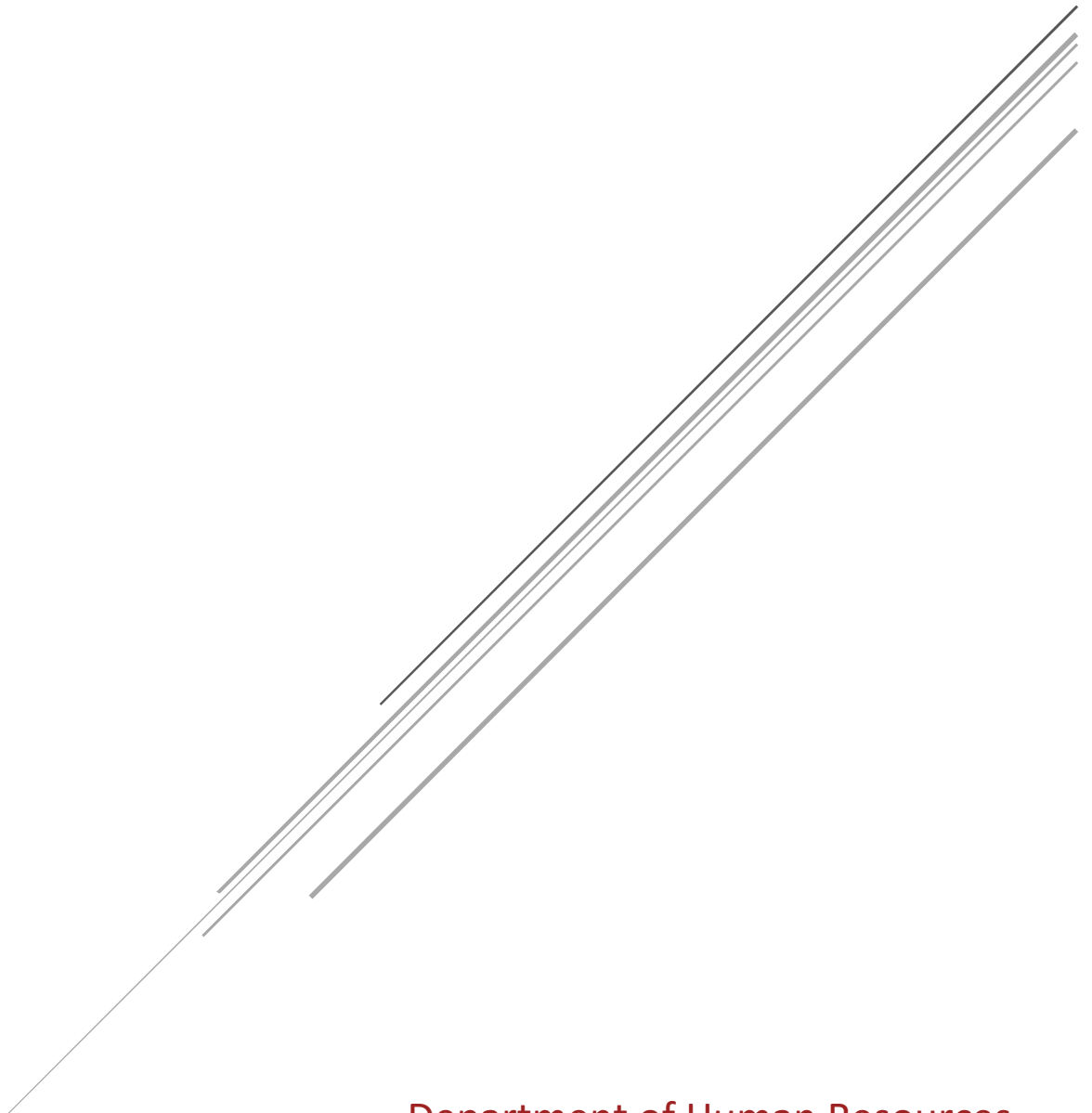


HR REPORTING FORMS



Department of Human Resources
Banner 9

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NBIPORG – Position List by Organization Form

The Position List by Organization Form provides a list of positions defined for a specified organization.

