Introduction to Spectrum
Human Resources/Payroll
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Overview

Purpose

The goal of Human Resources/Payroll Training is to provide an overview of the Human Resources/Payroll module of Banner, the administrative system used by the University. End-users will become familiar with how Banner forms and menus are set up, named, and the different components that make up the form. This training will also provide the knowledge and practice needed to accurately navigate through the HR module of Banner.

Objectives

- Introduce the Banner Human Resources module
- Introduce the Spectrum Portal
- Explain basic navigation of Banner
- Introduce Banner HR forms
Introduction to Banner HR/Payroll

Banner for Human Resources is structured as a pyramid composed of six tiers:

**Pay ID** – Controls when the employee will be paid.  
*Example: MN (Monthly), BW (Bi weekly)*

**Employee Class** – Similar to the Job Code in HRS.  
*Example: AD = 12 month Administrative or Academic Professional*

**Position Class** – Higher level of classification such as Director. This is similar to the HRS title code.  
*Example: Accountant 1, Assistant Professor*

**Position** – The official title is on the Position, such as Director of Accounting. U of M uses the same position number as always, however, now you must enter the leading 00.  
*Example: 002222*

**Jobs** – Job Detail, Labor Distribution and Deferral information. This is similar to the L16 and L63 screens in HRS.

**Labor Distribution** = This is where the actual expenditures are charged through Payroll. All salary and benefit account codes will have 6 as the leading number.  
*Example: (The Index number with account code) 331000-61610*
The Spectrum Portal

The Spectrum Portal is an online tool that allows users to access University systems from one location. In addition, the Portal offers personalized content and individual customization.

The official Spectrum Portal Web site is http://spectrum.memphis.edu. Log into the Portal using your UUID and password. Your UUID is your Universal User Identification. The username and password required to enter the Portal are the same username and password you use to login to your University e-mail and UMdrive accounts.

The Banner system, including the Portal, is case sensitive. When logging in, type your username and password as you would normally do when logging into your other University accounts. If you have trouble logging in, contact your local technical support provider, or the ITD Helpdesk at 678-8888.

After entering your username and password, click on the Login button to enter the Portal.
Upon entering the Portal, you will see a series of “tabs” directly under your name. These tabs are generated based on the roles you hold at the University. For example, University employees’ have an employee tab; students have a series of student tabs, and so on. Each tab is comprised of a series of “channels.” Channels contain information and often feature clickable hyperlinks to additional content.

The Spectrum Portal is a continuously growing resource for faculty, staff, and students. As it expands, you may see new services and noticeable changes in the layout and positioning of portal tabs and channels.

To gain access to Banner, fill in the appropriate forms located on the Web at http://bf.memphis.edu/forms/tech.htm. Submit the completed form to the Office of Business and Finance Support Services. You will receive a confirmation e-mail upon approval of your access request.

Once you have gained access to Banner and enter the Spectrum Portal Web site, locate the portal channel for Banner INB, click on the hyperlink Finance/HR/Student Users (in new browser window) to enter the system. Follow the instructions provided in the channel if you are entering the system for the first time or contact your local technical support provider for assistance.
General Menu : GUAGMNU

Once you enter Internet Native Banner you are immediately in the General Menu form, which contains available Banner modules. The GUAGMNU allows users to easily access menus within Banner and navigate those areas to which you wish to maintain or view information. Internet Native Banner (commonly referred to as INB) is used for HR/Payroll processes.

INB allows users to:

- Conducts name searches
- View position set up
- View list of position by org
- View employee job assignments
- Check leave balances for employees in your department

Double-click on the Human Resources [*HRS] module to view forms.
Double-click on folders to expand the group.
The expanded folder displays forms related to that group.
Basic Navigation

Another way of accessing forms is to enter the form name, such as PEAEMPL, in the Go To field on the General Menu (GUAGMNU). Type in the Form Name and press Enter. To go to additional forms you must always return to the General Menu by clicking on the black X on the menu bar [ X ]. Do not close your browser window by clicking on the Web browser’s Close Window button [ X ].

