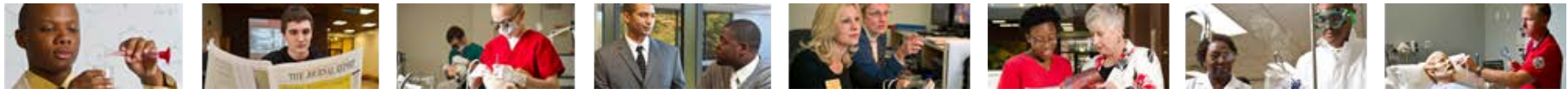




# Employee View Class

## PEAEMPL





# About PEAEMPL

The Banner screen PEAEMPL houses general employee information including the employee's status, class, leave category, hire date, etc.






1. Enter PEAEMPL into the search field.

Ellucian® | © 2014–2018 Ellucian Company L.P. and its affiliates. Release: 3.0

This software contains confidential and proprietary information of Ellucian and its subsidiaries. Use of this software is limited to Ellucian licensees, and is subject to the terms and conditions of one or more written license agreements between Ellucian and the licensee in question.

 Keyboard Shortcuts







2. Press Enter on the keyboard or click link in drop down.

peaempl

- Employee**  
(PEAEMPL)
- PEAEMPL Hiring Location Update**  
(PZPCADR)
- List Employees whose ORGN code on PEAEMPL doesn't match NRAIORS**

Ellucian® | © 2014–2018 Ellucian Company L.P. and its affiliates. Release: 3.0.0.1

This software contains confidential and proprietary information of Ellucian and its subsidiaries. Use of this software is limited to Ellucian licensees, and is subject to the terms and conditions of one or more written license agreements between Ellucian and the licensee in question.

Keyboard Shortcuts






3. Enter employees Banner ID number (800 #).

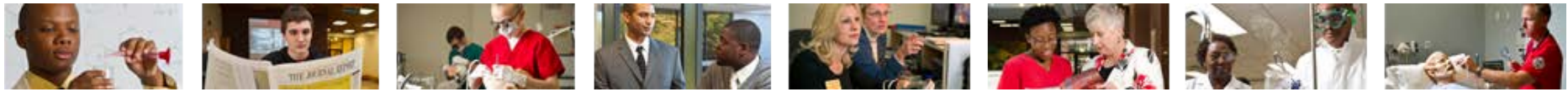
-If Banner ID is unknown, click  to perform Alternate ID Search (see slide 13)

Employee PEAEMPL 9.3.6 (BAN9)

ID: 800319715  Eddie E. Cougar



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.





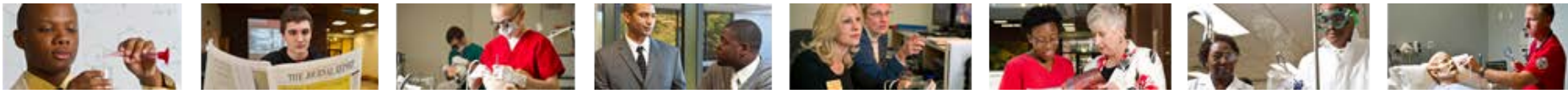
4. Click Go  or Next Section  .


Employee PEAEMPL 9.3.6 (BAN9)

ID: 800319715  Eddie E. Cougar 

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.





5a. General Employee tab will initially populate. Use your cursor to navigate the other tabs; United States Regulatory and Canadian Regulatory.  
- The tabs can also be navigated by clicking the Next Section icon  .

Employee PEAEMPL 9.3.6 (BAN9)

ID: 800319715 Eddie E. Cougar

Start Over

General Employee United States Regulatory Canadian Regulatory

EMPLOYEE Insert Delete Copy More Information Filter

**General Employee**

Employee Status \* Active

Employee Class \* CS CS Salaried Full time

Employee Group

Leave Category \* 24 Civil Service 7.5 hr SemiMonth

Benefit Category \* T1 SM/BW paid employees

Part or Full Time \* Full Time

Status

Allow New Hire Benefits Enrollment

**Home Department**

COA

Organization \* 715106 Human Resources

**Check Distribution**

COA

Organization \* 715106 Human Resources

**Employee District**

District or Division

**Service Dates**

Current Hire \* 12/17/2012

Original Hire \* 12/17/2012

Adjusted Service \* 12/17/2012

Seniority \* 02/16/2017

First Work Date 12/17/2012

Last Work Date

**Termination**

Reason

Termination Date

**Leave of Absence**

Reason

End Date

SAVE





## 5b. United States Regulatory tab.

Employee PEAEMPL 9.3.6 (BAN9)

ID: 800319715 Eddie E. Cougar
Start Over

General Employee
United States Regulatory
Canadian Regulatory

UNITED STATES REGULATORY

**FLSA**

FLSA Indicator \* (None) Work Period ...