1. In the Search box on the Welcome page of Banner’s home page; type **NBIPORG** and enter.
2. **COA Field:** M
3. **Organization:** enter the organization that you are searching
4. **Query Date:** enter the date you want to start your search
5. Click the **Go** button

X Position List By Organization NBIPORG 9.3.3 ADD RETRIEVE RELATED TOOLS

COA: Organization: Director's Office, RGCS Go

Query Date:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

X Position List By Organization NBIPORG 9.3.3 ADD RETRIEVE RELATED TOOLS

COA: M Organization: 53000 Director's Office, RGCS Query Date: 17-MAY-2019 Start Over

POSITION LIST BY ORGANIZATION Insert Delete Copy Filter

Position *	Title	Status	Begin Date	End Date	Type	Budget FTE	Job FTE	Annualized FTE
S00356	Admin Staff Spc...	A	05-MAR-1971		S	1.0000	1.000	1.0000
S16015	Admin Staff Spc...	A	15-DEC-2010		S	1.0000	1.000	1.0000
S16019	Admin Staff Spc...	A	04-JUL-2011		S	1.0000	1.000	
S97698	Work Flow Coord...	A	02-OCT-2017		S	1.0000	1.000	1.0000
S97983	Research Contra...	A	11-AUG-2016		S	1.0000	1.000	1.0000
S97999	Programmer Con...	A	21-JUL-2016		S	1.0000	1.000	1.0000
S98296	Systems Analyst ...	A	24-JAN-2017		S	1.0000	1.000	1.0000
S98551	Business Applicat...	A	09-OCT-2015		S	1.0000	1.000	1.0000
S99676	Manager, Technol...	A	24-FEB-2014		S	1.0000	1.000	1.0000
U10068	UGS (H) VPR R...	A	17-AUG-2015		P	1.0000	0.000	
U20068	UGS (S) VPR RG...	A	18-AUG-2015		P	1.0000	66.000	54.0000

20 Per Page Record 1 of 11

PWRATDD – Leave Management Detail Audit Report

This report is exactly the same as the PWRATD report, the only difference is it displays the Activity Date which is the date the leave was keyed, whether through departmental leave entry or a leave adjustment keyed by HR.

1. In the Search box on the Welcome page of Banner’s home page; type PWRATDD and enter.
 - This will bring you to the Process Submission Controls Form GJAPCTL
 - In the process field, PWRATDD should be displayed.
 - Parameter Set should be blank
 2. Click on the Go button
 - DATABASE should be displayed in the Printer Control block.
 - All other fields can be left blank
 3. Move to the Parameter Values block by clicking in the Employee ID Values field. Enter the Employee ID
 - Arrow down to get to the next value
 - If you want the report for one employee, enter the employee ID in the values field. If you want everyone in a specific org, leave the Employee ID field blank and enter in the five digit org number in the To Orgn and From Orgn.
 - You can use more than one earn code at a time as long as there is a coma in between codes.
 - Date values must be DD/MM/YYYY Format
 - Create CSV file must be a Y or N. Y for an Excel report or N for a PDF report
- When all parameters have been entered, click in the Submission section and click on Save Parameter Set as
4. Click on the SAVE button at the bottom right hand of the page



After the parameters have been saved, you will notice messages in the upper right hand corner. These messages confirm that the parameters have been saved and a log file was generated for the report. Click on the number (of messages) just above the messages to remove them.

Reviewing the Report:

1. Click on the Related Menu
2. Click on PDF Review Output (GWAVRPT)
3. Click on the report you want to view and click on the SEL button (top left hand corner) to display your report. The .lst is the PDF format and CVS format is the Excel version.
4. If your report isn't displayed when you arrive on this page, click F5 to refresh until the report name is displayed.