Ways of navigating through INB:

- Click on menu-bar drop down menus and select actions/services.
- Click on menu-bar icons that perform the same features offered in the menu-bar drop-down menus.
- Learn keyboard short-cuts that perform the same actions as clicking on drop-down menus or icons.
- Information must exist in the Key Block before you are able to travel to the Information Block. Move to the Information Block by clicking on Next Block. You cannot tab to the Information Block.
- Travel from field-to-field within the blocks by pressing the tab key on your keyboard or clicking in the field.
The Menu Bar

The menu bar allows you to perform tasks by accessing lists of things to do. The menu bar includes the File, Edit, Block, Field, Record, Query, Help and Window items and can be accessed by clicking on it with your mouse to expand the list or by using your keyboard by holding down the alt key and typing the underlined letter in the item name.

Commonly Used Menu Bar Icons and Keyboard Shortcuts

<table>
<thead>
<tr>
<th>Name</th>
<th>Icon</th>
<th>Keyboard Shortcut</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Save</td>
<td><img src="image" alt="Save Icon" /></td>
<td>F10</td>
<td>Saves all changes entered since the last time you saved.</td>
</tr>
<tr>
<td>Rollback</td>
<td><img src="image" alt="Rollback Icon" /></td>
<td>Shift-F7</td>
<td>Action depends on what type of form is currently used.</td>
</tr>
<tr>
<td>Select</td>
<td><img src="image" alt="Select Icon" /></td>
<td></td>
<td>Returns you to the calling form and enters the selected value into the field that called the form.</td>
</tr>
<tr>
<td>Insert</td>
<td><img src="image" alt="Insert Icon" /></td>
<td></td>
<td>Inserts a new blank record in the existing records.</td>
</tr>
<tr>
<td>Remove</td>
<td><img src="image" alt="Remove Icon" /></td>
<td></td>
<td>Removes all information for the current record. When you Save the record is permanently deleted.</td>
</tr>
<tr>
<td>Previous Record</td>
<td><img src="image" alt="Previous Record Icon" /></td>
<td>Up Arrow</td>
<td>Moves cursor to the first enterable field in the previous record.</td>
</tr>
<tr>
<td>Next Record</td>
<td><img src="image" alt="Next Record Icon" /></td>
<td>Down Arrow</td>
<td>Moves cursor to the first enterable field in the next record of the current block. If the cursor is in the last record, a new record is created.</td>
</tr>
<tr>
<td>Previous Block</td>
<td><img src="image" alt="Previous Block Icon" /></td>
<td>Ctrl-Page Up</td>
<td>Moves cursor to the previous block that has at least one enterable field.</td>
</tr>
<tr>
<td>Next Block</td>
<td><img src="image" alt="Next Block Icon" /></td>
<td>Ctrl-Page Down</td>
<td>Moves cursor to the next block that has at least one enterable field.</td>
</tr>
<tr>
<td>Clear/Enter Query</td>
<td><img src="image" alt="Clear/Enter Query Icon" /></td>
<td>F7</td>
<td>Clears all information in the current block. Puts the form into Query mode so you can enter search criteria to see information already in the database.</td>
</tr>
<tr>
<td>Execute Query</td>
<td><img src="image" alt="Execute Query Icon" /></td>
<td>F8</td>
<td>Searches the database and displays records that match your search criteria.</td>
</tr>
<tr>
<td>Cancel</td>
<td><img src="image" alt="Cancel Icon" /></td>
<td>Ctrl-Q</td>
<td>Cancels the Query and takes the form out of Query mode.</td>
</tr>
<tr>
<td>Print</td>
<td><img src="image" alt="Print Icon" /></td>
<td></td>
<td>Prints the current window; inputs the data and time in the title bar.</td>
</tr>
<tr>
<td>Online Help</td>
<td><img src="image" alt="Online Help Icon" /></td>
<td>Ctrl-H</td>
<td>Displays online information for SCT Banner forms, windows, block, and fields.</td>
</tr>
<tr>
<td>Exit</td>
<td><img src="image" alt="Exit Icon" /></td>
<td></td>
<td>Exit forms and logout of Banner Session.</td>
</tr>
</tbody>
</table>
Employee : PEAEMPL

The PEAEMPL form contains an employee's status. It is used to establish information about an employee’s term of employment. The information collected includes current status, employee class, leave and benefit categories, home and distribution organizations, and service dates.
Click on the ID field drop-down arrow to open the search Option List window. Select **POIIDEN** (Employee Search) or **SOAIDEN** (Person Search) to search for a person by Banner generated ID. To search for a person by SSN select **GUIALT1** (Alternate ID search).

