HRFE Foundations
HR FRONT END TRAINING
HOW-TO GUIDE
**APPROPRIATE USE AND SECURITY OF CONFIDENTIAL AND SENSITIVE INFORMATION**

Similar to Banner, HRFE allows you to access confidential and sensitive information. Guidelines have been created to help you manage your responsibility.

**You are responsible for any activity that occurs using your logon**

- Do not share your passwords or store them in an unsecured manner.
- Do not leave your workstation unattended while logged on to administrative information systems.

**You have access to very sensitive personal information**

- Do not share confidential and sensitive information with anyone, including colleagues, unless there is a business reason.
- Retrieve printed reports quickly, and do not leave the reports lying around in plain view.
- Secure reports containing confidential and sensitive information (e.g., FERPA, EEO, or HIPAA protected data).
- Shred the documents in a timely manner when disposing of reports containing confidential or sensitive information.

**Any violation could subject you to disciplinary action.**
Welcome to the:

HR Front End Foundations

Course

Estimated Time: 1 HOUR

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Introducing Frank Smith....

Frank Smith is an employee of the University of Illinois. Throughout this course, Frank will be our employee example to help us explore the different aspects of an employee at the University.
Ch1. - University Structure

Users will learn about concepts pertaining to:

- Physical Campuses
- University Administration
- Global Campus
- Accounting elements of the C-FOAPAL structure
- Organizations
The University of Illinois is partitioned into:

- Physical Campuses
- University Administration
- A global campus
Physical Campuses refer to the physical campuses that reside under the canopy of the University of Illinois.
Physical Campuses, also known as district/division, refer to the physical location where an employee works (with the exception of Global Campus).

There are three (3) physical campuses that reside under the canopy of the University of Illinois:

(C) Chicago
(S) Springfield
(U) Urbana-Champaign
University Administration is comprised of units that provide services to all three campuses.

Examples of these services include:

- Finance
- Human Resources
- Technology
Global Campus refers to a virtual campus that allows students from all over the world to take courses online.
Chart of accounts: A single-digit code that refers to the specific university campus or major accounting entity used to facilitate financial reporting [see C-foapaI structure on next screen].

It indicates the highest level of any pool of money. Each campus, university administration, and global campus has their own Chart number. Listed below are the five chart numbers for the University of Illinois:

(9) University Administration
(7) Global Campus
(4) Springfield
(2) Chicago
(1) Urbana-Champaign
The C-Foapal Structure:

The C-Foapal structure is rooted in the finance module in banner. C-Foapal is a way of accounting for money at the university. For example: It is a way of telling from which account money is exchanged, either for employee pay or finances used for other resources.

It tells which funding is used to pay an employee. Each segment of the C-Foapal structure indicates different information about the account being used to pay the employee.

**Chart**

- A one-digit code for a campus or major accounting entity, used to facilitate financial reporting.
The C-Foapal Structure:

The C-Foapal structure is rooted in the finance module in banner. C-Foapal is a way of accounting for money at the university. For example: It is a way of telling from which account money is exchanged, either for employee pay or finances used for other resources.

It tells which funding is used to pay an employee. Each segment of the C-Foapal structure indicates different information about the account being used to pay the employee.

**Fund**

- A fund maintains a fund balance and a cumulative record of the sources and uses of monies.
The C-Foopal Structure:

The C-Foopal structure is rooted in the finance module in banner. C-Foopal is a way of accounting for money at the university. For example: It is a way of telling from which account money is exchanged, either for employee pay or finances used for other resources.

It tells which funding is used to pay an employee. Each segment of the C-Foopal structure indicates different information about the account being used to pay the employee.

Organization

- Used to identify a functional reporting department (such as a school, college, or department) with discrete financial activities.
The C-Foapal Structure:

The C-Foapal structure is rooted in the finance module in banner. C-Foapal is a way of accounting for money at the university. For example: It is a way of telling from which account money is exchanged, either for employee pay or finances used for other resources.

