

Points of Discussion

My Banner

At the first screen after signing onto Banner in the top left corner of the Greyish-Blue area is "My Banner"

Double Click on My Banner and follow the directions to customize your own Banner worksite. Here you can add Report Codes such as the ones listed below to create shortcuts for the ones you use the most.

NHIDIST (Labor Distribution Data Inquiry) Use this to determine who the individual was.

NHIEDST (Employee Distribution List) Use this form to determine which FOAPAL an individual was actually paid from.

NHRDIST (Report) Payroll Distribution by Org Report (Must fill out certain fields to gather needed data)

NHREDST (Report) Employee Distribution by Org Report (Must fill out certain fields to gather needed data)

POIIDEN (Employee Search Form) To find an employees ID.

NBIJLST (Employee Job Inquiry) What positions are assigned an employee.

PHICHEK* (Check Detail Inquiry) How much an employee's pay check was.

* (This report code is not available to all users)

F7 (Key) Clears screen in preparation for a new query.

F8 (Key) Executes a query (functions as the "enter" button).

"Options" drop down box

To look up details of an amount on the screen, high light the amount and go up to the top of the screen and click on the "Options" button for the drop down box and click on "Detail Transaction Summary" for a break down of the dollars connected to a total sum.

"Help" drop down box

To export information to an "Excel" spreadsheet click on the "Help" button on the top of the screen and select "Data with No Key" and follow the prompts to save it to your hard drive. Remember when you save to select the file type and select Microsoft Excel 2003.

Wild Card Usage "%"

When looking for general information on any given item in Banner but do not have specifics; one can use a "Wildcard" by typing in "%" after the start your first few numbers.

**** Remember** whenever you use an execute command and nothing happens; please check the bottom of the screen for an explanation as to why.

From the Distrcit Website, go to Business Services & Facilities, then to Forms and then select FOAPAL Change Form under "Budget".
Link: <https://intranet.kccd.edu/Business%20Services/Forms/default.aspx> Note the tabs along the bottom of excel sheet

FOAPAL Change Form

Persons Full Name including Middle Name

Person's @ Number

Person's Position Number (6-digits alfa/numeric)

Notes: This area is very helpful for those making the changes for you.

Corrects Finance

Corrects Future Payroll

Corrects Past Pay Roll

Item	From	TO	Notes
From	TO	Notes	
Person's @ Number	Person's Position Number (6-digits alfa/numeric)	Notes	
Person's Full Name including Middle Name	Person's @ Number	Notes	
Person's Position Number (6-digits alfa/numeric)	Person's @ Number	Notes	
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Approved by: _____
Approved by Dir. Business Services: _____

Completed by Human Resources: _____
Completed by Human Resources: _____
Completed by Human Services: _____

For District Use

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Payroll #	Type of Position	Day of Pay	Covers What Period
01	Contract Certificated (Faculty) and Educational Admin	Last day of the Month	Current Month
02	Benefited Classified and Non-Educational Admin	Last day of the Month	Current Month
03	Adjunct (part-time faculty)	15th of the Month	Previous Month
04	Flexible classified, short-term classified, student workers and professional experts	15th of the Month	Previous Month