



**KENTUCKY STATE  
UNIVERSITY**

# Data Entry Standards Manual

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# Introduction

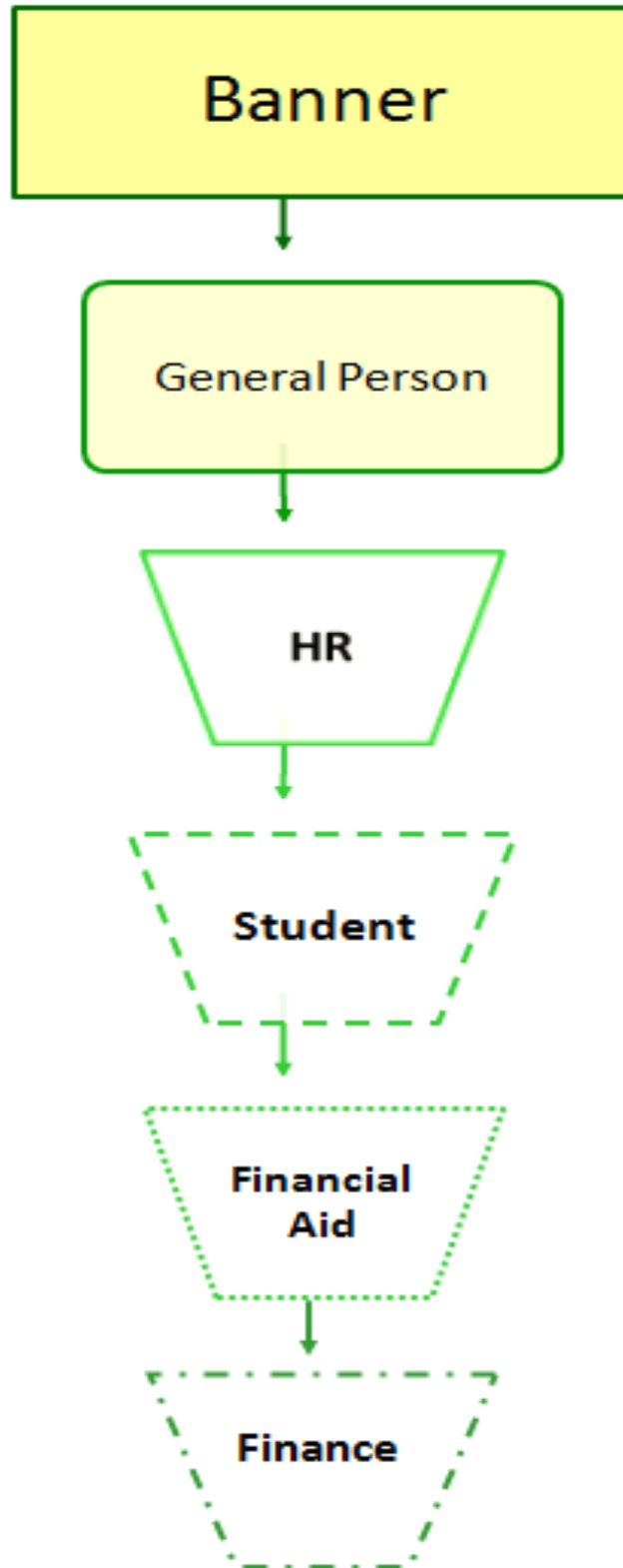
The Kentucky State University Data Standards Manual outlines the requirements for accurately entering information into the Banner Enterprise System. This manual is considered a dynamic document subject to updates. All unit managers will be notified of changes, and it is their responsibility to disseminate information and provide training to their respective unit employees. For detailed training guidelines, please refer to the Data Standards Training section below. Changes will be highlighted in red within the online Kentucky State University Data Standards Manual for one semester to ensure visibility. Maintaining consistency in data entry is crucial to uphold integrity and accuracy in reporting and information delivery.

## Data Standards Training

- Recommended Data Standards training initiates with the General module and then transitions to a unit-specific module.
- While unit managers bear the responsibility of enforcing Data Standards, all staff and faculty members involved in recording information, whether through paper or electronic means, are obligated to ensure compliance with the Data Standards.
- Managers must ensure that their staff and faculty are not only aware of but also adhere to the Data Standards, including any updates to these standards.
- Unit managers are accountable for providing adequate training each semester. New data entry employees must undergo training at a scheduled date and provide documentation of completion before gaining access to the system. Managers are required to have their staff members sign a statement certifying their access to and familiarity with the Data Standards Manual, along with their completion of training (refer to Appendix B).
- The Data Standards Committee collaborates with Information Technology (IT), along with university divisions and departments to ensure that training on Data Standards is accessible to both staff, faculty and managers. If training resources are lacking within a unit, managers are encouraged to contact IT to arrange suitable training.
- Unit managers will be available to offer guidance to (staying consistent, use - staff and faculty and delete employees) employees regarding their respective unit Data Standards.
- Module-specific unit managers are as follows:
  - General - Data Standards Committee
  - Advancement - Vice President of External Relations and Development
  - Finance - Vice President and Chief Financial Officer
  - Financial Aid - Vice Provost for Student Affairs
  - Human Resources - Director of Human Resources
  - Student - Vice Provost for Academic Affairs?
- Training sessions will be conducted each semester within units and departments, with any modifications to the Data Standards being highlighted.
- Compliance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is mandatory.

This document is an integral part of the broader framework for data management at Kentucky State University and serves to ensure uniformity, accuracy, and compliance across all units and departments.

## Data Hierarchy



The flow to resolve duplicates of the General Person will have HR as the single source. If the General Person is not in HR then it cascades down to Student and then to Financial Aid.\*

# Guidelines for Creating and Maintaining Accurate Records






Welcome to the guidelines for utilizing the main enterprise data warehouse effectively. These instructions are designed to ensure the accuracy and integrity of records within the Banner system. Please adhere to the following guidelines to uphold data quality standards:

1. **Password Protection:** Protect the integrity of data and personal information by never sharing your password. Your user ID and password are essential for maintaining identity within the Banner system. Safeguarding your password prevents unauthorized access and misuse of data.
2. **Search Before Creating:** Before creating a new record, conduct a thorough search by name with SPAIDEN in the BANNER database to prevent duplicate entries. Duplicate records can lead to system inefficiencies and require extensive staff time to rectify.
3. **Avoid Certain Characters:** Never use the pound sign (#) or the percent sign (%) when "creating" records, as they can cause database errors. Additionally, be mindful of using special characters that have specific functions within the system's search capabilities.
4. **Abbreviation Standards:** Follow the approved abbreviation standards outlined in this document when entering data. Consistency in abbreviations ensures uniformity and clarity in record-keeping.
5. **Punctuation Usage:** Exercise caution when using punctuation in names and addresses. Use hyphens, apostrophes, or dashes as indicated by the individual. Avoid using commas or periods in name fields and limit punctuation in address fields to essential characters.
6. **Data Change Procedures:** Only make data changes if you have the appropriate responsibility and authority. Follow the established procedures outlined by the Data Steward/Custodian for the respective data.
7. **Handling Incorrect Entries:** Identify and address multiple records, also known as duplicates, containing duplicate information in key fields such as Social Security Numbers (SSNs), date-of-birth, or gender. Notify IT with the relevant identifying information for resolution.
8. **Adherence to Data Entry Rules:** Familiarize yourself with the specific data entry rules outlined in this manual and ensure compliance when entering data.

These guidelines are essential for maintaining the accuracy, integrity, and reliability of data within the main enterprise data warehouse. Adherence to these standards contributes to efficient data management and enhances the overall effectiveness of the Banner system.

# General Guidelines

Names and addresses in Banner should have a customer-friendly appearance. The objective is to enter names and addresses with mixed case (both upper and lowercase letters) so that when a name or address is printed on correspondence, it looks contemporary and professional.






-  Never store the percent symbol (%) in a data field.
-  Never store the ampersand symbol (&) except in an address or business name.
-  Enter all data using mixed case and standard capitalization rules.
-  Spell out all data unless it is necessary to abbreviate words to fit lines into the appropriate fields. Exceptions are made for items in addresses, such as directional.
-  Enter punctuation in a name only when it is a part of the official name, or for a single character first name, or a blank for an empty first name.

## ***Avoiding Duplicate Records***

Creating a duplicate record for a person or organization for which a record already exists in Banner can lead to data breaches, loss of data, poor customer service, improper billing, incorrect academic records, or incorrect results. It is extremely important to avoid creating duplicate records of this kind.

