USNH
Updating Addresses in Banner

THE ‘WHY’

(REASON FOR THE CHANGE)

AND

THE ‘HOW’

(BANNER ADDRESS ENTRY AND UPDATE)

The 'Why':

- Runner Technologies, inc. has developed a product called CLEAN_Address which can be used to identify address coding errors and enforce institutional standards. This address cleansing software was designed for Oracle database applications and can be integrated into applications running on the Web and Oracle/Banner forms. The CLEAN_Address project was proposed and approved for implementation on Banner HR.
- The software has been implemented and tested both on WISE and Oracle/Banner form (PPAIDEN)
- CLEAN_Address on the Web will allow employees to update their own PM, W2 and RA address. This will have several positive EFFECTS
    1. Accurate addresses
    2. Addresses that comply to USNH standards
    3. Reduce the labor in HR department effort

Why do you need training on something you already do every day?

- In the past our training document always dictated that you update the address that exists and not to insert a new sequence. This allowed us to always report, or print labels from address sequence = 01.
- In WISE, CLEAN_Address always increments the address sequence number by 1.
- For this reason address data extracts and MR needs to be modified to look for the active addresses not just address sequence one.
- To be consistent and adhere to an audit suggestion, it was decided that addresses entered through PPAIDEN should also do a one up sequence when an address is changed.
- In the next section we will present The How.

The How:

- What address types are currently being validated through CLEAN_Address
- What HR address types need to up the sequence number when a change is made do to CLEAN_Address.
- How to change an address in Banner
- How to manage error messages you will see because of the CLEAN_Address validation process.

What address types are currently being validated through CLEAN_Address

1. PM – Postal Mailing Addresses
2. RA – Residence Addresses
3. W2 – Alternate IRS W2 Addresses

- Refer to the following link for better definitions of the above address types:

  http://usnh.edu/banner/training/active/Module3.pdf

What HR address types need to up the sequence number when a change is made do to CLEAN_Address

- In WISE the employees are only allowed to change address types
  1. PM – Postal Mailing Addresses
  2. RA – Residence Addresses
  3. W2 – Alternate IRS W2 Addresses

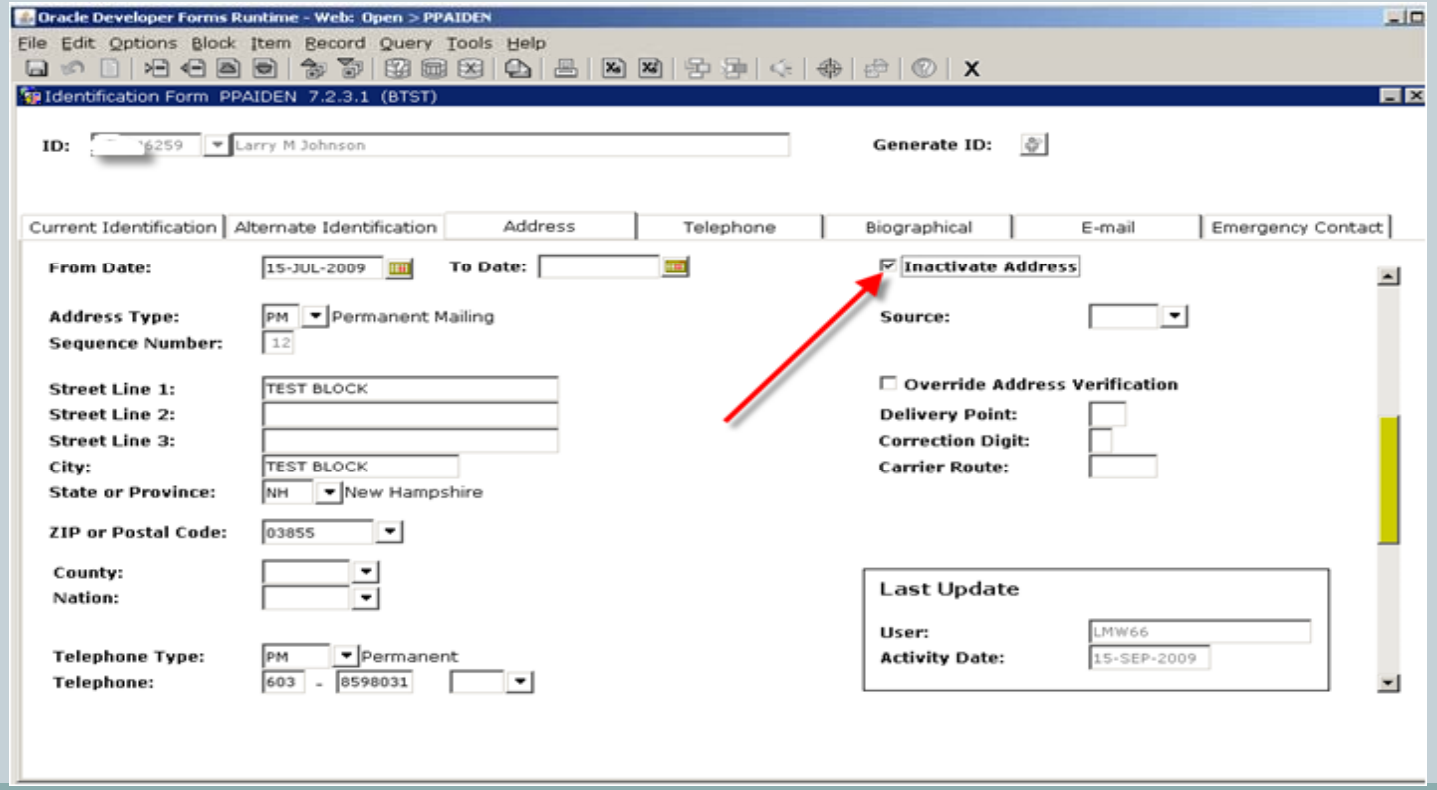
- To be consistent ALL PPAIDEN HR address types will need to up the sequence when a change is made. (CK, CM, FR, PM, RA, W2)

