

Gardner-Webb University

Banner

Data Standards

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ELECTRONIC INFORMATION GUIDELINES

I. INTRODUCTION

Gardner-Webb University currently uses Banner from SCT Corporation as a Student Information System (SIS).

Banner offers the University a tremendous increase in the quantity and quality of information it can maintain. In addition, Banner increases accessibility to the information and enhances data security and compatibility across functional areas of responsibility.

Banner is modular, meaning that there are modules for different functional areas. There is a Financial Aid module and a Student module. There is also a general module that ties all of the functional modules by the other modules.

Banner is a collection of forms with imbedded instructions used to enter data, modify data, delete data, and query data. Banner simply provides the screens and programs necessary to manipulate data. The data itself is stored in tables residing in an Oracle database. It is a relational database meaning that tables are linked together by means of some internal identification number, and therefore data redundancy is

separate table has the course numbers and the course descriptions. The course numbers would link the two tables together providing a course description for the courses a student is enrolled in. There are over 1,200 tables in the Banner system.

II. DATA INTEGRITY

PURPOSE

These guidelines are being established as an expansion of the overarching Policy of Responsible Computing for the protection, access, and use of Gardner-Webb University's electronic information and equipment. They also define the responsibilities of everyone accessing and managing the data and equipment. Offices may have individual guidelines that supplement, but do not supplant or contradict this statement. Data entrusted to the University by other organizations (e.g., Foundations and Governmental agencies) is governed by terms and conditions agreed upon with those organizations. Specific issues not governed by such agreed terms shall be governed by the guidelines set forth in this document.

These guidelines are to ensure database integrity and the goals of easy, professional, cost-effective communication for the GWU community by:

- Avoiding creation of duplicate records for a single entity
- Providing complete name/address information in a timely manner, with an audit trail of changes
- Using standard entry to facilitate consistent reports and searches
- Sharing effective processing discoveries and problem-resolution tasks with other team members

Taking advantage of the database capabilities and workflow analysis

ADMINISTRATIVE RESPONSIBILITY

In accordance with the Family Education Rights and Privacy Act, 1974, as amended, and to ensure maximum safeguards against indiscriminate distribution of information contained in students' personal records of Gardner-Webb University, only authorized University personnel will disclose information of a confidential nature (that is, information not normally available to the general public) only to the students themselves, to a parent/guardian claiming that student as a dependent (as demonstrated through provision of a copy of the parent/guardian's most recent federal income tax return), or to a third party upon receipt of an original written release signed by the student concerned.

Certain exceptions to this include authorized University personnel acting within the student's legitimate interest, organizations conducting studies for educational and governmental agencies, accrediting agencies, appropriate persons in case of health or safety emergencies, agencies or office in connection with the student's applications for a receipt of financial aid, governmental officials as identified by Public Lab 93-380, and an appropriate official in response to a court order or subpoena. Without a signed release, the University can make only "directory information" available for public use in campus directories, publicity of events, honors, and the like.

The following constitutes directory information: Name, Affirmation as whether currently enrolled Full Time or Part Time, Dates and Terms of Attendance, Major Field of Study, and Degrees and/or Certificates Earned.

All levels of management will ensure their areas of accountability. Each information system user will know his/her responsibilities. Employees must adhere to any applicable Federal and State laws covering storage, retention, use, release, and destruction of data.

Electronic data is owned by the University and is a vital asset. All institutional data, whether maintained in the central database or copied into other data systems including microcomputers, remains responsibility. Computerized, institutional data shall be used only for the legitimate business of GWU. Institutional computing services and facilities shall be used only as required in the performance of job functions.

Supervising administrators shall ensure a secure office environment with regard to all institutional Information Systems. Administrators shall validate the access requirements of their staff according to job functions before submitting requests for the provision of access. Under no circumstances shall anyone use institutional electronic data (in detail or summary) in any publication, seminar, or professional presentation, or otherwise release data, in any form, outside the University without prior written approval from an appropriate security officer. Data should never be left on any system to which access is not controlled.

As a general principle of access, University data (regardless of who collects or maintains it) shall be shared among those employees whose work can be done more effectively by knowledge of such information. Although the University must protect the security and confidentiality of data, the procedures to allow access to data must not unduly interfere with the efficient conduct of University business.

All Information Systems owned by GWU shall be constructed to assure that:

- 1 Accuracy and completeness of all system contents are maintained during storage and processing.
- 2 System capabilities can be re-established within an appropriate time after loss or damage by accident, malfunction, breach of security, or natural disaster.
- 3 Actual or attempted breaches of security can be detected promptly and controlled.

All who use institutional data have the right to expect the data to be accurate.

ACCESS TO OFFICIAL UNIVERSITY RECORDS

The following outlines the requirements and limitations for University departments/divisions to follow in obtaining pe

Access will be awarded only after appropriate tailored training is received. Entries to Banner general entity (person or non-person) tables affect the overall integrity of the database used by all Banner modules. Failure to abide by the guidelines outlined in this manual for creating and maintaining general entity records will result in removal of access.

Employees are not to loan or share their access codes with anyone. If it is found that access codes are being loaned or shared, employees who are assigned access to records are subject to disciplinary action.

Departments/divisions should take steps to ensure that they have an alternate person assigned as backup for each office function, and that this individual has access to the system functions required to provide backup support. Every department/division will maintain a current list of preliminary and secondary users for the various module functions.

Departments/divisions may request access authorization for an employee by completing and submitting a **System Access Authorization Request and Network User Sign-up Form** to the appropriate system manager. The system manager will review and then approve or deny the request. Once approved, the module manager will forward both copies to the Technology Services (TS) department for access update. Appropriate tailored training must be conducted and signed off on by the data custodian before access is granted. If a request is questioned or denied, the requesting department/division will be contacted by the system manager. Under no circumstances will access authorization be granted without written approval of the department/division head and the system manager. The Systems Access Authorization Request Form may be obtained from the system manager or the TS Department.

Update access provides both inquiry and update capability. Update capability is generally limited to the offices directly responsible for the collection and management of the data. Update access is available to administrators and users who have an authorized need to change institutional data in the routine performance of their job duties.

Each user of administrative information is assigned the appropriate combinations of inquiry-only and update access to specific parts of the administrative information system. The data custodians determine the types of access.

DATA CUSTODIANS

A data custodian, usually an administrator of a University office or department, may make data

Before granting access to data, the data custodian shall be satisfied that the protection requirements have
-user access to
institutional data, the data custodian consents to the use of this data within the normal business functions
of administrative and academic offices. Query (inquiry) access to institutional data will be broadly
available throughout the institution.

Data custodians are responsible for the accuracy and completeness of data files in their areas. Misuse or
inappropriate

and rule tables and the validation and approval of software releases that affect their areas of
responsibility. These tables and processes define how business is conducted at Gardner-Webb
University.

Data Custodians

Area of Responsibility	Custodian
General Module	Associate VP for Technology Services
Financial Aid Module	Assistant VP for Financial Planning
Student Module	Registrar
Finance Module	Assistant V.P. of Finance & Controller
Accounts Receivable Module	Assistant V.P. for Business
Alumni Module	V.P. for Advancement

Data Custodians Procedures

The following conventions govern which office makes changes to student and financial aid recipient records in the integrated administrative information system called BANNER.

