



## **BANNER DATA STANDARDS MANUAL**

NOTE: The Banner Core Team, representatives from all Banner functional areas and the Information Technology department, were responsible for developing the data standards to be used with the Banner applications. The Data Standards Committee must approve any changes recommended for the data standards in use at the University of Tennessee at Chattanooga.

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## SUMMARY of REQUIREMENTS for CREATING and MAINTAINING ACCURATE RECORDS

- **NEVER SHARE YOUR PASSWORD:** Data integrity begins with control over access to the database. Your user ID and password creates your identify within the Banner system. Protecting your password safeguards the validity of the data held in the system and the personal information of students and staff. It also protects your identity from being misused within the system by someone else.
- **SEARCH FIRST:** Before you create a new record for any entity (“Person” or “Non-Person) please make sure that the entity has not already been entered in the Banner database. **Each user must conduct a thorough search to prevent entering a duplicate and/or a multiple record.** Duplicate and/or multiple records create problems in many parts of the system and may take many hours of staff time to locate and remove.
- **NEVER USE:** In **creating** a record, **never use** the pound sign (#) or the percent sign (%) or the ampersand (&) or double quote (“). The pound sign and the ampersand can cause Banner database errors and the percent sign has a special use within the search functions of the system.
- **ABBREVIATIONS:** There are specific ways to abbreviate words that are shown in this document and in Appendix C. Please use only these approved forms when entering data.
- **PUNCTUATION: Do not add punctuation where there is none.** For “Person” names use hyphens, apostrophes, or dashes exactly as the person indicates in writing. Do not use commas or periods in any name field. Do not use punctuation in abbreviations or suffixes such as Dr, PhD or Jr. Punctuation for address fields should only be used if specifically required for the address number and should be limited to periods, slashes and hyphens.
- **DATA CHANGES:** Please do not make any data changes **unless** you have the appropriate responsibility and authority. When you do make changes please follow the procedures established by the Data Office of the data you want to change.
- **REMEMBER:** Many data fields have specific data entry rules. These specific rules are outlined in this manual and should be carefully followed.

<p><b>QUICK REFERENCE Before creating a Person/Non-Person...</b> Search on GUIALTI or GOAMTCH using ID, SSN, Last Name, and First Name with % before and after each search string.</p>	<p><b>Address Abbreviations</b></p>																																																																																													
<p><b>“Person” Names</b></p> <ol style="list-style-type: none"> <li>1. Enter last, first, and middle names exactly as provided, using upper and lowercase and maintaining spaces. (<i>duBois, Van Buren, Van der Lage, Vander Vaart</i>)</li> <li>2. Enter hyphens, apostrophes or dashes as indicated, but do not use periods or commas. (<i>Ann or M or St John-O’Neil</i>)</li> <li>3. Do not enter special characters (&amp;, %, #, “”).</li> <li>4. If first name is indicated as initial and full middle name, enter both in <b>First Name</b> field. (<i>D Gary or blank or Smith</i>)</li> <li>5. If a person has more than two given names and does not specify first vs. middle, enter first two in <b>First Name</b>, remainder in <b>Middle Name</b>. (<i>Anne Marie/Susan/Smith</i>)</li> <li>6. If a person has only one name, enter it in <b>Last Name</b> field and leave <b>First Name</b> field blank.</li> <li>7. Enter prefixes (<i>Dr, Rev</i>) and suffixes (<i>PhD, Esq, Jr, III</i>) without punctuation, if required.</li> <li>8. If a name is longer than the field allows, enter as much as possible.</li> </ol> <p><b>“NON-Person” Names</b></p> <ol style="list-style-type: none"> <li>1. Enter full name as provided using upper and lower case. (<i>First Tennessee Bank</i>)</li> <li>2. Spell out all words except suffix (<i>Corp, Inc, Co, Ltd</i>), if space allows, (<i>Smith Designs Inc</i>) unless suffix is part of the primary name. (<i>The Hair Company</i>)</li> <li>3. Use USPS standard Business word abbreviations if name is longer than space allows.</li> <li>4. Include articles such as a, an, or the, if space allows. (<i>The Standard Tribune</i>)</li> <li>5. Except for .com names, do not enter punctuation (periods, commas, apostrophes) or special characters (&amp;, %, #, @). (<i>Ricks Furniture, A and M Glass</i>)</li> <li>6. Enter a space in place of hyphens, dashes, slashes. (<i>Econo Rate , Rent A Car</i>)</li> <li>7. Omit punctuation and spaces between initials. (<i>ABC Corp</i>)</li> </ol>	<table border="0"> <tr> <td>Street Suffixes</td> <td>Unit Designators</td> <td></td> <td></td> </tr> <tr> <td>Avenue</td> <td><b>Ave</b></td> <td>Apartment</td> <td><b>Apt</b></td> </tr> <tr> <td>Boulevard</td> <td><b>Blvd</b></td> <td>Building</td> <td><b>Bldg</b></td> </tr> <tr> <td>Center</td> <td><b>Ctr</b></td> <td>Department</td> <td><b>Dept</b></td> </tr> <tr> <td>Circle</td> <td><b>Cir</b></td> <td>Floor</td> <td><b>Fl</b></td> </tr> <tr> <td>County Rd</td> <td><b>CR</b></td> <td>Number</td> <td><b>Num</b></td> </tr> <tr> <td>Court</td> <td><b>Ct</b></td> <td>Room</td> <td><b>Rm</b></td> </tr> <tr> <td>Drive</td> <td><b>Dr</b></td> <td>Suite</td> <td><b>Ste</b></td> </tr> <tr> <td>Expressway</td> <td><b>Epxy</b></td> <td>Unit</td> <td><b>Unit</b></td> </tr> <tr> <td>Freeway</td> <td><b>Fwy</b></td> <td></td> <td></td> </tr> <tr> <td>Highway</td> <td><b>Hwy</b></td> <td><b>Direction</b></td> <td><b>Addr</b></td> </tr> <tr> <td>Lane</td> <td><b>Ln</b></td> <td>North</td> <td><b>N</b></td> </tr> <tr> <td>Parkway</td> <td><b>Pkwy</b></td> <td>South</td> <td><b>S</b></td> </tr> <tr> <td>Place</td> <td><b>Pl</b></td> <td>East</td> <td><b>E</b></td> </tr> <tr> <td>Point</td> <td><b>Pt</b></td> <td>West</td> <td><b>W</b></td> </tr> <tr> <td>Road</td> <td><b>Rd</b></td> <td>Northeast</td> <td><b>NE</b></td> </tr> <tr> <td>Route</td> <td><b>Rt</b></td> <td>Northwest</td> <td><b>NW</b></td> </tr> <tr> <td>Rural Route</td> <td><b>RR</b></td> <td>Southeast</td> <td><b>SE</b></td> </tr> <tr> <td>Square</td> <td><b>Sq</b></td> <td>Southwest</td> <td><b>SW</b></td> </tr> <tr> <td>Street</td> <td><b>St</b></td> <td></td> <td></td> </tr> <tr> <td>Trail</td> <td><b>Trl</b></td> <td></td> <td></td> </tr> <tr> <td>Turnpike</td> <td><b>Tpke</b></td> <td></td> <td></td> </tr> <tr> <td>Way</td> <td><b>Way</b></td> <td></td> <td></td> </tr> </table>		Street Suffixes	Unit Designators			Avenue	<b>Ave</b>	Apartment	<b>Apt</b>	Boulevard	<b>Blvd</b>	Building	<b>Bldg</b>	Center	<b>Ctr</b>	Department	<b>Dept</b>	Circle	<b>Cir</b>	Floor	<b>Fl</b>	County Rd	<b>CR</b>	Number	<b>Num</b>	Court	<b>Ct</b>	Room	<b>Rm</b>	Drive	<b>Dr</b>	Suite	<b>Ste</b>	Expressway	<b>Epxy</b>	Unit	<b>Unit</b>	Freeway	<b>Fwy</b>			Highway	<b>Hwy</b>	<b>Direction</b>	<b>Addr</b>	Lane	<b>Ln</b>	North	<b>N</b>	Parkway	<b>Pkwy</b>	South	<b>S</b>	Place	<b>Pl</b>	East	<b>E</b>	Point	<b>Pt</b>	West	<b>W</b>	Road	<b>Rd</b>	Northeast	<b>NE</b>	Route	<b>Rt</b>	Northwest	<b>NW</b>	Rural Route	<b>RR</b>	Southeast	<b>SE</b>	Square	<b>Sq</b>	Southwest	<b>SW</b>	Street	<b>St</b>			Trail	<b>Trl</b>			Turnpike	<b>Tpke</b>			Way	<b>Way</b>		
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<p><b>Street Addresses</b></p> <ol style="list-style-type: none"> <li>1. Enter data in first address line, then second, then third.</li> <li>2. Enter delivery address in last used line before City.</li> <li>3. Abbreviate Post Office <i>PO</i> with no space and enter by itself on last used line before City. (<i>PO Box 1234</i>)</li> <li>4. Do not use special characters (#, %, &amp;). Enter <i>and</i> in place of &amp;.</li> <li>5. Use the word Unit, Ste, Apt, etc. in place of #, No, or Number.</li> <li>6. Enter <i>c/o</i> in place of <i>in care of</i> in Street Line 1.</li> <li>7. Enter attention line in Street Line 1. (<i>Attn Bob Snow</i>)</li> <li>8. Enter periods, slashes, and hyphens only in street number and zip code. (<i>39.2 Rd, 101 ½ Main St, 97203-4798</i>)</li> <li>9. Use numbers for numbered streets and include <i>st,nd,rd th</i>. (<i>201 4th St, 1919 23rd Ave, 4801 NW 101st St</i>)</li> <li>10. Abbreviate street suffixes, unit designators, and directionals, if not part of primary name. (<i>N South Oak</i>)</li> <li>11. If there are two street suffixes, abbreviate second; first becomes part of street name. (<i>1300 W 43rd Avenue Ct</i>)</li> <li>12. Enter unit designators after street address or on line Above.</li> <li>13. Spell out street and city names, if space allows. (<i>101 Royal River Drive, Red Bank, Mount Juliet</i>)</li> <li>14. Allow Banner to enter <b>City</b> and <b>State</b> from <b>Zip Code</b>.</li> </ol>	<p><b>Foreign Addresses</b></p> <ol style="list-style-type: none"> <li>1. Enter as provided including punctuation, except commas.</li> <li>2. The <b>County Code</b> field should be left blank.</li> <li>3. Do not abbreviate spelled-out words, if space allows.</li> <li>4. Enter postal code (with spaces) in <b>Postal Code</b>.</li> <li>5. Enter non-Canadian state/province in <b>Street Line 3</b>.</li> <li>6. Enter country name from validation table in <b>Nation Code</b>. For Canadian addresses, enter Province in <b>State or Province Code</b>.</li> </ol>																																																																																													
<p><b>Telephone Numbers</b></p> <ol style="list-style-type: none"> <li>1. Enter telephone numbers if provided. Do not use any punctuation (such as hyphens).</li> <li>2. The telephone number entry is divided into three fields. The first field is for area code entry, the second field should include all seven digits of the phone number (without a hyphen), the third field is reserved for the extension number.</li> <li>3. <i>Only numeric values should be entered in any of the three fields, NO ALPHA CHARACTERS.</i></li> <li>4. All regional and local telephone numbers, including On Campus telephone types, are entered using the ten-digit format.</li> <li>5. Set the <i>Primary</i> indicator if the telephone number is the primary contact for the entity.</li> <li>6. Set the <i>Unlisted</i> indicator if the telephone number should be designated as ‘unlisted’.</li> <li>7. Set the <i>Inactive</i> indicator if the telephone number is no longer valid.</li> </ol>	<table border="0"> <tr> <td colspan="2"><b>Address Types</b></td> <td colspan="2"><b>Telephone Types</b></td> </tr> <tr> <td>Permanent Address</td> <td>PR</td> <td>Permanent Phone</td> <td>PR</td> </tr> <tr> <td>Residency Address</td> <td>RA</td> <td>Residency Address</td> <td>RA</td> </tr> <tr> <td>Local Address</td> <td>MA</td> <td>Local Phone</td> <td>MA</td> </tr> <tr> <td>Business Address</td> <td>BU</td> <td>Business Phone</td> <td>BU</td> </tr> <tr> <td>Residency Hall</td> <td>RH</td> <td>Residence Hall</td> <td>RH</td> </tr> <tr> <td>Parents Address</td> <td>PA</td> <td></td> <td></td> </tr> <tr> <td>Billing Address</td> <td>BI</td> <td>Cell Phone</td> <td>CL</td> </tr> <tr> <td></td> <td></td> <td>Fax Number</td> <td>FX</td> </tr> </table>		<b>Address Types</b>		<b>Telephone Types</b>		Permanent Address	PR	Permanent Phone	PR	Residency Address	RA	Residency Address	RA	Local Address	MA	Local Phone	MA	Business Address	BU	Business Phone	BU	Residency Hall	RH	Residence Hall	RH	Parents Address	PA			Billing Address	BI	Cell Phone	CL			Fax Number	FX																																																								
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## General Terms