How to change an address in Banner (PPAIDEN)

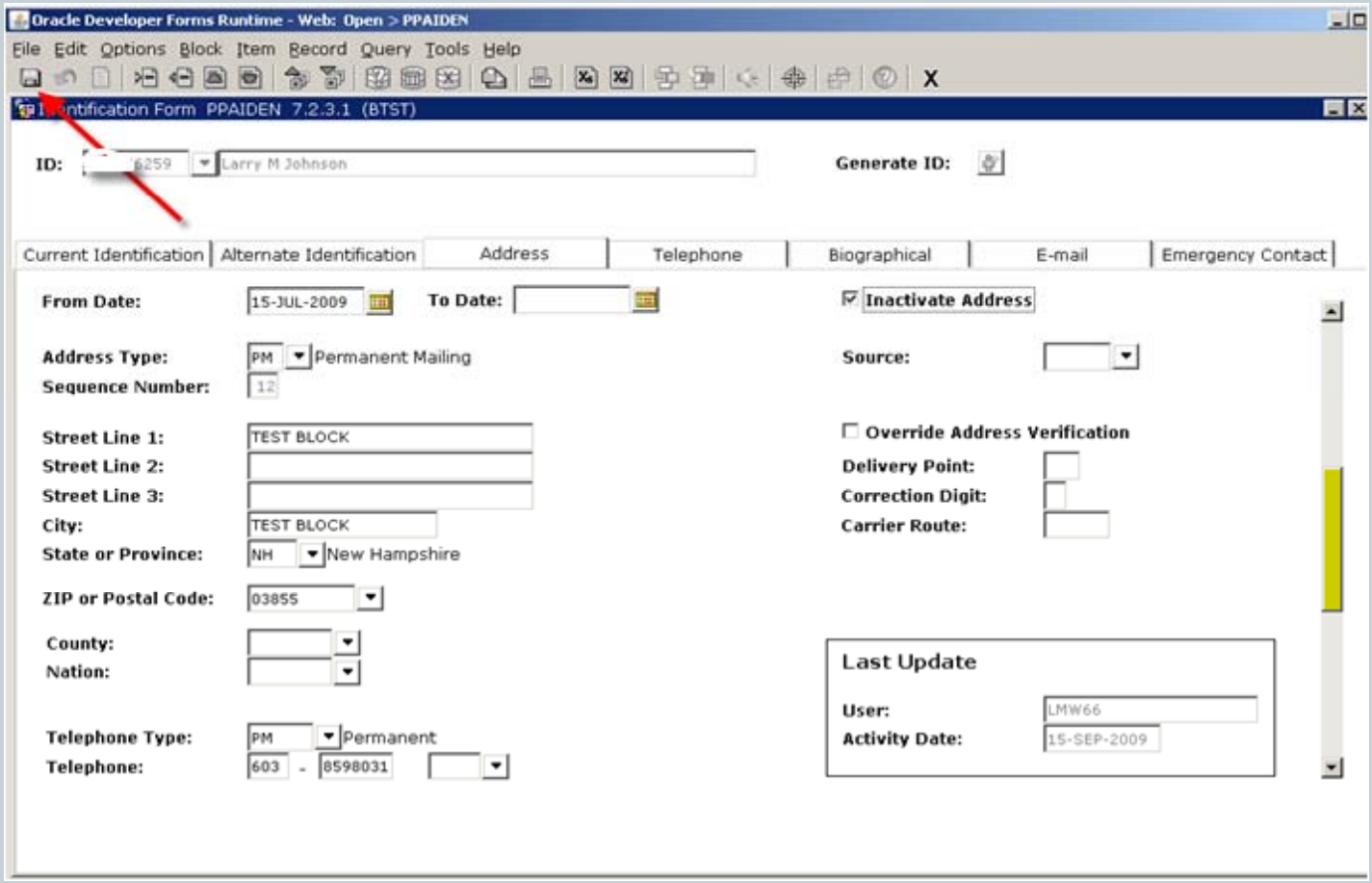
- Enter ID of desired employee
- Next Block
- Select Address Tab

Step 1 Next Record until you get to the Address type you want to change. (It should be the active address)

