees so they can understand SSB (find pay stubs, benefits, leave)
Website for employee assistance: https://fp.auburn.edu/banner/documents/hr_training

EPRINT REPORTS

	Form Name	Form Description
Labor Distribution Report (select type of payroll, org, range of orgs)	PZILDST	Labor Distribution By Payroll Type and Period
Labor Distribution showing Contract & Grants and Cost Share Information -select all boxes, use alt F or select box to find fund, fund-org or name . When printing make sure to select PAGE only or entire report will print.	PZILDCG	Labor Distribution for Contract & Grants and Cost Shares
Salary & Wage Transfer Report by Fund - run as needed	PZILDR1	Labor Redistribution (SWT)
Salary & Wage Transfer Report by Organization - run as needed	PZILDRR	Labor Redistribution (SWT)
Salary & Wage Transfer Report by Organization - run as needed	PZILDA1	Labor Distributions for Adjustments (Manual and True Voids)

EMPLOYEE CLASS TABLE

Applicable accounts in Banner	Payroll ID	EClass Code	Earn Code	Earn Code Description
60100, 60120	F9	F9	R18	FT 9 mon Faculty
61000, 61005, 61010	BW	FB	R26	FT BW Employee
60100, 60120	MN	FF	R12	FT 12 Month Faculty
60000, 60005, 60200, 60300, 60400, 60600	MN	FM	R12	FT 12 Month Non Faculty
60500	BW	GS	STU	Graduate Student Employee
60500	MN	GA	GA	Graduate Assistants
60100, 60120	F9	P9	PT9	PT 9 mon Faculty
61000, 61005, 61010	BW	PB	PTB	PT 9 mon Non Faculty
61300	BW	PB	ADL	Additional Pay (Z Job)
60100, 60120	MN	PF	PTF	PT 12 Month Faculty
60000, 60005, 60200, 60300, 60400, 60600	MN	PM	P12	PT 12 Month Non Faculty
60100, 60120	SF	SF	SUM	Summer Faculty
61100	BW	ST	STU	Students - Undergraduate
61000	BW	TE	PTB	Temporary Employee
61200	BW	WA	WSA	Work-Study @ Auburn
61200	BW	WM	WSM	Work-Study @ Montgomery

TASK QUICK LIST

TASK QUICK LIST	SCREEN
Address & Phone Number	PPAIDEN
Banner Alternate ID #	PPAIDEN
Birthdate, Gender, Citizenship	PPAIDEN
Email & Emergency Contact Info	PPAIDEN
Employee Telephone Number	PPAIDEN
Employee Class, Group or Status	PEAEMPL
Home Department	PEAEMPL
Service Dates for Employee	PEAEMPL
Termination or Leave of Absence	PEAEMPL
US Regulatory Info (I-9, 1042-S)	PEAEMPL

Electronic Personnel Action Form (EPAF)

	AU	AUM
Add FB Job (Full-Time Biweekly)	ADJBFT	AUMFB1
Add PB Job (Part-Time Biweekly)	ADJBPT	AUMPBW
Add F9/P9 Job (Semi-Monthly)	ADJFAS	AUMPSE
Add GA/GRA/GTA Job (Grad Student Assistantship Monthly)	ADJGA	
Add GB Job (Grad Student NO Assistantship Biweekly)	ADJGB	
Add FF/FM Job (Full-Time Monthly)	ADJMON	AUMFM1
Add PT Job Monthly Employee	ADJMPT	AUMPMT
Add PF/PM Job (Part-Time Monthly)	ADJSFT	AUMFS1
Add Z Job (Additional Job Full-Time Employee)	ADJZJ	AUMAZJ
Labor Distribution Change	LDCHG	LDCHG
Leave of Absence (Return Any Leave Type)	LVABS	AUMLOA
Leave of Absence (Begin Any Leave Type Excluding SCP)	LVBGN	
New GA/GRA/GTA Job (Grad Student Assistantship Monthly)	NJGA	AUMAGT
New ST Job (Undergrad/Grad Student Biweekly)	NJST	AUMAST AUMAWS
New Job (TES Biweekly)	NJTES	
Add/Chg Special Pay (OOC/END/PROF/SUP)	OSPECP	AUMOTC AUMSPP
Change FB Job (Rate/Timesheet Org Biweekly Paid)	RTCHGB	AUMFBC
Change GA/GRA/GTA Job (Rate/Timesheet Org/FTE Monthly Paid)	RTCHGA	AUMGAC
Change FM Job (Rate/Timesheet Org Monthly Paid)	RTCHGM	AUMFMC
Change F9 Job (Rate/Timesheet Org 9 Month Paid)	RTCHSG	AUMFMS AUMPTC AUMSMC
Change PB/TES Job (Rate/Timesheet Org/FTE Biweekly Paid)	RTFPTB	AUMPBC
Change PF/PM Job (Rate/Timesheet Org/FTE Monthly Paid)	RTFPTM	AUMPTC
Change ST Job (Rate/Timesheet Org/FTE Biweekly Paid)	RTCSTU	AUMWSC AUMSTC
Termination (Employee AND Job)	TERMEE	AUMTEM
Termination (Job ONLY)	TERMJB	AUMTMJ
Termination (Retirement)	TERMRT	AUMRTD
Vehicle Allowance	VEHCL	AUMVEH
Add AUM UNIV Job		AUMUNIV