Before creating a new record for a person or organization, conduct an identification and name search to make sure the person or organization has not already been entered into the Banner system. Search for a person using social security number, birth date, and all current and previous names, and also do a "SOUNDEX" search. Then verify that the correct record has been found by checking the birth date and address. Only if no record is found, should you add a new record.

Example: To find Mac Donald, you must account for McDonald, Mc Donald, MacDonald, and Mac Donald. A search on M%D% will retrieve all of these records.

-  Consult with the Banner Module Manager (Unit Manager) about duplicates
-  Purge duplicates prior to entering it into the system
  - Admissions to modify on-line applications to flag multiple applicants
  - Purchasing to determine vendor duplicates by checking (see below)
-  Check for duplicates using (person/non person)
  - SSN/Federal ID
  - Then Name/Company name
  - Then birthday
  - Address
  - Telephone
-  Check for duplicates for vendor tapes
  - Determine if 'file layout' conforms with the KSU data standards
-  If you do an unsuccessful search and you *know* that the student or employee is in the database but you cannot find them, then immediately STOP and call IT.

## ***Data Integrity across Multiple Modules***

A common institutional database offers the potential for better service and convenience to our constituents and greater accuracy across the University. Simultaneously, each administrative position must be cognizant of data integrity requirements of other institutional departments in its practices. Name change practices are a key example where specific policies must be followed depending on the type of record. Whenever a constituent requests a name change it is necessary to determine (using GUASYST) in which modules the record occurs. The uniform name change policies are outlined below.

## Creation of New Person or Non-person Record





Person and non-person records are created the first time someone enters them in Banner. The following offices have the authority to create a new student or general person or non-person record.

Office	Type of Entity
The BREDS Admissions Office and Financial Aid	Prospect and Applicant Student
Office of the Registrar	Student
Purchasing	Vendor (Non-Person), person
Human Resources	Applicant, Employee


### ***Searching for Multiple Records***

A complete search must be done before entering a new person or non-person in Banner. There should only be one record for each entity. Any entities that are in Banner more than once must go through the "multiple records" process.

Common Search forms include:

-  SOAIDNS – Detailed search
-  **SOAIDEN – General Person search**
-  SOACOMP – Non-person search
-  GUIALTI – SSN/SIN Alternate ID search

Search on any portion of the name or ID that is known. Remember that names in Banner may be **case sensitive**.

 Use the "**SOUNDEX**" feature if you are not sure of the spelling:

- Person Search Form (SOAIDEN)
- Non-Person Search Form (SOACOMP)
- Person Search Detail Form (SOAIDNS)

 Use a wildcard (% or \_)

\_ is for one character only

 This precaution may take a few minutes to perform, whereas fixing a multiple records may take several weeks to complete. The cost for IT to fix it – priceless!

## Duplicate Records Management

Numerous times per academic year (e.g., prior to rolling classes into academic history), the Registrar's office will initiate an audit of general person and general student records, to search for duplicate records. The results will identify the modules in which possible duplicate records exist (e.g., Location Management, Recruiting, Admissions, Academic History, Billing, Payroll, etc). Based on the results of the audit, the concerned offices will meet with the purpose of resolving the problem, by following the necessary procedure to combine the duplicates into one record for the student or person.

Record events, often referred to as duplicates, are, in fact, multiple records containing some duplicate data. Multiple are records with duplicate information in at least two of the following fields: SSNs, date-of-birth, or gender. Once duplicates (multiples) have been identified please contact IT and provide them with the identifying information listed and institutional identifications numbers when these data are available.

An audit report of name changes will be run weekly by Human Resources, Payroll, Student Account

Services, Registrar's office, and Purchasing to reconcile name change activity and documentation. If a name change has been made that requires additional documentation, it is the concerned department's responsibility to follow up with the department implementing the change and/or the person whose name has been changed, as appropriate.

## Names

### ***Name Change Policies***

Informed professional judgment (i.e. common sense), must be used to determine what constitutes a name correction (i.e. data entry spelling error) rather than a name change. In a name correction, the current name should be "typed-over". No previous or alternative name record is kept and no documentation is required. A name change requires documentation before the record can be corrected in or added to BANNER. The following chart summarizes policies and procedures for making name changes for person and non-person entities in Banner.

Use the System Identification Form (GUASYST) to determine the department that 'owns' the record.

Person/Non-Person	Procedures
Employee (faculty or staff) – whether or not any other record type exists	Human Resources will make the change. Use Name Change Form and require the following: <ul style="list-style-type: none"> <li>▪ Passport</li> <li>▪ Marriage Certificate/License</li> <li>▪ Court Order Document</li> <li>▪ SSN</li> </ul>
Current Student – excluding faculty or staff (who should follow "Employee" guidelines above)	Registrar may make the change. Use Name Change Form and require one of the following: <ul style="list-style-type: none"> <li>▪ Marriage Certificate/License</li> <li>▪ Court Order Document</li> <li>▪ Passport</li> <li>▪ SSN</li> </ul> <i>See Name Change Form for procedures.</i>
Vendors (Purchasing does not change employee or student names)	<b>Updated W-9 is required.</b>

Alternate Name: Alias Name (ALIA)

The following forms are used to enter and change name information. The form used depends upon the Banner module in use:

#### FORM NAME

SPAIDEN  
ROAIDEN  
PPAIDEN  
FTMVEND  
FOAIDEN

#### BANNER MODULE

STUDENT  
FINANCIAL AID  
HUMAN RESOURCES  
PURCHASING ('non-person' vendors)  
PURCHASING ('person' vendors)

## ***Standards for Adding a New Record***

When adding a new record to the Banner system, it's crucial to follow standardized procedures to ensure data accuracy and consistency. Here are the guidelines for entering a new record:

### **1. Name Entry:**

- Enter the last, first, and middle names of the person exactly as they appear on legal documents such as a court order, marriage license, or passport.
- If legal documentation is unavailable during record creation, enter the full name, including the complete middle name. Avoid converting full names to initials.
- Always use mixed case letters for names, adhering to standard upper/lowercase format.

### **2. Optional Data Entry:**

- While not mandatory, entering the Social Security Number (SSN), Date of Birth, Gender, and permanent Address greatly reduces the chance of duplicate records in Banner.
- A U.S. SSN is required for Kentucky State University employees and independent contractors. For students, SSN disclosure is preferred but only mandatory for financial aid or employment applications.

### **3. Vendor Entry:**

- Purchasing will manually enter new vendors into the system and perform a duplicate check to ensure data integrity.

### **4. Case Handling:**

- Enter names in mixed case format, regardless of the case used in submitted paperwork.
- Lowercase the first letter if the person's name starts with a lowercase letter.
- When unsure of the correct format, request legal documentation for guidance.

### **5. Punctuation Guidelines:**

- Follow the person's instructions or legal documentation regarding the use of hyphens, apostrophes, dashes, or periods in names.
- Use hyphens to separate double names and apostrophes when indicated by the person.
- Avoid using commas, pound signs (#), or ampersands (&) in names.

### **6. Previous Names:**

- Preserve previous name information in Banner, except for data entry errors.
- Enter previous names chronologically, followed by the current name.

### **7. Legal Name:**

- Complete the Legal Name field only if the current name is not yet legally changed, following the same standards as mentioned earlier. (Examples of this may be where the person has changed their name but has not yet received legal documentation (court order, SSN, marriage certificate, etc.).)

### **8. Social Security Number (SSN):**

- Enter a U.S. SSN in the designated field, as required by Kentucky State University policy. Extract SSN from various tapes for loading into the system, such as ACT test scores or Financial Aid loads. In order to use a different name than the one appearing on the Identification Form for the W-2 Employee Name, the processor should complete the fields in the Social Security Name block on the U.S Regulatory Information window of the Employee Form (PEAEMPL). If a name is not specified in this field, then the name that prints on the W-2 (and all other W-2 reporting) will be taken from the Identification Form (PPAIDEN/SPAIDEN).

### **9. Last Name:**

- The Last Name field is mandatory and should be entered with the legal spelling and format, excluding titles or suffixes.