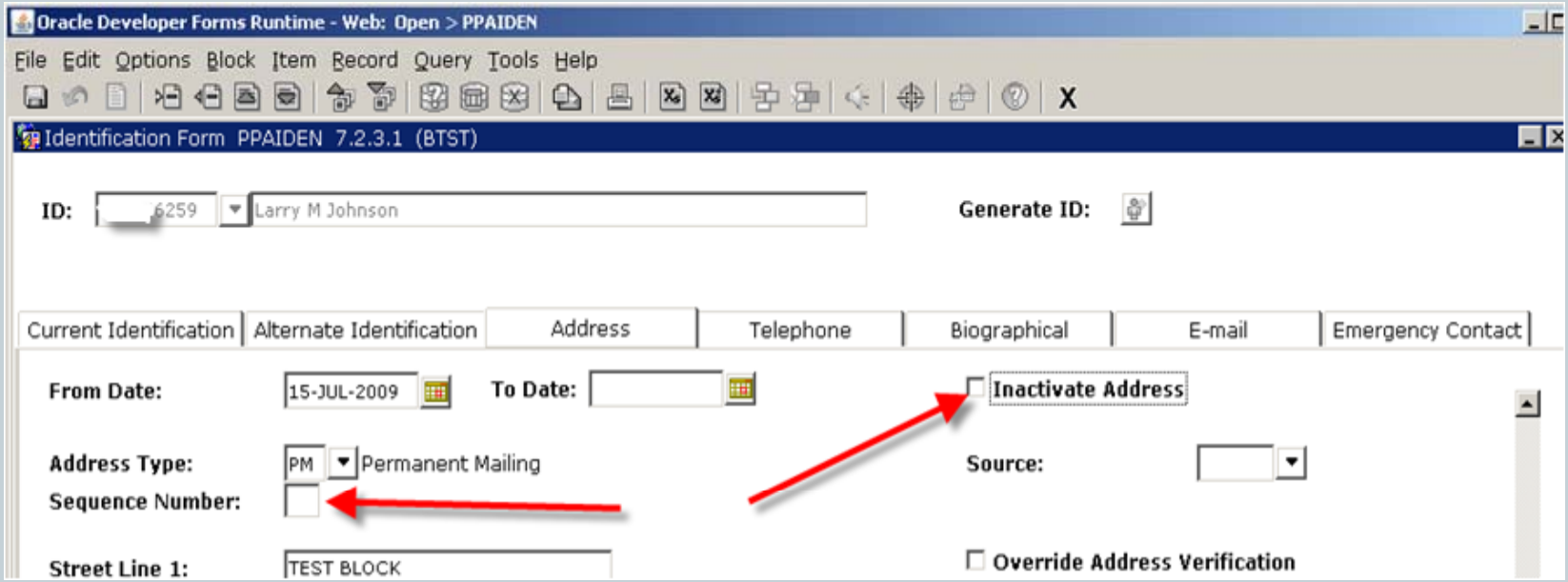
Step 2 Check Inactivate Address box



Step 3 Save the change

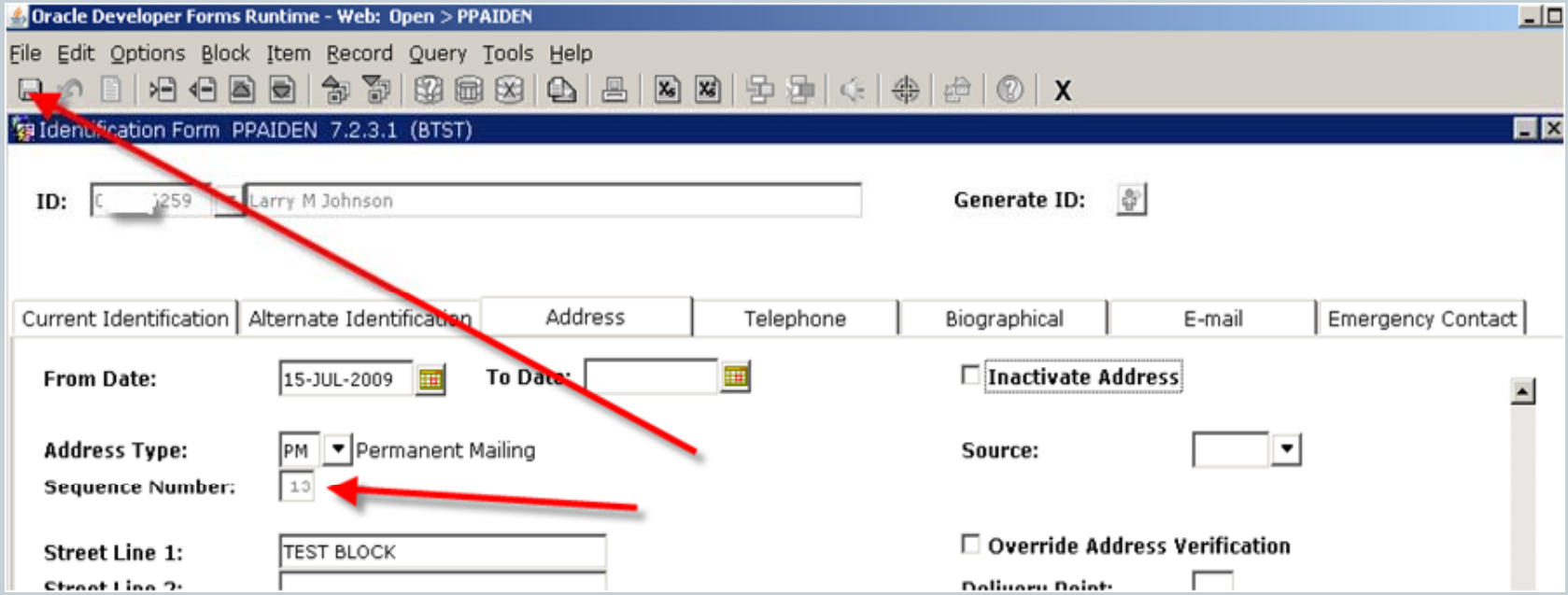


Step 4 Record/Insert or F6 to insert a new record
Step 5 Retype the address



Step 8 Save the change

Note: Sequence number has been updated

