APOP
PeopleAdmin to Banner Process

What happens after Human Resources feeds the Offer Form to Banner?

DATA LOADED TO BANNER: Data entered in PeopleAdmin as part of the posting and offer form creation is loaded into Banner:

- **PPAIDEN/PZFACT** – is updated with additional details and PeopleAdmin info.
- **PEAFACT** – is updated with Adjunct tracking information related to the hiring process and used for reporting and other processes. This includes Rank but not Tenure Status (as in FT Faculty).
- **PPAGENL** – is updated with Adjunct tracking information, such as Prior College/Degree info.
- **SIAINST** - is updated with Adjunct faculty info, such as Advisor, the associated School and Department, Category, and Staff Type info (this allows those responsible for the course schedule to assign the new Adjunct faculty member to courses).

PLEASE NOTE: As part of this new process, Schools/Depts should NO LONGER create SPAIDEN/PPAIDEN records or adding new Adjunct faculty to SIAINST.

STAKEHOLDER NOTIFICATION: Approximately 30+2 days prior to the new Adjunct member’s Offer Letter start date, stakeholders receive notification of the new hire’s or rehire’s start. This allows One Card and other Stakeholders to prepare accordingly and do what they need to do for the new hire.

SERVICES ACCESSIBLE: 30+2 days prior to the Offer Letter start date, access to identified services is granted (or sooner, if the start date is less than 30 days away). Please note: 2 days are always required to generate all the necessary services – this means, if the new Adjunct faculty member is starting in 14 days, their services will ready for use 12 days ahead of their start date.

- USFConnect with access to the PreHire Faculty tab
- LAN Account, Email and other USF Google features, such as Calendar, etc.
- Learning Management System (e.g. Canvas)
- Library access
- Koret access
- Parking attached (LAN Account, Email, etc)
- One-Card with online access (physical access is not avail until I9 is complete with HR)

EMPLOYEE WELCOME EMAIL: 30 Days prior to Offer Letter start date, the new Adjunct member receives a University welcome email and instructions on how to log into USFConnect.

EPAF CREATED: For new fiscal year hires, EPAFs being held pending fiscal year start are processed June 15. All other EPAFs are processed the night the PeopleAdmin request is fed
Handout #5

to Banner. EPAFs should be approved as soon as possible after they are created and are approved by the individual assigned to that FOAP per Banner Finance.

**FACULTY ROLE ASSIGNED:** 2 weeks prior to the Offer Letter start date, the Pre-Hire Faculty role is dropped and the new hire receives the traditional Faculty role. At this time any additional services that are granted based on the faculty role are generated as part of nightly processing.

**I9 Notifications**
I9 Information must be validated within 3 days of the new hire’s Offer Letter start date or the new employee risks termination. This is a federally mandated requirement.

2nd and 3rd days after the Offer Letter start date, I9 email notifications are sent to the new Adjunct hire and their department coordinator reminding them that the I9 information needs to be submitted. HR Employment is cc:d on these emails. If no action is taken by the new hire, HR will process a termination EPAF.

**BI Look-ups created to help you complete new APOP fields**
As part of this new process several options have been created to assist you.

- **Employment Active Job Lookup:** For Departments to use to determine if their candidate is already an USF employee or affiliated with USF. This report brings back all active primary job records based on the parameters entered. This report would be used to determine if a candidate is a current or recent (within two years) employee at the university. Knowing their employment status is important because if they are current or recent it maybe impact the processing of their new faculty hire EPAF. If the candidate shows up on the list, it is recommended that this be noted in the comments when processing the offer form in PeopleAdmin.

- **College Lookup:** For use when departments complete the Offer Form. This report is used to query the Banner table where college codes are stored, specifically to aid those staff responsible for processing Offer Forms in PeopleAdmin that require the college code that goes along with the faculty candidate’s degree granting institution. This report ONLY queries for institutions in the Banner STVSBGI table that are categorized as “College”. This information is needed as part of faculty tracking requirements.

- **PeopleAdmin Data:** For use by departments to verify the data they entered into the system. This BI report lists all the data points collected in PeopleAdmin that are fed to Banner once HR Employment processes the offer form at the end of the PeopleAdmin process. A one way feed of data.