An Employee/Faculty	Human Resources makes payroll changes /Other changes Student/FA
An Employment Applicant Administrative/Academic	Human Resources makes the payroll change/Other changes Student/FA
A Student and not an employee	
A Student Applicant; not a Student, or Employee	Admissions makes the change
A Financial Aid Applicant and not any of the above	Financial Aid makes the change

A Vendor, not an Employee, and not a Student	Purchasing or Accounts Payable makes the change
A Student, and/or an employee, and /or a financial aid Recipient, and/or a Vendor	The General Person change form is submitted to whichever office the person chooses indicating a change of name, and/or address, and/or social security number, and/or phone number. If the person is an employee, changes must be requested in person at Payroll/Human Resources. All other changes are sent on forms to Admissions & Records for filing.
A Graduated Student of GWU; not a vendor and/or Student Applicant having obtained a degree	Alumni makes the change.

INFORMATION USERS

Individuals are responsible for understanding all data elements that are used. If a person does not understand the meaning of a data element, he/she should consult the appropriate system manager or Technology Services. U

Systems. Both the central institutional database and all departmental systems shall protect data files from unauthorized use, disclosure, alteration, or destruction. Each person is responsible for security, privacy, and control of his/her own data. Each user is responsible for all transactions occurring during the use of his/her log-in and password.

As a reminder to all employees of the importance of data confidentiality and security, as each new system access is requested, the department/division must have the employee, temporary employee, or student worker sign the confidentiality agreement that is on the System Access Authorization Request Form. All employees who require access to online records must use a system access code defined specifically for the employee. This will allow updates to be tracked to a specific user access code and specific person.

Temporary employees and students will not be given update capability for financial, human resources, or payroll transactions. Furthermore, they will not be permitted access to validation tables and transactions that directly affect the student transcript, such as grades. Exceptions may be authorized at the discretion of the data custodian. This includes functions that create financial transactions, such as housing assignments. Temporary employees and students may be given update capability for holds and comments. **It is the department/division manager's responsibility to ensure that system access is canceled for employees and students who no longer work in their area.**

Any exceptions to the above guidelines must be requested in writing with justification and be approved by the data custodians.

INFORMATION ACCESS

Query (Inquiry) only access enables the user to view, analyze, and download, but not change institutional data. Once information is downloaded, data can but should not be altered in word processing documents or spreadsheets. Downloaded information should be used and represented

responsibly and accurately. If any data is downloaded or if reports are generated, they need to be labeled unofficial.

The pound sign (#) and percent sign (%) are NOT to be used in any data field.

Abbreviations are often used when entering data. If you are in doubt about an abbreviation, check the approved list. The approved list can be found in the appendices of this document. If you do not locate an abbreviation, spell the word out rather than abbreviate.

III. GENERAL PERSON CRITERIA

Never make a change to an employee, student, or vendor record without proper documentation and approval from the system manager.

CLEAN ACCURATE RECORDS

Search First, before you create a new record for a person or organization. You must conduct an ID and name search to make sure the person or organization has not already been entered in the BANNER database. All offices must conduct a thorough search to prevent entering a duplicate record. In the appendices of this document, you will find Record Creation Considerations that should be followed.

Duplicate records create very serious problems. Every effort must be made via search requirements to ensure that the person/vendor is not on the system before entering a new record. Operators that continually create duplicate records will have their access removed and violations will be reported to their respective Data Manager.

DATE STANDARDS

All dates **MAY** be entered in various manners, but are displayed in the following format: **mo-dd-yy** or **dd-mon-yy**.

Example: January 17, 1993 becomes 17-Jan-93
 November 1, 1992 becomes 1-Nov-92

All information is typed in upper/lower case format, i.e., not all caps or all lower case.

Hyphens must be used between Day-Month and Month-Year.

GENDER CODE

A gender code is entered in the General Person table SPAPERS as male, female, or not available.

Code	Description	Explanation
M	Male	A male person, man or boy
F	Female	A female person, woman or girl

N	Not Available	Use when the gender information is not available or if the gender cannot be determined by the name (i.e., Chris, Pat, Terry, etc.)
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Note

l; additional research must be made to determine the gender code.

PERSON IDENTIFICATION NUMBER – CURRENT UNIVERSITY ID NUMBER

A nine-identification number will be used as their unique nine-character ID. Enter the entire number.

Example: 000029018

Perform a SEARCH before entering a student or employee in BANNER.

DO NOT LEAVE BLANK, AND DO NOT ENTER 000000000 OR 999999999.

System generated identifiers (ID) are in the form of 999999999. Where 9 represents any digit

Students and Staff The current identification number will be used.

VENDOR (NONPERSON) IDENTIFICATION NUMBER

Nonperson identification numbers consist of a unique nine-digit number. If no FIN number exists, the 999999999 OR DASHES. USE A SYSTEM GENERATED ID for a nonperson identification.

DATE OF BIRTH

The Date of Birth (DOB) is required for all employees and students. It is entered on the general person form SPAPERS. NOTE: When a date is required, Human Resources and Student Services will use due diligence to collect and enter this information. If this information is not available, the date of birth can be left blank and completed later in order to process an employee and/or student. Periodically, records containing this date will be identified and corrected.

CITIZEN TYPE

general person form SPAPERS. Valid values are found in the validation table STVCITZ.

Code	Description	Explanation
F	Non-Citizen	A person who is not a citizen or national of the United States and who is in this country on a visa, temporary, or illegal basis; they do not have the right to remain indefinitely (B-1, B-2)
SV	Student Visa	(F-1 or M-1) visa
J	Non-Citizen/Exchange	A person who is not a citizen or national of the US and who is in this country on a temporary basis.

O	Other	A person who is not classified in another category.
Y	U.S. Citizen	Member of the United States, owing service to it, and having attendant political rights

MARITAL CODES

marital codes apply. Valid values are found in the validation table STVMRTL. eded, the following

Code	Description	Explanation
D	Divorced	Once married but now legally divorced
M	Married	Legally married
P	Separated	Legally married but living apart
S	Single	Never legally married.
W	Widowed	Legally married and spouse is deceased
N	Not known	Information not available
X	Not Applicable	Not applicable

LEGACY CODE

A Legacy Code identifies a relative or friend with whom Gardner-Webb University had or has a relationship. For example, if your mother were an alumnus of the University, your legacy would be values are found in the validation table STVLGCY.

Code	Description
S	Staff
F	Faculty
X	Former Staff/Faculty
I	Immediate Family
A	Adjunct Faculty
T	Friend of the University
E	Staff Temporary
L	Librarians
O	Other
P	Staff Permanent Part-time

R	Retired Employees
U	Staff - Auxillary

ETHNIC CODES

ethnicity is entered on the general person form SPAPERS. Valid values are found in the validation table STVETHN.

