

Managing Identification Records

A unique identification record is the primary key for most Banner HR data processing.

The creation of multiple ID records for a single individual must be avoided.

Never assume that an individual does not have an existing identification record.

Individuals seeking employment may have previously worked at one of the USNH campuses in a student hourly, work-study position, Adjunct Staff (Part-Time/Full-Time Temp/Casual hourly/Salary) or Adjunct Faculty position.

Working with Banner IDs [USNH IDs]

Take care when entering the Banner ID [USNH ID]

If you found a USNH ID for the individual using the ID Lookup Tool be sure to enter the exact number when adding the identification record.

Remember no validation occurs when entering the USNH ID to confirm the number has been entered correctly.

Generate ID

If you did not find an ID for the individual using the ID Lookup Tool you will use the Generate ID function to assign a randomly generated USNH ID number to the individual.

Alternate IDs

Since the USNH ID is a randomly assigned 9-digit number and a USNH ID can be generated when adding a new identification record, Alternate ID #s will no longer be issued.

Final Reminder Before Adding an Identification Record

Before adding an identification record for an individual, complete Module 2, Chapter 1, Tasks 1, 2 & 3 to search for any existing identification records in Banner HR or USNH ID in the ID Lookup Tool.

If you found a USNH ID using the ID Lookup Tool, complete **Task 2A-1: Adding a USNH ID**.

If you did not find a USNH ID using the ID Lookup Tool, complete **Task 2A-2: Generating a USNH ID**.

Complete either Task 2A-1 or Task 2A-2 depending upon your search results.

Task 2A-1: Adding a USNH ID found using the ID Lookup Tool

TASK 2A: Adding a USNH ID	
STEP 1: GATHER INFORMATION	1) USNH ID 2) Last Name 3) First Name 4) Date of Birth 5) SSN
STEP 2: ACCESS the identification form [PPAIDEN]	
STEP 3: TYPE the person's USNH ID in the ID field	The USNH ID found using the ID Lookup Tool
STEP 4: NEXT BLOCK	
STEP 4: OVERWRITE the USNH ID in the SSN/SIN/TIN field	The USNH ID defaults to the SSN/SIN/TIN field. Overwrite it with individual's SSN.

OR

Task 2A-2: Generating a USNH ID after no ID is found using ID Lookup Tool

TASK 2A: Generating a USNH ID	
STEP 1: GATHER INFORMATION	1) USNH ID 2) Last Name 3) First Name 4) Date of Birth 5) SSN
STEP 2: ACCESS the identification form [PPAIDEN]	
STEP 3: From the ID field click Generate ID	The word GENERATED will appear in the ID field.
STEP 4: NEXT BLOCK	The word GENERATED will appear in the ID field.
STEP 4: TAB to the SSN/SIN/TIN field	Enter the individual's SSN in the SSN/SIN/TIN field.

Task 2B: Adding Current Identification Information

TASK 2B: Adding Current Identification Information	
STEP 1: TAB to Last Name and TYPE the person's last name	Refer to Table 2-1: Name Data Entry Standards
STEP 2: TAB to First Name and TYPE the person's first name	
STEP 3: TAB to Middle Name and TYPE the person's middle name or initial	As needed
STEP 4: TAB to Suffix and TYPE the person's suffix	As needed
STEP 5: TAB to Pref. First Name and TYPE the person's preferred first name	As needed
STEP: 6 SAVE	

