Temple University
Data Standards

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Appendix

1. Introduction

Ellucian Banner is a University-wide system that integrates the Financial, Human Resource, Student Administration, and Institutional Advancement functions.   Data in the new administrative system will be shared, unlike the legacy systems that are being replaced. Sharing common data among the functional areas reduces redundancy and improves data compatibility. It also increases the interdependencies between workgroups since data entered by those in one group will be used by other groups who will assume the data has been entered accurately and that the meaning of the data is consistent with agreed upon definitions.

This manual is the primary authority of standards for entering data into Banner accurately and consistently so that the value of that information is maintained for all who depend on it to carry out their assigned roles.

Further, it is the responsibility of all staff to protect data in their custody and to secure the data in whatever format it may exist. This document also outlines those responsibilities.

The focus of this manual includes standards, procedures, and guidelines related to entry and maintenance of names, addresses, telephone numbers, etc. Other standards will be added as appropriate.

It is imperative that all data be entered in a standard format. Therefore, it is critical that questions or situations that are not addressed in this document be made known to the Data Standards Committee. If you would like to suggest a standard or comment on this document, please send an email to **data_standards@temple.edu**.

2. Need for Consistency

Given the shared nature of data in Banner, especially data managed in the 'General' module, it is necessary that all users follow a set of standards that will ensure consistency in how the data are entered and retrieved. University-wide conventions are especially critical for names and addresses.

Within an integrated system, shared data standards are necessary since data entered by those in one work group may be used by others. In order for processes to operate efficiently and effectively within and among work groups, the data entered into Banner must be accurate and must be consistent. When data are entered inconsistently, the value of any effort to enter consistent and accurate data is denigrated.

For example, entering names in a prescribed manner will make name searches easier and subsequently reduce the occurrence of duplicate records. Consistent entry of addresses will reduce costs associated with mass mailings and will ensure that addresses appear on reports and mailings in a professional style.

Consistent entry of data will also improve reporting. For example, when a vendor name is entered as 'Adam's Pizza Parlor' in some cases and 'APP' in others, finding out how much pizza was purchased from Adam will be difficult if not impossible. When the consistency with which data are entered and stored is diminished, so is the value of resulting reports.

3. Confidentiality/Privacy

3.1 General

The University takes seriously its obligations to safeguard the data that it collects related to students, faculty, and staff, alumni/ae, vendors, and the many other groups with whom Temple routinely interacts. Data security is everyone's responsibility and its importance must be impressed upon all employees especially by supervisors and managers.

University data in Banner is available to those who require the data to effectively carry out their responsibilities in accordance with existing regulations and University policies. Banner data may not be used for purposes that are not part of official University business.

3.2 Regulations and Policies

All data is to be considered sensitive and confidential unless you know it to be otherwise.

The disclosure of confidential information to others who do not have a legal right to the information may violate the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), the Gramm-Leach-Bliley Act (GLBA), and/or other federal and state laws. Information to which employees have access is to be shared only as appropriate and only as the business need requires. Any employee who misuses or otherwise improperly discloses confidential information will be subject to disciplinary action.

All users of data stored in or derived from Banner are expected to know and abide by Temple University procedures and policies (http://policies.temple.edu) covering storage, retention, use, release, and destruction of data. These rules and policies include, but are not limited to the:

- Policy Regarding Confidentiality of Student Records (policy no. 03.20.11),

- Temple University Computer Usage Policy (policy no.04.71.11),

- Comprehensive Information Security Program (policy no. 04.72.11),

- Purchasing Department's statements covering the confidentiality of materials related to purchasing and bids,

- Temple University Policy on the Privacy of Alumni Data

- Temple University Employee Manual

- Classification and Handling of Protected Data
  (https://computerservices.temple.edu/classification-and-handling-protected-data)

4. Responsibilities of Administrative System Users

4.1 Protect Access to Data

All individuals with access to administrative system data are expected to protect that data as it exists on screens, forms, reports, downloaded files, or in any other form that it may take. This responsibility includes physically securing devices that provide access to data including terminals, computers, and storage peripherals.

Supervising administrators are responsible for ensuring a secure office environment with regard to all institutional information systems. Administrators are responsible for validating the access requirements of their staff according to job functions before submitting requests for the provision of access.

Under no circumstances shall anyone use institutional electronic data containing personally identifiable information in any publication, seminar, or professional presentation, or otherwise release personally identifiable data, in any form, outside the University without prior written approval from the appropriate data steward. See the Information Security and Integrity Program in section 5.

Personally identifiable data should never be left on any system to which access is not controlled.

4.2 Protect Passwords

Each user is responsible for having a unique AccessNet user name and password so that their activity on the Banner system can be tracked and recorded. **Passwords may not be shared.** Each user is responsible for the security of their password and each user is responsible for all transactions associated with the use of their AccessNet user name and password.

4.3 Know the Data

Users are responsible for understanding the data elements that they work with.   It is imperative to understand the meaning of data elements when entering data into Banner. If a person does not understand a data element that they need to use, they must consult the online help, their supervisor, or training material.

4.4 Maintain University Data in System of Record

All administrative system users are responsible for maintaining the accuracy and completeness of data in Banner. Banner and other approved tertiary systems contain official University data and are considered the systems of record. Only data maintained in these systems are used to conduct official University business.

5. Data Governance and Coordination

5.1 Introduction

The maintenance of data within Banner's single integrated database requires a significant level of coordination between the module managers. This coordination needs a formal governance structure to support, steer, and sustain it.

5.2 Stewardship and Custodianship

It is the responsibility of the officers of the University to appoint Stewards of the data for the Finance, Human Resources, Student Academic, Student Financial and Institutional Advancement areas. The primary focus of their stewardship is to assure data quality, appropriate access, and maintain data definitions and validation tables. Stewards may delegate operational responsibilities to Data Custodians in their units.

The Data Custodians are responsible for the day-to-day management of data integrity, security, and the processing of data in their area. The general responsibilities of the Data Custodians relate to:

- Securing and monitoring access
- Training
- Data quality assurance and compliance with data standards
- Maintenance of validation tables
- Maintenance of metadata and the data dictionary
- Coordination and resolution of data issues as they arise
- Testing and change management

Data Custodians are accountable for the integration of data in their area with other areas and need to meet regularly to raise, investigate, discuss, and resolve data issues.

The Data Standards and Oversight Committee is responsible for setting policies related to data integrity, security, and processing in the University. The Committee is responsible for resolving conflicts that may arise related to ownership of data.

See the appendix for the policy on Information Security and Integrity which specifies more detailed responsibilities for the stewards, custodians, security staff, and administrative system users.

5.3 Access

Requests for access to Banner information must be approved by the appropriate Steward. This approval authority can be delegated to one or more Data Custodians. By approving a request, the Steward or Data Custodian attests that the access is required to effectively carry out job related responsibilities, that the use of the access is consistent with University policies, and that the requestor has received sufficient training. If a

request crosses Banner modules, then all appropriate Stewards must approve the access. Requests for access must also be approved by the requestor's supervisor.

Data Custodians are required to formally review the current state of access in their area at least twice a year.

5.4 Training

Prior to being granted access, the requestor must first receive Banner training in general navigation and in their specific subject area sufficient to insure that they understand how to interpret and maintain the data being accessed. This principle applies to requests that involve Banner forms as well as requests for access to reports and reporting tools. The Data Custodian must verify that the requester has received relevant training in the appropriate module(s) prior to approving access.

5.5 Data Quality and Compliance with Standards

The Data Custodian will monitor the data that originates in their area through the use of exception reporting and insure that the data are consistent with University Data Standards and business requirements. The Data Custodian will coordinate resolution of data quality issues that arise in their area including the resolution of duplicate records.

5.6 Validation Tables

Data Custodians will maintain validation tables that pertain to their business function and will communicate significant changes to these tables to the user community. Where validation tables are shared, changes to the tables will be coordinated among the Data Custodians. A chart of shared validation tables is included in the appendix.