Code	Description
I	American Indian
A	Asian or Pacific Islander
B	Black / African American
H	Hispanic - Other
W	White
M	Mexican or Mexican American
N	Non-resident Alien
U	Unreported

CONFIDENTIAL INFORMATION INDICATOR

confidential field (box) is checked, this denotes that the person does not want address and telephone number information released to the public. Checking this field is optional for students. When information is marked confidential, no directory information is to be released. If the Confidentiality indicator is not marked, only directory information can be released and is limited to: Name, Affirmation of whether currently enrolled full time or part time, dates and terms of attendance, major field of study,

form SPAPERS. For more information see Confidential Flag located in the Appendix.

VETERAN FILE NUMBER

veteran file number is entered on the general person form SPAPERS. For the majority of people this is their SSN. This information is collected and maintained for students by the Financial Aid Office. This information is not collected or maintained for employees by Human Resources at this time.

DECEASED INFORMATION

If a person is deceased, this information is entered on the general person form SPAPERS with their date of death. This information will be entered for all employees, students, and applicants when available. To denote that a person is deceased, the field (box) is checked. The date of death is then entered. This is the only place to indicate a deceased person.

NAME AND ID CHANGES

Name or ID changes are not permitted without documentation (i.e., social security card). By request, a report will be run and distributed by Technology Services to the offices of Financial Aid, Registrar, Housing, Human Resources, and Admissions recording name and ID changes made in the prior month.

IV. NAME STANDARDS

Every identifier (ID) in Banner has a name associated with it. The name is either the name of the person or the name of a nonperson. Names are entered on the general person form SPAIDEN. The name for a person has six (6) separate parts. These are:

- Last Name
- First Name
- Middle Name
- Prefix
- Suffix
- Preferred First Name

LAST NAME

All information is to be entered using upper and lowercase letters; i.e., not all caps or all lower case letters. Enter the legal spelling and format of the last name using standard capitalization rules.

Hyphens may be used to separate double last names (sometimes used in ethnic names or by persons who wish to utilize their maiden and married names; i.e., Cooper-Smith). However, if there are two last names not hyphenated (e.g., Monica Lou Creton Quinton, Monica would be input as the first name; Lou would be input as the Middle Name; and Creton Quinton would be input as the Last Name).

Apostrophes

The **period**

Special Characters The comma (,), the pound sign (#), and the percent sign (%) are never used.

Always omit **spaces** between syllables (i.e., Mc, Mac, La, etc.) and the main portion of the name. However, if the portion of the name is an abbreviation rather than a syllable (i.e., Saint = St), a space is maintained between the name elements (i.e., John R St Pierre).

Examples	Mc Donald	=	McDonald
	Mac Phearson	=	MacPhearson
	La Pine	=	LaPine
	St. John	=	St John

Do **NOT** use prefixes and suffixes in the last name field. Examples: Dr, Mr, Ms, III, Jr., M.D., etc., should never be used in the last name field.

Note: When a new person is being entered, and the new person has a previous name that already exists and deemed necessary to keep, enter the former name FIRST, save it and immediately correct it.

FIRST NAME

All information is typed in upper/lower case format, i.e., not all caps or all lower case. Always enter the entire first name when available even if they prefer to use the initial of their first name and prefer their middle name.

Special Characters The comma (,), the pound sign (#), and the percent sign (%) are never used.

Hyphens may be used.

Apostrophes may be used.

The **period** is used after a single character initial in the first name field only when all that is available is an initial:

Single Character First Names should be entered with a period. In those cases where a single character is designated as first name, place the single character in the first name field followed by a period.

PREFERRED FIRST NAME

All information is typed in upper/lower case format; i.e. not all caps or all lower case. It should be entered into the preferred name field; i.e., S. Paul Smith. S. will be entered into the first name field, and Paul would be entered into the preferred name field in addition to the middle name field.

Special Characters The comma (,), the pound sign (#), and the percent sign (%) are never used.

Spaces are permitted for double names, i.e., Mary Ann, Bobby Joe.

Do **NOT** use titles, prefixes, and suffixes in the first name field.

Examples: Dr., Mr., Mrs., should never be used in the first name field.

MIDDLE NAME

All information is typed in upper/lower case format, i.e., not all caps or all lower case letters. Enter the entire middle name if available for identification purposes.

Hyphens may be used to separate double names.

Apostrophes may be used.

The **period** is not used in the middle name field. The system will generate the period after the middle initial and entering a period after an initial will cause it to duplicate, i.e., Jack R. Smith. **Exception to Use of the Period** –

-a period is entered after the single character first initial in the middle name field but not after the second single character. Last: Smith First: John Mid: A. H Exception: When entering an un-hyphenated double last name such as Monica L. Creton Quinton a single character in the middle name field, which is followed by another name, is followed by a period: Last: Quinton First: Monica Mid: L. Creton

Special Characters The comma (,), the pound sign (#), and the percent sign (%) are never used.

Spaces are permitted between multiple names

Example: Mary Ann

INDIVIDUAL PREFIX

Code	Description
Mr	Mister
Mrs	Madam
Ms	Ms
Dr	Doctor
Hon	Honorable
Rev	Reverend

INDIVIDUAL SUFFIX

Code	Description
Sr	Senior
Jr	Junior
II	The Second
III	The Third

NON-PERSON NAME/VENDOR

All information is to be entered using upper and lower case letters. Acronyms are an exception. See the acronym section that follows. Enter t

Apostrophes are not used.

The **period**

Special Characters The comma (,), the pound sign (#), and the percent sign (%) are never used.

Hyphens may be used to separate double names.

Spaces are permitted if the legal spelling and format of the name includes spaces.

Acronyms Companies who are recognized by acronyms should be entered using the acronym: e.g.,

IBM, AT&T. Use no spaces or punctuation between letters. Acronyms that are not commonly recognized should not be entered into the corporate entity name.

The **Ampersand (&)** can be used only in part of a formal name: e.g., Baltimore & Ohio Railroad. Use

Abbreviations are allowed for Co, Corp, Ltd, or Inc when used after the name of a corporate entity. All other forms of abbreviations should not be used for the corporate entity name.

Government Offices State and County departments and agencies should be entered with the State or County as the vendor. Each department or agency should be listed as a separate address sequence. Example: State of California Department of Revenue State of California would be entered as the vendor name.

Address 1 Department of Revenue

Address 2 Department of Transportation

Address 3 Department of Taxation

V. ADDRESS STANDARDS

BANNER permits multiple addresses to be entered for a person or vendor. These addresses can be different types and can be effective by date. The use of each address type must be strictly defined so that conflicts do not arise among the various functional areas: admissions, registration, financial aid, or student billing. As a user having permission to update address data, one can update all address data. Banner does not restrict address updates by functional area. Therefore, it is critical for the user to ensure that the most current address is available for all areas. Procedures must be in place to ensure areas make address changes only under certain conditions based upon the classification of the person or vendor.

In addition, there are some restrictions in BANNER on how addresses can be used within each system. The Student System permits address hierarchy to be used when printing reports. For instance, when invoices are run, the system can first search for a billing address and then a permanent address type. This allows for multiple locations for a single student.

ADDRESS TYPES

Addresses are entered on the general person form in the address information block on SPAIDEN. For additional information on address standards required by the U.S. Postal Service, check their web site at <http://www.usps.gov.ncsc/pubs/>. You will find the web site to be a valuable resource. Multiple addresses

can be entered for a person or vendor by using different address types. Address standards have been established cooperatively so that address types are used consistently. Use the appropriate address type code from the STVATYP table as recreated below.

