Banner Quick Reference

The quick reference list below includes the most frequently modified and queried forms in the Banner HR module.

PZIEMPL (Employment Verification Form)

- ❖ QUERY access
- ❖ Replaced PEAEMPL
- ❖ Identifies a person as a university employee
- ❖ Includes employee status, home department, and dates of service

NBAJOBS (Employee Jobs Form)

- ❖ QUERY access
- ❖ Associates an employee with a specific job at a specific pay rate for a specific period of time
- ❖ Includes job detail information and labor distribution
- ❖ Query date is important when retrieving data

NBIJLST (Employee Job Inquiry Form)

- ❖ QUERY access
- ❖ Displays all jobs for a particular employee
- ❖ Query date is important when retrieving data
- ❖ Can be accessed by query on NBAJOBS position field button

NBIPORG (Position List by Organization Form)

- ❖ QUERY access
- ❖ Displays list of positions associated with a particular home organization
- ❖ Includes position number, position title, and percentage of effort

PHICHEK (Check Detail Inquiry Form)

- ❖ QUERY access
- ❖ Displays detailed information for an employee for a specific pay date
- ❖ Includes gross pay, deductions, and net pay

PHILIST (Pay Event List Form)

- ❖ QUERY access
- ❖ Displays all pay events for an employee
- ❖ Includes year, gross pay, net pay, pay date, and event (payment) type
- ❖ Can be accessed by query on PHICHEK year button

NBIPINC (Position Incumbent List Form)

- ❖ QUERY access
- ❖ Lists all active and terminated employees for a particular position
- ❖ Query date is important when retrieving data

PEIETOT (Employee Year to Date Totals Form)

- ❖ QUERY access
- ❖ Year-to-date pay history for an employee by fiscal or calendar year
- ❖ Provides monthly, quarterly, and yearly gross and net pay totals

PEIJTOT (Job Year to Date Totals Form)

- ❖ QUERY access
- ❖ Year-to-date pay history for employee by position by fiscal or calendar year
- ❖ Provides monthly, quarterly, and yearly gross pay totals

FZMORHI (Organization History Maintenance Form)

- ❖ MODIFY access
- ❖ Identifies recipient of labor distribution payroll sheets
- ❖ Should be updated for new organizations and changes in recipient

NBAPOSN (Position Definition Form)

- ❖ MODIFY access
- ❖ Establishes a position within a home organization
- ❖ Includes position class (PCLS) and classification title

NBAPBUD (Position Budget Form)

- ❖ MODIFY access
- ❖ Establishes the home organization, position begin and end dates, position budget, and labor distribution
- ❖ Must be completed for position to have "Active" status
- ❖ Linked to NBAPOSN form

NBIPOSH (Position History Form)

- ❖ QUERY access
- ❖ Tracks changes made to a position in NBAPOSN form
- ❖ Includes position class (PCLS), employee class (ECLS), title, salary grade, reports to position, and user ID (Banner ID of person who made the change)

NZRPOSN (Position Report by Org Code)

- ❖ QUERY access
- ❖ Report that lists vacant and filled positions by organization and account number
- ❖ Basis for salary plans
- ❖ May be run for single and pooled positions
- ❖ Includes position class (PCLS), employee class (ECLS), employee salary, position budget, position begin and end dates, employee begin and end dates
- ❖ May be downloaded or printed

NZRPPCL (Pooled Position List/Pos. Class)

- ❖ QUERY access
- ❖ Report that lists pooled positions by position class (PCLS) and organization
- ❖ Includes position number, position class (PCLS), and home and charge organizations