There are a number of common validation tables whose maintenance will be coordinated by the Data Standards Committee. These tables include the following:

Table	Description
GTVADID	Additional ID Type
GTVNTYP	Name Type
GTVEMAL	Email Address Type
GTVZIPC	Zip Codes
STVSTAT	State/Province Codes
STVNATN	Nation Codes
STVASRC	Address Sources
STVATYP	Address Type Codes

STVCITZ	Citizen Type Codes
STVCNTY	County Codes
STVETHN	Ethnic Codes
GTVRRAC	Regulatory Race
STVLGCY	Legacy Codes
STVTELE	Telephone Types
STVRELT	Relation Codes
STVMRTL	Marital Codes
STVRELG	Religion Codes

No changes are to be made to these tables before review and acceptance by the Data Standards Committee.

5.7 Maintenance of Data Definitions

The Data Custodians will assist in the maintenance of a central repository of metadata that will include business definitions for the data that originate in their area. This information will include comments that will assist administrative users in understanding the correct use and meaning of the data including how the data may be appropriately included in reports.

5.8 Coordination, Testing, and Change Management

The Data Custodian will be the primary contact for issues related to Banner data originating in their area. The Data Custodian will communicate problems to Computer Services for assistance in their resolution. Data Custodians will assist in the communication of appropriate Ellucian bulletins to the staff in their area.

As the primary contact for their business unit, the Data Custodian will work with Computer Services to test Banner changes associated with their area. The Data Custodian will communicate administrative system changes to the appropriate staff in their area.

6. Names

6.1 General

The objective is to enter names and addresses with both upper and lowercase letters so that it appears professional when printed on correspondence. The following are standards to be applied for entering and maintaining names in Banner.

Existing names can be modified when a correction due to an error is required. Informed professional judgment must be used to determine what constitutes a name correction (i.e. resulting from a data entry spelling error) rather than a name change. When a verifiable and justified name change is warranted, make the change to the 'current' name on the appropriate *IDEN form (ex. SPAIDEN, OPAIDEN, etc.).

Under no circumstance should an existing 'current' or 'alternate' name be deleted.

It is the responsibility of the office that holds primary custodianship for the name to monitor and manage the appropriateness of changes.

6.2 Current Identification Name, Alternate Identification Name, and Preferred First Name

6.2.1 Current Identification Name

The legal name of the entity (person or the non-person) should appear as the 'current' name of the record. This is the name that appears on the Current ID tab. It is the official name for the record and will be used for all official business.

Current Identification names will not have name types associated with them.

Changes to the current name require verification. In order to change a current name, follow the procedures outlined in section 14.2.

6.2.2 Alternate Identification Names

The Alternate ID tab is used to store the history of verifiable changes to the 'current' name and to record alternate names under which the person is known to various University offices.

The Alternate ID tab can be used when a record needs to be associated with an additional name that is different than the 'current' name of the record (example: the addition of a maiden name).

6.2.3 Alternate Name Types

The following name types are to be used by the specified offices only:

Name Type	Office	Description
ACAD	Registrar/Records	This name type is associated with the most recent name under which the person has accumulated academic history.
ADM	Admissions	This name type indicates that the applicant has indicated an alternative name that may appear on their academic credentials.
FFSA	Student Financial Services	This name is used on the FAFSA Financial Aid application and has been confirmed to be an alternate name for the student.
CE	Continuing Education	This name type is used in Destiny One records for continuing education students. It will be added to Banner or matched to an existing record in Banner where the name is different.
FADN	Registrar	This name type is used to identify the former academic name (ACAD) at the time when it is manually changed.

Do not change an existing name type associated with an existing alternate name except to correct a data entry mistake.

Alternate Identification names associated with the approved name types above are intended to be used only by the offices specified above and should not be used for any other purpose by any other office.

6.2.4 Preferred First Name

If a person provides a clear preference for a first name that differs from their legal first name, it can be entered in the Preferred First Name field. As with the official name on the record, use appropriate mixed case to enter the name and use the spelling and format supplied by the person.

The entry of a Preferred First Name is optional. If no Preferred First Name is given, leave this field blank.

It is the responsibility of the office that holds primary custodianship for the name to monitor and manage the appropriateness of changes.

6.3 Standards – Person Names

Enter the first, middle and last names exactly as the person has provided them including punctuation and spaces. Use mixed case as appropriate. If the name does not fit in the field, enter as many characters as possible. Do not abbreviate. Do not change a full name (such as middle name) to an initial if provided with the full name.

Temple University uses a person's legal name as the primary name. The hierarchy for official/legal name selection is the full name as it appears on either: (1) a social security card, (2) a passport or visa, (3) a marriage certificate, (4) other legal documents issued by state or federal government, or (5) self-reported.

Do not use titles, prefixes, or suffixes in the first, middle, or last name fields.

First Name – Legal name. A nickname or preferred first name may NOT be entered into the 'First Name' field but can be entered into the 'Preferred First Name' field.

Middle Name – Enter the full legal middle name if given. Otherwise, enter the initial with a period.

Last Name – Legal Name. If the person has only a single legal name (for example, Cher), enter that name in the 'Last Name' field and place a period in the 'First Name' field (a First Name is required in Banner).

6.3.1 Case

All names should be entered in mixed case (upper and lower) format as is indicated.

For example:

First Name	Middle Name	Last Name
Carlos	Todd	deSantos
Susan	Emily	DellAcuqa
James	Jay	Van der Vaart

If the capitalization is unclear, capitalize the letter in question.

6.3.2 Initials

It is always preferred to enter a full name. However, when a full name is not provided and is not otherwise available, use a period after an initial regardless of whether it is a first or middle name initial.

For example:

First Name	Middle Name	Last Name
D.	Gary	Smith
Pamela		Kauffman
Robert	M.A.	Jones

Note: An initial for a first name should not be used unless the name appears as such on legal name documentation as listed in Section 8.2.

6.3.3 Spaces

Maintain spaces in names as the person has indicated (with a one space maximum between letters).

For example:

First Name	Middle Name	Last Name
Carlos	Todd	deSantos
LouAnn	Emily	DellAcuqa
James	Jay	Van der Vaart
Mary Ellen	A.	McDonald
Jane	Mary Lou	Mac Donald

Note: Spaces should not be included between punctuation and letters unless clearly and specifically indicated.

If the spacing is uncertain, do not add a space.

6.3.4 Punctuation

Use a hyphen, apostrophe, dash or a period as the person has indicated. Do not add punctuation where there is none. Do not add spaces between punctuation and letters unless clearly and specifically indicated.

Any of the following last names could be correct

> O'Donnell, Odonnell
> Dell'Acqua, DellAcqua, Dellacqua
> Al-Hassan, AlHassan, al-Hassan, alHassan, al Hassan
> St. Denis, St Denis, StDenis, St-Denis, SaintDenis, Saint-Denis, Saint Denis
> Jones-Smith, Jones Smith

As a general rule, all special characters should be avoided. However, the following characters should never be used as they will interfere with Banner processing: pound sign (#); at sign (@); percent sign (%); double quotes ("); asterisk (*); colon (:); dollar sign ($); or semicolon(;).

6.3.5 Prefixes and Suffixes

A prefix or suffix may be included when provided by the individual. Unless otherwise indicated by the person, limit prefixes to the following: Mr., Mrs., Ms., Miss, or Dr. and limit suffixes to II, III, IV, Esq., Sr., or Jr.

Do NOT enter prefixes and suffixes in the First Name or Last Name fields.

6.3.6 Legal Name Field

The legal name field should only be populated when the separate first, middle, or last name field is too short to store the complete name. In these cases only, enter the complete name in this field in the usual format with first name first.   Note that this field is not used by any system processes. The data in this field merely provides a place in the system to store the full name for someone whose name will not fit completely in the standard name fields.

6.4 Non-Person Names Standards

6.4.1 General

In Banner, a non-person entity can be a company, an institution, or some other agency doing business with the University in a professional capacity.

Since duplicate entries compromise the integrity of Banner data and are very difficult to remove, it is critical that an ID and Name search always be conducted to make sure the company or organization does not already exist on the Banner database.

6.4.1.1 Legal Name

Always use the legal name of the company, vendor, or organization as found on the www.hoovers.com site. Names are to be entered using mixed case (combination of uppercase and lowercase letters) and using standard capitalization rules. The use of all uppercase or all lowercase letters is appropriate only if the business name legally appears as such. Hyphens, apostrophes, commas, and ampersands are used only if part of the legal name.

