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UNIVERSITY OF ST. THOMAS

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Banner Implementation Project

# Data Standards Policy Part 2 Data Entry

Banner Implementation Project  
Data Standards Policy

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# Table of Contents

Chapter 2: Data Standards.....	2
BANNER NAME AND ID STANDARDS.....	2
Banner Name and ID Change Policy.....	2
Name and ID Change Flowchart.....	4
Identification Number Standards.....	4
Name Standards.....	4
ADDRESS STANDARDS.....	7
U.S. and Canada City, County, State and Zip/Postal Code.....	11
International Addresses.....	12
Military Addresses.....	13
TELEPHONE & E-MAIL STANDARDS.....	13
Changes to Telephone Numbers.....	13
Entry of Telephone Types.....	14
Telephone Number.....	14
E-Mail Address.....	14
MISCELLANEOUS POLICIES.....	15
Date Standards.....	15
Self Service Web Access.....	16
GENERAL PERSON STANDARDS.....	16
Changes to General Person and/or Vendor Information.....	16
Entry of General Person and/or Vendor Information.....	16
Bio/Demographic Validation Tables.....	16
General Person Data Standards.....	17

## Chapter 2: Data Standards

The standards contained in this chapter primarily govern three characteristics of specific data items: (1) the definition of the data item; (2) the format in which the data item is to be entered; and (3) the department/area responsible for updating, maintaining, and ensuring adherence to the data standards which follow.

In addition, the policy may outline specific output formats for various types of data (e.g. address labels). Parameters other than format may be specified in the policy, for example, the exclusion of deceased persons from address labels, the priority order of address types, etc.

Information is contained in this document regarding modification control, additions, and items affecting reporting or processing for departments. While the data owner may easily update validation tables, steps need to be taken to ensure any necessary updates are made to reflect the changes.

### BANNER NAME AND ID STANDARDS

#### Banner Name Change Policy

##### **Person Name Change Requirements**

The Banner SPRIDEN name fields, entered using the IDEN forms (SPAIDEN, FOAIDEN, PPAIDEN, and APAIDEN) must contain a person's full, legal name. (Middle initials only are permissible.) For this reason, to make any change to a name, official documentation (as defined below) must be supplied showing the name as it is requested to be updated. The "Preferred First Name" field may be used to store a name other than the legal first name if desired; no documentation is required for changes to this. The "Legal Name" field may be updated but is not enforced or used in any institutional processing.

Changes to a person's name fall into two categories: Name Corrections and Name Changes. They are treated differently for purposes of required documentation.

**Name Corrections** are defined as changes

- because of a spelling or other typographical error in the existing name, or
- to update the existing name from a nickname to a full name (such as from Kim to Kimberly), or
- to spell out a name currently in the system only as an initial.

If a staff member notices that a name correction is needed, the correction can be made without the named person's involvement **if proof of the corrected name is already on file in official University records**. A staff member should not make assumptions about corrections needed if there is no independent proof of the correction.

If the correction is being requested by the named person themselves, they must present

- Official documentation showing the corrected name (such as a driver's license or Social Security card), AND

- Official **picture identification** that shows that the Banner record being updated belongs to the person making the request, by matching UST ID, birth date or SSN to data already in the system (such as UST ID card or driver’s license).
- These two documents can be, but do not have to be, the same document (i.e. a driver’s license serves both purposes).
- If unable to present documentation in person, copies or scans can be accepted by mail, fax or e-mail, and **must be accompanied by the person’s signature** (which serves in place of photo ID as legal voucher of the identity of the sender).

**Name Changes** are defined as changes that involve a complete change to the first, last, or middle name.

For all name changes, the person requesting the change must present

- Official **picture identification** that shows that the Banner record being updated belongs to the person making the request, by matching UST ID, birth date or SSN to data already in the system (such as UST ID card or driver’s license), AND
- One of the following:
  - A Social Security card showing the new name, OR
  - Court-ordered documentation such as marriage license, divorce papers, or name change order showing the new name.
- These two documents typically will **not** be the same document.
- If unable to present documentation in person, copies or scans can be accepted by mail, fax or e-mail, and **must be accompanied by the person’s signature** (which serves in place of photo ID as legal voucher of the identity of the sender).

