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- Q-Menu https://qmenu.alaska.edu/dsd_rpts/owa/www_qmenu.qmenu



Banner and Other Systems

As a Personnel/Payroll Assistant for the University of Alaska, you will be required to have access to a number of computer systems. This document is to serve as a summary of those systems as well as how to access them.

Banner – The software that the University uses to process its human resource, finance and student information. For security clearances you must complete the Banner/DSD/Vista Plus/EDIR Finance and Human Resources Security Access Questionnaire (page 1 of this section). To Access: <http://banner.alaska.edu/>.

Databrowser – Access is made through Citrix – you must be sure you have the Citrix Program Neighborhood installed on your computer. Query tool that may be used by HR and Finance to run customized reports. Access is granted with your Banner security clearance.

Edir – Electronic directory for the University of Alaska Fairbanks. Many PPA's are responsible for keeping this electronic directory updated for their department/unit, access for requesting this is on the Security Access Questionnaire. You may search by name or department for contact information. To Access: <http://edir.alaska.edu>.

Q-Menu/Q-Adhoc – Is a query program which allows you to run canned HR reports. The Adhoc version allows you to tailor your report(s) for your specific needs. Access is granted with your PPA Banner security clearance form To access: https://qmenu.alaska.edu/dsd_rpts/owa/www_qmenu.qmenu

UAKJOBS – Online applicant and recruitment program. Please contact UAF HR at 474-7700 for password resets.
To Access and Apply: Applicant: <https://www.uakjobs.com>
To Access and Apply: Administrative: <https://www.uakjobs.com/hr>

UAonline – Portal used by staff, faculty and students to access Banner information. Employees pay information, including pay stubs and W-2 information. Faculty may access their class registers and this is the method used for grade posting. Students access their grades, financial aid information, account balances and register for classes. A PIN will be mailed to all new employees, for PIN resets you may contact UAF HR 474-7700. To Access: <http://uaonline.alaska.edu>.

Vista Plus – A report generator for human resource and finance reports. PPA's will need access to review weekly and bi-weekly payroll reports. Access is granted as part of your Banner access on the Security Access Questionnaire. To Access: <http://reports.alaska.edu>.

Human Resources Systems Access Request

This form is intended primarily for UAF Personnel/Payroll Assistants (PPA's) and their backups, or for HR office personnel. It may also be used for basic HR query and electronic HR approvals for Finance users, or to update and terminate HR access. FERPA training is required for student records and HR access. Training is also required for TOAD access, and can be requested through UAF Financial Services or OIT. Forms to request Financial Services and Student system access can be found at: <http://www.uaf.edu/finsvcs/forms/>

How to complete this form:

1. **Check only the accesses you require to perform the duties of your position.** If you are a new user, this will require your supervisor's assistance. If you need access that is not listed, please complete the section "Other", and briefly describe the duties that necessitate the request.
2. Obtain the appropriate signature, date and contact information for DEPARTMENTAL APPROVAL (your direct supervisor OR the Dean, Director, or Department Chair).
3. The "Processed By:" field should be left blank.

Banner Training

Banner training is required for new users, while some requests require additional training. Training can be arranged through the following:

- FERPA tutorial – UAOnline: <http://uaonline.alaska.edu/>
- Banner Navigation – email rpconner@alaska.edu (Blackboard) or sign up through OIT
- TOAD (data browser) training – email lawrightsman@alaska.edu or sign up through OIT
- HR Query training – email jjyoungberg@alaska.edu
- Electronic Job Processes & Terminations – email jjyoungberg@alaska.edu
- PPA Payroll Training – email fypayrol@alaska.edu
- Miscellaneous OIT trainings - <http://www.alaska.edu/oit/training/>

Banner Access Terminations

The supervisor or authorized department representative should complete this form for all employees who are transferring, or who need to have their access rescinded. Please check "Termination" and give an effective date. It is not necessary to notify us for those who have been entered by the department into Termination Workflow (NEA2TRM), as we will be notified electronically. For immediate action please contact the Security Coordinators directly by phone.