### **10. First Name:**

- The First Name field is mandatory. Enter the legal spelling and format, including spaces and hyphens for double first names if applicable. Leave the field blank if no first name is provided. Enter the legal spelling and format of the first name, using standard capitalization rules. If there is no first name, enter a blank to satisfy the required field. Spaces and hyphens may be included in double first names (e.g., Mary Ann, Bobbie Jo). Enter both names in the first name field only if it



is legally a two-name first name. If the person prefers to be addressed using both first and middle names, but these are not the legal names, use the preferred first name field to enter this information. Do not include titles, prefixes or suffixes in either the first name or preferred first name fields. This information is stored in the prefix and suffix fields.

**11. Preferred First Name:**

- Optionally, enter a preferred first name (nickname) in the designated field following the same format guidelines.

**12. Middle Name:**

- The Middle Name field is optional. Enter the legal spelling and format or leave blank if not applicable.

**13. Prefixes and Suffixes:**

- Do not enter prefixes or suffixes in the name fields; use the respective fields provided for these details. Enter name suffixes given by the person. If no suffixes are provided, do not enter any. Enter the suffix code to be associated with the person's name using mixed case and standard capitalization rules. The suffix may be up to 20 characters in Banner and multiple suffixes may be entered. Separate multiple suffixes with blanks.

**14. Name Type and Description:**

- For the "current" name, no type designation is needed. Use specific name descriptions for non-current names, such as Alias Name, Birth Name, etc.
  - ALIA
  - Alias Name
  - BRTH
  - Birth Name
  - EVNT
  - Event Guest
  - FORM
  - Former Name
  - GRAD
  - Name at time of Graduation
  - LEGL
  - Legal / Official Name
  - MAID
  - Maiden Name
  - PROF
  - Professional/Stage Name
  - SPSE
  - Spouse (with no record) Name

## **Non-Person Name Standards**

When entering non-person names into the Banner system, it's essential to adhere to specific guidelines to maintain consistency and accuracy. Here are the standards for entering non-person names:

**1. Case Formatting:**

- Enter all information in mixed case format. Include articles (a, an, the) if they are part of the full legal name.

**2. Example:**

- For example:
  - The Boeing Company
  - Kansas Independent College Fund
  - New York State Department of Education
  - United States Postal Service

### 3. **Company Name Entry:**

- Enter the company name in the corporation field on the FTMVEND form as listed on the W-9 or Vendor Registration form.
- Non-person records other than Finance Vendors should be entered on SPAIDEN/PPAIDEN in the Non-Person Field. Sources may include the phone book, website, or specific databases.
- Punctuation should only be entered when part of the official name.
- Determine spacing by referring to the W-9 or Vendor Registration form. Generally, acronyms do not have spaces between letters, while initials and the company name should have spaces between them.

### 4. **Word Abbreviations:**

- Use standard abbreviations for common terms, such as:
  - Academic - Acdmc
  - Division - Div
  - Association - Assn
  - Foundation - Fndtn
  - Council - Cncl
  - International - Intrntl
  - Management - Mgmt
  - Student - Stdnt
  - National - Natl
  - United States - US
  - Program - Prgm
  - University - Univ

### 5. **Abbreviations in Company Name:**

- Abbreviations may be used if commonly used by the vendor, such as IBM or 3M Company.

### 6. **Pre-Addition Checks:**

- Before adding a new company, thoroughly search FOIIDEN and FOICOMP to ensure it doesn't already exist in the vendor or non-person files.
- If the company already exists, activate it using the appropriate maintenance form.

### 7. **Unique Records:**

- Only one company record and identifier should exist for each business unit, with multiple addresses as required. The Banner System allows up to 99 different addresses for each vendor.
- Large corporations with different business units and tax identification numbers should have separate identifiers.
- Financial Aid FFELP Lenders, Guarantors, and Service Agents are exceptions to this rule, requiring separate records for different purposes.

### 8. **Examples:**

- Wal-Mart and K-Mart stores would be a single company with multiple addresses.
- Nationally affiliated moving companies would have a single company record with multiple addresses containing individual agent names.
- General Electric Aerospace, Medical Systems, and Credit Corporation would be separate companies with distinct identifiers.

## **Addresses**

It's crucial to adhere to university-wide conventions when dealing with shared data like addresses, keeping in mind the varied purposes for which this data is entered. For instance, departments responsible for marketing, such as Advancement and Admission, need to generate personalized correspondence adhering to formal addressing rules. These standards must find a balance between Banner system requirements, accepted standards for formal communications, and guidelines from the U.S. Postal Service.

## Address Types

We aim to maintain a standardized list of address types based on their purposes, rather than having separate addresses for each department. This approach reduces redundant data entry. Thus, an individual might serve as a vendor, an alumnus, an employee, and a current student, yet have only a single address.

Each Banner application (e.g., recruitment mail, billing, grades, award letters, and gift solicitations) will search for a valid address in a prescribed sequence. For instance, the grade mailing routine might search for addresses in this order: Local Mailing (LM) and then Permanent (PR). Similarly, Admission might typically search for a mailing address in this order: PR and then LM.

## Address Definitions

- **BI - Billing Address:** Used by Accounts Payable when the purchase order address (BU) differs from the invoice address.
- **BU - Business Address:** The primary address type for storing vendor addresses in Banner.
- **EM - Emergency Contact:** Information about emergency contacts for students or employees.
- **FA - Financial Aid Address (FAFSA):** Address from FAFSA, which may be temporary.
- **LM - Local Mailing:** The default address for the University, used for receiving correspondences.
- **MG - Matching Gift:** Description needed.
- **PA - Parent Address:** Address of the parent(s) when different from the permanent address.
- **P1 - Parent Address 1:** Address of parent(s) not the same as the PR or PA address.
- **P2 - Parent Address 2:** Address of additional parent(s) if not same as PR, PA, or P1 addresses.
- **PR - Permanent Address:** Address that changes rarely, such as a post office box or parent address for students.
- **RH - Residence Hall:** Used if different from LM or PR address type.
- **TE - Temporary:** Used when the person has temporarily relocated.
- **WK - Work Address:** Work address of the person when different from PR or LM address type.
- **XX - Reserved for TGRFEED Use Only:** Address type reserved for Finance operations.

## US Street Standards

All information should be in mixed case format. Street names should be spelled out completely whenever possible. Numerical street names should use the number code (e.g., use 6th Street instead of Sixth Street). The post office reads an address from the bottom up, with the most general information at the bottom and the most specific at the top.

## Punctuation & Symbols

- Avoid using punctuation (periods, commas, apostrophes) and symbols at the beginning of an address field.
- Use "c/o" for "in care of" when necessary, placed on the first street address line.
- Use hyphens and slashes in addresses when needed for clarity.
- Use the ampersand '&' instead of the word 'and' if appropriate.

## Delivery Line Layout

Follow the USPS preferred layout for the delivery line, including primary address number, predilection, street name, suffix, postdirectional, secondary address identifier, and secondary number.

Example:

primary address number	numerical, not word
predilection	N (North), E (East), SW (Southwest)
street name	normally not abbreviated
suffix	St, Dr, Cir
postdirectional	N (North), E (East), SW (Southwest)
secondary address identifier	Apt, Rm, Ste
secondary number	numerical, not word

## Abbreviations for Street Designators

Refer to the U.S. Postal Service Address Standards publication for abbreviations of designators not listed below. Abbreviations for Street Designators are defined by the USPS.

<http://pe.usps.gov/cpim/ftp/pubs/pub28/pub28.pdf>

Abbreviations p. 41, Last Word Abbreviations p. 46, Street p. 57, Business Word p. 79

## Address Unit Designators

Secondary designators, such as suite or apartment numbers, should be on the same line as the street address and at the end to the right.

Example:

1356 S Executive Dr Ste 202

1624 W Donner St Apt 101

102 Main St Apt 101

102 Main St Ste 101

102 Main St Rm 101

If the primary address uses all available characters, the secondary unit designator should be on the first address line – preceding the primary address. The unit designator should never be on the line following the primary address. Remember, the post office reads an address from the bottom up.

Example:

Mr. Michael Murray Apt C 5800 Springfield Gardens Cir Springfield VA 22152-1058

Always use the USPS standard abbreviations for secondary unit designators as follows:

<http://pe.usps.gov/cpim/ftp/pubs/pub28/pub28.pdf>

Abbreviations p. 41, Last Word Abbreviations p. 46, Street p. 57, Business Word p. 79

### **Attention Line**

Avoid using an attention line if possible. If necessary, use only an office or title rather than a name to prevent obsolescence.

### **PO Box**

Always abbreviate Post Office Box as PO Box.

### **Dual Addresses**

Place the PO Box immediately above the last line if a mailing file contains both a physical address and a PO Box. Do not enter data into the second address line until data has been entered into the first address line.