---

**I9**

Form Indicator Received Expiration Date [Calendar]

Date 12/06/2012 [Calendar]

---

**California Pension**

Current Membership (None)

Status

---

**Social Security Name**

First Donte' Last Howard

Middle Ramon Suffix

---

**1042S**

1042S Recipient (None)

---

**Electronic W-2 Consent**

Employee Consent Updated By WWW2\_USER

Capture Date 01/17/2014

---

**Electronic 1095 Consent**

Employee Consent Updated By WWW2\_USER

Capture Date 12/23/2015

---

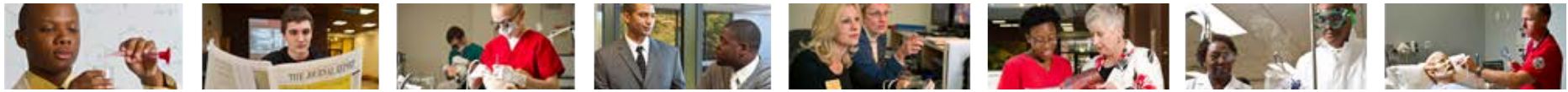
**IPEDS**

IPEDS  IPEDS

SAVE







## 5c. Canadian Regulatory.

Employee PEAEMPL 9.3.6 (BAN9) Start Over

ID: 800319715 Eddie E. Cougar

**General Employee** **United States Regulatory** **Canadian Regulatory**

**CANADIAN REGULATORY** Insert Delete Copy More Information Filter

**Non-Resident Data Reported on T4A-NR**

Days in Canada  Service Industry

**Statistics Canada Payroll**

Grouping

**Electronic Tax Form Consent**

Employee Consent Updated By

Capture Date

SAVE





6. Click Tools  to Print, Export, etc.

Employee PEAEMPL 9.3.6 (BAN9)

ID: 800319715 Eddie E. Cougar

General Employee United States Regulatory Canadian Regulatory

EMPLOYEE

General Employee

Employee Status \* Active

Employee Class \* CS CS Salaried Full time

Employee Group

Leave Category \* 24 Civil Service 7.5 hr SemiMonth

Home Department

COA

Organization \* 715106

Check Distribution

COA

Organization \* 715106

Employee District

District or Division

Service Dates

Current Hire \* 12/17/2012

Original Hire \* 12/17/2012

Adjusted Service \* 12/17/2012

Seniority \* 02/16/2017

First Work Date 12/17/2012

Last Work Date

Termination

Reason

Termination Date

Leave of Absence

Reason

End Date

Search

ACTIONS

Refresh F5

Export Shift+F1

Print Ctrl+P

Clear Record Shift+F4

Clear Data Shift+F5

Item Properties

Display ID Image

Exit Quickflow

About Banner

OPTIONS

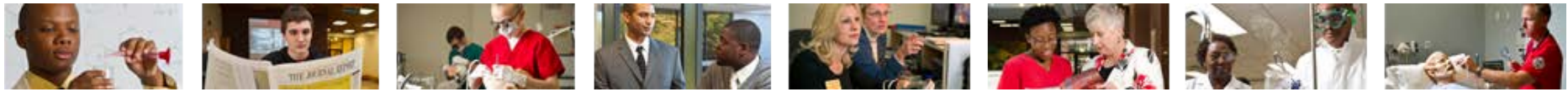
General Employee

Leave Balance

Regulatory Information

SAVE





7. Click Start Over  to enter a new employee.

Employee PEAEMPL 9.3.6 (BAN9)

ID: 800319715 Eddie E. Cougar

**Start Over**

**General Employee** | United States Regulatory | Canadian Regulatory

**EMPLOYEE** | Insert | Delete | Copy | More Information | Filter

**General Employee**

Employee Status \* Active

Employee Class \* CS Salaried Full time

Employee Group

Leave Category \* 24 Civil Service 7.5 hr SemiMonth

Benefit Category \* T1 SM/BN paid employees

Part or Full Time \* Full Time

Status

Allow New Hire Benefits Enrollment

**Home Department**

COA

Organization \* 715106 Human Resources

**Check Distribution**

COA

Organization \* 715106 Human Resources

**Employee District**

District or Division

**Service Dates**

Current Hire \* 12/17/2012

Original Hire \* 12/17/2012

Adjusted Service \* 12/17/2012

Seniority \* 02/16/2017

First Work Date 12/17/2012

Last Work Date

**Termination**

Reason

Termination Date

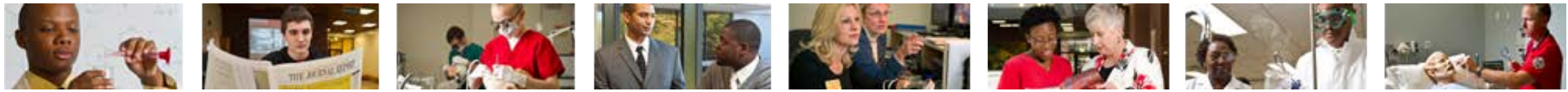
**Leave of Absence**

Reason

End Date

SAVE





8. Click the X  to return to the Banner home screen.

Employee PEAEMPL 9.3.6 (BAN9)

