Version

2.2

DATA STANDARDS AND INFORMATION ACCESS (DSIA)
OVERSIGHT GROUP

University of Central Arkansas

Data Standards
Manual

Data Standards Manual

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UCA
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Record of changes since publication of v 2.1:
- Updated Appendix B – Shared Tables in Banner, Table 4: Shared Data Items
  - ROAPERS does not exist.
- Updated DSIA Oversight Group roster
- Updated Data Owner's list

Data Standards and Information Access (DSIA) Oversight Group

Roster updated May 2015

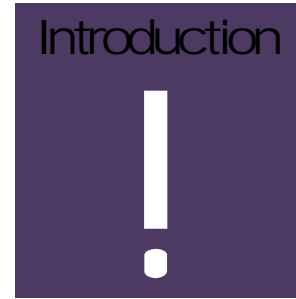| Name	Position
Jonathan Glenn, Chair	Associate Provost
Claye Eubanks	DSIA Reporting Group Co-Chair
Judy Kinnison	DSIA Reporting Group Co-Chair
Terry Brewer	Associate Director, Information Technology
Amber Hall	Director, Institutional Research
Cheryl Lyons	Director, Student Financial Aid
Valerie Nicholson	Operations Manager, Human Resources
Rebekah Rasnick	University Registrar
Courtney Mullen	Director, Undergraduate Admissions

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Requirements for Accurate Records

➢ **NEVER SHARE PASSWORD(S):** Data integrity begins with control over access to the database. A user ID and password is linked to an identity within the Banner system. Protecting password safeguards the validity of the data held in the system and the personal information of students and staff. It also protects a person's identity from being misused within the system by someone else.

➢ **SEARCH FIRST:** Before a new record is created for any entity ("Person" or "Non-Person"), please make sure that the entity has not already been entered in the Banner database. **Each user must conduct a thorough search to prevent entering a duplicate and/or multiple records.** Duplicate and/or multiple records create problems in many parts of the system and may take many hours of staff time to locate and remove.

➢ **NEVER REMOVE: Never delete a record in Banner.**

➢ **NEVER USE:** In **creating** a record, **never use** the pound sign (**#**), the percent sign (**%**), the asterisk (*****) or the underscore (**_**). The pound sign can cause Banner database errors and the percent sign has a special use within the search functions of the system. The asterisk and the underscore can cause Oracle errors.

➢ **ABBREVIATIONS:** There are specific ways to abbreviate words that are shown throughout this document. Please use only these approved forms when entering data.

➢ **PUNCTUATION: Do not add punctuation where there is none**. For "Person" names, use hyphens or apostrophes exactly as the person indicates in writing. Do not use commas or periods in any name field. Do not use punctuation in abbreviations, prefixes or suffixes such as Dr, PhD or Jr. Punctuation for address fields should only be used if specifically required for the address number and should be limited to periods, slashes and hyphens.

➢ **DATA CHANGES:** Please do not make any data changes **unless** the appropriate responsibility and authority has been given. When making changes, please follow the procedures established by the Data Owner of the data needing to be changed.

➢ **REMEMBER:** Many data fields have specific data entry rules. These specific rules are outlined in this manual and should be carefully followed.

➢ **REMEMBER:** Never maintain the same information in more than one place. If Banner has a place defined for the information needed, then Banner should be the source for that information.

Chapter

1

General Information

Electronic data is owned by the University of Central Arkansas(UCA) and is a vital asset for the institution. UCA utilizes the Banner integrated database system to maintain its electronic data. The standardization of all data within the University's ERP database system is crucial in protecting the data assets of the University by maintaining consistent and accurate data for use in all areas of the University.

The Data Standards and Information Access(DSIA) Oversight Group was formed to establish, maintain, and communicate University of Central Arkansas data standards; to promote data quality both retrospectively and prospectively; to establish, maintain, and communicate consistent reporting standards; and, thus, to facilitate timely access to consistently reliable university information over time.

This Data Standards Manual is a work in progress. As UCA's usage of Banner continues to evolve or as other situations dictate, additional material may be added or content may be revised. Any changes must be approved by the DSIA Oversight Group. See Appendix A for the form and instructions on requesting changes. Approved changes will be reflected in subsequent versions of the standards manual which will be posted to the Banner Team Channel accessible through the University portal myUCA.

1.1   Purpose

This manual provides data standards requirements for the protection, access, maintenance, and use of University of Central Arkansas (UCA) data that is electronically maintained on the Banner system. This manual defines the responsibilities of users who input and access that data. Divisions/departments may have individual requirements that supplement, but do not replace or supersede the requirements outlined in this manual. The Standards outlined in this manual are authoritative for the Banner System.

1.2   Data Owner

A Data Owner is the director or designee of the University or department. The Data Owner may make data within their charge available to others for the use and support of the division or department's functions.

Before granting access to data, the Data Owner must be satisfied that appropriate protection requirements have been implemented and that a "need to know" is clearly demonstrated. By approving user access to University data, the Data Owner consents to the use of that data within the normal business functions of administrative and academic offices or departments.

Data Owners are responsible for the accuracy and completeness of data in their areas. Data Owners also are responsible for the maintenance and control of the Banner validation and rules tables. These tables, and processes related to their use, define how business is conducted at the University of Central Arkansas. Data Owners hold the following organizational positions:

Finance – Controller, Director of Purchasing, Budget Director
Human Resources – Associate Vice President of Human Resources
Financial Aid – Director of Financial Aid
Student – Registrar
Student Accounts – Director of Student Accounts
General – DSIA Oversight Group Chair

The Data Owners may appoint someone with appropriate authority as a proxy agent who approves access in their absence. Access will be granted only with receipt of a formal Banner Security Request from a data administrator or their proxy via electronic mail. The Data Owner must be satisfied that sufficient protection requirements have been implemented and that a "need to know" was clearly demonstrated before granting access. By approving end-user access to institutional data, the module manager/Data Owner consents to the use of this data within the normal business functions of administrative and academic offices.

Misuse or inappropriate use by individuals will result in revocation of the user's access privileges.

1.3   Data Administrator

A Data Administrator is responsible for the accuracy and completeness of data files in their areas as part of their day to day job duties. Data Administrators hold the following organizational positions:

Finance – Controller, Director of Purchasing, Budget Director
Human Resources – Associate Vice President of Human Resources
Financial Aid – Director of Financial Aid
Student – Registrar, Director of Admissions, Graduate School Dean, Assistant Provost for International Engagement, Director of Advising Center, Director of University Testing
Student Accounts – Director of Student Accounts
General – Database Administrator, Security Administrator

1.4   Administrative Responsibility

By law, certain electronic institutional data is confidential and may not be released without proper authorization. Disclosure of information is restricted to data owners or their authorized

representatives. Contact a data owner or their direct representative (the Registrar or a representative of the Registrar for student information, for example) prior to disclosure of information. Employees should adhere to all applicable federal and state laws and University policies concerning storage, retention, use, release, and destruction of data.

All levels of management shall ensure that, for their areas of accountability, each information system user knows his/her responsibilities. Each system user shall read and understand this statement before accessing the system.

Electronic data is owned by the University and is a vital University asset. All institutional data, whether maintained in the central database or copied into other data systems including microcomputers, remains the property of University of Central Arkansas. Access to data is not approved for use outside an individual's official University responsibility.

Electronic, institutional data shall be used only for the legitimate business of University of Central Arkansas. Administrative computing services and facilities shall be used only as required in the performance of job functions.

Supervising administrators shall ensure a secure office environment with regard to all institutional information systems. Administrators shall validate the access requirements of their staff according to job functions before submitting requests for the provision of access.

Under no circumstances shall anyone use institutional electronic data (in detail or summary) in any publication, seminar, or professional presentation, or otherwise release data, in any form, outside the University without prior written approval from the appropriate data owner. Data should never be left on any system to which access is not controlled.

As a general principle of access, University data (regardless of who collects or maintains it) shall be shared among those employees whose work can be done more effectively by knowledge of such information.

All procedures and data systems will be constructed to ensure that:

1. All data is inputted accurately.
2. Accuracy and completeness of all data is maintained.

1.5   Data Access

1.5.1   General Person Form Access

General Person access is awarded only after appropriate training is received. Entries to Banner general entity tables (person or non-person) affect the overall integrity of the database used by all Banner systems.

Failure to abide by the guidelines outlined in this manual for creating and maintaining general entity records may result in removal of access and a subsequent reassignment of duties.

All individuals with General Person access have the following job responsibilities:

- Ensure database integrity and the goals of easy, professional, cost-effective communication for the University community and its contacts by

    o avoiding creation of multiple records for a single entity by using the University of Central Arkansas Data Standards Manual
    o using University of Central Arkansas data entry standards to facilitate consistent reports and searches
    o sharing effective processing discoveries and problem-resolution tasks with others

- Represent their functional area in advising on policies, determining maintenance procedures, and resolving cross-functional problems as needed

- Ensure pertinent General Person maintenance rules and concerns are communicated to others in their area.

- Understand the particular needs of their area.
- Communicate their area's needs and concerns to a supervisor, a Banner team representative in their area or a member of the DSIA Oversight group so issues can be resolved.

1.5.2   Access to Official University Records

The following subsections outline the requirements and limitations for all University departments or divisions for obtaining permission for query and update access to the University's official records. **Data security is everyone's responsibility and must be impressed upon all employees by training accomplished in conjunction with the use of University of Central Arkansas data systems**.

1.5.3   Requests for Information Access

All requests for information access will be coordinated through functional area data owners. Each person requesting new access, changes to current access or termination of access will make the request through its data owner. Data owners will modify requests as they see fit. Only those requests submitted to IT by the data owners will be put into effect.

Requests for access to University information may include: (1) requests for access to Banner forms, reports, and processes; (2) requests for reporting tool access; (3) requests to third-party products that connect to Banner or its associated databases.

For requests from data owners to IT seeking new user IDs and passwords, data owners will ensure that the requested access is commensurate with completion of any required general system training as well as required departmental specific training. Account and password information will be transmitted directly to the user.

It is recommended that departments/divisions should take steps to ensure that they have an alternate person assigned as back-up for each office function, and that this individual has access to the system functions required to perform these back-up functions.

Update access provides both query and update capability. Update capability is generally limited to the offices directly responsible for the collection and management of the data (administrators). Update access is available to administrators and users who have an authorized need to change institutional data in the routine performance of their job duties.

Each user of administrative information is assigned appropriate combinations of query-only and update access to specific parts of the administrative information system according to job function, need to know, and need to act basis.

1.5.4   Information Users

Individuals are responsible for understanding all data elements that are used in their job. Each person must understand the data that they are entering to make sure it is being entered in the appropriate field as well as the appropriate information into that specific field. If a person does not understand the meaning of a data element, he/she should consult the appropriate data owner. Users should exercise due care in using the institution's electronic information systems, both the central institutional database and all departmental systems, to protect data files from unauthorized use, disclosure, alteration, or destruction. Each person is responsible for security, privacy, and control of his/her own data. Each user is responsible for all transactions occurring during the use of his/her login and password.

All system users <u>must</u> <u>not</u> leave their workstations while logged into Banner. All users <u>must</u> log out at the end of the day.

1.5.5   Data Confidentiality

Various legislation governs the confidentiality of information that will be stored in Banner. Some of these include the [Family Educational Rights and Privacy Act](#) (FERPA), the [Graham-Leach-Bliley Act](#) (GLB) and the [Health Insurance Portability and Accountability Act](#) (HIPAA). All those using Banner to access information should always be aware that their access to information stored in Banner is provided with the understanding that they will maintain the strict confidentiality of this data.

F E R P A   /   B U C K L E Y   A M E N D M E N T

Students have a right to inspect their educational records at the University and to request amendment to those records if they believe them to be inaccurate. The FERPA law (also known as the Buckley Amendment) and its implementing regulations may be reviewed in the Office of the Registrar. A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by University of Central Arkansas to comply with FERPA requirements with:

> Family Policy Compliance Office
>
> U.S. Department of Education
>
> 400 Maryland Avenue, SW
>
> Washington, DC 20202-4605

H E A L T H   I N S U R A N C E   P O R T A B I L I T Y   A N D   A C C O U N T A B I L I T Y   A C T   (H I P P A)

The Office for Civil Rights enforces the HIPAA Privacy Rule, which protects the privacy of individually identifiable health information; the HIPAA Security Rule, which sets national standards for the security of electronic protected health information; and the confidentiality provisions of the Patient Safety Rule, which protect identifiable information being used to analyze patient safety events and improve patient safety.

G R A H A M - L E A C H   B L I L E Y   A C T   (G L B)

The GLB Act requires protection of personally identifiable financial information including Social Security Numbers.

C O N F I D E N T I A L   I N F O R M A T I O N   I N D I C A T O R

If a student or employee completes a "Request for Non-Disclosure of Directory Information" form, then the person's directory information will <u>not</u> be disclosed to the public.
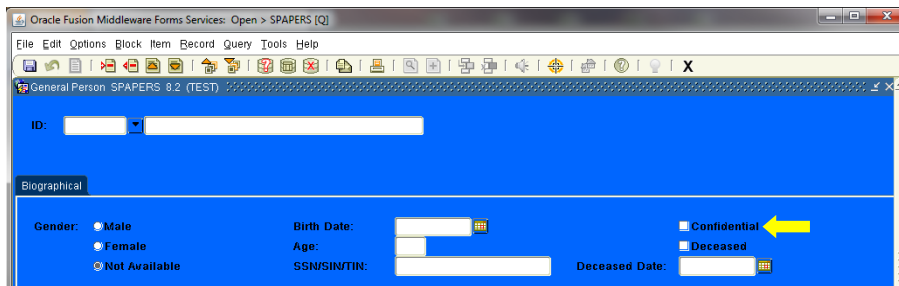
1.5.6   Disclosure of Information

S T U D E N T   D I R E C T O R Y   I N F O R M A T I O N

The University of Central Arkansas defines "Directory Information" as student name, class level, full or part-time status, terms of enrollment at the University, degrees earned, and academic honors received.

The University may release "Directory Information" without the consent of the student.
All other information will be released only upon receipt of a signed waiver from the individual student that specifies the information to be released.

In accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, an enrolled student has the right to withhold the disclosure of "Directory Information." The University provides a form by which an enrolled student can request the non-disclosure of "Directory Information." The form can be found on the Registrar's web page and may be submitted to the Office of the Registrar at any time. The request for non-disclosure of "Directory Information" will be honored until the individual student submits a written request to rescind it, even if he or she has subsequently left the institution. The University assumes no liability for honoring a request for the non-disclosure of —Directory Information."

For the definition of Directory Information, please consult the student handbook.

D I S C L O S U R E   P O L I C I E S

In general, the University does not disclose personally identifiable information contained in a student's education records unless the student provides written permission for disclosure. FERPA does permit the University, however, to disclose personally identifying information from a student's education records without the student's consent to the following parties:

1. To university officials who have legitimate educational interests. A university official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another university official in performing his or her tasks. A university official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
2. To other college or university officials of another school in which a student seeks or intends to enroll.
3. To certain governmental officials in order to carry out lawful functions
4. To appropriate parties in connection with financial aid to the student.
5. To organizations conducting studies concerning predictive tests, student aid programs, and improving instruction.
6. To accrediting organizations
7. To parents of dependent students
8. To parents of entering freshmen under the age of 21 who violate the university's alcohol or drug policies. (Non-academic information.)
9. To individuals who obtain lawful court orders or subpoenas.
10. To appropriate persons when necessary to protect the health or safety of students or other persons.
11. To State or local authorities to whom disclosure was required by state laws adopted before and after November 19, 1974 in very limited circumstances.