6.4.1.2 Use of Articles in Names

Articles such as 'The' and 'A' are used only if they are part of the legal name. For example, The Winters Group would begin with 'The' but Eastman Kodak Company would not. Do not use 'The' as the first word in the name for universities unless it is part of the official name of the institution.

Examples:

The Ohio State University	Correct
University of Pittsburgh	Correct
The University of Pittsburgh	Incorrect

6.4.1.3 Use of Numerals in Names

Numbers may be used when part of the name (e.g.3M). Do not substitute 1st, 2nd, etc for First, Second. For example, First Choice Homes should not be entered as 1st Choice Homes.

6.4.1.4 Punctuation

The Ampersand (&) is used only when part of the legal name. Use spaces around the ampersand (&) if spaces are used in the legal name. Do not replace the word 'and' with an ampersand if the word 'and' is part of the legal name.

Companies that are recognized by their acronyms (IBM, SCT, ITT) should be entered with their full name as it appears in the www.hoovers.com site. The acronym should be entered as an alternate name but do not use periods or spaces between the initials (enter 'IBM' and not 'I.B.M.'). Make sure that the full legal name is the current name.

Parenthesis should not be used.

Example:

ABC Co (Canada) Ltd	Incorrect
ABC Co Canada Limited	Correct

Hyphens may be used to separate double names. Do not use blank spaces with hyphens.

Commas may be used when they are part of the legal name.

As a general rule, all special characters other than the hyphen and comma should be avoided. However, the following characters should never be used as they will interfere with Banner processing: pound sign (#); at sign (@); percent sign (%); double quotes (" "); asterisk (*); colon (:); dollar sign ($); or semicolon(;).

6.4.2. **Non-Person Name Abbreviations**

Always spell out the full name if there is room. Use abbreviations and acronyms only if they are part of the official name (e.g., IBM Software, SBC Communications Incorporated). Names for many businesses and industries are available online at http://www.hoovers.com.

When entering institution names such as the University of Pennsylvania, spell out the university name and the city or state – do not abbreviate as in 'Univ of Pa'.

If there isn't enough room to write the full name, you may, as necessary, use official (i.e., "postal service standard") business-word abbreviations from Appendix G in the most current issue of the United States Postal Service's Postal Addressing Standards (USPS Publication no. 28, available in hard copy from USPS or on the Web at http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf.) However, use mixed-case (upper- and lower-case) for the abbreviations, despite the fact that Publication 28 shows abbreviations in all caps.

If abbreviations are absolutely necessary due to the length of the name, abbreviate words near the end of the name before abbreviating words near the beginning of the name. This will make sorting and matching easier.

In order to meet IRS requirements, never alter the first four non-blank characters of the name of a non-person entity.

6.4.2.1 Non-Person Name Abbreviations Table

Below are some examples of often used abbreviations that are permissible only when the full name is too large to fit. Do not use periods in the abbreviation.

Word	Abbreviation
Academic	Acdmc
Academy	Acad
Account	Acct
Accountant	Accnt
Accounting	Acctg
Associate	Assoc
Association	Assn
Attention	Attn
Attorney	Atty
Center, Centre	Ctr
Company	Co
Corporation, Corporate	Corp
Council	Cncl
County	Cnty
Department	Dept
District	Dist
Division	Div
Executive	Exec
Engineering	Engrg
Engineers	Engrs
Federal	Fed
General	Gen
Government	Govt
Greater	Grtr
Hotel	Htl
Incorporated	Inc

Information	Info
Institute	Inst
Institution	Instn
Insurance	Ins
International	Intl
Laboratory	Lab
Library	Lbry
Limited	Ltd
Management	Mgmt
Manufacturing	Mfg
Marketing	Mktg
Office	Ofc
Organization	Org
Representative	Rep
Service	Svc
Services	Svcs
Standard	Stand
Technical	Tech
University	Univ

6.4.2.2 Non-Person Name Acronyms

Companies or organizations that are recognized by their acronyms (IBM, SCT, ITT) should be entered with their full name as it appears in the www.hoovers.com site. The acronym can be entered as an alternate name but do not use periods or spaces between the initials (enter 'IBM' and not 'I.B.M.'). Make sure that the full legal name remains the current name.

Names for many businesses and industries are available online at the following address: http://www.hoovers.com.

6.4.2.3 Non-Person Name Suffixes

Enter in all uppercase suffixes such as LLC, LLP, LPA, and CPA when they are part of the vendor's official name (e.g., Tru-Blu Industries LLC, Baker & Hostetler LLP, Youngstown Thermal LLC).

7. Addresses

University-wide conventions are critical for shared data such as addresses. Units with marketing responsibility, such as Institutional Advancement and the Admissions offices, must be able to produce individualized correspondence conforming to formal addressing rules. Other departments may have less stringent formatting requirements but they must conform to the stricter needs of the University.

The following standards incorporate three considerations:
- **Banner system requirements;**
- **Accepted standards for formal communications;**
- **U.S. Postal Service guidelines.**

To facilitate standardization and conformity with U.S. Postal Service standards, the University will implement an internal address verification software product called Clean_Address. Note that Clean_Address will be used to verify standardization of addresses only within the United States and Canada, except for Temple University and Residence Hall addresses which will not be verified. In the case of domestic addresses, it is important that the entry of address data conform to the standards in this document so that Clean_Address will correct entries in a predictable manner.

The guidelines expressed herein are designed to convey the minimum standard requirements to be used throughout the University.

Modification of an existing (current) address is permitted only when a minor correction is needed. Enter a new address when a change of address is reported and inactivate the old address. Under no circumstances should an address be deleted.

7.1 Street Standards

7.1.1 General

All information is typed in mixed case format (i.e., not all uppercase or all lowercase). Street names should be spelled out in their entirety whenever possible.

The Banner address block is intended to store only the address. Do not enter the name of the addressee (person or non-person) in the Banner address block.

7.1.2 Punctuation and Abbreviation

With the exception of the hyphen in the zip + 4 format and in international (non-U.S.

and Canada) postal codes, punctuation in the delivery address block should be omitted. When abbreviations are necessary to fit an address into the allotted space, it should follow the established hierarchy for modifications (see section 7.8).

7.1.3 Use of Symbols

The designation for "in care of" should be abbreviated as "C/O" (in capital letters and include the slash) and should be entered on the first street address line.

As a general rule, all special characters should be avoided. However, the following characters should never be used as they will interfere with Banner processing: pound sign (#); at sign (@); percent sign (%); double quotes (" "); asterisk (*); colon (:); dollar sign ($); or semicolon(;).

7.1.4 Secondary Address Unit Designators

Use 'Unit' as the unit designator if the unit type is unknown or missing. Do **NOT** use "No" (abbreviation for 'number') as a unit designator. Do not enter a number without a unit designator.

The unit designator should be entered at the end of the street address line.

Examples:

> 1624 West Donner Street Unit 101
> 123 Front Street Apartment 4

Never use the pound sign (#) as a character in an address. This symbol is incompatible with the system and Clean_Address will interpret the # symbol as shorthand for 'Apt'.

If unable to spell out the unit designator due to limited space, use the recommended abbreviations for common designators below (do not use periods in the abbreviation). For example:

Apartment	Apt
Building	Bldg
Room	Rm
Floor	Fl
Suite	Ste
Department	Dept

Refer to the Postal Addressing Standards publication for other unit designator abbreviations.

7.1.5 Compass Directions

Compass directional words should not be abbreviated unless they are at the end of the address. Because a directional word could be confused with the street name, apparent directional words in the middle of the address line should always be spelled out. The street name should never be abbreviated.

If an address requires that compass directions be abbreviated, Clean_Address will provide the proper formatted abbreviation including addresses that have directions at the beginning and/or end of the street name.

Examples:

102 North Main Street SW	(in this case, 'North Main' is the name of the street and SW is the directional)
160 North South Street	
1624 North South Boulevard	
156 North 23rd Street	

Compass directional words should be abbreviated as follows:

East	E
Northeast	NE
West	W
Northwest	NW
North	N
Southeast	SE
South	S
Southwest	SW

7.1.6 Street Address and PO Box

Banner address formats allow three lines of street address information, in addition to the city, state, and zip fields. If both the physical street address and PO Box number need to be maintained, enter the PO Box in the address line following the street address.[1] Do not enter data into the second address line until data has been entered into the first address line. Do not use commas.

