

# Banner 8:

## Enhancements to the General Module



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## Introduction and Contacts

Version 8 of the Banner system offers new features and changes to existing features. This document provides information and instructions on using and navigating the new features.

For more information on topics in this document, please contact the Module Team Lead for your service area, or the ID Generation and Banner Security representatives listed below:

Student MTL	<a href="mailto:mary.degraw@montana.edu">mary.degraw@montana.edu</a>
Finance MTL	<a href="mailto:dcourt@montana.edu">dcourt@montana.edu</a>
Human Resources MTL	<a href="mailto:paul.lindsay@montana.edu">paul.lindsay@montana.edu</a>
ID Generation	<a href="mailto:dfelkey@montana.edu">dfelkey@montana.edu</a>
Banner Security	<a href="mailto:justin.vanalmelo@montana.edu">justin.vanalmelo@montana.edu</a>

## SSN Removed as an Alternate ID

To protect sensitive SSNs from general viewing, all SSNs will be hidden from users except those with a need to know, such as HR. Users who know a person's SSN will be able to use it to retrieve a record, provided the SSN is in the database. Users can simply enter a known SSN in an ID field to automatically populate the field as Banner 7 does today. However, only users granted special permission (such as HR) will be able to look up or view an SSN. In other words, if you're a general user and know an SSN you will be able to use it to retrieve other data, but you won't be able to use other data to retrieve an SSN. The same is true in Self Service/*My Info*.

## Masking Personally Identifiable Information (PII)

Banner 8 conceals PII from everyone except users with a need to know that information by changing the display to show the concealed character (\*) instead of the field's data. The data being concealed to date is:

- SSN
- Birth Date

The forms affected initially will be:

- IDEN
- PERS
- SAAQUIK
- SRAQUIK
- Search forms

Here is an example of what the user will see:

Confidential  
ID: [Redacted] Felkey, Debra S. Generate ID: [Icon]

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

Gender:  Male  
 **Female**  
 Not Available

Birth Date: [Masked]  Confidential  
Age: 56  Deceased  
SSN/SIN/TIN: [Masked] Deceased Date: [Masked]

Citizenship: Y Citizen  
Marital Status: M Married  
Religion: NR No response  
Legacy: [ ]  
Ethnicity: 1 White  
New Ethnicity: Not Hispanic or Latino  
 Ethnicity and Race Confirmed  
Confirmed Date: 01-SEP-2009

Veteran File Number: [ ]  
Veteran Category: None  
Active Duty Separation Date: [Masked]  
 Armed Forces Service Medal Indicator  
 Special Disabled Veteran

User: WWW\_BZUSER  
Activity Date: 01-SEP-2009

Race	User	Activity Date
1 White	WWW_BZUSER	01-SEP-2009
[ ]	[ ]	[ ]
[ ]	[ ]	[ ]

Gender  
Record: 1/1

Forms will continue to be masked after the upgrade, as Module Team Leaders (MTLs) determine the necessity.

Individuals who need to look up SSNs can contact the MTL for their service area, or the ID Generation and Banner Security representatives listed below:

Student MTL	<a href="mailto:mary.degraw@montana.edu">mary.degraw@montana.edu</a>
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Human Resources MTL	<a href="mailto:paul.lindsay@montana.edu">paul.lindsay@montana.edu</a>
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## Field Length Changes

Banner 8 has several changes to database columns and field lengths. Below is a list of known changes; however, we cannot guarantee it's the complete list. As others are identified, these changes will be added to this document.

- Person's first name (\_FIRST\_NAME) or middle name (\_MI) fields have been expanded to allow values of up to 60 characters.
- Person's full legal name (\_LEGAL\_NAME) fields have been expanded to 500 characters.
- Street address fields (\_STREET\_LINE1, \_STREET\_LINE2, and \_STREET\_LINE3) have been expanded to 75 characters.
- City fields (\_CITY) have been expanded to 50 characters.
- Postal code fields (\_ZIP) have been expanded to 30 characters.
- Telephone area code fields (\_PHONE\_AREA) have been expanded to 6 characters.
- Telephone number fields (\_PHONE\_NUMBER) have been expanded to 12 characters.
- Telephone extension fields (\_PHONE\_EXT) have been expanded to 10 characters.
- E-mail address fields (\_EMAIL\_ADDRESS) have been expanded to 128 characters.
- SSN fields (\_SSN), which store Social Security Number information in the US and other ID information in other countries, have been expanded to 15 characters.
- Currency amounts have been expanded to 17 total characters, which includes 2 decimal places. This is available for all currency amounts throughout Banner Finance and Researching Accounting receivables. A Finance user may enter a number like this 999,999,999,999,999.99.
  1. Finance 8.0 uses the expanded Currency Exchange rate in Banner General, which is 17 characters in length including 7 decimal places.
  2. Currency fields for Student, Student Account Receivables, Financial Aid, and Human Resources will not be changed for this release of Banner.

For more information about the field length changes please contact:

Student MTL	<a href="mailto:mary.degraw@montana.edu">mary.degraw@montana.edu</a>
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Human Resources	<a href="mailto:paul.lindsay@montana.edu">paul.lindsay@montana.edu</a>
General Information	<a href="mailto:dfelkey@montana.edu">dfelkey@montana.edu</a>