Questions concerning the requirements of FERPA should be directed to the university's legal counsel in the President's Office or to the registrar.

1.5.7   General Notes

All employees who require access to online records must use the user ID and password assigned as a result of a fulfilled request of a functional area data owner. This will allow updates to be tracked to a specific user ID and therefore a specific person. Web and self-service applications are not intended to be addressed by this section of this document.

Temporary employees and students shall not be given update capability for financial, human resources, and payroll transactions; nor will they be permitted access to validation tables and transactions that directly affect a student transcript (such as grades). This includes functions that create financial transactions (such as housing assignments and registration); this does not apply to transactions created by web self-service applications. Exceptions may be authorized at the discretion of the system manager or his/her designee.

It is the responsibility of the department/system manager to ensure that system access is canceled for employees and students who no longer work in his/her area. This can be accomplished by prompt notification of the functional area data owner, who in turn will promptly notify IT.

Human Resources will notify IT of all terminations so that removal of access by any user ID associated with an employee can be accomplished. This does not eliminate the department/system manager's responsibility to communicate terminations in a timely manner, but provides a back-up system to ensure that this closure occurs.

Any exceptions to these guidelines must be presented to the DSIA Oversight Group for approval and inclusion in this document.

Chapter

2

Rules for Clean and Accurate Records

Due to the fact that Banner is an integrated system, ALL USERS play a key role in keeping the data clean and accurate. Every effort must be made to ensure that duplicate records are not created for a person or organization. It is also vitally important that data added or changed be connected to the correct person or organization for UCA's records to be accurate. Inaccurate data can be worse than no data.

Therefore, the following guidelines are to be used each and every time a user searches or makes changes to a record.

ALWAYS SEARCH first. Before a user creates a new record for a person or organization, they MUST conduct a name and/or ID search to make sure that person or organization has not already been entered in the ADMIN database. Each user in every office MUST conduct a thorough search to prevent entering a duplicate record.

Make data changes ONLY when the user has that authority and when the user follows the procedures established by the Data Owner of that data the user wants to change. Remember – some data fields have specific data entry rules. See the specific section under General Person Information for those data entry rules.

The pound sign (#), asterisk (*), underscore (_), and percent sign (%) should NEVER be used in any data field because they will result in Oracle database errors.

2.1 General Person/Non-Person Searches

Searches should be done from an IDEN form or VEND form because these search **ALL** general person and non-person records. FTMVEND displays both person and non-person records while IDEN forms display person records. Searches from other forms restrict the information to records associated with that module.

➢ The % is a wildcard. This means it substitutes in the search for any and all characters that might follow or precede the value placed in front of or behind it. For example, %ders%

could bring back records for Gun<u>ders</u>on, An<u>ders</u>on, and Lin<u>ders</u>mith. Use % judiciously. Search using a minimal number of letters.

For example, to find Sarah G. Giordini:

This search will find mis-entered 'Sara' as the first name and transposed letters in the last such as 'Gioidni.'

➢ Look for the common denominators in names that might be abbreviated. Examples would be %ill% when looking for names like Bill, Billy, William, Will, or Willy, all of which could be names used by that one person.

➢ Double last names may have a hyphen (-) or just a space between them. Search for them by typing one of the last names and putting the % either before or after the being searched. Placement of the % depends on whether searching is being done on the last of the two names or the first of the two.

For example: Wilson-Smith is the last name

 to search on the latter of the two.

 to search for the former of the two.

➢ The underscore (_) key can be used to replace one character at a time.

For example, to search for Anderson that may actually be Andersen use:

 – This will find both Anders**O**n and Anders**E**n records.

> ➢ While names should always be entered in mixed case format, the user should also try searching for all upper or all lower case to see if a match can be found. It is much easier to update the name to follow the standards than it is to cleanup duplicate records. The best way to do this search is to select the case insensitive query option before executing the search on the forms where this option is available.

Case Insensitive Query   Case Sensitive Query

Enter a query; press F8 to execute, Ctrl+Q to cancel.
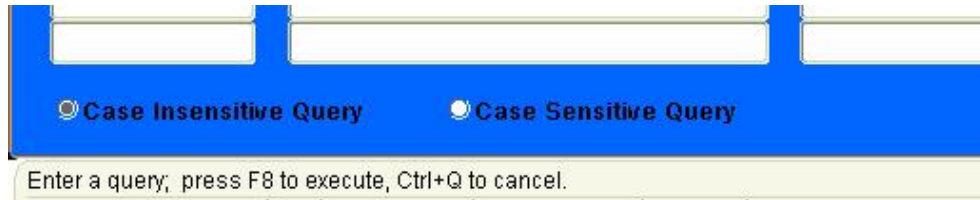
Conducting Searches

Module	Information Form	Person Search Form	Non-Person Search Form
STUDENT	SPAIDEN	SOAIDEN	SOACOMP
FINANCIAL AID	SPAIDEN	SOAIDEN	SOACOMP
HUMAN RESOURCES	PPAIDEN	SOAIDEN	SOACOMP
FINANCE	FOAIDEN	FTIIDEN	FOICOMP

2.1.1   IDEN Forms
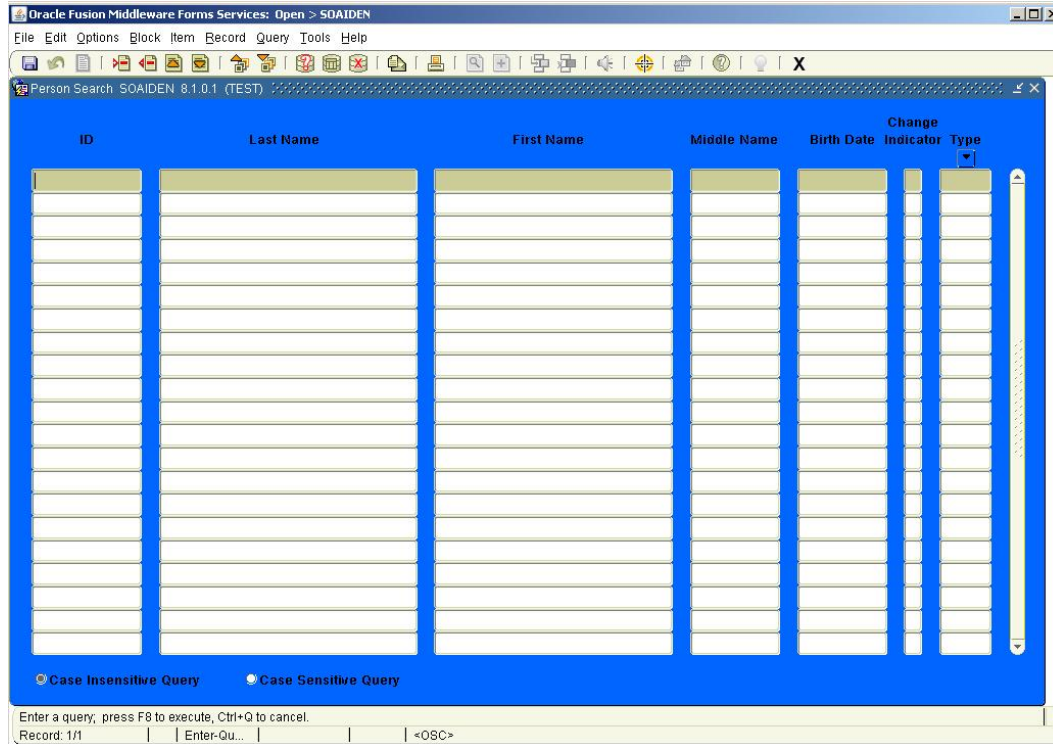
Form 1 –SOAIDEN Example

For IDEN forms, eliminate any data in the ID field and <TAB> to the Name field.

Type in the name to be searched using the %(wildcard) to broaden the search.

Example: record = Dennis Redmond

Query as:

OR just Last Name

Example: record = John McDonald

Query as: (without spaces) McDonald and (with spaces) Mc Donald

Or Query as: – this will return:

McDonald (without spaces)
Mc Donald (with spaces)
MacDonald (without spaces)
Mac Donald (with spaces)

Note: Some names have unique spellings. Search on all possibilities by broadening the wildcard search. Also, remember that suffixes are **NOT** part of the name.

Example: Fergason, Furgason, Ferguson

Query as:

When a list of possible names is retrieved for a person, use other information to restrict the search (gender, birth date, social security number, ID number, previous names, state or zip code) and any other information available.

Also, remember to search using the middle name field. For example, C. Reid Lau goes by Reid. Search either by entering only the last name or do separate searches for Reid on both first and middle name fields.

For FOREIGN names, it may be easier to include the FIRST name as part of the search:

Example: record = Sayed Azmat Ali Shah

Foreign names can present unique challenges. As a result of communication errors some foreign names have been switched when entered. The user should also search using the first name as the last name and the last name as the first name. It is much easier to do a name correction than it is to resolve the problems that result from having multiple records for the same person.

2.1.2   VEND form (FTIIDEN)

Clicking on the dropdown to search for vendor will take the user to the FTIIDEN form to do the actual
search.

Form 2 - FTIIDEN Example

If using Finance forms such as FTIIDEN, remember to search the whole database by checking ALL in the first block. Otherwise, searches are restricted to only those records that have had Finance transactions. Non-person names may only be matched to their names. Use the %(wildcard) when searching in case punctuation or digits are used as part of the name. *Example:* I.B.M. or BONMAR1

The safest way to search on name is to include the wildcard at the front and at the end of the search.

> *Example:* %Bon Marche%.
>> This would find "The Bon Marche" or "Bon Marche Inc."
>
> Search on all separate portions of the name: %Bon% and %Marche%

2.1.3   Other search forms

By clicking on the dropdown arrow beside the ID field in any form, the user may initiate a search.
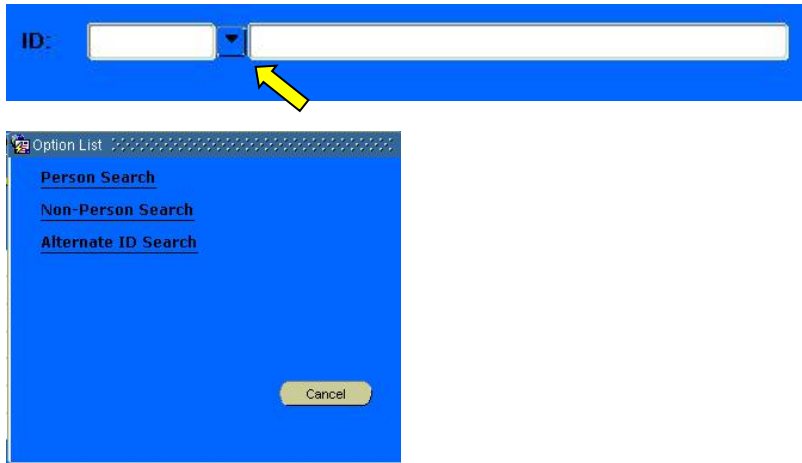
Selecting **Person Search** will bring up the IDEN form previously discussed.

Selecting **Non-Person Search** will bring up form SOACOMP (or the similar FOICOMP):
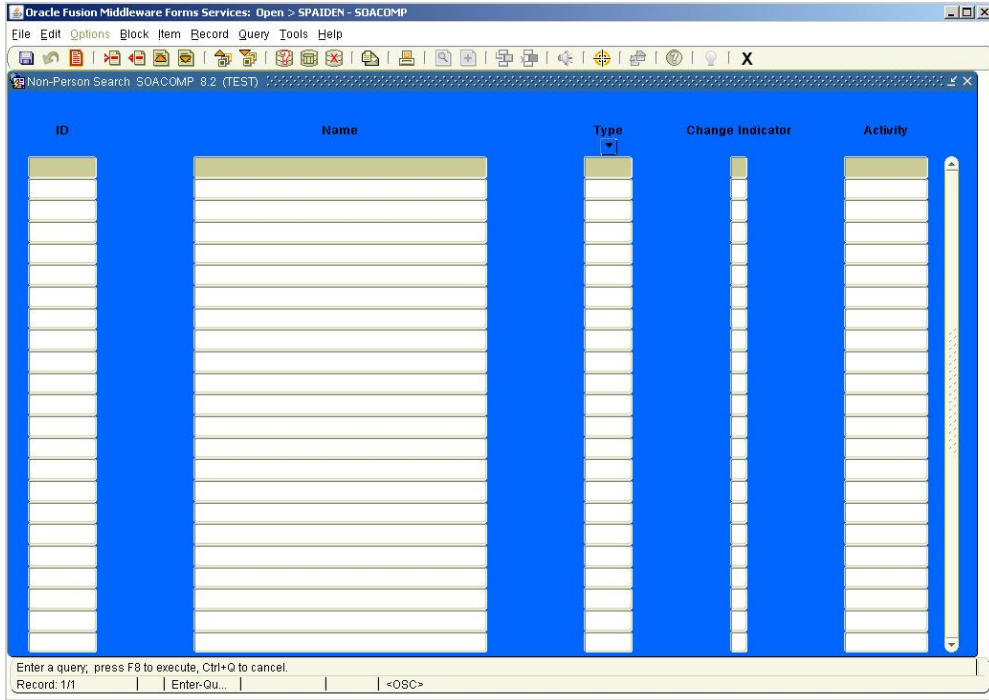
Previously discussed examples can be applied to the name field on this form also.

Selecting **Alternate ID Search** will bring up form GUIALTI:
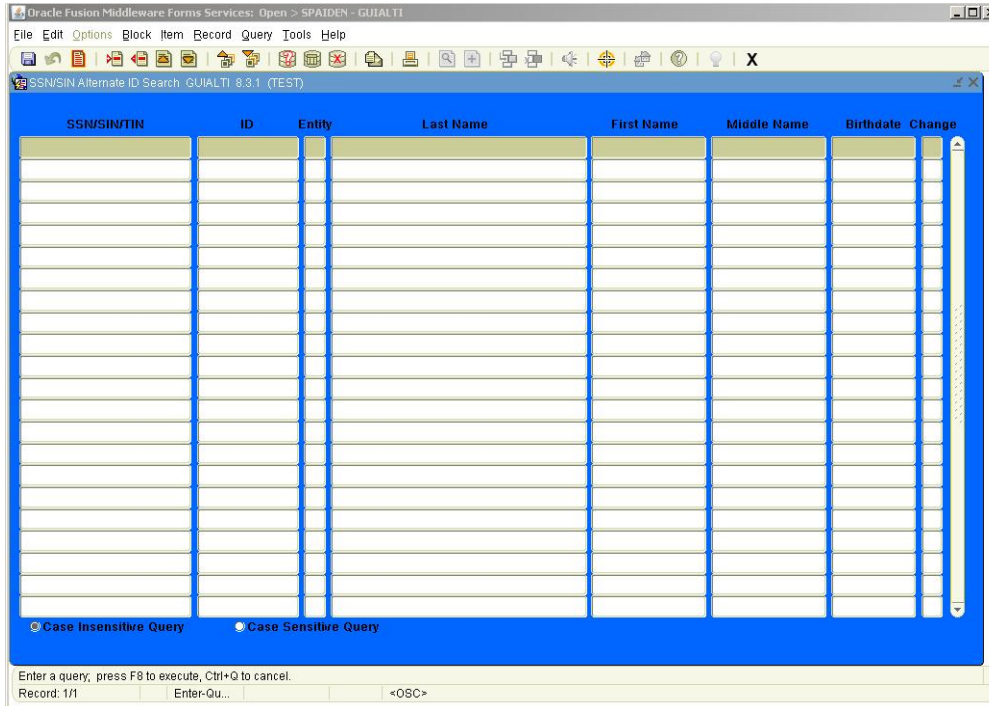
Wildcards may be used to aid in searches from this form also. All previously discussed examples may be applied as necessary.