Data Office is defined as the office responsible for the tables as assigned in the Master Table List.

The Master Tables List is as list of all tables setup in Banner and updated by the Banner Team.

The Core Team consists of the following:

**Clint Smullen** (Co-Leader, Banner), **Debbie Parker** (Co-Leader, Banner), Yancy Freeman (Director, Admissions), Linda Orth (Registrar, Office of Records), Rexann Bumpus (Director, Student Financial Aid), Vanasia Parks (Assistant Vice Chancellor, Disbursement/Bursar), Richard Gambrell (Director, IT Systems & Networks), Beth Dodd (Director, Continuing Education), (Faculty member), Yvonne Kilpatrick (Director, Graduate Studies-Admissions).

The Banner Team consists of the following:

Core Team Plus Glenda Sullivan, Bill Johnson, Diane Welch, Angie Russell, Dean Hamann, David Conner, Jason Lyon, Delon Flannigan, Susan Arnold, Ranece Iglus, Rexann Bumpus, Julae Grosz

Banner Module is defined as Records, Admissions, Financial Aid, and Bursar.

The Multiple Clean-Up Team should consist of a representative from each Banner Module (to be determined).

All FERPA related regulations should be reviewed in the guidelines

(<http://www.utc.edu/Departments/recreg/ferpa.php>).

Glossary of frequently used University terms may be found on the web at

<http://www.utc.edu/Administration/PlanningEvaluationAndInstitutionalResearch/documents/GlossaryofFrequentlyUsedIRTerms.pdf>.

## DATA STANDARDS MANUAL PREFACE

The University of Tennessee at Chattanooga (the University) utilizes the SCT Banner system integrated database. Within this integrated database various modules share data items. UTC recognizes that data standards are vitally important in protecting the data assets of the University by maintaining accurate and consistent data that is standardized for use in all areas of the University.

The “General Data Standards Team” was formed to collaboratively develop this “Data Standards Manual”. The Master Tables List is updated as the validation files are assigned and created. The standards in this manual address the data entry standards for data that is shared among the various Banner systems.

This manual is intended as a standards policy reference guide and is not meant to be used as a training guide. This manual is also intended to be a living document with the review of each standard continuing on a regular basis. Any recommended changes to the manual need to be reviewed and approved by the “Banner Core Team”.

## PURPOSE

The purpose of this document is to establish guidelines for:

- Data Management of the University’s data and records maintained in the Banner Database;
- Ensuring data integrity, consistency and completeness;
- Providing appropriate security for personal information about staff and students;
- Providing appropriate access to Banner information system;
- Ensuring that the interpretation of information is accurate and consistent within the University;
- Outlining the responsibilities of users of the information maintained in the database.

## ADMINISTRATIVE RESPONSIBILITY

By law, certain data is confidential and the University cannot release it without proper authorization. Users of the data **MUST** adhere to any applicable federal and state laws as well as University policies and procedures related to data protection and confidentiality.

Data is a vital asset owned by the University. All institutional data, whether maintained in the central database or copied into other data systems (e.g. personal computers), remains the property of the University. Access to data is provided to support a user’s official University responsibility. Data will be used only for legitimate University business.

## INFORMATION ACCESS DEFINITIONS

All Banner users are assigned a Log-in User ID and Password. Users **ARE NOT** to share these access codes with anyone. The user is responsible for all transactions occurring during the use of their Log-in User ID and password.

“Query” access enables the user to view, analyze, but not change, University data. “Maintenance” access provides both inquiry and update capabilities. If data is downloaded to a personal computer or other device, the

downloaded data must be safeguarded and utilized responsibly.

UTC will provide appropriate training for each type of access which will include the following:

- Reading, understanding and agreeing to the guidelines of this document, and any additional requirements identified by the data custodian,
- Hands-on training in accessing, understanding, and interpreting the information;
- Maintaining the security, confidentiality, integrity, and accuracy of the data accessed.

## 1. Data Administration

Banner Data Standards Manual

### 1.A. Purpose

This manual provides data standards requirements for the protection, access, maintenance, and use of University data that is electronically maintained on the Banner system. Divisions/departments may have individual requirements that supplement but do not replace or supersede the requirements outlined in this manual.

**The Standards outlined in this manual are authoritative for the Banner System AND for all University Systems that interface with the institution's Banner System.**

### 1.B. Data Confidentiality

#### 1.B.1. General

The Banner information system is an integrated database with information on constituents of all types – applicants, students, employees, vendors, etc. Many benefits come from this integration. Personally identifiable information on all constituents is made available to University employees for the sole and explicit purpose of allowing them to carry out their official University functions. Any other use is prohibited. The same principles of confidentiality that apply to paper records also apply to electronic data. It is the responsibility of each school official to understand his or her legal responsibilities under the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability Accountability Act (HIPAA), Student & Exchange Visitor System (SEVIS), and the Gramm-Leach Bliley Act (GLBA). Failure to adhere to privacy regulations can result in disciplinary action up to and including termination.

**FERPA:** The Office of the Registrar administers FERPA for the University. General FERPA information can be found at <http://www.utc.edu/records>

**SEVIS:** The International Office oversees policies and procedures that are in compliance with the Federal Department of Homeland Security and its subdivisions including U.S. Immigrations and Customs Enforcement.

**GLB:** The Gramm-Leach Bliley Act requires protection of personally identifiable financial information including Social Security Numbers.

### 1.B.2. Student Directory Information

Based on FERPA requirements, as outlined in the UTC Access to Student Records policy, “directory information” for enrolled students is eligible for release unless the student requests that it be held confidential. The University designates the following student information as directory information:

UTC ID		
Name	Address	Telephone number
E-mail address	Enrollment status	Classification
Dates of attendance	Honors and awards	Major field of study
Most recent institution attended		Publications
Degrees pursued or being pursued		
Degree(s) conferred and conferred date(s)		
Physical factors of athletes (height and weight)		
Past and present participation in officially recognized sports and activities		

Telephone numbers that are identified as “unlisted” in the Banner System will not be released or printed in “directory information.”

### 1.B.3. Confidentiality Indicator – Students only

After a student has filled out a “Request for Non-Release of Directory Information” form and submitted it to the Office of the Registrar, the Records Office will set the confidentiality indicator. When any information is accessed in the system about the student a warning will appear:

**Warning: You are attempting to access information that is federally protected**

“Confidential” will also appear in most forms accessed to remind faculty and staff that information on the student is not to be released.

### 1.B.4. Releasing Confidential Information

Releasing **any** information (including directory information) about a student who has signed a “Request for Non- Release of Directory Information” form should never occur.

The Records Office handles all requests for student information, and any such request should be forwarded to the Registrar.

## 1.C. Data Office

### 1.C.1. General

**Below is a listing of the six duties that have been assigned to data office for their respective modules. The primary tasks are:**

- a. Reviewing Banner data for accuracy and dependability
- b. Reviewing and approving Argos reports for accuracy and dependability
- c. Updating and maintaining Banner validation tables and other system maintenance forms; any changes to the validation tables must be approved by the Banner Core Team
- d. Assigning Banner Security Access
- e. Assigning Argos reporting security access
- f. Supervising the addition or changing of Person and Non-Person changes.

Accuracy and completeness of Banner data can be maintained through adequate training and adherence to the requirements of this manual and any additional requirements as set forth by the Data Office.

Banner validation and rule tables have been established to conform to the requirements of this manual and Banner processes. These validation tables create the drop-down tables that are utilized throughout the Banner system.

Banner users must first be authorized to access the Banner System by their immediate supervisor. This access is then approved by the responsible Banner Data Office. Data Offices must be satisfied that the employee has received adequate training and that a “need to know” is clearly demonstrated before granting security access to the Banner System. By approving user access to University data, the Data Office consents to the use of that data within the normal business functions of administrative and academic offices or departments.

The ability to create students and vendors/lenders in the Banner System is restricted to the Admissions Office (students), the Financial Aid (students/lenders), the Graduate School (students), Continuing Education (students), and Bursar (vendors). The Data Office for each area is responsible for the data that is input into the Banner System by the employees that they supervise who enter data to create persons and non-persons.

## **2. Data Input – Original Entry and Modifications**

### **2.A. Modifications to Data Standards**

Modifications to Data Standards elements listed in this manual require supporting documentation and a formal written request submitted to the Banner Core Team for approval.

### **2.B. Modifications to Validation Tables**

Modifications to Banner validation table elements require supporting documentation and a completed “Validation Table Change Request Form” (Appendix B) submitted to the Data Office and then approved by the Banner Core Team. Banner validation table elements are documented in the Banner “Master Table List.” They can also be accessed directly through the Banner System.

### **2.C. Original Entry of Student and Vendor/Lender Records**

Banner System student and vendor/lender “identifying information” includes UTC ID, legal name, marital

status, social security number (SSN), and/or taxpayer identification number (TIN).

In the Banner System a “Person” is an individual who uses a SSN for taxpayer identification purposes. “Person” related student and/or vendor identifying information is entered into the Banner System using the Banner form “SPAIDEN”.