The following conventions govern which office makes Person and Non-Person Name changes in the Banner software.

<b>If the person is...</b>	<b>Then...</b>
1. An employee other than a student employee	Human Resources makes the change.
2. An enrolled or inactive student and not a regular employee	The Registrar’s Office (for undergraduates) or Graduate Program (for graduate students) makes the change.
3. A student admission applicant or admissions prospect; not a student or employee	Admissions office of appropriate program makes the change.
4. A vendor or independent contractor and not an employee and not a student	Purchasing makes the change.
5. An alumnus/a, parent, donor, or prospective donor; and not any of the above	Institutional Advancement makes the change.

<b>If the person is...</b>	<b>Then...</b>
6. Any non-person account	Business Office
7. Student Employees	Change I9 in HR and student needs to talk to Registrar's Office to make change in Banner
8. Employee who is also a student	Changed in Registrar's Office, HR notified.

Notes:

- I9 must be updated with all Name Changes by HR.
- W-4s must be submitted for changes of legal name or social security number of employees/student employees. After the above offices make changes, the W-4s are forwarded to the payroll department for processing.
- W-9s must be submitted for changes of name or Tax ID number of all vendor information. W-9s should be forwarded to Purchasing Services.

Name Change Flowchart – Available in Flowchart Document

Identification Number Standards

The identification number (UST ID) is a unique, nine-digit number given to each person or non-person entity that is considered to be affiliated with the university. In the production instance of the database, this will be a system-generated nine-digit number. There are two expectations to this however that reside with the use of IDs for Financial Aid and Accounts receivable:

- The Department of Education assigns identifiers to lenders, requiring Financial Aid to need create UST IDs that are between 3 and 6 characters in length and start with numbers other than 1 to help separate them from system generated IDs. (e.g. UST ID--755 Name—Great Lakes Higher Education Corporation)
- Students billed for external charges, may need separate IDs. Examples of such a situation would be Daycare billing or Gainey. These UST IDs will always start with a letter related to the billing purpose to help separate them from system generated IDs (e.g. UST ID—D65476434 the “d” would represent a Daycare billing).

In keeping with the spirit of FERPA, and the current trends in privacy cases and legislation, this identification number is not the person's social security number/tax ID. The social security/tax ID number should be recorded in the SSN field within Banner. The identification number assigned in Banner will be carried across to auxiliary systems (e.g. Stromberg, Diebold, TeleMaster) and used as the constituent's identification number on those systems as well

Duplicate Records

If you identify duplicate records, please submit them to the Tech Desk (techdesk@stthomas.edu). IT will review the records and merge them as appropriate. The order of priority among the records is as follows:

1. Payroll/HR/AR

2. Financial Aid/Academic History
3. Finance/Development/Recruitment
4. General tables only

This priority is determined by the complexity of the records.

## Name Standards

**All name information is typed in mixed (upper/lower) case format. Only use titles, prefixes, and suffixes in the appropriate fields, never in the first or last name fields.**

### Person Name

**Names and Punctuation** – The following rules apply to all name fields

Enter the legal spelling and format of the name. Commas are never used.

Punctuation	Standard	Example
Hyphen	Used to separate double names	
Apostrophe	Used as called for	O'Leary, O'Connor
Space	Used as called for	Mc Mahon, Mc Laughlin
Period	Used as called for	St. George, St. John

### Last Name

Always enter the full legal last name.

### First Name

Always enter the full legal first name when available even if the person prefers to use their first initial and full middle name. Use the 'preferred name' field for preferred names. If only the first initial is available, use a period following the character.

### Middle Name

Enter the legal spelling and format of the name, using standard capitalization rules. If only the middle initial is available, use it followed by a period. Enter the entire middle name if available for identification purposes. If no middle name exists, leave field blank.

### Preferred First Name

May be entered into the preferred first name field if your Banner identification form allows. Using the example 'Christopher Paul Smith,' if 'Paul' were what the person goes by, then 'Paul' would be entered into the preferred first name field.

Enter the spelling and format of the preferred first name as supplied to you by the person. If no preferred name is given, leave the field blank.