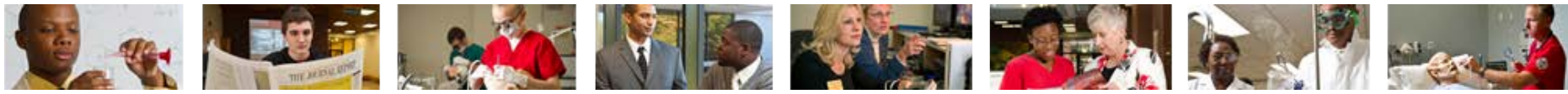
ID: 800319715 ... Eddie E. Cougar

Go

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.

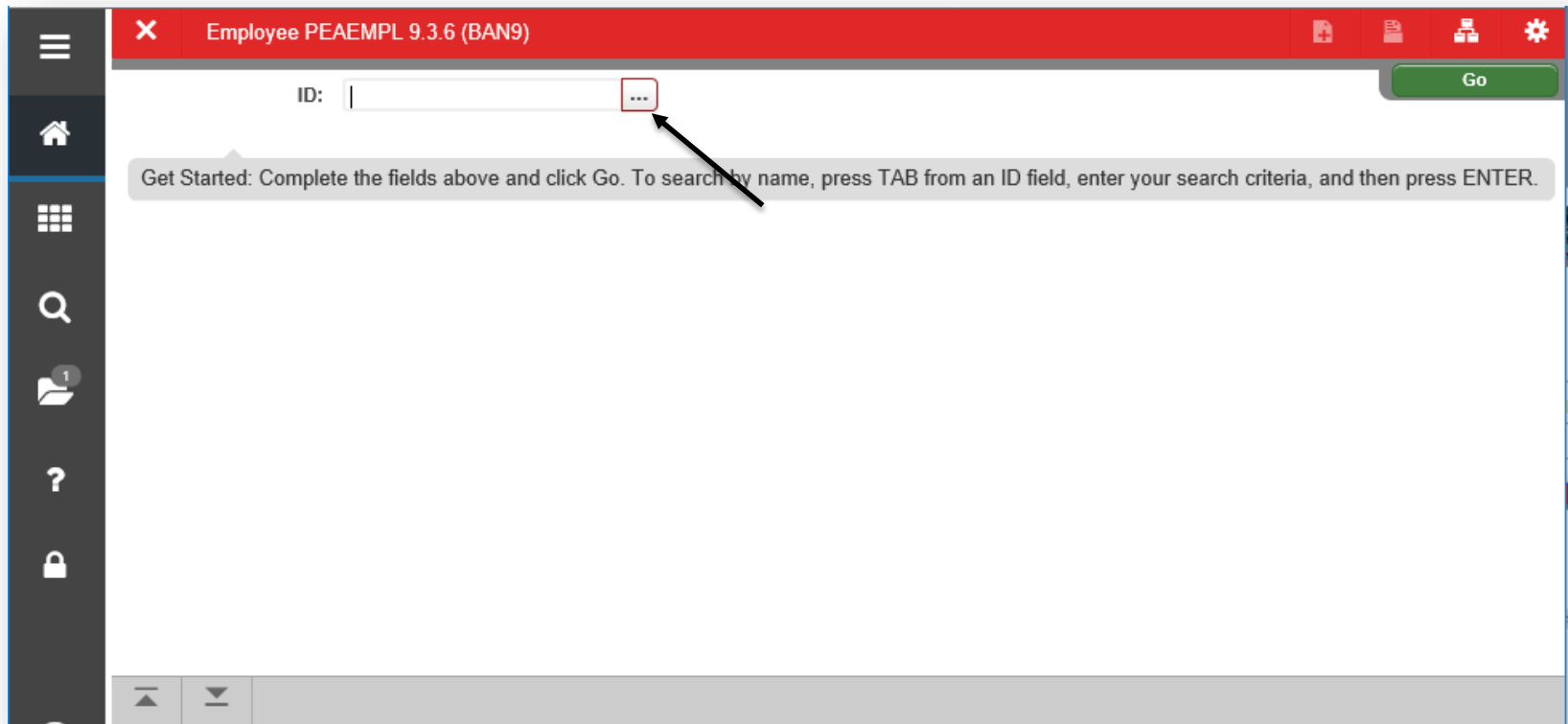






# Performing Alternate ID Search

1. If ID number is unknown, click  .





## 2. Click Alternate ID Search (GUIALTI)

Employee PEAEMPL 9.3.6 (BAN9)

ID:  ... Go

Get Started: Complete the fields above and click **GO**. To filter your search results, click on the **TAB** icon in the top right corner. Enter your search criteria, and then press ENTER.

