

# Banner 7.2 HR / Pay Demonstration

# Today's Topics

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- Overview of Banner 7.2
- New and changed navigation
- Changes to HR-Pay forms

# A few important notes...

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- Version 7.2 will be implemented
- March 4<sup>th</sup> – 5<sup>th</sup> go-live
- New version of J-Initiator needed

# In general, what's different?

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- Improved alignment of screen elements
- Field expansions
- Navigational changes
- Block headings labeled consistently
- Consolidated blocks on some forms
- Increased screen size allows most labels to be spelled out
- Tabbed interface on some forms

# Banner 7.2 Main Menu

General Menu GUAGMNU 7.2 (BAN7UP) (0NONE) - Thursday December 22, 2005

Go To...  Welcome, ARANSOM **Products:**  [Menu](#) | [Site Map](#) | [Help Center](#)

- My Banner
- SCT Banner
  - Student [\*STUDENT]
  - Advancement [\*ALUMNI]
  - Financial [\*FINANCE]
  - Human Resources [\*HRS]
  - Financial Aid [\*RESOURCE]
  - General [\*GENERAL]

**My Links**

- [Check Banner Messages](#)
- [Personal Link 1](#)
- [Personal Link 2](#)
- [Personal Link 3](#)
- [Personal Link 4](#)
- [Personal Link 5](#)
- [Personal Link 6](#)

**My Institution**

**SUNGARD** SCT HIGHER EDUCATION



**Banner Broadcast Messages**

Enter the object name; Press CQUERY for messages, LIST for listing.

Record: 1/1 | ... | <OSC>

# Navigation Changes

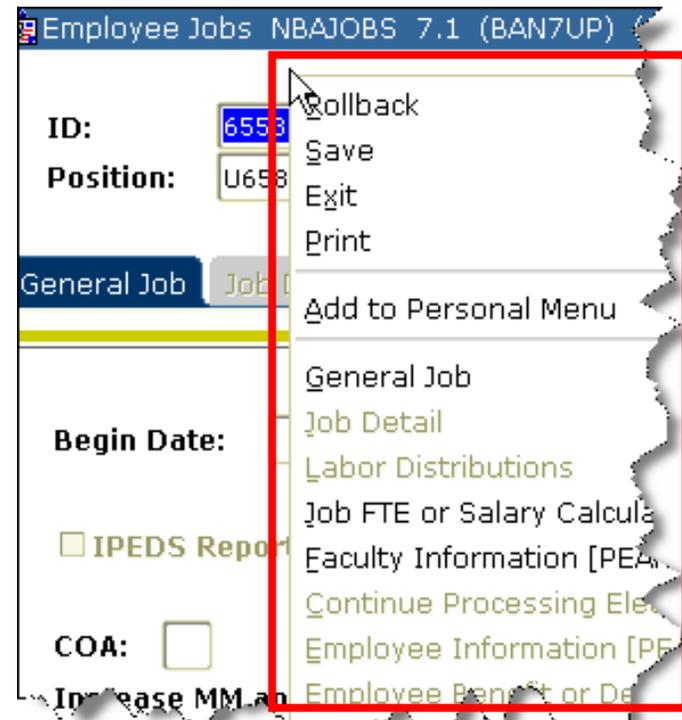
- “Go” field is now the “Go To...” field.

Go:  → Go To...