It tells which funding is used to pay an employee. Each segment of the C-Foapal structure indicates different information about the account being used to pay the employee.

Account

- A code representing revenue, expenditures, asset, liability, equity, and transfers.
The C-Foapal Structure:

The C-Foapal structure is rooted in the finance module in banner. C-Foapal is a way of accounting for money at the university. For example: It is a way of telling from which account money is exchanged, either for employee pay or finances used for other resources.

It tells which funding is used to pay an employee. Each segment of the C-Foapal structure indicates different information about the account being used to pay the employee.

**Program**

- Determines the use of monies at the expenditure level. Program designates NACUBO functional classifications (e.g. instruction, research, public service, institutional support, and sub-classifications).
The C-Foapal Structure:

The C-Foapal structure is rooted in the finance module in banner. C-Foapal is a way of accounting for money at the university. For example: It is a way of telling from which account money is exchanged, either for employee pay or finances used for other resources.

It tells which funding is used to pay an employee. Each segment of the C-Foapal structure indicates different information about the account being used to pay the employee.

Activity

- An optional segment for use in tracking non-budget control financial activities. The activity is usually short in duration.
The C-Foapal Structure:

The C-Foapal structure is rooted in the finance module in banner. C-Foapal is a way of accounting for money at the university. For example: It is a way of telling from which account money is exchanged, either for employee pay or finances used for other resources.

It tells which funding is used to pay an employee. Each segment of the C-Foapal structure indicates different information about the account being used to pay the employee.

**Location**

- An optional segment primarily used with, but not limited to, the fixed asset module to designate physical places or sites, such as building and room number.

Hover your mouse over each letter for C-FOAPAL details.
**Organization**  
(referred to as *orgs*)

**Organization**: Pertains to the specific unit to which an employee reports for duty.

There are two common types of Orgs relating to HR to which an employee can belong:

- Home Org
- Timesheet Org
Home Org

- Home Org coordinates the employment of an individual.
- In many cases, this is also the employee’s timesheet org.
Timesheet Org

- The timesheet org refers to any org to which the employee reports time.
- Depending on the number of jobs that the employee has (and different Timesheet Orgs), there may be multiple timesheet orgs.
Employee Example:

Name: Frank Smith
Physical Campus: Urbana
Chart of Accounts: 9 (University Administration)
Home Org: 9-904000 (Assoc VP Human Resources)

Time sheet Org(s):
- 9-904000 (Assoc VP Human Resources)
- 1-336000 (Intercollegiate Athletics)

C-Foapal:
- Division of Athletics
  (1-302242-336000-211300-336069)
- Human Resources
  (9-100009-904000-21130-904003)
Ch.2 - University Employees

Users will learn about concepts pertaining to:

- The HR Pay ID hierarchy structure
- Categorizing employees
- Pay ID
- Employee groups
- Employee classes and classifications
HR Pay ID Hierarchy Structure:

This structure is the way in which Banner architecture was designed to handle human resources and payroll data. A key feature of this structure is that information entered at one level of the hierarchy defaults or flows into the lower levels, resulting in reduced need for re-keying data.

This helps categorize employees and describe the relationship between employees, positions, and jobs. This will be described in further detail on the following slides.
HR Pay ID Hierarchy Structure:

This structure is the way in which Banner architecture was designed to handle human resources and payroll data. A key feature is Pay Id, entered at one level into the lower keying data. This helps categorize employees and describe the relationship between employees, positions, and jobs. This will be described in further detail on the following slides.
HR Pay ID Hierarchy Structure:

This structure is the way in which Banner architecture was designed to handle human resources and payroll data. A key field is entered at one level and is then carried into the lower levels of keying data.

This helps capture the employee-relationship between the two. This will be demonstrated on the next slides.

