



BANNER PROJECT
FERRIS STATE UNIVERSITY

Ferris State University Data Standards Manual Version 6

2/7/06



Data Standards Manual

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Overview

Accuracy in data entry is crucial to Ferris State University. The standardization of all data entered into the Banner system is essential to maintain data integrity. Each Banner user is expected to go through training and comply with the Standards set forth in this manual. Users can review and/or obtain a copy of the Data Standards Manual by going to the FSU website for a .pdf format of the document. The Standards will be updated as needed.

User Responsibility

Electronic data is owned by the institution and is a vital university asset. All institutional data, whether maintained in Banner or copied into other data systems including microcomputers, remains the property of the University and is governed by this manual. Users should exercise due care in using the institution's electronic information systems to protect data files from unauthorized use, disclosure, alteration, or destruction. Each person is responsible for security, privacy, and control of his or her own data. Each user is responsible for all transactions occurring during the use of his or her username and password.

Confidentiality

The Family Education Rights and Privacy Act of 1974 (FERPA) sets forth requirements regarding the privacy of student records. FERPA governs: (1) release of student educational records maintained by an educational institution and (2) access to these records. The act requires the university to protect students' rights to limit disclosure of personally identifiable information contained in their education records. Disclosure includes the release, transfer or other communication of information to any party by any means, including oral, written or electronic. The university has identified specific information items as Directory Information, and as such may disclose that information under certain prescribed circumstances. Any information containing student or employee names and/or ID numbers must be destroyed prior to discarding.

Secured Access to Data

Banner classifications will be established based on job function with specific capabilities assigned to each classification. For example, a Student Services Representative may have update access to registration, but only inquiry to academic history. Each user will be assigned a classification or possibly several classifications, depending on their particular needs as established by their division/department head and approved by the Data Owners(s).

The following procedures will be used to establish an ID and password for the Banner System:

1. The Banner Access Request Form is filled out with the first name, middle initial and last name. These fields are required in order to receive a Banner Account. After the employee's division/department head has determined the appropriate classifications the user is to be assigned, the form is sent to the Data Owner(s) for approval. Data Owners do not need an authorizing signature for access to their own data. The division/department head sends the Banner Access Request Form to the Banner Security Administrator.
2. The Banner Security Administrator creates a unique Banner Account for the employee, adds the account information to the system, and notifies the employee of her/his Banner Account.
3. The employee will participate in Banner training.
4. If a user forgets his/her password, he/she must contact the Technology Assistance Center (TAC).

Data Owners

A Data Owner is the director of a Ferris State University office or department. The Data Owner may make data within his/her charge available to others for the use and support of the office or department's functions.

Before granting access to data, the Data Owner must be satisfied that those protection requirements have been implemented and that a "need to know" is clearly demonstrated. By approving user access to Ferris State University data, the Data Owner consents to the use of that data within the normal business functions of administrative and academic offices or departments.

Data Owners are responsible for the accuracy and completeness of data files in their areas. Misuse or inappropriate use by individuals will result in revocation of the user's access privileges. The Banner Security Administrator and Data Owners are also responsible for the maintenance and control of Banner validation and rules tables. These tables, and processes related to their use, define how business is conducted at Ferris State University.

Ferris State University Data Owners

Area of Responsibility	Data Owners Departments	Data Owners Staff Name
Student System (S)	Admissions/Records	Jo Gerst
Financial Aid System (R)	Financial Aid	Carla Erlewine
Finance System (F)	Finance	Sharon Richards
General System (G)	Admissions/Records	Jo Gerst
Accounts Recievables (T)	Business Office	Dave Engels
Human Resources System (P/N)	Human Resources, Payroll, Postion Control	Michelle Balliet

Rules for Clean and Accurate Records

- **Search first.** Before you create a new record for a person or organization, you **MUST** conduct an ID and name search to make sure that person or organization has not already been entered in the Banner database. Each user in every office **MUST** conduct a thorough search to prevent entering a duplicate record.
- **Data changes.** Make data changes **ONLY** when you have that authority and when you follow the established procedures.
- **Remember** – Some data fields have specific data entry rules. See the specific section under General Person Information for those data entry rules.
- The **pound sign (#)** and the **percent sign (%)** **CANNOT not be used** in any data field, because they may cause Oracle database errors. **The ampersand (&)** **can only be used as part of a legal name**, otherwise do not use it in any other capacity.

