

How do I find...	Banner Form Title	Banner Form Name
Employee information		
Search for an Employee (don't know the UIN or SSN)	Employee Search	POIIDEN
Alternate ID search for an employee (using SSN to find UIN)	SSN/SIN Alternate ID Search	GUIALTI
General Employee information (using UIN) Employee class, leave and benefit category, home org and check distribution org, hire date	Employee	PEAEMPL
Vacation and Sick Leave information	Employee Leave Balances	PEALEAV
FMLA Information	Employee FMLA Information	PEAFMLA
FMLA Status	Employee FMLA Status Inquiry	PEIFMLA
The total picture of the employee including total FTE, titles, rates, labor distributions, etc. of all jobs	Employee Summary View Form	NZIESUM
Student Employment-Financial Aid Federal Work study	Student Employment Authorization Form	RJASEAR (Questions- call Student Employment @ 3-0100)
Person Information		
UIN/SSN and Name	Identification	PPAIDEN
Address (campus, permanent, etc.)	Address Information	PPAIDEN- Under options
Emergency Contact	Emergency Contact Information	PPAIDEN- Under options
Email address	E-mail Address	PPAIDEN- Under options or GOAEMAL
Visa Information (view expiration date)	International Information	GOAINTL
Work Experience	Person Experience	PPAEXPR
Education Information	General Information	PPAGENL
Certification/License/Endorsement Information	Certification Information	PPACERT
Publications	Publications	PPAGENL- Under options
Drivers License	Drivers License Information	PPAGENL- Under options
Honors and Awards	Honors & Awards	PPAGENL- Under options
Job information		
Current General Job information (job start and end date)	Employee Jobs	NBAJOBS
Title, Rate, job FTE, etc.	Job Detail Information	NBAJOBS- Under options
Timesheet Org, Time Entry Method	Payroll Default Information	NBAJOBS-Job Detail Information- Under options
FOAPAL information for the job	Job Labor Distribution	NBAJOBS- Under options
Work Schedule (change/maintain by the unit)	Employee Jobs Form	NZAJOB
Faculty information (tenure/rank/faculty leaves)	Faculty Action Tracking	PEAFACt-action windows
Overall faculty tenure information	Faculty information inquiry	PEIFACT
Position information	Position Definition	NBAPOSN
Position Budget, Salary Budget and	Position Budget	NBAPBUD

How do I find...	Banner Form Title	Banner Form Name
Position Labor Distribution information		
Position descriptors	Position Description	PAAPDES
Codes for Position Duties/Responsibilities	Position Classification Descriptors	PAACDES
PAPE numbers	Regulatory Information (National Occupation Code field)	NBAPOSN
Faculty Discipline areas	Regulatory Information (CIPC field)	NBAPOSN
Incumbent information (current and history) for a position	Position Incumbent list	NBIPINC
Query/List forms:		
Position List by Organization (all positions)	List of Positions by Department	NBIPORG
Incumbent information for a position (current and historical)	Position Incumbent List	NBIPINC
Employee Job Inquiry (lists all jobs)		NBIJLST
FMLA Status Inquiry		PEIFMLA
Position List by Position Classification		NBIPLST
Position List by Organization		
Employee History Forms:		
Employee History	Employee History	PEIEHIS
Employee Job History	Employee Job History	PEIJHIS
Employee Leave History	Employee Leave History	PEALEAV – Under options
Position Class History	Position Class History	NBICLSH
Position History	Position History	NBIPOSH
Job Labor Distribution Change History	Job Labor Distribution Change History	NBIJLHS
Time Entry and Payroll Processing (most common forms)		
Payroll Adjustment	Adjustment Processing Form	PZAADJT
Labor Redistribution	Labor Redistribution	PHAREDS
Electronic Approvals of Time Entry	Electronic Approvals of Time Entry	PHATIME
Web/Department Employee Time Inquiry	We/Department Employee Time Inquiry	PHIETIM
Employee Pay Information	Pay Event Listing	PZILIST
Electronic Approvals		
What transactions can I approve	Electronic Approval Summary	NOAAPSM
	Electronic Personnel Action	NOAEPAF
	Electronic Approvals Error Summary	NOIESUM
	Electronic Approvals Error Message	NOIEMSG
Proxy information	Electronic Approval Proxy Rules	NTRPROX
Routing information	Electronic Approval Routing Rules	NTRROUT

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