- **Employee Class**
  - Allows you to specify high-level employee groupings.
  - Examples of e-classes include:
    - CA - civil service 75 hours/pay period, non-exempt benefits eligible
    - EH - civil service extra help
    - SA - student
    - HA - academic/grad hourly
    - AL - academic 12-month benefit eligible
    - BA - academic professional 12-month benefit eligible
    - GA - graduate assistants
HR Pay ID Hierarchy Structure:

This structure is the way in which Banner architecture was designed to handle human resources and payroll data. A key feature is the entry of employee data at one level into the lower levels. This helps capture the relationship between different positions. This will be demonstrated in the slides.

- **Position Class**
  - Is used to group employees in similar job titles and classifications.
  - Examples of P-classes include:
    - 0051 Adminv. Aide
    - 01716 Adminv. Asst 1 (lo)
    - 07712 Libr. clerk 1 (LS)
    - AAAAA tenur 9-mo professors
    - BAAEG Othac 9-mo professors endow emeritus
    - FEAAA Vice president
    - HAAAA Provost
    - LAAAA Dean
    - NAAAA Director
HR Pay ID Hierarchy Structure:

This structure is the way in which Banner architecture was designed to handle human resources and payroll data. A key feature entered at one level is the lower level keying data.

- **Position**
  - Is a budgeted slot for which employees can be recruited and hired.

This helps categorize employees and describe the relationship between employees, positions, and jobs. This will be described in further detail on the following slides.
HR Pay ID Hierarchy Structure:

This structure is the way in which Banner architecture was designed to handle human resources and payroll data. A key fact entered at one level into the lower one becomes a keying data.

- **Jobs**: Exist when an individual fills a position.

This helps categorize employees and describe the relationship between employees, positions, and jobs. This will be described in further detail on the following slides.

Hover your mouse over each hierarchy level

Click Next to continue
Categorizing Employees

University employees are categorized in a hierarchical structure comprised of Pay ID, Employee Group, and Employee Class.
Pay ID

The Pay ID describes how often an employee is paid. There are two Pay IDs used (Bi-weekly and Monthly). Examples of these are:

- **Bi-weekly (BW)** - Civil service, extra help, academic hourly, or grad hourly employees
- **Monthly (MN)** - Faculty, other academics, academic professionals, grads, or unpaid employees.
Employee Group

While not a Banner construct, the Employee Group is based upon University statutes. The University has many different categories under which employees fall. Employee Groups reflect:

- The commonality of the hiring process
- Benefits eligibility
- And other factors

The Employee Group determines the first letter of the employee class, which will be covered later in this chapter.
Employee Groups

- Civil Service (C)
- Extra Help (E)
- Academic Professional (B)
- Faculty and Other Academics (A)
- Academic Hourly (H)
- Academic Unpaid (U)
- Graduate Assistants and Pre-doctoral Fellows (G)
- Post-Docs and Interns (P)
- Residents (R)
- Graduate hourly (H)
- Students (s)
- Retirees (t)
**Employee Groups**

- Civil Service *(Paid weekly)*
  - (Example: Accountant, Electrician, Staff Secretary, Building Service Worker)

Clerical, technical, and professional classifications are governed by the state universities civil service system.
- Individuals qualify for these positions based on examinations.
- Employees are hired under civil service rules and regulations.
- Employees who may serve in a professional or administrative support capacity.
- Also includes the crafts and trade, office support, building and grounds, laboratory support, and a variety of other roles.
Employee Groups

- Civil Service (C)
- Extra Help (paid bi-weekly)
- Academic
- Faculty
- Graduate Assistants and Pre-doctoral Fellows (G)
- Post-Docs and Interns (P)
- Residents (R)
- Graduate hourly (H)
- Students (s)
- Retirees (t)

Extra Help (paid bi-weekly):
Employment is similar to civil service, but completed on a temporary basis. Employees who provide office, technical, or other general support on a temporary basis.
Employee Groups

- Civil Service (C)
- Executive (E)
- Academy (A)
- Faculty (F)
- Academic (Ac)
- Graduates (G)
- Professional (P)
- Research (R)
- Graduate (Gr)
- Students (St)
- Retirees (Rt)

**Academic professional** *(paid monthly)*
(Example: Director, research engineer, communications specialist)
- Employees who serve in a professional capacity in the areas of administration, research, and public engagement.
- Fill specialized positions in academic, research, healthcare, technical, and administrative areas.
- Minimum of a Bachelor's degree and often an advanced degree required for employment.