PWRLEAV - Employee Leave Balances Reports

1. In the Search box on the Welcome page of Banner's home page; type PWRLEAV and enter.
 - This will bring you to the Process Submission Controls Form GJAPCTL
 - In the process field, PWRLEAV should be displayed.
 - Parameter Set should be blank
2. Click on the Go button
 - DATABASE should be displayed in the Printer Control block.
 - All other fields can be left blank
3. Move to the Parameter Values block by clicking in the Employee ID Values field. Enter the parameters needed to run your report.
 - **Employee ID:** This field is optional (only if From Orgn and To Orgn are used to return results) and is used when the user want to find leave codes of a specific employee.
 - **Leave Code** field is also optional. If left blank, all leave codes will return on the report or you can search by one code.
 - **From Orgn** also optional (only if Employee ID field is used). Used when running a report for all employees in a timesheet org.
 - **To Orgn** can be the same as the From Orgn

NOTE: Employee ID and From Orgn and To Orgn are optional, but you need to use either employee ID or from and to orgn to return results.

4. Create CSV file must be a Y or N. Y for an Excel report or N for a PDF report
5. When all parameters have been entered, click in the submission section and click on the Save Parameter Set as
6. Click on the Save Button at the bottom right hand of the page

Process: PWRLEAV Employee Leave Balances Report Parameter Set: ADD RETRIEVE RELATED TOOLS

PRINTER CONTROL

Printer: DATABASE Submit Time: PDF Font Size:
 Special Print: MIME Type: None Delete After Days:
 Lines: PDF Font: Delete After Date:

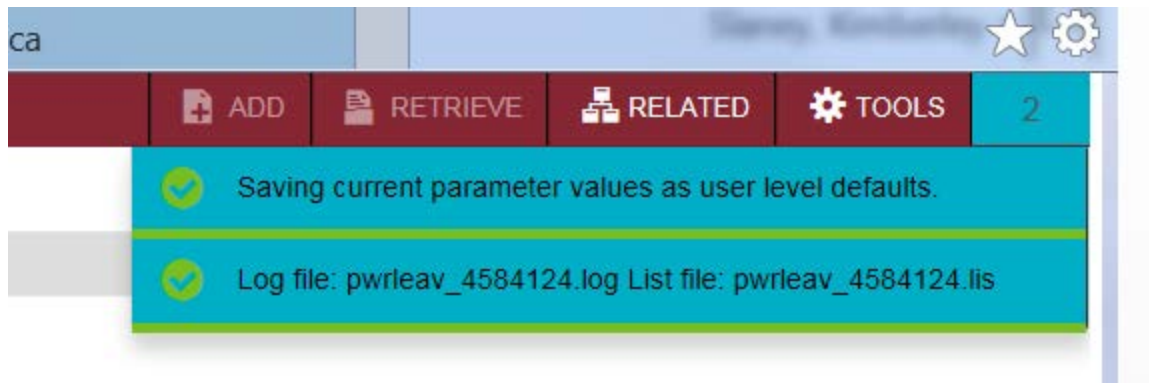
PARAMETER VALUES

Number *	Parameters	Values
01	Employee ID	200455517
02	Leave Code	AL
03	From Orgn	
04	To Orgn	
05	Create CSV	N

LENGTH: 6 TYPE: Character O/R. Optional M/S. Single
 Enter From Time Sheet Orgn

SUBMISSION

Save Parameter Set as
 Name: Description:
 Hold / Submit: Hold Submit



After the parameters have been saved, you will notice messages in the upper right hand corner.

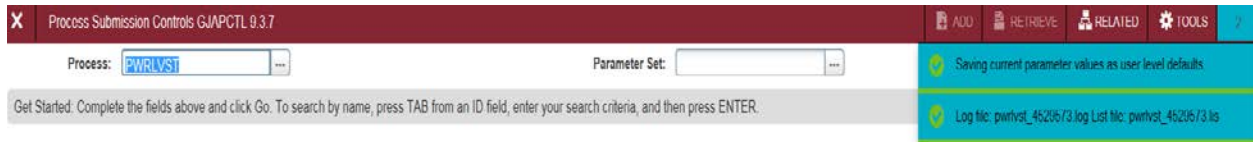
These messages confirm that the parameters have been saved and a log file was generated for the report. Click on the number (of messages) just above the messages to remove them.