In the Banner system a “Non-Person” is an entity that uses a TIN for taxpayer identification purposes or a lender, in which case the Banner ID is the lender ID. “Non-Persons” can only be vendors or lenders in the Banner System. A “Non-Person” cannot be a student. “Non-Person” vendor/lender identifying information is entered into the Banner System using the Banner form “SPAIDEN.”

Each “Person” and “Non-Person” record is assigned a unique UTC ID, excluding the lender ID “non-person”. The UTC ID can be automatically system generated or manually assigned using the GOAMTCH form. “Person” and “Non-Person” records also generally include other individually identifiable information such as Name, SSN’s, TIN’s, marital status, birthdates, etc.

The original entry of name, SSN, TIN, marital status, and/or birth date is based upon the following information:

- Original student information from self-reported information provided by the student through the application process. Students are required to provide an SSN if they are applying for financial aid. This information is “Person” information.
- Original employee information from self-reported I-9 and W-4 information provided by the employee through the employment application and hiring process. This information is “Person” information.
- Original vendor information from W-9 information provided by the vendor through the purchasing process.

This information is “Person” information for vendors who use a SSN for tax purposes. This information is “Non-Person” information for vendors using a TIN for tax purposes (corporations, partnerships, LLC’s, etc.). ***An invalid SSN/TIN should never be entered intentionally into the SSN/TIN field.*** Only persons who apply for financial aid and/or submit a W-4, W-9, or I-9 form for Financial Aid Work Study purposes are required to provide an SSN or TIN to the University, others are encouraged to provide the SSN. In cases where the student does not provide the SSN/TIN the SSN/TIN field should be left blank.

As detailed in Section 2.A., Banner users who are authorized to enter original student and vendor/lender information into the Banner System must carefully complete a search of the Banner System before creating a new record to ensure that the student and/or vendor/lender has not previously been created in the Banner System.

## 2.D. Modifications to Legal Name, Marital Status, Social Security Number and/or Taxpayer

### Identification Number

UTC ID, SSN’s, TIN’s, marital status, birthdates, etc. can be changed by authorized functional Banner users. Changes made by functional users to either a UTC ID or to a Name are noted with either an “I” (Identifier Change) or an “N” (Name Change) on the GUIALTI “Person/Non-Person” Banner Search form. If a Banner functional user attempts to use either a UTC ID or a Name that has been changed, Banner will automatically retrieve the information using the updated or correct UTC ID and/or Name.

### **2.D.1. “Person” and “Non-Person” Identifying Information Change Process**

Changes required to correct initial input errors related to identifying information (name, marital status, SSN and/or TIN) are based upon the original, correct documentation provided to the University, and therefore, do not require additional documentation.

When adjustments to identifying information are required due to errors and/or changes to the original documentation supplied to the University by “Person” students and/or vendors/lenders, the person’s Banner roles must first be identified using the Banner form “GUASYST”. If the “Person” has only an admissions and/or general student role in “GUASYST”, the Admissions Office may make the necessary changes to “SPAIDEN” without additional documentation.

If a “Person” has other roles identified in “GUASYST” (registration, vendor/lender, financial aid applicant), valid documentation (see 2.D.2 and 2.D.3 below) is required to make changes to the “Person” legal name, marital status, and/or SSN. The appropriate “Individual Change Request form” and/or “Social Security Number Change Request Form” (Appendix A.1 and A.2) must also be completed and submitted to the proper office as noted in 2.E. below.

“Non-Person” vendors who have never been a student of the University must complete a “Vendor Non- Person Change Request Form” (Appendix A.3), along with a revised W-9 form to make legal name or TIN changes. The completed change form along with original documentation (see 2.D.4 below), is then submitted to the Bursar’s office as noted in 2.E below.

### **2.D.2. Acceptable Documentation for “Person” Student Information Changes**

Documents supplied may be originals, copies or faxed copies.

Acceptable documentation for student’s SSN changes is the person’s:

- Social Security Card.

Acceptable documentation for a student’s legal name change (due to an error) includes the person’s:

- Birth Certificate
- Social Security Card
- Marriage License
- Passport
- Citizenship Papers
- Driver’s License
- Court Document

Acceptable documentation for a student’s legal name change (due to the student changing their name) includes the person’s:

- Marriage License
- Court Document

### 2.D.3. Acceptable Documentation for “Person” Vendor Information Changes

A “Person” vendor is an individual using an SSN for identification purposes. “Person” vendors include sole proprietorships, independent contractors, employees and students receiving expense reimbursement checks, etc.

A revised W-9 form is acceptable documentation for a change to legal name, SSN and/or marital status for a “Person” vendor **who is not currently and has not previously been a student at the University**. The Bursar’s Office personnel must check Banner “GUASYST” to determine if a “Person” vendor is currently or has been previously a University student.

**“Person” vendors who have previously been or currently are University students must provide the same documentation for name, SSN, and marital status changes as students or employees as described above in 2.D.2.**

### 2.D.4. Acceptable Documentation for “Non-Person” Vendor Information Changes

A “Non-Person” vendor is a corporation, partnership, and/or LLC that uses a TIN for identification purposes.

A revised W-9 form is acceptable documentation for a change to legal name and/or TIN for a “Non-Person” Vendor.

## 2.E. Identifying the Appropriate Data Office to Complete Identifying Information Changes

Identifying information changes can affect more than one Banner module; therefore, the appropriate Data Office must be determined before making such changes to Banner records.

The appropriate Data Office can be determined using the Banner form “GUASYST”. When presented with a completed “Individual Change Request” form or a “Non-Person Vendor Change Request” form, authorized Banner users will enter the student or vendor/lender UTC ID into “GUASYST”. The current name of the student or vendor/lender will be retrieved by the Banner System. The Banner user will then go to the next block of “GUASYST” and Banner will identify the various roles the “Person” or “Non-Person” may have, including: admissions, general student, financial aid applicant, or vendor.

As identified by “GUASYST”, the student, employee or vendor should be directed to submit a completed “Individual Change Request Form” and original, required documentation to the appropriate Data Office as identified below:

- **Undergraduate students before enrollment:** Undergraduate students who have been admitted but have not yet registered will have only an admissions role in “GUASYST.” **Changes for these students should be made by the Admissions Office and do not require separate documentation.** If the student has any other role noted in “GUASYST”, the change should be made in the Records Office and **appropriate documentation is required.**
- **Graduate students before enrollment:** Graduate students who have been admitted but have not yet registered will have only an admissions role on “GUASYST.” **Changes for these students should be made by the Graduate School Office and do not require separate documentation.** If the student has any other role noted in GUASYST, the change should be made in the Records Office and



**appropriate documentation is required.**

- **International Students before enrollment:** International students who have been admitted but have not yet registered will have only an Admissions role on GUASYST. **Changes for these students should be made by the Graduate School Office or the International Admissions Office and do not require separate documentation.** If the student has any other role noted in “GUASYST”, the change should be made in the Records Office and **appropriate documentation is required.**
- **All students after enrollment:** Students who have enrolled in the University will have an admissions and a student role in “GUASYST.” These students could also have an employee and/or vendor role in “GUASYST.” The student role, however, takes precedence and **changes for these students are made by the Records Office. Appropriate documentation is required.**
- **“Person” vendors who have previously been and/or currently are a student and/or employee of the University:** These individuals will have multiple roles such as admissions, general student, financial aid and/or applicant in “GUASYST” that are in addition to their Banner vendor role. **Information changes for these individuals should be made by the Records Office. Appropriate documentation is required.**
- **“Person” vendors who have never been a student of the University:** These individuals will only have a vendor role in “GUASYST.” **Changes for these individuals are made by the Bursar’s Office. A valid revised W-9 form is required for documentation.**
- **“Non-Person” vendors:** “Non-Person” vendors will only have a vendor role in “GUASYST.” This would apply to the lenders. **Lender information may only be changed in Financial Aid.** It is not possible for a “Non-Person” to be a student. **Changes for these entities are made by Bursar’s Office. A valid revised W-9 form is required for documentation.**
- **Students with multiple roles:** Individuals may have multiple roles in “GUASYST” (general student, financial aid applicant and/or vendor/lender). The person’s student role takes precedence over the vendor role. **Changes for these individuals can be made by the Registrar. Appropriate documentation is required.**

## 2.F. Data Entry Process for Completing an Identifying Information Change

As determined by the Data Office, any one of the following Banner forms can be used to make identifying information changes:

- Students: “SPAIDEN”
- Vendors/Lenders: “SPAIDEN”

**Before any changes are made to the Banner System, the spelling of the name and/or the numbers in the UTC ID, SSN and/or TIN should be verified.**

Authorized Banner users making the identifying information changes are responsible for ensuring that changes are made only to the appropriate and correct records. To retrieve the correct records to be changed, the Banner user should enter the correct UTC ID into the appropriate Banner Identification form (SPAIDEN). If the correct UTC ID is unknown, the Banner user should complete a search of valid UTC ID using GUIALTI and using the “Person” or “Non-Person’s” name, UTC ID, SSN, TIN, and/or birth date as parameters. Once the correct “Person” or “Non-Person” record is retrieved, the incorrect information should be corrected by typing over it with the correct information. After the correct information has been entered, the record should be saved to the Banner System.

**DO NOT CREATE A NEW STUDENT or VENDOR RECORD WHEN MAKING A LEGAL NAME, SSN and/or TIN CHANGE.**

**DO NOT CHANGE A LEGAL NAME, MARITAL STATUS, SSN and/or TIN RECORD WITHOUT PROPER LEGAL, ORIGINAL DOCUMENTING PROOF**

### **3. Common Matching and Ensuring Unique Banner Records**

#### **3.A. Common Matching**

For data accuracy and consistency it is very important to prevent the creation of duplicate records and/or multiple PIDMs. To achieve this goal, few Banner users will be granted access to create new students, employees or vendors. Access is also limited for users capable of changing personal information. Users who are granted access to create or change personal information should be carefully trained and should know the standards required by this manual.

Before creating a new record a thorough search **must** be conducted to ensure that duplicate and/or multiple records are not created. This search is to be conducted using the Banner form “GOAMTCH.”

Common matching is set up to search on the following criteria for each method of data input:

- Online input: First Name Middle Name Last Name Date of Birth SSN
- Batch input: First Name Middle Name Last Name Date of Birth SSN
- “Non-Person” input: Non-Person Name TIN

If a Social Security Number (SSN) or Taxpayer Identification Number (TIN) is provided by a student or vendor, it should always be used during the common matching process to make sure that no other persons have been created in the Banner system previously using the same SSN.

If a match does not exist, the information entered into the GOAMTCH form will be entered as appropriate into the SPAIDEN (Student information form) automatically by the Banner System.