Hover your mouse over each Example
Employee Groups

- Civil Service (C)
- Externs
- Academic
- Faculty
- Academic
- Post-Doctoral
- Research
- Graduate
- Students
- Retirees

Faculty and Other Academics (Paid Monthly)
(Faculty Example: Professor, Associate Professor. Other Academic Example: Instructor, Lecturer)

- World-class faculty members at the University of Illinois
- Teach, conduct research, and engage in public service projects.
- Non-tenure positions may be available for adjunct, clinical research, teaching, or visiting faculty.
- Advanced degree required.
- Other academic positions include: instructors, lecturers, post-docs, and others.

Hover your mouse over each Example
**Employee Groups**

- Civil Service (C)
- Extra H (E)
- Academic (A)
- Faculty (F)
- Academic (A)
- Graduate Assistants and Pre-doctoral Fellows (G)
- Post-Docs and Interns (P)
- Residents (R)
- Graduate hourly (H)
- Students (s)
- Retirees (t)

**Academic Hourly (Paid Bi-weekly)**

Employees who provide professional or technical support on a temporary basis.

Minimum of a Bachelor's degree is required.
Employee Groups

- Civil Service (C)
- Extra Hire (E)
- Academic
- Faculty - Official affiliates of the University.
- Academic - minimum of a Bachelor's degree required.
- Academic Unpaid (U)
- Graduate Assistants and Pre-doctoral Fellows (G)
- Post-Docs and Interns (P)
- Residents (R)
- Graduate hourly (H)
- Students (s)
- Retirees (t)
Employee Groups

- Civil Service (C)
- Exempt (E)
- Academic (A)
- Faculty (F)
- Academic (A)
- Academic (A)
- Graduate (G)
- Postdoc (P)
- Retiree (R)
- Graduate hourly (H)
- Student (S)
- Retiree (R)

**Graduate assistants and Pre-doctoral fellows (Paid Monthly)**

(Example: Graduate assistant, graduate research assistant, graduate teaching assistant, pre-doc fellow)

Graduate students who are also employed in a research assistant or other capacity.

Postdoc fellows are graduate students with a fellowship.

Retirees must maintain a minimum of a bachelor's degree required.
Employee Groups

- Civil Service (C)
- Extern (E)
- Academic (A)
- Faculty (F)
- Academic (A) Positions which require advanced degrees and provide the individual financially supported opportunities for research and clinical experience.
- Post-Docs and Interns (P)
- Residents (R)
- Graduate hourly (H)
- Students (S)
- Retirees (T)
**Employee Groups**

- Civil Service (C)
- Extern (E)
- Academic (A)
- Faculty (F)
  - Those who are continuing their education/training after medical school.
- Academic Unpaid (U)
- Graduate Assistants and Pre-doctoral Fellows (G)
- Post-Docs and Interns (P)
- Residents (R)
- Graduate hourly (H)
- Students (s)
- Retirees (t)
Employee Groups

- Civil Service (C)
- Extern (X)
- Academic (A)
  - Faculty: Graduate students who are employed in an hourly support role. This role does not entitle them to a tuition waiver.
  - Academic: Minimum of a Bachelor’s degree required.
- Academic Support (S)
- Graduate Assistants and Pre-doctoral Fellows (G)
- Post-Docs and Interns (P)
- Residents (R)
- Graduate hourly (H)
- Students (s)
- Retirees (t)
Employee Groups

- Civilian Employees (C)
- Faculty (F)
- Academic (Ac)
- Financial (F)
- Graduate (Gr)
- Postdoc (Po)
- Residents (R)
- Graduate Hourly (H)
- Students (s)
- Retirees (t)

Students (Paid Bi-weekly)

Undergraduate students employed in a variety of roles as needed by campus units and departments.