**Legal Name is not used.**

**Previous Name**

If previous name is known put in the appropriate field when creating a new record. This field is on the alternative name tab and “previous” is a name type.

**Prefix**

The prefix must be followed with a period. Commonly used prefixes:

Abbreviation	Description
Mr.	Mister
Mrs.	Madam/Misses
Dr.	Doctor
Hon.	Honorable
Fr.	Father
Sr.	Sister

**Suffix**

Suffixes are commonly either generational or professional. Some commonly used suffixes are Sr., Jr., Ph.D., and MBA. The suffix field is not included on printed payroll checks and tax reports.

**Non-person Name**

Enter the full **legal** name of the non-person. Periods and commas are never used.

Punctuation	Standard
Hyphen	Used to separate double names
Apostrophe	Used as called for
Space	Used as called for between multiple names and single letter abbreviations
Ampersand &	Used if part of a legal name. If “and” is part of the legal name, use it.

When referring to the university, the naming convention is: “University of St Thomas”

**Doing Business As**

An alias of dba (Doing Business As—all lowercase) is to be entered in the First Name field for a person that is doing business as a vendor or another business. The dba name will be entered in the Last Name field. Example: dba Johnson Products

## ADDRESS STANDARDS

This section of the standards governs what address types, data entry and military addresses are maintained by UST for Person and Non-Person. Also this section addresses the definition of each type, who is responsible for maintenance of, or access to, each type and the procedure for adding a new address type to the Banner system.

### Murphy Online Self Service Web Access

UST allows staff, students, and faculty to view and update addresses via the Personal Information tab in Murphy Online. Campus Mail, Campus Office, Payroll Check Mail, and Home Primary Residence addresses can be entered using this functionality. They are validated using the IAC software package.

### Changes to Addresses

Refer to the spreadsheet in this document for a summary of rules governing changes to addresses.

This document displays the address types, their descriptions and who is responsible for address changes, as determined by a combination of address type and role. For instance, AD is responsible for the upkeep of the home/business address for alumni, while HR is responsible for the home/business address of an employee of the university. NOTE: If a Business Unit is aware of a known address change where the old address is bad and mail is being returned by the Post Office, that Business Unit may change the address types that match the bad address.

When making address changes, in order to maintain address history, the old address and type should be inactivated and a new address with type should be inserted so that the old address is retained. **Never overwrite existing address information**, unless correcting a typographical error. The one exception to this rule is the CP address which is used and maintained by Payroll.

Banner Code	Banner Description	Faculty or Staff	Student (including work-study employee)	Admissions Applicant/ Prospect	Vendor/ Independent Contractor	3rd Party Relation	Alum/ Friend/ Donor/ Parent*
	All Bio/Demographic Info	HR	REG	ADM	PUR		DEV
	For all name changes	HR	REG/ADM	ADM	PUR/DEV		DEV
	To create person	HR		ADM	PUR		DEV
	To create vendor				PUR		
	<b>Address Types:</b>						
BD	Billing Duplicate	HR/BO	REG/BO/ADM	ADM/BO			
BI	Billing	HR/BO	REG/BO/ADM	ADM/BO			
BU	Business	HR	REG/BO/ADM	ADM	PUR		DEV
CK	AP Check Mailing Address				PUR		
CM	Campus Mail	HR	PO				
CO	Campus Office	HR					
CP	Payroll Check Mail Address	PR	PR				

EC	Emergency Contact	HR	REG/BO/ADM	ADM			DEV
HM	Home primary residence	HR/PR	REG/BO/ADM/ PR**	ADM			DEV
LO	Student off campus housing		REG/BO/ADM				
MA	Mailing not used						
PA	Parent/Guardian 1	HR/REG	REG/BO/ADM	ADM			DEV
PO	Purchase Order				PUR		
PS	Parent/Guardian Secondary	HR/REG	REG/BO/ADM	ADM			DEV
S1	Alternate/Seasonal/Temp 1	HR	REG/BO/ADM	ADM			DEV
S2	Alternate/Seasonal/Temp 2	HR	REG/BO/ADM	ADM			DEV
VI	SEVIS International		REG/BO/ADM	ADM			
VL	Visa Local		REG/BO/ADM	ADM			
XB	Conversion Only Jan BU Addr						
XC	Conversion Only (Do not use)						
XX	Accounts Payable Feed						

## Entry of Address Types

1. The address type describes the type of address entered. The maintenance of the valid City, State, County and Zip Code links will be updated to the table as necessary through software updates purchased from the United States Postal Service. This update will be received and initiated by Information Resources and Technologies.

