

HR Banner Form	What is the form's purpose?	Options?	Can I change or alter this form?
PPAIDEN	General purpose form for employees - enter Demographics, legal name, address information	By using next block function icon or Ctrl Page Down user can navigate through all 5 pages of PPAIDEN	If an employee wants to change their employee information direct them to web self service where the employee can change data themselves
NBIPORG	Enter dept. DP e.g DPPERS code and view all department positions	None	This is a view only form – highlight position double click or select Big Arrow
NBIPINC	This screen shows position number and specific person in the position – including all in pooled positions	None	No – this is a view only screen – Remember that over time this screen will show a historical record of position
PEAEMPL	This form shows employee status (Active) - If screen says no record found you must do an EE_EPAF	Can see employee leave balance, I-9 date	This is a view only screen
PEIJHIS	To view Employee job history, pay rates, annual salary and position in one screen – Will not show employee status -	No Options available	This is a view only screen

NBAJOBS	This form shows employee position, pay rates, salary, and default earnings code but user must do Ctrl Page down to get to the screens or next Block function	Lots of Options and information – check it out!	This is a view only screen
NBIJLHS	To view Labor Distribution Accounts History	Yes! – Go to Options and select View Effective Dates to see account change dates	Users may type in a comment under Change Information – other changes not allowed – this is a View Only Screen
NOAEPAF	The Electronic Personnel Action Form is the form to create personnel actions (HR actions) on employees	Be sure to review Which EPAF do I use?, and user guides available on HR website	Yes. Users must select correct EPAF for HR action. Remember to attach comments to EPAF's.
NOAAPSM	The EPAF Approval Summary Screen – users can view EPAF and routing	Yes – PAF Detail Information, Transaction Comments, Routing	No – Users may query form
PHATIME	To enter Leave (S/L, or Annual for staff), and hours for hourly employees	Yes – this form shows default hours, etc.	Yes – remember to have only one person extract time
PHADSUM	Payroll Summary form where administrators/proxies approve time/leave	Administrators/Proxies may approve – Options Apply all Actions	No – just approve from this screen