

HUMAN RESOURCES SYSTEMS

Click on headings to open

Banner

SPAIDEN: create/view person record (ePAF)	Requires Banner Admin Access
PEIESUM: view employment history	Systems Accounts
Peampl: view employment dates	Request & completion of EPAF training
Nbapospn: view position number	Log in using Mason netID and password
noaepaf: complete ePAFs	
nbipinc: view position incumbent(s)	

e-HR

Dynamic Forms: Banner Related Forms- Faculty Transaction Forms, Faculty Separation Forms Employee Work Profile (EWP) not included	Requires Access Request - complete "e-HR User Request Form" (Dynamic Form) under HR Access Request Log in using Mason netID and password
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CAS

Central Authentication Service/Patriot Web	Timesheets, personal employment info, etc. Log in using Mason netID and password (Two-factor Auth)
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People Finder

Look up emails and phone numbers of faculty and staff

MicroStrategy

Census reports

Human Resources & Payroll

eWork/PeopleAdmin
Applicant Tracking System (ATS)
Request Tracking System (RTS)
Access EPAF Forms, eWork Access Request form
HR samples & references

HR Liaison Reference Guide

HUMAN RESOURCES TERMS

Term	Description
AY	Academic Year term contract (9-months)
CON	Contract
CAS	Central Authentication Service
CDE	Compliance, Diversity Ethics
CE	Classified Exempt Position
CN	Classified Non-Exempt Position
CTF	Classified Transaction Form
Dossier	Faculty materials including CV
e-PAF	electronic Personnel Action Form; in Banner
FHP	Faculty Hiring Proposal; in RTS
FSF	Faulty Separation Form
FSL	Faculty Study Leave
FTF	Faculty Transaction Request
FY	Fiscal Year (12 month) July1-June30
HRA	Human Resources Administrator
LAU	Local Academic Unit
MY	Multi-Year term contract
P&T	Promotion & Tenure
PMF	Position Maintenance Form; request new position number
REN	Renewal
RFT	Request for Transcript
RMP	Renewal- Multi-Year Reappointment-Promotion (for term faculty)
RPT	Renewal-Promotion-Tenure (for tenured faculty)
RTS	Request Tracking System; in e-HR
SIP	Salary Increase Proposal
TT	Tenure Track
w/o Term	Tenure- no employment end date