Statement of Responsibility and Rules of Conduct

Read and carefully consider the Statement of Responsibility and Rules of Conduct. This document explains, in detail, the conditions of your Banner HR permissions. After you have read and agreed with the conditions, sign on the "User Signature" line and fill in the date. The "APPROVAL COORDINATOR" line should be left blank.

Submit the completed forms to Human Resources, (Box 7860), or fax to 474-5859, and keep a copy for your records. You will be contacted by e-mail or phone as soon as your request has been granted. Access requests ordinarily take one day to process but can take longer depending on the request type and HR schedules. UAF HR Security Coordinators are Becky Conner (rpconner@alaska.edu, 474-6407) and Mike Cox – mjcox@alaska.edu, 474-1843.

**UNIVERSITY OF ALASKA FAIRBANKS
UA HR SYSTEMS ACCESS REQUEST FORM**

Date: _____
Last Name, First Name, MI (no nicknames please): _____
Job Title: _____ Department Name: _____
Supervisor's Name: _____
Email Address: (if assigned): _____ UA ID#: _____
Banner User ID (if assigned): _____ Phone: _____

Type of Request: _____ **Requesting User:** _____
New User Job Change/Update Staff Faculty Student employee
Terminate Access Effective Date: _____

This request is:
Ongoing Valid only for the period beginning _____ and ending _____

For New Users: I have completed the FERPA certification tutorial
Navigation Training
I have taken Banner Navigation Training. Date: _____ Method: _____
I have taken HR Query training. Date: _____ Name: _____
I have received Banner navigation training from an experienced user: _____
Name and phone number

I need HR Query & Electronic Approvals Only (for Fiscal Group/Budget/OGCA/Other Users):

My job duties require that I: (check all that apply)
 View non-restricted Banner HR forms
 Run / view non-restricted HR web queries and data browsers (*data browsers requires training*)
 View or approve electronic job submissions

I am a PPA/Administrative/HR Professional. My duties include the following:

- | | |
|--|---|
| <input type="checkbox"/> View earnings, benefits and deductions detail | <input type="checkbox"/> Review Vista Plus PPA reports |
| <input type="checkbox"/> Print job forms and/or timesheets | <input type="checkbox"/> Run HR PPA web queries and data browsers |
| <input type="checkbox"/> Initiate terminations electronically* | <input type="checkbox"/> Key timesheets for my department* |
| <input type="checkbox"/> Initiate job changes electronically* | |
- *Requires additional training

I work in UAF Human Resources. My duties include the following:

Personnel data entry

- Key/view jobs and employee data
- Print job forms
- Process terminations through Workflow
- Process electronic job submissions
- View/run web reports and browsers

Payroll data entry

- Key/view timesheets and other payroll related data
- Print timesheets
- Process Termination Workflow actions
- View/run web reports and browsers

Other HR Office personnel duties

- | | |
|--|---|
| <input type="checkbox"/> Reset employee PIN's for UAOnline | <input type="checkbox"/> View Banner HR forms, web reports & browsers |
| <input type="checkbox"/> View archived timesheets | <input type="checkbox"/> View archived personnel records |
| <input type="checkbox"/> Print archived timesheets | <input type="checkbox"/> Print archived personnel records |
| <input type="checkbox"/> Archive/Index timesheets | <input type="checkbox"/> Archive/Index personnel records |

OTHER: Please describe access requested and list the responsibilities that require this access: _____

DEPARTMENTAL APPROVAL: _____ **Date:** _____
Signature

TITLE: _____ **Phone:** _____ **Fax#:** _____

PROCESSED BY: _____ **Date:** _____
UAF HR Security Coordinator Send to Box 7860, or fax to 474-5859

**UNIVERSITY OF ALASKA
ADMINISTRATIVE ACCESS REQUEST**

Last Name, First Name, MI (no nicknames please): _____
Job Title: _____ Department Name: _____
Supervisor's Name: _____
Email Address: (if assigned): _____ UA ID#: _____
Banner User ID (if assigned): _____ Phone: _____

Statement of Responsibility and Rules of Conduct:

All university employees and authorized systems users are responsible for the security and confidentiality of university data, records, and reports. Individuals who have access to confidential data are responsible for maintaining the security and confidentiality of such data as a condition of their employment. The unauthorized use of, or access to, confidential data is strictly prohibited and will subject the individual to disciplinary action up to and including termination and prosecution to the fullest extent permitted by law.