Reviewing the Report:

1. Click on the Related Menu
2. Click on PDF Review Output (GWAVRPT)
3. Click on the report you want to view and click on the SEL button (top left hand corner) to display your report. The .lst is the PDF format and CSV format is the Excel version.
4. If your report isn't displayed when you arrive on this page, click F5 to refresh until the report name is displayed.

PWRLVST- Leave Status Reports

1. In the Search box on the Welcome page of Banner's home page; type PWRLVST and enter.
 - This will bring you to the Process Submission Controls Form GJAPCTL
 - In the process field, PWRLVST should be displayed.
 - Parameter Set should be blank
2. Click on the Go button
 - DATABASE should be displayed in the Printer Control block.
 - All other fields can be left blank
3. Move to the Parameter Values block by clicking in the Leave Status Values field. Enter the Leave Status
 - a. The leave status are:
 - i. (I) In Progress
 - ii. (P) Pending
 - iii. (R) Return for Correction
 - iv. Leave blank for all of the above
 - b. Note: when you click on the values field, you will see the values are displayed at the bottom of the Parameter Values section.
 - c. Enter all other parameters
 - d. Create CSV should always be a capital Y or N. This field determines if you want an Excel spreadsheet.
 - e. Fiscal Year is YYYY format
4. Click in the Save Parameter Set as box
5. Click the save button in the bottom right hand of the page



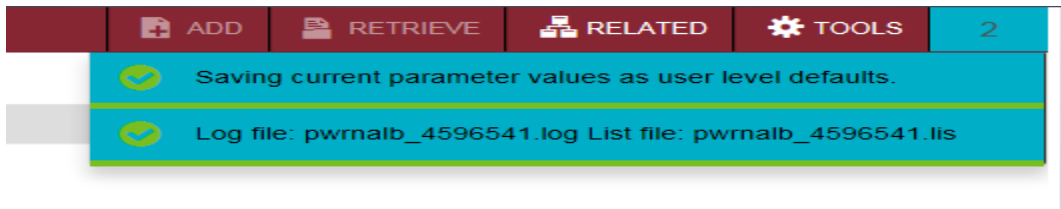
After the parameters have been saved, you will notice messages in the upper right hand corner. These messages confirm that the parameters have been saved and a log file was generated for the report. Click on the number (of messages) just above the messages to remove them.

Reviewing the Report:

1. Click on Related Menu
2. Click on PDF Review Output (GWAVRPT)
3. Click on the report you want to view and click on the SEL button (top left hand corner) to display your report. The .lst is the PDF format and CSV format is the Excel version.
4. If your report isn't displayed when you arrive on this page, click F5 to refresh until the report name is displayed.

PWRNALB – Negative Annual Leave Balance

1. In the Search box on the Welcome page of Banner’s home page; type PWRNALB and enter.
 - This will bring you to the Process Submission Controls Form GJAPCTL
 - In the process field, PWRNALB should be displayed.
 - Parameter Set should be blank
2. Click the Go Button
 - DATABASE should be displayed in the Printer Control block.
 - All other fields can be left blank
3. Move to the Parameter Values block by clicking in the From Orgn field. (This field is optional only if you don’t want to search by organization.) You can either search by organization or by employee ID.
 - Searching by organization:
 - i. Enter the from org and then tab to the To Orgn
 - ii. Leave the Employee ID field blank
 - iii. If you want to create an excel file, type Y in the Create CSV field. If you don’t want to create a CSV file, type N in this field.
 - Searching by employee:
 - i. Leave to From Orgn and To Orgn blank
 - ii. In the Employee ID field, enter the employee’s ID number
 - iii. In the Create CSV, enter Y for an excel file or N for no excel file
4. Click in the Save Parameter Set as box
5. Click the save button in the bottom right hand of the page



