

## Key Banner HR Terms

<b>Additional Compensation</b>	Formerly known as “Supplemental Pay” this is any compensation provided to status employees outside of their base regular earnings.
<b>Adjustment</b>	This is one of the six categories of payroll adjustments. An adjustment adds earnings or amounts to an already-processed pay event. It processes a manual check for an employee who (because of unreported hours, miscoded hours, or excessive deduction amounts) was not given enough pay during the normal payroll cycle. NOTE that <i>adjustment</i> and <i>payroll adjustment</i> are defined differently. Refer to the definition of <i>payroll adjustment</i> (below).
<b>Approval Category</b>	In the electronic approval processes approval categories represent the purpose of the personnel action- the reason the Personnel Action is being created. Approval categories are commonly performed functions at an institution such as the hire of a new employee, transfer of an existing employee or assignment of funding information to a job.
<b>Approval Type</b>	In the electronic approval process, approval types are defined to be the most basic type of action and specific to the processing of a Personnel Action. They are actions such as establishing a new job assignment for an employee or terminating an existing job assignment for an employee.
<b>Banner ID</b>	Is the key identifier for persons established in Banner (people, vendors, companies). In all cases, the Banner ID for employees will be set as their USNH ID.
<b>Benefit Category</b>	A Banner attribute that organizes the types of benefits that different employee classes are eligible to receive.
<b>Core Deductions</b>	These are the payroll deductions associated with the core benefit elections made by the employee (i.e. medical, dental, life insurance, LTD, AD&D).
<b>Deferred Pay Processing</b>	This is the withholding of portions of an employee’s pay for disbursement at a later date. For example, the yearly wages of an employee on a ten-month contract can be paid in equal installments over twelve months.
<b>Disposition</b>	A system-defined numeric code that indicates the current status of a pay event in the payroll cycle.
<b>Distribution Org</b>	A Banner attribute assigned on the NBAJOBS record that associates an Employee with where their paycheck should be distributed (mailed to their home address or sent to campus address).

<b>Duplicate</b>	This is payroll adjustment that creates a manual paycheck for a future or current pay event. A duplicate can be used to provide a starting point for creating a manual check. Earnings and deductions from a previous check are used as the “base” and can be changed to reflect appropriate earnings and deductions for a manual check in a different pay event.								
<b>ECLS</b>	Employee Class. Employee classes are categories of employees based on their benefits eligibility, type of work, and appointment.								
<b>Effective Date</b>	The effective date of the job record for payroll and benefit purposes.								
<b>Electronic Approvals</b>	Approvals applied to a transaction through defined routing queues.								
<b>Encumbrance</b>	The reservation of budgeted dollars for costs associated with a specific position. As funds are expensed for the position, the encumbrance is reduced or liquidated.								
<b>EPAF</b>	Electronic Personnel Action Forms. EPAFs allow Banner users to initiate transactions electronically. EPAFs are used to hire, terminate, place on leave, and make changes to appointments for our employees.								
<b>Exempt</b>	Employees whose work is paid on a salary basis and who are ‘exempt’ from being paid overtime.								
<b>FLSA</b>	The US Fair Labor Standard Act. This act governs overtime compensation. It dictates that employees who work more than a specified number of hours in a government-defined work period must be paid 150% of their regular rate for those overtime hours. (Employees who are covered by this law are referred to as <i>non-exempt</i> . Employees whose compensation is exempted from this law are referred to as <i>exempt</i> employees).								
<b>FOAPAL</b>	The Banner fund, organization, account, program, activity, and location specified for a particular labor distribution. Components are defined as follows: <table> <tr> <td>Fund</td> <td>A balance sheet item (assets, liabilities, equity). A fund can be restricted (e.g., grants) or unrestricted (e.g., general).</td> </tr> <tr> <td>Organization</td> <td>A department within the installation.</td> </tr> <tr> <td>Account</td> <td>A line item within the site’s financial structure. Categories include general ledger accounts (assets and liabilities) and operating ledger accounts (revenues and expenses).</td> </tr> <tr> <td>Activity</td> <td>An accounting element for use in tracking non-budget-control financial affairs. An example of an activity is the YMCA’s use of your site’s pool to teach lifesaving.</td> </tr> </table>	Fund	A balance sheet item (assets, liabilities, equity). A fund can be restricted (e.g., grants) or unrestricted (e.g., general).	Organization	A department within the installation.	Account	A line item within the site’s financial structure. Categories include general ledger accounts (assets and liabilities) and operating ledger accounts (revenues and expenses).	Activity	An accounting element for use in tracking non-budget-control financial affairs. An example of an activity is the YMCA’s use of your site’s pool to teach lifesaving.
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Program	A defined function. Programs enable you to establish a method of pulling transactions across organizations and accounts. Examples include instructions, research, and plant operations. Most educational institutions use programs defined by the National Association of College and University Business Officers (NACUBO).
<b>FTE</b>	Full Time Equivalent. In Banner, an employee's percent time is reflected as FTE.
<b>FYI</b>	EPAF transactions can be set to also provide FYI (For Your Information) records to individuals who may not need to validate or approve a transaction, but may need to know that a transaction has been initiated and approved. This is set up as an "FYI" on the EPAF.
<b>Home Org</b>	A Banner attribute assigned on the PEAEMPL record that associates an employee with the department or organization of the employee's primary job (status position and department).
<b>Job Change Reason</b>	For each change to an appointment, a "Job Change Reason" needs to be entered to categorize the activities and for use with reporting.
<b>Job Type</b>	Banner has three job types: Primary, Secondary, and Overload. Most reports are driven to read off the Primary job record. Every employee must have at least one Primary job in their job history. Status jobs and adjunct jobs can be either Primary or Secondary. Supplemental appointments should always be Overload.
<b>JOBS ECLS</b>	Employee classes assigned to the Positions and NBAJOBS records will categorize employees by their appointment type (i.e., tenure track or not), fte base (i.e., academic year versus fiscal year).
<b>JOBS record</b>	Nickname for NBAJOBS jobs detail record. It is a date effective snapshot of an employee's appointment to a particular position.
<b>Labor Distribution</b>	The Finance accounts to which position expenses are charged. Refer to the definition of FOAPAL (above).
<b>Leave Category</b>	A Banner attribute that organizes the type of leave (vacation, earned time, sick leave) that employees are eligible to receive.
<b>Location</b>	A building and room number.
<b>Manual</b>	One of the six categories of payroll adjustments. A manual adjustment generates a pay event or check transaction outside of the normal payroll process. It is performed to provide a pay advance or to process an employee who was missed during the original pay cycle.
<b>Mass Salary</b>	Processing one or more increases for many employees effective on the same date.