#### **3.B. Validation Tables**

See the “Master Table List” for additional information regarding validation table:  
**GTVCMS– Common Matching Source Codes.**

#### **3.C. Multiple PIDM**

A unique PIDM (Person Identification Master) number is assigned by the Banner System to connect all data that is associated with each “Person” (student, employee, vendor) and “Non-Person” (vendor/lender, other) record maintained in the Banner System. These unique, Banner System generated PIDM numbers cannot be

accessed or changed by functional area Banner users. Only authorized Information Technology Division staff can access or make any non-system generated changes to a Banner PIDM.

Each unique PIDM is directly tied to a UTC ID. Occasionally in error, multiple UTC IDs are created for a single “Person” or “Non-Person” in the Banner System. When this occurs, information related to a single “Person” or “Non-Person” can be entered into multiple UTC IDs and correspondingly also into multiple Banner PIDM numbers. When a multiple PIDM is created, the Banner System cannot accurately record and store data using a single PIDM and/or Banner Identification number. Duplicated and/or multiple information records can then be recorded in any of the multiple PIDMs and cannot be accurately stored or retrieved by the Banner System.

### **3.C.1. Causes of Multiple PIDMs**

Duplicated and/or multiple records appearing more than once under different PIDMs can occur in a variety of ways. The following activities can result in the creation of a multiple PIDM:

- Errors made by Banner users when keying in “Person” information into the Banner System. See Section 2 for search instructions to complete before a new “Person” record is entered.
- Errors made by student applicants using the Banner Self-Serve module.
- Interim General Person data load scripts that keep Banner updated until all major modules have been converted.
- Data feeds to Banner such as loading the SAT/ACT tapes for student, etc.

### **3.C.2. Multiple PIDM “Clean-Up” Team**

A planned and continuing coordinated effort between the Banner Bursar, Student, and Financial Aid modules is required to:

- Identify the correct and valid PIDM for continued use.
- Transfer information recorded in the incorrect PIDM to the correct PIDM using standard Banner processes.
- Purge incorrect multiple PIDMS or restrict the use of incorrect multiple PIDMs that cannot be purged.

Each Banner module Data Office assigns a representative to the Multiple PIDM “Clean-Up” Team to be the key contact involved in multiple PIDM issues. Key Banner module users must be involved on an ongoing basis to resolve multiple PIDM entries before further use of the multiple PIDM records prohibits them from being purged from the system. When multiple PIDM records cannot be system purged, they will be contained so further use of the incorrect, multiple record will be severely limited.

### **3.C.3. Multiple PIDM Reporting Tools**

Potential multiple PIDM records are identified by running a series of scripts against key Banner tables to create reports of possible multiple PIDM records. Currently, the “Matching Person PIDM” and the “SPRIDEN DO NOT USE” reports are available to authorized users. Both reports use real-time data and are processed upon the user’s request.

The “Matching Person PIDM” report searches for multiple UTC IDs that utilize a single SSN and have multiple PIDM numbers. This report provides:

- The Banner Activity date for the most recently created PIDM,
- The identical SSN shared by both UTC IDs and both PIDMs.
- The user ID for the employees that created each PIDM
- The UTC ID for each PIDM
- Each PIDM number.

The “SPRIDEN DO NOT USE” report lists all possible multiple PIDM records that have completed Step 1 noted below and have had the words “DO NOT USE” added to the name related to the incorrect PIDM. This report provides:

- The incorrect last name with DO NOT USE added to it.
- Incorrect PIDM number.
- UTC ID tied to the incorrect PIDM
- First and middle name tied to the incorrect PIDM
- Activity date and name of user adding DO NOT USE to incorrect name.
- Original creation date and user who created the incorrect PIDM
- SPAIDEN form used to add DO NOT USE to name.

### **3.C.4. Identifying which PIDM to maintain and which PIDM to eliminate**

Members of the Multiple PIDM “Clean-Up” Team analyze the “Matching Person PIDM” report regularly to determine which PIDM to maintain and which PIDM to eliminate using the following procedures:

- The Banner roles (admissions, general student, registration, vendor, financial aid applicant, etc.) assigned to each PIDM are determined using the Banner form “GUASYST.”
- In most cases, a PIDM with the roles of registered student, financial aid, and accounts receivable is more difficult to reclassify than a PIDM with only admissions or vendor roles. A PIDM with a registered student, financial aid, and/or accounts receivable role will generally have precedence over a PIDM with only admissions or vendor roles.

Members of the Multiple PIDM “Clean-Up” team will consult with each other and with Information Technology Division staff when it is difficult to determine which PIDM to continue and which to eliminate.

### **3.C.5. Multiple PIDM “Clean-Up” Process**

Once a multiple PIDM is identified for elimination, the incorrect PIDM will be restricted from further use by the following procedures:

1. The words “DO NOT USE” should be entered at the end of the last name in the last name field for the PIDM that should no longer be used. This change should be made to “SPAIDEN” as appropriate. This alerts users not to use the record until it is purged from the system. The name of the employee completing this step and the date of completion should be documented on the Multiple PIDM Correction Form.” A copy of this form can be found in Appendix A.6.

2. Use Multiple PIDM Hold Code 90 in SOAHOLD to put a “Hold” on the incorrect PIDM. This prevents further transactions from occurring against the incorrect PIDM record. The name of the employee completing this step and the date of completion should also be documented on the “Multiple PIDM Correction Form.”
3. If determined to be necessary, the affected student, employee and/or vendor will be contacted by the appropriated data office and informed of the correct UTC ID to be utilized by the student, employee and/or vendor.
4. All information that can be manually removed from an incorrect PIDM using standard Banner Processes should be removed by Banner Functional Area employees. If appropriate, this information should be manually reentered into the correct PIDM. The name of the employee(s) completing this step and the dates of completion should also be documented on the “Multiple PIDM Correction Form.”
5. After the functional area employees have removed as much information as possible from the incorrect PIDM using standard Banner processes, it may be possible to purge any remaining information (such as “name”) assigned to the incorrect PIDM and then purge the PIDM.
  - It is generally only possible to purge incorrect PIDMs if they have only a single role in the Banner system according to GUASYST.
  - The incorrect PIDM may only be purged from the Banner System by an authorized Information Technology Division staff with the approval of each data office as documented on the “Multiple PIDM Correction Form.”
6. Some information cannot be manually removed from an incorrect PIDM to the correct PIDM using standard Banner processes.
  - PIDMs with multiple roles in GUASYST and payment or transcript history cannot be purged from the Banner system.
  - Some information will remain in the incorrect PIDM but new information will not be processed into the incorrect PIDM. These incorrect PIDMS will be adequately contained by these procedures.

## 4. Identification

### 4.A. Current Identification

#### 4.A.1. General

**The University considers the current name in Banner as a person’s legal name.** A person’s legal name appears on official documents such as a birth certificate, court order, social security card, marriage license, driver’s license, passport, and/or citizenship papers.

The Offices of Undergraduate Admissions, Graduate Admissions, Financial Aid, Continuing Education and Registrar consider the name originally reported on a “Student Application for Admission” to the University as the legal name.

Names for “Persons” and “Non-Persons” should have a customer friendly appearance. The objective is to enter names and addresses with both upper- and lower-case letters so that when a name is printed on correspondence, it looks contemporary and professional. Name formats have also been developed to meet United States Postal

regulations.

It is recommended that offices that collect “Person” names on applications, or any other types of forms, designate separate fields on the form for the “Person” name to indicate first name, middle name, last name, and preferred first name (not required). This will facilitate correct entry into the respective fields in Banner.

Before creating an entity (“Person” or “Non-Person”) in the Banner System, a thorough name and ID search must be performed to ensure the entity does not already exist in Banner and to avoid the creation of a multiple PIDM. Use the Banner form “GOAMTCH” to search for an existing record. See Section 3 regarding Common Matching and Ensuring Unique Banner Records.

#### **4.A.2. “Person” and “Non-Person” UTC ID**

##### **4.A.2.a “Person” ID**

UTC ID will be used for all “Person” ID’s. Banner will supply a new UTC ID for each newly created person.

##### **4.A.2.b “Non-Person” ID**

UTC IDs will be used for all “Non-Person” ID’s. Banner will supply a new UTC ID for each newly created “Non-Person”, other than lenders.

##### **4.A.2.c Changes to UTC ID**

It is vitally important to maintain the unique integrity of each PIDM and its relationship to a UTC ID. A UTC ID, therefore, is only cancelled when duplicate and/or multiple numbers are assigned to a single entity or Banner PIDM. Only in the rarest of circumstances will a student be manually assigned a different UTC ID other than the one automatically assigned by the Banner System. Requests for such changes may be made by students through the Records Office.

#### **4.A.3. Name Types**

A “Person” or “Non-Person” **current** name is the **legal** name and does not require a separate name type. According to the documentation, this is used in Banner Advancement. We have inserted a name type for all those converted IDs. These name types are identified on the “GTVNTYP” validation table as:

LGCY: Legacy ID Converted to Banner

#### **4.A.4. “Person” Names**

##### **4.A.4.a Last, First and Middle Names**

The last, first, and middle names should be entered exactly as the person has indicated. If given the full middle name, enter the full middle name. DO NOT change a full name to an initial. Always use normal upper- and lower-case letters for names. DO NOT enter leading spaces in any fields.

#### *4.A.4.b Name Case*

If a person has written all upper-case letters, convert the name to normal upper- and lower-case letters. If the person's name starts with a lower-case letter, enter the first letter in lower case.

Example: duBois

For externally obtained data feeds, names will be converted into an upper- and lower-case format based upon these rules.

#### *4.A.4.c Name Initials, Abbreviations, and Symbols*

Do not use periods after initials or abbreviations.

Pamela A. Humphrey

Enter as: **First Name**= Pamela / **Middle Name**= A / **Last Name**= Humphrey

Leslie M.F. Donner

Enter as: **First Name**= Leslie / **Middle Name**= MF / **Last Name**= Donner

James St. Martin

Enter as: **First Name**= James / **Middle Name**= blank / **Last Name** = St Martin

D. Gary Smith

Enter as: **First Name**= D Gary / **Middle Name**= blank / **Last Name**= Smith

The ampersand (&) should never be used in place of “and.”

**The percent symbol (%), the pound sign (#) and double quotations (“) should never be used.**

#### *4.A.4.d Multiple Names*

In cases where a single character is designated as the first name followed by a full middle name, place the single character and the middle name in the first name field.

W Mark Jones

Enter as: **First Name**= W Mark / **Middle Name**= blank / **Last Name**= Jones

If it is later learned that the “W” stands for William, the name should be changed in Banner to:

**First Name**= William / **Middle Name**= Mark / **Last Name**= Jones

If a person has more than two given names, and has not specified which are considered first vs. middle name(s), enter the first two names into the first name field and any other names into the middle name field.

Anne Marie Susan Smith

Enter as: **First Name**= Anne Marie / **Middle Name**= Susan / **Last Name**=Smith

Billy Joe Daryl Thomas Miller

Enter as: **First Name**= Billy Joe / **Middle Name**= Daryl Thomas / **Last Name**= Miller

Upon request, it is acceptable to enter two names in the first name field.

Anne Marie Smith

Enter as: **First Name**= Anne Marie / **Middle Name**= blank / **Last Name**= Smith

#### **4.A.4.e Multipart Names**

Maintain spaces in last names (one space maximum) exactly as reported by the person.