PERSON ADDRESS TYPES

Code	Description	Explanation
CA	Campus*	A Gardner-Webb University address for students, faculty, staff, etc.
EM	Emergency Contact	Person to contact in case of an emergency
MA	Mailing	Mailing address if different from local and campus address
PA	DO NOT ENTER THIS ADDRESS	DO NOT ENTER THIS ADDRESS TYPE
LO	Local	A local address of residence excluding GWU Campus if different from MA address for dependent students living off-campus.
DV	Development	An advancement office address used for alumni and friends of Gardner-Webb University
FP	Forwarding Permanent	An address type used by the campus post office to permanently forward student mail.
FS	Forwarding Summer	An address type used by the campus post office to temporarily forward mail to students over the summer.
PR	DO NOT ENTER THIS ADDRESS	DO NOT ENTER THIS ADDRESS TYPE

* For a Student Campus address enter the PO Box, building, department, etc., in the Street Line 1 field, enter GWU in the Street Line 2 field, Enter the local zip code in the Zip or Postal Code field and the system will auto populate the City, State, County, and Country fields.

For an Employee Campus address enter the PO Box in the Street Line 1 field, enter GWU job title in the Street Line 2 field, enter department, building, and office number in Street Line 3, enter the local zip code in the Zip or Postal Code field and the system will auto populate the City, State, County, and Country fields.

NON-PERSON ADDRESS STANDARDS

Code	Description	Explanation
BU	Business	Address type used by the Finance office to denote the physical address where the business is located
BI	Billing	Address type used by the business office to denote address used for mailing checks if different from MA
XX	Reserved for TGRFEED Use Only	

STREET STANDARDS

All information is typed in upper/lower case format, i.e., not all caps or all lower. Abbreviation should only be used if the len(t, 52thonl)-(ss if tse)a[(ddr)-6(e)4(on i)-3lar(he)t, 52lowes 8(h)4(an)4(t(icentr(h18-11(y)20o

abbreviated if the address will not fit in the entry box. Abbreviate these before abbreviating road designates (Street, Road, and Lane).

DIRECTIONS ABBREVIATIONS

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

Street Address and PO Box -Non-person BANNER address format allows three lines of street address information. Three address lines cause a problem when printing one-inch labels. If both the street address and PO Box number need to be maintained, enter the street address on the first line and the PO Box number on the second address line:

Do not enter data into the second address line until data has been entered into the first address line. Only use the first two lines.

Information Given	Permanent Address	Mailing Address
Dr. John F Smith Evergreen Building 1379 Del Monte Avenue PO Box 2351 Monterey Bay CA 93942	Dr. John F Smith Evergreen Building 1379 Del Monte Avenue Monterey Bay CA 93942	Dr. John F Smith PO Box 2351 Monterey Bay CA 93942

Note: Mail is delivered to the address immediately above the City State and Zip Code line. There are times when the zip code for the street address is different from the zip code for the PO Box, i.e., a Seaside street address and a Monterey Bay PO Box number.

Dual Address Examples:

Mail will be delivered to:

Mr John Smith
100 Major Street
PO Box 200 Morgan Street
New York NY 10001

PO Box 200 Morgan Street
New York NY 10001

Mr John Smith
PO Box 200 Morgan Station
100 Major Street
New York NY 10001

100 Major Street
New York NY 10001

For additional information, please refer to Street Address Abbreviations in the Appendix.

CITY STANDARDS

All information is typed in upper/lower case format; i.e., not all caps or all lower. Do not abbreviate unless limited by space. A sample of city abbreviations follows in the appendix. For additional examples, refer to the U.S. Postal Address Standards. If you are in doubt about an abbreviation, spell out rather than use an abbreviation.

Punctuation characters, the pound sign (#), the asterisk (*), and the percent sign (%) are never used.

Do **NOT** enter Canadian Provinces into the City Field. Canadian Provinces are Alberta, British Columbia, Labrador, Manitoba, New Brunswick, New Foundland, Northwest Territories, Nova Scotia, Ontario, Prince Edward Island, Quebec, Saskatchewan, and Yukon; they have their own code for entry into the State Field. Note: Canadian addresses must include the city in the City Field and the Province in the State Field. Enter 27 (Canada) into the Nation field. For additional information please refer to the Appendix.

STATE & PROVINCE STANDARDS

State codes **MUST** be entered for all U.S. and Canadian addresses. Refer to Appendix for the appropriate U.S. states and Canadian provinces codes.

ZIP CODE STANDARDS

Zip codes **MUST** be entered for all U.S. and Canadian addresses.

United States

Enter the five (5) digit zip code. A Hyphen must be used when the entire nine (9) digit zip code is available. If the last four digits are unavailable, enter the first five digits without the hyphen.

Example: 97203
 97203-5798

CANADIAN ADDRESS STANDARDS

Enter the six-character zip code. Do not add spaces or hyphens in Canadian zip codes.

Example: R2L1N4

CANADA

Received

Bull Dog
5281 Bjornson Rd
Quesnel BC V2J 6X9
Canada

In Banner like:

Street Line 1: 5281 Bjornson Rd
Street Line 2: Quesnel BC V2J 6X9
Street Line 3:
City: .
State or Province:
Zip:
County:
Nation: 27

Oracle Developer Forms Runtime - Web: Open > SPAIDEN

File Edit Options Block Item Record Query Tools Help

General Person Identification SPAIDEN 7.4.0.1 (TRNG)

ID: 000856201 Dog, Bull Generate ID: [icon]

Current Identification Alternate Identification **Address** Telephone Biographical E-mail Emergency Contact

From Date: 11-MAR-2009 To Date: [calendar icon]

Inactivate Address

Address Type: MA Mailing Source: [dropdown]

Sequence Number: 1

Street Line 1: 5281 Bjornson Rd

Street Line 2: Quesnel BC V2J 6X9

Street Line 3: [text box]

City: .

State or Province: [dropdown]

Delivery Point: [text box]

Correction Digit: [text box]

Carrier Route: [text box]

ZIP or Postal Code: [text box]

County: [dropdown]

Nation: 27 Canada

Telephone Type: MA Mailing

Telephone: [text box] - [text box] [text box]

Last Update

User: GHUMPHRIES

Activity Date: 24-MAR-2009

FRM-40400: Transaction complete: 1 records applied and saved.

Record: 1/1 ... List of Valu... <OSC>

INTERNATIONAL STANDARDS

The general standards for international addresses vary slightly from other addresses. The address should be entered exactly as provided, including punctuation. The City field is a Banner required field. A period (.) should be entered in the City field for all international addresses. All international addresses should omit the Zip Code due to Banner restrictions on the State and Zip Code fields. The nation code should be selected from the list of values from the validation table.