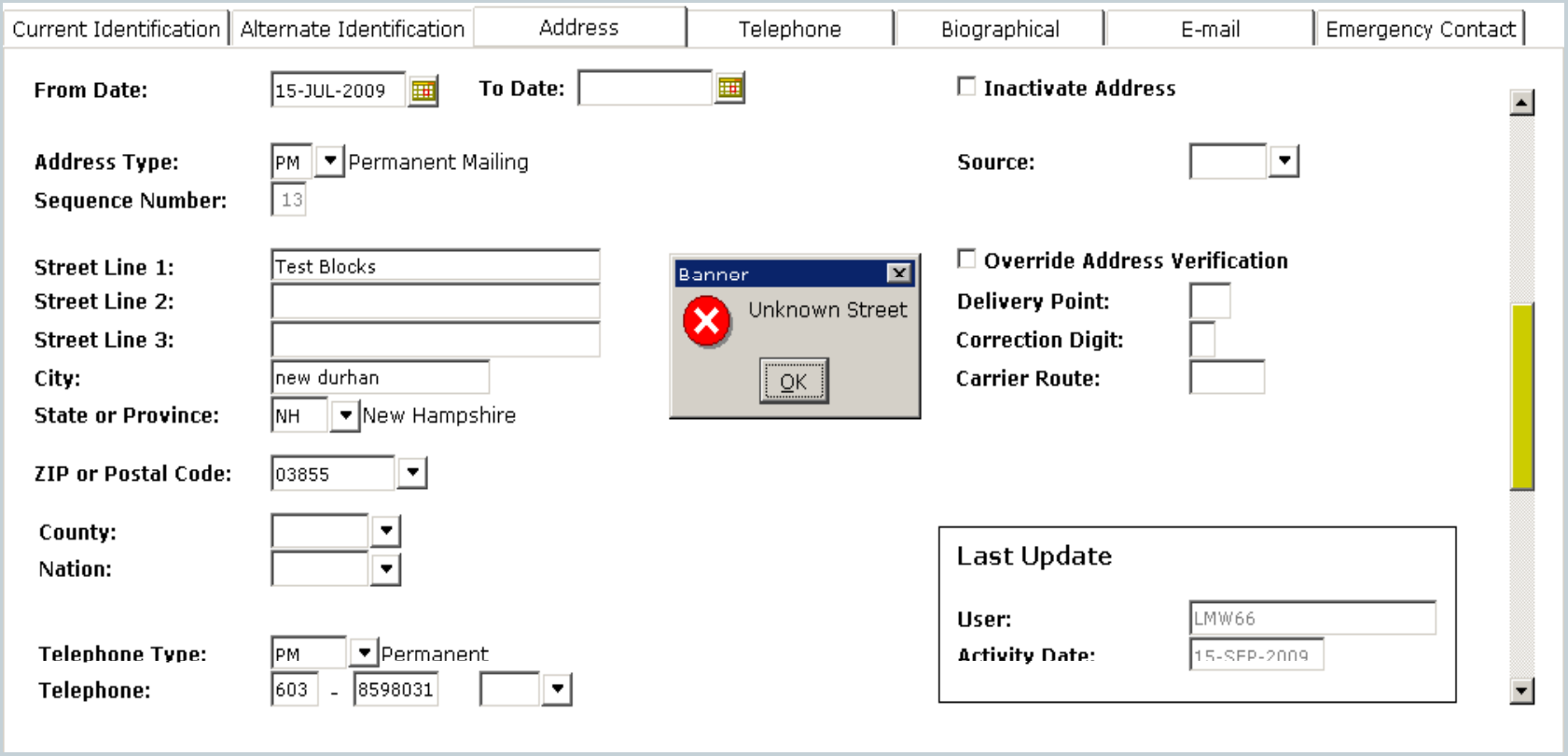


How to manage error messages you will see because of the CLEAN_Address validation process

1. Unknown street
2. Unknown street with suggestions
3. Street number invalid

Unknown street

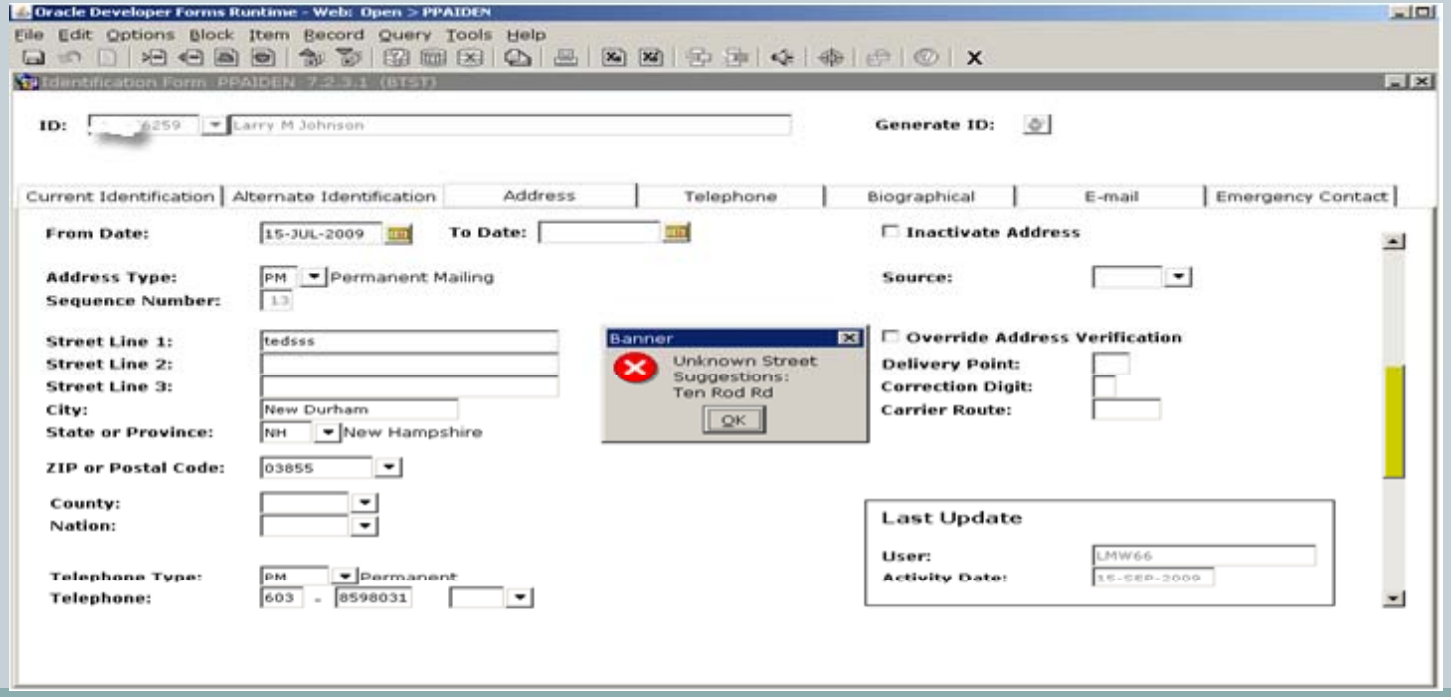
1. Click on OK BUTTON
2. Make correction