Van Buren

Van der Vaart

Vander Vaart

#### **4.A.4.f Long Names**

If a person's first, middle, or last name is longer than the field allows in Banner, enter as much possible into the field. The rest should be truncated.

#### **4.A.4.g Persons with One Name**

It is common in some countries for persons to just have one name (not a first, middle, and last name). If that is the case, enter the person's name into the last name field and enter an asterisk (\*) in the first name field.

#### **4.A.4.h Punctuation**

Use hyphens, apostrophes or dashes exactly as the person indicates in writing. Do not use commas or periods in any name field. Do not add punctuation where there is none. In the following examples, any could be correct:

O'Donnell

Odonnell

Dell'Acqua

DellAcqua Dellacqua

Jones-Smith

Al-Hassan

AlHassan

al-Hassan

alHassan

al Hassan

St. Denis

StDenis

St-Denis

SainteDenis

Saint-Denis

#### **4.A.4.i Prefixes and Suffixes**

Prefix fields **will not** be used in Banner. Suffix fields are only used if the person indicates a suffix.

Prefixes will be entered in normal upper- and lower-case with no punctuation.



Professional status indicators (such as MD, DO, PhD, DVN, ESQ, etc) and generational indicators (such as Jr, Sr, II, IV, etc.) are considered suffixes and if indicated by the person should be entered in the suffix field on the General Person (SPAIDEN) form.

DO NOT include any punctuation with a suffix.

Correct:	MD	PhD	Jr
Incorrect:	M.D.	Ph.D.	Jr.

DO NOT enter suffixes in the name fields (first, last, middle, preferred) of the current identification block on the Banner IDEN forms.

See Appendix C.1 for a list of Suffix abbreviations.

#### 4.A.4.j Preferred First Name

The preferred first name field is used for variations to the legal name. The use of the preferred first name field is optional in Banner and is for ‘informational use’ only. The preferred first name field is not used in Banner reports supplied with the system. The information provided by this field, however, is available for use on any reports or letters generated and maintained by the University.

Example:	
Current Name:	William Knight
<b>Preferred First Name:</b>	Bill
Current Name:	D Mark Williams
<b>Preferred First Name:</b>	Mark

#### 4.A.4.k Full Legal Name

The current name field in Banner is considered the legal name (See Section 4.A.1.). The full legal name field is, therefore, NOT used or maintained by the University. Records may enter this information.

#### 4.A.5. “Non-Person” Names

All “Non-Person” name information is typed in normal upper- and lower-case format (i.e. not all upper- or lower-case). All words should be spelled out if space allows, except the business suffix (Corp, Inc, Co, Ltd) unless it is part of the primary name. Use U.S. Postal Service standard business word abbreviations to accommodate space constraints. If an article (a, an, or the) is used as an adjective within the full legal name of an entry, it should be included when entering the name in Banner. If a “Non-Person” name begins with the word “The”, it should be included when entering the name in Banner (e.g. The Home Depot).

Do not space between initials. Acronyms should be used only if the full name of the vendor is unknown. Acronyms should be entered as alternate names.

Except for the period in “.com” names, do not use periods, commas, apostrophes, or special characters. Use “and” in place of an ampersand (&) and a space in place of a hyphen (-) or slash (/).

Example:

ABC Trucking Corp	First National Bank Inc
US Department of Defense	The Earle
University of Portland	Karens Kitchen
JF Kennedy Company	AT and T

## 4.B. Alternate Identification

### 4.B.1. General

For the alternate identification block, follow the same standards as shown in Section 3 (Current Identification).

With the exception of corrections made due to data entry errors, it is the University’s policy to maintain previous information in Banner. Forms used by some University offices ask for a person’s previous name or names (for example, admission applicants). The earliest name should be entered first.

Example:

Name: Lee Livingstone  
Previous Name: Lee Stanley

Enter previous name (Lee Stanley) and save.  
Enter current name (Lee Livingstone) and save.  
Previous name will appear in the alternate identification block.

### 4.B.2. Name Type

Name type is required in the alternate identification block (see Section 4.A.3.).

### 4.B.3. Change Type

Change type shows whether the alternate record is for a previous/alternate name or a previous/alternate ID.

## 4.C. Validation Tables

See the “Master Table List” for additional information regarding the following validation tables:  
**GTVNTYP – Name Type Codes** (Required only for previous and non-legal names).

## 4.D. Summary

- Use the Banner form “GOAMTCH” to search for existing records and prevent duplicate and/or multiple records.

- Banner will automatically generate a UTC ID for all entities.
- Use standard upper- and lower-case letters for names.
- Do not use special characters in names (ex. &, %, #, etc.). This includes periods for initials or abbreviations.
- Enter prefixes and/or suffixes if provided using standard abbreviations.
- Preferred first name is an optional field that can be populated with a name other than the current legal name. The current legal name, however, must be also be provided.
- Full legal name field is not used at the University.

## 5. Address Information

### 5.A. General

University-wide conventions are critical for shared data such as addresses. For example, units with legal, financial or marketing responsibility (such as Accounts Receivable, Admissions, Graduate Admissions, Continuing Education, Records and/or Financial Aid) must be able to produce individualized correspondence conforming to formal addressing rules. Academic departments and other areas may have less stringent formatting requirements, but should still follow the standards set forth here.

The University's Data Standards Team has utilized the following sources to determine the standards to be utilized in the University's Banner System:

- Banner System requirements
- Accepted standards for formal communications
- Federal information processing standards
- International address requirements
- U.S. Postal Service guidelines

**The Standards outlined in this manual are authoritative for the Banner System AND for all University Systems that interface with the University's Banner System.** All information should be entered into the Banner System using normal upper- and lower-case format. U.S. Postal standards, however, prefer mailing addresses to be in all upper-case and international postal standard **require** upper-case. To accommodate these needs, Banner data can be revised as needed to all upper-case when necessary using the pop-selection process.

All addresses must meet U.S. Postal Service addressing requirements. According to the U.S. 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.”** These guidelines are designed to convey the minimum standard requirements in order to enhance the processing and delivery of mail, reduce instances of undeliverable mail, and position the University to obtain the most advantageous postal rates.

Addresses are added and/or changed on the Banner Spaiden information form: **SPAIDEN, Address tab.**

## 5.B. Address Type

The Banner System standardized list of address types is based on address purposes, rather than University department.

- “**MA**” is the primary local address type for students. Students are expected to keep their local address updated through self-service.
- “**PR**” is the permanent address type for students. Students are expected to keep their permanent address updated through self-service.
- “**BU**” is the primary address type for “Non-Persons” and graduate students or continuing education students who use a business address
- “**RA**” is the address type used to determine residency status. This address type may not be updated through self-service. Admissions may change this address as needed.
- “**RH**” is the address type used for the residence hall address and is loaded from an RMS interface. This address is not updated through self-service.
- “**BI**” is the address type used primarily by the Bursar’s Office.
- “**PA**” is the address type used for the parents address.

Identical addresses should only be keyed into different address types if there is a valid purpose for doing so. For example, if a student’s mailing address (MA) is identical to his/her permanent address (PR) and/or parent address (PA); the address needs to be entered only into the mailing address (MA) type. Accounts Receivable addresses, however, often need to be separately identified; therefore, it is acceptable to enter identical addresses using the BU and/or BI address types.

“MA” mailing addresses may only be changed by the address Data Office identified below and by following the address change procedures outlined in Section 1.E. Authorized Accounts Receivable and Financial Aid personnel may not change “MA” Mailing addresses but they may add addresses into the following address types, as needed, to process payments:

- **BI**-Billing Address
- **BU**-Business Address Type

The address types listed above (BI and BU) are also the only address types that may have more than one “Active” sequence number and, therefore, more than one valid “active” address during any single time period. All other Address types may have only one sequence number and, therefore, only one “Active” address type during any single period of time.

Each Banner application (Admissions, Bursar, Financial Aid, etc.) will look for a valid address in a prescribed, hierarchical sequence. For example, the billing routine might look for addresses in this order: BI and then MA, followed by PR. This hierarchy should be prepared with the understanding that MA is considered by the University to be the primary or “preferred” address and that other addresses types may or may not be populated. Before running Banner system applications that require the use of address types, users should verify that the hierarchical sequence to be used will retrieve the highest number of valid addresses.

See the “Master Table List” for additional information regarding validation table:

### **STVATYP – Address Type Codes.**

## 5.C. Address Data Office

Unless a correction is necessary for an initial data entry error, prior addresses should not be changed or deleted without authorization. Address information can be changed by the following Data Office:

Address Type	Address Description	Applies to:	Office – Student Addresses	Office– Vendor Addresses
PR	Permanent Address Type	Students	Student Self-Service, Records	NA
RA	Residency Address Type	Students	Admissions	NA
BU	Business Address Type	Students/Vendors/Lenders	Grad Admission, Continuing Ed	Bursar, Financial Aid
RH	Residency Hall Address Type	Students	Housing	NA
MA	Local Address Type	Students	Student Self-Service, Records	NA
PA	Parents Address Type	Students/Parents	Student Self-Service, Records	NA
BI	Billing Address Type	Students/Vendors	Bursar	Bursar

## 5.D. From/To Dates

When adding a subsequent address of the same address type, the prior address should be end dated, the inactive box checked, and the new address added. The address to date should only be entered in the event of the address ending or if a student wants an address active until a certain date, example, the student has one MA address from 06/01/09 until 08/15/09 and another MA address 08/15/2009 until 05/31/10.

## 5.E. Sequence Number

The sequence number field is automatically populated by Banner.

## 5.F. Street Lines 1, 2, and 3

The main components of a delivery address are:

- Address number including special characters, symbols and punctuation;
- Street name;
- Street suffix;
- Secondary unit designator;
- Compass directional.

### 5.F.1. Special Characters, Symbols, and Punctuation

Special characters should never be used in the street lines of an address unless it is part of the punctuation of an address number.

Punctuation is normally limited to periods, slashes, and hyphens.

Periods:	39.2 Rd
Slashes (fractional addresses):	101 ½ Main St
Hyphens (hyphenated addresses):	289-01 Montgomery Ave

Do not use periods after abbreviations.

Never use the pound sign (#) or the percent symbol (%) within an address because it causes a problem with the Banner printing function.

The ampersand (&) should never be used in place of “and.”

The designation for “in care of” should be abbreviated as “c/o” and should be entered on the first street address line.

### 5.F.2. Street Names

Street names should be spelled out in their entirety.

<u>Correct:</u>	<u>Incorrect:</u>	
Reservoir Rd	Resvr Rd	Resvr Road (‘Road’ is a street <b>suffix</b> )
Interstate 5	I5	I 5

Use numbers for numbered streets and include ‘st’, ‘nd’, ‘rd’, or ‘th’.

