

# Employee Data

## INTRODUCTION

<b>Purpose</b>	<p>To provide the basic data that HR needs to maintain for all employees.</p> <p>This form would also be used if an employee does not utilize <i>Web For Employees</i> to change their address or emergency contact information.</p> <p>This would also be used for name changes and the recording of degrees</p>
<b>Description of Form</b>	<p>This form contains 8 main sections.</p>
<b>Notes on This Form</b>	<p>Certain types of data should not be collected until a formal offer of employment is extended!</p>
<b>Previous Form</b>	<p>PEF</p>
<b>Completion Details</b>	<p>The new employee can either fill this out on the web or it can be printed for the employee to complete.</p> <p>This form is to be completed by department level staff.</p> <p>This form requires approval(s) prior to submitting.</p>
<b>Data Sources</b>	<ul style="list-style-type: none"><li>• Employee</li><li>• Employee's hard copy file</li><li>• PEAEMPL</li><li>• PPAIDEN</li><li>• NBAJOBS</li></ul>
<b>Where to Send This Form</b>	<p>PPR Department either electronically or in paper form.</p>

## Steps #1-6: Personnel Data

<b>Description</b>	<p>Basic personnel data such as name, Banner I.D., SSN, DOB, etc.</p>
<b>Data Source</b>	<p>May come directly from the employee, or from the new hire paperwork.</p> <p>If A Banner ID already exists, it may come from the employee's One Card OR An authorized person may search PPAIDEN.</p>

## Step #7: "Marital Status"

<b>Description</b>	<p>Indicate the employee's accurate marital status.</p>
<b>Data Source</b>	<p>May come directly from the employee or the employee may personally complete this field.</p>
<b>Example</b>	<p>Single</p>
<b>Similar Field on Old Form</b>	<p>Mart.</p>

**Step #8: "Ethnicity"**

<b>Description</b>	The employee must select one Ethnic origin from the choices on this form.
<b>Data Source</b>	May come directly from the employee or the employee may personally complete this field.
<b>Example</b>	HM
<b>Similar Field on Old Form</b>	Race

**Step #9: "Multiracial"**

<b>Description</b>	Check this box if the employee has parents in more than one of the major race categories listed on this form.
<b>Data Source</b>	May come directly from the employee or the employee may personally complete this field.
<b>Similar Field on Old Form</b>	Multiracial check box

**Step #10: "Gender"**

<b>Description</b>	Check the box indicating the appropriate gender for this employee.
<b>Data Source</b>	May come directly from the employee or the employee may personally complete this field.
<b>Similar Field on Old Form</b>	Sex

**Step #11: "Citizenship Code"**

<b>Description</b>	Select the appropriate code: Citizen, Non-citizen, or Permanent resident.
<b>Data Source</b>	May come directly from the employee or the employee may personally complete this field.
<b>Similar Field on Old Form</b>	N/A

**Step #12: "Visa Code"**

<b>Description</b>	If the employee is a non-resident, this code comes from the employee's Visa and identifies the type of Visa.
<b>Data Source</b>	May come directly from the employee or the employee may personally complete this field.
<b>Example</b>	H1
<b>Similar Field on Old Form</b>	Visa Information Type
<b>Notes</b>	This information will not be entered into Banner until official documents are received.

**Step #13: "Visa Expiration Date"**

<b>Description</b>	The date that the employee's Visa expires.
<b>Data Source</b>	Directly from the employee's Visa.
<b>Example</b>	12/31/2002
<b>Similar Field on Old Form</b>	Expiration Date
<b>Notes</b>	The date should be entered in MM/DD/YYYY format.

**Steps #14-19: "Mailing Address", "Home phone", "City", "State", "ZIP", "Country"**

<b>Description</b>	The employee's permanent off-campus telephone number and address.
<b>Data Source</b>	May come directly from the employee or the employee may personally complete these fields.

**Steps #20-25: "Campus Building", "Address", "Campus Phone", "City", "State", "ZIP"**

<b>Description</b>	The employee's campus telephone number and address.
<b>Data Source</b>	This information may come directly from the employee, from the new hire paperwork or from the hiring department.

**Step #26-32: Emergency Contact Information**

<b>Description</b>	The name, complete address and telephone number of the person whom the employee lists as their emergency contact.
<b>Data Source</b>	May come directly from the employee.
<b>Similar Field on Old Form</b>	Emergency Contact Information/Emergency Contact: Name (Last, First, M.I.)

**Step #33: "Institution"**

<b>Description</b>	The name of the college, university or other higher educational institution at which the employee has earned a degree. With multiple branches, include campus location.
<b>Data Source</b>	May come directly from the employee.
<b>Example</b>	The University of California, Berkley
<b>Similar Field on Old Form</b>	Institution Name in EDUC.

### Step #34: "City/State or Country"

<b>Description</b>	The city and state of the higher educational institution within the USA, or if outside the USA, it is the country only.
<b>Data Source</b>	May come directly from the employee.
<b>Example</b>	Detroit, Michigan OR Japan
<b>Similar Field on Old Form</b>	City/State in EDUC.
<b>Notes</b>	There was no designation for Country on the old form.

### Step #35: "Degree"

<b>Description</b>	The degree type that was earned.
<b>Data Source</b>	May come directly from the employee.
<b>Example</b>	B.S. Information Systems
<b>Similar Field on Old Form</b>	Type, Maj. Field, Deg. Lvl. and Degree Type in EDUC.