Financial support may be tied to federal work study program.

Graduate students employed in a variety of roles as needed by campus units and departments.
Employee Groups

- Civil Service (C)
- Exec (E)
- Aca (A)
- Fac (F) - Employees that have retired from the university, but have been re-hired by the university.
- Aca Unpaid (U)
- Graduate Assistants and Pre-doctoral Fellows (G)
- Post-Docs and Interns (P)
- Residents (R)
- Graduate hourly (H)
- Students (s)
- Retirees (t)
**Employee Class**

Two-letter codes that denote whether or not an employee is eligible for:

- Benefits
- Overtime
- Whether or not they have statutory deductions
### Employee Classifications

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<th>Employee Group Definition</th>
<th>Employee Class</th>
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<tr>
<td>B - Academic Professional</td>
<td>Administrative, Research Director, Research Programmer</td>
<td>BA, BB, BC, BD, BE, BF, BG, BH, BJ, BK, BL, BM</td>
</tr>
<tr>
<td>A - Faculty</td>
<td>Teaching and Research: Tenure/Tenure-Track</td>
<td>AA, AB, AC, AD, AE, AF, AG, AH, AM</td>
</tr>
<tr>
<td>U - Academic Unpaid</td>
<td>Official tie to University with no pay</td>
<td>UA</td>
</tr>
<tr>
<td>G - Graduate Assistants and Pre-docs</td>
<td>Graduate Assistant, Teaching Assistant, Research Assistant</td>
<td>GA, GB</td>
</tr>
<tr>
<td>P - Post Docs and Interns</td>
<td>Teaching: Non Tenure-Track Post-Doc, Lecturer</td>
<td>PA, PB, PC</td>
</tr>
<tr>
<td>R - Residents</td>
<td>Resident Full-Time</td>
<td>RA, RB</td>
</tr>
<tr>
<td>Others</td>
<td>Examples Include: Clerical, General Services, 900 Hour Limit, Undergrad - Office, Kitchens, Library, Sporadic Technical Other Work - Degree Required</td>
<td>EH, ES, HA, SA, TR, WT, MM, LP</td>
</tr>
</tbody>
</table>
Position Class

A Position Class (P-class) encompasses a job title or classification, which is identified by a five-character code. This code is used to group employees in similar positions. Each position of the code has an important function.

Position Class Code Example:
AAAAA - TENUR 9MO PROFS

1st character: indicates tenure/tenure track faculty, other academics, assistant & fellows or reserve fro growth
2nd character: indicates the service reference, such as a 9-month, 10-month, 12-month, <9month, and Non-service
3rd character: indicates rank, such as professor, instructor, post doc, research associate, grad appointment, etc.
4th character: indicates a rank modifier, such as clinical, research, medical, library/research, and admin/technical
5th character: indicates a status modifier, such as interim, acting, visiting, and emeritus.
Position

A Position is defined as an approved, budgeted slot held by a unit for which an employee can be recruited and hired. Positions may be active (filled or vacant), inactive, cancelled or frozen. A position can have either one job with a single incumbent associated with it, or it can be “pooled” and have many jobs with multiple incumbents associated with it.