Examples:

UNITED KINGDOM

Received

Bull Dog
49 Featherstone
London
EC1Y 8SY
Great Britain

In Banner like:

Street Line 1: 49 Featherstone Street
Street Line 2: London
Street Line 3: EC1Y 8SY
City: .
State or Province:
Zip:
County:
Nation: 156

The screenshot shows the Oracle Developer Forms Runtime interface for a 'General Person Identification' form. The 'Address' tab is active, displaying the following fields and values:

- ID: 000856201 (dropdown), Dog, Bull (text), Generate ID: [icon]
- Current Identification | Alternate Identification | **Address** | Telephone | Biographical | E-mail | Emergency Contact
- From Date: 11-MAR-2009 (calendar icon), To Date: [calendar icon]
- Inactivate Address
- Address Type: MA (dropdown) Mailing, Source: [dropdown]
- Sequence Number: 1
- Street Line 1: 49 Featherstone Street
- Street Line 2: London
- Street Line 3: EC1Y 8SY
- City: .
- State or Province: [dropdown]
- Delivery Point: [checkbox]
- Correction Digit: [checkbox]
- Carrier Route: [checkbox]
- ZIP or Postal Code: [dropdown]
- County: [dropdown]
- Nation: 156 (dropdown), United Kingdom
- Telephone Type: MA (dropdown) Mailing
- Telephone: [text] - [text] [dropdown]
- Last Update: User: GHUMPHRIES, Activity Date: 24-MAR-2009

FRM-40400: Transaction complete: 1 records applied and saved.
Record: 1/1 | ... | List of Valu... | <OSC>

PORTUGAL

Received

Bull Dog

Canada do Serrado

Novo, n=4

9500-606 Ponta Delgada

Azores-Portugal

In Banner like:

Street Line 1: Canada do Serrado

Street Line 2: Novo, n=4

Street Line 3: 9500-606 Ponta Delgada

City: Azores

State or Province:

Zip:

County:

Nation: 120

The screenshot shows the Oracle Developer Forms Runtime interface for the SPAIDEN form. The window title is "Oracle Developer Forms Runtime - Web: Open > SPAIDEN". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The toolbar contains various navigation and editing icons. The main form area is titled "General Person Identification SPAIDEN 7.4.0.1 (TRNG)".

The form has several tabs: "Current Identification", "Alternate Identification", "Address", "Telephone", "Biographical", "E-mail", and "Emergency Contact". The "Address" tab is currently selected.

The "Address" tab contains the following fields and controls:

- ID:** 000856201 (dropdown), Dog, Bull (text), Generate ID: (button)
- From Date:** 11-MAR-2009 (calendar icon), **To Date:** (calendar icon)
- Address Type:** MA (dropdown), Mailing (text)
- Sequence Number:** 1 (text)
- Street Line 1:** Canada do Serrado (text)
- Street Line 2:** Novo, n=4 (text)
- Street Line 3:** 9500-606 Ponta Delgada (text)
- City:** Azores (text)
- State or Province:** (dropdown)
- ZIP or Postal Code:** (text)
- County:** (dropdown)
- Nation:** 120 (text), Portugal (text)
- Telephone Type:** MA (dropdown), Mailing (text)
- Telephone:** (text) - (text) (text)
- Inactivate Address:** (checkbox)
- Source:** (dropdown)
- Delivery Point:** (text)
- Correction Digit:** (text)
- Carrier Route:** (text)
- Last Update:**
 - User:** GHUMPHRIES (text)
 - Activity Date:** 24-MAR-2009 (text)

The status bar at the bottom of the window displays: "FRM-40400: Transaction complete: 1 records applied and saved." and "Record: 1/1 | ... | List of Valu... | <OSC>".

BRAZIL

Received

Bull Dog
Rua Cruz e Souza, 169 casa 2
Guabiro tuba
81510-160
Curitiba, PR
Brazil Zip:

In Banner like:

Street Line 1: Rua Cruz e Souza, 169 casa 2
Street Line 2: Guabiro tuba
Street Line 3: 81510-160
City: Curitiba, PR
State or Province:
County:
Nation: 120

The screenshot shows the Oracle Developer Forms Runtime interface for SPAIDEN. The form is titled "General Person Identification SPAIDEN 7.4.0.1 (TRNG)". The "Address" tab is selected, showing fields for "From Date" (11-MAR-2009), "To Date", "Address Type" (MA Mailing), "Sequence Number" (1), "Street Line 1" (Rua Cruz e Souza, 169 casa 2), "Street Line 2" (Guabiro tuba), "Street Line 3" (81510-160), "City" (Curitiba, PR), "State or Province", "ZIP or Postal Code", "County", "Nation" (20 Brazil), "Telephone Type" (MA Mailing), and "Telephone". There are also fields for "Inactivate Address", "Source", "Delivery Point", "Correction Digit", "Carrier Route", and a "Last Update" section with "User" (GHUMPHRIES) and "Activity Date" (24-MAR-2009). The status bar at the bottom indicates "FRM-40400: Transaction complete: 1 records applied and saved." and "Record: 1/1".

International Pin Numbers

Enter the six-digit international pin number (without hyphens) to the right of the city on the second address line. Do NOT enter the PIN number in the zip code field. In the event the PIN number will not fit to the right of the city because of space, enter the city on the third address line and enter the PIN number in the city line.

Example:
Petko Metodiev Kitano
PO Box 140
Balgoevgrad Hyderab
2700
Bulgeria

NATION CODE STANDARDS

A NATION code is required for all Non-U.S. addresses and for campus addresses. Do **NOT** enter a

NATION code for U.S. addresses with the exception of CAMPUS addresses they must have 157 (United States of America) entered. A complete listing of Nations can be found in the Appendix.

MILITARY STANDARDS

Foreign Military Address

Enter the APO or AFO code into the CITY field.

In the State Field enter:

AE - Europe, Middle East, Africa, Canada [ZIP=09nnn]

AP - Pacific [ZIP=96nnn]

AA - The Americas (excluding Canada) [ZIP=34nnn]

Example: Alice VanFrogulemen
HHB 6th Battalion 43rd Box 72
Air Defense Artillery CMR 417
APO AE 09602-8802

United States Military Address

Enter the APO or AFO code into the CITY field.

Enter the normal state code into the State field.

Example: APO (AA, AE, AP) Nine Digit ZIP code
FPO (AA, AE, AP) Nine-Digit Zip code
AE for mail going to EUROPE, the MIDDLE EAST, AFRICA and
CANADA (090 thru 098)
AP for mail destined to the Pacific (962 thru 966)
AA for units in the AMERICAS other than CANADA (340)

Example: APO AE 09815
APO AA 34030
FPO AE 09508
FPO AP 96522

Air Force Base (AFB)

Enter the City into the City Field followed by AFB (all CAPS) for Air Force Base.

EXAMPLE: 5 202A 2nd St
Elmendorf AFB
AK 99506-1207

Sample Address
Larry R. Adams
123 East Fir Street, Apartment #6

Data Entry Format
Larry R Adams
123 E Fir St Apt 6

ADDRESS CHANGES

THERE SHOULD NEVER BE TWO ADDRESS RECORDS OF THE SAME ADDRESS TYPE AND THE INACTIVE FLAG IS NEVER USED EXCEPT FOR THE DV ADDRESS TYPE.

Address changes are entered in the address information block on the General Person form SPAIDEN. The source of the change can also be entered. Sources for valid address change values are found in the table STVASRC.

