



Banner® Human Resources

Strategically manage the human resources function



“I believe that Banner is the most complete product with the richest functionality for any university at this time.”

VESNA SARAFOV

Manager of Database and Development Services at Lamar University, commenting on the institution's use of Banner Human Resources

Along with students, high-quality faculty and staff are an institution's greatest assets. And recruiting the best talent, engaging them with appropriate rewards and incentives, and delivering the services they need to thrive is a complicated job.

Banner® Human Resources provides the capability for managing every aspect of human resources, from unique payrolls to personnel and budgeting policies and procedures. This powerful platform accommodates activities surrounding recruitment, compensation, and position management, creating a stable and secure environment for you and your staff.

Strengthen administrative capabilities

Banner Human Resources brings a comprehensive level of proficiency to human resources. Institutions plan and determine appropriate funding levels for the workforce, recruit and hire the most qualified candidates, and effectively manage employees' work lives. To ensure that departments stay on top of all these activities, the solution has the capacity for you to report on practices and policies in employment, faculty administration, compensation, benefits, and position control/budgeting.

Manage human resources across departments

For overall campus efficiency, Banner Human Resources integrates with other Banner applications often needed by human resources. It works with Banner Finance to support payroll, budgeting, grants, and position control. It also supports Banner Student in faculty assignments

by calculating compensation based on workload. And with Banner Financial Aid, it assists in student payroll processing under work-study programs. Banner Human Resources even integrates with Banner Advancement in payroll deduction processing of donations.

Eliminate redundancies

Because Banner® by Ellucian shares demographic data, you eliminate redundancies and reduce data entry when an individual has multiple relationships with your institution. Banner Human Resources enables you to offer better service with less effort and, in many cases, at a reduced cost. Most important, it helps you improve productivity for enhanced job satisfaction—a key success factor in hiring and retaining top performers.

Improve productivity

Updating employee records, answering benefits questions, printing information about recent paychecks, and other day-to-day tasks chip away at staff productivity. It also limits their ability to deliver specialized services to employees with unique needs.

Banner Human Resources helps focus your department by providing each employee a self-service option for getting up-to-date answers to routine inquiries and individuals' personal and payroll questions. In addition, it gives employees

an opportunity to inform you of changes in personal information. Using a familiar interface, employees can:

- Update tax exemption information
- Update addresses
- Update benefits
- Update directory profiles
- Update miscellaneous biographic information
- Complete timesheets
- View payroll and job history
- View paycheck and direct deposit stubs
- View leave history
- View year-end tax statements
- Request time off in advance
- View flexible spending account activity
- Review workload and compensation as a faculty member
- Certify effort performed against research grants

Improve customer service

Together with Ellucian Luminis® Platform, Banner Human Resources provides portlets of key Banner content. These portlets provide quick access to information and allow you to:

- View and give employees access to benefits and employment details
- Create reports on time worked, provide a link for employees to enter time and annual leave, and/or make advance leave requests
- Deliver personnel action notices with summary data about pending personnel action that require administrator attention
- See at-a-glance employee reviews that require attention

Banner Human Resources provides this secured, distributed access while maintaining centralized database control. By giving employees instant access to personnel and institutional information, you improve customer service and liberate your staff from time-consuming tasks so they can focus on developing valuable programs and services.

Enable self-service for managers

Banner Human Resources provides managers with 24-hour self-service access to their personal information, as well as certain secure information pertaining to their staff. Managers can use Banner Human Resources to:

- Approve timesheets and leave requests
- Plan salaries
- Plan position budgets
- Manage faculty workload compensation

Benefit from the new standard in human resources services

Developed with the Ellucian XE principles for easy implementation and management, Banner Human Resources sets a new standard in employee and manager information services. Administrators can deliver immediate and relevant content to the campus community and know the secure information flow between users maximizes their productivity. And, through contemporary functionality such as the self-service capabilities your employees expect and deserve, you increase their commitment to the institution's mission.

Note these key features

Banner Human Resources includes these 12 comprehensive modules:

- Applicant tracking
- Benefits administration
- Compensation administration
- Employee relations administration
- Employment administration
- Health and safety administration
- Payroll adjustments and history
- Payroll calculation
- Personnel services budgeting
- Position management
- Self-service for employees
- Time and attendance reporting

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Ellucian helps education institutions thrive in an open and dynamic world. We deliver a broad portfolio of technology solutions, developed in collaboration with a global education community, and provide strategic guidance to help education institutions of all kinds navigate change, achieve greater transparency, and drive efficiencies. More than 2,400 institutions in 40 countries around the world look to Ellucian for the ideas and insights that will move education forward, helping people everywhere discover their potential through learning.

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