

**Arkansas State University
Banner Human Resources/Payroll
Internet Native Banner Inquiry Forms**

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Last Updated on March 27, 2017

PEAEMPL – Employee Information

1. Enter the Employee's ID number and Perform a Next Block (Ctrl + Pg Down)

Employee PEAEMPL 8.12.2.4 (PROD)

ID: 50284547 Bethany Denise Rice

General Employee United States Regulatory

Employee Status: Active

Employee Class: LH Student Hourl

Employee Group:

Leave Category: NE Not Eligible

Benefit Category: ST Student

Part or Full Time Status: Part Time

Allow New Hire B

Home Department: COA J 410001 Organizati

Check Distribution: J 410001

District or Division:

PEIEHIS – Employee History

1. Enter the Employee's ID number and Perform a Next Block

Employee History PEIEHIS 8.8.0.1 (RACT)

ID: 50284547 Bethany Denise Rice

Capture Date and Time	User ID	Status	Home Organization	Employee Class
23-FEB-2016 04:38:11 PM	LWEST	T	410001	LH
31-JAN-2016 05:03:49 PM	WWW2_USER	A	410001	LH
27-JAN-2015 08:09:16 AM	TRSMITH	A	410001	LH
16-JAN-2015 01:43:47 PM	TRSMITH	A	410001	LH
16-JAN-2015 01:43:21 PM	TRSMITH	A	410001	LH

NBAJOBS - Employee Job Assignment

1. Enter the Employee's ID
2. Enter the Position number
3. Enter '00' in the Suffix field to view the primary position and Perform a Next Block
4. Other Suffix numbers include: '01', '02', etc for overload jobs; '50' for Summer I and '51' for Summer II

To search for the Position number, click on the Position search icon

5. Click on the link: List of Employee's Jobs (NBIJLST)
6. The current list of active jobs will appear

To view previous jobs, rollback (Shift + F7) and backdate the Query Date to 010107

7. Perform a Next Block
8. Double-click on the desired Position

To view the detail:

9. Click on the Payroll Default tab to view the Timesheet/Leave Reporting Orgn and Approver
10. Click on the Miscellaneous tab to view Supervisor info
11. Click on the Job Labor Distribution tab to view the employee's default payroll funding source

The screenshot displays the 'Employee Jobs NBAJOBS 8.10 (PROD)' window. At the top, there are input fields for 'ID' (50284547) and 'Name' (Bethany Denise Rice). Below these are 'Position' (X00001) and 'Suffix' (00) fields. A tabbed interface is visible with 'Job Detail' selected. The 'Job Detail' tab shows the following information:

Effective Date:	01-JAN-2016
Personnel Date:	01-JAN-2016
Status:	Active
Title:	Hourly Student Extra Help
Job FTE:	1.000
Appointment Percent:	100.00
Encumbrance Hours:	
Encumbrance Indicator:	Value Input
Hours per Day:	4.00
Employee Class:	LH Student Hourly
Leave Category:	
Change Reason:	MINWG Minimum Wage Increase

To view past job history, click on the Job Detail tab and use the up/down keys to navigate through the history.

FTVORGN – Organizational Codes

This form is used to look up a timesheet (approver) orgn code or a department (home) orgn.

Timesheet (T-Orgn)

1. Enter a New Query (F7)
2. Enter 'T' in the Chart of Accounts field
3. Enter the Employee's Last Name followed by the % (wildcard)

Organization Code Validation Form - Finance FTVORGN 8.0 (PROD)

Chart of Accounts	Organization Code	Title	DE
T		Tune%	

4. Execute the Query (F8) to view the results
5. Pay close attention to Titles with the same last name to ensure the correct one is chosen

Chart of Accounts	Organization Code	Title	Data Entry	Status	Effective Date
T	310012	Tune Cassey Proj Prog Spec	N	A	05-MAR-2007

Department (Home Orgn)

1. Enter a New Query (F7)
2. Enter 'J' in the Chart of Accounts field
3. Enter the Department's Name using the % (wildcard) before and after

Chart of Accounts	Organization Code	Title
J		%Agri%

- Execute the Query (F8)
- Select the Orgn Code with 'Y' in the Data Entry field and 'A' in the Status field

Chart of Accounts	Organization Code	Title	Data Entry	Status
J	251000	College of Agriculture	N	A
J	251000	College of Agriculture-Technology	N	A
J	251100	Dean of Agriculture	N	A
J	251100	Dean of Agriculture and Technology	N	A

NTRRQUE – Leave/Time Sheet Approval Routing

Use NTRRQUE to view the employee that is the approver for the timesheet orgn (t-orgn):

- Enter 'T' in the COA field
- Click on the Organization search icon
- Enter and Execute the Query for the T-Orgn (as shown above)
- Double-click on the T-Orgn
- Next Block to view the results

This example shows that Cassey Tune is the approver for t-orgn 310012:

Routing Queue Rules NTRRQUE 8.3 (PROD)

COA: T
 Position:
 Reports To:
 Organization: 310012 Tune Cassey Proj Prog Spec
 Position Type:

Approval Category
 LEAVE Vacation Sick Leave Comp Time
 TIME Time Entry

Approver Sequence	Mandatory Approver	Approver Position	Current Incumbent	Approver Action
1	<input checked="" type="checkbox"/>	A00083 Project Program Dir	Mrs Cassey L. Tune	Approve

PPASKIL – Person Skills Form

PPASKIL tracks the university required training: FERPA, Child Maltreatment (CHDMAL), Title IX (SXMEMP), and Security and Privacy (SECR). This training must be completed prior to receiving Banner or third-party system security.