ADDRESS CHANGE SOURCE TYPES

Code	Description
EDI	Electronic Data Interchange
INFR	Information from Relative
INST	Initiated by Institution
PHON	Phonathon Received Change
POST	US Post Office Change
SELF	Self Reported by Individual
WEB	World Wide Web

VI. TELEPHONE TYPES

<i>Code</i>	<i>Description</i>	<i>Explanation</i>
BI	Billing	Invoicing phone if different from business phone
BU	Business or Work	Primary phone for business or individual's business phone number
CEL	Cellular	Phone number for car
CA	Campus	Phone number to contact while living on campus
DV	Development	Phone number used for Alumni and Friends of the University
EM	Emergency	Phone number of person to contact in an emergency
MA	Mailing	Phone number to contact regarding financial aid if different from permanent
FAX	Fax	Facsimile phone number
LO	Local	Phone number to contact while attending school or working on campus

PA	Physical Address	Phone number of physical address of individual
PR	DO NOT USE	DO NOT USE
TX	Emergency Text Msg Opt-in Only	Mobile number used by emergency system to notify of emergency situation by way of text message

VII. APPENDICES

Record Creation Considerations

Make sure you are not duplicating an existing record!!!! It is very difficult to ever effectively align all subsequent transactions under the proper single ID!

SEARCHES

Careful searching will prevent the creation of duplicates. Always search by SSN if it is available first. For student record searches since few recruiting records have a SSN, it may be more effective to begin with a name search.

ID Search

If Current Id number is known, enter in KEY BLOCK to see if a match is found.

This includes searching for the SSN when known!

Person Name Search

If ID is not known, press LIST FIELD VALUES to enter the search screen.

Note: Searches MUST be completed from an IDEN or VEND form because these search ALL general person records. FTMVEND displays both Person and Nonperson records. For IDEN screens, LIST of VALUES searches for Person records, COUNT QUERY HITS searches for nonperson records. Searches from other screens restrict the information to records associated with the module.

Type in the name to be searched using the % (wildcard) to broaden the search.

Example: record = John Public
 Query as: Last Name Public
 First Name J%

Note: Some names have unique spellings. Search on all possibilities by broadening the wildcard
 Also note that a search should be performed on a maiden name where appropriate.

changed you can also search by the Birth Date field in the format 01-JAN-1991.

When a list of possible names is retrieved for a person, verify social security number, student ID number, birth date, previous names, and any other information available. Also check the SWAPNAM screen. **REMEMBER TO SEARCH FOR BOTH FULL AND COMMON VERSIONS OF NAMES.** For example: William as well as Bill, Lawrence as well as Larry.

The underscore (_) key can be used to replace one character at a time. For example, to search for Anderson that may actually be AndersEn use:

Anders_n --- This will find both AndersOn and AndersEn records.

If a match is found:

- 1 Highlight the line that matches and press SELECT to return to the main screen.
- 2 Check to be sure the data matches the data you are using.
- 3 Use NEXT BLOCK to display all records (if there are multiple entries for address, etc.)
- 4 Input new data according to guidelines in this manual and the needs of your particular functional module.
- 5 Update/correct any information such as, PERS data that may be missing.

To create a record if no match is found:

- 1 Try another version of the query; if still no match---return to main screen (CANCEL QUERY) and go to an IDEN screen to create the record.
- 2 Click the Generate ID icon. Press PAGE DOWN to name fields and type in name and press COMMIT (create the record)
- 3 Add the name in the upper and lower case letters, using punctuation and spacing as appropriate. If no first name is available (foreign names), put a dash (-) in the first name field.
- 4 Create address (es) in appropriate fields---consult Quick Reference Section for recommended abbreviations.
- 5 Abbreviate when space limitations require it.
- 6 Add information to other tabs for person records. **Do not put Social Security Number into PERS screen until it has been validated.**
- 7 The only entries used on the Alternate Identification tab are PRV and PRF names. Please remove any entries on the Alternate Identification of type LGL. These will be created by the system any time a change is made to the records Current Identification tab and will need to be removed manually.

ABBREVIATIONS for STREET DESIGNATOR

ALLEE..... Aly	BEACH..... Bch
ALLEY Aly	BEND Bnd
ANNEX Anx	BG Bg
ARCADE..... Arc	BLUFF Blf
AVENUE..... Ave	BLVD Blvd
BAYOO Byu	BOTTOM Btm
BAYOU Byu	BOULEVARD Blvd

BRANCH.....	Br	FORDS.....	Frd
BRIDGE	Brg	FOREST.....	Frst
BROOK	Brk	FORGE	Frg
BURG	Bg	FORK.....	Frk
BYPASS	Byp	FORT	Ft
BYU.....	Byu	FRD	Frd
CAMP	Cp	FREEWAY	Fwy
CANYON	Cyn	FRST.....	Frst
CAPE	Cpe	FRY	Fry
CAUSEWAY.....	Cswy	FT	Ft
CENTER.....	Ctr	GARDEN.....	Gdns
CIRCEE	Cir	GATEWAY	Gtwy
CIRCL.....	Cir	GLEN.....	Gln
CIRCLE	Cir	GREEN	Grn
CLB	Clb	GROVE.....	Grv
CLIFF	Clfs	HARBOR.....	Hbr
CLUB	Clb	HAVEN	Hvn
CMP.....	Cp	HEIGHT.....	Hts
CNTER	Ctr	HIGHWAY	Hwy
CNYN	Cyn	HILL	Hl
CORNER	Cor	HOLLOW	Holw
CORNERS.....	Cors	INLET.....	Inlt
COURSE.....	Crse	ISLAND.....	Is
COURT	Ct	ISLANDS	Iss
COVE	Cv	JUNCTION.....	Jct
COVES	Cv	KEY	Ky
CREEK	Crk	KEYS	Ky
CRESCENT	Cres	KNOLL.....	Knls
CROSSING.....	Xing	KNOLLS.....	Knls
CROSSWAY	Cswy	LAKE.....	Lk
DALE.....	DI	LAKES.....	Lks
DAM	Dm	LANDING	Lndg
DIVIDE.....	Dv	LANE.....	Ln
DRIVE	Dr	LANES	Ln
ESTATE.....	Est	LIGHT	Lgt
EXPRESSWAY	Expy	LIGHTS	Lgt
EXTENSION	Ext	LOAF	Lf
FALL	Fall	LOCK	Lcks
FALLS	Fls	LOCKS	Lcks
FERRY.....	Fry	LODGE.....	Ldg
FIELD	Fld	LOOP	Loop
FIELDS.....	Flds	MAJOR.....	Mjr
FL	Fl	MALL.....	Mall
FLAT	Flt	MANOR	Mnr
FORD.....	Frd	MEADOW	Mdw