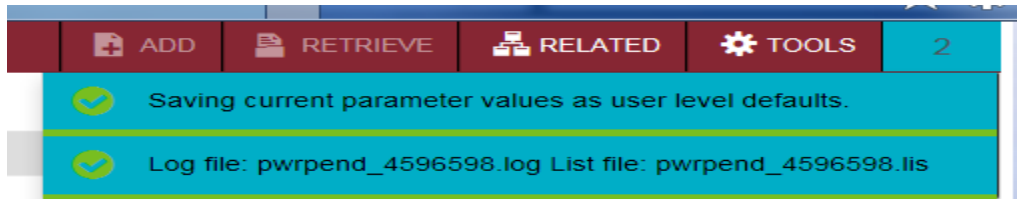
After the parameters have been saved, you will notice messages in the upper right hand corner. These messages confirm that the parameters have been saved and a log file was generated for the report. Click on the number (of messages) just above the messages to remove them.

Reviewing the Report:

1. Click on Related Menu
2. Click on PDF Review Output (GWAVRPT)
3. Click on the report you want to view and click on the SEL button (top left hand corner) to display your report. The .lst is the PDF format and CSV format is the Excel version.
4. If your report isn’t displayed when you arrive on this page, click F5 to refresh until the report name is displayed.

PWRPEND - Time\Leave Pending Report

1. In the Search box on the Welcome page of Banner's home page; type PWRPEND and enter.
 - This will bring you to the Process Submission Controls Form GJAPCTL
 - In the process field, PWRPEND should be displayed.
 - Parameter Set should be blank
2. Click the Go Button
 - a. DATABASE should be displayed in the Printer Control block.
 - b. All other fields can be left blank
3. Move to the Parameter Values Block by clicking in the Fiscal Year Field and enter the fiscal year.
4. In the Create CSV file enter Y if you would like an excel file or N if not.
5. Click in the Save Parameter Set as box
6. Click the save button in the bottom right hand of the page



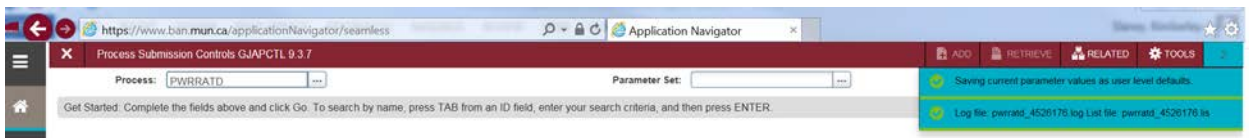
After the parameters have been saved, you will notice messages in the upper right hand corner. These messages confirm that the parameters have been saved and a log file was generated for the report. Click on the number (of messages) just above the messages to remove them.

Reviewing the Report:

5. Click on Related Menu
6. Click on PDF Review Output (GWAVRPT)
7. Click on the report you want to view and click on the SEL button (top left hand corner) to display your report. The .lst is the PDF format and CSV format is the Excel version.
8. If your report isn't displayed when you arrive on this page, click F5 to refresh until the report name is displayed.

PWRRATD - Management Audit Report

1. In the Search box on the Welcome page of Banner's home page; type PWRRATD and enter.
 - This will bring you to the Process Submission Controls Form GJAPCTL
 - In the process field, PWRRDAN should be displayed.
 - Parameter Set should be blank
2. Click on the Go button
 - DATABASE should be displayed in the Printer Control block.
 - All other fields can be left blank
3. Move to the Parameter Values block by clicking in the Employee ID Values field. Enter the Employee ID
 - Arrow down to get to the next value.
 - i. If you want the report for one employee, enter the employee ID in the values field. If you want everyone in a specific org, leave the Employee ID field blank and enter in the five digit org number.
 - ii. You can use more than one earn code at a time as long as there is a coma in between codes.
 - iii. Date values must be DD/MM/YYYY Format
 - iv. Create CSV file must be a Y or N. Y for an Excel report or N for a PDF report
 - When all parameters have been entered, click in the Submission section and click on Save Parameter Set as
4. Click on the SAVE button at the bottom right hand of the page



After the parameters have been saved, you will notice messages in the upper right hand corner. These messages confirm that the parameters have been saved and a log file was generated for the report. Click on the number (of messages) just above the messages to remove them.