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[1] When a PO Box is required and the street address includes a unit designator (ex. Apt.), Clean_Address places the PO Box on the line prior to the street address. This is acceptable as an exception to the stated standard.

An example of a three-line address follows (excluding the city, state, and zip):

> C/O Duncan McCleod
> 1494 Highlander Boulevard
> PO Box 3345

7.1.7 Abbreviations for Street Designators

Refer to the Appendix for a list of street designator abbreviations.

7.1.8 Sources for Additional Information

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:

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

Another U.S. Postal Service that pertains to automating addresses can be found at:

http://pe.usps.gov/cpim/ftp/pubs/pub25/pub25.pdf

The U.S. Postal Service National Customer Support Center has a very useful web site that provides extensive address and zip code information:

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

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

http://www.canadapost.ca/CPC2/menu_01.html

7.2 City

7.2.1 General

All information is typed in mixed case format (uppercase and lowercase), i.e. not all uppercase or all lowercase. Spell out city names in their entirety. If it is necessary to abbreviate city names to fit within the Banner form, use abbreviation standards described herein or in the U.S. Postal Service *Postal Addressing Standards*

7.2.2 International (Non-U.S. and Canada)

International information is typed in uppercase/lowercase format, i.e., not all uppercase or all lowercase.

The individual must use their judgment in employing the city field and address lines to best replicate the international address. Spell out city names in their entirety. However, if it is necessary to abbreviate city names to fit within the field, use abbreviation standards.

When a county or province is part of the address, enter the county or province following the city on the same line as the city. Use a comma to separate the city and province.

If a dash (-) is used, no not use preceding or trailing spaces.

Examples:

Street Line 1:	711 Dai 4 Mitani-Bldg
Street Line 2:	3-3 Gotenma-cho Nihonbashi
Street Line 3:	Chuo-ku
City:	Tokyo
State:	
ZIP or Postal Code:	103-0001
Nation code:	77

Street Line 1:	1-14-3 Ichikawa-cho
Street Line 2:	Ota-ku
Street Line 3:	
City:	Tokyo
State:	
ZIP or Postal Code:	145-0061
Nation code:	77

Street Line 1:	Rm 311, Bldg 1, Unit 3 Pufang Rd.
Street Line 2:	Fengtai District
Street Line 3:	
City:	Beijing
State:	
ZIP or Postal Code:	
Nation code:	32

Street Line 1:   Rathdan
Street Line 2:   Clomel Road
Street Line 3:
City: Tipperary, Cashel County
State:
ZIP or Postal Code:
Nation code: 72

Street Line 1:   1200 M. Amirovo Street
Street Line 2:
Street Line 3:
City: Kakh
State:
ZIP or Postal Code: 3400
Nation code: 173

Street Line 1:   Surra, Surra St. Block 2
Street Line 2:   House 78
Street Line 3:
City: Kuwait City
State:
ZIP or Postal Code:
Nation code: 83

7.3 State and Province

7.3.1 U.S. State Codes

State codes MUST be entered for all U.S. addresses. The appropriate code may be selected from the options provided on the Banner form. For additional information, refer to the *Postal Service Address Standards publication*. See the Appendix for state codes.

7.3.2 Canadian Province Codes

Canadian Province codes are required for all Canadian addresses and are entered in the State/Province field, **NOT** in the City field. The Canadian provinces have their own code for entry into the State/Province field. Note: Canadian addresses must include the city and the province code. See the Appendix for Canadian province codes.

7.3.3 International Counties and Provinces

International counties and provinces (excluding Canada) are entered in the City field, NOT in the State/Province field. Leave the State/Province field blank for all international addresses.

7.4 County

For U.S. and Canadian addresses, do not enter the county code. This code will be automatically generated from the zip code entry. For international addresses, when needed, enter the county after the city on the same line as the city.

7.5 Zip or Postal Code

Zip or postal codes **MUST** be entered for all U.S. and Canadian addresses. If the code is not known, Clean_Address will attempt to fill in the code based on the other address information that is provided.

7.5.1 United States

For United States addresses, enter the five digit zip code. Clean_Address will provide the 'zip + four' code. For example, enter 97203 and Clean_Address will provide 97203-5798.

7.5.2 Canadian

Enter the six-character postal code by keying in 3 characters, a space, and the last 3 characters. Do not enter a dash.

Examples:

T2T 2Y5
R2L 1N4

7.5.3 International (Non-U.S. and Canada)

Enter the international postal/zip code as it is provided (including alphabetic characters and hyphen, if present).

7.6 Nation

A nation code (a.k.a. country code) is required for all non-U.S. addresses. Banner maintains a list of all available code options.

7.7 U.S. Military Address

7.7.1 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 (340)
- AE for mail going to EUROPE, the MIDDLE EAST, AFRICA, and CANADA (090 through 098)
- AP for mail destined to the Pacific (962 through 966)

Examples:

Unit 2050 Box 4190
APO AP 96522-1215

PSC 802 Box 2625
APO AE 09777-0010

7.7.2 Domestic Locations

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

Example:

Camp San Luis Obispo
8205 East Sixth Avenue Unit 405
San Luis Obispo, CA 93403

7.8 Hierarchy of Modifications

When it is necessary to modify addresses to fit Banner fields or conventions, follow these steps in order:

1) When secondary delivery information, e.g., Apartment or Suite, is part of the address but does not fit on the Delivery Address Line, place all components of the secondary information immediately above the Delivery Address Line.

   Example:

   > Building 14-100
   > 14200 East Mississippi Parkway
   > Aurora, CO 80111-1111

2) Abbreviate addresses, using standard postal abbreviations described herein.

   Example:

   > 58000 E Happy Canyon St
   > Englewood, CO 80110

7.9 Address Types

It is the University's intention to maintain a standardized list of address types based on their purposes, rather than separate addresses for different departments. This will reduce redundant data entry. Thus, an individual may appear in accounts payable, be an alumni/ae, an employee, and be enrolled as a current student and only have a single address.

The following table describes address types defined for the Temple University Banner system.

Code	Description	Explanation
PR	Permanent	A person/nonperson's permanent/legal address (every entity will have a permanent address)
TU	Temple Directory	Temple work location - For Temple employees only (Cherry and White)
TM	Temple Mailing Address	Address where Temple mail is sent. To be used only when the address of the Temple physical location is different from the location where mail is delivered.
RH	Residence Hall	University owned or sponsored housing

		address
MA	Mailing	The address at which a person is currently receiving mail, if different from permanent address
LV	Living Address	The address at which a Non-Residence Hall student is living during the school year. This address may be the same as their Permanent or Mailing Address. This address is required for Security and University Planning purposes only. Departments should not use this address for contacting students or in any reports, interfaces or other Banner processes. Also, departments should not update, end-date, or delete this address.
CE	Continuing Education	The address of continuing education students, imported from the Destiny One system. These addresses will be added to Banner or matched to an existing Banner record with a different address.
BI	Accounts Payable Billing	Reserved for use by Accounts Payable to identify vendor addresses
BU	Purchasing Work/Business	Reserved for use by Purchasing to identify vendor addresses
TP	Bursar's Third Party Billing	Address used to bill third parties for student tuition accounts. **To be used by Bursar's Office only**
IN	International	Used only for visa-holders who are on non-immigrant status – used for reporting to Department of Homeland Security
MG	Matching Gift	Used by Institutional Advancement
GB	Grants Billing	Used by Grants Accounting for award agencies
P1	Parent Address 1	Address of parent of constituent or student
P2	Parent Address 2	Address of parent of constituent or student (used when a second parent does not live at Parent Address 1)
W1	Work/Business 1	A person's business (non-Temple) address 1 – used when person has more than one business address
W2	Work/Business 2	A person's business (non-Temple) address 2 – used when person has more than one business address
W3	Work/Business 3	A person's business (non-Temple) address 3 – used when person has more than one business address

W4	Work/Business 4	A person's business (non-Temple) address 4 – used when person has more than one business address
S1	Seasonal Address 1	**Used by Institutional Advancement only** – constituent address that is active during a specific part of the year.
S2	Seasonal Address 2	**Used by Institutional Advancement only** – constituent address that is active during a specific part of the year.
FA	Financial Aid	**To be used by Financial Aid Office only.**

8. Telephone Numbers

8.1 General

All regional and local telephone numbers need to be entered using the 10-digit format (for example, 215 204 8000). In addition, the country code for the U.S. is '1' and must be entered into the international access code field for all U.S. phone numbers.