Unknown street with suggestions

Note: Suggestions made

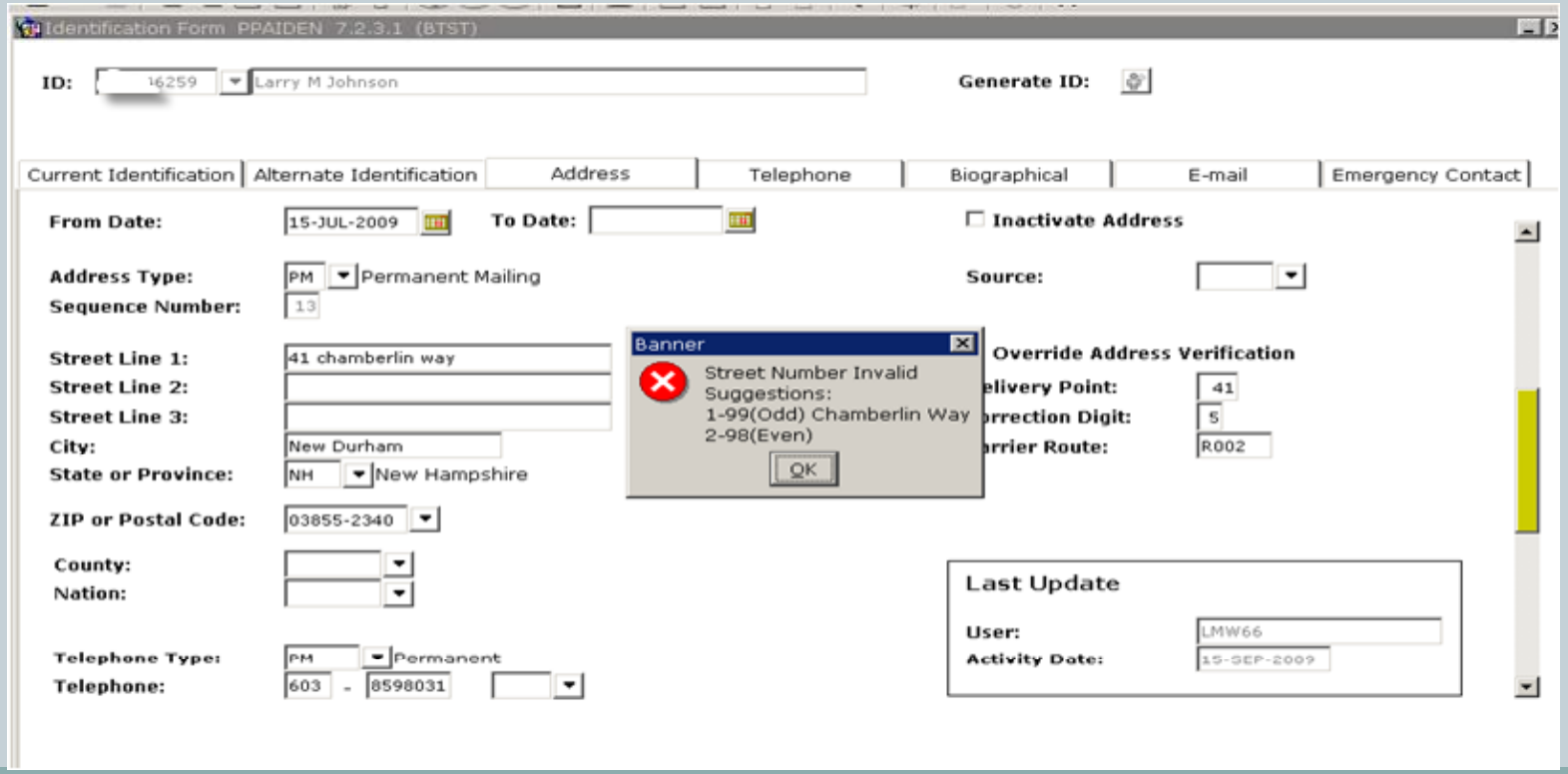
1. Click on OK BUTTON
2. Make correction



Street number invalid

Note: Suggestions made

1. Click on OK BUTTON
2. Make correction



Other automatic actions:

- Will change all upper or lower case letters to capitalizing only the first character
- Zip code automatically populated when City and State code entered
- City and State populated if Zip Code entered
- 4 digit routing code added to Zip Code during all updates
- Abbreviations will be converted to match USNH standards
  1. St or ST converted to STREET
  2. Rd or RD converted to Road
  3. Refer to the following link for other abbreviation examples
     http://usnh.edu/banner/training/active/Module3.pdf

You can save an address with errors

But should you?