The following rules apply for the use of address types at UST:

- Never overwrite an existing address. If the address is incorrect, set the end date to today to inactivate the address and create a new address of the same type.
- When entering the address on address form, choose the address type most applicable for the person and/or non-person.
- Address type CK can only be updated by Finance, Accounts Payable, and Purchasing Departments.
- Address type CK should not be inactivated when another active address type with the same address exists.
- Address types of CM and CP should include the word "Mail" on address line 2. Example:

<b>Address Line 1</b>	University of St Thomas	University of St Thomas
<b>Address Line 2</b>	Mail TMH 104	Mail CHC 134
<b>Address Line 3</b>	1000 LaSalle Ave	2115 Summit Ave
<b>City</b>	Minneapolis	Saint Paul
<b>State</b>	MN	MN
<b>ZIP</b>	55403	55105

- The Gainey Conference Center address types of CP and CM should have the Gainey Mail number in line 2 whereas the address type CO will have the location name in line 2.

	<b>CP or CM</b>	<b>CO</b>
<b>Address Line 1</b>	University of St Thomas	University of St Thomas
<b>Address Line 2</b>	Mail 4009	GAI

<b>Address Line 3</b>	2115 Summit Ave	2480 S County Road 45
<b>City</b>	Saint Paul	Owatonna
<b>State</b>	MN	MN
<b>ZIP</b>	55105	55060

- Multiple address records (of either the same or differing address types) can be created in Banner and associated with a single telephone number, but only one telephone type may be designated as primary and active on the telephone form. There can be many inactive address types associated with a record. However, only one address and one phone number may be active per address and phone type!

## Street Addresses

To facilitate timely mail delivery, please follow these standards when entering addresses:

- All information is typed in mixed-case (upper/lower) format
- When referring to the university in address line 1, the naming convention is: “University of St Thomas” and address line 2 is “2115 Summit Ave” if no other address information is available. If there is a mail location, e.g. “Mail AQU 320”, this should be entered on address line 2 and “2115 Summit Ave” should be entered on address line 3.
- Address information should be entered into Banner from the top down; the Postal Service reads address information from the bottom up, moving from the more general to the more specific. Therefore a street address should be on a lower line than a mail number.
- There are 4 lines available for entering addresses in Banner (not including name line and city/state/zip line). The fewest possible number of lines should be used to enter the address, starting with Address Line 1, then Address Line 2, and then Address Line 3.
- The delivery address consists of the street number, street name, street type, street direction, and apartment or unit number (if any).
- Do not use a # character in the address line when designating a Campus Mail or Check address. A space should be used in place of the # character (e.g. Mail AQU LL02).
- When entering building and room information on the address line, always use a space between building abbreviation and room number (AQU LL20, TMH 455C, or Mail BEC LL09). When designating a St. Thomas building code in the address, do not use a dash in the code (e.g. Sitzman Hall should be 55S, not 55-S, 57 Portland should be 57P not 57-P). Doing so will cause problems with other systems that are pulling information from Banner.
- Delivery address should always appear on Address Line 1, with the following exceptions:
  - Addresses “in care of” another individual: “c/o John Smith” appears on Line 1 and delivery address on Line 2. Do not use the % sign to indicate “care of.”
  - Multi-line addresses (e.g. with both a street address and a P.O. Box). In these cases, the address for primary mail delivery should appear on the lowest line of the address (cannot use line 3 for 1099-able vendors).

