1. Log in to Banner.
2. Key PEAEMPL in the Go To box and press “Enter”.
3. Enter the Vid of the desired employee.
   a. If the Vid is not known, use the Search function (🔍 - drop down arrow) on the right hand side of the ID field. See separate instructions for person searching on POIIDEN.
4. Next Block, (➡️ or Ctrl/PgDn) to move to the Information block.
5. Item descriptions:
   a. Employee Status: The status of the employee.
   b. Employee Class: The employee grouping to which the employee belongs.
   c. Employee Group: The employee group is an alternative way of grouping types of employees.
   d. Leave Category: The leave category to which the employee belongs.
e. **Benefit Category:** The benefit category to which the employee belongs.
f. **Part or Full Time Status:** Internal Part Time/Full Time Indicator, used for EEO reporting.
g. **Chart of Accounts:** (COA) is always V for VCU.
h. **Home Department:** Organization – Department where the primary employment exists.
i. **Check Distribution:** Organization – Timekeeping Location. This will default into the NBAJOBS record and will indicate which timesheet the person will be on.
j. **District or Division:** (Not used at this time)
k. **Service Dates:** Current Hire, Original Hire, Adjusted Service, Seniority, First Work and Last Work Dates. See description in the PAF Guide.

6. Click **Rollback** (or **Shift/F7**) to enter a different Vid in the ID field

7. To **exit** the form, click **X** (or **Ctrl + Q**).