Reviewing the Report:

5. Click on the Related Menu
6. Click on PDF Review Output (GWAVRPT)
7. Click on the report you want to view and click on the SEL button (top left hand corner) to display your report. The .lst is the PDF format and CSV format is the Excel version.
8. If your report isn't displayed when you arrive on this page, click F5 to refresh until the report name is displayed.

PWRRDAN – Department Action Notice Report

1. In the Search box on the Welcome page of Banner's home page; type PWRRDAN and enter.
 - This will bring you to the Process Submission Controls Form GJAPCTL
 - In the process field, PWRRDAN should be displayed.
 - Parameter Set should be blank
2. Click on the Go button
 - DATABASE should be displayed in the Printer Control block.
 - All other fields can be left blank
7. Move to the Parameter Values block by clicking in the Fiscal Year Values field. It is **recommended** to leave the Fiscal Year field **blank**.
 - Arrow down to get to the Report Mode. The values are: 1 – Regular Employees; 2 – Pensioners; 3 – All (both regular and pensioners)
 - As of Date: Use the first day of the month you want to run.
 - Continue to complete the remaining parameters. Note: the parameter requirements can be seen by clicking in the blank field of that parameter. The requirements will be displayed just under the page number.
 - When all parameters have been entered, click in the Submission section and click on Save Parameter Set as

NOTE: Pay attention to the number of parameters per page. If a report has more than 10 parameters, you will have to click the next record button to view the other parameters or you can change the number of records per page.

3. Click on the SAVE button at the bottom right hand of the page.

After the parameters have been saved, you will notice messages in the upper right hand corner.

These messages confirm that the parameters have been saved and a log file was generated for the report. Click on the number (of messages) just above the messages to remove them.

Reviewing the Report:

4. Click on the Related Menu
5. Click on PDF Review Output (GWAVRPT)
6. Click on the report you want to view and click on the SEL button (top left hand corner) to display your report. The .lst is the PDF format and CSV format is the Excel version.
7. If your report isn't displayed when you arrive on this page, click F5 to refresh until the report name is displayed.

NOTE: Reports will only generate if employee records match the criteria entered in the parameter values and are within 90 days of the As of Date (parameter 03)

PWRRDAN can produce up to 6 reports. They are listed below.

1. LOA Extract

- Displays employees leave start and end dates. **Note:** The output is based on the As of Date in the parameters and will be up to and including 90 days after the As of Date.

16-JAN-2014 16:43 Memorial University of Newfoundland Page: 1
Departmental Action Notice
 Report Selection: - Memorial University of Nfld LOA Extract

ID	NAME	Stat	LOA BEGIN	LOA END	LEAVE TYPE	WITH PAY	CLASS	DIST	DEPARTMENT
----	------	------	-----------	---------	------------	----------	-------	------	------------

2. Step Increase (Salary Review)

- Look at the Step Day and Step Month to determine when an employee is eligible for a step increase. Most employees will receive their step adjustment automatically, but others may have to be recommended.

16-JAN-2014 16:48 Memorial University of Newfoundland Page: 1
Departmental Action Notice
 Report Selection: - Memorial University of Nfld Step Increase (Salary Review)

ID	NAME	STEP DAY	STEP MONTH	Stat	PTC STATUS	CLASS	SAL GRADE	SAL	STEP	DIST	DEPARTMENT
----	------	----------	------------	------	------------	-------	-----------	-----	------	------	------------

3. Job Assignments/Contracts Expiring

- Need to review to determine if there should be an extension of contract.

```
16-JAN-2014 16:43                               Memorial University of Newfoundland
                                                Departmental Action Notice
Report Selection: - Memorial University of NFLD   Job Assignments / Contracts Expiring
                                                Page: 1

ID      NAME      POSTN SF JOB TITLE      FUND  ACCT  PROG  PERCENT STOP DATE CLASS PICT S REASON ORGN  DIST  DEPARTMENT
-----
```

4. Default Earnings

- Review to determine if there should be an extension of the earnings.

```
16-JAN-2014 16:43                               Memorial University of Newfoundland
                                                Departmental Action Notice
Report Selection: - Memorial University of NFLD   Default Earnings Expiring
                                                Page: 1

ID      NAME      POSTN SF JOB TITLE      FUND  ACCT  PROG  ERN HOURS START  END  ORGN  DIST  DEPARTMENT
-----
```