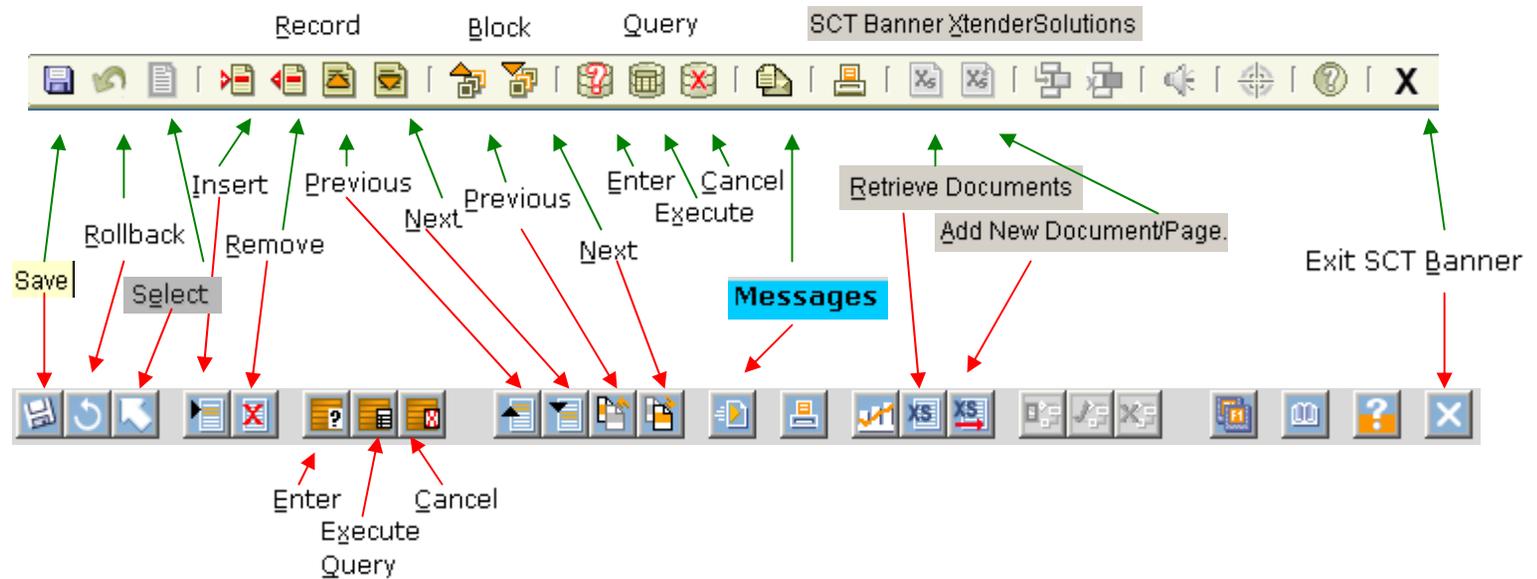
- When cursor is in the Go To field on the main menu, the Up and Down arrow keys enable the user to navigate to recently-accessed forms.

# Navigation Changes

- In any form, if you right-click anywhere other than in a field, the options menu pops up



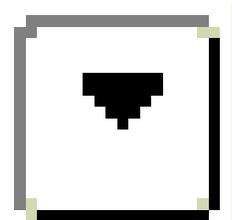
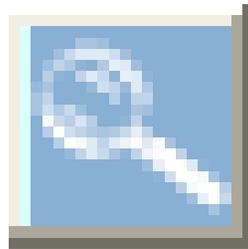
# The new tool bar...



Versus the old tool bar.