A Position contains additional information, such as:

- Title
- Classification
- Employee class
- Position budget
- Exempt status
Jobs

A job is attained when a position is filled by an individual that is set up as an employee in Banner. Therefore, before a job can be created, there must be both an employee and a corresponding position in Banner. This level is most closely associated with appointments in the University's current environment. An employee may have multiple jobs within one or more positions. A job contains additional information, such as:

- Job begin date
- Title
- FTE
- Employee Class
- Pay Rate
- Salary Range
- Suffix
**Employee Example:**

Name: Frank Smith

Physical Campus: Urbana

Chart of Accounts: 9 (University Administration)

Home Org: 9-904000 (Assoc VP Human Resources)

Pay ID: Monthly (MN)

Position: U81177

Job: U81177-00

Employee Group: Academic Professional (B)

Employee Class: (BA) Academic Professional 12-month, benefit eligible

Click Next to continue
Ch. 3 - Entering Data Into Banner

Users will learn about concepts pertaining to:

- Banner history
- Frequently used Banner forms
- Terminology related to Banner.
The University of Illinois selected **Banner** as the UI-Integrate software system.

An **Enterprise Resource Planning (ERP)** system is a suite of integrated programs designed to meet administrative and organizational needs. For higher education, the integrated suite includes Student Administration, Human Resources, and Financial System Applications.

**Banner** is a comprehensive suite of information systems that uses graphical-user-interface (gui) technology to integrate Student, Human Resources, and Finance Administration modules.

**SunGard Higher Education** [developer of Banner] provides software, strategic consulting, and technology management services to colleges and universities. They help more than 1,600 institutions worldwide strengthen institutional performance by improving constituent services, increasing accountability, and enhancing the education experience.
Frequently used Banner forms:

- PPAIDEN
- PEAEMPL
- NBAPOSN
- NBAJOBS

Over the next four screens, we will be covering frequently used banner forms.

Banner forms are essentially input mechanisms for entering data into the Banner database.
Frequently used Banner forms:

- PPAIDEN
- PEAEMPL
- NBAPOSN
- NBAJOBS

Hover your mouse over the image to see the form in detail.
Frequently Used Banner Forms: PPAIDEN

- A form in Banner that contains biographical and demographical data.

- Contains employees' official mailing addresses (which the University, CMS, and SIRS use to send out important documents).

- Much of the data in PPAIDEN is contributed from the employee via

If this were the only form that was completed, only biographical and demographical data would be available.

Hover your mouse over the image to see the form in detail.
Frequently Used Banner Forms: PPAIDEN

- A foot
- Con add and doc
- Muc cont

Demographical data would be available.

Hover your mouse over the image to see the form in detail
Frequently Used Banner Forms: PEAEMPL

- This form provides information about the employee as a whole, not based on any one job they may hold.

- For instance, the employee's home department, benefits category, [whether they are eligible for benefits, and what kind], and leave category [whether they are eligible for leave and what kind] can be found on this form.
HR Front End Foundations

Frequently Used Banner Forms: PEAEMPL

- This section provides a visual representation of the Banner form for PEAEMPL.
- For individuals in the HR department, it's important to know how to navigate and interpret the various fields and categories.

Hover your mouse over the image to see the form in detail.
Frequently Used Banner Forms: NBAPOSN

- A form in Banner that provides position information.

- It categorizes people within an employee group [which relates to e-classes]

Some elements pertaining to this form are:
- Frank's Employee Class
- Frank's Position Title and Position Class

Differentiating a position from a job:
The NBAPOSN [position] form remains empty until a person fills that position. Once the position is filled, the job now exists.
Frequently Used Banner Forms: NBAPOSN

- A form for defining positions
- It categorizes employee class

Some examples are:
- Frequent use
- Forms are:
  - Position
  - Classification

Position is filled, the job now exists.

Hover your mouse over the image to see the form in detail
Click Next to continue
Frequently Used Banner Forms: NBAJOBS

- A form in Banner that provides job information.
- The following elements are in the NBAJOBS form:
  - Details pertaining to the job
  - Account from which Frank is paid

Hover your mouse over the image to see the form in detail

Click Next to continue
Frequently Used Banner Forms: NBAJOBS

- A form that provides information about NBAJOBS.
- The form details the employee's pay plan, compensation, and other relevant information.
- Details include the employee's class, leave category, change reason, employer code, and more.