Person Name

The primary objective in developing data standards for person name is to enter names with both upper and lowercase letters to match the actual spelling of the name. This is thought to be important for two reasons. First, when a name is printed on correspondence, it looks contemporary and professional. Second, data entry will be simplified if we adapt an "enter as written" format. It is important to note that these considerations have been balanced with the guidelines set forth by the US Postal Service, Banner Conventions, and the regular uses of the data within the system. Admissions/Records will enter students and Human Resources will enter employees.

Person Name Standard Formatting

Enter the last, first and full middle name exactly as the person has indicated.

General Guidelines

1. Use upper and lower case letters to spell out the name.
2. If given the full middle name, enter the full middle name.
3. Do not change a full name to an initial.
4. Ferris State University uses the "**Current Name**" field to store the legal name* in the Banner system
5. Ferris State University uses the "**Preferred First Name**" field to store any variations to the legal name as input in the "**Current Name**" field.
6. Ferris State University does not maintain the "**Legal Name**" field at this time. Do not enter, update, or modify any data in this field.
7. Here are the field spatial limitations:

Person Last Name – Maximum Length 60 Characters

Person First Name – Maximum Length 15 Characters

Person Middle Name – Maximum Length 15 Characters

Non-Person Name Field – Maximum Length 60 Characters

**A person's legal name appears on a Social Security card, a court order, a marriage license or passport. The name on a Social Security card or an I-9 is used only by Human Resources to enter employee and student employee names into the system and Admissions to enter student names. In addition, a legal name is required by the Financial Aid Office to award monies to students.*

Specific Guidelines

Case

Enter the case as written. No exceptions to this guideline.

CASE EXAMPLE duBois is on a student app	
Enter	duBois
DO NOT ENTER	DuBois
DO NOT ENTER	DUBOIS
DO NOT ENTER	dubois

Initials

Do not use periods after initials in the middle name.

INITIAL EXAMPLE Gary D. Graff is applying for a job	
Enter	Gary D Graff
DO NOT ENTER	Gary D. Graff
DO NOT ENTER	Gary d Graff

INITIAL EXAMPLE Marge N. O’Vera is on a student app	
Enter	Marge N O’Vera
DO NOT ENTER	Marge N. O’Vera
DO NOT ENTER	Marge n Overa

Spaces

Maintain spaces in last names (one space maximum for each space within a name, multiple spaces within a single name is allowable).

SPACE EXAMPLE Van Buren is an alum	
Enter	Van Buren
DO NOT ENTER	VanBuren
DO NOT ENTER	Vanburen

SPACE EXAMPLE Van der Hoot is an alum	
Enter	Van der Hoot
DO NOT ENTER	VanderHoot
DO NOT ENTER	Vanderhoot
DO NOT ENTER	Van derhoot

Punctuation

Use hyphens, apostrophes, dashes, and periods exactly as the person indicates in writing except where noted in the guidelines. Do not add punctuation where there is none.

The pound sign (#) and the percent sign (%) CANNOT not be used in any data field because they may cause Oracle database errors. **The ampersand (&) can only be used as part of a legal name**, otherwise do not use it in any other capacity.

Prefixes and Suffixes

Enter prefixes and suffixes in the Prefix and Suffix fields on the Banner General Person Forms if available. This is not a required field. Do not place the prefix or suffix in the first, last, or middle name fields.

Prefix Description	Data Standard Abbreviation
Mister	Mr
Married Woman	Mrs
Married or Single Woman	Ms
Doctor	Dr
Reverend	Rev
Sister	Sr

Suffix Description	Data Standard Abbreviation
Junior	Jr
Senior	Sr
Second	II
Third	III
Esquire	Esq
Juris Doctor	JD
Medical Doctor	MD
Doctorate	PhD
Registered Nurse	RN

Reminder When Adding a New Person Name, Please Search first!