MISSION	Msn	SHORES	Shrs
MILL	Ml	SPRING	Spgs
MOUNTAIN	Mtn	SPUR	Spur
ORCHARD	Orch	SQUARE.....	Sq
OVAL	Oval	START.....	Start
PARK	Park	STATION	Sta
PARKKWAY	Pky	STRAVE	Stra
PASS	Pass	STREAM	Strm
PATH.....	Path	STREET.....	St
PIKE	Pike	SUMMIT.....	Smit
PINE	Pnes	TERRACE	Ter
PLACE.....	Pl	TRACE	Trce
PLAIN	Pln	TRACK.....	Trak
PLAINES	Plns	TRAFFICWAY.....	Trfy
PLAZA	Plz	TRAIL.....	Trl
POINT.....	Pt	TRAILER.....	Trlr
PORT	Prt	TUNNEL.....	Tunl
PORTS	Prt	TURNPIKE.....	Tpke
PRAIRIE	Pr	UNION.....	Un
RADIAL	Radl	VALLEY.....	Vly
RADIEL.....	Radl	VIADUCT.....	Via
RANCH	Rnch	VIEW	Vw
RANCHES.....	Rnch	VILLAGE	Vlg
RAPID	Rpds	VILLE.....	Vl
REST.....	Rst	VISTA.....	Vis
RIDGE	Rdg	WALK	Walk
RIVER	Riv	WAY.....	Way
ROAD	Rd	WELLS	Wls
ROW	Row	XING	Xing
SHOAL	Shl		

CITY ABBREVIATIONS

ALASKA

Denali National Park Denali Park

ARIZONA

Marine Corps Air Station Mcas
Pinnacle Peak Village Pincle Pk Vilg

ARKANSAS

Hot Springs National Park Hot Springs
Univ of Ark at Monticello Monticello

CALIFORNIA

California Hot Springs Calif Hot Spg
Commerce Contract Station Cmrc Cntr Sta
El Toro Marine Corps Air Sta El Toro Mcas
Kings Canyon National Pk Kcnp
La Canada Flintridge La Canada Flt
Lemoore Naval Air Station Lemoore Nas
Palos Verdes Estates Pls Vrds Est
Palso Verdes Peninsula Pls Vrds Pnsl
Rancho Santa Margarita Rcho Sta Marg
Rolling Hills Estates Rllng Hls Est
Sequoia National Park Seq Natl Pk
Yosemite National Park Yosemite Ntpk

COLORADO

Mesa Verde National Park Mesa Verde
United States Air Force ACAD Air Force

DELAWARE

Dover Air Force Base Dover AFB

FLORIDA

Kennedy Space Center Kennedy Sp Ct
Lauderdale by the Sea Laud By Sea
Mayport Naval Station NS Mayport
Naval Air Station Unit 2 Naval Air Sta
Naval Coastal Systems Lab NCSC Lab
Naval Training Center Naval Tng Ctr
Recruit Training Command Rec Tng Comm
Saint Augustine Beach St Augstn Bch

FLORIDA (continued)

Saint Augustine South St Augstin S
Saint Petersburg Beach St Pete Bch
Silver Spring Shores Silver Spg Sh
Town and Country Plaza T Aan C Plz
Univ of West Florida Univ Of W Fl
University Collection Uinv Collect
Warm Mineral Springs Warm Minl Spg
West Panama City Beach W P C Beach
Worthington Springs Worthngtn Spg

GEORGIA

Airport Mail Facility AMF
Centerville-Gwinnett Centervl-Gwnt
Chestnut Mountain Chectnut Mtn
Gwinnett Mall Corners Gwinnett Cors
Pine Mountain Valley Pine Mtn Valy

HAWAII

Hawaii National Park Hi Natl Park

IDAHO

Mountain Home A F B Mtn Home AFB

ILLINOIS

National Stock Yards Natl Stock Yd

INDIANA

Culver Military Academy Clvr Mil Acad
Fort Benjamin Harrison Ft Harrison
Grissom Air Force Base Grissom AFB
Saint Mary-of-the-Woods St Mary Of Wd

KENTUCKY

Cold-Sprgs-Highland Hts Cld Sp Hld Ht
Mammoth Cave National Mammoth Cave
Park

MAINE

West Boothbay Harbor W Boothby Hbr

MARYLAND

Aberdeen Proving Grounds	Aber Prov Grd
Cockeysville/Hunt Valley	Cocvle Ht Vly
Dundalk-Sparrows Point	Dundalak Sp Pt
Farney Keedy Mem Home	Fhrny Kdy Mem
Lutherville-Timonium	Luthvle-Timon

MASSACHUSETTS

Incoming Mail Ctr North	I M C North
Thos P Oniell Fed Bldg	Oniell Bldg
Village of Nagog Woods	Vlg Nagog Wds

MICHIGAN

Houghton Lake Height	Hghtn Lk Hts
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MINNESOTA

Duluth Federal Prison	Dlth Fed Pris
Inver Grove Heights	Inver Grove
Marine on St. Croix	Marine
South International Falls	S Intl Falls

MISSISSIPPI

Stennis Space Center	Sten Sp Ctr
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MONTANA

White Sulpher Springs	White Sulphur
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NEW JERSEY

Cape May Court House	Cape May CH
Point Pleasant Beach	Pt Pleas Bch

NEW MEXICO

High Rolls Mountain Park	High Rls Mt P
Holloman Air Force Base	Holloman AFB
Santo Domingo Pueblo	St Dmng Pblo
Truth or Consequences	Truth Or Cons
White Sands Missile Range	White Sands

NEW YORK

Farmersville Station	Farmersvl Sta
Port Jefferson Station	Prt Jeff Sta
Shelter Island Heights	Shelter Is Ht
Thousand Island Park	Shelter Is Park
Veterans Administration	Veterans Admn

NORTH CAROLINA

Black Mountain Sanatorium	Black Mn Sant
Gardner Webb College	Gnr Webb Col
RDU International AMF	Rdu Intl AMF
Research Triangle Park	RTP
Seymour Johnson A F B	SJAFB

OHIO

Colonial Flower Shop	Colnl Flr Shp
Lakeside-Marblehead	Lksid Marblhd
Washington Court House	Wshngtn Ct Hs

OREGON

Mount Hood-Parkdale	Mt Hood Prkdl
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PENNSYLVANIA

Columbia Cross Roads	Columbia X Rd
Greater Pittsburg Airport	Gtr Pgh Arpt
Mount Pleasant Mills	Mt Pleasant M
Pennsylvania Furnace	Pa Furnace
Pocono Lake Preserve	Pocono Lk Prs
Veterans Administration	Veterans Adm Hosp

TENNESSEE

Naval Air Station Memphis	Nas Memphis
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TEXAS

Big Bend National Park	Bg Bnd Ntl Pk
Wilford Hall U S A F Hosp	Hall Af Hosp

VERMONT

East Saint Johnsbury	E St Johnsbry
Hartland Four Corners	Hartland 4 Cor
Saint Johnsbury Center	St Jhnsbry Ct
White River Junction	White Riv Jct

VIRGINIA

Charlotte Court House	Charlotte C H
King and Queen Court	King Queen House C H
Natural Bridge Station	Naturl Br Sta
Naval Amphibious Station	Nav Amph Base
Naval Weapons Station	Nav Wpns Sta
Rappahannock Academy	Raphanck Acad
Virginia State University	VA State Univ
Washington Birthplace	Washgtns Brhp

WASHINGTON (continued)

Fairchild Air Force Base	FAFB
Spokane intl Airport	Spkn Intl Apt
Whidbey Island Naval Air	NAS Whidbey

