

UNH Responsibility Chart Most Common Banner HR Transactions

As of April 2, 2015

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
	Retroactive payments	USNH Payroll	EPAF	BSC or HR completes USNH Retro Payment Form at http://finadmin.usnh.edu/disbursements/Payroll/pages/forms.aspx Email form to payroll.usnh@usnh.edu.
	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 - NBAJOBS	BSC	EPAF	
	Deletion of future-dated labor records	USNH Payroll	Direct Entry	BSC sends email request to payroll.usnh@usnh.edu
	Redistribution of prior exepnses	BSC		
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
PEAEMPL				
	I9 Information	UNH HR	Direct Entry	When I9 forms are received
	Employee Class/Home Dept. Changes	UNH HR	EPAF	BSC sends email request to Banner.HR.Office@unh.edu or indicates change in Banner Request Form
Direct Deposit				
	New requests	Employee or UNH Payroll	Direct Entry	Based on employee completing change via WISE.UNH.EDU or completion of the Direct Deposit Form at http://finadmin.usnh.edu/disbursements/Payroll/pages/forms.aspx
	Changes	Employee or UNH Payroll	Direct Entry	Based on employee completing change via WISE.UNH.EDU or completion of the Direct Deposit Form at http://finadmin.usnh.edu/disbursements/Payroll/pages/forms.aspx
Defer Pay (flex-time exempt staff only)				
	Initial Selection	UNH Payroll	Direct Entry	Based on completion of USNH Defer Pay Selection/Change Form at http://finadmin.usnh.edu/disbursements/Payroll/pages/forms.aspx Mail to UNH Payroll at payroll@unh.edu.
	Changes to existing	UNH Payroll	Direct Entry	Based on completion of USNH Defer Pay Selection/Change Form at http://finadmin.usnh.edu/disbursements/Payroll/pages/forms.aspx Mail to UNH Payroll at payroll@unh.edu.
	Insert	UNH Payroll	Direct Entry	Based on employee authorization
	Change	UNH Payroll	Direct Entry	Based on employee authorization

Communication

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

HELP DESK Telephone: **862-4242**

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