Before you create a new record for a person, you MUST conduct an ID and name search to make sure that the person has not already been entered into the Banner Database. Each user MUST conduct a thorough search to prevent duplicate records.

Person Name Changes

A common name change form will be used to change a person's name with appropriate documentation for the change provided. Admissions/Records will enter students and Human Resources will enter employees.

Vendor Name

Vendor Name Standard Formatting

Enter a vendor name as provided to you by the vendor. In cases where a vendor is using a different name for their company, then it is acceptable to employ the **DBA** name type, (Doing Business As). Purchasing and Accounts Payable will be entering vendors.

General Guidelines

1. If an “article” (a, an, or the) is used as an adjective within the full legal name of a vendor entry, it should be included when entering the vendor name into Banner.
2. If a vendor name begins with the words ‘The’ or ‘A’, it should be included when entering the vendor name into Banner.

VENDOR EXAMPLE The Solution Company	
Enter	The Solution Company
DO NOT ENTER	Solution Company
DO NOT ENTER	Solution Company, The
DO NOT ENTER	the Solution Company

VENDOR EXAMPLE A Cut Above	
Enter	A Cut Above
DO NOT ENTER	Cut Above
DO NOT ENTER	Cut Above, A
DO NOT ENTER	a Cut Above

VENDOR EXAMPLE Once Upon A Time Child Care	
Enter	Once Upon A Time Child Care
DO NOT ENTER	Once Upon a Time Child Care
DO NOT ENTER	Once Upon Time Child Care

Specific Guidelines

Case

Enter all vendor names using title-case format (uppercase/lowercase letters). Acronyms are an exception – companies that are recognized by their acronyms should be entered using their acronym. When a vendor name contains a proper name of a state or the word ‘United States’ spell the name as indicated, do not use standard postal abbreviations.

CASE EXAMPLE ViewSonic	
Enter	ViewSonic
DO NOT ENTER	Viewsonic
DO NOT ENTER	View Sonic
DO NOT ENTER	View sonic

CASE EXAMPLE IBM	
Enter	IBM
DO NOT ENTER	Ibm
DO NOT ENTER	International Business Machines

CASE EXAMPLE SCT	
Enter	SCT
DO NOT ENTER	Sct
DO NOT ENTER	S.C.T.

Punctuation

Use periods, commas, hyphens, apostrophes, dashes, or spaces exactly as the vendor indicates in writing. Do not add punctuation where there is none. **The pound sign (#) and the percent sign (%) CANNOT not be used** in any data field because they may cause Oracle database errors. **The ampersand (&) can only be used as part of a legal name,** otherwise do not use it in any other capacity.

PUNCTUATION EXAMPLE Baltimore & Ohio Railroad	
Enter	Baltimore & Ohio Railroad
DO NOT ENTER	B&O Railroad
DO NOT ENTER	Baltimore and Ohio Railroad
DO NOT ENTER	Baltimore/Ohio Railroad
PUNCTUATION EXAMPLE I.C.U. Eyeglass Inc.	
Enter	I.C.U. Eyeglass Inc.
DO NOT ENTER	ICU Eyeglass
DO NOT ENTER	Icu Eyeglass Inc
DO NOT ENTER	I.C.U. eyeglass Inc.

PUNCTUATION EXAMPLE Atkins-Huttenga Electric Co.	
Enter	Atkins-Huttenga Electric Co.
DO NOT ENTER	A-H Electric Co.
DO NOT ENTER	Atkins-huttenga Electric
DO NOT ENTER	Atkins & Huttenga Electric CO

Reminder When Adding a New Vendor Name, Please Search first!

Before you create a new record for a vendor, you MUST conduct an ID and name search to make sure that vendor has not already been entered into the Banner Database. Each user MUST conduct a thorough search to prevent duplicate records.

Vendor Name Changes

Vendor name changes may be changed only through the FSU Purchasing or Accounts Payable departments. “Order From” addresses may be changed by Purchasing “Remit To” addresses may be changed by Accounts Payable.

Address

Accurate and consistent address data entry is vital. Departments must be able to produce individualized correspondence conforming to formal addressing rules. Therefore, addresses must be entered exactly as they will print on correspondence, reports, and other typical uses.