The system access rules of conduct and user responsibilities include, but are not limited to:

1. System users shall not personally benefit or allow others to benefit by knowledge of any special information gained by virtue of their work assignments or system access privileges.
2. System users shall not exhibit or divulge the contents of any confidential record or report to any person, except in the execution of assigned duties and responsibilities, and will abide by FERPA regulations.
3. System users shall not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
4. System users shall not knowingly expunge or cause to be expunged a data entry from any record or report, except as is a normal part of their duties. Due caution will be exercised in the disposal of documents and reports containing sensitive information.
5. System users shall not publish or cause to be published any university reports, records or other information, which contains confidential information of unauthorized distribution.
6. System users shall comply with information security procedures and rules of conduct as promulgated by the University.
7. System users shall not share passwords with office workers, (or anyone else), have it written down, stored, transmitted on computer systems, or imbedded within automatic log in procedures.
8. No person shall aid, abet or act in concert with another to violate any part of these rules.

In addition to the above items, the users of SCT applications must comply to the conditions of the license agreement the university has with SCT. The agreement requires you and your organization to not sell, give away, or circulate part or all of the SCT system to anyone else. The SCT applications are the property of SCT and that must be treated as *Confidential Information*. Should you have any questions regarding the conditions for use of the system, please contact your campus information Security Coordinator.

Violation of these rules of conduct may subject an individual to loss of information access privileges, to reprimand, suspension, or dismissal in such manner as is consistent with Regents' policies and university regulations, and to prosecution under federal and state computer and information security laws.

I have **READ** and fully **UNDERSTAND** the Statement of User Responsibility and Rules of Conduct printed on this form and shall comply with such statement and rules. I understand that violation of such may result in disciplinary action up to and including the termination of my employment and may also include prosecution under federal and state law.

User Signature: _____ **Date:** _____

APPROVAL COORDINATOR NAME: _____ **Date:** _____

APPROVAL COORDINATOR: _____ **Date:** _____
Signature

BANNER PRIMARY USER FORMS BY CATEGORY

Category	Banner Form Name	Underlying Tables	Description
Budget/Position	NBAPOSN	NBBPOSN	Main Position table
		NBRPOSN	Position history info
	NBAPBUD	NBBPOSN	Main Position table
		NBRPTOT	Position budget information
		NBRPLBD	Position labor distribution information
	NBIPINC	NBVPINC	Position Incumbent info.
Employee	PEAEMPL	PEBEMPL	Empl status, hire date, ECLS, BCAT, LCAT
		PERLEAV	Current leave balances
	PEIEHIS	PEREHIS	Employee history form, view peaempl changes
	PEAESCH		Alternative process to terminate employee and deductions
Jobs	NBAJOBS	NBRBJOB	General Job Block info. - Job start/stop dates
		NBRJOBS	Detail Job Information - effec date, rates, title, T/S-or, shift etc.
		NBREARN	Default earnings block that is used to update phahour
		NBRJLBD	Default labor distribution info that is used to update phahour
Deduction	PDABDSU	PDRBDED	General Deduction Block info- state and stop dates, arrears, add/replace payroll overrides
		PDRDEDN	Main Deduction Setup-detail setup info, effec date, emp amt, goal etc.
	PDADEDN	PDRBDED	General Deduction Block info-start and stop dates, arrears, add/replace payroll overrides
		PDRDEDN	Main deduction Setup-detail setup info, effec date, emp amt, goal etc.
	PDABENE	PDRBENE	Beneficiary/Dependent name, relationship, etc.
PDABCOV	PDRBCOV	Beneficiary/Dependant info. By deduction code	
	PEIDTOT	PEVDTOT	Month to deduction dollar totals
Auto Dep	GXADIRD	GXRDIRD	Auto Deposit Information (Bank, Acct number, etc)
Payroll/Earnings	PHAHOUR	PHRJOBS	Actual Job Information used in the payroll