- Delivery addresses that are too long to contain both street address and apartment/unit number. In these cases, Apartment should appear on Line 1 and street address on Line 2, using apartment abbreviation standards as shown below.
- Foreign addresses. Use as many lines as necessary, moving from the specific to the general. See “International Standards” below for further information.
- Religious order addresses. For this case, religious order appears on Line 1 and delivery address on Line 2.
- Refer to <http://www.usps.com> site for any further questions

## Business Addresses

The delivery address should be entered in the street address lines following the data standards. The name of the company should never be entered in the address street lines. Instead, that name can, if necessary, be entered as an EM type address.

Development enters the name of the company or organization on the Employment History form (APAEHIS). If no constituent donor classification exists for the person, then in the Constituent Information form (APACONS) add a donor classification, a class year, an address type, and a region address type

## Punctuation

Omit punctuation from addresses, except:

- Proper names with hyphens or apostrophes
- Fractional, decimal or hyphenated street number
- The ampersand “&”, when it is used in the proper spelling of a street or business name

### Examples:

Mid-Island PLZ	should be typed as:	Mid Island PLZ
39.2 Rd	should be typed as:	39.2 Rd
101 1/2 Main Street	should be typed as:	101 1/2 Main St
289-01 Montgomery Ave	should be typed as:	289-01 Montgomery Ave

## Unit Numbers

If space permits, unit number (such as apartment, suite, etc.) should appear on the delivery address line, using one of the abbreviations from the list below. **Do not use the # sign. It affects Banner’s ability to generate letters.** If required by space limitations, unit number may appear on the line above the delivery address, using the appropriate abbreviation from the list below.

Recommended abbreviations are:

Apartment	Apt	102 Main St Apt 101
Building	Bldg	1600 Central Pl Bldg 14
Space	Sp	
Room	Rm	55 Sylvan Blvd Rm 18

Floor	Fl	
Suite	Ste	1356 Executive Dr Ste 202
Department	Dept	
Number	No	1624 Donner No 5

### Directional Indicators

Directional indicators, which are used to identify the geographic areas of a city, are abbreviated unless the directional indicator is the primary street name. They may appear before or after the street name.

East	E
West	W
North	N
South	S
Northeast	NE
Southwest	SW

### U.S. and Canada City, County, State and Zip/Postal Code

UST has installed data from the US Postal Service which will automatically populate City, County and Country whenever a U.S. or Canadian zip code is entered. To maintain good standardization, enter the zip/postal code first, then check the automatically populated City, County and State for accuracy, making changes only if necessary. If more than one choice is available, adhere to below standards.

#### City

- All information is typed in mixed case format, i.e., not all caps or all lower.
- Follow the [www.usps.com](http://www.usps.com) standards.
- Punctuation is never used.
- Do not enter Canadian provinces into the City field. They have their own codes for entry into the State field. Canadian addresses must include the city in the City field and the Province in the State field.
- The user may overwrite the city, State, and County that is populated by the USPS data (e.g. change 'Minneapolis' to 'Edina').

#### State/Province

State codes must be entered for all U.S. and Canadian addresses. To view the most current listing within the Banner system, go to form STVSTAT.

#### County

The county code will be populated for all U.S. States in the Banner system.

To view the most current listing of county codes in the Banner system, go to form STVCNTY.

Note: Any addresses already existing outside of MN without a county code, will not be automatically populated.

## Zip/Postal Code

Zip codes must be entered for all U.S. addresses (or postal codes for Canadian addresses). For all other countries, the Zip code field is optional if that country has a Zip code convention.

For U.S. addresses, only the 5 digit zip is to be used (79601, 55105). If given a zip+4, do not enter the hyphen or the last 4 digits of the zip+4 code. If you should need to know the zip+4 for an address, it can be found by entering the rest of the address at <http://www.usps.com/zip4>. If the Zip Code is not known and cannot be found, you may enter five zeroes in the Zip code field (e.g. 00000).

For Canadian addresses, enter the six-digit zip code. Do not add spaces in Canadian zip codes (T2T2Y5, R2L1N4).

## Nation

A nation code is required for all **non-U.S.** addresses (see International Addresses below). **Do not** enter a nation code for U.S. addresses (it will automatically be populated when you choose a Zip code or enter a known zip code).