Address Standard Formatting

All address information is to be entered using title-case format (uppercase/lowercase letters). Never use all uppercase or all lowercase letters. Enter the address using standard capitalization rules.

General Guidelines

1. Do not use symbols in the first position of an address field.
2. Hyphens and slashes may be used when needed for clarity or for designated fractions. Do not enter spaces between hyphens and slashes.
3. Do not use commas, periods or apostrophes.
4. Do not use the percent sign (%).
5. Do not spell out "In Care Of," it should be entered as c/o in lower case.
6. Do not use a pound sign (#) within an address because it causes a problem with the Banner printing function.

Postal Service Requirements

Priority in address data entry standards is given to meeting Banner System Requirements and Ferris State University formal communication standards. Once these have been met, all addresses must meet US Postal Service addressing requirements. According to the US Postal Service Postal Addressing Standards, "*A standardized address is one that is fully spelled out, abbreviated by using the Postal Service standard abbreviations ... and uses the proper format for the address style....*"

Below is a link to the US Postal Addressing Standards document:

<http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf>

System Configuration

In Banner, there are three lines of 30 characters each into which the address line information may be entered. The first address line is required (must be entered). The information on the address lines should **NOT** include city, state or zip code. Banner provides separate fields for entering these data elements.

When making decisions about what data to enter on which line, keep in mind that the US Postal Service reads the address from the *bottom up*.

Specific Guidelines

Primary Address

A primary address must be entered. Primary address is composed of a number, the street name and a possible secondary unit designator. The primary address should be entered on the 1st address line. If the street address contains a secondary unit designator, such as an apartment, suite, building, etc., the preferred location is at the end of the street address.

PRIMARY ADDRESS EXAMPLES	
Enter	102 Main St Apt 101
Enter	1356 Executive Dr Ste 202
Enter	1600 Central Pl Bldg 14
Enter	55 Sylvan Blvd Rm 18

It is preferred that the complete primary address be listed on the first address line. However, if there are not enough characters available on the first address line, Banner allows two additional lines of address information. These can be used for secondary unit designators and PO Box information.

Unit Designators

If the primary address uses all available characters on the address line, the secondary unit designator should be on the first address line **before** the primary address. The secondary unit designator should never be on the line following the primary address.

UNIT DESIGNATOR ADDRESS EXAMPLE	
Enter	Ste 202 102 Main St Apt 101

Unit Designator	Data Standard Abbreviation
Apartment	Apt
Building	Bldg
Department	Dept
Floor	Fl
Lot	Lot
Room	Rm
Suite	Ste
Unit	Unit

Street Address and PO Box

If an address contains BOTH a street address and a post office box, they should be entered on two different lines. The US Post Office will deliver mail to the first address line listed above the city/state/zip line. Therefore, the post office box should be the last part of the address entered before the city/state/zip.

STREET/PO BOX ADDRESS EXAMPLE	
Enter	1379 W Pine PO Box 2351

Three Line Address

Enter data in sequential order starting with the first address line. Do not enter data into the second address line until data has been entered into the first address line, do not enter data into the third address line until data has been entered into the second.

THREE LINE ADDRESS EXAMPLE	
Enter	c/o Marvin Martian Chanin and Levers Inc 1600 Martian Blvd Ste 910

Compass Directions

If appropriate, compass directional words should be abbreviated at the beginning and/or end of the street name. If the actual street name is a compass direction and also has a directional word, the directional word must be abbreviated to avoid confusion with the street name. See below for examples and an abbreviation table.

COMPASS DIRECTION ADDRESS EXAMPLES	
Enter	102 Main St SW
Enter	1624 N South Blvd

Compass Direction	Data Standard Abbreviation
East	E
West	W
North	N
South	S
Northeast	NE
Northwest	NW
Southeast	SE
Southwest	SW

Street Designators

Street designators should follow the standard US Post Office standards. Refer to the US Postal Service Address Standards publication for abbreviations of designators not listed below.

