



Banner HR

For Information On	Banner Form
Employee Personal Information	
Name Fields	PPAIDEN
Date of Birth/Gender/Marital Status	PPAIDEN
Citizenship/Visa Information	PPAIDEN
Addresses/Phone Numbers	PPAIDEN
Employee Educational Information	PPAGENL
Basic Employment Information	
Organization	PEAEMPL
I-9 Status	PEAEMPL
Employee Status/Type/Class	PEAEMPL
Service Dates	PEAEMPL
Employee Leave Balances	PEALEAV
Position Listings	
Begin & End Dates	NBIJLST
Effective Dates	NBIJLST
Organization/Employee Class Codes/Pay ID	NBIJLST
Job Titles	NBIJLST
Time Sheet Org	NBIJLST and NBAJOBS
Position Information	
Job Title/Type	NBAJOBS
FTE/Status/Grade Level	NBAJOBS
Salary Information/ Labor Distribution	NBAJOBS
E-Hire Requisition Number	NBAJOBS
Labor Distribution Change History	NBIJLHS
Payroll Earnings/Benefits Distribution Data	ZHIDIST
YTD Pay Information	PEIETOT
Salary History	PEISALH
Password Change Form	GUAPSWD

Use [Banner Self-Service](#) to change personal addresses, phone numbers, emergency contacts, and PIN numbers; review leave balances, benefits deductions, and tax forms.

Remember...

- Click the links to the left for detailed information and instructions for the form.
- The Auto Hint line at the bottom of the form will have information about the field where the cursor is located.
- The Status line at the bottom of the form (underneath the Auto Hint line) will contain processing messages.

Help

If you need HELP with Banner HR, Web-Time and Leave Entry, or Self Service:

- **Call the ICT HelpDesk at 646- HELP (4357)**
- **E- mail help_admin@nmsu.edu**
- **For online help, documentation and interactive online training demos, go to:**

<http://hr.nmsu.edu/clpd/busprocdocs.html>