4415 101st St  
1901 23rd Ave

County Roads and Rural Routes are used in many different ways by different counties. They can be used as both a street name and as a street suffix. They should be entered exactly as the person originally requests or abbreviated appropriately if there is insufficient space for full entry:

<u>Correct:</u>	<u>Incorrect:</u>
WCR 14	Weld Cty Road 14
Weld County Rd 14	Weld County Road 14
CR 14	County Road 14
County Rd 14	Cnty Rd 14
Rural Rt 14	Rural Route 14
RR 14	Rur Route 14
SCR 14	South County Road 14

Highways, Turnpikes, Freeways, Expressways and Parkways may also be used either as a street name or as a suffix. These should be entered exactly as the person originally requests or abbreviated appropriately if there is insufficient space for full entry.

<u>Correct:</u>	<u>Incorrect:</u>
2200 Highway 50	2200 H 50
2200 Hwy 50	2200 Hiwy 50
523 Parkway Rd	523 Pkwy Rd
523 Green Parkway	
523 Green Pkwy	
6710 Coastal Freeway	
6710 Coastal Fwy	

### 5.F.3. Street Suffixes

Common street suffixes are identified in Appendix C.3. These common street suffixes should always be abbreviated as shown in the Appendix.

123 Magnolia St	1401 Main Ave
-----------------	---------------

Uncommon street suffixes such as Terrace, Corner, or Estate should be spelled out in entirety.

### 5.F.4. Secondary Unit Designators

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. Abbreviate all secondary unit designators using the standard abbreviations in Appendix C.3.

102 Main St Apt 101
1356 Executive Dr Ste 202
1600 Central Pl Bldg 14
55 Sylvan Blvd Rm 108

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

Apt C
5800 Springfield Gardens Cir

### 5.F.5. Compass Directionals

If appropriate, compass directional words should be abbreviated at the beginning and/or end of the street name. Directional words between the street name and the street suffix are part of the street name and should be spelled out.

1100 S Key West Dr
8912 E Mason South Ct

Two directional words appearing consecutively before or after the street name should be abbreviated as one directional, except for combinations of north-south or east-west. In these cases, if they appear before the street name the second directional is part of the street name and should be spelled out. If they appear after the street name the first directional is part of the street name and should be spelled out.

E Main St  
Bay Ave SW

### 5.F.6. P.O. Boxes

Do not use periods when entering a post office box address. The correct format is:

PO Box 1234

### 5.F.7. Dual Addresses

Banner address formats allow three lines of street address information. If an address contains BOTH a street address and a post office box, the U.S. Post Office will deliver mail to the first address line listed above the city/state/zip line. In this situation, it is preferred that the post office box be the last part of the address entered before the city/state/zip.

Street Line 1: Evergreen Bldg  
Street Line 2: 1379 W Mississippi Ave  
Street Line 3: PO Box 2351

### 5.F.8. Student On-Campus Housing Addresses

Student On-Campus Housing addresses should use the mailing address type “RH”. These addresses should follow the recommended U.S. Postal Service address format shown below:

Name: Name of Student  
Street Line 1: University of Tennessee at Chattanooga  
Street Line 2: Name of Building and Room Number  
Street Line 3: Campus (To be used for sorting, etc.)  
City: Chattanooga  
State: TN  
ZIP: 37403

### 5.G. City

Banner is configured to automatically enter the city name when a zip code is entered (“GTVZIPC”). **This is the preferred method of entering the city name.** If more than one city is listed for the zip code entered, the correct city should be selected from the drop-down list. If the city does not appear on the list and the zip code has been verified to be correct, the information for the city may be entered by typing the correct city in the city



field. If the preferred name that defaults is not correct, it is acceptable to change the city to the actual city name. If it is necessary to manually type in the city name, use normal upper- and lower-case format and spell out the name in its entirety. Do not abbreviate.

Red Bank	Mount Juliet
New Market	Fort Oglethorpe

## 5.H. State or Province

Banner is configured to automatically enter 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 U.S. and Canadian addresses. The appropriate code may be selected using Banner on the state code validation table (“STVSTAT”). The authoritative source for these codes is the Postal Service Address Standards publication. Information from this source is periodically updated by Information Technology Services into the Banner System.

Canadian addresses must include the city in the city field and the province in the state or province field. Canadian provinces include Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland, Northwest Territories, Nova Scotia, Ontario, Prince Edward Island, Quebec, Saskatchewan and Yukon. Canadian provinces have their own code for entry into the state field.

International state and provinces (excluding Canada) are entered in the city field, NOT in the state or province field. The State or Province field should be blank for all international addresses excluding Canada.

See the “Master Table List” for additional information regarding validation table:  
**STVSTAT - State or Province Codes.**

## 5.I. Zip or Postal Code

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

The authoritative source for these codes is the Postal Service Address Standards publication. Information from this source is periodically updated by Information Technology Services into the Banner System validation table “GTVZIPC.”

A hyphen must be entered when the entire 9-digit 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.

37403	37403- 2598
-------	-------------

For Canadian addresses enter the six-character postal code by keying in three characters, a space and the last three characters.

T2T 2Y5	R2L 1N4
---------	---------

See the “Master Table List” for additional information regarding validation table:  
**GTVZIPC - Zip Codes.**

## 5.J. County

A county code is required for all State of Colorado addresses. In those cases where it is undesirable to have the county code print on correspondence, county information can be suppressed by the various letter writing, population selection and check printing software utilized by Banner.

County codes are listed on the “STVCNTY” validation table. The authoritative source for these codes is the Postal Service Address Standards publication. Information from this source is periodically updated by Information Technology Services into the Banner System.

See the “Master Table List” for additional information regarding validation table:  
**STVCNTY - County codes.**

## 5.K. Nation

A nation code from “STVNATN” is required for all non-U.S. addresses. DO NOT enter a nation code for U.S. Addresses.

Use the Nation Validation Codes from “STVNATN” to enter nation or country codes. The authoritative source for the Banner System is the FIPS - Federal Information Processing Standard. These standard codes are provided by the United States Post Office and are periodically updated by Information Technology Services into the Banner System.

[http://www.upu.int/post\\_code/en/addressing.html](http://www.upu.int/post_code/en/addressing.html)

See the “Master Table List” for additional information regarding validation table:  
**STVNATN – Nation Codes.**

## 5.L. International Addresses

Use the Nation Validation codes to enter nation or country codes (“STVNATN”). The authoritative source for the Banner System is the FIPS - Federal Information Processing Standard. These standard codes are provided by the United States Post Office and are periodically updated by Information Technology Services into the Banner System.

[http://www.upu.int/post\\_code/en/addressing.html](http://www.upu.int/post_code/en/addressing.html)

Enter an international address into the address fields exactly as provided, including pUTCtuation. Try to avoid commas, however, as much as possible. Do not abbreviate words that are spelled out. If available, the postal code should be entered in the zip/postal code field.

Care should be taken to enter international addresses as closely as possible to the format required by that country. The country name appears automatically when a nation code is entered. The city field is required, and three address lines are available.

1501-203 Kunyoung Villa	(address 1)
Dae-Wha Dong	(address 2)
Zi-San Ky Kyungido	(city)
South Korea	(nation)

In some cases, postal code and city should be inserted in the city field.

27, rue Pasteur	(address 1)
14390 Cabourg	(city)
France	(nation)

In other cases, the city alone should appear in the city field.

49 Featherstone Street	(address 1)
London	(city)
EC1Y 8SY	(zip)
Great Britain	(nation)

See the “Master Table List” for additional information regarding validation table:  
**STVNATN – Nation Codes.**

## 5.M. Military Addresses

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. The APO or FPO code will default into the city field. The military state code (AA, AE or AP) will also default into the state field.

Use AA for mail in the Americas other than Canada (340).

Use AE for mail going to Europe, the Middle East, Africa and Canada (090-098).

Use AP for mail destined to the Pacific (962-966).

SGT Mario Martian	Sgt Cher Downey
Unit 2050 Box 4190	PSC 802 Box 2625
APO AP 96522-1215	APO AE 90777-0010

Seaman Duane Reeves  
 Division  
 SS North Dakota  
 PO AA 34093-2344

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

Col Margaret Henry	Capt Jack Harris
Lowry Air Force Base	2314 Barracks St

## 5.N. Telephone Type/Telephone

Telephone type/telephone fields are entered via the telephone form. See Section 6.

## 5.O. Inactivate Indicator

The inactivate indicator should be used when an address is no longer valid. The date field must be entered when inactivating an address.

## 5.P. Delivery Point/Corrective Digit/Carrier Route

The delivery point/corrective digit/carrier route fields are not used by the University.

## 5.Q. Validation Tables

See the “Master Table List” for additional information regarding the following address related validation tables:

<b>STVATYP -Address Types</b>	<b>STVSTAT – State/Province Codes</b>	<b>GTVZIPC – Zip/Postal Codes</b>
<b>STVCNTY-County Codes</b>	<b>STVNATN – Nation Codes</b>	<b>STVTELE – Telephone Types</b>
<b>STVASRC – Address Source Codes</b>		

## 5.R. Summary

- All address information should be entered in normal upper- and lower-case format.
- Do not use special characters (ex. &, %, #, etc.) in any address fields.
- Only use periods, slashes, and hyphens in the street number (39.2 Rd).
- Use *st*, *nd*, *rd*, and *th* on numbered street names. (23rd Ave).
- Abbreviate street suffixes, unit designators, and compass directional’s using standard abbreviations (St, Ave, Rd)
- Only University employees should have a campus address (CA).
- City, state, county, and nation codes are populated automatically when entering a zip code.
- If necessary to manually enter a city name, spell it out in its entirety.
- Enter international addresses exactly as shown (three address lines available for use).
- International state and provinces (excluding Canada) are entered into the city field.
- Military addresses must include and APO or FPO designation along with the appropriate State and Zip codes.

## 6. Telephone Information

### 6.A. General

An entity (“Person” or “Non-Person”) may have multiple telephone numbers within the Banner system. Telephone numbers should be accurate and reflect the most recent data received. Supplemental information for international phone numbers may be added in the international access code field.

Telephone numbers are added and/or changed on the Banner Telephone information form: **SPATELE**.

All regional and local telephone numbers, including on-campus phone numbers, are entered using the ten-digit format. This ten-digit number is entered into the Area Code, Phone number and Extension fields.

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 data entry, do not change or delete the prior telephone number.

Telephone numbers are displayed on Address forms, but are not stored with the address in the Banner tables.

### 6.B. Telephone Type

See the “Master Table List” for additional information regarding validation table:  
**STVTELE - Telephone Type Codes.**

### 6.C. Telephone Numbers

The telephone number is entered into “SPATELE” using three separate entry fields as noted below:

#### 6.C.1. Area Code

The three-digit area code must be entered for all phone numbers including the local (970) area.

#### 6.C.2. Phone Number

Enter the seven-digit number without inserting a hyphen.

3341756

#### 6.C.3. Extension

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

5961

1764

## 6.D. Primary/Unlisted/Inactive Indicators

The primary indicator is set for a telephone number that is the primary contact for the entity.

The unlisted indicator is set for a telephone number that is designated as unlisted.

The inactive indicator is set for a telephone number that is no longer valid.

