

## BANNER Human Resources - Position Control QuickCard Reference

Test: <http://testbanner.uncc.edu> Production: <http://banner.uncc.edu>

Function	Keyboard Shortcut	Icon
Cancel Query / Exit	Ctrl + Q	
Clear All in Section	Shift + F5	
Refresh/Clear Form	F5	
Clear Record	Shift + F4	
Duplicate Item	F3	
Edit	Ctrl + E	
Delete Record	Shift + F6	
Export	Shift + F1	
Copy / Dup. Record	F4	
Filter / Query Mode	F7	
Execute Query	F8	
Search	Ctrl + Shift + Y	
Help (Item Properties)	Ctrl + Shift + L	
Insert Record	F6	
Previous Section	Alt + Page Up	
Previous Field	Shift + Tab	
Previous Record	Up Arrow	
Next Section	Alt + Page Down	
Next Field	Tab	
Next Record	Down Arrow	
Print	Ctrl + P	
Save (Commit)	F10	
Open Menu	Ctrl + M	
Open Related Menu	Alt + Shift + R	
Open Tools Menu	Alt + Shift + T	
Display Open Items	Ctrl + Y	
Cancel Action	Esc	
Show Keys	Ctrl + F1	

### Banner HR Contacts

HR – 7-0669  
 Payroll – 7-1919  
 Financial Sys Support – 7-5814  
 General Questions: 7-5500

### Employee Class Codes

10 SHRA Permanent  
 15 SHRA Temp Hourly  
 18 SHRA Temp Salary  
 19 SHRA Misc. Payment  
 20 EHRA Staff  
 30 EHRA 9 Month Faculty  
 32 EHRA Phased Retirement  
 36 EHRA 12 Month Faculty  
 40 EHRA Post-Doctoral  
 45 Special Payment  
 50 EHRA Temporary  
 60 Grad Assistants  
 70 Stu Wage  
 72 Student Misc.  
 75 Fed Work Study  
 80 Summer School  
 90 Holding Position  
 91 Adjunct Faculty non paid  
 97 Emeritus Faculty  
 98 Guest Former Employee  
 99 Short Term Guest



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Position & Job Information		Department information	
Form	Purpose	Form	Purpose
NBAJOBS	View FTE, salary, title, grade & emp class In Options – Job Detail	NBIPORG	View all positions in a department (Enter ORGN number)
NBAJOBS	View FOAP information for a job In Options – Job Labor Distribution	PEAEMPL	View an employee's department
NBAJOBS	View all jobs/pos # for an employee. Enter UNCC ID, hit search next to POSN & select List of employee's jobs	<b>Employment category, status &amp; dates</b>	
NBAPOSN	View Position Title, Assignment %, Supervisor of this position, FLSA, Position Grade and Employee Class	<b>Form</b>	<b>Purpose</b>
NBAPBUD	View Position labor distribution Enter Pos# & FY hit next block 5 times	PEAEMPL	View dates of: hire, service, seniority & first & last day worked
NBAPBUD	View Position budget & encumbrance information. Enter Pos# & FY hit tab then next block and next block again	PEAEMPL	View employee's leave and benefit categories
NBIPOSH	View position history (titles & supv info)	PEAEMPL	View FT/PT status, and employment status (active, terminated, or on leave)
NBIPINC	View list of position incumbents		
<b>Leave Information</b>		<b>Education &amp; Experience Information</b>	
<b>Form</b>	<b>Purpose</b>	<b>Form</b>	<b>Purpose</b>
	See Kronos	PPAEXPR	Experience code is in EMPR/EXP box
		PPAEXPR	Education credit: Curr End Salary is UNCC, Curr end Rate is Other
		PPAGENL	Display actual degree information: school name & degree earned
<b>Salary &amp; job history for an employee</b>		<b>Supervisor information</b>	
<b>Form</b>	<b>Purpose</b>	<b>Form</b>	<b>Purpose</b>
NBIJLST	History: Note, query date is history as of date. Change as needed. (Job history was not migrated to Banner)	NBAPOSN	Look up supervisor information. See Reports to
NBAJOBS	View job & salary history for an empl: Enter UNCC ID, hit search next to POSN & select List of employee's jobs Modify query date if necessary. Select a job from list to see salary history then go to Options Job Detail	PEAEMPL	Lead complete? See Options – Other Information in Statistics Canada Payroll Information
<b>General Person Information</b>		<b>Labor Distribution &amp; FOAP by Empl</b>	
<b>Form</b>	<b>Purpose</b>	<b>Form</b>	<b>Purpose</b>
PPAIDEN	Display Date of Birth, citizenship, & gender (Options – Biographical)	NHIDIST	See who was paid in a particular FOAP. Tab to index, enter index #, hit next block
GOAEMAL	Display Employee's email address	NHIEDST	View FOAP, Payroll, Encumbrances, ORGN
PPAIDEN	Display Emergency Contact Info (Options Emergency Contact)		
PPAIDEN	Display Employee's work location (Options – Address Information, WK address type)	<b>Hours worked &amp; earnings by month, quarter and year to date</b>	
		<b>Form</b>	<b>Purpose</b>
		GUASYST	Shows what modules a UNC Charlotte ID is in
		PEIETOT	View hours worked & earnings