

Code Descriptions for Banner Address Labels

<u>List</u>	<u>Group</u>	<u>Description</u>
1	Professionals	All non-teaching professional employees (EEO Group 3) Example: Coordinators', Clinic Nurses, Mangers, Librarians, Research Assistants, Coaches, etc.
2	Teaching Faculty	All TEACHING faculty only, (EEO Group 2) Example: Professor, Assistant Professor, Associate Professor, and Lecturer.
3	Instructional and Research Departments Head	Chief Officers of instructional/research departments, school, colleges, units or divisions. Examples: Head, Vice President, President, Deans, Assistant/Associate Deans, and Director
4	General Administrative Officers and non-instructional Departments Head	General Administrative Officers. Example: All directors in Business Affairs, Student Affairs, Athletics, MAFES, MCES and Internal Audit.
5	Support Staff	All Support Staff employees, (EEO Groups 4, 5, 6, 7) Example: Secretary, Technician, Custodian, Carpenter, Farm Laborer and Administrative Assistant
6	Retirees	All retired employees from Univ., MAFES and MCES at all levels of employment. Employees remains on this list until mail is returned twice as "undeliverable" or the employee passes away. <i>Family members of deceased individuals are <u>not</u> added to the list.</i>
7	Faculty Senate	All teaching faculty and faculty equivalent employees on and off campus identified by the Faculty senate membership definition.

One or more of the preceding codes should be assigned to all employees except for students, graduate assistants, temporary and intermittent employees. The codes are is located on the Banner Person Form PPAIDEN.

Request examples:

Request: “I need a set of labels to go to everyone on campus”

Label Set: Sets 1, 2, 3, 4, 5

Request: “I need a set of labels for all professionals including Faculty.”

Label Set: 1 and 2

Request: “I need a set of labels for all faculty”

Label Set: Set 2 only

Request: “I need a set of labels for all support staff”

Labels: Set 5 only

Request: “I need a set of labels for all Faculty Senate members.”

Labels: Set 7

Request: “I need a set of labels for all member of Professional/Support Staff Council.”

Label set: Set 1 and 5

Request: “I need a set of labels for all department heads.

Label Set: Set 3 and 4