MR Reporting Changes

- Presently, MR has identify the current address with the Address Sequence Number (Seq No.) equal to 1. Most reports that have addresses displayed on them look for this condition (Seq No = 1) to be satisfied. After CLEAN_Address has been implemented, addresses with Seq No = 1 may not always be the current address for an address type.
- MR has developed a flag to denote the current address. The MR Team is going to modify all the published reports to use this flag to show current addresses. MR is asking HR Creators and DeskI users to modify any custom reports they have created that show addresses. MR has provided detail instructions on how to modify reports to show the most current address.
- If you don't make the changes, your reports will always extract an address with a sequence of 1. This could be an old address.
- If you require any assistance, MR will be happy to provide instructions or set up a demo session.

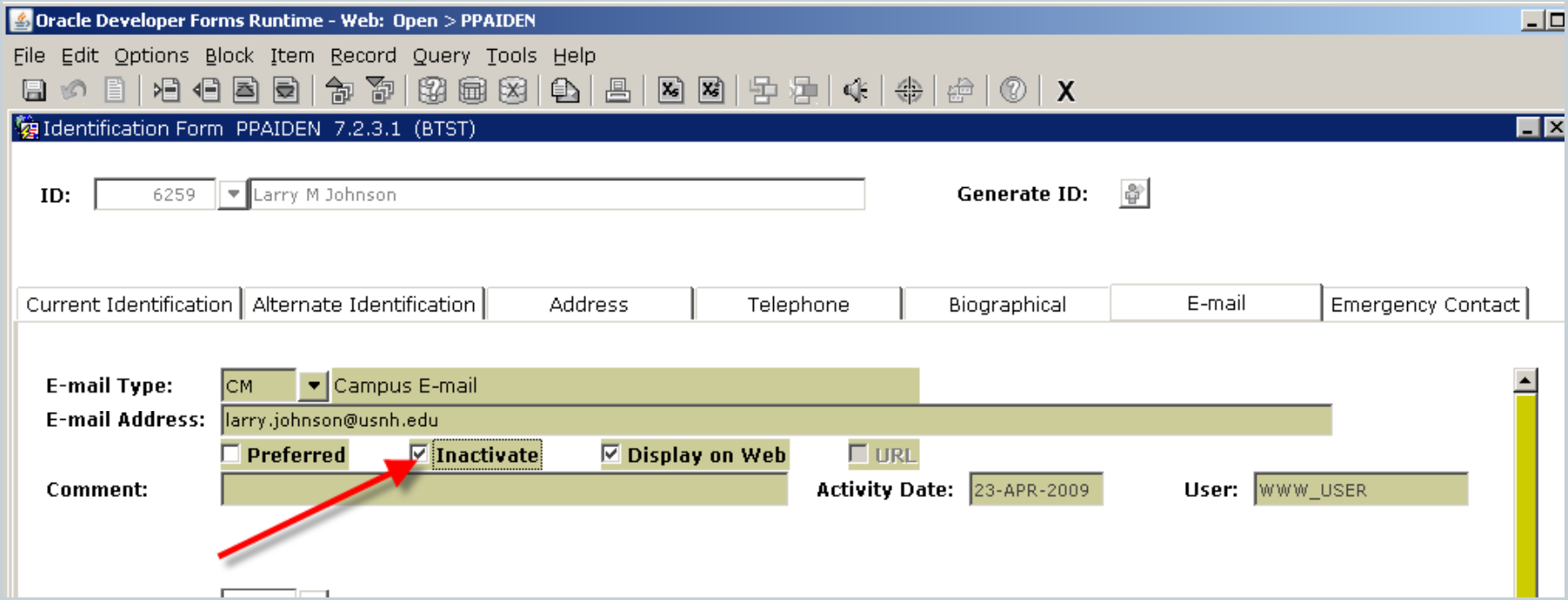
E-mail Address Changes

- Select the E-mail tab

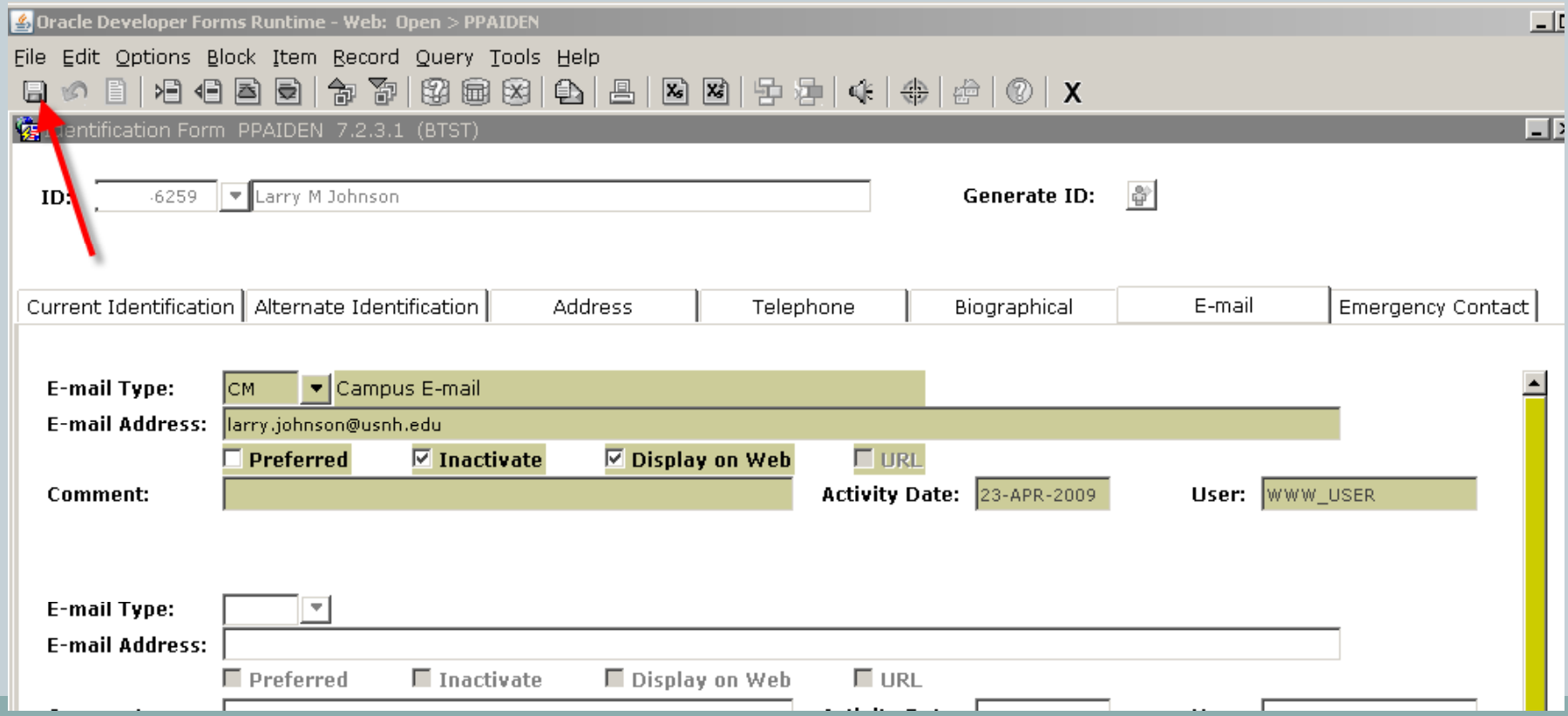
- Next Record until you get to the E-mail type you want to change. (It should be the active E-mail address)

Step 1 Next Record until you get to the Address type you want to change. (It should be the active address)