Example: Mr. John Doe

1201 Broad St

PO Box 1001

Falls Church VA 22042-2102

[http://pe.usps.com/text/dmm300/602.htm#xd\\_602\\_1\\_4](http://pe.usps.com/text/dmm300/602.htm#xd_602_1_4)

### **Sources for Additional Information**

There are style manuals that deal with formal addressing style. There are several U.S. Postal Service publications dealing with addressing. The most comprehensive and accessible publication is Postal Addressing Standards, Publication 28. This publication is available from the U.S. Postal Service as well as in a portable document format (PDF) on the World Wide Web at:

-The US Postal Service National Customer Support Center has a very useful web site that provides extensive address and zip code information: <http://pe.usps.gov/cpim/ftp/pubs/pub28/pub28.pdf> ;

<http://www.usps.gov/ncsc/>

-The Canadian Postal Service (Canada Post) also offers a very useful web site:

<http://www.canadapost.ca/personal/tools/pg/manual/PGaddress-e.asp>

## **City**

All information is typed in mixed case format, (i.e. not all caps or all lower). Spell out city names in their entirety. If it is necessary to abbreviate city names to fit within 20 characters, use abbreviation standards described herein or in the US Postal Service Postal Addressing Standards (system-generated from zip code entry).

## **State and Province**

State codes MUST be entered for all U.S. and Canadian addresses. The appropriate code may be selected using Banner software. For additional information, refer to the Postal Service Address Standards publication. The State and Province values are validated based on the State/Province Code Validation (STVSTAT) form.

Canadian Provinces are entered in the State/Province field, NOT in the City field. Canadian Provinces include Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland, Northwest Territories, Nova Scotia, Ontario, Prince Edward Island, Quebec, Saskatchewan, and Yukon and have their own code for entry into the State Field. Note: Canadian addresses must include the city in the City Field and the Province in the State Field (system-generated from zip code entry).

## **County**

The County will be system-generated from the zip code entry. Do not enter county code for international addresses.

## **Zip or Postal Code**

Zip or postal codes MUST be entered for all U.S. and Canadian addresses. For all US addresses, enter the five-digit zip code before entering the city, county, or state. If the zip code is entered correctly the city, county, and state are automatically displayed in the appropriate fields. This not only eliminates the need to key this information, but also ensures that it is correct. Note that you must enter the five-digit zip code only, then press the ENTER key (or the TAB key), which will cause Banner to fill in the city, county, and state. You can then return to the zip code to add the remaining digits.

## **United States**

A Hyphen must be entered when the entire 9 digit (zip plus four) zip code is available. If the last four digits are unavailable, enter the first five digits in the first five positions of the field without the hyphen.

Example:

97203

97203-5798

Reference for US zip codes

<http://zip4.usps.com/zip4/welcome.jsp>

Canadian

Enter the six-character postal code by keying in 3 characters, a space, and the last 3 characters.

Examples:

T2T 2Y5

R2L 1N4

Canadian zip postal codes may be entered into the GTVZIPC validation form.

### **Reference for Canadian postal codes**

<https://www.canadapost.ca/cpo/mc/personal/postalcode/fpc.jsf>

### **Country**

A country code is required for all non-U.S. addresses. Do not enter "United States" in the country name field for United States addresses. Banner maintains a list of all the current code options available and the default country designation is "US"

### **International Addresses**

International State and Provinces (excluding Canada) are entered in the City field, NOT in the State/Province field. This field should be blank for all International addresses.

Use the Nation validation values to enter nation or country codes. This way the University can better control the printing of international addresses on letters and forms.

International information is typed in mixed case format, (e.g., not all caps or all lower). Enter city name, province or state and postal code. It may not always be possible to enter city, province/state and postal code in the 20-characters of the city field. This field is required and the individual must use best judgment in how to employ the City field and address lines to best replicate the international address. Spell out names in their entirety. If it is necessary to abbreviate city names to fit within 20 characters, use abbreviation standards.

Enter street address information in the 3 street address lines and enter the city and province (or equivalent) in the city field. (For Canadian addresses, enter the province in the state/prov field.) Finally, enter the postal code (if any) in the ZIP code field.

Although Canadian postal codes should be entered in the ZIP code field, Canadian postal codes were not purchased with Code 1 (the Address Management Software) and are not populated in GTVZIP.

Example:

Petko Metodiev Kitanov

POB 140

Balgoevgrad, Hyderabad

2700

BU

## **Military Address**

Overseas Locations

Enter the APO or FPO code into the City field.

Enter the military 'state' code (AA, AE, or AP) into the State field.

AA for units in the Americas - other than CANADA

AE for mail going to Europe, the Middle East, Africa, and Canada

AP for mail destined to the Pacific

Examples:

SSGT Dennis Becker

Unit 2050 Box 4190

APO AP 96522-1215

Sgt Cher Downey

PSC 802 Box 2625

APO AE 09777-0010

Seaman Duane Reeves

B Division

USS North Dakota



## **Domestic Locations**

All domestic military mail must have a regular street style address.

Example:

Col Margaret Henry

Lowery Air Force Base

8205 E Sixth Ave Apt 405

Denver CO 80234

## **Address Source**

The following table describes address source codes defined for the Banner system.

CALL	Phone call from individual
CARD	Contact Card
CONV	Information From Conversion
EDI	Electronic Data Interchange
INFR	Information from relative
PHON	Phonathon received change
POST	Post Office change
RESL	Residence Life
RETD	Returned, no forwarding address
SELF	Self reported by individual
TAPE	Tapeload

## **Telephone Numbers**

Entities (persons or non-persons) may have multiple telephone numbers in the Banner system. Ensure these numbers are accurate and reflect the most recent data. Enter the ten-digit number without hyphens.

Telephone numbers can be linked to a specific address using the 'Address Type' and 'Seq No' fields. Multiple phone numbers can be associated with a single address.

All regional and local telephone numbers, including on-campus numbers, should be entered using a ten-digit format without parentheses or hyphens. Do not include the standard "1" code for long-distance dialing.

Example:

- 316 2955000 7300

### **International Numbers**

There is a 16-character limit for the international access number field. Enter the number in the appropriate field without parentheses or hyphens and omit the "011" standard code for international dialing.

Example:

- 081037599311 (For a Japanese number: 081 for the country code, 03 for the city code, and 7599311 for the phone number)

### **Phone Number Extension**

If an extension number is provided, enter only the digits of the extension without "EXT" or "X."

Example:

- 7300
- 1764

### **Telephone Types (STVTELE)**

Telephone types distinguish each number entered in the Banner system. The University uses the following codes:

- **BI:** Billing
- **BU:** Business
- **CEL:** Mobile / Cell Phone
- **EM:** Emergency Contact
- **FA:** Financial Aid
- **FAX:** Fax
- **LM:** Local / Mailing
- **MG:** Matching Gift
- **PA:** Parents / Guardians
- **P1:** Parent 1 / Guardian 1
- **P2:** Parent 2 / Guardian 2
- **PR:** Permanent Residence Phone
- **RH:** Residence Hall Phone
- **WK:** Work Phone

Multiple phone numbers can be stored for each type using sequence numbers.

### **E-Mail**

Students, faculty, and staff receive internet access and email services. Establishing an account with the University's Information Technology is required to use these privileges. Registered users automatically receive a username and password, which includes a University-specific email address.

All email addresses should be evaluated for case sensitivity and spelling. Email addresses consist of a login name followed by the @ sign and the domain name. There is no limit on the domain name.

### **E-Mail Address Types**

- **BUS:** Business Email (vendor or alumni email address)
- **CAMP:** Campus Email (University-assigned email address)
- **PERS:** Personal Email (used for students, staff, or faculty different from CAMP or BUS types; commonly used when loading or updating records electronically)
- **EFT NKIN:** Next of Kin

University email correspondence will be sent only to University-assigned email addresses. The KSU email address will be marked as primary. The preferred indicator must be checked to indicate the preferred email address; otherwise, it may be omitted from selection.

Examples:

- [helpdesk@ksu.edu](mailto:helpdesk@ksu.edu)
- [alumni@ksu.edu](mailto:alumni@ksu.edu)

### **Calendar Dates**

Dates are entered on various screens for different purposes. The University prints dates in the format dd-mmm-yyyy. Dates may be entered in any format and will be re-displayed in the dd-mmm-yyyy format.