Click on **List for Employee**.
Enter the last name of the person in the Last Name field, making sure the Banner generated ID or SSN matches, and click on the execute query icon [ [ ] ]. If you only know a portion of the name you can use the Banner wildcard symbol, the percent symbol (%), to assist you in your search.

Examples of wildcard searches could be:

- **Jo%** – to search for any name beginning with Jo.
- **%es** – to search for any and ending in es.
- **%jones%** – to search for any name containing jones within the name.

To avoid a long list of names, be as precise as possible when performing searches.
Double click on a selected ID to return to the PEAEMPL form with that ID. Always select the ID beginning with U.
Select **Next Block** [ ] to continue to the information block of the form.
Item descriptions:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Status</td>
<td>The status of the employee. Valid values are A - Active, B - Leave without pay and with benefits, L - Leave without pay and without benefits, F - Leave with pay and with benefits, P - Leave with partial pay and with benefits, T - Terminated.</td>
</tr>
<tr>
<td>Employee Class</td>
<td>The employee grouping to which the employee belongs. This is similar to the HRS Job Codes.</td>
</tr>
<tr>
<td>Employee Group</td>
<td>The employee group is an alternative way of grouping types of employees, such as an Administrator who has faculty rank. His E-class will be Ad but his E-group will be FA for faculty.</td>
</tr>
<tr>
<td>Leave Category</td>
<td>The leave category to which the employee belongs.</td>
</tr>
<tr>
<td>Benefit Category</td>
<td>The benefit category to which the employee belongs.</td>
</tr>
<tr>
<td>Part or Full Time Status</td>
<td>Internal Part Time/Full Time Indicator, used for EEO reporting. Valid values are F - Full-time, P - Part-time, O - Other.</td>
</tr>
<tr>
<td>Chart of Accounts (COA) is always U for the University of Memphis.</td>
<td>Home Department (U) – Organization – Department where the primary employment exists. Check Distribution – (U) – Organization – Timekeeping Location. This will default into the NBAJOBS record and will indicate which timesheet the person will be on. District or Division – (Not converting anything at this time – May be used in the future)</td>
</tr>
<tr>
<td>Service Dates</td>
<td>Current Hire, Original Hire, Adjusted Service, Seniority (Longevity Date) and First Work Date.</td>
</tr>
</tbody>
</table>
Address List Inquiry : PPIADDR

The PPIADDR form is used to list mailing, business, and potentially other addresses.
E-mail Address : GOAEMAL

The GOAEMAL form is used to display an individual’s e-mail address.
Telephone : PPATELE

The PPATELE form is used to display business and other types of telephone numbers.
Employee Jobs : NBAJOBS

The purpose of the Employee Jobs Form is to maintain information about an employee's assignments within the institution. This information defines when and how an employee is to be paid and the amounts and labor distributions account numbers to use when encumbering and expending with the Finance system.

If the ID is not already entered, select ID drop-down arrow next to the ID field and locate the employee's ID from either of the search options.

Once the ID is entered, select the drop-down arrow next to the Position field.
In the dialog box that appears, select the option **List of Employee's Jobs (NBIJLST)**.
Double click on the position code to return to **NBAJOBS** with that position code. Some employees may have more than one position, choose the position in question.

If you know the position number you can enter it in the position field. Enter the number with the leading zeros for the position and the suffix. The suffix is usually 00, except when you have multiple jobs with the same position number and different pay rates.

Select **Next Block** to continue to the information block of the form.

There are (9) tabs within the NBAJOBS form.