## **Increases**

<b>Module</b>	A series of related functions or processes.
<b>Non-Exempt</b>	Employees whose work is paid on an hourly basis and must be provided overtime according to FLSA (Fair Labor Standards Act).
<b>Open Enrollment</b>	The period each fall where benefits-eligible employees select benefits for the following calendar year.
<b>Originator</b>	The creator of an Electronic Personnel Action. The originator will be the first person who commits data entered on the Electronic Personnel Action Form (NOAEPAF) to the database.
<b>Overload Job</b>	A position that takes the employee over full time. Refer to the definition of primary job and secondary job (below).
<b>Pay Event</b>	That entity which is defined by Year, Pay ID, Pay Number, Employee ID and Sequence Number. Examples include a regular paycheck, a void, a manual, and an adjustment. PHALIST list all pay events that have occurred for an individual. Each pay event includes only one PHRHIST record and at least one PHRJOBS record. A pay event typically includes multiple records on PHREARN, PHRDEDN, PHRELBD, PHRDOCM, etc. Refer to the definition of payroll (below).
<b>PAYID</b>	The actual pay cycles that USNH runs to produce paychecks. USNH has three PAYID's- a bi-weekly pay for hourly folks (B2), a bi-weekly pay for salaried folks (B1); and a non-pay cycle (NP). The non-pay PAYID allows us to avoid processing pay for "dummy" positions or for non-paid people like ROTC faculty and campus ministers.
<b>Payroll</b>	That entity which is defined by Year, Pay ID, and Pay Number. A payroll contains multiple pay events (mostly regular paychecks). Refer to the definition of pay event (above).
<b>Payroll Adjustment</b>	A correction to a payroll that has already run. There are six types of payroll adjustments to Banner HR; voids, redistributions, manuals, adjustments, reissues, and duplicates. Note that <i>payroll adjustments</i> and <i>adjustment</i> are defined differently. Refer to the definition of adjustment (above).
<b>PCLS</b>	Position Class. PCLSeS categorize the type of work being performed and are assigned to a pay range and scale. Examples include: Administrative Assistant II; Associate Professor; Accountant; Utility Worker.
<b>PEAEMPL ECLS</b>	Employee classes assigned on PEAEMPL will categorize employees by their benefits and leave (earned time versus vacation) eligibility.

