

Arkansas State University
Banner Human Resources/Payroll
Banner 9 Inquiry Forms

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PEAEMPL-Employee Information

1. Enter the Employee's ID number and select Go (Shortcut: Alt + Pg Down)

	Employee PEAEMPL 9.3.3 (PROD)	 PRINT	 FILTER	 RELATED	 TOOLS	
ID:	<input type="text" value="50283842"/>	...	Mrs Melody Rachelle Rainwater			<input type="button" value="Go"/>

2. The employee information will display

ID: 50283842 Mrs Melody Rachelle Rainwater

General Employee	United States Regulatory	Canadian Regulatory
EMPLOYEE		
General Employee		
Employee Status *	<input type="text" value="Active"/>	
Employee Class *	<input type="text" value="AA"/> ... 12 Mo FT Non Classified Exempt	
Employee Group	<input type="text"/> ...	
Leave Category *	<input type="text" value="AD"/> ... FT Administrative	
Home Department		
COA *	<input type="text" value="J"/> ...	
Check Distribution		
COA *	<input type="text" value="J"/> ...	
Employee District		
District or Division	<input type="text"/> ...	
Service Dates		
Current Hire *	<input type="text" value="01/01/2016"/>	
Original Hire *	<input type="text" value="08/15/2011"/>	
Adjusted Service *	<input type="text" value="01/01/2016"/>	
Termination		
Reason	<input type="text"/> ...	
Leave of Absence		
Reason	<input type="text"/> ...	
Begin Date	<input type="text"/> 	
Hiring Location		
Location	<input type="text" value="JONES"/> ...	ASU-Jonesboro
College	<input type="text"/> ...	

PEIEHIS– Employee History

1. Enter the employee's ID number and select Go

Employee History PEIEHIS 9.3.3 (PROD) ADD RETRIEVE RELATED TOOLS

ID: ... Mrs Melody Rachelle Rainwater Go

2. Employee Information will display

Employee History PEIEHIS 9.3.3 (PROD)

ID: 50283842 Mrs Melody Rachelle Rainwater

EMPLOYEE HISTORY

Capture Date and Time	Status	Home Organization
03/03/2017 19:06:16	A	312026
02/22/2017 11:49:58	A	312026
08/04/2016 11:14:07	A	312026
08/02/2016 16:20:05	A	312026
01/15/2016 11:23:21	A	312021
01/14/2016 10:26:46	A	312021
01/03/2015 09:25:33	A	310011
08/07/2014 15:08:47	A	310011
08/17/2011 09:17:19	A	310011
08/17/2011 09:16:45	A	310011
08/17/2011 09:16:22	A	310011

1 of 1 | 50 Per Page

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 ellipsis icon next to the Position box

Position: ... 

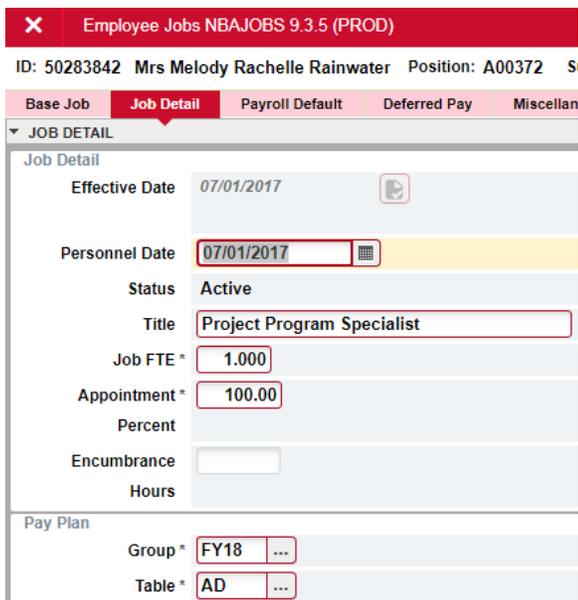
5. Click on the link: List of Employee's Jobs (NBIJLST)
6. The current list of active jobs will appear

To view previous jobs, click Start Over (F5) and backdate the Query Date to 010107

7. Click Go
8. Double click on the desired Position
9. Click Go and the information will display

To view the detail:

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



Employee Jobs NBAJOBS 9.3.5 (PROD)