Spaces and symbols such as hyphens, parentheses, or plus signs are never entered. For example, the area code is entered without parentheses and the phone number is entered without hyphens or spaces.

An entity (person or non-person) may have multiple telephone numbers within the Banner system, each associated with one or more telephone number types. Additionally, each phone number can be associated with the 'Address Type' and 'Seq No' fields of a specific address.

International phone numbers (that is, phone numbers in all countries other than the United States) are entered in the same telephone number fields as regional and local phone numbers. Supplemental information for international phone number digits is entered in the international access code field. The country code for the U.S. is '1' and must be entered into the international access code field for all U.S. phone numbers.

A telephone number that was correct at one time must not be deleted. An obsolete phone number must be inactivated by checking the inactive box. All changes to existing telephone numbers must be made by inactivating the old data and establishing a new phone number. This allows a record of the old information to be kept in the system and allows for tracking of these changes.

8.2 Standards for Entering Phone Numbers

8.2.1 Telephone Number Types

Multiple telephone numbers can be associated with a person or non-person record. Although not required, telephone numbers can be associated with a specific address type. Only the telephone number that is checked as 'primary' for that address type, however, will be displayed (for example, on the SPAIDEN form) along with the associated address information.

Telephone numbers should be assigned one of the following types:

Type	Description
BUS	Business (Not to be confused with Temple work/business phone numbers. See TDIR and TDPT, below.)
CELP	Cell - Personal
CELW	Cell - Work
FAX	Fax
HOME	Residence (Use RESH for students in residence halls)
PAGE	Pager
TDIR	Temple Phone – Direct line
TDPT	Temple Phone - Departmental
TTY	TTY Device
RESH	Residence Hall

Note: If a phone number is known to be a cell phone, it must be identified as such. Do not associate a cell phone number with any of the other types. This will assist the University in complying with the federal Telephone Consumer Protection Act.

8.2.2 Local and Domestic (to U.S.) Phone Numbers

The area code is required for all local and domestic phone numbers and is entered as a three digit number without parentheses.

8.2.2.1 Area Code

The area code is required for all local and domestic phone numbers and is entered as a three digit number without parentheses.

8.2.2.2 Phone number

The phone number is entered as a seven digit number without hyphens or spaces. This standard also applies to internal Temple direct and departmental numbers (telephone number types TDIR and TDPT, respectively). Do not simply enter the abbreviated Temple extension (campus code + four digit extension).

8.2.2.3 Extension

In addition to the full phone number, the extension should only be entered if it is necessary to reach the party being called. Only the digits of the extension are entered. Do not include 'X' or 'EXT'. Do not add leading zeroes to an extension that does not need it. For example, if the extension is 387, do not enter 0387.

8.2.2.4 International Access Code

For all U.S. phone numbers, enter a '1' in the international access field. This is the country code for the U.S.

8.2.3 International (Non-U.S.) Phone Numbers

8.2.3.1 General

Banner has four input boxes that can contain various parts of telephone numbers: the international access code box and the three boxes usually reserved for the United States domestic telephone number (area code, phone number, extension – see Figure 1, above). International phone numbers should be entered using the following standards.

As with United States domestic phone numbers, enter the numbers without spaces, hyphens, parentheses, or other symbols.

8.2.3.2 Exit and Country Codes

The country code portion of international phone numbers will be entered in the international access code box.

Do not enter the exit code. For example, the prefix digits '011' for calls originating in the United States and '010' for calls originating in Japan should NOT be entered (see figures below for examples). Exit codes for other countries will be different from these and also should NOT be entered.

Information on exit codes and country codes can be found at http://www.howtocallabroad.com and http://www.countrycallingcodes.com.

8.2.3.3 Trunk and City Codes

The city code portion of the international phone number, along with any required trunk (aka 'prefix') digits, is entered into the phone number box usually reserved for the area code of United States domestic numbers (see examples below). Some trunk codes outside of the United States have leading zeroes and these should be omitted. That is, enter the trunk codes as they would be needed only when dialing from the United States.

8.2.3.4 Phone Number

The phone number digits are entered in the box usually reserved for United States domestic phone numbers.

Examples:

In the first example (see Figure 2, below), a Japanese phone number is entered for a student by a Banner user on the Ambler campus.

- The exit code for the United States is 011 and is omitted.
- The country code for Japan is 81 and is entered into the International Access box.
- The city code is 3 and is entered into the first box of the three that are labeled 'Telephone:'.
- The phone number, 54419800, is entered into the middle box.

Figure 2 - Example of a Japanese phone number entered by an Ambler campus Banner user

The next example below is a United States phone number entered by a Japan Banner user. That is, this is the phone number that someone would use when calling from within Japan to the phone in the United States.

- The exit code is 010 and is omitted. Only the country code is entered. In this case it is '1' since the US is a NANP country (see section 10.2.4., below).
- The area code and phone number are entered in the first two boxes labeled 'Telephone'.

Telephone Type:	HOME ▼ Residence		Telephone: 215 – 2048000	
International Access:	1			
Comment:				
Address Type:	▼		Sequence: ▼	Activity Date

Figure 3 - Example of a United States phone number entered by a Japan Banner user

8.2.4 North American Numbering Plan

The North American Numbering Plan is an integrated telephone numbering plan serving 19 North American countries that share its resources (see the table below). Note that Mexico is not included as one of the NANP countries.

This agreement establishes a procedure for dialing international numbers in a way that is similar to traditional United States procedures (1 + area code). The country code for all NANP countries is 1. The countries in the following table are considered to be a part of the NANP and can be dialed using 1 + the three digit area code. The '1' must be entered into the international access code field and the area code must be entered in the field normally used for area codes in the U.S.

For more information about the NANP, go to: http://www.nanpa.com.

NANP Country	Area Code
Anguilla	264
Antigua	268
Bahamas	242
Barbados	246
Barbuda	268
Bermuda	441
British Virgin Islands	284
Canada	Multiple
Cayman Islands	345
Dominica	767

Dominican Republic	809
Grenada	473
Guam	671
Montserrat	664
Northern Marianas Islands (Saipan, Rota and Tinian)	670
Puerto Rico	787
St. Kitts/Nevis	869
St. Lucia	758
St. Vincent and Grenadines	784
Trinidad and Tobago	868
Turks and Caicos Islands	649
U.S. Virgin Islands	340

9. Email

An entity (person or non-person) may have multiple email addresses within the Banner system.

For students and employees, the TU email type is the primary email address and is used for all official University communications and will be marked as the preferred email address.

Do not modify the TU email address. If the address requires correction, notify the Computer Services Help Desk.

Do not modify other existing email addresses unless making a correction due to an initial data entry error. If an email address is no longer valid, mark it as inactive on the Banner form. Do not delete the email address.

One email address must be marked as the preferred email address. If no email address has the preferred indicator checked then the entity may be omitted from selection when processing mailings.

9.1 Email address types

The following codes will be used as email address and Internet URL types:

Code	Description	Maintenance
TU	Official email address assigned to student or employee by the University.	Computer Services
BUS	Business or office email address	Purchasing for vendors Advancement for alumni and constituents
BUSP	Vendor email address	Specific email address for vendors which is used by Purchasing to remit PO's and CO's
CE	Continuing Education email addresses	Email addresses imported from the Destiny One system
AALT	Non-preferred email addresses	Used by Institutional Advancement to flag alternate, non-preferred email addresses
PERS	Personal address	
PWEB	Personal Web URL	
BWEB	Business Web URL	

GTRE	iGreentree personal address	Personal email address collected as part of the iGreentree hiring process – to be used by HR only.
AARE	Alumni Account Renewal eMail	To be used by Institutional Advancement only.
FWEB	Facebook URL	
LWEB	LinkedIn URL	

10. Dates

10.1 General

Dates should be entered in MM/DD/YYYY format so that it is clear to Banner which portions of the entry are day, month, and year.

Always check the date after it is entered to insure that Banner has processed the date as intended

Banner accepts the entry of dates in many formats. However, regardless of how dates are entered, Banner displays all dates in DD-MMM-YYYY format (ex. 01-AUG-2008). Dates should be entered with care since Banner automatically determines which part of the entry is the month, day, and year based on internal processing rules.

