

Banner Personnel Action Form

Several modifications have been made to the Personnel Action form to accommodate the changes required by Banner Human Resources and Banner Finance. Every attempt has been made to keep the changes to a minimum to ease the transition to Banner. The Banner PA form should be used for any job changes that will be effective on April 1, 2006 or later. Please forward this memo to all staff members who are responsible for preparing PA forms. The new PA form can be found on the HR web site at <http://hr.ua.edu/forms/payrollforms.htm>. The changes to the Personnel Action form follow:

- Funding Code is not required in Banner and has been removed from the PA form.
- Position Number has been moved from the labor distribution section of Assignment Information section to the top line of the Assignment Information section. The method of assigning position numbers will change with the implementation of Banner and Position Control. Position numbers will be assigned at conversion to Banner and at the time a new position is approved by Human Resources, Academic Affairs, or Budget. Departments will no longer have the responsibility of assigning position numbers. An employee's Position Number will be required on all PA forms that result in any change to a job or job labor distribution. After conversion to Banner has been completed you will receive a list of all the positions assigned to your department and the employee who holds those positions.
- In Banner Department Number is referred to as Organization Number.
- In Banner Occupation Code is referred to as Position Class.
- The FRS account number has been replaced with Banner the FOAPAL. The Banner PA form verifies the Organization, Account, and Program components of the FOAPAL against validation tables contained in the "Orgn" and "Acct & Prog" tabs of the PA form. If an invalid Organization, Account, or Program is entered the message "Invalid FOAPAL" will be displayed and an "E" will be displayed next to the line(s) with the error.
- In Banner the Composite FTE and Distribution FTE is stated as a percent of total rather than a fraction of 1.00. For example, the composite FTE for a regular full time employee would be 100.00 in Banner rather than 1.00000 as it currently reported. The composite FTE for an employee working ½ time would be 50.00 in Banner rather than .50000. The distribution FTE is reported in the same manner in Banner. All percents are limited to 2 decimal places.