ID: 50283842 Mrs Melody Rachelle Rainwater Position: A00372

Base Job Job Detail Payroll Default Deferred Pay Miscellan

JOB DETAIL

Job Detail

Effective Date 07/01/2017

Personnel Date 07/01/2017

Status Active

Title Project Program Specialist

Job FTE * 1.000

Appointment * 100.00

Percent

Encumbrance

Hours

Pay Plan

Group * FY18

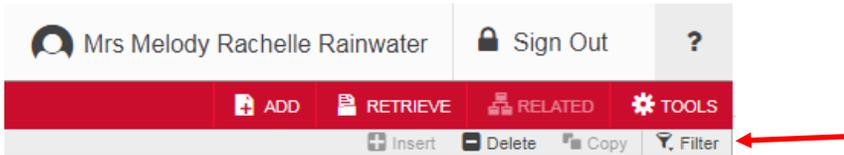
Table * AD

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

NTRRQUE-Leave/Time Sheet Approval Routing

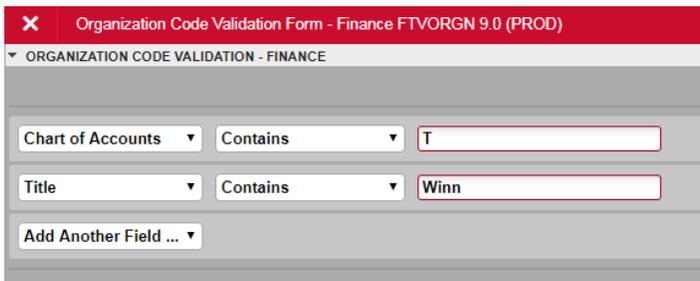
Use NTRRQUE to view leave and timesheet approvers and their timesheet organization codes (t-orgn):

1. Enter 'T' in the COA field
2. Click on the ellipsis next to the Organization field
3. On FTVORGN, click on the Filter button or hit the F7 button (on your keyboard) to enter a new query



4. Click on the dropdown arrow next to Add Another Field

- Select Chart of Accounts=T
- Select Title= Ex. Winn



5. Select Go or F8 to execute query

6. Pay close attention to Titles with the same last name and the Status indicator to ensure the correct one is selected



Chart of Accounts	Organization Code	Title	Data Entry	Status
T	217610	Winn N Admin Spec II	N	A
T	312211	Winn L Asst Vice Chancellor Admin	N	A

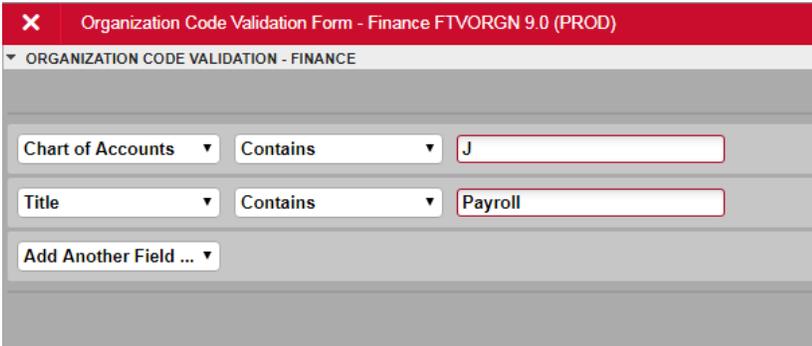
7. Double click on the 'T' Chart of Accounts to select the record

8. Select Go (Alt+ Pg Down)

FTVORGN—Organization Codes

This form can also be used to look up Department codes (Home Orgns)

1. Click on Filter (F7) to enter new query
2. Click on the arrow next to **Add Another Field**
 - Select Chart of Accounts= J
 - Select Title= Ex. Payroll



The screenshot shows the 'Organization Code Validation Form - Finance FTVORGN 9.0 (PROD)'. The form is titled 'ORGANIZATION CODE VALIDATION - FINANCE'. It has two filter rows. The first row has 'Chart of Accounts' set to 'J' and 'Contains' set to 'J'. The second row has 'Title' set to 'Payroll' and 'Contains' set to 'Payroll'. Below these is an 'Add Another Field ...' button.

3. Select Go (F8)
4. Select the Orgn Code with 'Y' in the Data Entry field and 'A' in the Status field



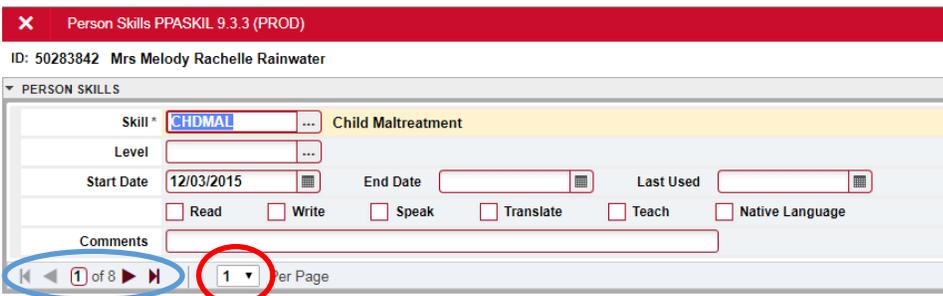
The screenshot shows the same form as above, but now displaying a table of results. The table has five columns: Chart of Accounts, Organization Code, Title, Data Entry, and Status. The first row is highlighted in pink and matches the criteria: Chart of Accounts 'J', Organization Code '312200', Title 'Payroll Services', Data Entry 'N', and Status 'A'. The other rows are: J, 312201, Payroll Services, Y, A; J, 312201, Payroll Services, Y, A; and J, 312202, Payroll Dummy Org, Y, A. The table is on page 1 of 1.

