

# Banner Navigation and Pages

<http://mtsu.edu/banner>

*Updated 10-17-2019*

# Accessing MTSU Banner At Your Desk

- Use Google Chrome as Web Browser
- <http://mtsu.edu/banner>
- Click on Banner Admin Pages (Banner 9)
- Login using SSO Credentials (ex. jdoe@mtsu.edu) and password, then click Sign In



# Banner Main Menu

## Direct Access

Type in Page

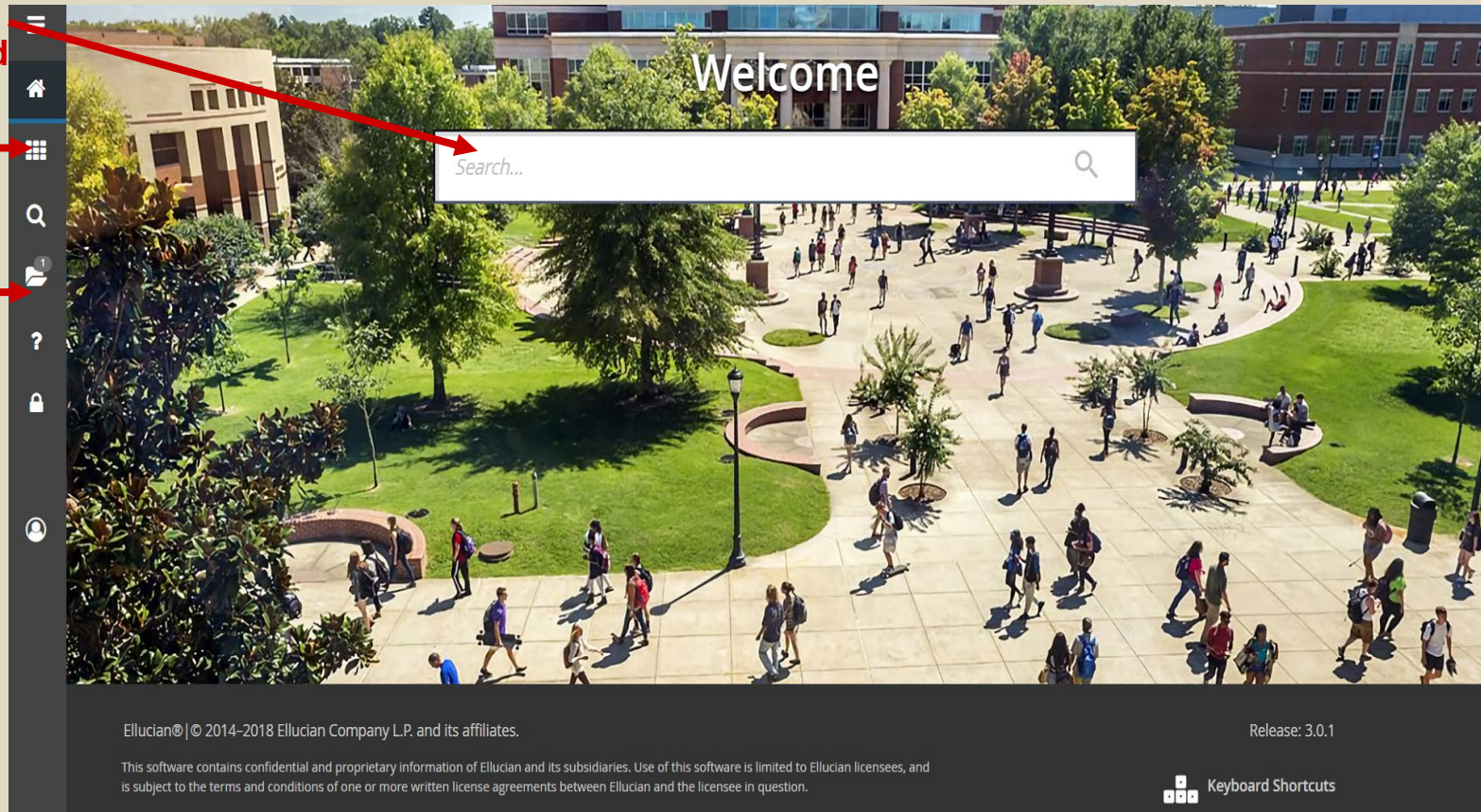
Name or Keyword

## Access

Tree Menu or  
My Banner

List of Pages

Previously  
Accessed



The screenshot displays the Banner Main Menu interface. On the left is a dark sidebar with icons for home, search, and a list of pages. The main area features a large banner image of a university campus with the word "Welcome" in the top right. A search bar is overlaid on the banner. Below the banner, there is a footer section with copyright information, a release version, and keyboard shortcuts.

Search...