10.2 Day

The day must be entered as a two digit number. Numbers from 1 to 9 must be entered with a leading zero (for example, 01, 02, etc.).

10.3 Month

The month should be entered as a two digit number. For example, August should be entered as 08. Months numbered from 1 to 9 must be entered with a leading zero (for example, January must be entered as 01).

10.4 Year

The year should be entered as a full four digit number since Banner will not apply its conversion rules to a four digit year.

When you enter the year as a two digit number, Banner converts it into four digits by assuming that any entry of a two digit year greater than 49 should have a '19' in front of it. In other words, years entered as 50 through 99 are converted to 1950 through 1999. Any entry of a two digit year less than 50 will have a '20' placed in front of it. That is, years entered as 00 through 49 are converted to 2000 through 2049.

It is important to note that if a date of birth is entered as 01/01/77, Banner correctly converts this to 01-JAN-1977. However, if the date of birth is entered as 01/01/45, Banner incorrectly converts this to 01-JAN-2045.

The following are examples of correct and incorrect methods for entering the date of August 1, 1945:

Correct Entry	Incorrect Entry	Result in Banner
08/01/1945		01-AUG-1945
	08/01/45	01-AUG-2045
	8/1/1945	Entry Rejected (day and month entered incorrectly with single digit)
	August 01, 1945	Entry Rejected (too many characters)

Note, if you enter any single alphabetic character (if you enter 'T' or 'A' or 'U', etc.), Banner will replace the character with today's date.

10.5 Entry of Partial and Unknown Dates

While every effort must be made to research and enter complete and correct dates, especially dates of birth, it may happen that only part of a date is available. When this is the case, the following standards apply:

10.5.1 When Only the Year and Month Are Known

If the month and year are known and the day is not, enter the date using the first day of the month. For example, if a date is known as June 2007, enter this as 06/01/2007.

10.5.2 When Only the Year is Known

If only the year is known, enter the date as the first day of the year. For example, if the date is known to be in 2002 but the month and day are unknown, enter the date as 01/01/2002.

10.5.3 When Only the Day or Only the Month Is Known

A date should be left blank if only the day or only the month is known. For example, do not enter 05/01/1900 if all that is known of a birth date is that the month is May.

10.5.4 Entering a Holding Date When a Required Date is Unknown

If a date is required by Banner in order to proceed with processing and the day, month, and year are all unknown, enter 09/09/1909 as the holding date. These dates will be reviewed and cleaned up periodically. If the date is not required by Banner and the date is unknown, leave the date field blank.

11. Social Security Number

The Social Security Number is stored in a field in Banner that is labeled SSN/SIN/TIN.

For students, who are United States citizens or permanent resident aliens, the Social Security Number is required and will be entered into this field.

For employees or others who receive payments from the University, a Social Security Number or Individual Taxpayer Identification Number is required. If the individual is eligible to work in the U.S., he or she must obtain a U.S. Social Security Number. The University also may make payments to individuals who are ineligible to obtain a Social Security Number, but who, nonetheless, must obtain an identifying number (generally for the purposes of reporting payments and filing U.S. tax returns). Such individuals include, but are not limited to, nonresident aliens (as defined for tax purposes) and resident aliens (as defined for tax purposes) who are not authorized to work in the U.S., but who receive payments from the University (e.g., fellows who receive grants and stipends and consultants and guest speakers who receive honoraria and travel reimbursements). Individuals who are unable to obtain a social security number must apply for and obtain an Individual Taxpayer Identification Number ("ITIN").

For nonpersons, only a Tax Identification Number ("TIN") will be entered into this field.

Enter the 9 digit SSN, ITIN, or TIN in the SSN/SIN/TIN field. Do not use spaces, hyphens or any other characters. Example: 123456789. Do not enter "000000000" or "999999999" or any other type of place holder for records with no Social Security Number or other identifier.

(Note: SIN is the Canadian Social Insurance Number. Temple University does not use this and it should not be entered in this field.)

Temple University policies regarding Social Security Numbers are contained in Social Security Number Usage Policy 04.75.11 and Social Security Number Usage Procedures 04.75.12.

12. Deceased Indicator

Due to the sensitivity of this issue, prompt attention is important so mailings from University offices are discontinued. Deceased status must be verified, when possible, through death certificate, obituary, or Social Security Death Index (SSDI) in accordance with procedures outlined in section 16. (The link to a SSDI search is: http://ssdi.rootsweb.com/)

Institutional Advancement has set criteria to establish whether alumni can be presumed deceased. These criteria are defined as any alumni aged 95 or older who cannot be corroborated as deceased and do not have records as an employee (past or current), current registered student, or current alumni prospect. They also must have no records of having attended an alumni event or donated to Temple University within the past five years.

The same office setting the Deceased indicator should enter the date, if known. If the date is not known, leave this field blank.

Be aware that some, but not all, Banner processes exclude persons marked as deceased in population selection or letter generation. To insure that a deceased person is excluded in an ad hoc selection, a line of program logic should be added to prevent the inclusion of the deceased in the selection (example: 'SPBPERS_DECEASED_IND is NULL').

13. Other General Person Data

13.1 Gender

The United States Department of Education requires that the University report gender information. Valid codes are:

Code	Description
M	Male
F	Female
N or Null	Not Available

Note: The Recruiter application uses a third option which is labeled "Prefer Not to Disclose". This code is mapped to "N" in Banner.

13.2 Date of Birth

Special care should be taken to insure that the birth date is entered accurately since this date may be used in the identification process. However, if no birth date is given and the date is not required, no birth date will be entered. Do not enter a 'holding' date such as 01/01/1901 (January 1, 1901) unless the date is required by Banner and it is unknown.

Birth dates must be entered as described in section 11.

The date of birth is mandatory for all persons except Advancement friends.

13.3 United States Citizenship

Determination of United States citizenship is required information for students and employees. Additional information, such as country of citizenship and visa status, is required for any person who is not a citizen of the United States.

The valid codes are:

Code	Description
N	Non-Resident Alien: Individual is a citizen of a country other than the U.S.
P	Permanent Resident/Immigrant: Individual holds permanent resident or immigrant status.
U	U.S. Citizen

| W | Waiting for valid information.

In order to create a new person record, a valid citizenship code is required. The 'W' code may be used only in those cases where the citizenship status has not been ascertained. However, all active student and employee records must have a valid citizenship code other than 'W'. |
|---|---|

13.4 Race/Ethnicity Codes

The federal government has indicated that they will require a two-tiered reporting system starting in the near future. The first tier records Hispanic or Latino ethnicity and the second tier is used to record other, more specific racial categories.

All students and employees are required to indicate their ethnicity/race in both of these categories so that accurate reports can be generated for the government. In the event that a person is entered into the system without an ethnicity value and subsequently becomes a student or an employee, ethnicity/race values must be entered. Existing coding should not be modified except to correct an obvious data entry mistake.

The valid codes for the Hispanic/Latino field are:

Valid Codes
Hispanic/Latino
Not Hispanic/Latino

The valid codes for racial categories are:

Code	Description
1	American Indian or Alaska Native
2	Asian
3	Black or African American
4	Native Hawaiian or Other Pacific Islander
5	White/Caucasian

13.5 Marital status

This information may be collected as needed for students, employees, alumni and friends of the University.

Code	Description
M	Married
P	Partnered
S	Single - Unmarried
D	Divorced - Legally divorced
L	Legally Separated
W	Widowed

13.6 Religion code

Religious affiliation should not be collected.

13.7 Legacy code (aunt, uncle, etc)

Legacy information should not be collected.

14. Changes to General Person Data

14.1 Impact of Changes to General Person Data

For the purposes of prescribing policies and procedures, General Person fields that are shared among all of the modules can be divided into categories based on sensitivity (degree of access protection required either by law or University policy) and impact (degree to which the field affects systematic processing).

1. High sensitivity and High impact

   - Name (affects the identity of the record)
   - Social Security Number (regulated access)
   - Date of Birth (affects benefit processing and identity of the record)

   Modifications to these fields are significant since the data are either secured by law, they are fundamental to the identity of the record entity, or their content controls system processes. Changes to these fields therefore require proof and documentation.