Street	Data Standard Abbreviation
Avenue	Ave
Boulevard	Blvd
Center	Ctr
Court	Ct
Circle	Cir
Drive	Dr
Estate	Est
Highway	Hwy
Lane	Ln
Parkway	Pkwy
Place	Pl
Road	Rd
Square	Sq
Station	Sta
Street	St
Terrace	Ter
Trail	Trl
Way	Way

City

Banner is configured to automatically fill in the city name when a zip code is entered. This is the preferred method of entering the city name. If the city name which defaults is not correct, change the city to the actual city name. Spell out city names in their entirety.

Do not use abbreviated compass directions that are part of the city name if you have enough space to enter the entire city name spelled out.

CITY STANDARDS EXAMPLE West Branch	
Enter	West Branch
DO NOT ENTER	W Branch
DO NOT ENTER	W. Branch

If it is necessary to abbreviate city names to fit within the 20 characters allowed by Banner, use abbreviation standards described in the US Postal Service Postal Addressing Standards or in the abbreviation tables listed above.

State and Province

Banner is configured to automatically fill in the state name when a zip code is entered. This is the preferred method of entering the state name. State codes must be entered for all US and Canadian addresses.

Canadian addresses must include the city in the City field and the Province in the State field. Canadian provinces and territories are entered in the State field using the codes listed in the table below.

Province	Data Standard Abbreviation
Alberta	AB
British Columbia	BC
Manitoba	MB
New Brunswick	NB
Newfoundland	NF
Northwest Territories	NT
Nova Scotia	NS
Ontario	ON
Prince Edward Island	PE
Quebec	QU
Saskatchewan	SK
Yukon Territory	YT

County

Banner is configured to automatically fill in the county name when a zip code is entered. This is the preferred method of entering the county name. The county code is a 5 character code consisting of the 2-character state code plus the 3-digit FIPS (Federal Information Processing Standards) county code. If no county defaults when entering the zip, enter the county code from the list of values in the validation table.

Zip or Postal Code

Zip or postal codes **MUST** be entered for all US and Canadian addresses. If available, it should also be entered for other international addresses.

United States

A hyphen must be entered when the entire 9-digit (zip plus four) zip code is available. If the last four digits are unavailable, enter the first five digits in the first five positions of the field without the hyphen.

US ZIP ADDRESS EXAMPLES	
Enter	49307
Enter	49307-2020

Canada

Enter the six-character postal code by keying in 3 characters, a space, and the last 3 characters.

CANADA ZIP ADDRESS EXAMPLES	
Enter	T2T 2Y5
Enter	R2L 1N4

Nation

A nation code is required for all *non-US* addresses. Banner maintains a list of all the current code options available. **DO NOT enter a nation code for US addresses.** Banner is configured to automatically fill in the nation name when a nation code is entered. In Banner, the default nation designation is “US” For non-US addresses; select the appropriate nation code from the validation table.

Military Address/Overseas

Overseas military addresses must contain the APO (Army Post Office) or FPO (Fleet Post Office) designation along with a two-character “state” abbreviation of AE, AP or AA and the zip code.

Enter the zip code in the zip code field. Once the zip code is entered, the APO or FPO code will default into the City field and the military ‘State’ code (AA, AE or AP) will default into the State field. Use AA for mail in the Americas other than Canada (340), AE for mail going to Europe, the Middle East, Africa and Canada (090 through 098), and AP for mail destined to the Pacific (962 through 966).

MILITARY OVERSEAS ADDRESS EXAMPLES	
Enter	SSGT Mario Martian Unit 2050 Box 4190 APO AP 96522-1215
Enter	Sgt Cher Downey PSC 802 Box 2625 APO AE 09777-0010
Enter	Seaman Duane Reeves B Division USS North Dakota FPO AA 34093-2344

Military Address/Domestic

All domestic military mail must have a regular street style address.

MILITARY DOMESTIC ADDRESS EXAMPLES	
Enter	Col Margaret Henry Lowery Air Force Base 8205 E Sixth Ave 405 Denver CO 80234
Enter	Capt Jack Harris 2314 Barracks St Minot AFB ND 58705

International Addresses

Enter an international address exactly as provided, including punctuation. Try to avoid commas as much as possible. Do not abbreviate words that are spelled out.