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Release: 3.0.1

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Keyboard Shortcuts

# PEAEMPL

**Enter ID# or Tab to  
Name Field**

**To Search for  
Employees Only – Click  
on ...**

**Click Go**

The screenshot shows a web application window titled "Employee PEAEMPL 9.3.10 (PROD)". The interface includes a top navigation bar with icons for ADD, RETRIEVE, RELATED, and TOOLS. Below the navigation bar is a search section with an "ID:" label, a text input field, a dropdown menu with three dots, and a "Go" button. A grey instruction bar below the input field reads: "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." Three red arrows originate from the text on the left: one points to the "ID:" label, another points to the dropdown menu, and a third points to the "Go" button.

# PEAEMPL

ID and Name of Employee →

Shows Employee Status and Classification Info →

Shows Dept Org →

Shows Timekeeping Org →

Supplemental Data Engine – Click More Information →

Employee PEAEMPL 9.3.10 (PROD)

ID: M00020525

General Employee United States Regulatory Canadian Regulatory

EMPLOYEE

General Employee

Employee Status \* Active

Employee Class \* [AE] Executive Administrative

Employee Group

Leave Category \* SA Admin NF Sick Bank Member

Benefit Category [FT] Full Time Administrative/Prof

Part or Full Time \* Full Time

Status

☐ Allow New Hire Benefits Enrollment

Home Department

COA \* M

Organization \* 20900 Human Resource Services

Check Distribution

COA \* M

Organization \* T20000 Vice President Business and Finance

Employee District

District or Division 300 Business and Finance

Service Dates

Current Hire \* 01/01/1996

Original Hire \* 01/01/1996

Adjusted Service \* 06/28/1993

Seniority \* 06/28/1993

First Work Date 01/01/1996

Last Work Date

Termination

Reason

Termination Date

Leave of Absence

Reason

Begin Date

End Date

Hiring Location

Location

Campus

EDIT Record: 1/1 PEAEMPL PEAEMPL ECLS CODE[1]

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# PEAEMPL - Regulatory Info

Employee PEAEMPL 9.3.10 (PROD) ADD RETRIEVE RELATED TOOLS

ID: M01414032 [REDACTED] Start Over

General Employee United States Regulatory Canadian Regulatory

UNITED STATES REGULATORY Insert Delete Copy More Information Filter

FLSA

FLSA Indicator \* Cash Expiration Work Period STD Standard Work Period

I9

Form Indicator Temporary Date of I-9 Expiration Date 06/29/2021

Date 06/29/2018

California Pension

Current (None)

Membership Status

Social Security Name

First Last

Middle Suffix

1042S

1042S Recipient (None)

Electronic W-2 Consent

Employee Consent Updated By

Capture Date

Electronic 1095 Consent

Employee Consent Updated By

Capture Date

IPEDS

IPEDS Primary \* (None) IPEDS reporting - employee paid with Soft Money

Function IPEDS Medical or Dental Reporting

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EDIT Record: 1/1 PEAEMPL PEAEMPL FLSA IND 1/1 ©2000 - 2018 Ellucian. All rights reserved. ellucian




# PEALEAV - Employee Leave Balances

Employee Leave Balances PEALEAV 9.3.7 (PROD)

ADD RETRIEVE RELATED TOOLS

ID:  Leave Category:


Click Go to Enter Page 

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.

**Enter ID# or Click on ... to Search for Employee**

Employee Leave Balances PEALEAV 9.3.7 (PROD)

ADD RETRIEVE RELATED TOOLS

ID: M00020525  Leave Category: SA Admin NF Sick Bank Member Start Over

LEAVE BALANCE TOTALS Insert Delete Copy Filter

Leave Code *	Leave Code Description	Date Available *	Day or Hour	Begin Balance Hours *	Accrued Hours *	Taken Hours *	Current Available Hours *	Banked Hours *	Change Reason
ANNL	Annual	12/19/2005	H	204.50	45.00	54.00	195.50	0.00	Leave Report process update
BRV	BRV	06/28/1993	H	0.00	0.00	0.00	0.00	0.00	PHPUPDT program updated
INCT	INCT	06/28/1993	H	0.00	0.00	0.00	0.00	0.00	PHPUPDT program updated
JURY	Jury	06/28/1993	H	0.00	0.00	0.00	0.00	0.00	PHPUPDT program updated
MILT	MILT	06/28/1993	H	0.00	0.00	0.00	0.00	0.00	PHPUPDT program updated
OVG	Overage	06/28/1993	H	0.00	0.00	0.00	0.00	0.00	PHPUPDT program updated
SBNK	Sick Bnk	06/28/1993	H	0.00	0.00	0.00	0.00	0.00	PHPUPDT program updated
SICK	Sick	12/19/2005	H	80.80	22.50	5.50	97.80	0.00	PHPUPDT program updated

10 Per Page Record 1 of 8

SAVE



# NBAJOBS - General Job Tab

Employee Jobs NBAJOBS 9.3.10 (PROD)

ADD RETRIEVE RELATED TOOLS

ID:  ... **Enter ID# or Click on ... to Search for Employee**

Suffix:  ...