# Other Changes & Additions

- Search icon: Magnifying glass is now a down arrow



- Calendar icon

**Service Dates**

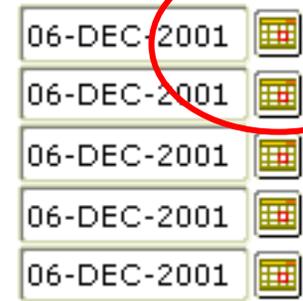
**Current Hire:**

**Original Hire:**

**Adjusted Service:**

**Seniority:**

**First Work Date:**



# Other Changes & Additions

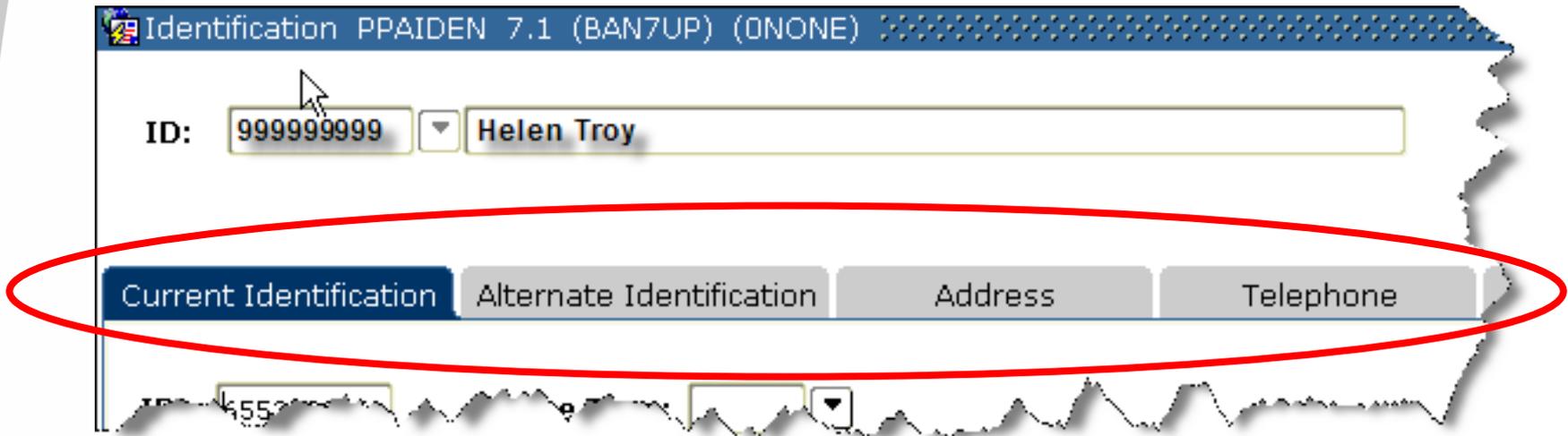
- F5 function key automatically brings up the “Go To” or direct access field in any form
- Note: Please use caution when using this functionality. Having too many forms open can result in Oracle errors.

Employee PEAEMPL 7.1 (BAN7UP) (ONONE)

Go To...  ▼ My Institution: <http://www.sungardsct.com/>

ID:  ▼ Carol Burnett

# Tabbed interfaces on some forms



- Click on tabs, next / previous block or Ctrl-Page Down to navigate
- Some of the HR-Payroll tabbed forms:
  - PPAIDEN
  - PHAADJT / PZAADJT
  - NOAEPAF
  - PPAGENL
  - NBAJOBS
  - NOAAPSM
  - PEAEMPL
  - NBAPBUD

# Example: working with tabbed interface

The screenshot displays the Oracle Developer Forms Runtime - Web interface. The window title is "Oracle Developer Forms Runtime - Web". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", "Window", and "Help". The toolbar contains various navigation and editing icons. The address bar shows "General Menu GUAGMNU 7.0 (BAN7BETA) (ONONE) - Thursday February 10, 2005". The main content area is divided into two sections. The top section, titled "Go To...", contains a dropdown menu with "Welcome, ALHELM" and a "Products:" dropdown. Below this is a tree view showing a folder structure: "My Banner", "SCT Banner", "Student [\*STUDENT]", "Finance System Menu [\*FINANCE]", "Human Resources [\*HRS]", "Financial Aid [\*RESOURCE]", and "General [\*GENERAL]". The bottom section, titled "Banner Broadcast Messages", is currently empty. On the right side, there is a sidebar with "Menu | Site Map | Help Center" links, a "My Links" section with "Change Banner Password" and "Check Banner Message" links, and a "My Institution" section with a "SUNGARD" logo and a photograph of a classical building.

# Identification Form (PPAIDEN - 6.0)

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Tools Help Window

Identification PPAIDEN 6.0.1 (BANPROD) (NONE)

Generate ID:

ID:

**Current Identification**

ID:  SSN/SIN/TFN:

Name Type:

**Person Name Information**

Last Name:

First Name:

Middle Name:

Prefix:

Suffix:

Pref. First Name:

**Non-Person Name Information**

Name:

ID number; LIST for person; COUNT HITS for non-person; DUP ITEM to generate ID; DUPLICATE RECORD for Alternate ID look-up.

