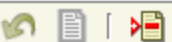


# ZPHRERR – Banner Report

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- The ZPHRERR report produces a list of .50+ FTE Classified &
- Unclassified employee appointment details including:
  - Employee Class
  - Name
  - ID Number
  - Position Number and Suffix
  - End Date or Lack of an End Date
  - Annual Salary Rate
  - Appointment Salary
  - Appointment Percent
  - Term of Service
  - Labor Distribution Index & Percent
  - Rank
  - Tenure Code
- Annually, HR runs this report and distributes a copy to each unit.
- You can run the report for your department at any time through the HR Quick menu in Banner by your organization codes.

**Path: HR Quick Menu ⇒ General Campus ⇒ Campus HR Reports ⇒ Employee Roster Report**



# ZPHRERR – Employee Roster Reports

Process: ZPHRERR Employee Roster Report

Parameter Set:

## Printer Control

Printer: web

Special Print: LANDSCAPE

Duplex

## Parameter Values

Number

Parameters

Number	Parameters
01	As of Date (DD-MON-YYYY)
02	Home Orgn
03	Sort Option (N/O)
04	9/12 month employee (N/T/B)

01-JAN-2009
123456
O
B

## Submission

Save Parameter Set as

Name:

Description:

Entered Parameters; CHECK to save.

**Report 1:** Run for employee positions with end dates by entering a date in the “As of Date” field. The report will show positions that end *after* the “As of Date”.

**Report 2:** Run for employee positions without end dates by leaving the “As of Date” field blank.

Each report will be delivered to your email address with two web links. One to a printable list and the second to a delimited data file you can copy into Excel.

Hold

Submit

# Employee Roster Reports

## ZPHRERR

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- Each unit's Fiscal Officer will receive a full printed ZPHRERR report for their departments today or through campus mail next week.
  - Report 1: Employee positions with end dates after 6/1/10 will not receive pay after the end date listed unless a new letter of offer is received in HR.
    - \* Employees who have been given Notice of Intent Not to Reappoint or Notice of Termination are indicated with bold text and an asterisks.
  - Report 2: Employee positions without end dates will continue to be paid unless a resignation or other termination is received in HR.
- Changes affecting the July 2010 payroll are due in HR by July 12, 2010.
- Information Key - Translating Banner lingo into English