1. Enter the Employee’s ID number and Perform a Next Block

Skill: CHDMAL ▾ Child Maltreatment
Level: ▾
Start Date: 01-OCT-2012 📅 **End Date:** 📅
 Read **Write** **Speak** **Translate**
Comments:

Skill: SECR ▾ Security & Privacy Training
Level: ▾
Start Date: 17-DEC-2013 📅 **End Date:** 📅
 Read **Write** **Speak** **Translate**
Comments:

PEALEAV – Employee Leave Balances

PEAEMPL displays an employee's leave balances.

1. Enter a New Query (F7) and enter the appropriate Leave Code:

- SICK – Sick
- VACA - Vacation
- COMP – Compensatory
- CHED – Child Education
- EDRT – Employee Education
- WELL - Wellness
- JURY – Jury
- MILI – Military

2. Press F8 to Execute the Query:

Employee Leave Balances PEALEAV 8.8 (PROD)

ID:

Leave Category:

Leave Code	Date Available	Day or Hour	Begin Balance	Accrued	Taken	Current Available	Banked
CHED Child Ed	01-JUL-1998	H	8.00	0.00	0.00	8.00	0.00

Change Reason: PHPUPDT program updated hours accrued, taken and banked.

PHIACCR – Pay History Leave Accruals form

PHIACCR displays an employee's leave accrual history as of a specified payroll. Data displayed includes each leave code, hours accrued, hours taken, and a banked hours indicator. If the **Bank Indicator** field is checked, the current accrued hours are banked hours.

1. Enter the Employee's ID, payroll year, payroll ID, and payroll number.
2. Perform a Next Block

The information displayed will be the hours accrued for that particular payroll for each leave code listed.

Pay History Leave Accruals PHIACCR 8.3 (PROD)

ID: 10276383 Mrs Cassey L Tune

Year: 2017 Payroll ID: SM Semi-monthly Payroll Number: 17

Begin Date: 01-MAR-2017 End Date: 15-MAR-2017 Check Date: 15-MAR-2017

Leave Code	Description	Current Accrued	Current Taken	Bank Indicator
COMP	Compensatory Time Accrued	0.00	0.00	<input type="checkbox"/>
JURY	Jury Duty	0.00	0.00	<input type="checkbox"/>
SICK	Sick Leave	4.00	0.00	<input type="checkbox"/>
SUSP	Suspense for Vac & Sick	0.00	0.00	<input type="checkbox"/>
VACA	Vacation	7.50	0.00	<input type="checkbox"/>

NBIJLHS – Labor Distribution Change History Form

NBIJLHS allows you to query and display all Job Labor Distribution Changes created for a specified employee and assignment on the Employee Jobs Form (NBAJOBS).

This form also reports all details of the labor distribution changes by capture date and lists specific encumbrance data affiliated with each Job Labor Distribution.

1. Enter the Employee's ID, position number, suffix, and date.
2. Perform a Next Block.

PEISALH – Salary History for Employee

PEISALH enables you to view an employee’s salary on a given date.

1. Enter the Employee’s ID and desired date.
2. Perform a Next Block.

Oracle Developer Forms Runtime - Web: Open > PEISALH

File Edit Options Block Item Record Query Tools Help

Employee Salary History Inquiry PEISALH 7.0 (TST2)

ID: 50208352 Vinny Barbarino

Date: 13-MAY-2008 Display Job Detail

Position	Suffix	Effective Date	Job Status	Begin Date	End Date	Annual Salary	Appointment Percent	Job Employee Class	Payroll ID	Job Type
F00069	00	01-JAN-2008	A	01-JAN-2008		60,000.00	100.00	GF	FA	P

NBIPINC – Position Incumbent

NBIPINC lists position incumbents by fiscal year as of a user-specified date. It provides data on past and present incumbents of each position, future incumbents by the effective job date, and total occupied FTEs for each position. Data provided for each incumbent includes identification number, name, job begin/end dates, and employee status.

1. Enter the Position Number and Perform a Next Block

Position Incumbent List NBIPINC 8.9 (RACT)

Position Number: 03001C Query Date: 03-MAR-2017

Title: Institutional Svcs Assistant

Position Begin Date and End Date: 01-JUL-2009

ID	Name	Suff	Status	FTE	Begin Date
10125399	Brown, Ozie	00	T	1.00	16-MAR-2012
50186971	Foster, Brittney P	00	T	1.00	12-JAN-2015

NHIDIST – Labor Distribution Data Inquiry Form

NHIDIST provides query access to all payroll distribution data. This form displays earnings and/or benefit data for the Chart of Accounts FOAP elements, category, and date range entered in the Key block.

1. Enter 'J' in the COA field.
2. Enter the start and end dates.
3. Enter the Fund and/or Orgn code.
4. Perform a Next Block.
5. Click on the Execute Query icon (F8).

NHIEDST – Employee Distribution Inquiry Form

NHIEDST provides query access to payroll distribution data. This form displays payroll distribution data for the Employee ID, time period, and category entered in the Key block. In response to your query, the system displays earnings and/or benefit data for a particular employee. Each line specifies the dollar amount distributed to the FOAP by earnings or deduction. The Amount Percent field specifies the percent of the total amount represented by each earning or deduction. Total earnings and job hours are also listed.

1. Enter the Employee's ID number.
2. Enter the start and end dates.
3. Perform a Next Block.