

**BANNER HR  
ENTERING DEGREE INFORMATION  
TRAINING DOCUMENTATION**

**Entering or Changing Degree Information on PPAGENL**

Form Access

Entering or changing data on PPAGENL will be restricted to Campus and System HR Offices only. This object is already included in the following two Banner HR security classes with update access: EM\_EMPL\_PER\_RECORD and EM\_GEN\_PER\_ENTRY. Any user with access to these two security classes will have access to PPAGENL.

Collecting Degree Information from Employees

It will be up to each Campus/System HR office to determine and implement the business practice associated with tracking initial degree information or updating existing degree information for their employees. How that information is collected is independent from the business practice outlined in this document.

Business Process to Change Converted Data

1. Type in employee's ID number (USNH ID)
2. NEXT BLOCK
3. Review populated data
4. If SBGI code is incorrect, click on the flashlight to find and select correct code
5. TO QUERY ON SBGI:
  - a. The inquiry form will come up blank;
  - b. To populate the form select 'Query' from the top drop-down menu and select 'Execute' OR use the 'F-8' button. The codes will appear in numeric order;
- OR**
- c. Tab to either the 'Code' or 'Source/Background Institution' block and frame the query by percent signs and execute the query (example: %New Hampshire%). Double clicking on the correct institution will populate the SBGI block. **NOTE that the data is case sensitive.**
6. NEXT BLOCK
7. Review data in Diploma/Degree block:
  - a. if CODE is incorrect, double click in the block and find and select correct code. NOTE that the data in the LEVEL block defaults and cannot be overridden;
  - b. if DATE OF GRADUATION data was pulled in from HUM. If the date is incorrect, tab to the field and type in the new date in standard DD-MM-YYYY format;
  - c. the field 'Terminal Degree' is a checkbox field that was converted unchecked. This field can be updated by Campus and/or System HR offices;
  - d. the other fields in this block are GPA, Hours and Dates of Attendance and are not to be used at this time;
8. SAVE
9. Review data in Major block:
  - a. If Major code is incorrect, double click in the block and find and select the correct code
10. SAVE
11. NOTE that the remaining two fields (Minors and Concentrations) are not to be used at this time

Business Process to Add New Record

1. Type in employee's ID number (USNH ID)
2. NEXT BLOCK
3. Select SBGI code by either typing in the 6-digit numeric code directly in the SBGI block or by clicking on the flashlight to perform a query
4. TO QUERY ON SBGI:
  - a. The inquiry form will come up blank;
  - b. To populate the form select 'Query' from the top drop-down menu and select 'Execute' OR use the 'F-8' button. The codes will appear in numeric order;
- OR**

- c. Tab to either the 'Code' or 'Source/Background Institution' block and frame the query by percent signs and execute the query (example: %New Hampshire%). Double clicking on the correct institution will populate the SBGI block. NOTE that the data is case sensitive.
5. NEXT BLOCK
6. Populate data in the Diploma/Degree block:
  - a. CODE block – double click in the block and find and select the correct code. The data in the LEVEL block will default and cannot be overridden.  
Queries can be made using the 'FIND' feature by typing in part or all of the numeric or alpha sequence and clicking on the FIND button. **NOTE that the data is NOT case sensitive;**
  - b. TAB to DATE OF GRADUATION block – Type in the graduation date in standard DD-MM-YYYY format;
  - c. TAB to TERMINAL DEGREE block – Check box if appropriate;
  - d. The other fields in this block (GPA, Hours and Dates of Attendance) are not to be used at this time.
7. SAVE
8. Populate data in Major block:
  - a. MAJOR block – double click and select the correct code.  
Queries can be made using the 'FIND' feature by typing in part or all of the numeric sequence and clicking on the FIND button. **NOTE that the data is NOT case sensitive;**
9. SAVE
10. NOTE that the remaining two fields (Minors and Concentrations) are not to be used at this time.
11. OPTIONS – HONORS AND AWARDS
  - a. Use free-form text to populate the 'Honors/Award Title' and 'Awarding Organization' fields. The 'Date Awarded' and 'Date Expired' fields are populated in the standard DD-MM-YYYY format.

#### Additions to SBGI, Code, Major fields

If additional institutions, codes or majors need to be added to Banner, the Campus/System HR offices should email the request to STHR's.

Note that the values in the Major, Minor and Concentration blocks pull from the same validation table. If there is an interest in populating the Minor and Concentration blocks, please contact STHR's.

STHR  
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