Banner 7.2 HR / Pay Demonstration
Today’s Topics

- Overview of Banner 7.2
- New and changed navigation
- Changes to HR-Pay forms
A few important notes...

- Version 7.2 will be implemented
- March 4th – 5th go-live
- New version of J-Initiator needed
In general, what’s different?

- 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

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
- SENGARD

Banner Broadcast Messages

Enter the object name; Press COQUERY for messages; LIST for listing.
Record: 1/1
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

<table>
<thead>
<tr>
<th>Service Dates</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Hire:</td>
<td>06-DEC-2001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Original Hire:</td>
<td>06-DEC-2001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjusted Service:</td>
<td>06-DEC-2001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seniority:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Work Date:</td>
<td>06-DEC-2001</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.
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
  - PEAEMPL
  - NOAAPSM
  - NBAPBUD
Example: working with tabbed interface
Identification Form (PPAIDEN - 6.0)
General Information Form (PPAGENL)
## Adjustment Processing Form (PZAADJT)

### Adjustment Detail

<table>
<thead>
<tr>
<th>Disposition:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Type:</td>
<td></td>
</tr>
<tr>
<td>Calculation Method:</td>
<td></td>
</tr>
<tr>
<td>Print Method:</td>
<td></td>
</tr>
</tbody>
</table>

### Gross and Net Amounts

<table>
<thead>
<tr>
<th>Entered Gross:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Entered Net:</td>
<td></td>
</tr>
<tr>
<td>Calculated Gross:</td>
<td></td>
</tr>
<tr>
<td>Calculated Net:</td>
<td></td>
</tr>
<tr>
<td>Document Total:</td>
<td></td>
</tr>
</tbody>
</table>

### Additional Information

- This event Associated with Sequence Number: [ ]
- This event Adjusts Sequence Number: [ ]
- This event is Adjusted By Sequence Number: [ ]
- User ID: [ ]
## Employee Jobs Form (NBAJOBS)

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>111111111</td>
</tr>
<tr>
<td>Position</td>
<td>U65872</td>
</tr>
<tr>
<td>Suffix</td>
<td>00</td>
</tr>
<tr>
<td>Last Paid Date</td>
<td>15-AUG-2005</td>
</tr>
<tr>
<td>Query Date</td>
<td>16-AUG-2005</td>
</tr>
<tr>
<td>Effective Date</td>
<td>16-AUG-2005</td>
</tr>
<tr>
<td>Personnel Date</td>
<td>15-AUG-2005</td>
</tr>
<tr>
<td>Status</td>
<td>Active</td>
</tr>
<tr>
<td>Title</td>
<td>Vet Coordinator</td>
</tr>
<tr>
<td>Job FTE</td>
<td>1.000</td>
</tr>
<tr>
<td>Appointment Percent</td>
<td>100.00</td>
</tr>
<tr>
<td>Encumbrance Hours</td>
<td></td>
</tr>
<tr>
<td>Encumbrance Indicator</td>
<td>System Calculated</td>
</tr>
<tr>
<td>Hours per Day</td>
<td>0.00</td>
</tr>
<tr>
<td>Employee Class</td>
<td>BA 12/12 mth 2 FH 25</td>
</tr>
<tr>
<td>Leave Category</td>
<td></td>
</tr>
<tr>
<td>Change Reason</td>
<td>SA018 Salary Planner Upload</td>
</tr>
<tr>
<td>Employer Code</td>
<td>UT University of Illinois</td>
</tr>
<tr>
<td>Group</td>
<td>206</td>
</tr>
<tr>
<td>Grade</td>
<td>LNDFD</td>
</tr>
<tr>
<td>Table</td>
<td>AA</td>
</tr>
<tr>
<td>Step</td>
<td>1</td>
</tr>
<tr>
<td>Rate</td>
<td>14.423354</td>
</tr>
<tr>
<td>Hours per Pay</td>
<td>173.33</td>
</tr>
<tr>
<td>Assign Salary</td>
<td>2500.00</td>
</tr>
<tr>
<td>Factor</td>
<td>12.0</td>
</tr>
<tr>
<td>Pays</td>
<td>12.0</td>
</tr>
<tr>
<td>Annual Salary</td>
<td>30000.00</td>
</tr>
</tbody>
</table>

**Notes:**
- ID: 111111111
- Position: U65872
- Suffix: 00
- Last Paid Date: 15-AUG-2005
- Query Date: 16-AUG-2005
- Effective Date: 16-AUG-2005
- Personnel Date: 15-AUG-2005
- Status: Active
- Title: Vet Coordinator
- Job FTE: 1.000
- Appointment Percent: 100.00
- Encumbrance Indicator: System Calculated
- Hours per Day: 0.00
- Leave Category: 12/12 mth 2 FH 25
- Change Reason: Salary Planner Upload
- Employer Code: UT University of Illinois

**Group:** 206 | **Grade:** LNDFD | **Table:** AA | **Step:** 1 | **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)
Other Changes to HR/Pay Forms

- Employee Search Form (POIIDEN)
  - 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?

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HR Administration
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