HRIS Overview Agenda

1. Introductions
2. Handouts
3. What is HRIS?
4. Security/Access
5. BANNER Guide navigation and demo
6. BANNER HRIS navigation and demo
Payroll Contact List

<table>
<thead>
<tr>
<th>Name</th>
<th>Services</th>
<th>346-3151</th>
<th>Email</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bohannan, Debra</td>
<td>Foreign National Tax, Social Security</td>
<td>6-1122</td>
<td><a href="mailto:dbohanna@boomsail.uoregon.edu">dbohanna@boomsail.uoregon.edu</a></td>
<td>101A</td>
</tr>
<tr>
<td>Cooper, Shelley</td>
<td>HRIS Accounting</td>
<td>6-3092</td>
<td><a href="mailto:shelcys@boomsail.uoregon.edu">shelcys@boomsail.uoregon.edu</a></td>
<td>103A</td>
</tr>
<tr>
<td>Crawford, Teresa</td>
<td>Student Payroll</td>
<td>6-1108</td>
<td><a href="mailto:teressec@boomsail.uoregon.edu">teressec@boomsail.uoregon.edu</a></td>
<td>101</td>
</tr>
<tr>
<td>Duff, Judy</td>
<td>Payroll Manager</td>
<td>6-1104</td>
<td><a href="mailto:judyduff@boomsail.uoregon.edu">judyduff@boomsail.uoregon.edu</a></td>
<td>101A</td>
</tr>
<tr>
<td>Gibson, Dawn</td>
<td>Classified/Temporary Payroll</td>
<td>6-2960</td>
<td><a href="mailto:dagibson@boomsail.uoregon.edu">dagibson@boomsail.uoregon.edu</a></td>
<td>101</td>
</tr>
<tr>
<td>Hartvigsen, Chad</td>
<td>Academic Payroll</td>
<td>6-1106</td>
<td><a href="mailto:chadh@boomsail.uoregon.edu">chadh@boomsail.uoregon.edu</a></td>
<td>101</td>
</tr>
<tr>
<td>Keller, Richard</td>
<td>GTF Payroll</td>
<td>6-1101</td>
<td><a href="mailto:keller@boomsail.uoregon.edu">keller@boomsail.uoregon.edu</a></td>
<td>101</td>
</tr>
<tr>
<td>Ly, Kenny</td>
<td>Overpayments, Manual Checks</td>
<td>6-1107</td>
<td><a href="mailto:hly@boomsail.uoregon.edu">hly@boomsail.uoregon.edu</a></td>
<td>101</td>
</tr>
<tr>
<td>Miller, Nancy</td>
<td>W-4s, Direct Deposits/PERS</td>
<td>6-1125</td>
<td><a href="mailto:nmiller@boomsail.uoregon.edu">nmiller@boomsail.uoregon.edu</a></td>
<td>101</td>
</tr>
<tr>
<td>Sesanto, Anna</td>
<td>Insurance Specialist</td>
<td>6-1102</td>
<td><a href="mailto:ossesanto@boomsail.uoregon.edu">ossesanto@boomsail.uoregon.edu</a></td>
<td>101</td>
</tr>
</tbody>
</table>

Security/Access

New Banner users must complete a Banner Access Form (BAF) available on the Banner Guide at:
http://ccadmin.uoregon.edu/forms/barf.pdf

Current Banner users can gain access to the HRIS forms by completing the FIS/HRIS User Profile (FHUP) form available on the Banner Guide at:
http://baowww.uoregon.edu/forms/fup.pdf

Access to PHAHOUR, PHAREDS, or NOAEPAF requires additional training. Please refer to the Banner Guide for a schedule of classes.
Welcome to the UO BANNER Guide

'The Guide' was created to help UO employees conduct their BANNER business. It contains concise procedures and links to related policy. The following navigational images are used:

▲ Takes you to the top of the page
▼ Indicates the topic is below on the same page.
→ Indicates you are leaving the BANNER Guide.

Many paper forms are made available in Adobe Portable Document Format (PDF). You will need Acrobat Reader to view them.

BANNER Topics:
- FAQ
- Launch BANNER
- Documentation

Page last updated: March 05, 2004

BANNER, SIS, FIS, HRIS, Access, Training, Help, Map, Search, Data WH

Note: This electronic document supersedes all previous versions and is subject to change.
Contact: Mark McCullough, Business Affairs Info Services, mmccullough@uoregon.edu
BANNER HRIS Guide

1. Have a look at the BANNER PC GUI keyboard template. The navigation keys for moving to the Next Block are ______ + ______. The function keys for entering and executing a query are ______ and ______.

2. If I forget my BANNER password, what should I do?

3. When is the next PHAHOUR class scheduled?

4. The next Payroll Deadline (Time entry Window) is when?

5. For HRIS Help I should call Payroll at _6-_________. Alternatively I can contact the payroll specialist in the area of concern. See the Payroll Staff link.

6. The last HRIS Large Group Meeting was ______________.

7. For an Unclassified employee that is a US citizen, the pay packet consists of the _____ , I-9, W-4, and DDA.

8. When hiring a Classified employee the hire packet consists of the _____, and _____ , I-9, W-4, copy of the SS card, etc.

9. We don’t use the PIF and PRF for student employees. We have simplified and combined the data on these forms into one called the _____, which is the first hire document listed for a student hire.

10. Only three documents are required to carry out the Status Change called Reappointment on a GTF employee. What are they?

11. Suppose you had the labor distribution wrong for one of your Unclassified employees and the payroll has already been run. The paper form you would use to perform a retroactive Payroll Accounting Adjustment is the ________.

12. One of your GTFs lost his check and needs it reissued. You will help them submit the _____ form to the Payroll Office.

13. What is the next Pay Document Deadline? ___________________________
BANNER HRIS Form Navigation Exercise

1. PPAIDEN: What is the mailing address for ID FRANKxx?
2. PEAEMPL: How many hours of vacation leave does he have available?
3. PWIPAYR (the roster report): How many jobs are on the roster to be paid in the next regular payroll?
4. PHIACCR: How many sick leave hours did FRANKxx accrue and take in May, 1999?
5. PWIORPT: What was his available vacation balance in April 99?
6. PWIVERI: What is the current labor distribution on Frank’s primary job?
7. PWIVERI: Create a PRF for Frank’s primary job.
8. PEAREVW: What is Frank’s next merit increase date?
9. PEIETOT: How many hours did Frank work in FY99?
10. PWIEMPL: To what index was ID CLARRISxx pay charged in FY99?
11. PWIFOAP: Which other employees were paid from the same 240721 index?
12. PHILIST: Has FRANKxx ever had a manual check or payroll redistribution?
13. PWRPRMR: What account was FRANKxx paid on during FY99?
14. What information are you interested in that hasn't been demonstrated today? Review the list of BANNER HRIS forms; do any of these interest you?
15. GUAPMNU: Create a personal menu with one form.