**Biweekly Briefs 2/28/2019**

**RECORDING LINK:** [https://us-lti.bbcollab.com/recording/1bba7bf67f1e4ad2b35ba8d64e2b6580](https://us-lti.bbcollab.com/recording/1bba7bf67f1e4ad2b35ba8d64e2b6580)

***R07 Personnel Actions due to HR 03/01/2019 Prior to 1:00 PM***

***R08 Personnel Actions due to HR 03/14/2019 Prior to 1:00 PM***

Note: 3/15/2019 is a UA Holiday so everything is due *Thursday* 3/14/2019

***R09 Personnel Actions due to HR 03/29/2019 Prior to 1:00 PM***

2019 Personnel/Payroll Submission Schedule Link:

***Biweekly Reminder: Please Deliver to HR Daily***
To keep the paper workflow moving smoothly, submit Job Forms/hire packets, etc. on a daily basis. *Ride the On-Call Shuttle, ph 474-7000 30 minutes in advance*

***Join the (UAF) Human Resources List Serve***
Don’t miss out on important news & announcements...
[Subscribe to the UAF HR List Serve!](mailto:)
Who should subscribe?
Deans, Directors, Superintendents, Fiscal Officers, PPAs, “backup” PPAs, etc.

***Latest about Job Form Turnarounds***
After moving the NHR2PAF report to Banner 9 [Production on 2/12/2019], we ran into some unforeseen issues not experienced during testing.

So, in order to allow departments to run Job Form Turnarounds, HR Systems/EAS reinstated the Oracle report in Banner 8. That means, for now, turnarounds can only be run in Banner 8 using the original reporting method.

***Thank you for Doodle-Poll Survey (Google Form) Responses***
43 Responses (out of 65 surveyed)
Let’s talk about results... 53% are using Banner 9, 7% are still using Banner 8, with 40% in-between..

How often are you using Banner 9 (versus Banner 8)? Please select the answer that best describes your daily usage.

- 100% of the time, I never use Banner 8
- 100% of the time, except for those tasks that require using Banner 8 (Queruing NEA$P& & Turnarounds)
- About 75% of the time
- About 50% of the time
- About 25% of the time
- I’m still using Banner 8

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[Image of diagram showing survey responses]
We need to get everyone to a place where you are 100% in Banner 9, (except for those two tasks that can only be done in Banner 8).

Based on the your comments; the biggest reasons that most of you end up back in Banner 8 is out of convenience because you’re busy, it’s less frustrating, and you are more familiar with Banner 8 layout of information. So what I want to do is to begin to incorporate more Banner 9 [HR] into BWBs so that it becomes the convenient, less frustrating, and familiar interface.

*The Banner 9 Transition training isn’t happening anymore, but OIT still does Banner Navigation [https://alaska.edu/oit/services/faculty-staff-training/calendar/](https://alaska.edu/oit/services/faculty-staff-training/calendar/)

**Banner 9 Training Wiki***
https://wiki.alaska.edu/display/Banner9/Banner+9+Training+Wiki
Easiest way to access this is from the OIT’s Banner Page and scroll down.

**More Information & FAQs**

**Banner 9**
- Banner 9x Training Wiki (wiki.alaska.edu)
- Banner 9 FAQs
- Banner 9 Known Issues
- Banner 9 Tips and Tricks
- About the Banner HR 9x Project
- About the Banner FinAid 9x User Adoption Project
- About the Banner Student 9x User Adoption Project

Click on the first option in that list, Use your Single Sign-On (SSO) credentials.

Banner 9 Training Wiki → Training → UA General
This page collects or links to training applicable to all UA users of Banner 9.

**Banner 9 Highlights***
- You get to use Chrome instead of Internet Explorer and worrying about Java!
- From off campus locations, VPN is not required to access Banner 9 and VPN is still required to access Banner 8.
- Banner 9 has an active session limit of 5 hours, (I’ve seen several places that say 4 hours but I’ve also seen 300 minutes so I’m fairly certain it’s 5 hours).

So, to avoid unexpected time-outs.. Sign-Out when you go to lunch mid-day and sign back in when you return. Be aware that if you are in the same browser but have multiple Banner sessions open, including UAOnline, (which is “self-service” Banner) if you time-out or sign-out of one of these sessions, it will close you out of the other sessions.
Tip: Use a different browser for UAOnline since it has a much shorter inactivity window. Or, if you’re like me, simply being aware of this little caveat helps to circumvent frustration and puts you back in control.

If you just ‘X’ out of the browser you will leave orphan processes that may prevent you from starting another fresh Banner session.

