

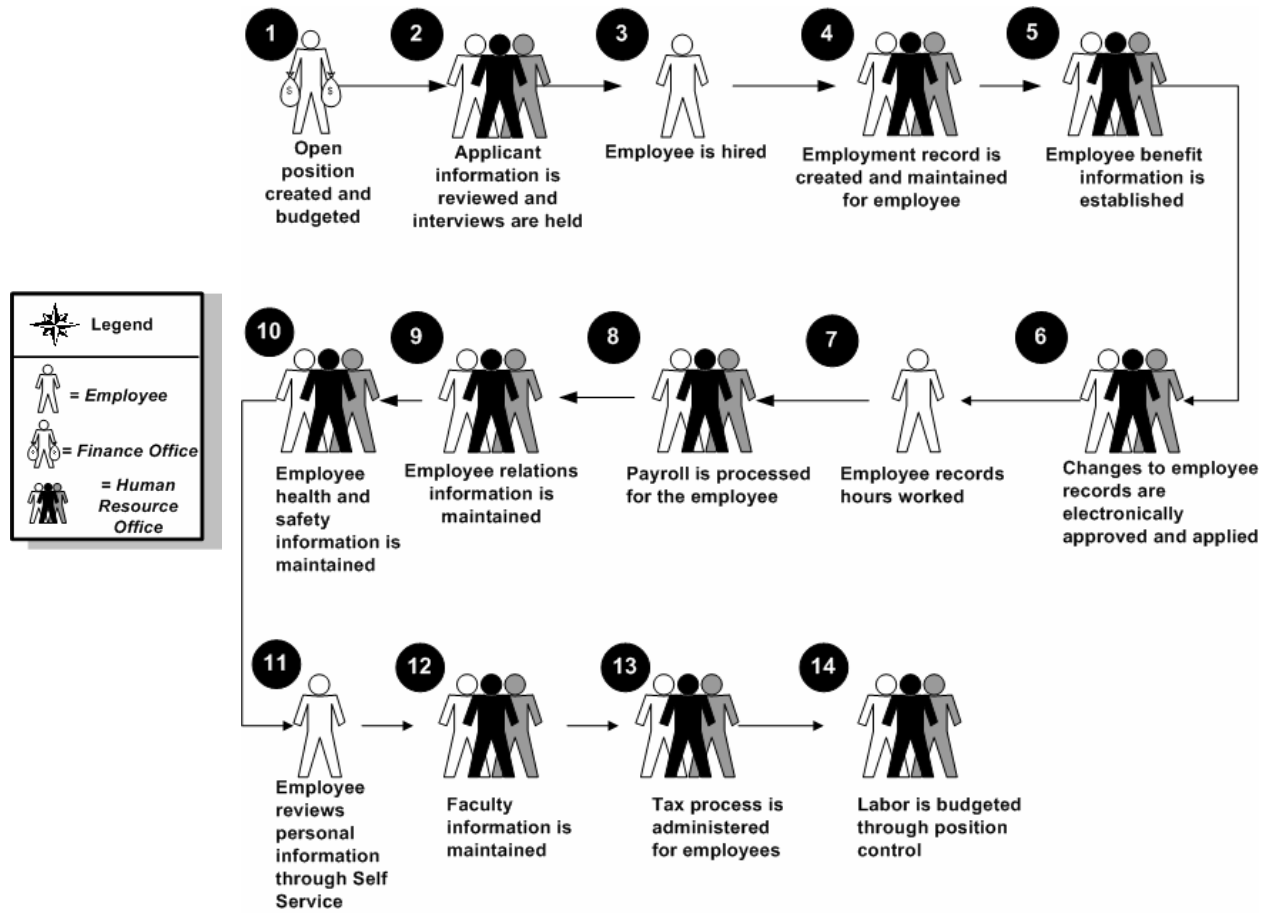
SCT Banner Human Resources System Overview – Quick Reference

Human Resources System Overview

Flowchart

The Banner Human Resources process begins with the creation of a new position at the institution and follows through the employment hiring process and creating and maintaining the employee records.

The following flow diagram highlights the overall Human Resource process.



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Human Resources System Overview, Continued

Banner Human Resources modules

The table below contains a brief description of each module that can be accessed from the SCT Banner Human Resources main menu.

Module	Purpose
Applicant Administration	This module allows you to create and maintain records on applicants for existing positions.
Electronic Approvals	This module is designed to accommodate a more efficient approval signature process for centralized and decentralized Human Resource operations.
Biographic/ Demographic Information	The core of this module is the Identification Form (PPAIDEN), which establishes a unique ID number for each individual in the system.
Employment Administration	This module allows for the establishment and maintenance of employee information in the SCT Banner Human Resources system.
Compensation Administration	This module allows an organization to establish employee classification and position classification data in order to design the SCT Banner Human Resources system to meet the organizations specific needs.
Employee Relations Administration	This module enables you to create and maintain labor-related information.
Health and Safety Administration	This module supports the entry and reporting of employee health information. It enables you to satisfy Occupational Safety and Health Act requirements by maintaining job-related health and safety data.
Benefit/Deduction Administration	This module allows the Human Resources Administrators and Benefits Specialists/Administrators to record employee benefits and deductions into Banner.
Position Management	This module allows an organization to develop specific position definition data including salary table information as related to each position.
Personnel Services Budget	This module associates budget and accounting information on a position-by-position basis.

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Human Resources System Overview, Continued

Banner Human Resources modules, continued

Module	Purpose
Time Entry and Payroll Processing	This module collects time sheet data, calculates and generates paychecks, and maintains pay history data.
Payroll History	This module allows for easy access to current and historical paycheck data including benefit/deduction information.
Human Resources Administration	This module provides an organization with detailed information about the forms and processes required to set up the SCT Banner Human Resources system for their organization as well as identifies day-to-day operations.
Security Set up	All Banner systems require security set up. Within the Human Resources system, an organization must establish appropriate security classes and roles for all users in order to provide appropriate access to Human Resources data entered into Banner.
Committee/Service	This module allows an organization to set up, maintain, and track employee committee information.