## International Addresses

Enter full address as supplied. Enter foreign city in City field, foreign postal code (if known) in Zip/PC field and Nation code in Nation field. If the International address does require a state code, place the state code after the city and separate with a comma in the city field. Use state/province field only for U.S. and Canadian addresses. DO NOT use XX as a State code for a foreign address unless it is needed for Government requirements such as FASFA. If the zip code requires a hyphen, a hyphen may be used only for International zips, Enter all other relevant information on the three free-form address lines provided

<b>Name</b>	Li Yang	
<b>Address Line 1</b>	Apt 602 Bldg 15	Alvaro Habeiro
<b>Address Line 2</b>	Liulitun Bili Chaoyang Dist	Apto 123
<b>Address Line 3</b>		
<b>City</b>	Beijing	Campinas, SP
<b>Nation</b>	P.R. China	BR
<b>ZIP</b>	100026	3041-730
<b>Phone</b>	86-10-65928847	

## Military Addresses

APO, AFO and FPO addresses should be entered in City field and normal state code in State field; enter special “military state” code (AA, AE or AP) in State field for international military addresses. For Air Force Base, enter city followed by “AFB” in City field.

## TELEPHONE & E-MAIL STANDARDS

This section of the standards governs telephone types and what UST roles can change which types of telephone number.

### **Murphy Online Self Service Web Access**

UST will allow for: View telephone and/or Update via Personal Information

### Changes to Telephone Numbers

Refer to the spreadsheet in this Data Standards Policy. This displays telephone types, their descriptions and who is responsible for changes to telephone numbers, as determined by a combination of telephone type and role.

When making telephone number changes as allowed by the spreadsheet, in order to maintain telephone history, the old telephone number and type should be inactivated and a new telephone number with type should be inserted so that the old one is retained. **Never overwrite existing telephone information**, unless correcting a typographical error.

Banner Code	Banner Description	Faculty or Staff	Student (including work-study employee)	Admissions Applicant/ Prospect	Vendor/ Independent Contractor	3rd Party Relation	Alum/ Friend/ Donor/ Parent*
BA	Alternate Business Phone	HR	REG/BO/ADM	ADM			DEV
BD	Billing Duplicate		BO				
BI	Billing Duplicate		BO				
BU	Business Phone	HR	REG/BO/ADM	ADM			DEV
CE	Cell (cellular) phone	HR	REG/BO/ADM	ADM			DEV
CK	Check				PUR		
CO	Campus Office	HR	REG/BO/ADM	ADM			
E1	Emergency Contact 1	HR	REG/BO/ADM	ADM			
E2	Emergency Contact 2	HR	REG/BO/ADM	ADM			
FB	Business Fax	HR	REG/BO/ADM	ADM			DEV
FC	Father Cell Phone	HR	REG/BO/ADM	ADM			
FH	Home Fax	HR	REG/BO/ADM	ADM			DEV
HM	Home	HR	REG/BO/ADM	ADM			DEV
LO	Local	HR	REG/BO/ADM	ADM			DEV
MC	Mother Cell Phone	HR	REG/BO/ADM	ADM			
PA	Parent/Guardian Day	HR	REG/BO/ADM	ADM			
PO	Purchase Order				PUR		

PS	Parent/Guardian Secondary Day	HR	REG/BO/ADM	ADM			
RH	Residence Hall	HR	REG/BO/ADM	ADM			DEV
S1	Alternate/Seasonal/Temp 1	HR	REG/BO/ADM	ADM			DEV
S2	Alternate/Seasonal/Temp 2	HR	REG/BO/ADM	ADM			DEV

## Entry of Telephone Types

The telephone type describes the type of telephone number entered.

The following rules apply for the use of telephone types at UST:

- When entering phone number on address form, telephone type will automatically populate based on address type. Telephone type may be changed manually on this form if necessary.
- One telephone number (of either the same or differing telephone types) may be associated with more than one address type. But only one telephone type may be designated as primary and active on the telephone tab on the appropriate IDEN form. In addition, only one telephone number per telephone type may be active.
- Telephone records can exist that are not associated with any address; however, it should be noted that only telephone numbers that are associated with an address can be updated through the self service web.

## Telephone Number

### Area Code

The three-digit area code must be entered for all phone numbers.