- Pay close attention to the employee name and ID that you are working on as you move between Pages in Banner 9. There are places in Banner 9 where Pages will hang onto the wrong data, again, when you are mindful of this it gives you more control and less frustration. (NEA2TRM)

- On most pages, the activity date and user ID of the person who last updated a record is now at the bottom of the page in Banner 9.

- Zoom In/Zoom Out, on most Windows machines, you can expand and shrink the content in the browser by holding down the Ctrl key and scrolling your mouse up and down. Another way to do the same thing is hold the Ctrl key and use the + and – keys. For additional information, here is a Google support article- https://support.google.com/chrome/answer/96810?hl=en

- Sorry, you can’t customize your colors for now. But this could be something that may be available in future releases.

- Most of the items I’ve mentioned here are also listed on the Banner 9 Tips and Tricks website: https://www.alaska.edu/oit/services/banner9/tips_tricks

***Timing of Ecls Changes and EMPORG EPAF***

Looking at Banner Page PEAEMPL
dlevel/TKL Updates through EPAF apply to Banner PEAEMPL on the Monday after Payroll “Keyweek.” Next one is Monday, March 11, 2019 (after R06 has completed)

Technicians complete Ecls Changes on this same Monday because the final pay of the prior Ecls has now completed processing.

***Electronic ORG Change for Employee NOPEAMA Report***

Vista Plus: https://reports.alaska.edu
Human_Resources→Paperless Job Process (PJP)→HR_Emp_ORG→nopeama_EmpOrg

***Electronic Labor Change Submission Error Report***

Vista Plus: https://reports.alaska.edu
Human_Resources→Paperless Job Process (PJP)→Labor Distribution Change→ner2ler

***Student Assign should have an End Date of 11-MAY-2019 or earlier***

We need a nice clean break between academic year [time] assignments and summer [time] assignments.

***Make sure Off-Contract Records for Spring 2019 are in Place***

Our standard Off-Contract Date is Sunday, 12-MAY-2019.
You can use the Job Search inside UAOnline for a quick check (similar to the steps you take following the “Let’s Get Prepared” email).

### Job Search

This job search form allows you to query Banner data to find a group of related jobs. The search will return all jobs which match the Status, TKL, ECLS, and JCRE between the "From" and "To" dates you specify.

Multiple selections may be made in the Status, TKL, ECLS, and JCRE fields. Ctrl-click to select a single additional item. Shift-click to select multiple additional items listed together.

The "As Of" date you enter will be used to display job record detail from the most recent effective date record that falls between the specific From and To dates.

* - Indicates a required field.

**Status:**
- Any
- Active (A)
- Leave w/o Pay, w/ Ben (B)
- Leave w/o Pay, w/o Ben (L)
- Leave w/Pay, w/ Ben (F)
- Leave w/Pay, w/o Ben (P)

**TKL:**
- T205 - FITC (Fisheries Industr. Tech. Ctr.)
- T210 - Institute of Northern Engi
- T215 - Institute of Arctic Biology
- T216 - IAB - Toolik
- T225 - ASUAF
- T230 - Athletics & Campus Rec

**ECLS:**
- EX - Executive Management
- F9 - Faculty - Regular - <12 month
- FN - Faculty Regular <12mo no nonpre
- FR - Faculty - Regular - 12 month
- FT - Faculty - Temporary
- FW - Non-Represented Temp Faculty

**JCRE:**
- Any
- ACA - Affordable Care Act Hours
- ACAD - Academic Year
- ACYRM - Academic Year Manual
- ADD - Additional Assignment
- ADMN - Administrative Leave

**From:** MM/DD/YYYY - 05/12/2019
**To:** MM/DD/YYYY - 05/12/2019
**As Of:** MM/DD/YYYY - 05/12/2019

**Search**
Faculty and <12 month staff hired in the middle of the academic year will need you to initiate an Off (OFFC) EPAF... to apply an ‘AOFFC’ record

On / Off Contract Category Definitions

***FY19 Wellness Deadline is April 30th***
UA’s Wellness Program w Healthyroads: [https://www.alaska.edu/benefits/wellness/](https://www.alaska.edu/benefits/wellness/) Doing this will give you the $600 wellness rebate next year, during FY20!

***Biweekly Reminder: 1095C Processing in Progress Now***
If you spot an employee that has D8HR as both their TKL and Dlevel on PEAEMPL, keep in mind that these employees are "terminated."

***Biweekly Reminder: How to Contact Us***
Personnel Team – UAF-Personnel@alaska.edu Payroll Team – UAF-Payroll@alaska.edu Send Records for OnBasing – UAF-Records@alaska.edu
Do your best to indicate message topics in your email Subject line and include the most vital information in the first sentence of message body. We see this from our In-Box and this helps us greatly to better service you!

Always include the employee’s legal name (as it appears in Banner) and their employee ID number.