1.  General Job  
2.  Job Detail  
3.  Payroll Default  
4.  Deferred Pay  
5.  Miscellaneous (Not used at this time)  
6.  Excluded Deductions/Benefits (Not used at this time)  
7.  Default Earnings  
8.  Work Schedules (Not used at this time)  
9.  Job Labor Distribution
**General Job : Tab 1**

The General Job tab displays an employee’s basic information such as, begin and end dates, Job Type, whether or not their job accrues leave, Civil Service, Probationary Data and Encumbering Data.

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**Current Year.** Salary encumbrances are based on the amount of pay times the length of time a job is active.
Job Detail: Tab 2

The Job Detail tab displays the Effective Date, Personnel Date, Status, Title, Job FTE, Appointment Percent, Hours per Day, Employee Class, Employer Code, Pay Plan and Compensation.

The Compensation section displays an employee’s Rate, Hours per Pay, Assign Salary, Factor, Pays, and Annual Salary.
Verify that the most correct salary information is available by viewing the employee’s effective job dates.

To select an effective date, click **Options > View Job Detail Effective Dates** on the menu bar. Note the query date in the key block section of the form as this will effect which date and information will automatically be populated upon entering the form. Verify that the most correct salary information is displayed.
Payroll Default : Tab 3

The Payroll Default tab displays the Effective Date, Timesheet Defaults and Premium Pay Method.


If an employee is not showing up on your timesheet, this would be the place to verify if the org is correct.
Deferred Pay: Tab 4

The Deferred Pay tab displays Per Pay Salary, Factor, Pays, and Deferred Amount.

If an individual is on a deferred pay schedule then the Deferred Pay field will be populated with the appropriate deferred pay schedule and an amount will display in the Deferred Amount field.
Default Earnings : Tab 7

By default, only monthly employees will have a value in the Hours or Units field. This value will remain blank for hourly employees because their hours are reported when worked.
Job Labor Distribution : Tab 9

The Job Labor Distribution tab displays an employee’s FOAPAL information on all jobs. This screen can have multiple effective dates. To view these dates, click on Options on the menu bar and select View Labor Distribution Effective Dates. A list of effective dates appears. Each date is a snapshot of a particular time period.

You cannot make retroactive changes to a JOB record after the last paid date. Any retroactive changes do not truly reflect the actual date of the change. This applies to the Labor Distribution tab and the entire JOB record.
Employee Leave Balance : PEALEAV

This form contains an employee leave balances and accruals.

Select the Employee’s ID if it is not already entered. Like the previous forms, if the ID is not entered you can search by name or SSN on the search forms.

Once the ID is entered, select **Next Block** to continue to the information block of the form.
The PEALEAV form displays the leave code, (Annual or Sick), Date Available, Day or Hour, Begin Balance, Accrued, Taken, Current Available and Banked.
Position Budget : NBAPBUD

This form contains a position's budget information.

Enter the current fiscal year in the Fiscal Year field. If you know your position number you can directly enter it in the Position field (make sure you enter the leading zeros).

If you do not know the position number, select the Position drop-down arrow. This will take you to the Position List search form NBQPOSN.
To search for an employee’s position, do a query search. Click on the **Enter Query** button [ ] in the toolbar, enter the organization number in the **Budget Orgn** field, and click on the execute query button [ ]. Once you execute the query, positions in your organization will populate the form.

Select the position in question and double click on the highlighted selection to return to NBAPBUD with that position number.
Once the position is selected, the Employee Class and Position Title fields are populated. Select **Next Block** to continue to the information block of the form.
There are (6) tabs within the NBAPBUD form.

1. Position Budget
2. Salary Budgets
3. Fringe Benefit (Not used at this time)
4. Premium Earnings Totals (Not used at this time)
5. Labor Distributions
6. Comments (Not used at this time)

**Position Budget : Tab 1**

The Position Budget tab displays the position’s Status, Budget Profile, Type (whether Single or Pooled), Chart of Accounts, Position Effective Dates, Budget Roll Rules and Budget Authorization.