2.2   Identifying the Data Administrator

Changes to identifying information (for example: name, birthdate) can affect more than one Banner module; therefore, the appropriate Data Administrator must be determined before making such changes to Banner records.   Identifying, who a student record belongs to can be complicated, but outlined below is a way to identify the data administrator for a student.

First go to GUASYST to determine if the ID is for a student, employee or vendor. Authorized Banner users will enter the student, employee or vendor ID number into GUASYST. The current name of the student, employee or vendor will be retrieved by the Banner System. The Banner user will then go to the next block of GUASYST and Banner will identify the various roles the Person /Non-Person may have, including: admissions, general student, financial aid applicant, employee and/or vendor.

Form 3 - GUASYST

 If the entity only has a finance and/or accounts receivable record, begin the process of submitting a change by sending it to the **Purchasing Office**.

If the entity has no student or financial aid records, then look to see if the entity has a human resource, finance, or accounts receivable record. If they have human resources and/or accounts receivable/finance, send any changes dealing with purchasing to the **Purchasing Office** and all other changes should be sent to **Human Resources**.

If the entity has student and/or financial aid records, then following types of changes need to be sent to each respective office:
   ➢ Any changes dealing with purchasing sent to the **Purchasing Office**.

> ➤ Any changes dealing with their employment records need to be sent to **Human Resources** with the exception of process of student worker employment, which should be sent to **Financial Aid**.
> ➤ Any changes dealing with a student's bill should be sent to **Student Accounts**.
> ➤ Any changes dealing with a student's financial aid, meaning scholarships, loans, etc., should be sent to **Financial Aid**.
> ➤ For any student record changes, a hierarchy must be followed to determine the appropriate office that maintains the student record data.
>> 1. First look on GOAINTL, to see if the student has visa information entered into this screen. If they do, this student's student data is maintained by **International Engagement**. Send the changes to them, if this is not true proceed to the next number.
>> 2. Second look to see if the student's student level is "02"=Graduate or classification of "GR", this can be found on SGASTDN and if this student has applied to graduate school, which can be found on SAAADMS, send the changes to the **Graduate School**. If the above two conditions do not apply to the student, then proceed to the next number.
>> 3. Third look at GUASYST and see if the student has registration checked under student, if they do the **Registrar's Office** maintains the data. Send the changes to them, if the above three conditions are not true proceed to the next number.
>> 4. Finally, if the student does not fall in any of the above conditions send to **Undergraduate Admissions**. If the user cannot determine who maintains the data for the student, send the changes to the **Registrar's Office** and they will contact the appropriate data administrator.

2.3   Acceptable Documentation for Information Changes

Changes required to correct initial input errors related to identifying information (name, marital status, SSN and/or TIN) are based upon the original, correct documentation provided to the University, and therefore, do not require additional documentation.

When adjustments to identifying information are required due to errors and/or changes to the original documentation supplied to the University by "Person" students, employees and/or vendors then addition documentation will be required.

DO NOT CHANGE A LEGAL NAME, MARITAL STATUS, SSN and/or TIN RECORD WITHOUT PROPER LEGAL, ORIGINAL DOCUMENTING PROOF

2.3.1   For "Person" Student or Employee Information Changes

Documents supplied may be originals, copies or faxed copies.

Acceptable documentation for student or employee's SSN changes is the person's*:*
- Social Security Card.

Acceptable documentation for a student or employee's legal name change includes the person's:

- Birth Certificate
- Social Security Card
- Marriage License
- Passport
- Citizenship Papers
- Driver's License
- Court Document

Acceptable documentation for a student or employee's marital status change includes the person's:
- Marriage License
- Court Document

2.3.2   For "Person" Vendor Information Changes

A "Person" vendor is an individual using an SSN for identification purposes. "Person" vendors include sole proprietorships, independent contractors, employees and students receiving expense reimbursement checks, etc.

A revised W-9 form, 8233 form, or W-8BEN form is acceptable documentation for a change to legal name, SSN and/or marital status for a "Person" vendor **who is not currently and has not previously been a student and/or employee at the University**. Accounts payable and/or Purchasing personnel must check Banner GUASYST to determine if a "Person" vendor is currently or has been previously a University student or employee.

"Person" vendors who have previously been or currently are University students and/or employees must provide the same documentation for name, SSN, and marital status changes as students or employees as described above in 2.3.1.

2.3.3   For "Non-Person" Vendor Information Changes

A "Non-Person" vendor is a corporation, partnership, and/or LLC that uses a TIN for identification purposes. A "Non-Person" vendor can also be other state agencies or non-profit organizations, etc.

A revised W-9 form or W-8BEN form is acceptable documentation for a change to legal name and/or TIN for a "Non-Person" Vendor.

Chapter

3

Record Creation

G eneral person data may be entered on a variety of forms, depending on the Banner module used. Most name and address data are entered on "Identification" forms ending in IDEN (*Example:* Student uses SPAIDEN, Human Resources uses PPAIDEN, and Finance uses FOAIDEN). Because Banner uses a shared database, entry into any IDEN form affects all systems. It is critical that new records do not create multiple existing general identity (PIDM[Person Identification Master]) entries on the systems.

The term "multiple PIDM" or "duplicate PIDM" means that one single entity (whether an individual or corporation) has more than one Banner record. The PIDM is the internally assigned system number that connects all the data that is associated with a Banner ID Number. A Banner ID number record can represent student, employee, vendor, etc.

Multiple/Duplicate PIDMs can occur for many reasons, including:
- failure to perform a complete search before record creation
- error keying in data in INB (Internet Native Banner)
- error keying in data over the web (Self-Service Banner)
- incorrectly matched records on web admission applications
- inadequately checked feeds to Banner from governmental agencies, testing agencies, etc.

The existence of multiple identity records for one entity defeats the whole purpose of a relational database and raises questions as to the integrity of the data stored with these records - either multiple versions of the truth are stored or there exists incomplete information for an entity. Some results of such data integrity problems may be: 1) reports are invalid; 2) directory information are inaccurate; 3) inaccuracies can be seen as confusing or incomplete when communicating with both internal and external clients.

Each identified multiple PIDM problem takes hours to analyze and repair. Delays in handling multiple records actually make successful resolution more complicated and time consuming. If a user should create or identify a multiple record, immediately notify all impacted offices to organize a resolution.

3.1   General

Users must recognize several facts about entities in the central Banner database:

- All name, ID, address, telephone, email information for an entity, as well as some bio-demographic information for person entities (gender, birth date, social security number, etc.), is now shared by all systems.

- At times, University of Central Arkansas is not given or does not have all necessary information regarding an entity. For example, a prospective student may initially give a nickname and a last name as opposed to the preferred full first name, full middle name and last name.

- Entities may have several relationships over time (or simultaneously) with the University of Central Arkansas. A person may be a faculty member, an alum, and a student (taking a class) as well.

- To ensure accurate data keeping across the entire system, every effort must be made to ensure users are not duplicating an existing record. It is very difficult to effectively align all subsequent transactions under the proper single ID if a multiple record is ever created. Careful searching prior to record creation will prevent the creation of multiples.

3.2 Common Matching

For data accuracy and consistency it is very important to prevent the creation of duplicate records and/or multiple PIDMs. To achieve this goal, few Banner users will be granted access to create new students, employees or vendors. Access will also limited for users capable of changing personal information. Users who are granted access to create or change personal information should be carefully trained and should know the standards required by this manual.

Before creating a new record a thorough search **must** be conducted to ensure that duplicate and/or multiple records are not created. This search is to be conducted using the Banner form "GOAMTCH."

If a Social Security Number (SSN) or Taxpayer Identification Number (TIN) is provided by a student, employee or vendor, it should always be used during the common matching process to make sure that no other entities have been created in the Banner system previously using the same SSN.

If a match does not exist, the information entered into the GOAMTCH form will be entered as appropriate into the SPAIDEN (Student information form), PPAIDEN (HR Personal information form) and/or FOAIDEN (Vendor Information form) automatically by the Banner System.

3.3 Banner ID

Banner forms will generate an ID (generally when the user clicks on a 'Generate' button). While the system will allow the user to enter a unique ID, University of Central Arkansas policy is to have the Banner system generate the unique ID. **A person's social security number will not be used as a Banner ID**.

The Banner system allows for a history of IDs to be maintained. **A person's social security number will not be used as an alternate ID (in Banner terminology) or a former ID**.

An ID generated by Banner is 9-characters long. The first character is a constant definable by the University of Central Arkansas and will be a 'B' (must be uppercase). The following 8 characters come from a one-up system generated number. This will keep the entire ID as a unique field that cannot be confused with a social security number.

All pre-Banner entities may have an alternate ID defined with a zero as the first character to make some of the self-service applications somewhat easier for all users to use.

Due to limitations with University ID cards, the "B" may not be displayed on the card but may be shown with a leading zero instead.

Remember ONLY after a complete Name, ID, Alternate ID search without finding a match should the user click on the Generate ID button to create a new Banner ID.

3.4   Data Required for New Records

The absolute minimum data necessary to create a new entity in the Banner system is a name. However, to meet data needs of the University of Central Arkansas and to ensure data integrity and accurate record keeping, it is most beneficial to have some of the following components as well:

- Social Security number (*This is the most critical piece of additional information to prevent duplicates and meet governmental reporting requirements*)
- birthdate
- address and/or telephone number
- gender

Again, it is understood that at various points in the building of new records (new employees, potential donors, potential students), some of this data may not be available. If none of the information noted above is available, data entry personnel should verify whether it is appropriate to add the new entity. The user must have enough additional information to ensure that a duplicate record will not be generated if they add the new entry without any of the information listed above.

Chapter

4
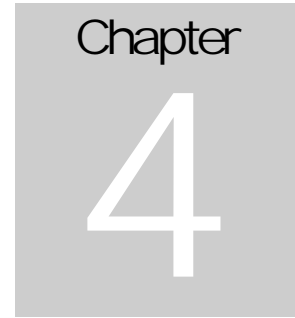
General Person Information

4.1   Names

Names in Banner should have a customer friendly appearance. The objective is to enter names with both upper and lowercase letters so that when a name is printed on correspondence, it looks contemporary and professional.

4.1.1   Person Name Formatting

Enter the last, first and middle names exactly as the person has indicated. If given the full middle name, enter the full middle name. Do <u>not</u> change a full name to an initial. Always use normal upper- and lower-case letters for names. The objective is to print the name on mailings, correspondence, etc. just like the "customer" wants it to be printed. Human Resources must have the legal name, as it appears on the Social Security card, for all employees.

The University makes use of the legal name field in Banner. A person's legal name appears on a Social Security card, a court order, a marriage license, or passport. The name on a Social Security card or an I-9 is used only by Human Resources to record faculty, staff, student employee, and vendor names, in compliance with federal regulations.

- NEVER use ALL upper or lower case when entering a name. Enter the name as the person has indicated, using both lower and uppercase.

- NEVER use a period in a person's name, unless the period appears within the name on their legal documentation.

- USE punctuation ONLY as it appears on the person's legal documentation.

- USE spaces ONLY as it appears on the person's legal documentation.

- Input prefixes and suffixes in the respectively name fields in Banner. NEVER enter a prefix or suffix in the name fields.

C A S E

If the person has written all upper-case letters, enter the **normal** upper- and lower-case letters. If the person's name starts with a lower-case letter, enter the first letter in lower case (duBois, for example).

(This becomes guess work where the name could be one with a space and double caps, e.g. Vander Vaart or Vandervaart, duBois or Dubois or DuBois.)

Note: If a name legally begins with a lowercase first initial (e.g., dellaToria) and the name is entered as lowercase, then the user needs to remember that when searching for these types of names, they will appear after all capital letters (e.g., dellaToria would be after Zwick).

Externally obtained data feeds will be converted into this upper- and lower-case format.

I N I T I A L S

Do not use a period after initials, whether a first name initial or a middle name initial. Do not use an initial as a first name, unless otherwise documented on a legal document. See the following examples:

D Gary Smith (First name = D; Middle name = Gary)

Pamela A Humphrey (Middle name = A)

Leslie M F Donner (Middle name = M F)

S P A C E S

Maintain spaces in last names (one space maximum). See the following examples:

Van Buren

Van der Vaart

Vander Vaart

P U N C T U A T I O N

Use hyphens or apostrophes exactly as the person indicates in writing. Do not add punctuation where there is none. In the following examples, any could be correct:

O'Donnell, Odonnell

Dell'Acqua, DellAcqua, Dellacqua

Jones-Smith

Al-Hassan, AlHassan, al-Hassan, alHassan, al Hassan

St.Denis, St Denis, StDenis, St-Denis

SaintDenis, Saint-Denis, Saint Denis

P R E F I X E S   A N D   S U F F I X E S

Enter prefixes and suffixes in the respectively named fields on the Banner identification forms (form names ending in IDEN). <u>Do not</u> enter prefixes and suffixes (such as Mr., Ms., Lt., or Rev. and Jr., IV, or Esq.) in the name fields of the current identification block on the Banner IDEN forms.

<u>Note</u>: If professional prefix is used, do NOT use professional suffix. Either format below is acceptable; the prefix or suffix should be entered as requested by the person.

Examples:

Attorney:	Atty John R Smith	OR	John R Smith Esq
Dentist:	Dr Amelia R Smith	OR	Amelia R Smith DDS
Physician:	Dr John J Jones	OR	John J Jones MD
Veterinarian:	Dr Joseph P Baker	OR	Joseph P Baker DVM

Standard prefixes and suffixes should be collected and maintained as part of the person record. Samples of standard prefixes and suffixes are found below. See Abbreviation Section of Webster's Dictionary if not below.