With the exception of Canadian addresses, address line 3 should contain the full name of the province or state for a foreign address, if applicable. Canadian addresses should use the state/province code field for the province code. Use the Nation Validation values to enter nation or country codes. If available, the postal code should be entered in the ZIP/postal code field.

Canadian Addresses – General Guidelines

1. City is entered into the City Field.
2. Province is entered into the State/Prov Field. Select the appropriate Province abbreviation from the validation table.
3. Country is entered into the Nation Field. Select the appropriate Nation code from the validation table.
4. Postal codes **MUST** be entered for all Canadian addresses in the Zip/Postal
5. All characters in the postal code must be in uppercase lettering.
6. Include the appropriate space in the postal code and do not use hyphens.

CANADA ADDRESS EXAMPLE	
Enter Name	Sam Saunders
Enter Address Line 1	525 Albert St Apt 303
Enter City	Waterloo
Enter State	ON
Enter Zip	J0P 1H0
Enter Nation	CA

Other International Addresses – General Guidelines

1. City is entered into the City Field.
2. State/Prov Field must be blank.
3. Country is entered into the Nation Field. Select the appropriate Nation code from the validation table.
4. Do not use hyphens.

INTERNATIONAL ADDRESS EXAMPLE	
Enter Name	Nicholas D Graham
Enter Address Line 1	75 Eaton Ter
Enter City	London
Enter State	
Enter Zip	SW1 W8TN
Enter Nation	GB

If an address (other than a US or Canada address) contains a state or province, enter the full name of the state or province on the next available address line (2 or 3) following the primary address.

INTERNATIONAL ADDRESS EXAMPLE	
Enter Name	Alma Wolf
Enter Address Line 1	815 Half Way Pond
Enter Address Line 2	Georgetown
Enter City	Grand Cayman
Enter State	
Enter Zip	
Enter Nation	KY

Address Types

Banner permits multiple addresses to be entered for a person or vendor. Address types are clearly defined so that conflicts do not arise among the various functional areas (Including Admissions and Records, Financial Aid, Accounts Receivable, Accounts Payable, Human Resources, Payroll, Purchasing, University Advancement and Development, and so on). Identical addresses should not be keyed in different address types. See the table below for address type definitions for the Banner System.

Code	Description	Explanation
BI	Billing Address	Address where a student's bill is sent for remittance. Owner: Accounts Receivable
BU	Business	Business address off campus. Owner: Accounts Receivable and Admissions & Records
CA	Campus (Residential Life)	Address for students living on campus. Owner: Residential Life
EM	Emergency Contact	Address for an emergency contact for a student. Owner: HR and Admissions & Records.
FM	FSU Mail Drop	Address where an FSU employee's mail is physically delivered. Use this address for intercampus mailings.
FO	FSU Office	Address where an FSU employee is located and describes their physical office placement on campus. Listed in primary order if employee works in multiple locations. Owner: HR
HR	Human Resources Temporary	Owner: HR
LO	Local (Student)	Admissions
MA	Mailing (HR Permanent)	Address for students and employees for primary mail delivery. Owner: HR
NK	Next of Kin/Guardian – Conversion Use	Address for next of kin or guardian. Owner: Admissions & Records.

Code	Description	Explanation
PA	Parents	Address where a student's parent(s) reside. Owner: Admissions & Records
PL	Prior Legal Residence	Address for prior legal residence of individual. Owner: HR and Admissions & Records
PR	Permanent (Student)	Address for students and is their permanent residence. Owner: Admissions & Records.
RF	Student Refund	Address for students to mail refund checks to. Owner: Accounts Receivable
RL	Most Recent Legal Residence	Address for recent legal residence of individual. Owner: HR and Admissions & Records
RS	Residency (DO NOT ALTER)	Residency information for individuals. Owner: Admissions & Records.
SA	SEVIS US Address	Current US address critical for determining right to go to school and to work in the US. Owner: Admissions & Records.
SD	SEVIS Dependent Address	SEVIS dependent address information. Owner: Admissions & Records.
SF	SEVIS Foreign Address	Current foreign address information. Owner: Admissions & Records.
SE	Student Emp-W2 Address	Current tax address for student employees. Owner: Fin Aid
TX	Tax (W-9)	Current address for mailed tax correspondence. Owner: HR
UA	University Advancement Publications	Current address to send publications via mail. Owner: UAM
VC	Vendor Check	Address used to mail vendor checks. Owner: Finance/Accounts Payable.
VP	Vendor Purchase Order	Address used for purchase and change orders. Owner: Finance/Accounts Payable.
W2	W2 Address (Student Employment)	Address used to mail W2 forms to student employees. Owner: HR
XX	Reserved for TGRFEED	DO NOT USE – FOR FINANCE