The Budget profile block will designate whether a position is a Grant or E&G position. Group positions are now called *pooled positions*. Most positions will have an effective date as of July 1, 20XX.
Salary Budgets : Tab 2

The Salary Budgets tab displays the Fiscal Year, Status, Chart of Accounts, Organization, Budget ID, Phase, and Salary which includes the Budgeted Amount, Encumbered Amount, Expended Amount, and Remaining Amount. It is important to note that the budget amount is the position’s Base budget and not the employee’s salary.

The Organization listed here is the home organization for that particular position. The Budget ID and Phase are linked to the current Fiscal year.

The encumbered amount and expended amount are current year actual amounts.
**Labor Distributions : Tab 5**

The Labor Distributions tab displays the same information on the Salary Budget Tab with Labor Distribution. The Labor Distribution displays the FOAPAL for this position. It will show splits etc.

There is no effective dating on the NBAPBUD labor distribution. This labor distribution is for a full year. All current year changes to labor distribution actual expenditures will be done on the NBAJOBS form.

- Budgeted amount is for a full year
- Encumbered amount is the salary obligations
- Expended amount is the actual payroll expenditures
- Remaining amount is the balance available for the position (this may not be accurate if any mid year increases or other funding increases).
Position List by Organization: NBIPORG

This form contains positions by organization. Due to the Banner FOAPAL structure you have multiple indexes reflected in the same organization. You may see multiple group positions due to the multiple indexes. A few department index numbers were combined into one organization number instead or two.

Leave the COA on U and tab to the Organization field. You can enter the organization number in the field and press enter.

If you do not know the organization code, you can click on the organization search button to open the Organization Code Validation form (FTVORGN). First click on the Enter Query icon to clear the contents of the form. Next, tab to the Title field and enter the department name (or part of the name and the wildcard character; e.g. Bus%) and click on the Execute Query icon. Results matching your query will populate the table.

Locate the organization you are searching for and double-click on the six-digit organization code to transfer it back to the NBIPORG form. Always select the six-digit organization code; the other occurrences of codes serve different purposes and relate to the hierarchical structure of the Chart of Accounts.

Enter the organization code and select **Next Block** to continue.
The NBIPORG form is then populated with data for positions falling under the organization code and is in order by position number.
Employee Distribution Inquiry : NHIEDST

This form displays a list of earnings and deductions for a particular employee. Select the time frame in the From Date and To Date fields and then click on the Next Block icon.
Individual month or cumulative amounts appear. You can also select from a dropdown list of Payroll expenses, Liabilities, Encumbrances, deferred pay accruals and payouts.
Faculty Action Tracking : PEAFACT

This form provides the ability for the users to record and maintain information for various faculty actions. These include items such as rank, promotion, tenure, appointment, sabbatical and other faculty leaves. This data is the basis for storing faculty history and provides a profile for past faculty actions.

Once the ID field is populated, select Next Block to continue to the information block of the form.
Faculty Information Query: PEIFACT

Faculty Snapshot allows the user to quickly scan appointment, tenure, rank, and leave records.

At this time the faculty administration forms are in process and not all of the fields are updated.
Other Notes

- Employee classes (E-classes) are listed in the HR Program Guide on the Web at http://bf.memphis.edu/spectrum/hr/eclass.php.

- Learn about My Banner. My Banner is a tool in INB that allow users to customize a menu listing the forms and services they use most frequently. Visit the HR Program Guide at http://bf.memphis.edu/spectrum/hr/onlinetraining.php to learn how to customize your My Banner menu!

- To keep up-to-date on Banner information, set your Web browser home page to the Spectrum Portal [http://spectrum.memphis.edu]

- Personalize your INB GUAGMNU form by adding your favorite or most frequently used Web site links to your My Links. Visit the HR Program Guide at http://bf.memphis.edu/spectrum/hr/onlinetraining.php to learn how!
Contact information

For assistance call the ITD Helpdesk at 678-8888 or enter a Helpdesk request online by accessing the Web site http://helpdesk.memphis.edu/admin/ and selecting Banner HR.