Prefixes	
Bro	Brother
Dr	Doctor
Fr	Father
Miss	Miss
Mr	Mr
Mrs	Mrs.
Ms	Miss, Mrs., or Ms.
Rev	Reverend
Sr	Sister
Senor	Senor
Sra	Senora
Srta	Senorita
Hon	Honorable

Suffixes	
DDS	Dentist
DMD	Doctor of Dental Medicine
Esq	Esquire
JD	Juris Doctor
Jr	Junior
MD	Doctor of Medicine
PhD	Doctor of Philosophy
RN	Registered Nurse
Sr	Senior
II	Second
III	Third
IV	Fourth
V	Fifth

L E G A L   N A M E

University of Central Arkansas will use the "legal name" field for employees in Banner to store the "legal name." The Registrar's Office and Human Resources require verification of all name changes. Prior to making a name change, the GUASYST form must be reviewed, and if Employee or Benefit information is checked under the HR system, the name change should be forwarded to Human Resources so that the individual may be contacted and appropriate verifying documents obtained. If any student information is checked on GUASYST, the name change should be made and a name type of "unverified" should be attached to the current name. Upon receipt of verifying documents, the Registrar's Office will remove the unverified name type from the current name record.

Human Resources must have the legal name, as it appears on the Social Security card, for all employees. The format to enter legal name is last name, first name, then middle name using no punctuation. For example, John X. would be entered as Smith John X.

P R E F E R R E D   F I R S T   N A M E

Offices may enter a name in this field. Individuals may enter or change their preferred name on the Web.

Example:

William Knight -- Preferred First Name: Bill

D Mark Wilson -- Preferred First Name: Mark

4.1.2   Non-Person Names (Vendors)

Vendors can be companies, organizations, or entities doing business with the University in a professional capacity. They could include suppliers, granting agencies, banks, institutions, government entities, and individuals. Vendors and non-student, non-employee individuals will be entered into the non-person name information field through the FOAIDEN form.

Only one record and one identifier should exist for each non-person/vendor. It is important the database be searched thoroughly before adding a new non-person to Banner to ensure the entity or individual does not already exist. (See Section 2.2, Non-Person Name Searches.)

When using Finance forms such as FTMVEND, remember to search the entire database by putting an "A" (for all) in the V (vendor) column. Otherwise, searches are restricted to only those records that have had finance transactions.

The pound sign (#), percent sign (%), underscore (_) and asterisk (*) should not be used because they may cause ORACLE database errors.

N O N - P E R S O N   N A M E S

Non-person names should always be entered in the non-person name field as it would appear on its W-9. Spaces are permitted between multiple names.

If an "article" (a, an, or the) is used as an adjective within the full legal name on a non-person entry, it should be included when entering the name in Banner. If a non-person name begins with the word "The," it should be included when entering the name.

> *Example*:
>
> ABC Trucking
>
> Diamond Life Insurance
>
> Smith King & Jones Inc
>
> J F Kennedy Co
>
> First National
>
> The Copy Store

In the case of a d/b/a (doing business as), the owner ID must first be created for the individual or company name appearing on the W-9. Then create the record for the d/b/a or vendor sharing a tax ID and link it to the owner ID.

> *Example:*
>
> John Doe dba John's Construction
>
>> Create John Doe as a person record and define as a vendor.
>>
>> Create John's Construction as a non-person record, define as a vendor, and link to John Doe as the owner ID.

U P P E R C A S E / L O W E R C A S E (N O N - P E R S O N)

Enter all information using mixed case (upper and lower case) and standard capitalization. Never use all uppercase or all lowercase letters, except for acronyms.

INITIALS AND A NON-PERSON'S NAME

Names should be entered with spaces between the words.

Example:

A G Edwards Co

David & Gloria Morris Co

PUNCTUATION(NON-PERSON)

Do not add punctuation where there is none. Do not use periods (.).

Example:

If the Organization is	Enter
R.J. Reynolds Co	R J Reynolds Co
F. & F. Securities	F & F Securities

Apostrophes may be used, but do not use spaces before or after the apostrophe.

Example:

John's Plumbing Supply

Commas should not be used between names.

ACRONYMS(NON-PERSON)

Acronyms and universally accepted abbreviations should be entered with no spaces and no periods between the letters.

Examples:

If the Organization is	Enter
I.T.T.	ITT
N.Y.S. Department of Energy	NYS Department of Energy

CONNECTIVE WORDS(NON-PERSON)

Connective words such as *and*, *in*, or *for* are to be entered in all lowercase except if they are the first word of the organization. The use of "And" "Or" and "&" should be determined by the preference of the company.

Examples:

If the Organization is	Enter
Baltimore & Ohio Railroad	Baltimore & Ohio Railroad
C. Brewer and Company	C Brewer and Company

HYPHENS AND SLASHES(NON-PERSON)

Hyphens or slashes may be used to separate names, but do not use spaces before or after the hyphen or slash. Spaces are permitted between multiple names, according to the preference of the vendor.

Examples:

If the Organization is	Enter
Hayes-Albion Corporation	Hayes-Albion Corp
Citicorp/Citibank	Citicorp/Citibank
Bryan Cave LLP	Bryan Cave LLP

NUMERAL AS PART OF A NAME(NON-PERSON)

If a numeral is part of the official corporate name, enter the numeral rather than spelling out the number.

Example:

21st Century Productions

ABBREVIATIONS(NON-PERSON)

In general, company names should not be abbreviated. However, when space limitation requires the use of abbreviations, common abbreviations may be used. If additional space is still required, abbreviate the last word at the end of the line. Punctuation should not be used (i.e., no periods).

Example:

Association for Educational Communication and Technology is entered as Assn for Educational Communication and Technology. If additional space is still needed, it may be entered as Assn for Educational Communication and Tech.

Academy	Acdmy	Associate	Assoc
Account	Acct	Association	Assn
Accounting	Acctg	Attention	ATTN
Accounts	Accts	Attorney	Atty
Administration	Admin	Board	Bd
Advertising	Advtsng	Center	Ctr
Agency	Agcy	Central	Ctrl
American	Amer	Certified	Cert
Appraiser	Apprser	Collegiate	Colg
Architect	Archt	Community	Cmnty
Arkansas	AR	Company	Co
University of Central Arkansas	UCA	Computer	Cmptr

Contractor	Contr		International	Intl
Cooperative	Coop		Journal	Jrnl
Corporation	Corp		Limited Liability Company	LLC
Council	Cncl		Laboratory	Lab
County	Cnty		Library	Lbry
Department	Dept		Limited	Ltd
Director	Dir		Management	Mgmt
Distributing	Distr		Manager	Mgr
Division	Div		Manufacturing	Mfg
Education	Educ		Marketing	Mktg
Emergency	Emer		Material	Matl
Equipment	Equip		Metropolitan	Metro
Executive	Exec		National	Natl
Extension	Ext		Office	Ofc
Federal	Fed		Organization	Orgn
Finance	Fin		Organizational	Orgnl
Floor	Fl		Processing	Proc
Foundation	Fnd		Publishing	Publshng
General	Gen		Regional	Regl
Government	Govt		Service	Serv
Greater	Grtr		Services	Servs
Group	Grp		Society	Soc
Hospital	Hosp		Standard	Stand
Hotel	Htl		Student	Stdnt
Incorporated	Inc		Technology	Tech
Information	Info		United	Untd
Institute	Inst		University	Univ
Institution	Instn		Wholesaler	Whslr
Insurance	Ins			

GOVERNMENT AGENCIES

Government agencies should be created with separate Banner records and linked using the Owner ID function.

Example:

Vendor 1: State of Arkansas

Vendor 2: Arkansas Department of Natural Resources

Vendor 3: Arkansas Department of Revenue

> First, create the State of Arkansas as a non-person record and define as a vendor.

> Next, create Arkansas Department of Natural Resources as a non-person record, define as a vendor, and link with the State of Arkansas as the owner ID.

> Then create Arkansas Department of Revenue as a non-person record, define as a vendor, and link with the State of Arkansas as the owner ID.

4.1.3   Name Type and Description

The "current" name in Banner does not require a type to be identified. In other words, if there is only one name, it is current and the type can be left blank. If there is more than one name, the name type must be identified. Name types can be found on the validation table GTVNTYP.

Code	Description
DBA	Doing Business As
GFNM	General Former Name
LGCY	Legacy ID converted to Banner
TFNM	Transcript Former Name

PREVIOUS NAMES

With the exception of corrections made due to data entry errors, it is UCA's policy to maintain previous name information in Banner. Forms used by some University offices ask for a person's previous name or names (for example, admission applicants). Enter the earliest name first.

Example:

Name: Lee Livingstone

Previous Name: Lee Stanley

> Enter previous name (Lee Stanley) and save.
>
> Enter current name (Lee Livingstone) and save.
>
> Previous name will appear in the previous identification block.

4.1.3.1 Name Change Policies

Whenever a constituent requests a name change it is necessary to determine (Using GUASYST form) in which modules the record occurs.

Informed professional judgment must be used to determine what constitutes a name correction (e.g., data entry or spelling error) rather than a name change. In a name correction, the current name should be "typed over." No previous or alternative name record is kept and no documentation is required.

The following chart summarizes procedures for making name changes for person and non-person entities in Banner.

Person/Non-Person	Procedures
Employee (faculty or staff or student worker) – whether or not any other record type exists	Human Resources will make the change. Use Name Change Form and requires presentation of Social Security Card. See Name Change Form for procedures.
Student (current or former) – excluding current employees, and current student employees (*who should follow "Employee" guidelines above*)	The University Registrar may make changes. Use Name Change Form and require a combination of the following: Social Security Card Marriage License or Certificate Court Order Document Driver's License

	Passport
	See Name Change Form for procedures. Forward a copy to Financial Aid.
Procurement Vendors	Procurement staff will make change if no other record exists for vendor.
Admission recruit or applicant, not a current student or employee	Admitting office may change upon request of individual.

4.1.3.2 Name Change Report

An audit report of name changes will be run (weekly) by Human Resources, University Registrar, and Financial Services to reconcile name change activity and documentation. If a name change has been made that requires additional documentation, it is the concerned unit's responsibility to follow up with the unit implementing the change and/or the person whose name has been changed, as appropriate.

4.2 Addresses

University-wide conventions are critical for shared data such as addresses; we should be mindful of the purposes for which the data are entered. For example, units with marketing responsibility (such as Undergraduate Admissions) must be able to produce individualized correspondence conforming to formal addressing rules. Units such as Financial Aid and Accounts Payable may have less stringent formatting requirements, but should still follow the standards set forth here. These standards must balance four considerations:

1. Banner system requirements
2. Accepted standards for formal communications
3. United States Postal Service (USPS) guidelines
4. International address requirements

All addresses must meet USPS addressing requirements. According to the USPS Addressing Standards, "A standardized address is one that is fully spelled out, abbreviated by using the Postal Service standard abbreviations ... and uses the proper format for the address style..." (§211). The guidelines expressed herein are designed to convey the minimum standard requirements to enhance the processing and delivery of mail, reduce instances of "undeliverable" mail, and position the University to obtain the most advantageous postal rates.

While data may be conditioned (or reformatted) on output (e.g., date format), it is UCA's intention that addresses be entered exactly as they will print on correspondence, reports, etc. Accurate, consistent address data entry is vital. Given these considerations, the following address data entry standards have been established.

SYMBOLS

Symbols should never be used in the first position of an address field.

The ampersand '&' should never be used in place of 'and' except as explicitly stated elsewhere in this document.

The percent symbol "%" should never be used.

The designation for "in care of" should be abbreviated as 'c/o' and should be entered on the first street address line.

The underscore character '_' should never be used.

Never use a pound sign '#' within an address because it causes a problem with the Banner letter generation function.

The asterisk '*' should never be used.

STREET NAMES
Street names are composed of a number, the street name and a possible unit designator.

PUNCTUATION
Punctuation in the street number and name is normally limited to slashes and hyphens and <u>should be avoided if possible</u>. With the exception of the hyphen in the ZIP+4 configuration, punctuation in the address does not conform to postal standards.

Slashes (fractional addresses):	101 1/2 Main St
Hyphens (hyphenated address):	289-01 Montgomery Ave

SECONDARY ADDRESS UNIT DESIGNATORS
If the street address contains a secondary unit designator, such as an apartment, suite, building, etc., the preferred location is at the end of the street address. PO Box is not considered a secondary address unit designator and is addressed in section 5.2.6.

Examples:

102 Main St Apt 101

1356 Executive Dr Ste 202

1600 Central Pl Bldg 14

55 Sylvan Blvd Rm 18

If the primary address uses all available characters on the address line, the secondary unit designator should be on the first address line <u>preceding</u> the primary address. The unit designator should never be on the line following the primary address.

Example:

Ste 202
1356 S Executive Dr

Recommended abbreviations for common unit designators are:

Apartment	Apt
Building	Bldg
Department	Dept
Floor	Fl
Room	Rm
Suite	Ste
Trailer	Trlr
Unit	Unit

Refer to the Postal Addressing Standards publication for other unit designator abbreviations.

COMPASS DIRECTIONS

Compass directional words should be abbreviated at the beginning and/or end of the street name. The only time a directional word should be spelled out is when it is the street name.

Examples:

102 N Main St SW

160 N South St

1624 N South Blvd

Compass directional words should be abbreviated as follows:

North	N
South	S
East	E
West	W
Northeast	NE
Northwest	NW
Southeast	SE
Southwest	SW

STREET ADDRESS AND PO BOX

Banner address formats allow three lines of street address information. If an address contains BOTH a street address and a post office box, the USPS will deliver mail to the first address line listed above the city/state/zip line. In this situation, it is preferred that the post office box be the last part of the address entered before the city/state/zip.

Information Given:

Dr. Richard Franklin Burns

Evergreen Building

1379 West Pine

P.O. Box 2351

Denver, Colorado 87003

Dr. Richard Franklin Burns

Evergreen Building

P.O. Box 2351

1379 W. Pine

Denver, Colorado 87003

Banner Address Entry:

Dr Richard Franklin Burns

Evergreen Building

1379 W Pine

PO Box 2351

Denver CO 87003

Do not enter data into the second address line until data has been entered into the first address line. Also, data should not be entered in the third address line until data has been entered into the second line. An example of a three-line address is

c/o Marvin Martian

Chanin and Levers Inc

1600 Martian Blvd Ste 910

ABBREVIATIONS FOR STREET DESIGNATORS

Street designators should follow the standard USPS standards. Refer to the USPS Address Standards publication for abbreviations of designators not listed below.

Avenue	Ave		Parkway	Pkwy
Boulevard	Blvd		Place	Pl
Branch	Br		Road	Rd
Center	Ctr		Square	Sq
Court	Ct		Station	Sta
Circle	Cir		Street	St
Drive	Dr		Terrace	Ter
Estate	Est		Trail	Trl
Highway	Hwy		Way	Way
Lane	Ln			

SOURCES FOR ADDITIONAL INFORMATION

There are style manuals that deal with formal addressing style. Several USPS publications deal with addressing standards. The most comprehensive and accessible publication is Postal Addressing Standards, Publication 28. This publication is available from the USPS for online reference and in portable document format (PDF):

http://pe.usps.gov/text/pub28/welcome.htm

http://pe.usps.gov/cpim/ftp/pubs/pub28/pub28.pdf

The USPS National Customer Support Center provides extensive address and zip code information:

https://www.usps.com/

The Canadian Postal service (Canada Post) offers similar information about Canadian postal standards:

http://www.canadapost.ca/business/tools/pg/standards/default-e.asp

C I T Y

Banner is configured to automatically enter the city name when a zip code is entered. This is the preferred method of entering the city name. If the preferred name which defaults is not correct, it is acceptable to change the city to the actual city name. (For example, when entering the zip code 63103, the city will default to Saint Louis, but it could also be the city of Brentwood. If requested, manually change the city to Brentwood following the standards below.) All information is typed in upper/lower case format – i.e., not all caps or all lowercase. Spell out city names in their entirety. If it is necessary to abbreviate city names to fit within the 20 characters allowed by Banner, use abbreviation standards described in this manual or in the USPS Postal Addressing Standards.