2. Low sensitivity and High impact

   - Deceased Indicator (affects almost every process)
   - Gender (affects benefit processing)
   - Citizenship
   - Marital Status

   Modifications to these fields are significant due to their affect on system processes. Changes to these fields require proof and documentation.

3. High sensitivity and Low impact

   - Address (can be changed without affecting residency categorization)
   - Email address (other than Temple-assigned addresses)
   - Phone number
   - Race/Ethnicity
   - Advancement Name (name associated with advancement name type code)

   With the exception of the Advancement Name, the University provides direct access to these fields to the record entity for their convenience. The University, however, keeps these data secure from all others and only allows access to those who need the access to perform their assigned University tasks.

   Since changes to fields in this group do not present risk for processing in other areas, and since they do not directly affect system processes such as benefits

calculation, payroll, residency status, etc., these fields can be altered without proof or documentation.

14.2 Changes to General Person Data for Person Entities

The office (Human Resources for employees and Academic Records for students) responsible for monitoring the fields in sections 1 and 2 below must be notified when any changes are made to these fields.

Changes to General Person Data for Person Entities			
1. High Sensitivity and High Impact Data			
General Person Fields	**Required Documentation and Proof**	**Entity Type**	**Responsible Office(s)**
Current Name Social Security Number Date of Birth	Changes to these fields require that the person present appropriate documentation such as one of the following: • Driver's License • Passport • Marriage Certificate/License • Social Security Card • U.S. Government ID card • Applicable court document **Note: Changes to employee/retiree names require a Social Security Card.**	Current Employee/Retiree – whether or not any other record type exists	Human Resources
		Students – current or former, excluding current employees/retirees	Office of Academic Records/Registrar makes the change if the student is not a current employee/retiree
		Admission Recruits and Applicants – excluding current students, current employees/retirees, vendors, and alumni/friends	Any office dealing with recruitment and student admissions specific to the student's matriculation (Graduate/Professional/Undergraduate) may make the change. **Recruits and applicants (excluding current students, current or former employees/retirees, vendors, and alumni/friends) are not required to provide proof of name change, SSN, or date of birth at this stage.**
		Alumni and Friends – excluding current employees/retirees and current and former students	Office of Institutional Advancement can change the birth date upon request. Institutional Advancement can add a birth date if it is blank and the person is not an employee. This change requires no documentation. Office of Institutional Advancement can change a 'current' name without documentation if the only role associated with the record is 'Advancement'. Office of Institutional Advancement can add the SSN only if the field is blank. No documentation or proof is required.

Changes to General Person Data for Person Entities			
2. Low Sensitivity and High Impact Data			
General Person Fields	**Required Documentation and Proof**	**Entity Type**	**Responsible Office(s)**
Deceased Indicator	Notification of the death from an appropriate source with verification such as a death certificate or obituary.	Current Employee/Retiree – whether or not any other record type exists	Human Resources
		Students – current or former, excluding current employees/retirees	Office of Academic Records/Registrar makes the change if the student is not a current employee or retiree after notice is received from a Dean's office or from appropriate others such as family members.
		Admission Recruits and Applicants – excluding current students, current employees/retirees, vendors, and alumni/friends	Any office dealing with recruitment and student admissions specific to the student's matriculation (Graduate/Professional/Undergraduate) may make the update.
		Alumni and Friends – excluding current or former employee/retirees and current students	Office of Institutional Advancement
Gender	Changes to this field require that the person present appropriate documentation such as one of the following: • Driver's License • Passport • U.S. Government ID card • Applicable court document	Current Employee/Retiree – whether or not any other record type exists	Human Resources
		Students – current or former, excluding current employees/retirees	Office of Academic Records/Registrar
		Admission Recruits and Applicants – excluding current students, employees/retirees, and alumni/friends	Any office dealing with recruitment and student admissions specific to the student's matriculation (Graduate/Professional/Undergraduate) may make the change.
		Alumni and Friends – excluding employees/retirees and current students	Office of Institutional Advancement - Advancement can add the gender information for any entity type if it is blank.

Changes to General Person Data for Person Entities			
2. Low Sensitivity and High Impact Data			
General Person Fields	**Required Documentation and Proof**	**Entity Type**	**Responsible Office(s)**
Citizenship	If changing **"N"** (Non-Resident Alien: Individual is a citizen of a country other than the U.S.) to **"P"** (Permanent Resident/Immigrant: Individual holds permanent resident or immigrant status) a permanent resident card must be provided. If changing "**P**" (Permanent Resident/Immigrant: Individual holds permanent resident or immigrant status) to "**U**" (U.S. Citizen), the person must present appropriate proof of citizenship such as a naturalization certificate or U.S. passport.	Current Employee/Retiree – whether or not any other record type exists	Human Resources
		Students – current or former, excluding current employees/retirees	If changing **"N"** (Non-Resident Alien: Individual is a citizen of a country other than the U.S.) to **"P"** (Permanent Resident/Immigrant: Individual holds permanent resident or immigrant status), then International Programs makes the change. If changing "**P**" (Permanent Resident/Immigrant: Individual holds permanent resident or immigrant status) to "**U**" (U.S. Citizen), then the Office of Academic Records will make the change.
		Admission Recruits and Applicants – excluding current students, employees/retirees, alumni/friends, and vendors	If changing **"N"** (Non-Resident Alien: Individual is a citizen of a country other than the U.S.) to **"P"** (Permanent Resident/Immigrant: Individual holds permanent resident or immigrant status), then Office of International Programs makes the change. If changing "**P**" (Permanent Resident/Immigrant: Individual holds permanent resident or immigrant status) to "**U**" (U.S. Citizen), then any office dealing with recruitment and student admissions specific to the student's matriculation (Graduate/Professional/Undergraduate) may make the change.
		Alumni and Friends	Office of Institutional Advancement will not use this field and therefore will not modify it for any entity.

Changes to General Person Data for Person Entities			
2. Low Sensitivity and High Impact Data			
General Person Fields	**Required Documentation and Proof**	**Entity Type**	**Responsible Office(s)**
Marital Status	Appropriate documentation is required only for current employees. All other entities need not produce proof of a change in marital status.	Current Employees	Human Resources
		Students – current or former, excluding current employees/retirees	Office of Academic Records/Registrar, Student Financial Services, or Bursar's Office.
		Admission Recruits and Applicants – excluding current students, current employees/retirees, and alumni/friend	Any office dealing with recruitment and student admissions specific to the student's matriculation (Graduate/Professional/Undergraduate)
		Alumni and Friends – excluding current employees/retirees and current students	Office of Institutional Advancement

Changes to General Person Data for Person Entities			
3. High Sensitivity and Low Impact Data			
General Person Fields	**Required Documentation and Proof**	**Entity Type**	**Responsible Office(s)**
Address Email Address (**other than TU-assigned email address**) Telephone Number Advancement Name	Changes to these fields do not require documentation. However, guidelines for verifying identity must be followed. Since these fields can be changed in self-service Banner, any office can assist an entity in changing their data.		
Race/Ethnicity	Changes to this field do not require documentation. However, guidelines for verifying identity must be followed.	Current Employee/Retiree	Human Resources will enter race/ethnicity values from the employee's application even if the ethnicity value exists. That is, if an employee application contradicts race/ethnicity values in the record, Human Resources will enter the values from the application.
		Students – current or former, excluding current employees/retirees	Office of Academic Records/Registrar can make the change if the student is not a current employee/retiree
		Admission Recruits and Applicants	Any office dealing with recruitment or admissions may enter an ethnicity value if blank.
		Alumni and Friends – excluding current employee/retirees and current students	Office of Institutional Advancement can make the change if the race/ethnicity values are blank.

14.3 Changes to General Person Data for Non-Person Entities

Changes to General Person Data for Non-Person Entities			
General Person Fields	**Required Documentation and Proof**	**Entity Type**	**Responsible Office(s)**
Name Social Security Number or TIN	Changes to the name do not require proof. Changes to the SSN or TIN fields require a completed W-9.	Friends (corporations and foundations) – excluding vendors Vendors	Office of Institutional Advancement Purchasing or Accounts Payable may make change to a TIN upon request of individual so long as no other record type exists.
Address Email Address Telephone Number	Changes to these fields do not require documentation or proof.	Friends (corporations and foundations) – excluding vendors Vendors Third Party Payers (on behalf of students)	Office of Institutional Advancement Purchasing or Accounts Payable may add or change email addresses and telephone numbers. They may also change addresses when the changes are supported by an invoice or communication from the Vendor. Bursar's Office
Date of Birth Deceased Indicator Citizenship Race/Ethnicity Marital Status Gender	Not applicable		

14.4 Guidelines for Verification of Identity

The following series of questions are to be asked to verify one's identity over the telephone or in person:
- What is your name, if possible the name you used while at Temple University?
- If available, what is your TUid number?

