## BANNER Human Resources - Position Control QuickCard Reference

Test: [http://testbanner.uncc.edu](http://testbanner.uncc.edu)  Production: [http://banner.uncc.edu](http://banner.uncc.edu)

### Function | Keyboard Shortcut | Icon
---|---|---
Cancel Query / Exit | Ctrl + Q | ![x](image)
Clear All in Section | Shift + F5 |  
Refresh/Clear Form | F5 |  
Clear Record | Shift + F4 |  
Duplicate Item | F3 |  
Edit | Ctrl + E |  
Delete Record | Shift + F6 |  
Export | Shift + F1 |  
Copy / Dup. Record | F4 |  
Filter / Query Mode | F7 |  
Execute Query | F8 |  
Search | Ctrl + Shift + Y | ![search](image)
Help (Item Properties) | Ctrl + Shift + L | ![question](image)
Insert Record | F6 |  
Previous Section | Alt + Page Up |  
Previous Field | Shift + Tab |  
Previous Record | Up Arrow |  
Next Section | Alt + Page Down |  
Next Field | Tab |  
Next Record | Down Arrow |  
Print | Ctrl + P |  
Save (Commit) | F10 | ![save](image)
Open Menu | Ctrl + M | ![open](image)
Open Related Menu | Alt + Shift + M | ![open](image)
Open Tools Menu | Alt + Shift + T | ![open](image)
Display Open Items | Ctrl + Y | ![open](image)
Cancel Action | Esc |  
Show Keys | Ctrl + F1 |  

## Banner HR Contacts

- HR – 7-0669
- Payroll – 7-1919
- Financial Sys Support – 7-5814
- General Questions: 7-5500

## Employee Class Codes

- 10 SHRA Permanent
- 15 SHRA Temp Hourly
- 18 SHRA Temp Salary
- 19 SHRA Misc. Payment
- 20 EHRA Staff
- 30 EHRA 9 Month Faculty
- 32 EHRA Phased Retirement
- 36 EHRA 12 Month Faculty
- 40 EHRA Post-Doctoral
- 45 Special Payment
- 50 EHRA Temporary
- 60 Grad Assistants
- 70 Stu Wage
- 72 Student Misc.
- 75 Fed Work Study
- 80 Summer School
- 90 Holding Position
- 91 Adjunct Faculty non paid
- 97 Emeritus Faculty
- 98 Guest Former Employee
- 99 Short Term Guest

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[UNC CHARLOTTE](image) version 2.0 updated 2/3/17

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[UNC CHARLOTTE](image) version 2.0 updated 2/3/17
<table>
<thead>
<tr>
<th>Position &amp; Job Information</th>
<th>Department information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form</td>
<td>Purpose</td>
</tr>
<tr>
<td>NBAJOBS</td>
<td>View FTE, salary, title, grade &amp; emp class In Options – Job Detail</td>
</tr>
<tr>
<td>NBAJOBS</td>
<td>View FOAP information for a job In Options – Job Labor Distribution</td>
</tr>
<tr>
<td>NBAJOBS</td>
<td>View all jobs/pos # for an employee. Enter UNCC ID, hit search next to POSN &amp; select. List of employee’s jobs</td>
</tr>
<tr>
<td>NBIPOS</td>
<td>View position history (titles &amp; supv info)</td>
</tr>
<tr>
<td>NBIPINC</td>
<td>View list of position incumbents</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Leave Information</th>
<th>Education &amp; Experience Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form</td>
<td>Purpose</td>
</tr>
<tr>
<td></td>
<td>See Kronos</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Salary &amp; job history for an employee</th>
<th>Supervisor information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form</td>
<td>Purpose</td>
</tr>
<tr>
<td>NBAJLST</td>
<td>History: Note, query date is history as of date. Change as needed. (Job history was not migrated to Banner)</td>
</tr>
<tr>
<td>NBAJOBS</td>
<td>View job &amp; salary history for an emp. Enter UNCC ID, hit search next to POSN &amp; select List of employee’s jobs. Modify query date if necessary. Select a job from list to see salary history then go to Options Job Detail</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Person Information</th>
<th>Labor Distribution &amp; FOAP by Empl</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form</td>
<td>Purpose</td>
</tr>
<tr>
<td>PPAIDEN</td>
<td>Display Date of Birth, citizenship, &amp; gender (Options – Biographical)</td>
</tr>
<tr>
<td>GOAEMAL</td>
<td>Display Employee’s email address</td>
</tr>
<tr>
<td>PPAIDEN</td>
<td>Display Emergency Contact Info (Options Emergency Contact)</td>
</tr>
<tr>
<td>PPAIDEN</td>
<td>Display Employee’s work location (Options – Address Information, WK address type)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>System Identification</th>
<th>Form</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>GUASYST</td>
<td></td>
<td>Shows what modules a UNC Charlotte ID is in</td>
</tr>
<tr>
<td>PEIETOT</td>
<td></td>
<td>View hours worked &amp; earnings</td>
</tr>
</tbody>
</table>