WEST VIRGINIA

Green Sulphur Springs	Grn Sphr Spgs
Newton D Baker Va Center	VA Center
Nutter Fort Stonewood	Stonewood

WEST VIRGINIA (continued)

White Sulphur Springs	Wht Sphr Spgs
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WISCONSIN

Howards Grove Millersville	Howards Grove
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WYOMING

Yellowstone National Park	Yelwstn NI Pk
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TWO-LETTER STATE and POSSESSION ABBREVIATIONS

*Military APO/AFO Americas	AA	Missouri	MO
Alberta	AB	Montana	MT
*Military APO/AFO - Europe, Middle East, Canada, Africa	AE	Nebraska	NE
Alabama	AL	Nevada	NV
Alaska	AK	New Brunswick	NB
*Military APO/AFO Pacific	AP	Newfoundland	NF
American Samoa	AS	New Hampshire	NH
Arkansas	AR	New Jersey	NJ
Arizona	AZ	New Mexico	NM
British Columbia	BC	New York	NY
California	CA	North Carolina	NC
Colorado	CO	North Dakota	ND
Connecticut	CT	Northwest Territories	NT
Canal Zone	CZ	Nova Scotia	NS
Delaware	DE	Ohio	OH
District of Columbia	DC	Oklahoma	OK
Florida	FL	Ontario	ON
Federated Micronesia	FM	Oregon	OR
Georgia	GA	Palau Islands	PW
Guam	GU	Pennsylvania	PA
Hawaii	HI	Prince Edward Island	PE
Idaho	ID	Puerto Rico	PR
Illinois	IL	Quebec	QE
Indiana	IN	Rhode Island	RI
Iowa	IA	Saskatchewan	SK
Kansas	KS	South Carolina	SC
Kentucky	KY	South Dakota	SD
Louisiana	LA	Tennessee	TN
Labrador	LB	Texas	TX
Maine	ME	Trust Territories	TT
Manitoba	MB	Utah	UT
Mariana Islands	MP	Vermont	VT
Marshall Islands	MH	Virginia	VA
Maryland	MD	Virgin Islands	VI
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY

FOREIGN NATION CODES

1	AFGHANISTAN	63	GUYANA
2	ALBANIA	64	HAITI
3	ALGERIA	65	HONDURAS
4	ANDORRA	171	HONG KONG
5	ANGOLA	66	HUNGARY
6	ANTIGUA AND BARUDA	67	ICELAND
7	ARGENTINA	68	INDIA
8	AUSTRALIA	69	INDONESIA
9	AUSTRIA	70	IRAN
10	THE BAHAMAS	71	IRAQ
11	BAHRAIN	72	IRELAND
12	BANGLADESH	73	ISRAEL
13	BARBADOS	74	ITALY
14	BELGIUM	75	IVORY COAST
15	BELIZE	76	JAMAICA
16	BENIN	77	JAPAN
170	BERMUDA	78	JORDAN
36	CONGO	79	KENYA
107	COOK ISLANDS (New Zealand)	80	KIRIBATI
37	COSTA RICA	81	NORTH KOREA
38	CUBA	82	SOUTH KOREA
39	CYPRUS	83	KUWAIT
40	CZECHOSLOVAKIA	84	LAOS
41	DENMARK	85	LEBANON
42	DJIBOUTI	86	LESOTHO
43	DOMINICA	87	LIBERIA
44	DOMINICAN REPUBLIC	88	LIBYA
45	ECUADOR	89	LIECHTENSTEIN
46	EGYPT	90	LUXEMBOURG
47	EL SALVADOR	91	MADAGASCAR
48	EQUATORIAL GUINEA	92	MALAWI
49	ETHIOPIA	93	MALAYSIA
50	FIJI	94	MALDIVES
51	FINLAND	95	MALI
52	FRANCE	96	MALTA
53	GABON	97	MAURITANIA
54	THE GAMBIA	98	MAURITIUS
55	REPUBLIC OF GERMANY	99	MEXICO
57	GHANA	100	MONACO
58	GREECE	101	MONGOLIA
59	GRENADA	102	MOROCCO
	GUAM (See State Codes)	103	MOZAMBIQUE
61	GUATEMALA	104	NAURU
		105	NEPAL

106	NETHERLANDS	138	SRI LANKA
107	NEW ZEALAND	139	SUDAN
108	NICARAGUA	140	SURINAM
109	NIGER	141	SWAZILAND
110	NIGERIA	142	SWEDEN
111	NORWAY	143	SWITZERLAND
112	OMAN	144	SYRIA
113	PAKISTAN	145	TANZANIA
114	PANAMA	146	THAILAND
115	PAPUA NEW GUINEA	147	TOGO
116	PARAGUAY	148	TONGA
117	PERU	149	TRINIDAD AND TOBAGO
118	PHILIPPINES	150	TUNISIA
119	POLAND	151	TURKEY
120	PORTUGAL	152	TUVALU
121	QATAR	153	UGANDA
122	ROMANIA	155	UNITED ARAB EMIRATES
154	RUSSIA	156	UNITED KINGDOM
123	RWANDA	157	UNITED STATES OF AMERICA
124	ST. KITTS AND NEVIS	158	UPPER VOLTA
125	SAINT LUCIA	159	URUGUAY
126	ST. VINCENT AND GRENADINES	172	VATICAN CITY
127	SAN MARINO	160	VANUATU
128	SAN TOME AND PRINCIPE	161	VENEZUELA
129	SAUDI ARABIA	162	VIETNAM
130	SENEGAL	163	WESTERN SAMOA
131	SEYCHELLES	164	NORTH YEMEN
132	SIERRA LEONE	165	SOUTH YEMEN
133	SINGAPORE	166	YUGOSLAVIA
134	SOLOMON ISLANDS	167	ZAIRE
135	SOMALIA	168	ZAMBIA
136	SOUTH AFRICA	169	ZIMBABWE
137	SPAIN		

CONFIDENTIAL FLAG

The Confidential Flag, which is set on the Biographical tab, will be added by Student records or Human Resources and may be used by other offices such as Alumni. A warning will appear on any field displaying the affected GID.

This Flag indicates that a person wants all or part of his/her record kept confidential. They may want some or all of their information blocked from the Campus Directory. In addition, they may not want some

or all of their information to be published in other documents. The confidential flag should not be overridden for any reason.

COMMON FORMS

Maintenance Form Considerations

GUASYST

The General Person System Information form shows all BANNER modules where data is entered on a specific GID. This is helpful for tracking the progress of student applications or determining quickly what role an individual or entity plays at Gardner-Webb University.

GUAIDEN

The General Person Identification form shows all BANNER modules

DUPLICATE RECORDS

Duplicate records create very serious problems and every effort must be made via search requirements to ensure that the person/vendor is not on the system before entering a new record. Operators that continually create duplicate records will have their access removed and violations reported to their respective Data Manager.

When duplicate records are found or suspected, do a print screen of both records using GUASYST. This screen lists what transactions are shown for each record.

Scripts will be ran which will determine all tables that are affected. The record to be kept will need to be identified and the deleted. Each office that has transactions will then be contacted. The information will need to be moved from the bad record to the good record.