### Phone Number

Enter the seven-digit phone number without the hyphen between the third and fourth digits. Example: 6746773 or 6768609.

### Extension

If an extension number is provided, enter only the digits of the extension. Do not enter EXT or X into the extension field. Example: 7300.

### International

International phone numbers are NOT entered on the Banner address form. Enter international phone numbers on the XXXTELE form in the 'International' field, leaving the regular area code, number and extension fields blank. **Do not include '011' as a prefix.** Include hyphens or spaces as needed if space permits.

## E-Mail Address

Refer to the spreadsheet in this Data Standards Policy. This will display the e-mail types, their descriptions and who is responsible for changes to e-mail addresses, as determined by a combination of e-mail type and role. When making e-mail address changes as allowed by

the spreadsheet, in order to maintain e-mail address history, the old e-mail address should be inactivated and a new address should be inserted so that the old e-mail address is retained. **Never overwrite existing e-mail address information**, unless correcting a typographical error.

The UST e-mail type is system-generated and cannot be changed except by ITS.

**Murphy Online Self Service Web Access**

UST will allow for: View E-mail via Personal Information.

**E-Mail address**

Although the e-mail address field will accept any string of characters, only enter a valid e-mail address in this field (including the @ symbol). Do not enter a url (e.g. <http://www.stthomas.edu>).

Banner Code	Banner Description	Faculty or Staff	Student (including work-study employee)	Admissions Applicant/ Prospect	Vendor/ Independent Contractor	3rd Party Relation	Alum/ Friend/ Donor/ Parent*
ACT	Alternate Contact	HR	REG/BO/ADM	ADM	PUR		DEV
BUS	Business	HR	REG/BO/ADM	ADM	PUR		DEV
DAD	Father	HR	REG/BO/ADM	ADM			
LTE	Lifetime E-mail						DEV
MOM	Mother	HR	REG/BO/ADM	ADM			
PER	Personal	HR	REG/BO/ADM	ADM	PUR		DEV
UST	UST						

MISCELLANEOUS POLICIES

Date Standards

Banner displays dates in the following form: DD-MON-YYYY (example: 23-SEP-2003). Banner allows entry of dates in a number of different formats; they will be converted to the standard format. Acceptable formats for date entry include (all of these result in a displayed date of 23-SEP-2002):

- MMDD (defaults to current year) – 0923
- MMDDYY – 092302
- MMDDYYYY – 09232002
- MM-DD-YY – 09-23-02
- MM/DD/YY – 09/23/02

You may also type a “T” in the date field to automatically default to the current date.

## Murphy Online Self Service Web Access (Delete?)

UST will allow for: Change in PIN and Security question, View and/or update Emergency Contacts, Update Marital Status, Answer a survey, and guided to information regarding Name and SSN changes.

## GENERAL PERSON STANDARDS

This section of the standards governs who can create a person or a non-person within UST, the associated bio/demographic information, who is responsible for maintenance of, or access to, information and the procedure for adding a new person to the Banner system.

### Changes to General Person and/or Vendor Information

Refer to the spreadsheet in this document for rules governing who may change General Person and Vendor information.

### Entry of General Person and/or Vendor Information

Follow these standards when entering General Person Information:

- Use all SEARCH functionalities to determine if record exists before creating.
- If you would like to see the module(s) the person is included in, please check the GUASYST form.
- Go through Common Matching and review all potential matches

This is the **minimum** entry for a person in Banner. Individual modules may include additional information when available. The entry **must** include the following:

- First Name
- Last Name
- An Address Type that follows the Address Standards. (If an address is **NOT** known, do **NOT** make up an address. Instead, do **NOT** create the record until you obtain the address information).