BANNER PRIMARY USER FORMS BY CATEGORY

	PHREARN		Actual earnings information used in the payroll by earn code
	PHRELBD		Actual labor accts used in the payroll
PHAADJT	PHRHIST		Payroll number, disposition, Gross, Net, update dates, event dates
	PHRJOB		Actual Job information used in the payroll
	PHREARN		Actual earnings information used in the payroll by earn code
	PHRDEDN		Actual Deductions for each payroll by deduction code
	PHRDOCM		Check/Stub numbers, doc net, check issue date
PHAREDS	PHRREDS		Labor Reallocation information
PHIDERR	PHRERRL		Payroll error information
PHICHEK	PHRHIST		Payroll number, disposition, Gross, Net, update dates, event dates
	PHRDOCM		Check/Stub numbers, doc net, check issue date
	PHREARN		Actual earnings for the payroll, hours, amounts by earn code
	PHRDEDN		Actual Deductions for each payroll by deduction code
	PHRIST		Payroll number, disposition, Gross, Net, update dates, event dates
	PERETOT		Earnings Gross/Net by year and month
	PEIJTOT		Earnings information by position by earn code by month
Leaves	PEAEMPL	PERLEAV	Current leave balances
	PHIACCR	PHRACCR	Leave accrual and taken info by run number
	PEILHIS	PERLHIS	Leave History including direct adj's to empl
Accounting	NHIDIST	NHRDIST	All detail payroll accounting information at disp 70
	NHIEDST	NHVEDST	Detail payroll accounting information by employee

VistaPlus Reports for PPA's

		← Payroll Key Week →					Non-Key week
Vista Plus Report Name	Description	Monday	Tuesday	Wednesday	Thursday	Friday	Monday
phrdcon	Disposition Control Report	X	X	X	X	X	X
phrderr	Payroll Errors Display Report	X	X	X	X	X	
reas	Reasonableness				X	X	
phrhour	Report of Hours			X	X	X	
phr2hur	Hour/Rate/Earnings Codes listing			X	X	X	
phrprep	Payroll Register					X	X
bi-gross	Employees with gross of \$7500 or more				X	X	X
address	Employees with no HR address			X	X	X	X
distribution	Jobs with no distributions				X	X	X
phr2net	Zero Net Pay				X	X	X
phrcdst	Check Distribution List						X

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UAKJOBS – Online applicant and recruitment program. Please contact UAF HR at 474-7700 for password resets.
To Access and Apply: Applicant: <https://www.uakjobs.com>
To Access and Apply: Administrative: <https://www.uakjobs.com/hr>

UAonline – Portal used by staff, faculty and students to access Banner information. Employees pay information, including pay stubs and W-2 information. Faculty may access their class registers and this is the method used for grade posting. Students access their grades, financial aid information, account balances and register for classes. A PIN will be mailed to all new employees, for PIN resets you may contact UAF HR 474-7700. To Access: <http://uaonline.alaska.edu>.

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Banner/DSD/Vista Plus FINANCE & HUMAN RESOURCES Security Access Form

User Name (print):

First Name MI Last Name

Employee ID: _____ Email Address: _____

Banner Userid: _____ Dept.: _____

Phone: _____ Fax: _____ Faculty Staff
Regular Temp Student Emp

- This is my first Finance/Human Resources access request:** To help identify the proper security access for you, we need you to mark all that apply to your job responsibilities with the University of Alaska Fairbanks or rural campuses.
- This request is to update existing Finance/HR access:** Mark the new items. Additional training may be required for some access groups.
- I have changed positions:** Mark all that apply to the job responsibilities of your new position. Additional training may be required for some access groups.
- Banner Finance Query:** I need to query budget information for my department, and look up the status of finance transactions such as purchases and payments. (Includes access to DSD, Vista Plus and Data Browser.) *Completion of a Banner Navigation course is required prior to access being granted. See note below to schedule training.*
- Banner Finance Entry:** I need to enter and approve purchases for my department, using purchase requisitions, call numbers, limited purchase orders and receiving. (Includes access to DSD, Vista Plus and Data Browser.) *Completion of a Banner Navigation course AND Procurement training are required prior to access being granted. See note below to schedule training.*
- Banner HR Query:** I need to look up payroll and personnel information for my department. (Includes access to DSD, Vista Plus and Data Browser.) *Completion of a Banner Navigation course is required prior to access being granted. See note below to schedule training.*
- Banner PPA Query:** I need to view sensitive payroll check information such as deductions and deposits, and print time sheets. (Includes access to DSD, Vista Plus and Data Browser.) *Completion of a Banner Navigation course is required prior to access being granted. See note below to schedule training.*
- eDir Employee & Department Update for the following Unit ID(s):** _____
- Vista Plus:** I need to view finance information, incomplete/open documents lists, budget status, and grant inception to date via the Vista Plus web queries.
- DSD:** I need to view and/or create reports of budget information, encumbrance lists, and property lists via the DSD web queries (QMenu/QAdhoc).