Examples:

Saint Louis

Mount Vernon

Fort Branch

Newberry Springs

S T A T E   A N D   P R O V I N C E

Banner is configured to automatically enter the state name when a ZIP code is entered. This is the preferred method of entering the state name.

State codes must be entered for all U.S. and Canadian addresses. The appropriate code may be selected using Banner software. For additional information, refer to the Postal Service Address Standards publication.

Canadian Provinces are entered in the State/Province field, NOT in the City field.

A B B R E V I A T I O N S - C A N A D I A N / P R O V I N C E S   A D D R E S S E S

Canadian provinces and territories are entered in the State field using the following codes:

For	Use
Alberta	AB
British Columbia	BC
Manitoba	MB
New Brunswick	NB
Newfoundland	NF
Northwest Territories	NT

Nova Scotia	NS
Ontario	ON
Prince Edward Island	PE
Quebec	QC
Saskatchewan	SK
Yukon Territory	YT

Example:

Name: Sam Saunders

Address Line 1: 525 Albert St Apt 303

City: Waterloo

State: ON

Postal Code: J0P 1H0

Nation: CA

Note: Canadian addresses must include the city in the City field and the Province in the State field.

C O U N T Y

Banner is configured to automatically enter the county name when a zip code is entered. This is the preferred method of entering the county name. The county code is a five-character code consisting of the 2-character state code plus the 3-digit FIPS (Federal Information Processing Standards) county code (PUB 6-4, May 2002)[1]. If no county defaults when entering the zip, enter the county code from the list of values in the validation form.

<u>COUNTY INFORMATION IN CURRENT RECORD MUST NOT BE OVERWRITTEN</u>.

Z I P   O R   P O S T A L   C O D E

ZIP or postal codes MUST be entered for all U.S. and Canadian addresses. If available, it should also be entered for other international addresses.

United States

A hyphen must be entered when the entire nine-digit (ZIP+4) ZIP code is available. If the last four digits are unavailable, enter the first five digits in the first five positions of the field without the hyphen.

Examples:

97203

97203-5798

Canada

All characters in the postal code must be in uppercase lettering. Include the appropriate space in the postal code and do not use hyphens.

Enter the six-character postal code by keying in three characters, a space, and the last three characters.

Examples:

T2T 2Y5

R2L 1N4

Example:

---

[1] For FIPS publications, see http://csrc.nist.gov/publications/PubsFIPS.html.

Name: Sam Saunders

Address Line 1: 525 Albert St Apt 303

City: Waterloo

State: ON

Postal Code: J0P 1H0

Nation: CA

NATION

A nation code is required for all non-U.S. addresses. Banner maintains a list of all the current code options available (FIPS PUB 10-4).

DO NOT enter a country code for U.S. addresses. Banner is configured to automatically enter the country name when a ZIP code is entered. In Banner, the default country designation is "US."

The Nation table in Banner is STVNATN and the most current values are listed in that table.

MILITARY ADDRESS

Overseas Locations

Overseas military addresses must contain the APO (Army Post Office) or FPO (Fleet Post Office) designation along with a two-character "state" abbreviation of AA, AE, or AP and the ZIP code.

Enter the zip code in the zip code field

The APO or FPO code will default into the City field

The military "State" code (AA, AE, or AP) will also default into the State field.

AA for mail in the Americas other than Canada (340)

AE for mail going to Europe, the Middle East, Africa, and Canada (090 through 098)

AP for mail destined to the Pacific (962 through 966)

Examples:

SSGT Mario Martian

Unit 2050 Box 4190

APO AP 96522-1215

Sgt Cher Downey

PSC 802 Box 2625

APO AE 09777-0010

Seaman Duane Reeves

B Division

USS North Dakota

FPO AA 34093-2344

Domestic Locations

All domestic military mail must have a regular street style address.

> *Examples*:
> Col Margaret Henry
> Lowery Air Force Base
> 8205 E 6th Ave 405
> Denver CO 80234
> Capt Jack Harris
> 2314 Barracks St
> Minot AFB ND 58705

INTERNATIONAL ADDRESSES

City is entered into the City Field. State/Prov Field must be blank. Country is entered into the Nation Field. Select the appropriate Nation code from the validation table. DO NOT use hyphens. Do not abbreviate words that are spelled out.

> *Examples*:
> Name: Nicholas D Graham
> Address Line 1: 75 Eaton Ter
> City: London SW1 W8TN
> State:
> Zip:
> Nation: GB
> Name: Alma Wolfe
> Address Line 1: 815 Half Way Pond
> Address Line 2: Georgetown
> City: Grand Cayman
> State:
> Zip:
> Nation: KY
> Name: Bob Marley
> Address Line 1: PO Box 9239
> City: Kingstown
> State:
> Zip:
> Nation: JM

Use the Nation Validation values to enter nation or country codes. This way the University can better control the printing of international addresses on letters and forms.

H I E R A R C H Y   O F   M O D I F I C A T I O N S

When it is necessary to modify addresses to fit Banner fields or conventions, follow these steps in order:

When secondary delivery information – e.g., Apt. or Suite – is part of the address but does not fit on the Delivery Address Line, wrap up all components of the secondary information immediately above the Delivery Address Line.

Original text:

Ms. Michelle Simpkins

58000 East Happy Canyon Blvd Bldg 14-400

Aurora, CO 80111-1111

Should change to:

Ms. Michelle Simpkins

Bldg 14-400

58000 East Happy Canyon Blvd

Aurora, CO 80111-1111

Abbreviate addresses using standard postal abbreviations described in this manual.

Further changes:

Ms. Michelle Simpkins

Bldg. 14-400

58000 E Happy Canyon Blvd

Aurora, CO 80110-1111

Remove punctuation.

Final change:

Ms Michelle Simpkins

Bldg 14-400

58000 E Happy Canyon Blvd

Aurora CO 80111-1111

A D D R E S S   T Y P E S   (S T V A T Y P)

The purpose of the Address Type standard is to maintain a standardized list of address types based on purpose of the address, rather than separate address types for each University department. Thus, an individual may appear in accounts payable, an employee, and a current student in the College of Business and have only a single address.

Each Banner application (e.g., recruitment mail, billing, and gift solicitations) will look for a valid address in a prescribed sequence. For example, the bill mailing routine might look for addresses in this order: BI

and then MA. Accounts Payable might typically search for a mailing address in this order: AP and then MA. Identical addresses should not be keyed in different address types.

The following table describes address types defined for University of Central Arkansas's Banner System; address types required by SCT are listed as "REQ" in the last column on the right side of the table.

Code	Description	Explanation	
AC	ACT Tape	The address will be used to read student addresses received from ACT.	
AP	Accounts Payable	Remit To Address For Finance – Accounts Payable	
BB	UCA PO Box	This address type would contain the UCA PO Box information. These addresses are created and maintained by the UCA Post Office.	
BI	Billing	Address used for person billing purposes. It may contain an address that is different than the MA address for said person. These addresses are created, maintained and deleted by the Student Accounts Office, the Registrar's Office and students in the Student Module.	REQ
DM	Diploma	This address will be used to mail the University diploma.	
HC	Home Country	Address used for international students. It contains their home country mailing address.	
MA	Mailing	This is the mailing address for faculty, staff and students. It is the default address type for Admissions and Financial Aid tape loads although it may not reflect a true mailing address until the student applies for admission. (This address type is the default address type for the Banner System and is required by Banner for Student tape load processing.)	REQ
PA	Parent	This address type is created, and deleted by Admissions and International Engagement. (Required by Banner for tape load processing)	REQ
PO	Purchasing	Purchasing Address	PO
PR	Do NOT Use	Do NOT Use-SCT Required	REQ
UC	UCA Work	An UCA employee's physical location (office/department) on campus. List in primary order if employee works in multiple locations. This address will be used to create the campus directory and for any on-campus mailings to employees.	
XX	TGR FEED	Used internally by Banner (Student AR Feed to Finance)	REQ

Office(s) responsible for creation and changes of each address type

Address Type	Description	Owner
AC	ACT Tape	Admissions
AP	Accounts Payable Address	Purchasing
BB	UCA PO Box	UCA Post Office
BI	Billing Address	Student Accounts Office
DM	Diploma Mailing Address	Registrar's Office, Graduate School
HC	Home Country	International Engagement

Address Type	Description	Owner
MA	Mailing Address	*Faculty/Staff*: Human Resources *Recruits/applicants*: Admissions *Students*: Registrar's Office, Graduate School, International Engagement
PA	Parent Address of Student	*Recruits/applicants*: Admissions *Students*: International Engagement
PO	Purchasing Address	Purchasing
PR	Do NOT Use	TBD
UC	UCA Work	Human Resources
XX	Used internally by Banner	TBD

A D D R E S S   S O U R C E S (S T V A S R C)

Code	Description
ACT	ACT Tape Load
CALL	Phone call from Individual
EDI	Electronic Data Interchange
GRE	GRE Data Load
INFR	Information from relative
PHON	Phonathon received change
POST	Post Office change
SELF	Self-Reported by Individual
TFL	TOEFL Data Load
WEB	World Wide Web

4.2.1   Guidelines

When updating an address of the same type, the prior address should be end-dated and the new address added:

> Change the "TO" date on the existing address of same type to the current date or the inactivation date
>
> Click "Inactivate Address"
>
> Save changes
>
> Under Record, select "Insert"
>
> Enter address information
>
> Save changes

NEVER change or delete a prior address, just inactivate the address and create a new record.

4.3   Telephone Numbers

An entity (person or non-person) may have multiple telephone numbers within the Banner system. Telephone numbers should be accurate and reflect the most recent data received. The "Address Type" and "Seq No" fields are used to link the telephone number to a specific address. International phone numbers are entered in a special "international" field. Supplemental information for international phone numbers may be added in the international access code field. Banner forms used to maintain telephone numbers are APATELE, FOATELE, PPATELE, RPATELE and SPATELE.

All regional and local telephone numbers, including on-campus phone numbers, are entered using the ten-digit format.

TELEPHONE TYPES(STVTELE)

A telephone type distinguishes each telephone number entered in the Banner system.

CODE	DESCRIPTION	EXPLANATION
AA	Advancement Telephone	
AC	ACT Telephone	Telephone number associated with ACT Tape Load address
AP	Accounts Payable Telephone	Telephone number associated with Remit To address
BI	Billing Address Telephone	Telephone number associated with Billing address
BU	Business Address Telephone	Telephone number associated with Business address
CNTX	Crisis Notification Text	Telephone number associated with sending a text message through the Crisis Notification system.
CNV	Crisis Notification Voice	Telephone number associated with sending a voice message through the Crisis Notification system.
CP	Cellular Phone	Cellular phone number associated with a person or non-person.
DM	Diploma Address Telephone	Telephone number associated with Diploma mailing address
EM	Emergency Contact Telephone	
FAX	Fax Number	Fax number associated with a vendor in the Finance module.
HC	Home Country Telephone	Telephone number associated with Home Country address
MA	Mailing Address Telephone	Telephone number associated with Mailing address
PA	Parent Address Telephone	Telephone number associated with Parent address
PO	Purchasing Address Telephone	Telephone number associated with Purchasing address
PR	Do NOT Use	Do NOT Use
TM	Temporary Mailing	

CODE	DESCRIPTION	EXPLANATION
	Telephone	
UC	UCA Work Telephone	Telephone number associated with UCA work address
US	Telephone in the US	TBD
UW	Do NOT Use	TBD

Office(s) responsible for creation and changes of each telephone type

TYPE	DESCRIPTION	OWNER
AA	Advancement Telphone	
AC	ACT Telephone	Admissions
AP	Accounts Payable Telephone	Controller
BI	Billing Address Telephone	Student Accounts Office
BU	Business Address Telephone	Controller
CNTX	Crisis Notification Text Telephone	*Students*: Registrar *Faculty*/*Staff*: Human Resources
CNV	Crisis Notification Voice Telephone	*Students*: Registrar *Faculty*/*Staff*: Human Resources
CP	Cell Phone	
DM	Diploma Mailing Telephone	Registrar
EM	Emergency Contact Telephone	
FAX	Fax Number	
HC	Home Country Telephone	International Engagement
MA	Permanent Mailing Address Telephone	*Faculty*/*Staff*: Human Resources *Recruits*/*applicants*: Undergraduate Admissions, Graduate School, International Engagement *Students*: Office of the Registrar
PA	Parent Address Telephone	Student Accounts Office, Student Financial Aid
PO	Purchasing Address Telephone	Procurement
PR	Do NOT Use	Do NOT Use
TM	Temporary Mailing Telephone	
UC	University Work Address Telephone	Human Resources
US	Telephone in US	TBD
UW	Do NOT Use	TBD

A R E A   C O D E

The three-digit area code MUST be entered for all phone numbers including the local area (e.g., 501, 870, 479).

PHONE NUMBER

Enter the seven-digit number WITHOUT inserting a hyphen.

Example:

4871849

EXTENSION

If an extension number is provided, enter only the digits of the extension. Do NOT enter EXT or X into the extension field.

Examples:

7300
1764
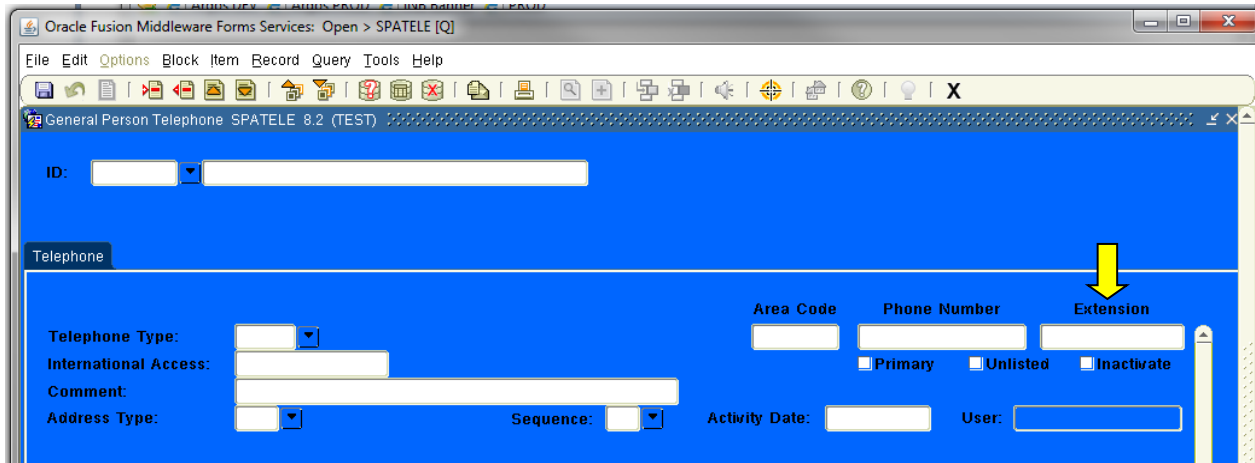
4.3.1　International Telephone Numbers

International telephone numbers consist of four to seven digits.