### Validation Tables

<b>Demographic or Code</b>	<b>Banner Table Name</b>
Gender Note: All employees MUST be classified as male or female. 'N' will not allow employee entry into the Human Resources module.	STVGEND
Citizen Type	STVCITZ
Legacy Codes Note: Legacy codes are a way to track relationships between the university and its constituents. Legacy codes will be defined after training has been done on all modules of the system in order to ensure that the codes are useful for all university offices.	STVLGCY
Marital Type	STVMRTL
Relation Codes	STVRELT

Ethnic Codes Note: This field must be entered for employees and students in order to fulfill reporting/regulatory requirements.	STVETHN
Religion Codes	STVRELG
State Codes	STVSTAT
ZIP Codes	GTVZIPC
Nation Codes	STVNATN

**Modification Control**

Additions or modifications must have the approval of the Enterprise Shared Tables Committee. Any additions or modifications will require sufficient lead time to allow for modifications to reporting and/or processing jobs which make use of this code.

General Person Data Standards

**Confidentiality Requirements and the PERS forms**

Because SSN, Date of Birth, Deceased and Confidentiality information are highly sensitive, all employees who need access (maintenance or query) to the PERS forms (PPAIDEN, SPAPERS, APAPERS, ROAPERS or FOAPERS) will be required to sign a confidentiality agreement to gain access to these forms.

**Social Security Number**

Social security number must be entered for all US students, employees, independent contractors, student workers and vendors on the appropriate PERS form in the SSN/SIN/TFN field. International students will need a SSN if they are eligible to work on campus. If not, they will need an ITIN (Individual Tax payer Identification number.) The ITIN is needed if they will be receiving any scholarships or payments from UST other than salary or refund.

Enter the nine-digit number, omitting the hyphens. If the information is unavailable, leave blank. Do NOT enter 000000000 or 999999999 or any other type of “holder” number. A student does need an SSN to register. If a number is needed for an international student, contact the Office of International Student Services.

**Date of Birth**

The date of birth is required for employees and students.

**Driver’s License**

Driver’s license information will be maintained only if required for a specific position.

### **Deceased Indicator**

Refer to the bio/demographic change flow hierarchy regarding who can mark a record deceased. Go to the GUASYST and determine which systems the record is in. Follow your area's procedures to make sure that all processes associated with this person are completed before the person is marked deceased. In the appropriate PERS form, check the "deceased" box and enter the date of death.

### **Confidential Information Indicator**

Refer to the bio/demographic change flow hierarchy regarding who can mark a record confidential on a PERS form. For students, this field denotes that no directory information can be published or provided about the person (in addition to the usual confidentiality of academic records granted by FERPA). For HR, AD and FA, no directory information will be published about the person if this indicator is checked, nor will this information be mailed out to XXXXX if the confidentiality indicator is checked. Finance does not currently have a use for this field.

## Document History

### Revision Record

Number	Date and Sections	Author	Notes
Ver 1.1	01/24/03	Mel'anie Weiss	-First Version
Ver 1.2	2/25/03	Mel'anie Weiss	-Added Documents History section, -- Added Address Type of CK pg 14
Ver1.3	09/10/03	Paul Jones/Mel'anie Weiss	-Added changes in ZIP verbiage and address sections -Added DBA (Doing Business As) section
Ver 1.4	04/15/2004	Paul Jones	-Made Changes to Address Standards -Added Language about ID conventions concerning FinAid and A/R -Made some typographical changes
Ver 1.5	03/31/2005	Paul Jones	-Added verbiage to detail address types in more detail -Added OISS and IA as separate owners of the VI and VL address types for SEVIS --Added corrections from document reviewers
Ver. 2.0	03/25/2005	Sam Levy	Added verbiage about Data Access policy
Ver. 3.0	05/17/2005	Sam Levy	Minor verbiage changes and new appeal appendices added to the end of the document to provide for an appeal process. Also added a form for Data Access Request

**Appendix A**  
**University Data Standards Committee**  
**Data Access Request**

1. Purpose of data request
  
2. Description of your request
  
3. Data requested
  - a. student
  - b. financial
  - c. human resources
  - d. alumni
  - e. courses
  - f. financial aid
  - g. other

Name of requestor

Department or unit

Dean's or director's approval

ITS & security contact

Approval \_\_\_\_\_

Denial \_\_\_\_\_

Reasons \_\_\_\_\_

**Appendix B**  
**University Data Standards Committee**  
**Data Access Request Appeal**

Name of requestor:

Reasons to appeal:

President's council decision:

2. Uphold ITS & security contact decision
  
3. Revoke ITS & security contact decision