Other areas of responsibility not listed above. Please be as specific as possible.

All PPA Related Access

If this is your first Finance/Human Resources access request or you have changed positions: All areas of responsibility that I perform in my job with the University of Alaska Fairbanks or rural campuses have been marked.

If this request is to update existing Finance/Human Resources access: All marked items are related to my job responsibilities.

User Signature

Date

I have reviewed and approve all the marked areas of responsibility that the above user has indicated, which he or she needs in order to perform his or her job with our department.

Department Approval Signature
(you may not sign for your own access)

Printed Name

Date

To schedule training: Banner Navigation training – email lawrightsman@alaska.edu
Banner Procurement training – http://www.uaf.edu/purch/banner_training.html

SUBMIT COMPLETED FORM TO UAF FINANCIAL SERVICES, BOX 7920, OR FAX TO 907-474-6468

University of Alaska Fairbanks Administrative Access Request

To Be Completed By User:

Email Address: _____ Employee ID: _____

Banner Userid: _____ Dept.: _____

User Name (print): _____
First Name MI Last Name

Statement of User Responsibility and Rules of Conduct

All university employees and authorized systems users are responsible for the security and confidentiality of university data, records, and reports. Individuals who have access to confidential data are responsible for maintaining the security and confidentiality of such data as a condition of their employment. The unauthorized use of, or access to, confidential data is strictly prohibited and will subject the individual to disciplinary action up to and including termination and prosecution to the fullest extent permitted by law.

The system access rules of conduct and user responsibilities include but are not limited to:

1. System users shall not personally benefit or allow others to benefit by knowledge of any special information gained by virtue of their work assignments or system access privileges.
2. System users shall not exhibit or divulge the contents of any confidential record or report to any person, except in the execution of assigned duties and responsibilities.
3. System users shall not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
4. Systems users shall not knowingly expunge or cause to be expunged a data entry from any record or report, except as is a normal part of their duties. Due caution will be exercised in the disposal of documents and reports containing sensitive information.
5. System users shall not publish or cause to be published any university reports, records or other information which contains confidential information for unauthorized distribution.
6. System users shall comply with information security procedures and rules of conduct as promulgated by the University.
7. System users shall not share passwords with office workers or with anyone else, have their passwords written down, stored, transmitted on computer systems, or imbedded within automatic log in procedures.
8. No person shall aid, abet, or act in concert with another to violate any part of these rules.

In addition to the above items, the users of SCT applications must comply with the conditions of the license agreement the university has with SCT. The agreement requires you and your organization to not sell, give away, or circulate part or all of the SCT system to anyone else. The SCT applications are the property of SCT and that must be treated as Confidential Information. Should you have any questions regarding the conditions for use of the system, please contact your campus information Security Coordinator.

Violation of these rules of conduct may subject an individual to a loss of information access privileges, to reprimand, suspension, or dismissal in such manner as is consistent with Regent's policies and university regulations, and to prosecution under federal and state computer and information security laws.

I have **READ** and fully **UNDERSTAND** the Statement of User Responsibility and Rules of Conduct printed on this form and shall comply with such statement and rules. **This includes access to personal ID and/or operator number.** I understand that violation of such may result in disciplinary action up to and including the termination of my employment and may also include prosecution under federal and state law.