INTERNATIONAL ACCESS CODE

International telephone numbers should include the country and city codes as part of the international access code field.
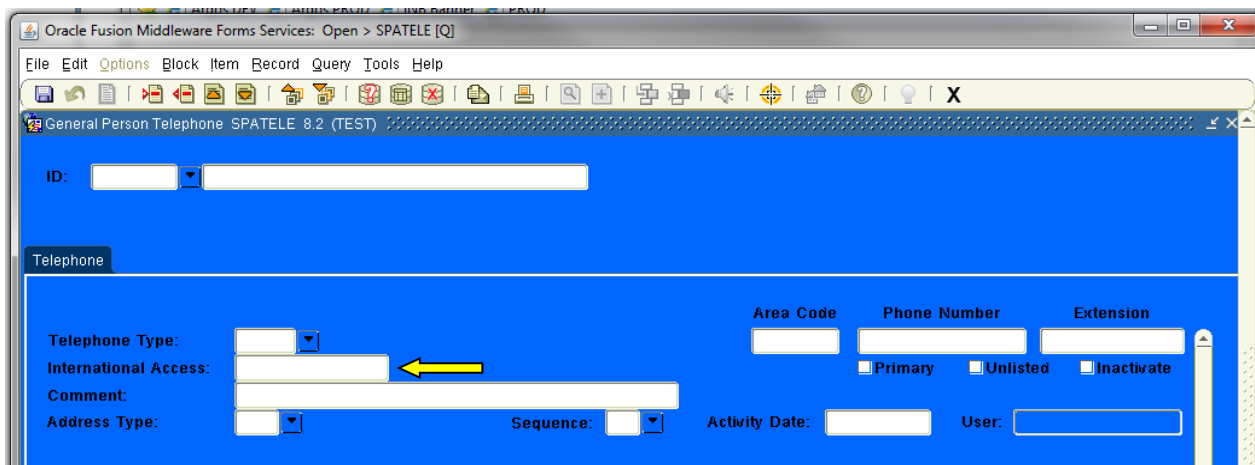
Country Code

The country code consists of one to four digits and is required (e.g., 876).

City Code

The city code consists of one to three digits. Not all countries utilize city codes. The city code is often reported with a leading zero (0). Do NOT enter the zero.

"011" must be dialed when making international calls from the United States unless dialing to any country included in the North American Numbering Plan.

Do **NOT** enter the "011" standard code for international dialing.

 Example:

8137599311 would be entered for a telephone number in Japan consisting of 81 for the country code, 03 for the city code and 7599311 for the phone number.

North American Numbering Plan (NANP)

This agreement, held among many North American countries (Mexico is not included), establishes a procedure for dialing international numbers in a way that is similar to traditional United States procedures (1 + area code). The country code for all NANP countries is 1. The following countries are considered to be a part of the NANP and can be dialed Using 1 + the three digit area code. Any phone numbers from NANP countries can be entered in the domestic phone number field in the Banner system.

Country	Area Code
Anguilla	264
Antigua	268
Bahamas	242
Barbados	246
Barbuda	268
Bermuda	441
British Virgin Islands	284
Canada	Multiple
Cayman Islands	345
Dominica	767
Dominican Republic	809
Grenada	473
Guam	671
Jamaica	876
Montserrat	664
Northern Marianas Islands (Saipan, Rota and Tinian)	671
Puerto Rico	787
St. Kitts/Nevis	869
St. Lucia	758
St. Vincent and Grenadines	784
Trinidad and Tobago	868
Turks and Caicos Islands	649
U.S. Virgin Islands	340

4.3.2   Guidelines

When updating a telephone number of the same type, the prior telephone number should be end dated and the new telephone number added. Unless making a correction due to an initial entry error, do not change or delete the prior telephone number.

NOTE: Telephone numbers, while displayed on SPAIDEN with the address, are not stored with the address in the Banner tables. Telephone numbers must be changed on the SPATELE form, not the SPAIDEN form.

4.4   Email

An entity (person or non-person) may have multiple email addresses within the Banner system. However, the UCA email address will be used for all University official correspondence. Email addresses should be accurate and reflect the most recent data received.

E-MAIL CODES (GTVEMAL)

CODE	DESCRIPTION
AP	Accounts Payable
MA	Personal
PA	Parent
PO	Procurement
UCA	Student Email
UW	University Work

4.5   Calendar Dates

Dates are entered on a variety of forms for various purposes.

Dates will always be entered in Banner in the format MMDDYYYY or 01032005. Banner will redisplay the date in the 03-Jan-2005 format. The University prints dates in the format January 3, 2005.

Dates can be extracted from Banner in any format.

4.6   Gender

The U.S. Department of Education requires that the University reports gender information.

Code	Description	Explanation
M	Male	A male person, man or boy
F	Female	A female person, woman or girl

NOTE: All employees and students **must** be classified as a male or female.

4.7 Social Security Number (SSN)

The Social Security Number field in Banner is labeled: SSN/SINITFN. UCA's policy states that only a U.S. Social Security Number will be entered into this field.

A U.S. Social Security Number is required for all employees, students, and independent contractors. Social Security Numbers are not required for international students unless they are employees or receive any type of financial aid or 1099 income.

4.7.1 Standards
Enter the entire 9-digit U.S. Social Security Number, omitting hyphens and spaces between numbers (e.g., 123456789).

4.7.2 Guidelines
A person must present an original social security card in order to have his/her Social Security Number changed within Banner. Professional judgment should be used when making corrections to Social Security Numbers based on error at initial entry.

If a person is a UCA faculty or staff member, Human Resources will make the change.

Students who are not employees will direct Social Security Number change requests to the University Registrar.

4.8 Date of Birth

The Date of Birth is required for employees and those applying for admission to University of Central Arkansas.

The Date of Birth shall be entered as month, day, and year (e.g., 05021985 for May 2, 1985).

4.8.1 Changes to Date of Birth
Changes to date of birth may be made upon request to the appropriate office, when supported by official documentation.

4.9 Race and Ethnic Codes

Ethnicity is tracked for purposes of federal and state reporting requirements. Banner provides multiple fields in which to track both race and ethnicity.

4.9.1 Standards
In Banner, the table GORRACE stores the valid codes for race and is referenced in each module where person-data is maintained. A student or employee has the option to pick up to all of the options on this table.

In Banner, the STVETHN table stores the valid codes for "old" ethnicity and is referenced in each module where person-data is maintained. The table allows for an enterable code, a description, and a

related IPEDS code for federal reporting. The data in this field is historical data that can be looked at if a student or employee has not re-identified by the most current federal standards on race and ethnicity.

Ethnic Code	Description	IPEDS Equivalent
00	Default	
01	Asian or Pacific Islander	3
02	Black, Non-Hispanic	1
04	American Indian / Alaska Native	2
03	Hispanic	4
05	White, Non-Hispanic	5
06	Non-resident alien	Choose from 1-5 above
09	Unknown	7

In Banner, the federally mandated changes to ethnicity will now be stored in two different locations. UCA will collect race and ethnicity information from each person and store it where the person-data is maintained. See the below figure to see where ethnicity and race information are stored in person-data.
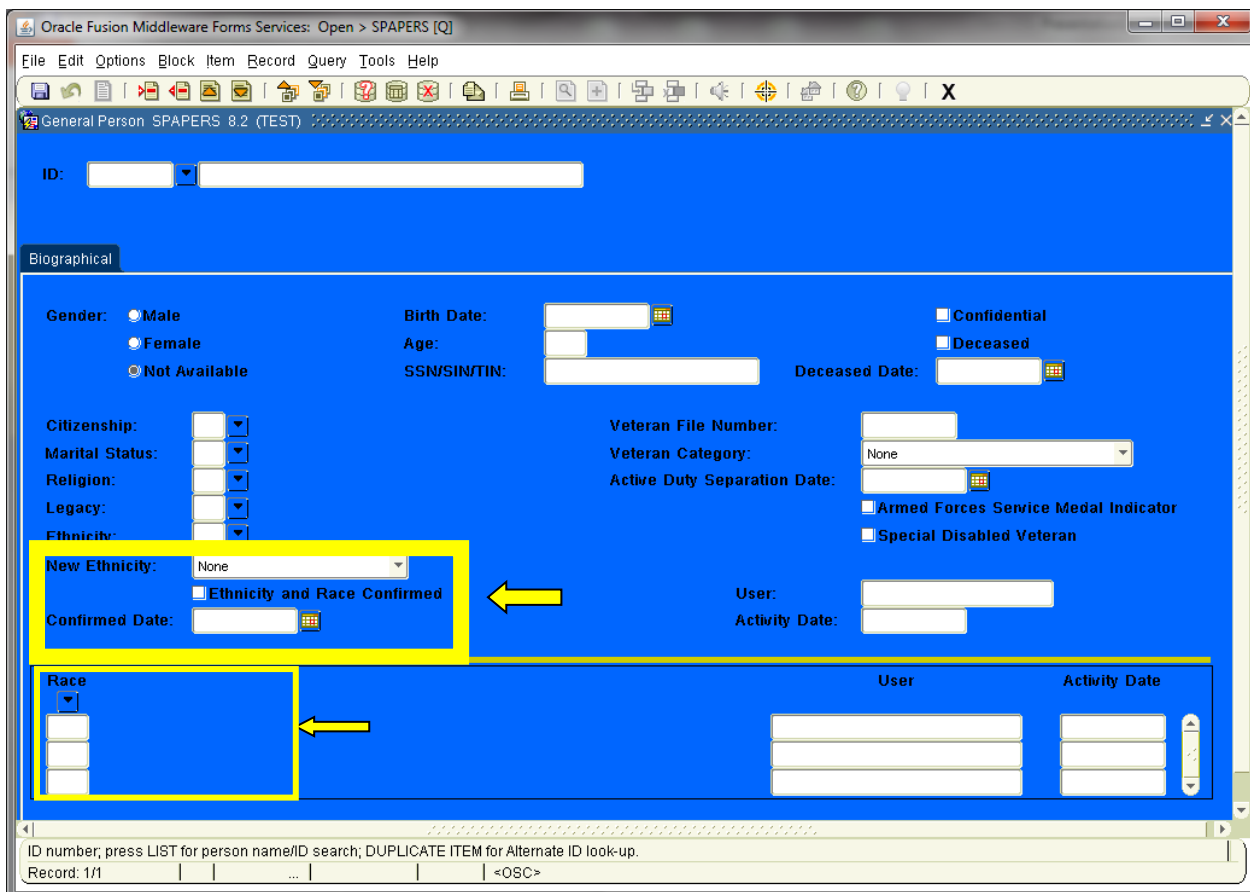
The validation table for the race information is GORRACE.

Race Code	Description

01	Asian
02	Black or African American
04	American Indian/Alaskan Native
05	White
07	Native Hawaiian/Pacific Islander

In Banner, there is no validation table for the ethnicity information collected in Banner. The options for a person are as follows:

Hispanic or Latino

Not Hispanic or Latino

4.10 Deceased Information

When any office receives notification of the death of a current or former student who is not currently employed by UCA, the notification will be immediately forwarded to the Registrar, who will be solely responsible for setting the deceased code.

When any office receives notification of the death of a current faculty or staff member, the notification will be immediately forwarded to Human Resources, who will be solely responsible for setting the deceased code. (HR updates the deceased employee's name in Banner to the Estate of <u>Deceased</u> based on IRS guidelines and then reverses the change once the final paycheck has been processed.)

4.11 Citizenship and International Persons Information

Citizenship is required information for students and employees at UCA. Additional information, such as country of citizenship and visa status, is required for any person who is not a citizen of the United States.

Citizenship and related information is maintained by the following offices:

Human Resources: staff, faculty, and student workers

Office of the Controller: vendors and direct pays

Undergraduate Admissions, Graduate School, International Engagement: persons applying as students

International Engagement: international students and scholars when they apply. Also tracks information on certain non-citizens who are employed by UCA.

Any changes to citizenship or visa information of registered students must be coordinated through Human Resources, University Registrar, or the International Engagement office as identified by checking the Banner form GUASYST.

CITIZEN TYPE(STVCITZ)

A person's citizenship is entered and maintained on the SPAPERS form in General Person using the following values:

Code	Description
N	Non U.S. Citizen
U	Undetermined Citizenship
Y	U.S. Citizen
P	Permanent Resident

Citizenship is used in IPEDS reporting for Human Resources.

COUNTRY OF CITIZENSHIP

Country of citizenship is maintained on the GOAINTL form in General Person. The country codes are the same as those used for addresses.

VISA STATUS

Visa status is maintained for all non U.S. citizens. Visa status for students is established and maintained by the International Engagement. Visa status for non-student employees is maintained by Human Resources.

The most current Visa type codes are listed in Banner in table STVVTYP.

4.11.1 Guidelines

If the person is a student, employee, or provider of contracted services, this information is required. If the person is a constituent <u>and not</u> a student or employee, this field may be left blank to indicate U.S. citizenship is not known. Please refer to following for the decision process for determining citizenship.

Human Resources (HR) receives the I-9 form and reviews Section 1. There are 4 boxes for the employee to select from to note their authorization to work in the US.

If the employee selects Box 1 – A citizen of the United States, HR will enter Y in the citizenship field of PPAIDEN (SPBPERS_CITZ_CODE).

If the employee selects Box 2 – A noncitizen national of the United States, HR will enter N in the citizenship field of PPAIDEN (SPBPERS_CITZ_CODE).

If the employee selects Box 3 – A lawful permanent resident, HR will verify the submitted documents and enter P in the citizenship field of PPAIDEN (SPBPERS_CITZ_CODE).

If the employee selects Box 4 – An alien authorized to work until..., HR will verify the submitted documents and enter N in the citizenship field of PPAIDEN (SPBPERS_CITZ_CODE).