### Step #36: "Year of Graduation"

<b>Description</b>	The year the degree earned was completed.
<b>Data Source</b>	May come directly from the employee.
<b>Example</b>	1998
<b>Similar Field on Old Form</b>	Deg. Yr. and Degree Year in EDUC.
<b>Notes</b>	The year should be entered in YYYY format.

### Step #37: "Certification"

<b>Description</b>	List any endorsed certification or professional licenses held the employee.
<b>Data Source</b>	May come directly from the employee.
<b>Example</b>	CPP
<b>Similar Field on Old Form</b>	"Please List All Professional Licenses and Certifications" box

### Step #38: "Date"

<b>Description</b>	The date that the certification was awarded.
<b>Data Source</b>	May come directly from the employee.
<b>Example</b>	01/30/2001
<b>Similar Field on Old Form</b>	"Please List All Professional Licensures and Certifications" box
<b>Notes</b>	The date should be entered in MM/DD/YYYY format.

### Step #39: "Expiration Date"

<b>Description</b>	The date that the certification expires.
<b>Data Source</b>	May come directly from the employee.
<b>Example</b>	01/30/2003
<b>Similar Field on Old Form</b>	"Please List All Professional Licensures and Certifications" box
<b>Notes</b>	The date should be entered in MM/DD/YYYY format.

### Step #40: "Endorsed"

<b>Description</b>	The institution, organization or other body that has endorsed the certification.
<b>Data Source</b>	May come directly from the employee.
<b>Example</b>	Michigan
<b>Similar Field on Old Form</b>	"Please List All Professional Licensures and Certifications" box

### Step #41: "Languages"

<b>Description</b>	List all languages, besides English, in which the employee can fluently communicate.
<b>Data Source</b>	May come directly from the employee.
<b>Example</b>	Japanese
<b>Similar Field on Old Form</b>	In what non-English language(s) are you fluent?

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**Steps #42 - #45: Originator Data**

<b>Description</b>	Provide information for person completing this form: Name, Phone, Department and Date
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**Step #46: "CLEAR" or "FINISH"**

<b>Description</b>	Click the "CLEAR" button to delete the data entered and start over. Click the "FINISH" button to save the data entered on this form.
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**CONCLUSION**


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# A Closer Look at the Data Source

**Figure 1:**  
**Step 1**

Oracle Developer Forms Runtime - Web Stand-Up Training V5  
File Options Edit Block Field Record Query Help Window

Generate ID: 

ID:  Smith 

**1**

Current Identification

ID:  SSN/SIN/TFN:

Name Type:

Person Name Information

Last Name:

First Name:

Middle Name:

Prefix:

Suffix:

Pref. First Name:

Non-Person Name Information

Name:

Name; Enter a name Last, First, Middle and press enter or tab. Use the wildcard "%" if needed.

Record: 1/1 <OSC>

**Figure 1:**  
**Step 2**  
**(contd.)**

Oracle Developer Forms Runtime - Web Stand-Up Training V5  
Window

If there are multiple people with the same last name this search window will appear and allow you to search using any combination of elements displayed (i.e. SS#)

ID:  Search Res:

Name Type:

Last Name:

First Name:

Middle Name:

Prefix:

Suffix:

Pref. First Name:

Name:

Extended Search PPAIDEN 5.2.1 (TRG6)

Search Res: 2

- Smith, Esther M. 000063674
- CIPPIW, Esther M. 000063674
- CIPPIW, Esther Michele 000063674
- CIPPIW, Esther Michele 000063674
- Smith, Richard L. 003008456
- Cippiw, Richard L. 003008456
- Cippiw Oo, Richard L. 003008456

Enter search:

City:

State/Prov:

ZIP/PC:

Name Type:

Date of Birth:

Gender:

Press Enter Query or Clear button to clear search criteria.

ID number; LIST for person; COUNT HITS for non-person; DUP ITEM to generate ID.

Record: 1/1 <OSC>

**Figure3:**  
**Steps 2-5**

The screenshot displays the Oracle Developer Forms Runtime interface for 'Web Stand-Up Training V5'. The main window is titled 'Identification Form PPAIDEN 5.2.1 (TRG6)'. At the top, there is a menu bar with 'File', 'Options', 'Edit', 'Block', 'Field', 'Record', 'Query', 'Help', and 'Window'. Below the menu is a toolbar with various icons. The form content includes a 'Generate ID' button and an 'ID' field containing '000063674' and 'Esther M. Smith'. A section titled 'Current Identification' contains an 'ID' field with '000063674' and an 'SSN/SIN/TFN' field with '604123307'. Below this is a 'Name Type' field. The 'Person Name Information' section has fields for 'Last Name' (Smith), 'First Name' (Esther), 'Middle Name' (M.), 'Prefix', 'Suffix', and 'Pref. First Name' (Esther). The 'Non-Person Name Information' section has a 'Name' field. Callouts 2, 3, 4, and 5 are placed over the 'Last Name' field, the 'First Name' field, the 'Middle Name' field, and the 'Current Identification' section header, respectively. At the bottom of the form, there is a status bar with the text 'Current identification number; overtype to change; DUP REC for Maintenance Info' and 'Record: 1/1'.