Examples:

- Date Entered: January 17, 1999, Displayed: 17-JAN-1999
- Date Entered: 4/17/99, Displayed: 17-APR-1999
- Date Entered: 060899, Displayed: 08-JUN-1999
- Date Entered: 0602, Displayed: 06-FEB-current year

### **Gender**

A gender code is required for all university employees and students. The U.S. Department of Education and the Kentucky Council of Postsecondary Education require the University to report gender information.

- **Male:** A male person, man, or boy
- **Female:** A female person, woman, or girl

### **Identifications**

If students do not provide an SSN, it may be extracted from various tapes, such as ACT test scores or Financial Aid loads. Enter the full nine-digit number, omitting dashes and spaces (e.g., 555491133).

All SSNs downloaded through the ISIR must be compared to those in the University's records. Discrepancies must be resolved before the student receives financial aid.

### **Checking SSN Validity**

- [SSA Employer Handbook](#)
- [High Group List](#)

The SSN is required for students seeking financial aid and employees. An SSN or EIN is required for independent contractors but is not required for University friends or international students unless employed at the University.

### **Changes to Social Security Number**

Requests to change SSNs must be accompanied by a valid social security card. Good professional judgment should be used for corrections. Changes should be processed as follows:

- **Student:** Registrar's Office
- **Faculty/Staff:** Human Resources
- **Non-Person (Vendors):** Purchasing

### **University ID**

The system creates a Banner ID number but not an SSN.

### **KDE ID**

Required by KY CPE, obtained from Kentucky high school transcripts, entered by Admissions, and appears in SPAIDEN.

### **Other IDs**

For additional IDs, submit a "System Change Request" to IT.

### **Date of Birth**

Required for employees and students. Changes require a birth certificate. If no birth date is available, Human Resources uses 01-01-1900 temporarily, correcting records periodically. When the year is known but not the specific date, use 01-JAN-year (e.g., 01-JAN-60).

### **Marital Code**

Collected for students, employees, and constituents. Codes include:

- **C:** Companion / Partner
- **D:** Divorced
- **M:** Married
- **P:** Separated
- **S:** Single
- **W:** Widowed

### **Race/Ethnicity Codes**

#### **Using the Department of Education New Ethnicity/Race Codes**

This field **MUST** be completed for U.S. citizens or U.S. permanent residents who are students or employees. It **MUST NOT** be completed for international students or employees (non-U.S. citizens residing in the U.S. on a visa). This field is optional for constituents who are friends of the University.

According to the Integrated Postsecondary Education Data System (IPEDS), these categories "were developed to describe groups to which individuals belong, identify with, or belong in the eyes of the

Institutions **MUST** use a two-part question to collect this data. The first part collects New Ethnicity, defined as an individual's designation of "Hispanic or Latino" or "Not Hispanic or Latino." The second part collects race, asking individuals to indicate all races that apply. The questions must be presented in this order:

1. Are you Hispanic or Latino?
2. Select one or more of the following races: a. American Indian or Alaska Native b. Asian c. Black or African American d. Native Hawaiian or Other Pacific Islander e. White

Oracle Fusion Middleware Forms Services: Open > SPAIDEN [Q]

File Edit Options Block Item Record Query Tools Help

Citizenship: ☐ Citizen

Marital Status: ☐

Religion: ☐

Legacy: ☐

Ethnicity: ☐ African-American

New Ethnicity:

Confirmed Date:

☒ Ethnicity and Race Confirmed

Veteran File Number:

Veteran Classification:

Date of Discharge:

☐ Armed Forces Service Medal Indicator

☐ Disabled Veteran

User:

Activity Date:

**Race**

☐ Black or African American

☐

☐

**User**

**Activity Date**

Gender:

Record: 1/1

<OSC>

Students and staff **MUST** be shown both parts of the question, regardless of their answers. The wording in the second part **MUST** read "...one or more..." instead of alternatives like "all that apply." Institutions may **NOT** offer the following options (or any variations) to students and staff:

- Unknown
- Refuse or decline to respond
- None of the above
- Other
- Nonresident alien

For international students or employees (non-U.S. citizens residing in the U.S. on a visa), leave the New Ethnicity/Race fields BLANK, designate "N" for Citizenship, and fill out the SEVIS information.

Oracle Fusion Middleware Forms Services: Open > SPAIDEN [Q]

File Edit Options Block Item Record Query Tools Help

Citizenship: ☒ Citizen  
 Marital Status: ☐  
 Religion: ☐  
 Legacy: ☐  
 Ethnicity: 2 African-American  
 New Ethnicity: Not Hispanic or Latino  
 Confirmed Date: 17-APR-2012  
 Ethnicity and Race Confirmed: ☒  
 Veteran File Number:   
 Veteran Classification: Not a Veteran  
 Date of Discharge:   
 Armed Forces Service Medal Indicator: ☐  
 Disabled Veteran: ☐  
 User: SIKITIA\_LANIER  
 Activity Date: 17-APR-2012

Race	User	Activity Date
3 Black or African American	SIKITIA_LANIER	17-APR-2012
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Gender  
 Record: 1/1 | | | | | <OSC>

## Other Person Data

**U.S. Citizen Type** This information is required for prospects, students, and employees. For constituents who are not students or employees, this field may be left blank to indicate that U.S. citizenship is not known.

**Veteran File Number** The Office of the Registrar maintains this information for students.

**Religion Code** The University does not collect or maintain religion data.

## Confidential Records

**Statement of Responsibility for Confidentiality of Student Records** Security and confidentiality concern all persons who have access to student information. Each person with such access holds a position of trust and must recognize their responsibility to preserve the security and confidentiality of this data. Since conduct on or off the job can affect this security, each person authorized to access student information is expected to adhere to the following standards.

**Confidential Information Indicator** If a person completes a "Request to Withhold Information" form, no data about the student will be shared with anyone other than the student without the student's written permission. The permission must identify the person(s) allowed access and the type of information to be shared (registration, grades, financial aid, etc.). This confidentiality does not apply internally for daily University business purposes.

**FERPA** The Family Educational Rights and Privacy Act of 1974 establishes requirements regarding the privacy of student records. FERPA governs the release of "education" records maintained by an educational institution and access to these records.

**Handling of Health Information** Offices should comply with the Health Insurance Portability & Accountability Act (HIPAA) to protect the privacy of personal health information of students and employees.

The HIPAA Privacy Rule defines and limits the circumstances under which an individual's protected health information may be used or disclosed. Additional information can be found at [HHS Privacy](#).

## **Withdrawal**

### **Deceased Information**

- Due to the sensitivity of this issue, prompt attention is necessary to discontinue future mailings from University offices. Deceased status must be verified information, not just perceived.
- For University employees, ONLY the Human Resources department will enter and change this information based on prevailing policies.
- For constituents (non-students or employees), External Relations and Development will enter and change this information based on prevailing policies.
- For students, only the Registrar's Office will enter/change deceased information in SPAIDEN.

### **Other Withdrawal Information**

- Withdrawal information for computing graduation rates and other studies includes:
  - Deceased Information (See above)
  - Totally and permanently disabled
  - Military information (left for military)
  - Left to serve with a foreign aid service of the Federal government (e.g., Peace Corps)
  - Left to serve on an official church mission

## **Appendices**

- A. Data Standards Quick Reference
  - 1. Person (Student, Employee and/or Vendor)
  - 2. Non-Person (Vendor)
- B. Data Standards Training Completion Document
- C. CPE
- D. SSN rules
- E. ACT FICE Codes (HS and College)
- F. FIPS (Federal) County and States
- G. Addresses
- H. US Dept. of Education Race/Ethnicity Rules
- I. FERPA
- J. Handling of Health Information