LEAVE ELIGIBILITY

LEAVE ELIGIBILITY: Employees on regular appt of 50% or more & expected to work continuously for 12 months or longer or those not on regular appt who work 50% or more & have been employed continuously for 12 months or longer:

VACATION LEAVE ACCRUAL INFO - Non-Exempt

Yrs Service	Hrs/Yr*	Lv/Hr	Hrs /80 Hr	Days/Yr
0 - 2	97.76	0.047	3.76	12.00
3 - 4	112.32	0.054	4.32	14.00
5 - 6	128.96	0.062	4.96	16.00
7 - 8	145.60	0.070	5.60	18.00
9 - 10	160.00	0.077	6.16	20.00
10+	320.00	0.077	6.16	20.00

Leave accrues on hours worked per pay period.

*Maximum annual leave carryover based on years employment - see HR Guidelines

VACATION LEAVE ACCRUAL INFO - Exempt

Vacation leave for full time exempt is 13.34 hrs/month. The maximum vacation leave balance for exempt employees on each January 1 will be no more than two years' accrual (or 320 hours) of leave.

SICK LEAVE ACCRUAL INFO

Full-time exempt employees accrue 8 hr/mo or 96 hr.yr with no cap

Eligible Non-exempt employees accrue according to table below which is based on regular hours worked. See HR Guidelines

Hrs/Yr	Lv/Hr	Hrs/80 Hr	Days/Yr
96.00	0.0462	3.70	12

BANNER DATES DEFINED

Current Hire	the employee transfers employee classes. Date must match the first date of employment on the new Form I-9
Orig Hire	First date of original employment
Seniority	Date used to determine total service for recognition program
Adjusted Service	Indicates date of most recent hire less years of prior service for determining non-exempt's accrual rate for annual leave
First Work Date	Date on which the employee is eligible for benefits
Last Work Date	Populated with date of termination or retirement

POSITION NUMBER SCHEME

(prefix listed below to be typically followed by timekeeping location number)

GA - Graduate Assistant	ST - Student Worker
GB - Graduate Student Worker	VS - Vacant Salary Reserves
GC - Graduate Housing	WM - Work Study at AUM
GE - Graduate Extension Asst	WA - Work Study at Auburn
GR - Graduate Research Asst	2XXXXX - AUM Position
GT - Graduate Teaching Asst	4XXXXX - ACES Position
SF - Summer Faculty	ZJ - Z Jobs (addl Jobs for Full Time Emp)

Steps that departmental personnel should take to ensure accurate and timely pay for employees:

1. **Meet EPAF AND PAYROLL DEADLINES.** These dates are posted on the Employee Services tab of AUACCESS. It is recommended that initiation of required documents not be left to the last minute. If a new employee begins work late in the pay period and the deadline cannot be met, be sure he or she understands that the first payment will be delayed until the next scheduled pay date for the applicable employee class. Remind student employees that time sheets submitted after the cut-off time will be processed on the next scheduled payroll. Verify job data on NBAJOBS for new employees and any changes made by EPAF.

2. **CAREFULLY REVIEW THE MONTHLY AND SEMIMONTHLY PAYROLL VERIFICATIONS AND BIWEEKLY RECAP TIME SHEETS.** If an employee who should appear there does not, confirm that the proper paperwork has been sent to the HR office and/or that the appropriate EPAF has been submitted and approved. Contact the HR office with any questions concerning the job assignment.

3. **ENSURE timecards are APPROVED and all EXCEPTIONS have been ENTERED/CORRECTED PRIOR to payroll processing.** Do NOT wait until the last minute to begin corrections.

4. **CAREFULLY REVIEW THE COMPARISON REPORT TO BE SURE THE HOURS SHOWN FOR EACH EMPLOYEE ARE CORRECT.** All employees to be paid are listed there. Immediately report any discrepancies to the Payroll & Employee Benefits Office by email at payroll@auburn.edu.