Last Paid Date:

Position:  ... **Enter Position # or Click on Drop Down Box to Access Position Numbers**

Query Date:  10/18/2019 **Enter Query Date - Conversion 7/1/2005**

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.

Employee Jobs NBAJOBS 9.3.10 (PROD)

ADD RETRIEVE RELATED TOOLS

ID: M01000973

Suffix: 00

Last Paid Date:

Position: 101180

Query Date: 11/01/2019

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.

**Box presented if you click on Drop Down Box to Access Position Numbers. Select List of Employee's Jobs (NBIJLST)**

**Option List**

List of all Positions

List of Employee's Jobs (NBIJLST)

Cancel

Employee Job Inquiry NBIJLST 9.3.3 (PROD)

ADD RETRIEVE RELATED TOOLS

ID: M01000973 Query Date: 11/01/2019

Start Over

EMPLOYEE JOB INQUIRY

Position: 101180 Suffix: 00 Begin Date: 08/01/2005 End Date: Job Type: Primary

Record 1 of 1

DETAILS

Effective Date	Job Status	Description	Employee Class	Pay ID	COA	Organization	Job Change Reason	Employer
08/01/2019	Active	Associate Professor	F9	MN	M	T13100	ATBI	M24

Record 1 of 1

**Box when you Select List of Employee's Jobs (NBIJLST)**

**Click on Position and Click Select at bottom of page**

CANCEL SELECT



# NBAJOBS - Base Job Tab

Employee Jobs NBAJOBS 9.3.10 (PROD)

ID: M01000973 [REDACTED] Position: 101180 Suffix: 00 Query Date: 11/01/2019 Last Paid Date: 10/31/2019

Base Job Job Detail Payroll Default Deferred Pay Miscellaneous Excluded Deductions/Benefits Default Earnings Work Schedules Job Labor Distribution

BASE JOB

Job Detail

Begin Date \* 08/01/2005

End Date

Job Type \* Primary

IPEDS Reporting ☒

Indicator

Details

COA M

Accrue Leave ☒

Civil Service ☐

Increase MM and DD

Eligible Date

Deferred Balance 2,692.70

Salary Encumbrance

Total Encumbrance

Hours

Current Fiscal Year 2019

Future Years 0.00

Total Encumbrance 80,780.70

Probationary Data

Probationary Period

Probationary Begin Date

Probationary End Date

Contract Information

Start Date 08/01/2019

End Date 05/31/2020

Total Contract Hours

Fringe Encumbrance

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Shows Deferred Balance  
and Contract Dates for  
Modified Employees

# NBAJOBS - Job Detail Tab

Employee Jobs NBAJOBS 9.3.10 (PROD)

ID: M01000973 Position: 101180 Suffix: 00 Query Date: 11/01/2019 Last Paid Date: 10/31/2019

Base Job Job Detail Payroll Default Deferred Pay Miscellaneous Excluded Deductions/Benefits Default Earnings Work Schedules Job Labor Distribution

JOB DETAIL

Add New Effective Date

Job Detail

Effective Date 09/01/2013

Personnel Date 08/01/2013

Status Active

Title Assistant Professor

Job FTE 1.000

Appointment 100.00

Percent

Encumbrance

Hours

Encumbrance System Calculated

Indicator

Hours per Day 7.50

Employee Class F9 9/10 Month Faculty

Leave Category

Change Reason OTHR Other Adjustments

Employer Code M24 Middle TN State University

Pay Plan

Group 2012

Table FA

Grade 01.0

Step 0

Compensation

Rate 37.476923

Hours per Pay 162.50

Assign Salary 6,090.00

Factor 10.0

Pays 12.0

Annual Salary 60,900.00

1 of 19

Record 8 of 19

SAVE

Shows Annual  
Salary, Monthly  
Salary, Hourly  
Rate, Job FTE  
Salary Grade

Number of  
Records  
Click on  
Arrow to  
Advance  
through  
Actions

# NBAJOBS - Payroll Default Tab

Employee Jobs NBAJOBS 9.3.10 (PROD)

ID: M01000973 Position: 101180 Suffix: 00 Query Date: 11/01/2019 Last Paid Date: 10/31/2019

Base Job Job Detail **Payroll Default** Deferred Pay Miscellaneous Excluded Deductions/Benefits Default Earnings Work Schedules Job Labor Distribution

PAYROLL DEFAULT

Timesheet Defaults

Effective Date 09/01/2013

Timesheet COA M

Timesheet \* T13100 Aerospace

Organization

Payroll ID \* MN Monthly

Default Shift \* 1

Premium Pay Methods

Longevity

Time Entry Method Payroll Time Entry

Time Entry Type None

Leave Report Method Leave Report on the Web

Leave Report \* AT Leave Reported

Premium Pay LGFA Longevity Faculty

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EDIT Record: 8/19 NBAJOBS.NBRJOBS COAS CODE TS [8] ©2000 - 2018 Ellucian. All rights reserved. ellucian.

