

UNH Responsibility Chart
Most Common Banner HR Transactions
As of June 10, 2008

Category	Transaction Description	Who Processes?	Transaction Method	Comments
Casual/Part-Time/Full-Time Temporary				
	Hires	BSC	EPAF	
	Retroactive payments	BSC	EPAF	
	Job changes - Hourly (Non CWS)	BSC	EPAF	
	Hourly rate changes (Non CWS)	BSC	EPAF	
	Terminations - Hourly	BSC	EPAF	
	CWS job changes	UNH HR	EPAF	BSC sends email request to Banner.HR.Office@unh.edu
	CWS hourly rate changes	BSC	EPAF	
	Job changes - Exempt	UNH HR	EPAF	BSC completes Banner Request Form NZACNEA
	Daily rate changes - Exempt	BSC	EPAF	
	Terminations - Exempt	UNH HR	EPAF	BSC completes Banner Request Form NZATNSA
	Deletion of future-dated record	UNH HR	Direct Entry	BSC sends email request to Banner.HR.Office@unh.edu
Status				
	Hires	BSC	EPAF	
	Status terminations	BSC	EPAF	
	Move from one position to another	BSC	EPAF	BSC completes Banner Request Form NZARQMV
	Move to CYA position	BSC	EPAF	BSC completes Banner Request Form NZARCYA
	Leave of absence	UNH HR	EPAF	BSC completes Banner Request Form NZALEAV
	Return from leave of absence including return from CYA position	UNH HR	EPAF	BSC completes Banner Request Form NZARTNL
	Special Payments (bonuses, ET/Vac payout, SIP, etc)	UNH HR	EPAF	BSC completes Banner Request Form NZAPMNT BSC or HR completes USNH Retro Payment Form at http://www.finadmin.unh.edu/controller/pr_forms.html
	Retroactive payments	Payroll	EPAF	http://www.finadmin.unh.edu/controller/pr_forms.html
	Job changes	UNH HR	EPAF (if possible)	BSC sends email request to Banner.HR.Office@unh.edu
	Comp changes (other)	UNH HR	Direct Entry	BSC sends email request to Banner.HR.Office@unh.edu
Positions				
	Activate new position	BSC	Direct Entry	BSC updates NBAPBUD
	Budgeting for position	BSC	Direct Entry	BSC updates NBAPBUD
	Establish new position	UNH HR	Direct Entry	BSC completes Banner Request Form NZANPOS
Labor Distribution				
	Labor distribution changes	BSC	EPAF	
	Deletion of future-dated labor records	Payroll	Direct Entry	BSC sends email request to Payroll@unh.edu
Workschedule				
	Permanent changes to workschedule	UNH HR	Direct Entry	Update of NBAPOSN based upon request from BSC
	Permanent changes to workschedule	BSC	EPAF (Move)	BSC completes Banner Request Form NZARQMV
	Changes to workschedule in NBAJOBS	Payroll	Direct Entry	Based upon request from BSC
	New workschedule codes	Payroll	Direct Entry	
PPAIDEN				
	Address changes	UNH HR +	Direct Entry	Based upon request from BSC or Employee
	Employee information changes	UNH HR +	Direct Entry	Based upon request from BSC or Employee
PEEMPL				
	I9 Information	UNH HR	Direct Entry	When I9 forms are received BSC sends email request to Banner.HR.Office@unh.edu or indicates change in Banner Request Form
	Employee Class/Home Dept. Changes	UNH HR	EPAF	
Direct Deposit				
	New requests	Payroll	Direct Entry	Based on completion of Paycheck Distribution Form at http://www.finadmin.unh.edu/controller/pr_forms.html
	Changes	Payroll	Direct Entry	Based on completion of Paycheck Distribution Form at http://www.finadmin.unh.edu/controller/pr_forms.html
Defer Pay				
	Initial Selection	Payroll	Direct Entry	Based on completion of USNH Defer Pay Selection/Change Form at http://www.finadmin.unh.edu/controller/pr_forms.html
	Changes to existing	Payroll	Direct Entry	Based on completion of USNH Defer Pay Selection/Change Form at http://www.finadmin.unh.edu/controller/pr_forms.html
Voluntary Deductions				
	Insert	Payroll	Direct Entry	Based on employee authorization
	Change	Payroll	Direct Entry	Based on employee authorization

Communication

EMAIL

UNH HR: Banner.HR.Office@unh.edu
Payroll: Payroll@unh.edu

HELP DESK

Telephone: **862-4242**
Web Form: http://www.unh.edu/helpdesk/banner/howto_bannerhr.html

WEBSITE

UNH Human Resources Website - Banner HR: <http://www.unh.edu/hr/banner/index.htm>