<b>Personnel Date</b>	The actual date the activity should have or will occur (e.g., termination, hire, etc.).
<b>PIDM</b>	A unique number assigned on a background table to persons in Banner. A PIDM is assigned whenever a new person or new ID is entered. The PIDM is used to connect the information from one process to another.
<b>Pooled Positions</b>	A position established with a budget that can have more than one employee hired into it.
<b>Position</b>	A position is used to budget for personnel services. It associates a position classification (like Accountant) with an accounting line (FOAPAL), a work schedule, and a reporting line.
<b>Position Group</b>	Position groups cluster position classifications into broad groupings that support federal reporting (i.e., Executive/Administrative/Managerial; Faculty; Skilled Trades)
<b>Position Org</b>	A Banner attribute assigned on the NBAPOSN record that associates a budgeted position with the area/department/organization responsible for it.
<b>Position Type</b>	USNH Policy recognizes different types of positions, based on their continuation and funding (i.e., permanent, grant, term, adjunct, student, graduate, etc.) Some of these position types have been embedded in the Position Number coding convention.
<b>Primary Job</b>	The job for which the employee was hired. This is the job used for EE01/IPEDS reporting. Refer to the definitions of Overload job (above) and Secondary job (below).
<b>Proxy</b>	During the electronic approval process, proxies are individuals authorized to take approval action in the absence of an approver.
<b>Queue Status</b>	The status of the Electronic Personnel Action Form (EPAF) for each individual defined in the approval queue.
<b>Query</b>	A request for data from the database.
<b>Redistribution</b>	One of the six categories of payroll adjustments. A redistribution alters the original labor distribution of an individual pay event. This action is internal to the payroll/finance office(s) and is invisible to the employee.
<b>Re-Extract</b>	A payroll procedure performed when something about a deduction or job record changes within the payroll currently being processed. It tells the system that the employee records extracted during PHPTIME and the values for records defaulted to the electronic timesheets must be erased and replaced with revised electronic time record.
<b>Reissue</b>	One of the six categories of payroll adjustments. A reissue automatically creates a

void transaction on the original event and a manual transaction to replace the original event. Its most common use occurs when an original paychecks is lost or destroyed.

<b>Salary Grade</b>	Levels or ranges within a salary scale, much like our current “ranges”.
<b>Salary Table</b>	Wage chart for employee groups.
<b>Secondary Job</b>	As additional position that takes the employee to (but not over) full time. Refer to the definition of overload job and primary job (above).
<b>Single Position</b>	A position intended for only one incumbent.
<b>Superuser</b>	A Superuser has the ability to approve any transaction at any time during the approval process and bypass the people in the approval queue that have not yet taken action on the transaction (approved, in the queue, etc.). This functionality is critical to the timeliness of the payroll process. The payroll or human resources office can view EPAF’s pending approval either on-line or in a report.. With verbal communication from each approver in the queue, they can approve pending transactions (and bypass all approvers) when the changes must be applied to the database for accurate payroll processing. The only approver action that is not valid for the Superuser is the action of “disapproval.” If the action needs to be taken on the EPAF that would mandate that the EPAF be withdrawn from the approval process, the Superuser can ‘void’ the transaction or “return it for correction.”
<b>Timesheet Org</b>	A Banner attribute assigned on the NBAJOBS record that associates an Employee with a department or organization for the purpose of facilitating payroll processes.
<b>Units</b>	Banner defines employee work-schedules, time reporting, and vacation/leave accruals in terms of “Units” or Hours. Units will be applied to exempt appointments (PAT, faculty, casual salaried) as a measure of a day. Therefore, a typical workweek has five units and a pay period have 10 units (business days).
<b>Void</b>	One of the six categories of payroll adjustments. A void nullifies a check.
<b>Voluntary Deductions</b>	Are payroll deductions that employees elect to make such as United Way contributions or KSCEA dues. They may also include additional benefits deductions made at the employee’s request such as Short Term Disability insurance.
<b>WISE</b>	A self-service web tool for USNH employees to review their paystub information, view their name and address information, and benefits information.
<b>Work Schedule</b>	A Work Schedule is assigned to a position and “shared” with the NBAJOBS appointment to describe the anticipated work schedule for an employee. Primarily used for operating and PAT staff, it will allow the days per week or hours per week to default into the pay run for each pay period.