## Appendix A1

### Person (Student, Employee and/or Vendor)

Before creating a "Person" (p.5)	Address Abbreviations																																																																																																											
<p>Search on GUIALT1 or SOIADEN using ID, SSN, Last Name, and First Name with % before and after each search string</p> <p style="text-align: center;"><b>"Person" Names (p.6)</b></p> <ol style="list-style-type: none"> <li>1. Enter the last, first and middle names of the person exactly as provided, using upper and lower case and maintaining spaces. (duBols, Van Buren, Van der Lage)</li> <li>2. Enter hyphens, apostrophes or dashes as indicated, but do not use periods or commas. (Ann/M/St. John-O'Neill)</li> <li>3. Do not enter special characters (&amp;, %, #, " ").</li> <li>4. If first name is indicated as initial and full middle name, enter both in First Name field. (D Gary/blank/Smith)</li> <li>5. If a person has more than two given names and does not specify first vs. middle, enter first two in First Name, remainder in Middle Name. (Anne Marie/Susan/Smith)</li> <li>6. If a person has only one name, enter it in Last Name field and leave First Name field blank.</li> </ol> <p style="text-align: center;"><b>Street Addresses (p.12)</b></p> <ol style="list-style-type: none"> <li>1. Enter data in first address line, then second, then third.</li> <li>2. Enter delivery address in last used line before City.</li> <li>3. Abbreviate Post Office Box with no space and enter by itself on last used line before City. (PO Box 1234)</li> <li>4. Do not use special characters (#, %, &amp;).</li> <li>5. Enter and in place of &amp;.</li> <li>6. Use the word Unit, Ste, Apt, etc. in place of #, No, or Number.</li> <li>7. Enter c/o in place of in care of in Street Line 1.</li> <li>8. If possible avoid using attention lines, when necessary enter attention line in Street Line 1. (Attn Bob Snow)</li> <li>9. Enter periods, slashes, and hyphens only in street number and zip code. (39.2 Rd, 101 1/2 Main St, 97203-4796)</li> <li>10. Use numbers for numbered streets and include st,nd,rd,th. (201 4th St, 1919 23rd Ave, 4801 NW 101st St)</li> <li>11. Abbreviate street suffixes, unit designators, and directionals, if not part of primary name (N South Oak)</li> <li>12. If there are two street suffixes, abbreviate second; first becomes part of street name. (1300 W 43rd Avenue Ct)</li> <li>13. Enter unit designators after street address or on line above</li> <li>14. Spell out street and city names, if space allows. (County Road 14, Fort Collins, Idaho Springs)</li> <li>15. Allow Banner to enter City and State from Zip Code.</li> <li>16. Campus address is to be used for Employees ONLY Enter "Home" Department in Street Line 1, Building and Room Number in Street Line 2, Campus Box in Street Line 3, and Greeley in City.</li> </ol> <p style="text-align: center;"><b>Telephone Numbers (p.20)</b></p> <ol style="list-style-type: none"> <li>1. Enter telephone numbers if provided. Do not use any punctuation (such as hyphens).</li> <li>2. The telephone number entry is divided into three fields. The first field is for area code entry, the second field should include all seven digits of the phone number (without a hyphen), the third field is reserved for the extension number.</li> <li>3. Only numeric values should be entered in any of the three fields, NO ALPHA CHARACTERS.</li> <li>4. All regional and local telephone numbers, including On Campus telephone types, are entered using the ten-digit format.</li> <li>5. Set the Primary Indicator if the telephone number is the primary contact for the entity</li> <li>6. Set the Unlisted Indicator if the telephone number should be designated as 'unlisted.'</li> <li>7. Set the Inactive Indicator if the telephone number is no longer valid.</li> </ol>	<p style="text-align: center;"><u>Street Suffixes (p.15)</u></p> <table style="width: 100%;"> <tr><td>Avenue</td><td>Ave</td></tr> <tr><td>Boulevard</td><td>Blvd</td></tr> <tr><td>Branch</td><td>Br</td></tr> <tr><td>Center</td><td>Ctr</td></tr> <tr><td>Circle</td><td>Cir</td></tr> <tr><td>Court</td><td>Ct</td></tr> <tr><td>Drive</td><td>Dr</td></tr> <tr><td>Estate</td><td>Est</td></tr> <tr><td>Highway</td><td>Hwy</td></tr> <tr><td>Lane</td><td>Ln</td></tr> <tr><td>Parkway</td><td>Pkwy</td></tr> <tr><td>Place</td><td>Pl</td></tr> <tr><td>Point</td><td>Pt</td></tr> <tr><td>Road</td><td>Rd</td></tr> <tr><td>Route</td><td>Rt</td></tr> <tr><td>Rural Route</td><td>RR</td></tr> <tr><td>Square</td><td>Sq</td></tr> <tr><td>Station</td><td>Sta</td></tr> <tr><td>Street</td><td>St</td></tr> <tr><td>Trail</td><td>Trl</td></tr> <tr><td>Tumple</td><td>Tpke</td></tr> <tr><td>Way</td><td>Way</td></tr> </table> <p style="text-align: center;"><u>Unit Designators (p.15)</u></p> <table style="width: 100%;"> <tr><td>Apartment</td><td>Apt</td></tr> <tr><td>Basement</td><td>Bsmt</td></tr> <tr><td>Building</td><td>Bldg</td></tr> <tr><td>Department</td><td>Dept</td></tr> <tr><td>Floor</td><td>Fl</td></tr> <tr><td>Front</td><td>Fmt</td></tr> <tr><td>Hangar</td><td>Hngr</td></tr> <tr><td>Lobby</td><td>Lbby</td></tr> <tr><td>Lot</td><td>Lot</td></tr> <tr><td>Lower</td><td>Lowr</td></tr> <tr><td>Office</td><td>Ofc</td></tr> <tr><td>Penthouse</td><td>Ph</td></tr> <tr><td>Pier</td><td>Pier</td></tr> <tr><td>Rear</td><td>Rear</td></tr> <tr><td>Room</td><td>Rm</td></tr> <tr><td>Side</td><td>Side</td></tr> <tr><td>Slip</td><td>Slip</td></tr> <tr><td>Space</td><td>Spc</td></tr> <tr><td>Stop</td><td>Stop</td></tr> <tr><td>Suite</td><td>Ste</td></tr> <tr><td>Trailer</td><td>Trlr</td></tr> <tr><td>Unit</td><td>Unit</td></tr> <tr><td>Upper</td><td>Uppr</td></tr> </table> <p style="text-align: center;"><u>Compass Directions (p.14)</u></p> <table style="width: 100%;"> <tr><td>East</td><td>E</td><td>North</td><td>N</td></tr> <tr><td>Northeast</td><td>NE</td><td>Southeast</td><td>SE</td></tr> <tr><td>West</td><td>W</td><td>South</td><td>S</td></tr> <tr><td>Northwest</td><td>NW</td><td>Southwest</td><td>SW</td></tr> </table> <p style="text-align: center;"><b>Foreign Addresses (P.18)</b></p> <ol style="list-style-type: none"> <li>1. Enter as provided including punctuation, except commas.</li> <li>2. Do not abbreviate spelled-out words, if space allows.</li> <li>3. Enter non-Canadian state/province in Street Line 3.</li> <li>4. For Canadian addresses, enter Province in State or Province Code.</li> <li>5. The County Code field should be left blank.</li> <li>6. Enter postal code (with spaces) in Postal Code.</li> <li>7. Enter country name from validation table in Nation Code.</li> </ol>		Avenue	Ave	Boulevard	Blvd	Branch	Br	Center	Ctr	Circle	Cir	Court	Ct	Drive	Dr	Estate	Est	Highway	Hwy	Lane	Ln	Parkway	Pkwy	Place	Pl	Point	Pt	Road	Rd	Route	Rt	Rural Route	RR	Square	Sq	Station	Sta	Street	St	Trail	Trl	Tumple	Tpke	Way	Way	Apartment	Apt	Basement	Bsmt	Building	Bldg	Department	Dept	Floor	Fl	Front	Fmt	Hangar	Hngr	Lobby	Lbby	Lot	Lot	Lower	Lowr	Office	Ofc	Penthouse	Ph	Pier	Pier	Rear	Rear	Room	Rm	Side	Side	Slip	Slip	Space	Spc	Stop	Stop	Suite	Ste	Trailer	Trlr	Unit	Unit	Upper	Uppr	East	E	North	N	Northeast	NE	Southeast	SE	West	W	South	S	Northwest	NW	Southwest	SW
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	<p style="text-align: center;"><b>Telephone Types (p.20)</b></p> <p>BI - Billing BU - Business CA - Campus CEL - Cell Phone FAX - Fax HOME - Home LO - Local P1 - Parent 1 P2 - Parent 2 PA - Parents PR - Permanent Residence RH - Residence Hall SE - Seasonal TE - Temporary TF - Toll Free WK - Work</p>	<p style="text-align: center;"><b>Address Types (p.13)</b></p> <p>BI - Billing BU - Business CA - Campus EM - Emergency Contact FA - OAR HOME - Home LO - Local MA - Mailing if different from PR MB - Mail Box Number P1 - Parent 1 P2 - Parent 2 PA - Parents PR - Permanent Residence RH - Residence Hall SE - Seasonal TE - Temporary WK - Work</p>																																																																																																										
<p style="text-align: center;"><b>Symbols (p.14)</b></p> <p>In creating a record, never use the pound sign (#) or the percent sign (%).</p>																																																																																																												
<p style="text-align: center;"><b>Social Security Numbers (pp.8,23)</b></p> <p>Students not submitting their SSN: Nonresident Aliens = 9 + Institution ID; US Students = 8 + Institution ID</p>																																																																																																												