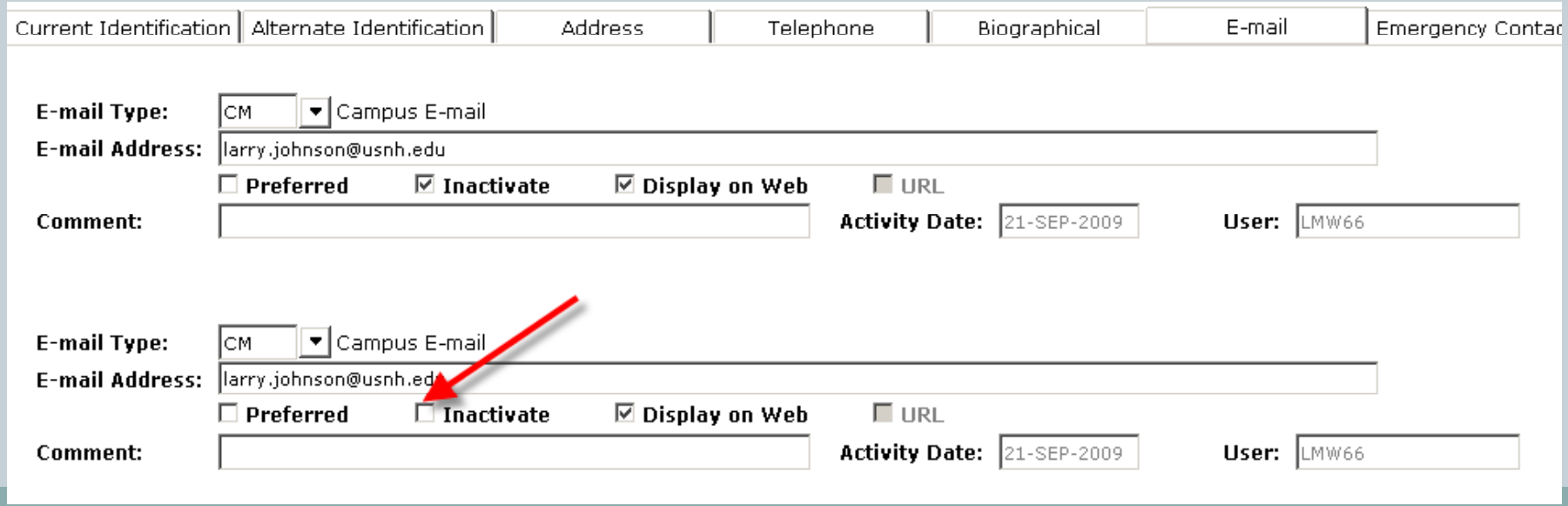
Step 2 Check Inactivate box



Step 3 Save the change



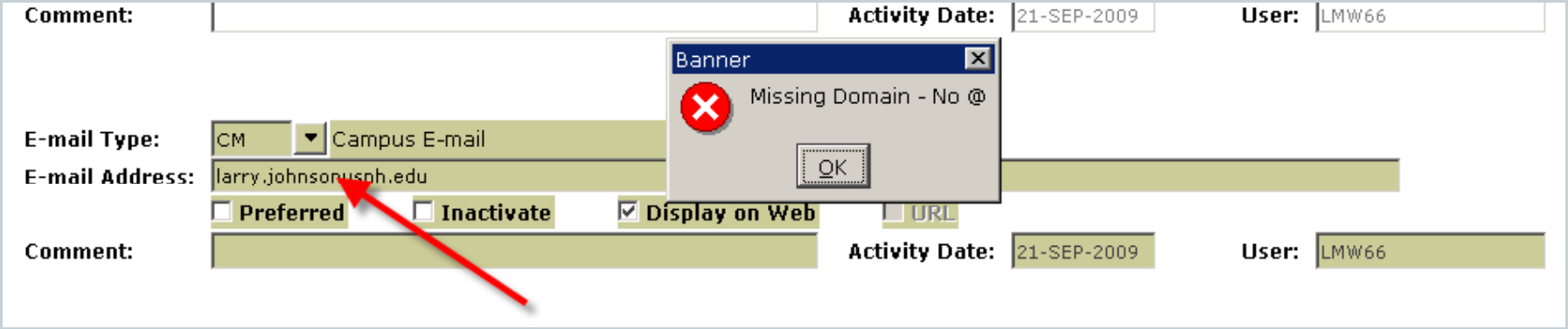
Step 4 Record/Insert or F6 to insert a new record
Step 5 Retype the E-mail address
Step 8 Save the changes



Examples of errors that CLEAN_Address will display

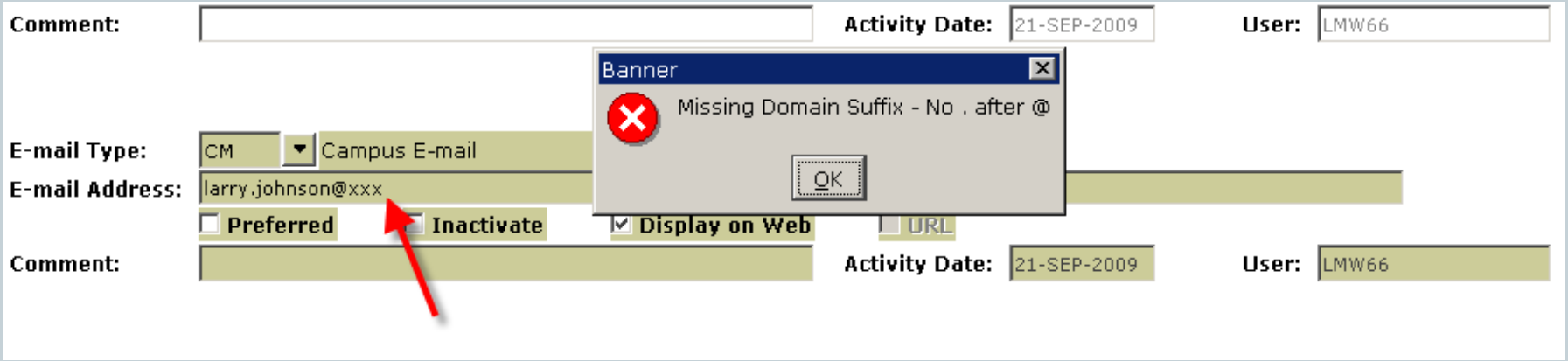
1. Missing Domain – No @
