

Overview & Introduction to HR Banner's – Electronic

Approval System (EPAF System)

Topics Include:

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Accessing HR Banner

How do I Log in?

1. Go to web address: <http://development.banner.usu.edu/>
2. Under **USU Internet Native Banner click on Pre-Production Database (ZDEVL)**
3. NOTE: **ZDEVL is PRE-Production** and this is where you are able to practice. Use the same steps for Production Base (**ZPROD**).

Log in and Password – Like most information systems, you will have to supply a username and password. You will be assigned a temporary password of A and your Social Security Number (Example: A123456789) which must be changed immediately upon logging on the first time. Follow the steps below:

1. Enter in your Banner ID Username
2. Enter your Password – FOR FIRST TIMERS or PASSWORD RESETS: Enter in A then your SS# REMEMBER **NO SPACES OR DASHES**.
3. Click OK
4. If you used your SS#, a window will say that the password has expired, click OK.
5. Enter in A and SS# in old password field.
6. Enter in New Password (minimum: 6 characters with one being a letter or a number).
7. Enter it again to confirm password. – Write it down so you have for future reference. If you forget your password you can go to USU Banner Help Desk at <https://helpdesk.usu.edu/asptemp/banner> for assistance.
 - a. NOTE: Passwords are Capitalization Sensitive.
8. Leave the Database field blank.
9. Click on Connect or press Enter.

Common Log in Errors

- Clicking on the wrong Database access link.
- Typing in your username wrong.
- Typing in your Password Wrong or using Caps Lock Key when password is lowercase.

When do I gain access?

- You will be given access to Production when you have completed the HR Banner Training courses you need for your position. You also need to turn in your Banner Training/Access Request Form that you brought to the classes, to the Office of Human Resources.
- Remember that ZPDEVL is PRE-Production and this is where you are able to practice for production.

Search Techniques for Electronic Approvals

It is essential to avoid duplicating person records in Banner. In fact, always assume that the person or entity is in banner and that you must use an exhaustive search process to find them. There are three ways to search for a person in the screen PPAIDEN: (1) *Person search*, (2) *Alternate ID search*, and (3) *ID and Name Extended search*. A good rule is to use at least two of these search techniques to reduce duplication of records.

TIP:

F7 is used to clear a search screen. F8 is used to execute the search query.

Technique 1 – The Person Search

1. In PPAIDEN form click on the Search Icon.
2. Select Person Search (SOAIDEN)
3. Place the cursor in the first field under ID column then hit F7
4. Type in the Last name and First name.
5. Perform an Execute Query (F8) command to begin the search.
6. If no results appear check the auto-hint line to see if the query was performed.
7. If you are able to identify the correct person highlight and double click the record. The person's name and information will populate into the Screen (PPAIDEN).

Technique 2 – The Alternate ID Search

1. In PPAIDEN form click on the Search Icon.
2. Select Alternate ID (GUAULTI) option.
3. Place the cursor in the first field under ID column then hit F7
4. Use the same name search techniques with the % as a wild card. Do not always rely on the SSN because there could be mistakes when entering the number.
5. Multiple matches: Check to be sure you are selecting the correct person by verifying other identifying information such as middle name or birth date. Banner will display previous names and IDs in search results. These records are identified with an indicator in the Chg field. Do not select a person with an indicator in the Chg field.
6. A name change would be indicated by an N
7. An ID number change would be indicated by an I
8. If you are able to identify the correct person highlight and double click the record. The person's name and information will populate into the Screen (PPAIDEN).

The % is used as a wild card in the search screens. Use this to assist you while conducting searches. Example: ANDERS% J%

Technique 3 – ID and Name Extended Search

1. Access the General Person Screen (PPAIDEN)
2. Tab over to the second field and enter the name by Last%,First% (no spaces) then hit the ENTER key.
3. If there are no results, the auto hint line will say: ERROR Name is invalid. Use another search technique.
4. A search results screen will appear. The number to the far right is the number of results.
5. Select the Person Button
6. You may use any of these Query fields as needed to find the person. After entering in information, hit F8 to execute.
7. To view results, pull down the search results window.
8. Select the correct record by clicking on the name.

9. The record then is placed into PPAIDEN.

General Person Information Screen (PPAIDEN)

Process Overview

There are numerous reason why a person can have an A#. It is vital that a thorough search is done before generating a new record for a person. New employees may have an A# without ever worked at the University. You must conduct a search using the search techniques in the PPAIDEN screen before generating a new banner ID. This screen asks for general information about the person. In order for the person to be created as an employee, there are seven fields that must be entered and they must have a banner A number.