Hover your mouse over the image to see the form in detail.
Employee Example:

Name: Frank Smith

Physical Campus: Urbana

Chart of Accounts: 9 (University Administration)

Home Org: 9-904000 (Assoc VP Human Resources)

Pay ID: Monthly (MN)

Employee Group: Academic Professional (B)

Employee Class: (BA) Academic professional 12-month, benefit eligible

Position: U81177

Job: U81177-00

Information about Frank as an employee, his jobs, benefits, etc. is found on several different forms in Banner. In the next chapter we will look at the HR Front End Application where all of this information will be consolidated to one location.
Additional Terminology Related to Banner:

Banner uses several dates for different purposes. Some common dates used in Banner are:

- **Last Paid Date**: Date that Frank last received a check from the University. The date of the most recent payroll for which the employee was paid.

- **Personnel Date**: The date a transaction should go into effect for Frank. For example: The date Frank's pay increase will go into effect. The date the job change occurred.

**Effective Date**: The date that the change becomes effective in Banner. This is the date the job change is effective for payroll purposes. For Example: when a transaction is submitted for Frank, it is the date that Banner assigns as the date the change becomes effective.
Ch.4 - The HR Front End Application

Users will learn about concepts pertaining to:

- Why the HR Front End was created
- Locating data in the HR Front End
- Transitioning from Banner to the HR Front End
The HR Front End was created to simplify the processing of transactions that are performed by HR employees at the University of Illinois. It condenses information [taken from several forms] in Banner and condenses it to one location in the HR Front End.

The HR Front End will not be replacing Banner. However, many of the transactions that are currently being performed in Banner will now be performed in the HR Front End. The information will be pulled from Banner and to the HR Front End and then fed back into Banner from the HR Front End.
The HR Front End Application:

The HR Front End was created to simplify the processing of transactions that are performed by HR employees at the University of Illinois. It is designed to replace the existing manual processes and provide a more efficient way to handle HR-related tasks. The interface is user-friendly and integrates seamlessly with existing systems.
The HR Front End Features:

- Built-in Business rules
- Business processing
- Different ways that users can view employees:
  - Employee Record View (ERV)
  - Timeline View
- Document attachment feature - which enables users to also view documents that they have attached
- Edits
- Online help tool
- Robust routing and security features

Hover your mouse over the image to zoom in on it.
The HR Front End Features:

- Built-in Business rules
- Business processing
- Direct access to data
- Direct access to security
- Detailed business processes
- Robust routing and security features

Hover your mouse over the image to zoom in on it.
The HR Front End:

Information that is in the PPAIDEN form in banner [biographical and demographical data] will be located in the **bio/demo** tab in the HR Front End.
The HR Front End:

Employee information that is found in the PEAEMPL form in Banner will be located in the General Info Tab in the HR Front End.
The HR Front End:

Position information [found in NBAPOSN in Banner] will be in the position data accordion [under the Jobs tab] in the HR Front End.
Job information [that is found in NBAJOBS in Banner] will be in the Jobs tab in the HR Front End.
The HR Front End:

The HR Front End takes the Employee and Job Data from Banner (where information is located in various places), and brings the information together in one convenient location.
Course Concept Review

The following concepts were covered in this course:

**CH1. University Structure**
Users learned about concepts pertaining to:
- Physical campuses
- University Administration
- Global Campus
- Accounting elements of the C-FOAPAL structure
- Organizations

**CH2. University Employees:**
Users learned about concepts pertaining to:
- The HR Pay ID hierarchy structure
- Categorizing employees
- Pay id
- Employee groups
- Employee classes and classifications

**CH3. Entering Data Into Banner:**
Users learned about concepts pertaining to:
- Banner history
- Frequently used Banner forms
- Terminology related to Banner

**CH4. The HR Front End Application:**
Users learned about concepts pertaining to:
- Why the application was created
- Locating data in the application
- Transitioning from Banner to the HR Front End Application.

You have reached the conclusion of the course. To retake the course. To begin again, click the start button.