HR Process for I-9 forms

```
                    ┌──────────────┐
                    │    Start     │
                    └──────┬───────┘
                           │
                           ▼
                    ┌──────────────┐
                    │  Receive I-9 │
                    │     form     │
                    └──────┬───────┘
                           │
                           ▼
                    ┌──────────────┐
                    │   Process    │
                    │  Section 1   │
                    └──────┬───────┘
                           │
                           ▼
                        Box 1   ── Selected ──►  Enter 'Y' in SPBPERS_CITZ_CODE ──────────────────┐
                           │                                                                       │
                      Not Selected                                                                 │
                           │                                                                       │
                           ▼                                                                       │
                        Box 2   ── Selected ──►  Enter 'N' in SPBPERS_CITZ_CODE ──────────────────┤
                           │                                                                       │
                      Not Selected                                                                 │
                           │                                                                       │
                           ▼                                                                       │
                        Box 3   ── Selected ──►  Verify Documents ──►  Enter 'P' in SPBPERS_CITZ_CODE ──┤
                           │                                                                       │
                      Not Selected                                                                 │
                           │                                                                       │
                           ▼                                                                       │
                        Box 4   ── Selected ──►  Verify Documents ──►  Enter 'N' in SPBPERS_CITZ_CODE ──┤
                                                                                                   │
                    ┌──────────────┐                                                               │
                    │ File form in │◄──────────────────────────────────────────────────────────────┘
                    │   HR Office  │
                    └──────┬───────┘
                           │
                           ▼
                    ┌──────────────┐
                    │     End      │
                    └──────────────┘
```
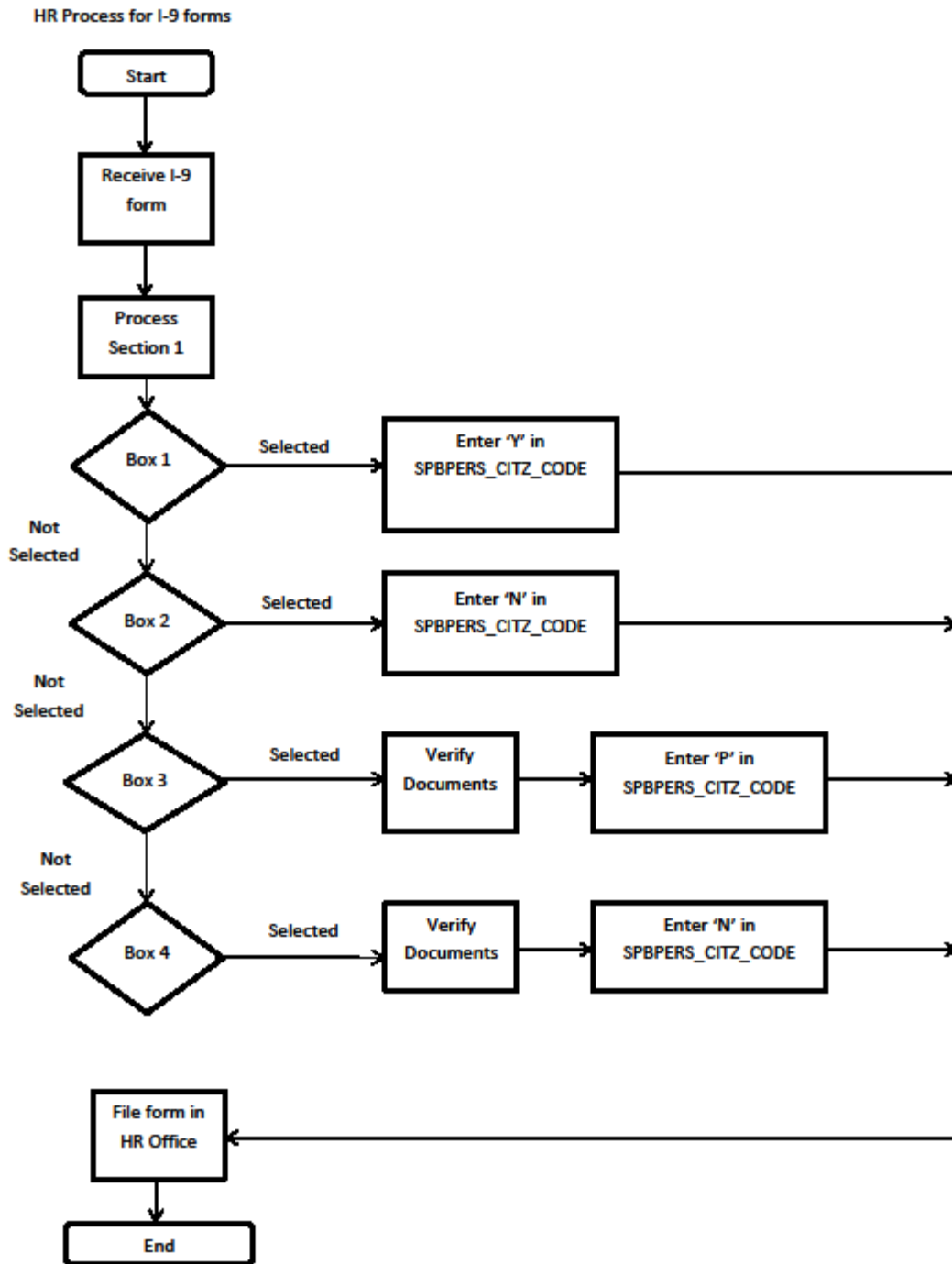
4.12 Legacy Code

A Legacy Code identifies a relative or friend with whom University of Central Arkansas had or has a relationship. For example, if a person's parent is an alumna of University of Central Arkansas, that person's legacy would be parent. A person's legacy relationship status is entered on the General Person Form, SPAPERS.

Legacy data will be collected by University of Central Arkansas. Valid values are found in the validation table STVLGCY.

4.13 Letter Names

The names of letters created within any module of Banner are stored in a common validation table called GTVLETR. Letter names can be up to 15 characters. Other areas wishing to define letters on GTVLETR should request guidance from the DSIA Oversight Group.

LETTER CODES (GTVLETR)

In order to avoid confusion as to the owner of a letter defined within Banner, the following prefixes will be used by offices when defining a letter name on the Banner form GTVLETR:

Prefix	Office
FA_	Office of Financial Aid
ST_RR_	Office of the Registrar

Appendix

A

APPENDIX A – Data Standards Change Request Form

The Data Standards Change Request Form is used to request changes to UCA Data Standards. The form asks for justification for the change, what other area(s) will be impacted by the change, how other area(s) will be affected, who the data steward for the proposed change will be, if applicable, and who will maintain the change, if applicable. A member of the Data Standards and Information Access Oversight Group (DSIA Oversight Group) must sponsor a proposed Data Standards Change by signing the Change Request Form.. The DSIA Oversight Group will then consider the request and incorporate the changes into the Data Standards Manual, return the request for further explanation, or reject the request.

Standards will not be created for things we *think* might be needed. When a need is realized, as justified by the Data Standards Change Request Form, then it will be added to the Data Standards and distributed for use.

Data Standards Change Request Form

This form is used for changes that will modify the Data Standards Manual. Submit through any member of the DSIA Oversight Group.

Submitted by _____

Functional area _____ **Department** _____

Date _____ yyyy-mm-dd

Requested change

```

```

Justification

```

```

OTHER FUNCTIONAL AREA(S) AFFECTED

☐ Student   ☐ Financial Aid   ☐ Finance   ☐ Human Resources   ☐ Student Accounts

☐ Other (explain) _____

How are they affected?

```

```

Who is the owner of this data?

```

```

Who will maintain this data?

```

```

Data Standards Change Request Form, Page 1 of 2
Form updated: 2014-04-20 | jag

Figure 1.1: Data Standards Change Request Form, Page 1

SUPPORT FOR CHANGE

A member of the DSIA Oversight Group must sponsor a proposed Data Standards Change Request by electronically signing this form. A roster is linked from http://uca.edu/bannerteam.

Sponsored by (DSIA Oversight Member's Name): _____

_____   _____ yyyy-mm-dd
ELECTRONIC SIGNATURE   DATE

DSIA OVERSIGHT GROUP RESOLUTION

☐ Change accepted

☐ Change rejected

☐ Further explanation required

Explanation of Resolution

Figure 1.2: Data Standards Change Request Form, Page 2

Figure 2: Validation Tables Change Notification

Appendix

B

APPENDIX B - Shared Tables in Banner

This appendix contains four tables:

TABLE 1: Shared Data Tables

TABLE 2: Shared Validation Tables

TABLE 3: Data Stewards for Shared Validation Tables

TABLE 4: Shared Data Items

Table 1: Shared Data Tables

Table	Description	Student	Financial Aid	Finance	Human Resources
SPRIDEN	Identification Table	X	X	X	X
SPRADDR	Address	X	X	X	X
SPBPERS	Person Information	X	X	X	X
SPRTELE	Telephone	X	X	X	X
GOREMAL	Email	X	X	X	X

Table 2: Shared Validation Tables

See TABLE 3 for information on who to contact to update a table. If a table does not have a data owner identified, and a user wishes to establish a use for it, contact the DSIA Oversight Group.

X indicates that a module uses the table

XS indicates the Module which is the Data Owner for the table

Table	Description	Student	Financial Aid	Finance	Human Resources
FTVACCI	Account Index Code			XS	X

Table	Description	Student	Financial Aid	Finance	Human Resources
FTVACCT	Account Code			XS	X
FTVACTV	Activity Code			XS	X
FTVCOAS	Chart of Account			XS	X
FTVFUND	Fund Code			XS	X
FTVLOCN	Location Code			XS	X
FTVOBUD	Budget 10 and Phase			XS	X
FTVORGN	Organization Code		X	XS	X
FTVPROG	Program Code			XS	X
GTVDICD	Division Code	X			X
GTVEMAL	Email Type	XS	X	X	X
GTVEXPN	Expenses	X	X		
GTVMAIL	Mail Type	X	X		
GTVNTYP	Name Type	X	X		
GTVSCOD	EDI/ISO Standard Code	XS	X	X	X
GTVSUBJ	Subject Index	X	X		
GTVZIPC	ZIP/Postal Code	XS	X	X	X
GXRBANK	Bank Code Rule Form			XS	X
GXVDIRD	Bank Routing Number			XS	X
NTVDOTT	Occupation Title Codes				XS
SOATBRK	Student Term Break Form	XS	X		
STVACCG	Activity Category	X	X		X
STVACTC	Activity Code	X			
STVACTP	Activity Type	X			
STVACYR	Academic Year Code	XS	X		
STVADMT	Admission Type	XS	X		
STVAPDC	Admissions ADD Decision Codes	XS	X		
STVAPST	Admission Application Status	XS	X		
STVASCD	Room Assignment Status	XS	X		
STVASRC	Address Source	XS		X	
STVASTD	Academic Standing	XS	X		
STVATYP	Address Type Code	XS	X	X	X
STVBLDG	Building	XS	X		
STVCAMP	Campus Code	XS	X		
STVCHRT	Cohort Code	XS			
STVCIPC	CIPC Code	XS			X

Table	Description	Student	Financial Aid	Finance	Human Resources
STVCITZ	Citizen Type Code	XS	X		X
STVCLAS	Class Code	XS	X		
STVCNTY	County Code	XS	X	X	X
STVCOLL	College Code	XS	X		X
STVCOMT	Committee/Service Type	X			X
STVCTYP	Contact Type	XS	X		
STVDAYS	Days of the Week	XS	X		X
STVDEGC	Degree Code	XS	X		X
STVDEGS	Decree Status	XS	X		
STVDEPT	Department Code	XS			
STVDIVS	Division	X	X		
STVDLEV	Degree Level	XS			X
STVDPLM	Diploma Type	XS	X		
STVEMPT	Employment Type	XS	X		
STVESTS	Enrollment Status	XS	X		
STVETHN	Ethnic Code	XS	X		X
STVETYP	Event Type	X			
STVEVEN	Academic History Event Code	XS			
STVGEOD	Geographic Region Division	XS			
STVGEOR	Geographic Region Code	XS			
STVGMOD	Grading Mode Code	XS	X		
STVHAPS	Housing Application Status	XS	X		
STVHLDD	Hold Type	XS	X		
STVHOND	Departmental Honors Code	XS	X		X
STVHONR	Institutional Honors Code	XS			
STVINIT	Initials Code	XS			
STVLANG	Language	XS			X
STVLEAD	Leadership	X			
STVLEVL	Level Code	XS	X		X
STVLGCY	Legacy	XS			X
STVMAJR	Major/Minor/Concentration Code	XS	X		X
STVMDEO	Medical Equipment Code	X			X
STVMEDI	Medical Code	X			X
STVMRCD	Meal Rate	XS	X		

Table	Description	Student	Financial Aid	Finance	Human Resources
STVMRTL	Marital Status Code	X	X		XS
STVMSCD	Meal Assignment Status	XS	X		
STVNATN	Nation Code	XS	X	X	X
STVORIG	Originator Code	X			
STVORSN	Orientation Session Code	XS			
STVPENT	Port of Entry Code	XS			X
STVQPTP	Qualifying Paper Type Code	XS			
STVRATE	Student Fee Assessment Code	XS	X		
STVRDEF	Building/Room Attribute	XS	X		
STVRELG	Religion Code	X			X
STVRELT	Relation Code	X			XS
STVRMST	Room Status	XS	X		
STVRRCD	Room Rate	XS	X		
STVRSTS	Course Registration Status	XS	X		
STVSBGI	Source/Background Institution	XS	X		X
STVSITE	Site	XS	X		
STVSPON	International Student Sponsor	XS	X		
STVSTAT	State/Province Code	XS	X	X	X
STVSTST	Student Status	XS	X		
STVTADM	Test Score Administration Type	XS	X		
STVTELE	Telephone Type	XS	X	X	X
STVTEPR	Test Purpose	XS	X		
STVTERM	Term Type	XS	X		
STVTESC	Test Code	XS	X		
STVTSRC	Admission Test Score Source	XS	X		
STVVETC	Veteran Type	XS	X		
STVVTYP	VISA Type	XS			X
STVWDRL	Student Withdrawal Status Codes	XS	X		
TSACONT	Contract Authorization Form	XS	X		
TSADETC	Detail Code Control Form	XS	X		

Table	Description	Student	Financial Aid	Finance	Human Resources
TSAEXPT	Exemption Authorization Form	XS	X		
TVVAUTH	Authorization Validation Form	XS	X		
TTVBILL	Billing Code	XS	X		
TTVDCAT	Detail Category	XS	X		
TTVPAYT	Payment Type	XS	X		
TTVSRCE	Charge/Payment Detail Source	XS	X		
GURAPAY	Accounting Feed AP Table	X		XS	X
GURFEED	Finance Transaction Input Table	X		XS	X

Table 3: Data Ownership of Banner Tables

This table indicates the specific department acting as the Data Administrator for a Shared Validation Table and who to contact to request a change. The Data Administrator of that table will work with the department requesting the change and the DSIA Oversight Group to evaluate the requested change and, if approved, update the table.

If the DSIA Oversight Group is indicated as the Data Administrator, the table is not currently in use or is used by multiple areas equally. Contact a member of the Group to initiate use of such a table.