General Person Information Screen (PPAIDEN)

1. Complete a thorough search for the person.
2. If no person is found in search, put curser in ID box and then click on GENERATE ID icon to the left of the form symbolized by a man with a yellow light..
3. You will be taken to GOAMTCH screen automatically. This screen is for insuring that there is no duplicate A#.
4. Your curser will be in Matching source box. Use drop down menu and select HR (always)
5. Once HR is selected in the ID box the word GENERATE will appear.
6. Ctrl Page Down or Next Block.
7. Enter in Last name, Tab, First Name, Tab, Middle name.
 - a. The Names must be as it appears on the Social Security Card and must be the person's legal name.
 - b. Using the Tab key tab over to address. All employees must have MA(mailing address)
 - c. Enter in employee's address using Data Standards (refer to Data Standards)
8. Tab over to SSN box. Enter in the employees SSN. **No dashes or spaces.**
9. Enter the employee's date of birth. **Note: Day first, then Month, then Year.**
10. Save. Use F10 or click on Save icon.
11. If no matches are found a message will appear that says "No matches found, create as new?" Yes or No. Click on Yes.
12. Another message will appear on the screen with the A# verifying what you have created. Click OK.
13. User will be taken back to PPAIDEN. The employee's A# automatically populates as well as the name.

SPECIAL INSTRUCTIONS FOR CLOSE MATCHES

IF while in GOAMTCH after you save you see one or more names listed on the screen, these are **near matches**. Look carefully through all the names. If you do not find the employee with the correct SSN, then click on the icon that says **CREATE AS NEW**. A message will appear asking you to "Create as New?" Click OK. Another message will appear on the screen with the A# verifying what you have created. Click OK You will be taken back to PPAIDEN.

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Biographic Information Screen

17. Click on the Biographical Information Tab
18. Select the employee's Gender.
19. Birth date, Age, and SSN will be populated
20. Click on the menu arrow on Citizenship and select the appropriate code From the drop down menu.
21. Marital Status and Religion is not required.
22. Click on arrow by Ethnicity and make correct selection from drop down menu.
23. Hit Save Icon or press the F10 key.
24. Click on the Telephone Tab and enter employee's University telephone number, BU Business or work number.
25. Hit Save icon or F10.

Remind employees to enter in their emergency contacts and other phone numbers using Employee Self Service Banner

1. <http://banner.usu.edu/>
2. **Click on Self Service Banner (SSB) and follow the instructions.**

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IMPORTANT: There are seven required fields in PPAIDEN that must be entered to create an employee record. The seven fields are:

1. Legal Name
2. Social Security Number
3. Date of Birth
4. Ethnicity
5. Citizenship
6. Mailing Address
7. Gender

ELECTRONIC APPROVAL PROCESS OVERVIEW

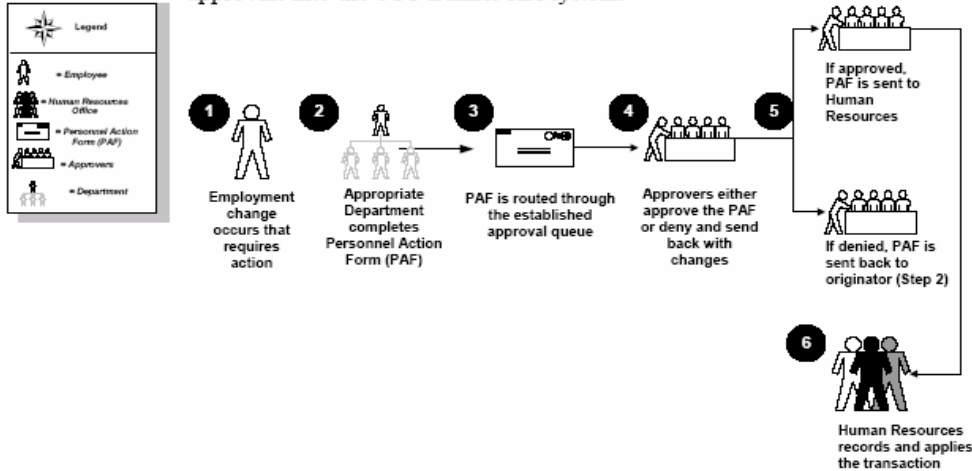
Electronic Approvals are designed to accommodate a more efficient approval signature process for centralized and decentralized Human Resource operations and supports the movement towards a paperless office. An electronic personnel action is an electronic venue to process any action that would apply information to the Banner Database employee and job position forms.

The forms and reports were developed to

- enter the action for approval
- define the necessary approval hierarchy
- track items through the approval process
- provide an audit trail of all approval/disapproval history

Flow diagram

This diagram highlights the processes used to record and process electronic approvals into the SCT Banner HR system.