Record: 1/1 ... <OSC>

# Identification Form (PPAIDEN)

Identification PPAIDEN 7.1 (BAN7UP) (0NONE)

ID:

Generate ID: 

Current Identification

Alternate Identification

Address

Telephone

Biographical

E-mail

Emergency Contact

ID:

Name Type:

SSN/SIN/TIN:

## Person

Last Name:   
First Name:   
Middle Name:   
Prefix:   
Suffix:   
Preferred First Name:   
Full Legal Name:

## Non-Person

Name:

## ID and Name Source

### Last Update

User:   
Activity Date:   
Origin:

### Original Creation

User:   
Create Date:

# General Information Form (PPAGENL)

General Information PPAGENL 7.1 (BANTRND) (0NONE)

ID: 22222222 Neil Armstrong

General Education Examinations Publications Driver's License Honors and Awards Transcript

**Institution**  
SBGI Code: [ ] [ ]

**Diploma or Degree**  
Degree: [ ] [ ] First Attended Date: [ ] [ ]  
GPA: [ ] Last Attended Date: [ ] [ ]  
Hours: [ ] Graduation Date: [ ] [ ]  
Level: [ ] [ ]  Terminal Degree

**Major**  
[ ] [ ] [ ]

**Minor**  
[ ] [ ] [ ]

**Area of Concentration**  
[ ] [ ] [ ]

# Employee Form (PEAEMPL)

Employee PEAEMPL 7.1 (BAN7UP) (NONE)

ID: 11111111 Sirius Black

General Employee United States Regulatory Canadian Regulatory

Employee Status: Active  
Employee Class: BA Acad/Pro 12mth Ben Elig  
Employee Group: B Academic Professionals  
Leave Category: Y3 12/12 mth 2 FH 25  
Benefit Category: M1 FT Monthly All Benefits  
Part or Full Time Status: Full Time

| COA | Organization                    |
|-----|---------------------------------|
| 9   | 904000 Assoc VP Human Resources |
| 9   | 904000 Assoc VP Human Resources |
| C   | UIC Chicago                     |

Service Dates

|                   |             |
|-------------------|-------------|
| Current Hire:     | 06-DEC-2001 |
| Original Hire:    | 06-DEC-2001 |
| Adjusted Service: | 06-DEC-2001 |
| Seniority:        | 06-DEC-2001 |
| First Work Date:  | 06-DEC-2001 |
| Last Work Date:   |             |

Termination

Reason: [ ]  
Termination Date: [ ]

Leave of Absence

Reason: [ ]  
Begin Date: [ ]  
End Date: [ ]

Hiring Location

Location: [ ]  
College: [ ]  
Campus: [ ]

# Adjustment Processing Form (PZAADJT)

Adjustment Processing Form PZAADJT 7.1 [MC:33.0] (BANTRND) (0NONE)

**ID:**    
**Year:**  **Payroll ID:**  **Payroll Number:**  **Sequence Number:**    
**Adjustment Action:** (None)  **History Date:**   **Posting Override Date:**

Adjustment Detail Job Information Comments

## Adjustment Detail

**Disposition:**   
**Event Type:**   
**Calculation Method:**   
**Print Method:**

## Gross and Net Amounts

|                       |                      |                          |                      |
|-----------------------|----------------------|--------------------------|----------------------|
| <b>Entered Gross:</b> | <input type="text"/> | <b>Calculated Gross:</b> | <input type="text"/> |
| <b>Entered Net:</b>   | <input type="text"/> | <b>Calculated Net:</b>   | <input type="text"/> |
|                       |                      | <b>Document Total:</b>   | <input type="text"/> |

**This event Associated with Sequence Number:**   
**This event Adjusts Sequence Number:**  **Date:**   
**This event is Adjusted By Sequence Number:**  **Date:**   
**User ID:**

