

Frequently–Used INB Shortcut

Application Menu	Ctrl + ,
Accept	F10 – save – commit/accept
Block Menu	F5
Cancel	Esc
Clear Block	Shift + F5
Clear Form	Shift + F7
Clear Item	Ctrl + u
Clear Record	Shift + F4
Debug Mode	Ctrl + ?
Delete Backward	Backspace
Display Error	Shift + F1
Duplicate Item	F3
Duplicate Record	F4
Edit	Ctrl + e
Enter Query	F7 – clears screen
Execute Query	F8
Exit	Ctrl + q
Left	Left arrow
List of Values (LOV)	F9 – list of valid values
Main Menu	Ctrl + .
Next Block	Ctrl + page down
Next Field	Tab
Next Primary Key	Shift + F3
Next Record	Arrow down
Previous Block	Ctrl + page up
Previous Field	Shift tab
Previous Menu	Ctrl + enter
Previous Record	Arrow up
Print	Shift + F8
Return	enter
Right	Right arrow
Save	F10
Show Keys	Ctrl + F1
Up	Ctrl + p

Useful Links

HR Program Guide	http://bf.memphis.edu/spectrum/hr HR program guide includes guidance for SOC Code, Suffix List, Deduction Codes, Data Standard Manual etc.
Finance Program Guide	http://bf.memphis.edu/spectrum
WorkforUM	public site https://workforum.memphis.edu/ administrative site https://my.memphis.edu
Learning Curve	https://bf.memphis.edu/training/
Payroll Calendar	http://www.memphis.edu/payroll/schedules.php
Holiday Calendars	http://www.memphis.edu/hr/holidays.php
Business and Finance System Access Request Forms	http://bf.memphis.edu/forms/tech/bf_access_request.htm
Tiger Spotlight Awards Nomination Submittal	http://www.memphis.edu/emprrelations/spotlight.php
Performance Appraisal	https://umwa.memphis.edu/performance/
Faculty Summer Compensation	https://www.memphis.edu/econtract
GA eContracts	https://www.memphis.edu/econtract
Extra Compensation Form	https://www.memphis.edu/econtract
Post-Retirement Service Program Temporary Appointment Form	http://bf.memphis.edu/hr/forms/PRSPappt.pdf
Exit Questionnaire	http://www.memphis.edu/emprrelations/exit.php
Separation & Clearance Form	http://umwa.memphis.edu/sep-clear/
Student Employment	http://www.memphis.edu/financialaid/student_employment/

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Banner HR Reference Card

<http://my.memphis.edu>

Helpdesk: 678-8888

<http://helpdesk.memphis.edu>

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Banner E-Class	Type of Employee	Description
AD	Administrative or Academic	12 month regular full-time fiscal year administrative
	Coaches - Other	Non-contract coaches
AE	Administrative Executive	12 month regular full-time fiscal year executive
AF	Adjunct Faculty	Professional staff members of business, industries and other agencies and organizations who are appointed by
AM	10-Month Administrative	Non-faculty employee working on a 10 month contract
CH	Coaches on Special Contract	12 month contract coaches
CL	Hourly Clerical Support Staff	Regular full-time fiscal year employee
F9	9-Month Faculty	Any employee holding faculty rank and working a 9
	10-Month Campus School	Employee appointed in Campus School whose primary responsibility is classroom instruction or supervision
	9-Month Suzuki	Employee appointed in the Suzuki School of Music whose primary responsibility is classroom instruction or
FA	12-Month Faculty	Employee holding faculty rank working 12 months, with the rank indicated in their title
	12-Month Lipman School	Employee appointed in Lipman School whose primary responsibility is classroom instruction or supervision
FD	Post-Doctoral	Employee working a 12 month contract NOT HOLDING rank or TENURE primarily involved in Research
GA GB GC GD GW GX GY GZ	Graduate Assistants	Graduate Assistants
NP	NO PAY	Eclass used when establishing a Primary Job epaf
PF	Part-Time Instructors	Part Time Faculty
PR	Post-Retirement	Retired faculty - hired for specified length of time
S8	40-Hour Work Week - Hourly	Police Officers
SM	Student - Monthly	Undergraduate Student paid monthly
ST	Student - Hourly	Undergraduate Student paid hourly
SW	Student - Hourly Work Study	Undergraduate Student paid hourly on Federal Work
TH	Temporary Hourly	Temporary employee paid an hourly rate employed 6 months or less
TS	Temporary Monthly	Temporary employee paid flat monthly rate employed 6 months or less (NOTE: NO LONGER USED)
XC	Monthly Add/Comp	Summer Compensation paid monthly for F9 faculty

Frequently-Used Earning Codes	
009	Regular Bi-Weekly Pay
010	Regular Monthly Pay
014	Graduate Assistant Doctoral
015	Graduate Assistant Masters
019	Temporary Employees
028	Campus Student w/o FICA
032	Overtime 1.0
033	Overtime 1.0 outside dept
034	Overtime 1.5 outside dept
035	Overtime 1.5
036	Longevity Overtime
071	Interim Assignment - Hourly
132	Extra Pay - CR Inst/Overload
133	Extra Pay - Non Credit Inst FT
134	Extra Pay - Other
135	Extra Pay - Applied Research
136	Extra Pay - Educational Materi
137	Extra Pay - Consult Services
138	Extra Pay - Public Services
139	Extra Pay - Dual Services Cont
150	Holiday Pay
152	Inclement Weather
160	Terminal Leave
165	Bereavement
170	Annual Leave
172	Lump Sum No Retirement
180	Sick Leave
200	Summer Pay CR Instruction
201	Summer Temporary Credit Instruction
211	Summer Pay Non Credit (CEU)
220	Summer Pay Other - Admin Pay
221	Summer Pay Other - Restr (SpRs)
222	Summer Pay - Dual Services
223	Summer Pay - Public Services
224	Summer Pay - Other Services
230	Military Leave
315	Voting Leave
420	Unpaid leave - LWOP
430	Leave with Full Pay with benefits
440	Leave with Partial Pay

Frequently-Used INB Forms	
NBAJOBS*	Employee's Job
NBAPBUD*	Position Budget
NBAPOSN*	Position Definition
NBIBTOT	Position Budget Total Inquiry
NBIPORG*	Position List By Org
NBIPOSH	Position History
NBIPINC*	Position Incumbent List
PEAEMPL*	Employment
PEALEAV*	Employee Leave
PPAIDEN*	Identification Form
PHICHEK*	Check Detail Inquiry
NHIDIST*	Labor Distribution Data Inquiry
NHIEDST	Employee Distribution Inquiry
PEIETOT*	Employee Year to Date Totals
PEIDTOT*	Deduction Year to Date Totals
PEAFAC*	Faculty Action Tracking
PPAGENL*	General Information
PEIESUM*	Employee Summery View Form

* Form has Organization Security