2. Missing Domain Suffix –No . After @
3. Missing Ping Test

Missing Domain – No @

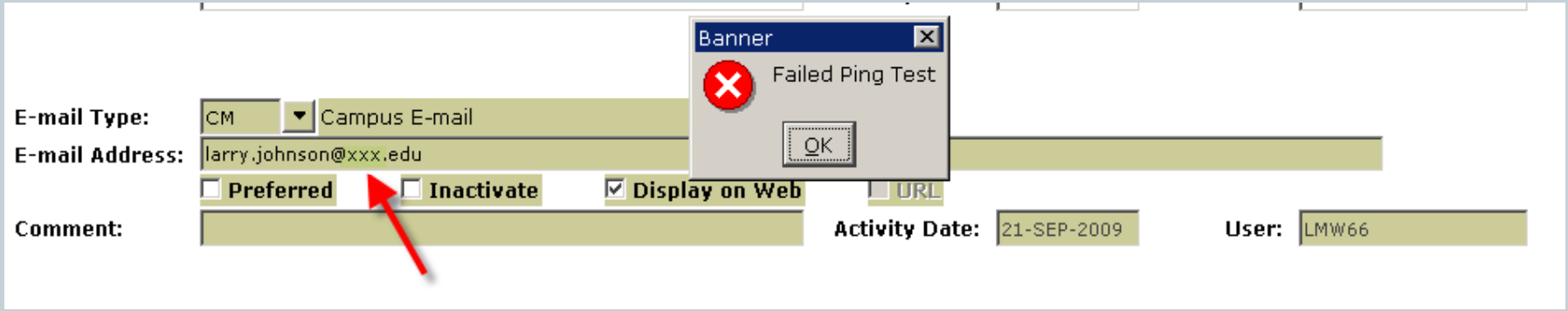


Missing Domain Suffix –No . After @

1. .edu
2. .com
3. .gov



Missing Ping Test



Questions

- For future questions, please contact one of the following people

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