5. Work Visa Expiring

- Review to determine if there should be a new VISA obtained. **Note:** Work Visa Expiring only displays working visas not student visas.

```
16-JAN-2014 16:43                               Memorial University of Newfoundland
                                                Departmental Action Notice
Report Selection: - Memorial University of NFLD   Work Visa Expiring
                                                Page: 1

ID      NAME      Stat VISA EXP DATE CITIZENSHIP      DIST  DEPARTMENT
-----
```

6. SIN Expiring

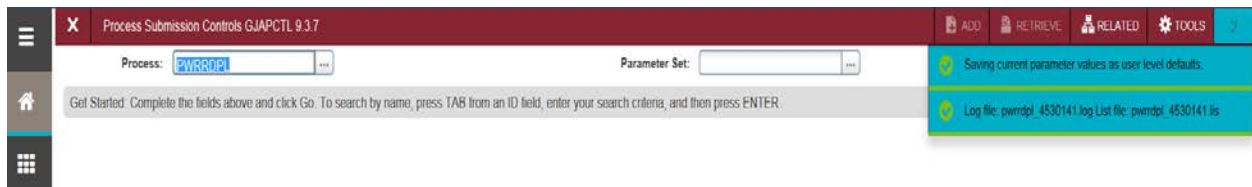
- Review to determine if there should be a new SIN obtained.

```
16-JAN-2014 16:43                               Memorial University of Newfoundland
                                                Departmental Action Notice
Report Selection: - Memorial University of NFLD   SIN Expiring
                                                Page: 1

ID      NAME      Stat SIN EXP DATE DIST  DEPARTMENT
-----
```

PWRRDPL – Departmental Position Listing

1. In the Search box on the Welcome page of Banner’s home page; type PWRRDPL and enter.
 - This will bring you to the Process Submission Controls Form GJAPCTL
 - In the process field, PWRRDPL should be displayed.
 - Parameter Set should be blank
2. Click on the Go button
 - DATABASE should be displayed in the Printer Control block.
 - All other fields can be left blank
3. Move to the Parameter Values block by clicking in the Year Values field. Year Format YYYY
 - a. Enter the Pay ID (B1,B2 or M1)
 - b. Enter the Pay Number
 - c. Enter the Time Sheet Organization – if entering more than one orgs, you can use a range. (ie: 40500-40505) or if only one org, the Org From and Org To will be the same number
 - d. Create CSV (Excel) format Y or N
4. When all parameters have been entered Click in the Save Parameter Set as field
5. Click on the Save button at the bottom right hand of the page



After the parameters have been saved, you will notice messages in the upper right hand corner.

These messages confirm that the parameters have been saved and a log file was generated for the report. Click on the number (of messages) just above the messages to remove them.

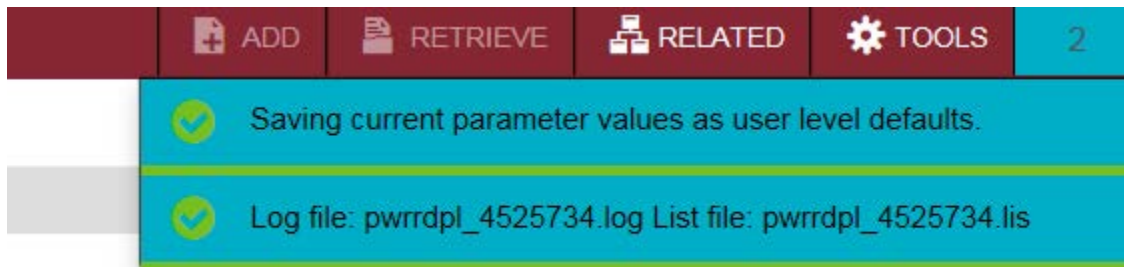
Reviewing the Report:

6. Click on the Related Menu
7. Click on PDF Review Output (GWAVRPT)
8. Click on the report you want to view and click on the SEL button (top left hand corner) to display your report. The .lst is the PDF format and CSV format is the Excel version.
9. If your report isn’t displayed when you arrive on this page, click F5 to refresh until the report name is displayed.