DESCRIPTION

1. Employment change occurs that requires action.
2. Appropriate Department completes an Electronic Personnel Action Form (EPAF)
3. EPAF is routed through the established approval queue
4. Approver take action on the EPAF or send back the EPAF with required changes to the originator.
5. If Approved the EPAF is sent to Human Resources.
6. Human Resources records transaction and disperse to appropriate sections.
7. Payroll Applies EPAF to the Banner system and updates records.

General Instructions for Electronic Approvals Overview

(Electronic Personnel Action Forms or EPAF)

These steps are the basic procedures when generating an Electronic Approval. Instead of filing paper forms with Human Resources, you are sending the packet by way of "E-mail". You will now be

- Access the Electronic Personnel Action Screen (NOAEPAF).
- Enter the Employee's A-Number
- Enter the current date in the Query Date field. (The job effective date is the query date or a date in the future).
- Double-click the Approval Category field and select the category from the list.
- The Approval Type field is populated with the Approval Category Code.
Note: Approval Category is the "Packet" of forms from HR. The Approval Types are the forms with in the packet to be filled out.
- When the EPAF requires a Position Number the system will move the cursor to that field.
- CTRL PG DOWN (Next Block Icon)
- The screen switches to a verify screen with your user name.

- Enter in your Login password and click Verify to continue.
- The Transaction Number and Transaction Status fields will be assigned by the system after you verify your username and password.
- *In the left hand column* are the specific items this “form” needs. If there is a required field needed, Banner will not allow you to send the EPAF until the information is entered.
- The *middle column Current Values* is where current employee records appear. This happens when you are making changes to a current employee. If the person is a New Hire, no information will appear in the Current Values column.
- The *New Values column* is where you are entering in the new information or the information to be changed to the employee’s record. On some of the “forms” Information is defaulted to reduce repetition and for ease of the process. When the magnify glass appears above the column, there are choices that available for that field. If the cursor does not enter a field that indicates that the data (code) cannot be changed.
- Enter in the requested Information in New Value column. To navigate through the form use the up/down arrow keys↑↓.
- SAVE – F10 when completed.
- Roll back Icon to move back to the top of the screen

WARNING: DO NOT CHANGE THE CATEGORY FIELD

- In Approval Type field choose from selection.
- After filling out a form, use the Roll Back Icon and select the next approval type.
- When finished with the last type do not roll back.

You are ready to send the EPAF by following these steps:

- Select OPTIONS
- Choose Routing Information (A new window will appear)
- Fill in the Approvers by typing in their username or select from the magnify glass to conduct a search.
- SAVE
 - TIP: Automatic Routing of Approval Levels is set up in the NTRROUT screen.
- Click on Other Information and Comments Tab. Explain in detail what you are doing in the EPAF. Include your phone number in case approvers have questions. **COMMENTS ARE MANDATORY.**
- **Save Icon or F10.**
- **Select Options.**
- Choose Submit Transaction.
- Submit. If successful the message at bottom of screen will say: **“Transaction submitted”**.

Please use the following steps for New Employees:

1. From the Menu screen go to PEAEMPL. Hit Enter
2. Enter in the employee A # in ID box. Hit Tab. Employee name will populate.
3. Ctrl Page Down.
4. If the Employee has never had a job at USU and is a *new* employee the bottom of the screen will have the following message: **“Query caused no records to be retrieved.”**
5. The employee status will say **Active** but nothing else will appear in the fields. This means the employee has never had a job at USU.

6. Complete the PPAIDEN form as outlined above and using **SEARCH TECHNIQUES**. Make sure you have all the documents together that you need to hire a new employee, i.e. (refer to I-9 training materials), SSN card, etc.
7. JB_XXX Select the correct EPAF for setting the employee up. For example if you are hiring a salaried fiscal year employee choose JB_SAL, for a Wage Hourly employee select JB_WH, etc. Prepare the EPAF **BUT DO NOT SUBMIT! If you try to submit you will get an error that say "ID not defined as an employee"**
8. Email the A#, transaction # of the EPAF , and I-9 received date or end date(if employee on a temporary visa) to:
 - For Graduate Assistantship EPAF's and Hourly EPAF's Jennmc@cc.usu.edu
 - For Benefit eligible EPAF 's jodi.morgan@usu.edu
9. In the subject line of the email put **"Create PEAEMPL"**
10. Jenn and Jodi will need 24 hours to go into PEAEMPL and then submit your JB_XXX EPAF. Please plan accordingly and make sure you refer to the deadline calendar located at <http://www1.usu.edu/hr/> Click on *Banner for Humans* then click on **Payroll Deadline Calendar**