## Appendix A2

### Non-Person (Vendor)

<p style="text-align: center;"><b>Before creating a "Non-Person" Vendor (p.5)</b></p> <p>Search on GUIALT1 or GOAMTCH using ID, TIN, Name, and "Non-Person" Names – Corporations</p> <p style="text-align: center;"><b>"Non-Person" Names (p.6, p.11)</b></p> <ol style="list-style-type: none"> <li>1. Enter full name as provided using upper and lower case. (i.e. not all upper- or lower-case). (Association of Art Educators)</li> <li>2. Spell out all words except suffix (Corp, Inc, Co, Ltd), if space allows, (Smith Designs Inc) unless suffix is part of the primary name. (The Hair Company)</li> <li>3. Use USPS standard business word abbreviations if name is longer than space allows.</li> <li>4. Include articles such as a, an, or the, if space allows. (The Greeley Tribune)</li> <li>5. Do not enter punctuation (periods, commas, apostrophes) or special characters (&amp;, %, #, @). (Ricks Furniture, A and M Glass)</li> <li>6. Enter a space in place of hyphens, dashes, and slashes. (Econo Rate Rent A Car)</li> <li>7. Omit punctuation and spaces between initials. (ABC Corp, WW Grainger Inc)</li> <li>8. Enter acronyms without spaces or periods as Alternate Name on FOAIDEN</li> </ol> <p style="text-align: center;"><b>Street Addresses (pp.12-19)</b></p> <ol style="list-style-type: none"> <li>1. Enter data in first address line, then second, then third.</li> <li>2. Enter delivery address in last used line before City.</li> <li>3. Abbreviate Post Office Box with no space and enter by itself on last used line before City. (PO Box 1234)</li> <li>4. Do not use special characters (#, %, &amp;).</li> <li>5. Enter and in place of &amp;.</li> <li>6. Use the word Unit, Ste, Apt, etc. in place of #, No, or Number.</li> <li>7. Enter c/o in place of in care of in Street Line 1.</li> <li>8. If possible avoid using attention lines, when necessary enter attention line in Street Line 1. (Attn Bob Snow)</li> <li>9. Enter periods, slashes, and hyphens only in street number and zip code. (39.2 Rd, 101 1/2 Main St, 97203-4798)</li> <li>10. Use numbers for numbered streets and include st,nd,rd,th. (201 4th St, 1919 23rd Ave, 4801 NW 101st St)</li> <li>11. Abbreviate street suffixes, unit designators, and directionals, if not part of primary name (N South Oak)</li> <li>12. If there are two street suffixes, abbreviate second; first becomes part of street name. (1300 W 43rd Avenue Ct)</li> <li>13. Enter unit designators after street address or on line above</li> <li>14. Spell out street and city names, if space allows. (County Road 14, Fort Collins, Idaho Springs)</li> <li>15. Allow Banner to enter City and State from Zip Code.</li> </ol> <p style="text-align: center;"><b>Telephone Numbers (p.20)</b></p> <ol style="list-style-type: none"> <li>1. Enter telephone numbers if provided. Do not use any punctuation (such as hyphens).</li> <li>2. The telephone number entry is divided into three fields. The first field is for area code entry, the second field should include all seven digits of the phone number (without a hyphen), the third field is reserved for the extension number.</li> <li>3. Only numeric values should be entered in any of the three fields, NO ALPHA CHARACTERS.</li> <li>4. All regional and local telephone numbers are entered using the ten-digit format.</li> <li>5. Set the Primary indicator if the telephone number is the primary contact for the entity</li> <li>6. Set the Inactive indicator if the telephone number is no longer valid.</li> </ol> <p style="text-align: center;"><b>Word Abbreviations</b></p> <table style="width: 100%;"> <tr> <td>Academic - Acdmc</td> <td>Division - Div</td> </tr> <tr> <td>Associates - Assoc</td> <td>Education - Educ</td> </tr> <tr> <td>Association - Assn</td> <td>Foundation - Fndtn</td> </tr> <tr> <td>Council - Cncl</td> <td>International - Intmtl</td> </tr> <tr> <td>Management - Mgmt</td> <td>Student - Stdnt</td> </tr> <tr> <td>National - Natl</td> <td>United States - US</td> </tr> <tr> <td>Program - Prgm</td> <td>University - Univ</td> </tr> </table>	Academic - Acdmc	Division - Div	Associates - Assoc	Education - Educ	Association - Assn	Foundation - Fndtn	Council - Cncl	International - Intmtl	Management - Mgmt	Student - Stdnt	National - Natl	United States - US	Program - Prgm	University - Univ	<p style="text-align: center;"><b>Address Abbreviations</b></p> <table style="width: 100%;"> <tr> <th style="text-align: left;"><u>Street Suffixes (p.15)</u></th> <th style="text-align: left;"><u>Unit Designators (p.15)</u></th> </tr> <tr> <td>Avenue Ave</td> <td>Apartment Apt</td> </tr> <tr> <td>Boulevard Blvd</td> <td>Basement Bsmt</td> </tr> <tr> <td>Branch Br</td> <td>Building Bldg</td> </tr> <tr> <td>Center Ctr</td> <td>Department Dept</td> </tr> <tr> <td>Circle Cir</td> <td>Floor Fl</td> </tr> <tr> <td>Court Ct</td> <td>Front Fmt</td> </tr> <tr> <td>Drive Dr</td> <td>Hangar Hngr</td> </tr> <tr> <td>Estate Est</td> <td>Lobby Lbby</td> </tr> <tr> <td>Highway Hwy</td> <td>Lot Lot</td> </tr> <tr> <td>Lane Ln</td> <td>Lower Lower</td> </tr> <tr> <td>Parkway Pkwy</td> <td>Office Ofc</td> </tr> <tr> <td>Place Pl</td> <td>Penthouse Ph</td> </tr> <tr> <td>Point Pt</td> <td>Pier Pier</td> </tr> <tr> <td>Road Rd</td> <td>Rear Rear</td> </tr> <tr> <td>Route Rt</td> <td>Room Rm</td> </tr> <tr> <td>Rural Route RR</td> <td>Side Side</td> </tr> <tr> <td>Square Sq</td> <td>Slip Slip</td> </tr> <tr> <td>Station Sta</td> <td>Space Spc</td> </tr> <tr> <td>Street St</td> <td>Stop Stop</td> </tr> <tr> <td>Trail Trl</td> <td>Suite Ste</td> </tr> <tr> <td>Tumple Tpke</td> <td>Trailer Trlr</td> </tr> <tr> <td>Way Way</td> <td>Unit Unit</td> </tr> <tr> <td></td> <td>Upper Uppr</td> </tr> </table> <p style="text-align: center;"><u>Compass Directions (p.14)</u></p> <table style="width: 100%;"> <tr> <td>East E</td> <td>North N</td> </tr> <tr> <td>Northeast NE</td> <td>Southeast SE</td> </tr> <tr> <td>West W</td> <td>South S</td> </tr> <tr> <td>Northwest NW</td> <td>Southwest SW</td> </tr> </table> <p style="text-align: center;"><b>Foreign Addresses (p.18)</b></p> <ol style="list-style-type: none"> <li>1. Enter as provided including punctuation, except commas.</li> <li>2. Do not abbreviate spelled-out words, if space allows.</li> <li>3. Enter non-Canadian state/province in Street Line 3.</li> <li>4. For Canadian addresses, enter Province in State or Province Code.</li> <li>5. The County Code field should be left blank.</li> <li>6. Enter postal code (with spaces) in Postal Code.</li> <li>7. Enter country name from validation table in Nation Code.</li> </ol> <table style="width: 100%;"> <tr> <th style="text-align: left;"><b>Telephone Types (p.20)</b></th> <th style="text-align: left;"><b>Address Types (p.13)</b></th> </tr> <tr> <td>BI - Billing</td> <td>BI - Billing</td> </tr> <tr> <td>BU - Business</td> <td>BU - Business</td> </tr> <tr> <td>CEL - Cell Phone</td> <td>CA - Campus</td> </tr> <tr> <td>EM - Emergency Contact</td> <td>EM - Emergency Contact</td> </tr> <tr> <td>FAX - Fax</td> <td>FA - OAR</td> </tr> <tr> <td>HOME - Home</td> <td>HOME - Home</td> </tr> <tr> <td>MA - Mailing if different from PR</td> <td>LO - Local</td> </tr> <tr> <td>PR - Permanent Residence</td> <td>MA - Mailing if different from PR</td> </tr> <tr> <td>SE - Seasonal</td> <td>MB - Mail Box Number</td> </tr> <tr> <td>TE - Temporary</td> <td>PR - Permanent Residence</td> </tr> <tr> <td>TF - Toll Free</td> <td>SE - Seasonal</td> </tr> <tr> <td>WK - Work</td> <td>TE - Temporary</td> </tr> <tr> <td></td> <td>WK - Work</td> </tr> <tr> <td></td> <td>XX - Reserved for TGRFEED Use Only</td> </tr> </table> <p style="text-align: center;"><b>Symbols (p.14)</b></p> <ol style="list-style-type: none"> <li>1. In creating a record, NEVER USE the pound sign (#) or the percent sign (%).</li> <li>2. Symbols or Punctuation should never be used in the first position of an address field.</li> </ol>	<u>Street Suffixes (p.15)</u>	<u>Unit Designators (p.15)</u>	Avenue Ave	Apartment Apt	Boulevard Blvd	Basement Bsmt	Branch Br	Building Bldg	Center Ctr	Department Dept	Circle Cir	Floor Fl	Court Ct	Front Fmt	Drive Dr	Hangar Hngr	Estate Est	Lobby Lbby	Highway Hwy	Lot Lot	Lane Ln	Lower Lower	Parkway Pkwy	Office Ofc	Place Pl	Penthouse Ph	Point Pt	Pier Pier	Road Rd	Rear Rear	Route Rt	Room Rm	Rural Route RR	Side Side	Square Sq	Slip Slip	Station Sta	Space Spc	Street St	Stop Stop	Trail Trl	Suite Ste	Tumple Tpke	Trailer Trlr	Way Way	Unit Unit		Upper Uppr	East E	North N	Northeast NE	Southeast SE	West W	South S	Northwest NW	Southwest SW	<b>Telephone Types (p.20)</b>	<b>Address Types (p.13)</b>	BI - Billing	BI - Billing	BU - Business	BU - Business	CEL - Cell Phone	CA - Campus	EM - Emergency Contact	EM - Emergency Contact	FAX - Fax	FA - OAR	HOME - Home	HOME - Home	MA - Mailing if different from PR	LO - Local	PR - Permanent Residence	MA - Mailing if different from PR	SE - Seasonal	MB - Mail Box Number	TE - Temporary	PR - Permanent Residence	TF - Toll Free	SE - Seasonal	WK - Work	TE - Temporary		WK - Work		XX - Reserved for TGRFEED Use Only
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## **Appendix B**