Address changes

When adding a subsequent address of the same type, the prior address should be ended, the inactive box checked, and the new address added. Unless making a correction due to an initial entry error, do not change or delete the prior address.

Procedures

- Admissions office and full time employees of the Student Service Center at the main campus will have modify access to change student's billing, local & emergency address
- HR will change full-time employee's mailing address
- Purchasing would have update to VP (Vendor purchasing address) and A/P update to VC (Vendor Check address)
- Kendall Admissions staff will have the same access as the main campus Admissions' staff.
- Housing/Residential Life will update campus addresses only. We have built a "CA" code for this purpose in Banner.
- Business Office personnel will have access to change billing (B1) addresses.
- Student Employment will update the student employee SE address type for W2 purposes.
- Students will be allowed to change their local address. We will need to create a process whereby students can request a permanent address change.
- The rest of campus may have view to addresses based on a need to know basis.

Telephone Numbers

The telephone number is presented in a three-field format.

Specific Guidelines

Area Code

The three-digit area code must be entered for all phone numbers including the local (231) area code.

Phone Number

Enter the seven-digit number without inserting a hyphen or space.

PHONE EXAMPLE	
Enter	4871849
DO NOT ENTER	487 1849
DO NOT ENTER	487-1849

Extension

If an extension number is provided, enter only the digits of the extension. Do NOT enter EXT or X into the extension field.

PHONE EXTENSION EXAMPLE	
Enter	7300
DO NOT ENTER	X7300
DO NOT ENTER	EXT 7300
DO NOT ENTER	X 7300

Telephone Type (Note: Most match Address Type).

Code	Description
BI	Billing
BU	Business
CA	Campus (Residential Life)
CE	Cell Phone
EM	Emergency Contact
FAX	Fax Number
HR	Human Resources Telephone
LO	Local Address (Student) Telephone
MA	Mailing (HR & Student)
NK	Next of Kin/Guardian
PA	Parents
PG	Pager
PL	Prior Legal Residence
PR	Permanent (Student)
RF	Student Refund
RL	Most Recent Legal Residence
RS	Residency (DO NOT ALTER)
SA	SEVIS US Address
SD	SEVIS Dependent Address
SF	SEVIS Foreign Address
SE	Student Emp-W2 Address
TE	Temporary
TTD	Teletype
TX	Tax (W-9)
VC	Vendor Check
VP	Vendor Purchase Order

Telephone Changes

When adding a subsequent telephone number of the same type, the prior telephone number should be end dated, marked inactive, and the new telephone number added. *Unless making a correction due to an initial entry error, do not change or delete the prior telephone number.*

NOTE: Telephone numbers, while displayed on SPAIDEN with the address, are not stored with the address in the Banner tables. Telephone numbers must be changed on the SPATELE form, not the SPAIDEN form.

Email

An entity (person or vendor) may have multiple email addresses within the Banner system. Email addresses should be accurate and reflect the most recent data received.

Email Types

Code	Description
B	Business
C	College
F	FAFSA
H	Home
P	Personal
U	University
VC	Vendor Check
VP	Vendor Purchase Order

Specific Guidelines

Only Iml and Lotus Notes email addresses are to be maintained as FSU email addresses. When adding a subsequent email address of the same type, the prior email address should be end dated and the new email address added. *Unless making a correction due to an initial error, do not change or delete the prior email address.*

Calendar Dates

Date Field appears on forms throughout the Banner system. Banner is set up to accept dates in the format MMDDYYYY (2 character Month, 2 character Day, and 4 character Year).