Chart of Accounts	Organization Code	Title	Data Entry	Status
J	312200	Payroll Services	N	A
J	312201	Payroll Services	Y	A
J	312201	Payroll Services	Y	A
J	312202	Payroll Dummy Org	Y	A

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 click Go (Alt+ Pg Down)



The screenshot shows the 'Person Skills PPASKIL 9.3.3 (PROD)' form for user 'Mrs Melody Rachelle Rainwater' (ID: 50283842). The form is titled 'PERSON SKILLS'. It shows a skill entry for 'Child Maltreatment' (CHDMAL) with a level of '1'. The start date is '12/03/2015'. There are checkboxes for 'Read', 'Write', 'Speak', 'Translate', 'Teach', and 'Native Language'. The 'Comments' field is empty. The form is on page 1 of 8.

- To see more than one training completion per page, click the **drop down selection** next to Per Page and select the appropriate number.
- OR use the **arrows** to navigate through each training completion.

PEALEAV– Employee Leave Balances

PEALEAV displays an employee’s leave balances.

- Enter ID Number and click Go (Alt + Pg Down)
- Employee leave balances will display

Employee Leave Balances PEALEAV 9.3.3 (PROD)							
ID: 50283842 Mrs Melody Rachelle Rainwater Leave Category: AD FT Administrative							
LEAVE BALANCE TOTALS							
Leave Code *	Leave Code Description	Date Available *	Day or Hour	Begin Balance Hours *	Taken Hours *	Current Available Hours *	Banked Hours *
CHED	Child Ed	01/01/2016	H	8.00	0.00	8.00	0.00
COMP	Comp	01/01/2016	H	0.00	0.00	0.00	0.00
EDRT	Educatio	01/01/2016	H	0.00	0.00	0.00	0.00
EMER	Emer Lv	01/01/2016	H	0.00	0.00	0.00	0.00
JURY	Jury	01/01/2016	H	0.00	0.00	0.00	0.00
MILI	Military	01/01/2016	H	0.00	0.00	0.00	0.00
SICK	Sick	01/01/2016	H	94.25	15.00	127.25	0.00
SUSP	Suspense	01/01/2016	H	0.00	0.00	0.00	0.00
VACA	Vacation	01/01/2016	H	144.00	63.50	170.50	0.00
WELL	Wellness	01/01/2016	H	-47.50	20.00	-67.50	0.00

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.

- Enter the Employee’s ID, year, payroll ID, and payroll number.
- Click Go (Alt + Pg Down)

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

PAY HISTORY LEAVE ACCRUALS		
Leave Code	Description	Current Accrued
COMP	Compensatory Time Accrued	0.00
JURY	Jury Duty	0.00
SICK	Sick Leave	4.00
SUSP	Suspense for Vac & Sick	0.00
VACA	Vacation	7.50

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. Select Go (Alt + Pg Down).

PEISALH—Employee Salary History Inquiry

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

1. Enter the Employee's ID and desired date.
2. Select Go (Alt + Pg Down)

✕ Employee Salary History Inquiry PEISALH 9.3.3 (PROD)

ID: ... Mrs Melody Rachele Rainwater Date:

Display Job Detail:

ID: 50283842 Mrs Melody Rachele Rainwater Date: 08/15/2011 Display Job Detail:

EMPLOYEE SALARY HISTORY INQUIRY

Position	Suffix	Effective Date	Job Status	Begin Date	End Date	Annual Salary
X00001	00	01/16/2015	A	08/15/2011	12/31/2015	7,799.40

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 Date (Enter current date; Ex: 8/21/2018)
2. Select Go (Alt + Pg Down)

✕ Position Incumbent List NBIPINC 9.3.3 (PROD)

Position Number: * ... Query Date: *

Status: A Title: Project Program Specialist

Budget FTE: Filled FTE:

Position Begin Date: 11/29/2011
and End Date

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. Select Go (Alt + Pg Down).
5. Enter information in one or more of the fields in the Data Inquiry section. You can also delete the section if you do not wish to query on a specific category.
6. Click on the Execute Query icon (F8).

NHIEDST—Employee Distribution Inquiry Forms

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.