TABLE 2-1: Name Data Entry Standards

Field	Data Entry Standards	Example: ✓ is an example of valid coding ✗ is an example of bad coding	
All Name Fields	MUST CONTAIN upper and lower-case letters, as appropriate.	✓ Sarah Stone ✗ sarah stone ✗ SARAH STONE	✓ MacKay ✗ Mackay
Last Name	MUST NOT exceed 30 characters		
	MUST BEGIN with an upper case letter and utilize appropriate punctuation. <i>Failure to comply will segregate query results.</i>	✓ D'Angelo	✗ d'Angelo
	MUST NOT CONTAIN spaces in prefixed last names EXCEPT for names beginning with St.	✓ St. Germain ✗ St.Germain	✓ DelGrosso ✗ Del Grosso
	MUST CONTAIN a hyphen only (no spaces) for hyphenated last names	✓ Riecks-Kurshinsky ✗ Riecks - Kurshinsky	
	MUST NOT CONTAIN a SUFFIX	✓ Smith ✗ Smith Jr	
First Name	MUST NOT exceed 15 characters.		
	MUST CONTAIN complete first name or initial with appropriate punctuation	✓ Barbara	✓ B. ✗ B
	MUST CONTAIN complete double first name with spaces or hyphens as indicated by the employee.	✓ Mary-Jo ✓ MaryJane	✓ Mary Ellen
	MUST NOT BE USED to capture a preferred name.	✗ Robin for Michael R. Collins	
Middle Name	MUST COMPLY with standards for first names		
	MUST NOT CONTAIN punctuation with an initial.	✓ M	✗ M.
Suffixes	MUST NOT CONTAIN punctuation. <i>Failure to comply may segregate or provide incomplete query results.</i> MUST NOT BE USED for associating degree credentials.	✓ Jr ✓ Sr ✓ III ✗ PhD	✗ EdD ✗ Esq ✗ JD
Pref. First Name	MUST BE USED to capture a preferred name	✓ Robin for Michael R. Collins	

NOTE: If a person has only one name (i.e., Odetta, Smita, Mr. Monroe) then the name is entered in the last name field. If there is no first name, enter a period (".") in the first name field. Banner requires a first name to be entered. Entering a period when there is no first name satisfies the form requirement and enters a value that is not highly noticeable when printing or viewing.

Citizenship Detailed Descriptions

Citizenship:		
01	U.S. Citizen	A citizen of the United States is a native-born, foreign-born, or naturalized person who owes allegiance to the United States and who is entitled to its protection. In addition to the naturalization process, the United States recognizes the U.S. citizenship of individuals according to two fundamental principles: jus soli, or right of birthplace, and jus sanguinis, or right of blood.
02	Foreign Citizen	Individuals who have a non-immigrant visa which permits them to be employed and/or compensated by a U.S. employer. However, in almost every case, employment and compensation are restricted to an identified, sponsoring employer or organization, for a fixed period of time within a specific capacity.
03	Permanent Resident	Any person not a citizen of the United States who is residing in the U.S. under legally recognized and lawfully recorded permanent residence as an immigrant. Also known as " Permanent Resident Alien ", " Lawful Permanent Resident ", "Resident Alien Permit Holder," and "Green Card Holder."
04	Dual US/Foreign	Individuals who hold both US and Foreign citizenship.
05	Refugee	(A) any person who is outside any country of such person's nationality or, in the case of a person having no nationality, is outside any country in which such person last habitually resided, and who is unable or unwilling to return to, and is unable or unwilling to avail himself or herself of the protection of, that country because of persecution or a well-founded fear of persecution on account of race, religion, nationality, membership in a particular social group, or political opinion, or (B) in such circumstances as the President after appropriate consultation (as defined in section 207(e) of this Act) may specify, any person who is within the country of such person's nationality or, in the case of a person having no nationality, within the country in which such person is habitually residing, and who is persecuted or who has a well-founded fear of persecution on account of race, religion, nationality, membership in a particular social group, or political opinion. The term "refugee" does not include any person who ordered, incited, assisted, or otherwise participated in the persecution of any person on account of race, religion, nationality, membership in a particular social group, or political opinion. For purposes of determinations under this Act, a person who has been forced to abort a pregnancy or to undergo involuntary sterilization, or who has been persecuted for failure or refusal to undergo such a procedure or for other resistance to a coercive population control program, shall be deemed to have been persecuted on account of political opinion, and a person who has a well founded fear that he or she will be forced to undergo such a procedure or subject to persecution for such failure, refusal, or resistance shall be deemed to have a well founded fear of persecution on account of political opinion.
06	Political Asylum - Asylee	An alien in the United States or at a port of entry who is found to be unable or unwilling to return to his or her country of nationality, or to seek the protection of that country because of persecution or a well-founded fear of