# Employee Jobs Form (NBAJOBS)

Employee Jobs NBAJOBS 7.1 (BAN7UP) (ONONE)

ID: 111111111 Hermione Granger  
Position: U65872 Suffix: 00  
Last Paid Date: 15-AUG-2005  
Query Date: 16-AUG-2005

General Job Job Detail Payroll Default Deferred Pay Miscellaneous Excluded Deductio... Default Earnings Work Schedules Job Labor Distribution

**Effective Date:** 16-AUG-2005  
**Personnel Date:** 16-AUG-2005  
**Status:** Active  
**Title:** Vst Coordinator  
**Job FTE:** 1.000  
**Appointment Percent:** 100.00  
**Encumbrance Hours:**  
**Encumbrance Indicator:** System Calculated  
**Hours per Day:** 8.00  
**Employee Class:** BA Acad/Pro 12mth Ben Elig  
**Leave Category:** Y3 12/12 mth 2 FH 25  
**Change Reason:** SA018 Salary Planner Upload  
**Employer Code:** UI University of Illinois

**Pay Plan**  
**Group:** 2006  
**Grade:** UNDFD  
**Table:** AA  
**Step:** 0

**Compensation**  
**Rate:** 14.423354  
**Hours per Pay:** 173.33  
**Assign Salary:** 2500.00  
**Factor:** 12.0  
**Pays:** 12.0  
**Annual Salary:** 30000.00

# Position Budget From (NBAPBUD)

Position Budget NBAPBUD 7.0 (BAN7UP) (NONE)

Fiscal Year: 2005  
Employee Class: BA Acad/Pro 12mth Ben Elig  
Position: U65872  
Position Title: Clarice Starling

Position Budget | Salary Budgets | Fringe Benefit | Premium Earnings Totals | Labor Distributions | Comments

Status: Active  
Budget Profile: R Recurring  
Type:  Single  Pooled  
COA: 9

### Position Effective Dates

Begin Date: 01-FEB-2005  
End Date:

### Budget Roll Rules

Salary: Current Salary  
Premium Earnings: Not Applicable

### Budget Authorization

Authorized By:

# Electronic Personnel Action Form (NOAEPAF)

Electronic Personnel Action NOAEPAF 7.1 (BANTRND) (DNONE)

Pending Change

Proxy For:

ID:

Transaction Number:

Query Date: 23-NOV-2005

Transaction Status:

Approval Category: LABOR Labor Dist Change Unit Applied

Position:

Approval Type: LABOR Labor Distribution Changes

Suffix:

Transaction

Job Labor Distribution

Default Earnings

Routing

Comments and Other Data

Applied Status

Field Name

Current Value

New Value

| Applied Status           | Field Name           | Current Value        | New Value            |
|--------------------------|----------------------|----------------------|----------------------|
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Approver Action:

Queue Status:



# Other Changes to HR/Pay Forms

- **Employee Search Form (POIDEN)**
  - All fields visible in the Main window without scrolling
- **One-Time Payment Form (PEA1PAY)**
  - The blocks in the Main window have been renamed:
    - Biographic and Demographic
    - Address and Telephone
  - The Job Information block in the Job Information window has been renamed as the Jobs block.

# Other Changes to HR/Pay Forms

- **Certification Information Form (PPACERT)**
  - In the Main window, the following three fields have been relocated to outside of the horizontal scroll area:
    - Certification Date
    - Next Certification Date
    - Expire Date
- **One-Time Payment Inquiry Form (PEI1PAY)**
  - In the Main window, the following fields have been relocated to outside of the horizontal scroll area:
    - Birth Month and Day
    - Payroll Date
    - Citizenship

# Other Changes to HR/Pay Forms

- **Employee FMLA Information Form (PEAFMLA)**
  - The Other FMLA Leave Information window has been removed, and the relevant fields have been relocated to the Main window of the form.

# Questions?



HR Staff & Organization Development

HR | Administration

<https://hrnet.uihr.uillinois.edu/dart-cf/training/index.cfm>

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