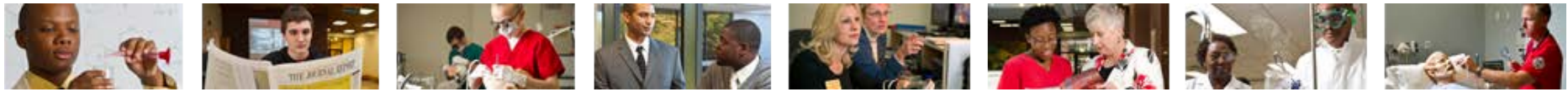
**Option List**

- [List for Person \(SOAIDEN\)](#)
- [List for Employee \(POIIDEN\)](#)
- [Alternate ID Search \(GUIALTI\)](#)

Cancel

SAVE





3. Search a name by using the Last Name and/or First Name search criteria or select additional search criteria from the Add Another Field...  dropdown and click Go  .

SSN/SIN Alternate ID Search GUI/ALTI 9.3.6 (BAN9)

ADD RETRIEVE RELATED TOOLS 1

SSN/SIN/TIN ALTERNATE ID SEARCH

Basic Filter Advanced Filter

SSN/SIN/TIN ID Person or Non-Person

Last Name First Name Add Another Field ...

Cougar

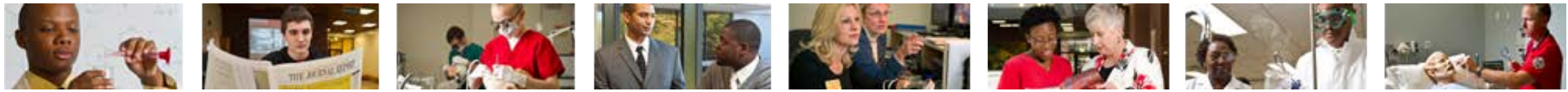
Clear All Go

SSN/SIN/TIN ID Person or Non-... Last Name First Name Middle Name Prefix Suffix Birthdate Change Indicator

Case Insensitive Query  Case Sensitive Query

EDIT Record: 1/1 G\$\_OPT\_BLOCK.SELECT\_A\_DESC [1] ellucian





4. Select the row of the appropriate person and click Select



SSN/SIN Alternate ID Search GUI/ALTI 9.3.6 (BAN9) ADD RETRIEVE RELATED TOOLS

SSN/SIN/TIN ALTERNATE ID SEARCH Insert Delete Copy Filter

Active filters: Last Name : forward First Name : down Clear All Filter Again

SSN/SIN/TIN	ID	Person or Non...	Last Name	First Name	Middle Name	Prefix	Suffix	Birthdate	Change Indicator
123456789	800319715	Person	Cougar	Eddie	E.			09/19/1986	
123456780	800999999	Person	Cougar	Heather				09/19/1986	ID Change
123456788	800999998	Person	Cougar	Jake				09/19/1986	ID Change
123456787	800999997	Person	Cougar	William				09/19/1986	ID Change

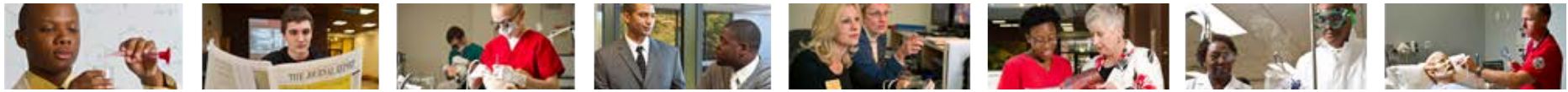
10 Per Page Record 1 of 4

Case Insensitive Query  Case Sensitive Query

CANCEL SELECT







5. The employee's name will populate on the NBAJOBS home screen.  
- (Return to slide 6)

Employee PEAEMPL 9.3.6 (BAN9) ADD RETRIEVE RELATED TOOLS

ID: 800319715 Eddie E. Cougar Go

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.





# Who can I call for help?

For assistance or additional information about the Employee View Access security class contact the Office of Human Resources at X2190.