PWRTIME – Time Keyed in PHATIME

PWRTIME - This report provides a summary of time keyed in PHATIME. It should be ran prior to and after approvals are completed to ensure all time has been processed accurately. If there are any hours “in progress” or “in error” this will give you the opportunity to correct prior to cut off for the pay period.

1. In the Search box on the Welcome page of Banner’s home page; type PWRTIME and enter.
 - This will bring you to the Process Submission Controls Form GJAPCTL
 - In the process field, PWRTIME should be displayed.
 - Parameter Set should be blank
2. Click on the Go button
 - DATABASE should be displayed in the Printer Control block.
 - All other fields can be left blank
3. Move to the Parameter Values block by clicking in the Year Values field. Year Format YYYY
 - Enter the Year
 - Enter the Pay ID – BI, B2 or M1
 - Enter the Time Sheet Organization From
 - Enter the Time Sheet Organization To
 - Create CSV (Excel) format Y or N
4. When all parameters have been entered Click in the Save Parameter Set as field
5. Click on the Save button at the bottom right hand of the page



After the parameters have been saved, you will notice messages in the upper right hand corner.

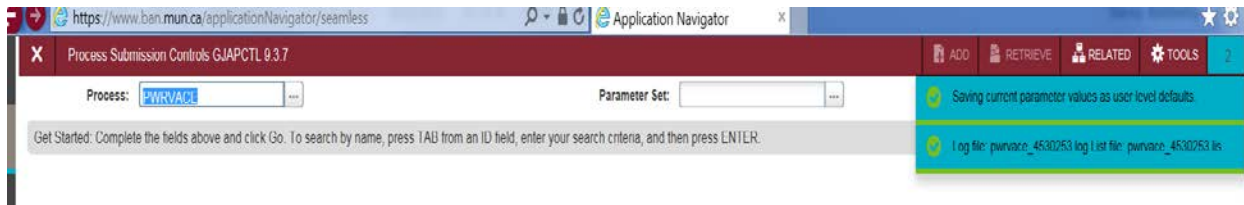
These messages confirm that the parameters have been saved and a log file was generated for the report. Click on the number (of messages) just above the messages to remove them.

Reviewing the Report:

9. Click on the Related Menu
10. Click on PDF Review Output (GWAVRPT)
11. Click on the report you want to view and click on the SEL button (top left hand corner) to display your report. The .lst is the PDF format and CSV format is the Excel version.
12. If your report isn’t displayed when you arrive on this page, click F5 to refresh until the report name is displayed.

PWRVACE - Excess Vacation Report

1. In the Search box on the Welcome page of Banner's home page; type PWRVACE and enter.
 - This will bring you to the Process Submission Controls Form GJAPCTL
 - In the process field, PWRVACE should be displayed.
 - Parameter Set should be blank
2. Click on the Go button
 - a. DATABASE should be displayed in the Printer Control block.
 - b. All other fields can be left blank
3. Move to the Parameter Values block by clicking in the From Org
 - a. Enter in the From Org (Timesheet org)
 - b. Enter the To Org (Timesheet org)
 - c. Enter the Employee ID **only if wanting results on one employee, otherwise leave blank
 - d. Create CSV – Y or N
4. Click in the Save Parameter Set as box
5. Click the save button in the bottom right hand of the page



After the parameters have been saved, you will notice messages in the upper right hand corner.

These messages confirm that the parameters have been saved and a log file was generated for the report. Click on the number (of messages) just above the messages to remove them.

Reviewing the Report:

6. Click on Related Menu
7. Click on PDF Review Output (GWAVRPT)
8. Click on the report you want to view and click on the SEL button (top left hand corner) to display your report. The .lst is the PDF format and CSV format is the Excel version.
9. If your report isn't displayed when you arrive on this page, click F5 to refresh until the report name is displayed.