Table	Description	Data Administrator
FTVACCI	Account Index Code	Budget
FTVACCT	Account Code	Budget
FTVACTV	Activity Code	Budget
FTVOCAS	Chart of Account	Controller
FTVFUND	Fund code	Budget
FTVLOCN	Location Code	Controller
FTVOBUD	Budget ID and Phase	Budget
FTVORGN	Organization Code	Budget
FTVPROG	Program Code	Budget
GTVDICD	Division Code	DSIA Oversight Group
GTVEMAL	Email Type	Registrar
GTVEXPN	Expenses	DSIA Oversight Group
GTVMAIL	Mail Type	DSIA Oversight Group
GTVNTYP	Name Types	DSIA Oversight Group
GTVSCOD	EDI/ISO Standard Code	International Engagement

Table	Description	Data Administrator
GTVSUBJ	Subject Index	DSIA Oversight Group
GTVZIPC	ZIP/Postal Code	Registrar
GXRBANK	Bank Code Rule Form	Controller
GXDIRD	Bank Routing Number	Controller
NTVDOTT	Occupation Title Codes	Human Resources
SOATBRK	Student Term Break Form	Registrar
STVACCG	Activity Category	DSIA Oversight Group
STVACTC	Activity Code	DSIA Oversight Group
STVACTP	Activity Type	DSIA Oversight Group
STVACYR	Academic Year Code	Registrar
STVADMT	Admission Type	Admissions
STVAPDC	Admission APP Decision Codes	Admissions
STVAPST	Admission Application Status	Admissions
STVASCD	Room Assignment Status	Housing
STVASRC	Address Source	Admissions
STVASTD	Academic Standing	Registrar
STVATYP	Address Type Code	Registrar
STVBLDG	Building	Registrar/Housing
STVCAMP	Campus Code	Registrar
STVCHRT	Cohort Code	Registrar
STVCIPC	CIPC Code	Registrar
STVCITZ	Citizen Type Code	Admissions
STVCLAS	Class Code	Registrar
STVCNTY	County Code	Registrar
STVCOLL	College Code	Registrar
STVCOMT	Committee/Service Type	DSIA Oversight Group
STVCTYP	Contact Type	Admissions
STVDAYS	Days of the Week	Registrar
STVDEGC	Degree Code	Registrar
STVDEGS	Degree Status	Registrar
STVDEPT	Department Code	Registrar
STVDIVS	Division	Not used
STVDLEV	Degree Level	Registrar
STVDPLM	Diploma Type	Admissions
STVEMPT	Employment Type	International Engagement
STVESTS	Enrollment Status	Registrar
STVETHN	Ethnic Code	Admissions

Table	Description	Data Administrator
STVETYP	Event Type	DSIA Oversight Group
STVEVEN	Academic History Event Code	Registrar
STVGEOD	Geographic Region Division	Admissions
STVGEOR	Geographic Region Division	Admissions
STVGMOD	Grading Mode Code	Registrar
STVHAPS	Housing Application Status	Housing
STVHLDD	Hold Type	Registrar
STVHOND	Departmental Honors Code	Registrar
STVHONR	Institutional Honors Code	Registrar
STVINIT	Initials Code	Admissions
STVLANG	Language	International Engagement
STVLEAD	Leadership	DSIA Oversight Group
STVLEVL	Level Code	Registrar
STVLGCY	Legacy	Admissions
STVMAJR	Major/Minor/Concentration Code	Registrar
STVMDEO	Medical Equipment Code	Not used
STVMEDI	Medical Code	Not used
STVMRCD	Meal Rate	Housing
STVMRTL	Marital Status Code	Human Resources
STVMSCD	Meal Assignment Status	Housing
STVNATN	Nation Code	International Engagement
STVORIG	Originator Code	DSIA Oversight Group
STVORSN	Orientation Session Code	Academic Advising Center
STVPENT	Port of Entry Code	International Engagement
STVQPTP	Qualifying Paper Type Code	Registrar
STVRATE	Student Fee Assessment Code	Student Accounts
STVRDEF	Building/Room Attribute	Registrar/Housing
STVRELT	Relation Code	Admissions
STVRMST	Room Status	Registrar/Housing
STVRRCD	Room Rate	Housing
STVRSTS	Course Registration Status	Registrar
STVSBGI	Source/Background Institution	Registrar (for colleges) Admissions (for High Schools & Other)
STVSITE	Site	Registrar
STVSPON	International Student Sponsor	Admissions
STVSTAT	State/Province Code	Registrar
STVSTST	Student Status	Registrar

Table	Description	Data Administrator
STVTADM	Test Score Administration Type	Admissions
STVTELE	Telephone Type	Registrar
STVTEPR	Test Purpose	Admissions
STVTERM	Term Type	Registrar
STVTESC	Test Code	Admissions
STVTSRC	Admissions Test Score	Admissions
STVVETC	Veteran Type	Registrar
STVVTYP	VISA Type	International Engagement
STVWDRL	Student Withdrawal Status	Registrar
TSACONT	Contract Authorization Form	Student Accounts
TSADETC	Detail Code Control Form	Student Accounts
TSAEXPT	Exemption Authorization Form	Student Accounts
TVVAUTH	Authorization Validation Form	Student Accounts
TTVBILL	Billing Code	Student Accounts
TTVDCAT	Detail Category	Student Accounts
TTVPAYT	Payment Type	Student Accounts
TTVSRCE	Charge/Payment Detail Source	Student Accounts
GURAPAY	Office of Financial Services Feed AP Table	Controller
GURFEED	Finance Transaction Input Table	Controller

Table 4: Shared Data Items

In Table 4:

* Indicates Web for ... ability to change data.

If PEAFACT is used, then SIAPFER should be turned off.

+ Populated through the PEPFACL: Faculty Load Update Process

Item	HR Used on:	Student Used on:	Fin. Aid Used on:	Finance Used on:	Rule/Val. Table
ID Number	PPAIDEN	SPAIDEN		FOAIDEN	None
Name Information	PPAIDEN	SPAIDEN	RPAIDEN	FOAIDEN	None
Name Type	PPAIDEN	SPAIDEN	RPAIDEN	FOAIDEN	GTVNTYP
SSN	PPAIDEN	SPAPERS		FOAPERS	None
Date of Birth	PPAIDEN	SPAPERS		FOAPERS	None

Item	HR Used on:	Student Used on:	Fin. Aid Used on:	Finance Used on:	Rule/Val. Table
Ethnicity	PPAIDEN	SPAPERS		FOAPERS	None
Gender	PPAIDEN	SPAPERS		FOAPERS	None - Fixed at M, F, N
Marital*	PPAIDEN	SPAPERS		FOAPERS	STVMRTL
Citizenship	PPAIDEN	SPAPERS		FOAPERS	STVCITZ
Deceased Information	PPAIDEN	SPAPERS		FOAPERS	None
Address Information*	PPAIDEN	SPAPERS		FOAPERS	None
Address Type	PPAIDEN	SPAIDEN		FOAIDEN	STVATYP
Address Sequence	PPAIDEN	SPAIDEN		FOAIDEN	None
Address Lines	PPAIDEN	SP AI DEN		FOAIDEN	None
Address City	PPAIDEN	SPAIDEN		FOAIDEN	None
Address County	PPAIDEN	SPAIDEN		FOAIDEN	STVCNTY
Address State	PPAIDEN	SPAIDEN		FOAIDEN	STVSTAT
Address Zip	PPAIDEN	SPAIDEN		FOAIDEN	GTVZIPC
Address Nation	PPAIDEN	SPAIDEN		FOAIDEN	STVNATN
Address Source	PPAIDEN	SPAIDEN		FOAIDEN	STVASRC
Phone Information	PPAIDEN	SPAIDEN		FOAIDEN	None
Phone Type	PPAIDEN	SPAIDEN		FOAIDEN	STVTELE
Driver's License Information	PPAIDEN				None
Driver's License state	PPAIDEN				None
Driver's License nation	PPAIDEN				None
Veterans Information	PPAIDEN	SPAPERS		FOAPERS	None
Legacy Code	PPAIDEN	SPAPERS		FOAPERS	STVLGCY
Religion Code	PPAIDEN	SPAPERS		FOAPERS	STVRELG
Confidentiality Indicator	PPAIDEN	SPAPERS			None
Emergency Contact Information*	PPAIDEN	SPAEMRG			None

Item	HR Used on:	Student Used on:	Fin. Aid Used on:	Finance Used on:	Rule/Val. Table
Emergency Contact Relationship	PPAIDEN	SPAEMRG			STVRELT
General-Information	PPAGENL	SOAPCOL			None
General Source	PPAGENL	SOAPCOL			STVSBGI
General-Degree Code	PPAGENL	SOAPCOL			STVDEGC
General-Majors		SOAPCOL			STVMAJR
General-Minors		SOAPCOL			STVMAJR
General-Concentrations		SOAPCOL			STVMAJR
General-Official Transcript	PPAIDEN	SOAPCOL			None
Telephone Information	PPATELE	SPATELE		FOATELE	None
Telephone Type	PPATELE	SPATELE		FOATELE	STVTELE
Medical Information	PPAMEDI	SPAMEDI			None
Medical. Code	PPAMEDI	SPAMEDI			STVMEDI
Medical - Equipment	PPAMEDI	SPAMEDI			STVMEDO
Medical - Disability Type		SPAMEDI			STVDISA
Medical – Disability Service Type		SPAMEDI			STVSPSR
International - Information	GOAINTL	SPAINTL			None
International. Visa Type	GOAINTL	SPAINTL			STVVTYP
International - Entry Visa Type	GOAINTL	SPAINTL			STVVTYP
International - Port of Entry	GOAINTL	SPAINTL			STVPENT
International – Birth Nation	GOAINTL	SPAINTL			STVNATN

Item	HR Used on:	Student Used on:	Fin. Aid Used on:	Finance Used on:	Rule/Val. Table
International – Citizen Nation	GOAINTL	SPAINTL			STVNATN
International. Language	GOAINTL	SPAINTL			STVLANG
International – Foreign Tax ID	GOAINTL				None
International - Sponsor	GOAINTL	SPAINTL			STVSPON
International - Employment Type	GOAINTL	SPAINTL			STVEMPT
International – Other Information	GOAINTL	SPAINTL			None
International - I-20 Information	GOAINTL	SPAINTL			None
Email*	GOAEMAL	GOAEMAL		GOAEMAL	GTVEMAL
Tenure Code'	PEAFACT	SIAFPER			
Tenure Date'	PEAFACT	SIAFPER			
Review Date'	PEAFACT	SIAFPER			
AAUP Membership'	PEAFACT	SIAFPER			
Years Experience	PEAFACT	SIAFPER			
Sabbatical Dates'	PEAFACT	SIAFPER			
Academic Title'	PEAFACT	SIAFPER			
Degree Institution	PPAGENL	SIAFDEG			
Transcript Dates	PPAGENL	SIAFDEG			
Degree (type)	PPAGENL	SIAFDEG			
Year (degree)	PPAGENL	SIAFDEG			
GPA	PPAGENL	SIAFDEG			
Hours	PPAGENL	SIAFDEG			
Major	PPAGENL	SIAFDEG			
Minor	PPAGENL	SIAFDEG			
Area of	PPAGENL	SIAFDEG			

Item	HR Used on:	Student Used on:	Fin. Aid Used on:	Finance Used on:	Rule/Val. Table
Concentration					
Faculty FTE+	PEAFACL	SIAASGN			
Position+	PEAFACL	SIAASGN			
Suffix+	PEAFACL	SIAASGN			

Appendix

C

APPENDIX C – Name Change Form

NAME/ADDRESS CHANGE REQUEST FORM

University of Central Arkansas

PRINT OR TYPE ALL INFORMATION- Incomplete forms cannot be processed

ID# B_____   NAME:_____   Student ☐   Staff/Faculty ☐

SSN#_____ (For UCA Employees only)   EMAIL_____

Change Name To:

_____

Last Name   Suffix   First Name   Middle Name

Change Address: Mailing ☐   Parent Address ☐   (Indicate address type)

_____

Address (Street Name and Number)   Apt#

_____

City   State   Zip/Country

_____

Area   Telephone Number

I request UCA include my most recent former last name on any transcript that is released. Yes ☐ No ☐	_____ *Signature *Date *REQUIRED. THIS FORM CAN NOT BE PROCESSED IF NOT SIGNED AND DATED.

For CURRENT UCA EMPLOYEES ONLY, check one of the following: Full-Time   Part-Time   Temp   Graduate Assistant   Student Assistant

FOR OFFICE USE ONLY: Type of I.D.: Recorded: ☐ Driver's license ☐ Computer record ☐ Marriage license ☐ Paper record ☐ Birth Certificate ☐ SSN Card ☐ Court order ☐ Other (specify) _____ Date:_____ By:_____	EXAMPLES OF APPROVAL FORMS OF IDENTIFICATION: **Registrar's Office:** • Driver's License • Marriage License • Birth Certificate • Court Order **Human Resources Office:** • Social Security Card (required for name change only)

Note: To change your name/address on personnel records, please complete this form and return it to the Human Resources Office with an acceptable form of identification showing the applicable changes.

To change your name/address on the permanent student record, please complete this form and return it to the Office of the Registrar with an acceptable form of identification showing the applicable changes.

Figure 3: Name Change Form

Appendix

D

APPENDIX D – Validation Tables Change Notification

The Validation Tables Change Notification form is used to circulate pending changes of validation tables to the Data Standards and Information Access Oversight Group (DSIA-OG), Data Standards and Information Access Reporting Group (DSIA-RG), and Banner Team to ensure all affected areas know of the change. Normally a week is allowed for comment.

The completed form should be electronically signed by the data owner and then submitted to the chair of DSIA-OG, who will distribute it.

Validation Tables Change Notification

This form is used for changes that will make changes to validation tables in Banner. Such changes require approval by the owner of the table (see *Data Standards Manual*) after consultation with others as appropriate. Notification is made – before implementation – to the Data Standards and Information Access Oversight and Reporting Groups and to the Banner Team to ensure that all affected areas know of the change. Normally a week is allowed for comment.

The completed form should be electronically signed by the data owner and then submitted to the chair of the DSIA Oversight Group, who will distribute it.

Submitted by: _____

Functional area: _____ Department: _____

Date: _____ yyyy-mm-dd Comments due: _____ yyyy-mm-dd

Proposed change

[ ]

Justification

[ ]

Other functional area(s) affected:
☐ Student   ☐ Financial Aid   ☐ Finance   ☐ Human Resources   ☐ Student Accounts

☐ Other (explain) _____

How are they affected?

[ ]

Data Owner's Approval
Data Owner's Name: _____

_____   _____ yyyy-mm-dd
DATA OWNER'S ELECTRONIC SIGNATURE   DATE

Route to
✓ DSIA Oversight Group
✓ DSIA Reporting Group
✓ Banner Team

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Form updated: 2014-04-16 | jag

Figure 3: Validation Tables Change Notification Form

APPENDIX E – Data Permissions/Authorization Form

The Data Permissions/Authorization form is used by ARGOS Report Developers to request access to use certain data in Banner for reports being developed. The form will be sent by the requestor, the report writer, to the data owner for signature/approval of their use of the data specified in the form. The requestor, data owner, and IT are responsible to keep records of data authorizations.

DATA PERMISSIONS / AUTHORIZATION

- It is the responsibility of the developer/creator of a report to get authorization from the data owner.
- It is the responsibility of the developer/creator AND the data owner to keep a written record of data authorizations for each report.
- Form must be fully approved by both parties.
- When moved to PROD-IT must be given a copy of the permission forms.

The following information must be completed

Requester Name	Request Date

List the table, field and/or functions used

Purpose: Indicate the intended use of the data and the persons who will be receiving it.

Element
Restrictions:　　○ This Report Only　　○ Forever　　○ Other

Other:

Name of department or persons that are authorized to run or use this report

Name	Department

Requestor Signature　　　　　　　　　　　　　　　　Date

Data Owner Signature　　　　　　　　　　　　　　　Date

Figure 4: Data Permissions/Authorization Form

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