## 6.E. International Access

### 6.E.1. International Telephone Numbers

International telephone numbers consist of four to seven digits

International telephone numbers should include the country and city codes as part of the international access code field.

The country code consists of one to four digits and is required (e.g. 876).

The city code consists of one to three digits. Not all countries utilize city codes. The city code is often reported with a leading zero (0). DO NOT enter the zero.

“011” must be dialed when making international calls from the United States unless dialing to any country included in the North American Numbering Plan.

Example:

**Student Supplied**

Country Code: 3741  
Number: 55-3984

**Banner Entry**

City Code: 3741 (international access code)  
553984 (phone number)

Country Code: 886  
City Code: 7  
Number: 236-2315

8867 (international access code)  
2362315 (phone number)

### 6.E.2. North American Numbering Plan (NANP)

The North American Numbering Plan (NANP) agreement held among many North American countries establishes a procedure for dialing international numbers similar to traditional United States dialing procedures. The country code for all NANP countries is 1. Countries that are members of the NANP can be dialed using 1

plus the three digit area code. Any phone numbers from NANP countries can be entered in the domestic phone number field in the Banner system.

Mexico is not a member of NANP. See Appendix C.4. for the listing of countries and area codes in the NANP.

## 6.F. Comment

The comment field is available for use for any comments about the associated telephone information.

## 6.G. Address Type

Telephone type codes may be associated with a specific address type code.

## 6.H. Sequence

The sequence field is automatically populated by Banner.

## 6.I. Validation Tables

See the “Master Table List” for additional information regarding the following validation tables:

**STVTELE – Telephone Type Codes.**

**STVATYP – Address Type Codes**

# 7. Biographical Information

## 7.A. Gender

**A Gender Code is requested for all University students.**

This information is maintained for federal and state reporting purposes.

## 7.B. Birth Date

**A date of birth is required for all University employees and students.**

A copy of the birth certificate, passport, or driver’s license must be provided with all birth date change requests.

The Records Office may enter and/or change student birth date information.

See Appendix D.1. for standards for entering calendar dates.

## 7.C. Age

The age field is automatically calculated by Banner.

## 7.D. Social Security Numbers (SSN) and Taxpayer Identification Numbers (TIN)

A U.S. SSN should be entered into the SSN/TIN field for “persons” and a TIN should be entered into the SSN/TIN field for “Non-Persons.”

The entire 9-digit SSN or TIN number should be entered into this field. Dashes and spaces between numbers should be omitted (e.g. 123456789).

A SSN is required for all for financial aid students and independent contractors.

While it is preferable that students disclose their SSN, a SSN is required only for students applying for financial aid, or student employment. A SSN is an optional data element for all other constituents of the University.

A person must present a copy of his or her Social Security card in order to have his/her SSN or legal name changed within Banner.

The Records Office or Admissions may enter and/or change student SSN information.

## 7.E. Confidential Indicator

The confidential indicator field is used for students who do not want directory information released.

## 7.F. Deceased Indicator/Date

**All population selections for communication purposes must search for and exclude deceased persons.**

Due to the sensitivity of this issue, prompt attention is important so future mailings from University offices are discontinued. The deceased status indicator and date may only be changed upon receipt of documented and verified information, not just perceived information. An annual review and end dating of addresses for deceased persons will be conducted. The Records Office is responsible for maintenance of this field for students.

## 7.G. Citizenship

**A citizenship code is required for students.**

For all other “Person” entries into the Banner system, this field may be populated or left blank to indicate that U.S. citizenship is not known.

Citizenship information is used in IPEDS ethnic reporting for institutional research.

See the “Master Table List” for additional information regarding validation table:

**STVCITZ - Citizenship Codes.**



## 7.H. Ethnicity

An ethnic code is requested for all University students.

Ethnicity is tracked for purposes of federal and state reporting requirements for United States citizens only.

The first question for ethnicity is:

Hispanic or Latino  
Non-Hispanic or Latino

One of the six IPED's ethnicity codes are requested to be entered for students who are U.S. citizens or U.S. permanent residents:

Asian	Alaskan	Black
White	American Indian	Native Hawaiian/Other Pacific Island

See the “Master Table List” for additional information regarding the following validation tables:

**STVETHN - Ethnic Codes**

**GTVRRAC – Race Codes Delivered**

**GORRACE- Race Codes**

## 7.I. Marital Status

The University request marital data from students on the admissions application. This is used to award some donor based scholarships.

A copy of a marriage license or a divorce decree must be provided with all marital status change requests.

See the “Master Table List” for additional information regarding validation table:

**STVMRTL - Marital Codes.**

## 7.J. Religion

The University request religion data from students on the admissions application. This is used to award some donor based scholarships.

See the “Master Table List” for additional information regarding validation table:

**STVRELG – Religion Codes.**

## 7.K. Legacy

The University WILL NOT maintain legacy data in the Banner system.

## 7.L. Veteran Information

### 7.L.1. Veteran File Number

Veteran information is only collected and maintained for regular employees by Human Resources.

### 7.L.2. Veteran Category

See the “Master Table List” for additional information regarding validation table:  
**STVVETC - Veteran Category Codes.**

### 7.L.3. Active Duty Separation Date

The active duty separation date field is used to enter the date that students and/or employees separate from the University because they are called to active duty in the military.

The Records Office may enter and/or change student active duty separation dates after a copy of the active duty orders are received.

### 7.L.4. Special Disabled Veteran Indicator

The special disabled veteran indicator is used by Human Resources only.  
The Human Resources Office may enter and/or change the employee special disabled veteran indicator.

## 8. E-mail Information

### 8.A. General

“Persons” or “Non-Persons” may have multiple e-mail addresses within the Banner system. E-mail addresses should be accurate and reflect the most recent data received. The “CAMP” email code is used as an official means of communication with students. The “OTH” email code is used to communicate with those that may not have an official University email address assigned. The “FAFA” email code is used to communicate to those who may not have applied for admissions and do not have another email address. This email address is loaded from the FAFSA.

University e-mail correspondence to students will be sent **only to University assigned e-mail addresses if it exists.**

Unless making a correction due to an initial entry error, do not change or delete the prior e-mail address. When adding a subsequent e-mail address of the same type, the prior e-mail address should be end dated and the new e-mail address added.

### 8.B. E-mail Addresses

E-mail addresses follow a standard format. E-mail addresses consist of a log-in name followed by the “@”

sign, followed by the domain name.

A domain name contains between two and four elements separated by periods. For example records@utc.edu is the address where University records questions can be sent. Please refer to the University's e-mail policy for details regarding University e-mail accounts.

## 8.C. Comment

The comment field is available for any comments about the associated e-mail address information.

## 8.D. Validation Tables

See the "Master Table List" for additional information regarding validation table:  
**GTVEMAL – Email Address Type Codes.**

# 9. Emergency Contact Information

## 9.A. General

The general form is used to enter emergency contact information for persons. The University will collect this information on the admissions application. It will be available updatable through self-service.

## 9.B. Priority

A priority number is a number assigned for persons with more than one emergency contact.

## 9.C. Contact Name

See Section 4.

## 9.D. Relationship

The relationship field reflects the relationship of the emergency contact to the person.

- Spouse P
- Grandparent G
- Child C
- Aunt A
- Brother B
- Sister S

- Uncle U
- Mother M
- Father F
- Friend R
- Significant Other X
- Other O

### 9.E. Address

See Sections 5.

### 9.F. Telephone

See Section 6.

### 9.G. Validation Tables

See the “Master Table List” for additional information regarding the emergency contact validation table:  
**STVRELT – Relation Code**

## Appendix A.6.

*BANNER Multiple PIDM Correction Form*

## Appendix B

*Banner Validation Table/Data Standard Change Request Form  
 For Shared Validation Tables ONLY  
 See Master Table List*

## Appendix C

*Abbreviations and Crosswalk Tables*

### C.1 Suffixes

Chief Executive Officer	CEO	Doctor of Veterinary Medicine	DVM	Doctor of Laws	LLD
Chief Financial Officer	CFO	Doctor of Education	EdD	Doctor of Medicine	MD
Certified Public Accountant	CPA	Esquire	Esq	Doctor of Optometry	OD
Doctor of Chiropractic	DC	The Second	II	Doctor of Philosophy	PhD

Dean	Dean	The Third	III	Retired	Ret
Dentist	DDS	The Fourth	IV	Registered Nurse	RN
Doctor of Dental Medicine	DMD	Juris Doctor	JD	Senior	Sr
Doctor of Osteopathy	DO	Junior	Jr		

### C.3 Address Abbreviations

Apartment	Apt
Avenue	Ave
Building	Bldg
Boulevard	Blvd
Center	Ctr
Circle	Cir
Court	Ct
County Road	CR
Department	Dept
Drive	Dr
East	E
Floor	Fl
Freeway	Fwy

Highway	Hwy
Lane	Ln
North	N
Northeast	NE
Northwest	NW
Number	Unit
Parkway	Pkwy
Place	Pl
Point	Pt
Road	Rd
Room	Rm
Route	Rt
Rural Route	RR

South	S
Southeast	SE
Southwest	SW
Square	Sq
Street	St
Suite	Ste
Terrace	Ter
Trail	Trl
Turnpike	Tpke
Unit	Unit
Way	Way
West	W
Weld CR	WCR

### C.4 North American Numbering Plan (NANP)

Country	Area Code
Alberta	403/780
Anguilla	264
Antigua	268
Bahamas	242
Barbados	246
Barbuda	268
Bermuda	441
British Columbia	250/604/778
British Virgin Islands	284
Cayman Islands	345
Dominica	767
Dominican Republic	809
Grenada	473
Guam	671
Jamaica	876
Manitoba	204

Country	Code
Montserrat	664
New Brunswick	506
Newfoundland	709
Northern Marianas Islands(Saipan, Rota& Tinian)	671
Nova Scotia	902
Ontario	416/519/647/705/807/905
Puerto Rico	787/939
Quebec	418/450/514/613/819
Saskatchewan	306
St. Ktts/Nevis	869
St. Lucia	758
St. Vincent and Grenadines	784
Trinidad and Tobago	868
Turks and Caicos Islands	649
U.S. Virgin Islands	340
Yukon, NW Territory, Nunavut	867

## Appendix D–Miscellaneous

## D.1 Calendar Dates

Date fields appear on forms throughout the Banner system.

Banner is set up to accept dates in the format month, day, year.

Banner determines which parts of a date entry are the month, day and year, and automatically converts and stores the date in the format DD-MON-CCYY.

Always enter all three parts of calendar dates (month, day, year).

Always enter two digits for the month and day.

Enter January as 01

Enter the 5th day of the month as 05

The default method for entering dates is DD-MON-CCYY (ex. 05-MAR-2008). Use this method if desired or if the shortcut methods do not work.

A date may be entered without separators (no spaces or special characters) or using a dash (-) or slash (/) as separators.

The date March 5, 2008 can be entered in any of the following ways:

03052008

03/05/2008

03-05-2008

05-MAR-2008

In all cases, the date will be stored as: 05-MAR-2008

If only part of the current date is entered, the rest of the current date will default.