User Signature: _____ Date: _____

Approval Coordinator: _____ Date: _____
Lynn Wrightsman

SUBMIT COMPLETED FORM TO UAF FINANCIAL SERVICES, BOX 7920, OR FAX TO 907-474-6468

BANNER PRIMARY USER FORMS BY CATEGORY

Category	Banner Form Name	Underlying Tables	Description
Budget/Position	NBAPOSN	NBBPOSN	Main Position table
		NBRPOSN	Position history info
	NBAPBUD	NBBPOSN	Main Position table
		NBRPTOT	Position budget information
		NBRPLBD	Position labor distribution information
	NBIPINC	NBVPINC	Position Incumbent info.
Employee	PEAEMPL	PEBEMPL	Empl status, hire date, ECLS, BCAT, LCAT
		PERLEAV	Current leave balances
	PEIEHIS	PEREHIS	Employee history form, view peaempl changes
	PEAESCH		Alternative process to terminate employee and deductions
Jobs	NBAJOBS	NBRBJOB	General Job Block info. - Job start/stop dates
		NBRJOBS	Detail Job Information - effec date, rates, title, T/S-or, shift etc.
		NBREARN	Default earnings block that is used to update phahour
		NBRJLBD	Default labor distribution info that is used to update phahour
Deduction	PDABDSU	PDRBDED	General Deduction Block info- state and stop dates, arrears, add/replace payroll overrides
		PDRDEDN	Main Deduction Setup-detail setup info, effec date, emp amt, goal etc.
	PDADEDN	PDRBDED	General Deduction Block info-start and stop dates, arrears, add/replace payroll overrides
		PDRDEDN	Main deduction Setup-detail setup info, effec date, emp amt, goal etc.
	PDABENE	PDRBENE	Beneficiary/Dependent name, relationship, etc.
PDABCOV	PDRBCOV	Beneficiary/Dependant info. By deduction code	
	PEIDTOT	PEVDTOT	Month to deduction dollar totals
Auto Dep	GXADIRD	GXRDIRD	Auto Deposit Information (Bank, Acct number, etc)
Payroll/Earnings	PHAHOUR	PHRJOBS	Actual Job Information used in the payroll

BANNER PRIMARY USER FORMS BY CATEGORY

	PHREARN		Actual earnings information used in the payroll by earn code
	PHRELBD		Actual labor accts used in the payroll
PHAADJT	PHRHIST		Payroll number, disposition, Gross, Net, update dates, event dates
	PHRJOB		Actual Job information used in the payroll
	PHREARN		Actual earnings information used in the payroll by earn code
	PHRDEDN		Actual Deductions for each payroll by deduction code
	PHRDOCM		Check/Stub numbers, doc net, check issue date
PHAREDS	PHRREDS		Labor Reallocation information
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PHICHEK	PHRHIST		Payroll number, disposition, Gross, Net, update dates, event dates
	PHRDOCM		Check/Stub numbers, doc net, check issue date
	PHREARN		Actual earnings for the payroll, hours, amounts by earn code
	PHRDEDN		Actual Deductions for each payroll by deduction code
	PHRIST		Payroll number, disposition, Gross, Net, update dates, event dates
	PERETOT		Earnings Gross/Net by year and month
	PEIJTOT		Earnings information by position by earn code by month
Leaves	PEAEMPL	PERLEAV	Current leave balances
	PHIACCR	PHRACCR	Leave accrual and taken info by run number
	PEILHIS	PERLHIS	Leave History including direct adj's to empl
Accounting	NHIDIST	NHRDIST	All detail payroll accounting information at disp 70
	NHIEDST	NHVEDST	Detail payroll accounting information by employee

VistaPlus Reports for PPA's

		← Payroll Key Week →					Non-Key week
Vista Plus Report Name	Description	Monday	Tuesday	Wednesday	Thursday	Friday	Monday
phrdcon	Disposition Control Report	X	X	X	X	X	X
phrderr	Payroll Errors Display Report	X	X	X	X	X	
reas	Reasonableness				X	X	
phrhour	Report of Hours			X	X	X	
phr2hur	Hour/Rate/Earnings Codes listing			X	X	X	
phrprep	Payroll Register					X	X
bi-gross	Employees with gross of \$7500 or more				X	X	X
address	Employees with no HR address			X	X	X	X
distribution	Jobs with no distributions				X	X	X
phr2net	Zero Net Pay				X	X	X
phrcdst	Check Distribution List						X