		persecution. Persecution or the fear thereof must be based on the alien's race, religion, nationality, membership in a particular social group, or political opinion. For persons with no nationality, the country of nationality is considered to be the country in which the alien last habitually resided. Asylees are eligible to adjust to lawful permanent resident status after one year of continuous presence in the United States. These immigrants are limited to 10,000 adjustments per fiscal year.
09	Other	This code is only used for our non-paid individuals who we do not require an I-9 form be completed.
12	Foreign Citizen – Nonresident Tax	USNH is using the Windstar Technology Inc, Tax Navigator software application to provide tax compliance for foreign citizens employed at USNH. Upon initial hire, an employee's citizen code is entered as "02 – Foreign Citizen", these records are fed to the Tax Navigator application where the visa type and visa history are analyzed. A new citizen code is generated and fed back to Banner. "12 - Foreign Citizen - Nonresident Tax" status is applicable when an individual is treated as a non-resident for FICA tax purposes.
22	Foreign Citizen – Resident Tax	USNH is using the Windstar Technology Inc, Tax Navigator software application to provide tax compliance for foreign citizens employed at USNH. Upon initial hire, an employee's citizen code is entered as "02 – Foreign Citizen", these records are fed to the Tax Navigator application where the visa type and visa history are analyzed. A new citizen code is generated and fed back to Banner. "22 - Foreign Citizen – Resident Tax" status is applicable when an individual is treated as a U.S. resident for FICA tax purposes, therefore applicable to all taxes as if a U.S. citizen.

Ethnicity/Race Detailed Descriptions

Ethnic background:

Hispanic or Latino

A person of Cuba, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Non-Hispanic or Latino

A person who does not meet the criteria listed above.

Race:

American Indian or Alaskan Native

A person having origins in any of the original peoples of North and South America, and who maintains tribal affiliation or community attachment.

Asian

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Black or African American

A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White

A person having origins in any of the original peoples of Europe, North Africa or the Middle East.

Task 2C: Adding Biographic Information

TASK 2C: Adding Biographic Information	
STEP 1: Options > Biographic Information	
STEP 2: TYPE Date of Birth	Format: dd-mon-yyyy
STEP 3: TAB to Gender and SELECT male or female	Do not select "Not Available"
STEP 4: TAB to Citizenship and TYPE a value	01 = U.S. Citizen 02 = Foreign Citizen 03 = Permanent Resident 04 = Dual U.S./Foreign 05 = Refugee 06 = Political Asylum 09 = Other 12 = Foreign Citizen – Nonresident Tax * 22 = Foreign Citizen – Resident Tax * *Never assigned by users. These values are only assigned by Windstar
STEP 5: TAB to Ethnicity and TYPE a value.	1= American Indian/Alaskan Native 2 = Black-nonhispanic 3 = Asian-Pacific Islander 4 = Hispanic 5 = White-nonhispanic Refused or Unknown? If ethnicity/race information is refused or unknown Ethnicity = 0 Unknown – Refused.
STEP 6: TAB to New Ethnicity and SELECT a value.	Not Hispanic or Latino Hispanic or Latino None [Used only when waiting to receive information. Do not use if ethnicity/race information is refused or unknown.] To hire the person... you must select 'Not Hispanic or Latino' or 'Hispanic or Latino'. Refused or Unknown? If ethnicity/race information is refused or unknown New Ethnicity = 'Not Hispanic or Latino' and Race Code = 999 Refused or Unknown
STEP 7: NEXT BLOCK	At this time... the 'Ethnicity and Race Confirmed' and 'Confirmed Date' fields will not be used.
STEP 8: In the Race Code field TYPE a value.	1= American Indian or Alaskan Native 2 = Asian 3 = Black or African American 4 = Native Hawaiian or Other Pacific Islander 5 = White Refused or Unknown? If ethnicity/race information is refused or unknown Race Code = 999 Refused or Unknown and New Ethnicity = 'Not Hispanic or Latino'.
STEP 9: SAVE	