Entering a “T” in a date field and pressing “enter”, will enter today’s date as a default.

All four digits are required when completing a query on the date field. For example, enter 26-JUN-2008, not 26-JUN-08. Zeros are entered for the century if the century is omitted. In this example, entering 26-JUN-08, results in the date of 26-JUN-0000, not 26-JUN-2008.

## D.2 Driver’s License Information

Financial Aid collects driver’s license numbers from the filing of FAFSA, but these do not become a part of the student record.

## D.3 Letter and Paragraph Names

The names of letters created within any module of Banner are stored in a common validation table called “GTVLETR.” Letter names are 15 characters. Paragraph names are stored in “GTVPARA.”

In order to avoid confusion as to the office of a letter defined within Banner, the following prefixes will be used by offices when defining a letter name on the Banner screen “GTVLETR:”

- SEC Security
- LIB Library
- REC Records
- AD Admissions
- FA Financial Aid
- BUR Bursar
- GR Graduate School
- CE Continuing Education
- INT International
- FAC Faculty
- COL College
- DEP Department
- ADV Advising
- RT Recruitment
- HOU Housing
- ATH Athletics
- ACA Academic Affairs
- SD Student Development
- PAR Parking
- ORI Orientation
- MOC Mocs Card

#### D.4 Quick-flow Names

The names of quick-flows created within any module of Banner are stored in a common validation table call “GTVQUIK.” Quick-flow names can be up to four characters long.

In order to avoid confusion as to the office of a quick-flow defined within Banner, the following prefixes will be used by offices when defining a quick-flow name on the Banner screen “GTVQUIK:”

- S Records
- A Undergrad Admissions
- G Graduate School
- T Bursar
- R Financial Aid
- I International
- E Continuing Education

- X Security
- L Library
- M Mocs Card
- V Advising
- H Housing
- Z Athletics
- P Academic Affairs
- D Department
- U Recruiting
- N Dean
- J Student Development
- K Parking

### D.4 Student Attributes

Code	Description	Designated Office	Usage	Conversion
ADSP	Adult Special	UG Admissions	This is entered by the Admissions staff to identify students who are limited to 60 hours of enrollment. The admissions office will track enrollment to advise them of the next step at the 45 hour interval.	
AHON	Associate Honors			
ALTC	Alternative Certification			
ARTC	Articulated			
ATHL	Athlete Student			
AU61	Audit 60+ (over 60)	Admissions (UG and GR)	This is used to identify non-degree seeking students over 60 in order to identify fee assessment and to report the number of students in this category. The birth date and residency classification will be reviewed to determine if the attribute is entered.	Major code in legacy, gradapp screen, of 5035 = AU61 attribute in Banner
BSN	Gateway or RN-BSN			
COND	Conditional Grad Level Only	GR Admissions	If an applicant's undergraduate GPA is determined to be below a 2.5 and the graduate coordinator recommends a conditional admission, the program liaison will place the attribute on the applicant record. The applicant will receive a decision code of probation. The students will be reviewed after the first semester to determine if the	Students that are currently in Legacy as classification code CD and Action Code Probation should migrate



			student met continuation standards.	with the COND attribute.
DEXI	Domestic Exchange (IN)			
DEXO	Domestic Exchange (OUT)			
DHON	Departmental Honors			
FATD	Free Audit, Totally Disabled			
IEXI	International Exchange (IN)			
IEXO	International Exchange (OUT)			
NOL	Not Online			
OFCC	Off Campus Contracts	Continuing Education, Graduate School, and Records	This is used to identify students enrolled or allowed to enroll in Off-Campus contract programs. Those courses/CRNs will be set to only allow people with this attribute to register and will affect the fee structure for the student/course.	
OSD	Office Students w/Disabilities			
PB2D	Post Bacc 2nd Degree	UG Admissions	This is entered by the admissions staff to indicate a student is working on a second baccalaureate degree program.	
PCYT	Pre Cytotechnology			
PDNH	Pre Dental Hygiene			
PDNT	Pre Dent			
PLAW	Pre Law			
PMD	Pre Med			
PMDT	Pre Med Tech			
PPHA	Pre Pharmacy			
PPT	Pre Physical Therapy			
PREX	Pre-Admit Expired	GR Admissions	This will be entered by the graduate school liaisons to indicate if a student has already had their provisional semester.	All students converted from classification provisional to pre-admit codes should convert as inactive. When/if they reapply, the attribute will be

				placed on their record then.
PVET	Pre Veteran Medicine			
ROTC	ROTC Student			
SC65	Special Credit Student, 65+	Admissions (UG and GR)	This is used to identify non-degree seeking students over 65 in order to identify fee assessment and to report the number of students in this category. The birth date and residency classification will be reviewed to determine if the attribute is entered.	Major code in legacy, gradapp screen, of 5037 = SC65 attribute in Banner.
SCDS	Special Credit Disabled			
UHON	University Honors			
UTON	UT Online (New College)	Continuing Education, Graduate School, and Records	This is used to identify students enrolled or allowed to enroll in Online courses through the New College program. Those courses/CRNs may be set to only allow people with this attribute will affect the fee structure for the student/course.	
VETS	Veteran Student			
GROL	Graduate On-Line	GR Admissions	Currently, the M.Ed. elementary education program has no major code that differentiates on-line students from regular program students. In consideration of reserving class seats, the ability to report off of this attribute will help the management of course enrollment and determine enrollments from the on-line program.	

## Appendix E – Shared Validation Tables

### Schedule of Validation and Rule Tables

📍 Refer to the Master Table List

## Appendix F – Report Documentation

To provide background historical and maintenance information, all report programs should include pertinent

documentation at the beginning of the program, before the source code. Each developer should provide this information prior to submitting it for migration (publication). Data Office should use this information as part of their validation process.

Required information includes:

1. GENERAL INFORMATION.

- Report Descriptor. A six (6) character name (e.g. AAAnnn) applied by
- Argos Team as a step in the migration process.
- Report Title. A free form name chosen by the developer. This field is limited to 64 characters.
- Created For. Department or organization name the report was created for.
- Created by. The name of the original developer (creator) of the report.
- Created Date. The date (format=MMM DD, CCYY) in which the developer started writing the report.
- Synonym(s). A list of synonyms used in the program.
- Parameter(s). A comprehensive list of parameters utilized in the program and their purpose. Parameters should be named according to their purpose.
- Report Description. A detailed description of the report purpose, pertinent characteristics and other information to assist users in understanding the report. This description will be used in a report catalog to identify the functionality of the report.
- Other Comments. Information on execution requirements, operational considerations, legal directives, limitations, etc.

2. MAINTENANCE DATA.

- Modified Date. The date (format=MM/DD/ CCYY) in which the developer modified the report.
- Modified By. The name of the developer that modified the report.
- Description of Change(s). A detailed description of additions, changes or deletions made to the program.

A sample template is provided below:

```

_*****
-*GENERAL INFORMATION:

* Report Descriptor:
* Report Title:
* Created for:
* Created by:
* Created Date:
* Synonym(s):
* Parameter(s):
* Report Description:
* Other Comment(s):
_*****

* MAINTENANCE DATA:
* Modified Date: Modified by Name: Description of Change(s):
      mm/dd/ccyy      Name Description
_*****
    
```

## Appendix G – Current Integrity and Standards Team Members

Data Integrity and Standards Team Members:

## Appendix H – One Two Three Testing

The 1. 2. 3. testing plan for making changes to Banner.

Prior to going live with production (before Oct 5, 2009).

1. Use Development (CBANDV) to make changes, test, and document (e.g. screen capture) every change to be ready to put the change into Pre-Production (CBANPP).
2. \*Update Pre-Production (CBANPP) with confirmed changes. Keep Pre-Production (CBANPP) updated daily with tested changes. Changes must be in Pre-Production (CBANPP) by Sunday 7pm to be included in the next build of Quality Assurance (CBANQA). Email [bannerall@raven.utc.edu](mailto:bannerall@raven.utc.edu) a summary of work completed in Pre-Production (CBANPP) so all the team is aware of the changes.
3. Quality Assurance (CBANQA) will be rebuilt from Pre-Production (CBANPP) and latest data conversion (CBANCN) after Sunday 7pm. Quality Assurance (CBANQA) will be available for use by Noon Monday. Starting Monday afternoon, test in Quality Assurance (CBANQA) to check work done in Pre-Production (CBANPP), correct as needed and repeat cycle.

After initial going live with production (Oct 5, 2009).

1. Use Development (CBANDV) to make major changes, test, document (e.g. screen capture) every change to be ready to put into Quality Assurance (CBANQA) and eventually into production (CBANPR).
2. \*Update Quality Assurance (CBANQA) daily with changes and test to confirm no ill effects on production. Tests must be completed in time to enter changes into Production (CBANPR) before Sunday 7pm, otherwise they will be lost when Quality Assurance (CBANQA) is rebuilt weekly from Production (CBANPR). Minor changes may be entered directly into Quality Assurance (CBANQA) for immediate testing, but document changes just the same as for Development (CBANDV). Email [bannerall@raven.utc.edu](mailto:bannerall@raven.utc.edu) a summary of changes made to Quality Assurance (CBANQA) so all departments may test changes before they are put into production.
3. \*Update Production (CBANPR) daily with confirmed changes after testing in Quality Assurance (CBANQA) by all departments to insure the changes won't break production.
4. Quality Assurance (CBANQA) will be rebuilt from Production (CBANPR) after Sunday 7pm and will be available by Noon Monday for testing.

\* If the changes involve large numbers (> 500) of rows, check with IT Analyst to see if a script can be developed to copy the table or update the field, etc. IT can also assist in confirming that two database have the same data in a specific table. If in doubt, ask for an IT assessment of if we can help.

Database Instance Chart (*new in italics*)

<b>DB Instance Name</b>	<b>Description</b>	<b>What Data</b>	<b>Who Uses (mainly)</b>	<b>Life Cycle</b>
CBANSE (SE)	Seed	SGHE, not confidential	DBA	Keep
CBANTR (TR)	Training	SGHE plus from training, not confidential	All in Project	Remove at end of Project
CBANCN (CN)	Conversion	Converted data, confidential	IT	Refreshed for conversion testing as needed; Remove at end of project
CBANPP (PP)	Pre Production	Validation and rules ready authorized for initial production	Functional leads	Removed after going live.
CBANDV (DV)	Development	Test data originally from PP and includes converted data, confidential	All in Project and Mocks.	Negotiated Refresh (by copy of QA). Remove at end of project
<i>CBANQA (QA)</i>	<i>Quality Assurance</i>	<i>PP data merged with converted data before Go Live. After Go Live, copy from PR weekly.</i>	<i>All in Project</i>	<i>Keep. Refresh weekly by Noon Monday from 7pm Sunday.</i>
<i>CBANPR (PR)</i>	<i>Production</i>	<i>Initially built from PP and converted data at point of Go Live.</i>	<i>All users</i>	<i>Keep. Data conversions added when final on project schedule.</i>