Timesheet Orgn

Can be different than  
Home Dept Org on  
PEAEMPL

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# NBAJOBS – Default Earnings Tab

How Banner tracks  
Longevity Payments

Employee Jobs NBAJOBS 9.3.10 (PROD)

ID: M01000973 Position: 101180 Suffix: 00 Query Date: 11/01/2019 Last Paid Date: 10/31/2019

Base Job Job Detail Payroll Default Deferred Pay Miscellaneous Excluded Deductions/Benefits **Default Earnings** Work Schedules Job Labor Distribution

DEFAULT EARNINGS

Add New Effective Date

Query Date 08/01/2005

Effective Date *	Earnings Code *	Earnings Code Description	Hours or Units	Deemed	Special Rate	Shift	Ended as of Date
08/01/2005	010	Monthly Pay/Hrs Worked	162.50			1	
08/01/2005	LGF	Longevity Faculty	1.00			1	

Record 1 of 2

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# NBAJOBS - Labor Distribution Tab

FOAPL

what account  
salary is  
charged

Employee Jobs NBAJOBS 9.3.10 (PROD)

ID: M01000973 Position: 101180 Suffix: 00 Query Date: 11/01/2019 Last Paid Date: 10/31/2019

Base Job Job Detail Payroll Default Deferred Pay Miscellaneous Excluded Deductions/Benefits Default Earnings Work Schedules **Job Labor Distribution**

EMPLOYEE JOBS

Add New Effective Date

Effective Date 07/01/2019

COA *	Index	Fund	Orgn *	Account	Program	Activity	Location	Project	Cost	Percent
M	210100	110001	13100	61210	200	111111				100.00
									Total Percent	100.00

1 of 1 Per Page Record 1 of 1

ENCUMBRANCE INFORMATION

Encumbrance Number PR200001

Encumbrance Sequence 292

Latest Recast Date 10/01/2019

Last Calculated Date 09/24/2019 12:20:29 PM

Fund: 110001 Undesignated E and G

Budget Start Date

Encumber Multi Year Labor

Budget End Date

Encumbrance

Override End Date

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# PEAFACT - Faculty Tracking

**Enter ID# or Click on ... to Search for Employee**

Faculty Action Tracking PEAFACT 9.3.11 (PROD)

ID:  Status: Active **Click Go to Enter Page**

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.

Faculty Action Tracking PEAFACT 9.3.11 (PROD)

ID: M01000973 ██████████ Status: Active

**FACULTY ACTION TRACKING**

**General**

Primary Activity \*

Primary Discipline  AIR TRANSPORTATION

Institution Credit

Faculty Type

Faculty Compensation Level

Birth State or Province

Academic Title

☐ Emeritus Status

☒ Terminal Degree

☐ AAUP Member

Original Appointment

Begin Date  End Date

**Click on Tools Under Options**

**Select Appt or Tenure Records or Rank Records**



# PPAGENL - General Information

General Information PPAGENL 9.3.9 (PROD)

ADD RETRIEVE RELATED TOOLS

ID:  **Enter ID# or Click on ... to Search for Employee** 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.

Scroll through data by pressing forward or back arrow

Degrees Earned from each Institution

General Information PPAGENL 9.3.9 (PROD)

ID: M01000973

ADD RETRIEVE RELATED TOOLS

Start Over

Prior College High School Examinations Publications Driver's License Honors and Awards

INSTITUTION

Prior College 001459 University of Memphis

Receipt Date 05/16/2003

Reviewed Date 05/16/2003

Record 1 of 4

DIPLOMA OR DEGREE

Degree XXX Degree in Progress

GPA

Hours

Level

First Attended Date 01/01/2002

Last Attended Date 05/01/2002

Graduation Date

Terminal Degree

Record 1 of 1

DETAILS

Major \* Major Description

Record 1 of 1

DETAILS

Minor \* Minor Description

Record 1 of 1

DETAILS

Area of Concentration \* Area of Concentration Description

SAVE

# Quick Hints

- The wildcards for Banner are “\_” (one space) and “%” (one or more spaces)

# Questions?

Middle Tennessee State University  
Human Resource Services  
(615) 898-2929