### **Data Standards Training Completion Document**

Each employee that completes Data Standards Training will receive a Certificate of Training.

## **Appendix C**

### **CPE**

<http://www.cpe.ky.gov/>

2010-2011 Comprehensive Database Guidelines:

<http://www.cpe.ky.gov/NR/rdonlyres/023F25B8-63E8-49C8-B2B3-46188088CFDD/0/201011CDBGuidelinesFinal.pdf>

## **Appendix D**

### **SSN Rules**

Checking SSN validity

- <http://www.ssa.gov/employer/ssnvshandbk/failedSSN.htm>
- [Other Ways to Determine if an SSN is Valid](#)  
<http://www.socialsecurity.gov/employer/ssnvhighgroup.htm> (CPE)

## **Appendix E**

### **ACT FICE codes (HS and College)**

Select a state to obtain high school codes for that state:

<http://www.actstudent.org/regist/lookuphs.html>

Select a state to obtain college codes for that state:

<http://www.actstudent.org/scores/scodes.html>

## **Appendix F**

### **FIPS (Federal) County and states**

<http://www.itl.nist.gov/fipspubs/fip55-3.htm>

<http://www.itl.nist.gov/fipspubs/co-codes/states.htm>

[http://en.wikipedia.org/wiki/Federal\\_Information\\_Processing\\_Standard\\_state\\_code](http://en.wikipedia.org/wiki/Federal_Information_Processing_Standard_state_code) Table

## Appendix G

### Addresses

- U.S. Postal Service Address Standards: <http://pe.usps.gov/cpim/ftp/pubs/pub28/pub28.pdf> Abbreviations p. 41, Last Word Abbreviations p. 46, Street p. 57, Business Word p. 79
- The U.S. Postal Service National Customer Support Center has a very useful web site that provides extensive address and zip code information: <http://pe.usps.gov/cpim/ftp/pubs/pub28/pub28.pdf> ; <http://www.usps.gov/ncsc/>
- The Canadian Postal Service (Canada Post) also offers a very useful web site: <http://www.canadapost.ca/personal/tools/pg/manual/PGaddress-e.asp>
- US Zip Code Search: <http://zip4.usps.com/zip4/welcome.jsp>
- Canadian Postal Codes Search: <http://www.canadapost.ca/personal/tools/pg/manual/PGaddress-e.asp>

## Appendix H

### US Dept. of ED new race/ethnicity (pp 22-23)

<http://www.airweb.org/?page=1500>

[http://nces.ed.gov/ipeds/news\\_room/ana\\_Changes\\_to\\_10\\_25\\_2007\\_169.asp](http://nces.ed.gov/ipeds/news_room/ana_Changes_to_10_25_2007_169.asp) IPEDS

<http://edocket.access.gpo.gov/2007/pdf/E7-20613.pdf> Federal Register, Volume 72, Number 202, pp. 59266-59279

## **Appendix I**

### **Disclosure of Student Information**

Kentucky State University complies with the Students Right to Know and Campus Security Act, Public Law 101-542, as amended by the Higher Education Technical Amendments of 1991, Public Law 102-26. KSU will disclose the following to all current and incoming students: basic institutional information, the completion or graduation rate within 150 percent of normal time for completion of all students in all programs, the number of students who received athletically-related student aid, the completion or graduation rate within 150 percent of normal time for completion of students receiving athletically-related student aid, campus security policies and campus crime statistics.

[http://www.kysu.edu/about/divisions/officeofthepresident/institutionalresearch/Students\\_Right\\_to\\_Know.htm](http://www.kysu.edu/about/divisions/officeofthepresident/institutionalresearch/Students_Right_to_Know.htm)

#### **FERPA Statement**

Student Information Booklet, 2009-2010, Pages 6, 7, [http://www.kysu.edu/NR/rdonlyres/8383F5CB-C252-4EE7-BEB8-696899975DB8/0/094\\_103\\_Info\\_Booklet.pdf](http://www.kysu.edu/NR/rdonlyres/8383F5CB-C252-4EE7-BEB8-696899975DB8/0/094_103_Info_Booklet.pdf)

#### **PRIVACY OF STUDENT RECORDS**

Kentucky State University hereby notifies students concerning the Family Educational Rights and Privacy Act of 1974. This Act, with which the institution intends to comply fully, is designed to protect the privacy of educational records, to establish the right of students to inspect or review their educational records, and to provide guidelines for the correction of inaccuracies or misleading information. The University has adopted a policy which explains in detail the procedures to be used by the University for compliance with the provisions of the Act and the regulations adopted pursuant thereto. Copies of the policy are published in the student K-Book and can be obtained from the Student Engagement and Campus Life. Questions concerning the Family Educational Rights and Privacy Act of 1974 may be referred to the Registrar.

#### **NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS**

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are: The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the students of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the records, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If



the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agency); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses educational records without consent to officials of another school in which a student seeks or intends to enroll. (NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Kentucky State University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-4605

## **Appendix J**

### **IPEDS**

<http://nces.ed.gov/ipeds/>

## **Appendix K**

### **Handling of Health Information**

Offices must comply with the Health Insurance Portability & Accountability Act (HIPAA) in protecting the privacy of personal health information of students and employees. A major purpose of the HIPAA Privacy Rule is to define and limit the circumstances in which an individual's protected health information may be used or disclosed by involved entities. Additional information can be found at the following web site:

<http://www.hhs.gov/ocr/hipaa/>