

# Banner HR: Schmilke's Way - Version 1

[effective date-today/personnel date-actual start date]

**NZIESUM**-Employee Summary Form [UIN# or **POIIDEN**-Employee Search] (Options/Job detail)

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**NBAPOSN**=Position Definition [to add a position →example: C21883 →Not found →Add → ok →Comp Date 8/16/08 →Reg Info CIPC 140701=ChE] →Options/**NBAPBUD**(usually look at example of a similar/previous position).

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**NBAJOBS**=Employee Jobs

**PZAADJT**-[2008], Payroll ID[MN or BW], Adj action→manual, History Date→ [a-tab=current date], →next blk→ computer/computer→Gross Amount [750.00]→ opt-comments(\$1500/22work days\*11days worked=750.00[1/1/08-1/15/08=11 days worked]) →Next block→choose position #[dble click, choose nbijlst, then dble click the correct position], Save.

Log into banner again and choose→HR/workflow→Click on Name→then a new browser opens up-choose workflow submit then go back to workflow. It should change or go to the departmental approver. It must be Approved and completed. In banner you can check **PZILIST** for the employee to confirm the adjustment has been processed and you can watch to see when the employee will get paid.

Adjustment in by Tuesday@12 should be paid out on Friday(27-waiting,30-in process-payroll, 70-completed).

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**NOAEPAF**-[UIN#]→Query date[a-tab=current date]→Approval Category(GRREAP=Grad. Reappointment or LABOR - Labor Distribution to Change acct.) →Position[**NBIJLST** to query last semester in that job category→Dble Click#]→Next Block  
Approval type[REAPPT-will have 3 screens for]  
1)Reappointment→Options/Next Action→Next Block  
2)Factor & Pays→Options/Next Action→Next block→next block  
3)End Job→USERID[click] →Options/submit transaction(warning-complete submit or error-must fix the to submit)

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**PHATIME**-Coa2→Org [6 digit code]→pay id=bw→pay no→dble clck→choose dates→dbl click→id options→Options/submit time→Options/approve time  
Printing everyone Rollback change Trans. Status to Approve→ID-Click V then print.

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**PPAIDEN-Finds SSN(taxes)**

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**GOAEMAL-Email(also under spaiden)**

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**GOAINTL-Visa Clearance**

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## Banner Finance:

**FGIBDSR**- (State/ICR/Gift Trans-not for grants): Executive Summary Form→ Next Block→Options→**FGITRND**-Detail Transaction Fund→Options/Query Document(Document J=**FGIDOCR**-Jrnl Retrieval Inquiry or P/I **FAINVE**)→Next Block

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**FZIGITD**-Grant ITD to Date

**FZIGTRD**-Grant Transaction Detail

**FRIGRNT**-Grant Exp.Date[F8] & \*(updated/added) **FZAGRNT**-dates & more details

**FGITBSR**-Trial Balance (rev)

**FGIBSUM**-Organization Budget

**FGIBDST**-Organization Budget Status(same as **FGIBAVL** if you put in account code)

**FZIIDEN**-UIN #s Name Banner ID[case sensitive]

**FAIVNDH**- Reimburse Check Status[UIN#→next block→Options/**FAINVE**-Document" auto populates" →next block(options-accting amounts)→next block→next block

**FZAREQN**-Req. Processing [NEXT] →next block

**FGIENCD**-PO Balance

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JV's-**FGAJVCD**→Doc. Number [type next]→tab→next block→doc total[dbled amt]→options→doc text→save→exit - OK→next block→Sequence 1-tab→journal type=grant/icr 100 or state170→FOAP→50%percent→dc+/ →next record→Sequence 2-tab→doc#→FOAP→50percent→dc-/ →next block→complete [make sure to right down jv#]

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**FGIJSUM**-To print out JV/Transfer.[need jv#] (If resubmitting-change to Today's date).

ET's-**PZAREDS**-UIN#→payid[MN]

Similar to:            Beg Yr-2008    Pay No    7    Next    Position        Cod  
                          End Yr-2008    Pay No    7    Block   [choose/ok] → 2→OK

Options/Edit labor=pay period, search & replace-multiple events=semester→Enter new Foapal→save→next block→save(coa2 & both) →Options/approve dist. Verify in PZILIST.

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## Banner Student:

**SPAIDEN**-To find UIN# for student

\*Telephone information does not populate from Nessie(therefore may not be up to date).

**SFASLST**-To see class roster (& grades past semesters)220088[fall 08]/220091[spring 09]

**SFAREGS**-Student Schedule(Options/**SFAREGQ**[next block]=class location & times)  
**SAAADMS**-Application information for new students  
**SGASTDN**-Gen Student (good place to see student level)  
**SHASUBJ**-GPA-(2G-Graduate/2U-Und-grad./ Subject=ChE)\***SHATERM**-also for GPA  
**SFARHST**-Grades \*(updated/added) **SHACRSE**-will show Grade changes.

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## A Day in the Life of a Business Manager in Banner Questions & Answers

Do you always need to enter the Gross Pay amount in Pzaadjt?

**Audience ANSWER:** No not necessary.

**Speaker note:** I will include, because if happen to make a mistake Payroll will contact before processing your mistake.

**NOTE:** When doing the Pzaadjt make sure to choose the correct position number.