Specific Guidelines

1. Banner determines which parts of the date entered are the month, day, and year, and automatically converts and stores the date in the format DD-MON-YYYY.

Year numbers 00 through 49 are converted to 2000 to 2049;

2. year numbers 50 through 99 are converted to 1950 to 1999. The century default can be overridden by typing the 4-digit century and year.

Important Considerations

1. If you enter a “t” in the date field and press <enter>, today’s date will default in the field.
2. Always enter four digits for the year.
3. Always enter two digits for the month and day.
4. You can enter the data with dashes or slashes or without separators.
5. Enter birth dates in the same format as general dates.

DATE EXAMPLE March 5, 2004	
Enter	03052004
Enter	03/05/2004
Enter	03-05-2004
It Will Store As	05-MAR-2004

Dates in Job Submission

Use the DD-MON-YYYY format to enter date parameters for reports and processes run with the Process Submission Control Form.

Dates in Reports and Process Output

Some, but not all, reports include the century with the year in their output.

Dates in Query Mode

Specify all four digits for a year when you query on a date field. For example, enter 26-JUN-2000, not 26-JUN-00. If you omit the century, zeros are entered for the century. In this example, if you enter 26-JUN-00, Banner expands the date to 26-JUNE-000, not 26-JUN-2000.

Gender

This field must be entered. This information is optional on the admissions applications and employment paper work.

Code	Description
M	Male
F	Female

Ethnicity

This field must be entered. This information is optional on the admissions applications and employment paper work. If this information is omitted on either of these forms enter “U” for Unknown/Unreported.

Code	Description
B	Black (Not of Hispanic Origin)
H	Hispanic
I	American Indian/Alaskan Native
M	Multiracial
O	Asian or Pacific Islander
U	Unknown/Unreported
W	White (Not of Hispanic Origin)

**For complete information see the IPEDS Race/Ethnicity Category Definitions at www.nces.ed.gov/IPEDS*

Marital Status

This field must be entered. This information is optional on the admissions applications and employment paper work.

Code	Description	Explanation
D	Divorced	Once married, but now legally divorced
H	Head of Household	Head of household of residence
M	Married	Legally married
N	Domestic Partner	Living together in a committed relationship, not married
P	Separated	Legally married, living apart
S	Single	Never legally married
T	Other	Does not fit into other categories
W	Widowed	Legally married, spouse deceased

Citizenship

This is required for all students and employees.

Code	Description	Explanation
Y	Citizen	A citizen of the US, owing service to it, and having attendant political rights
N	Not a Citizen	A person who is not a citizen

Driver's License

Human Resources (for Employees) and Financial Aid (for Student) maintain driver's license information.

Driver's License Standard Formatting

Enter the driver's license number as it appears on the person's license. Do not include the state which issued the license in the license number field. Do not enter any spaces or hyphens between the numbers. Do enter the state which issued the license in the state field.

DL EXAMPLE Michigan H 111 222 333 444	
Enter DL Number	H111222333444
Enter State	MI

Veteran Status

Veteran information is maintained by Human Resources for employees and by Financial Aid for students.

Veteran Category

Data is entered on the PPAIDEN form in Human Resources and on the SPAPERS form in General Person.

Category	Explanation
None	Non-Veteran
Special Disabled Veteran	A veteran who is entitled to disability pay from the Department of Veterans Affairs (or would have been if not receiving retirement pay) or was released or discharged from active duty because of a service-connected disability.
Vietnam-Era Veteran	A person who: (A) served in the military, ground, naval or air service of the United States on active duty for a period of more than 180 days, and was discharged or released there from with other than a dishonorable discharge, if any part of such active duty occurred: (i) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (ii) between August 5, 1964, and May 7, 1975, in all other cases; or (B) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed (i) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (ii) between August 5, 1964, and May 7, 1975, in all other cases.
Other Veteran	A person who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized (campaign list maintained HR).

Since a person may have more than one category above, the Veteran field on Banner also lists codes that identify any combination of the above categories (Special Disabled Veteran + Vietnam-Era Veteran, etc.).