For verification purposes only:
- What is the month and date you were born?
- What are the last four digits of your Social Security number?

Offices requiring callers to leave personal information on voicemail should use the following outgoing message:

In order to process your request as quickly and accurately as possible, please provide us with the following information:
- *Please spell your first and last names.*
- *If available what is your TUid?*

And for verification purposes only:
- *What is the month and date you were born?*
- *What are the last four digits of your Social Security number?*

Appendix

A. Example Street Abbreviations

Street Suffix	Abbreviation
Avenue	Ave
Boulevard	Blvd
Branch	Br
Center	Ctr
Court	Ct
Circle	Cir
Drive	Dr
Estate	Est
Highway	Hwy
Lane	Ln
Parkway	Pkwy
Place	Pl
Road	Rd
Square	Sq
Station	Sta
Street	St
Suite	Ste
Terrace	Ter
Trail	Trl
Way	Way

Other abbreviations can be found at the US Postal Addressing Standards Web site.

Do not use periods in the abbreviation.

B. State and Province Abbreviations

U. S. Armed Forces
AA	The Americas
AE	Europe
AP	The Pacific

United States State Abbreviations
AL	Alabama
AK	Alaska
AZ	Arizona
AR	Arkansas
CA	California
CO	Colorado
CT	Connecticut
DE	Delaware
DC	District of Columbia
FL	Florida
GA	Georgia
HI	Hawaii
ID	Idaho
IL	Illinois
IN	Indiana
IA	Iowa
KS	Kansas
KY	Kentucky
LA	Louisiana
ME	Maine
MD	Maryland
MA	Massachusetts
MI	Michigan
MN	Minnesota
MS	Mississippi
MO	Missouri
MT	Montana
NE	Nebraska
NV	Nevada
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NY	New York
NC	North Carolina
ND	North Dakota
OH	Ohio

State Abbreviations (cont.)
OK	Oklahoma
OR	Oregon
PA	Pennsylvania
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee
TX	Texas
UT	Utah
VT	Vermont
VI	Virgin Island
VA	Virginia
WA	Washington
WV	West Virginia
WI	Wisconsin
WY	Wyoming

US Territories
AS	American Samoa
FM	Federated States of Micronesia
GU	Guam
MH	Marshall Islands
MP	Northern Mariana Island
PW	Palau
PR	Puerto Rico

Canadian Provinces
AB	Alberta
BC	British Columbia
MB	Manitoba
NB	New Brunswick
NF	Newfoundland
NT	Northwest Territory
NS	Nova Scotia
ON	Ontario
PE	Prince Edward Island
QC	Quebec
SK	Saskatchewan
YT	Yukon Territory

C. Stewards and Data Custodians

Data Area	Steward	Custodian
Finance Module		
Accounts Payable	Controller	Director, Accounts Payable
Budget Development	Assoc VP Budget/Planning	Asst. VP Budget and Planning
General Accounting	Controller	Asst Controller
Grant Accounting	Controller	Assoc Controller
Fixed Assets	Controller	Asst Controller
Purchasing	Director of Purchasing	Asst Director
Human Resources Module		
Compensation	AVP HR	Director, HR Payroll Management
Benefits	AVP HR	Director, HR Payroll Management
Employment	AVP HR	Director, HR Payroll Management
Emp/Labor Relations	AVP HR	Director, HR Payroll Management
Learning/Development	AVP HR	Director, HR Payroll Management
Payroll Management	AVP HR	Director, HR Payroll Management
Student Module		
Student Financials	Assoc Treasurer	Assoc Bursar
Financial Aid	Senior Vice Provost	Assoc Director of Student Financial Services
Undergraduate Recruitment and Admissions	Senior Vice Provost	Assoc. Director of Undergraduate Admissions
Other Admissions and Recruitment		
Graduate School	Associate Dean (Graduate School)	Assistant Dean (Grad School)
Medical School	Associate Dean	Associate Director, Medical Admissions
Dental School	Vice Dean	Admin Coordinator of Dental Learning, Lead Admin Specialist
Pharmacy School	Deputy Provost	To Be Determined
Law School	Assistant Dean, Law Administration	Registrar, Director of Law Admissions, Assistant Dean - Law Foreign LLM
School of Podiatry	Director of Technology	To Be Determined
Academic Records		
Registration	Senior Vice Provost	Assoc. Registrar*
Schedule/Catalog	Senior Vice Provost	Assoc. Registrar*
Grading/Transcripts	Senior Vice Provost	Assoc. Registrar*
Graduation	Senior Vice Provost	Assoc. Registrar*
Advancement Module		
Advancement	Assoc. VP Operations	Director of Information Services

* Responsibility for academic data will be shared with representatives of the graduate and professional schools. The Registrar will have oversight responsibility, however, for all academic data.

D. Process for Approving Modifications to Banner Data Standards

Goal

The approved Banner Data Standards are a result of discussion and review by representatives of the administrative modules. The purpose of these Standards is to insure that shared data is entered, maintained, and interpreted in a uniform manner.

Any request for changes to the approved Standards needs to be fairly judged by all of the affected administrative data processing groups.

It is the goal of this process to insure that appropriate administrative users have the opportunity to review and respond to requests for modifications to the procedures that affect shared Banner data without unduly delaying the implementation of the change.

Approval Process

At a minimum, additions and modifications to the language in the Data Standards document must be reviewed by the Data Standards Committee members that represent the affected modules.

Where time permits, the additions and modifications will be presented to the Data Standards Committee. They will make a recommendation to the Core Team, and then submit the recommendation for final disposition to the Executive Steering Committee.

Request Submittal Process

- Functional, Technical Team Leads, and Data Standards representatives will work collaboratively to identify modifications that may be needed.

- Individuals requesting additions or modifications to the Data Standards should meet with their Data Standards Committee member associated with their functional area to formulate a justification and impact statement. The technical lead in the area will complete a technical analysis which will include a description of the impact of the change on Banner processes.

  This justification and impact statement must include all of the following:

  ✓ <u>A clear statement of the change or addition</u>. If it is an addition, fully specify the language to be included in the Data Standards document. If the request is a modification to existing language, state the existing language fully and then state the modified language for comparison.

- ✓ <u>A statement of the intended purpose of the change</u>. Include a description of what is expected to be accomplished by the change.
- ✓ <u>A clear justification of the change</u>. Describe if the modification is required by an external party such as a governmental agency. The statement of justification must indicate the degree to which the modification is discretionary. Include a description of the expected consequences if the request is denied.

- ✓ <u>Comparison of alternatives</u>. Describe and compare the advantages and disadvantages of any alternative resolutions.

The appropriate functional representative will then submit and present the modification request to the Data Standards Committee for approval and subsequent presentation to the Core Team and Executive Steering Committee for review and final determination. This approval procedure will be modified after the implementation period to appropriately reflect any changes to the committee structure.

- All items to be brought to the Executive Steering Committee will be reviewed by Lynne Zullo (Project Manger) and Barbara Dolhansky (Project Director) to determine if the content of the request and justification is acceptable for presentation to the Executive Committee. All items submitted for consideration must have clear recommendations and justifications that can be acted upon.

E. Information Security and Integrity Program

Purpose

    The purpose of the Information Security and Integrity Program is to provide detailed information about the roles and responsibilities of Data Stewards, Data Custodians, Data Standards and Oversight Committee, and Information Security Administrators.

Scope

    This guideline applies to Data Stewards, Data Custodians and other positions that are responsible for the authorization and oversight of access to Data Assets within Temple University.

Definitions

1. **Data Asset:** Information resource in any format (e.g. electronic, hard copy or voice) including but not limited to files, directories, databases and/or processing systems
2. **Data Steward (DS):** Business Unit Leader who is responsible for the protection and safeguarding of the University's Data Assets and has been designated as the gatekeeper for specified data stored on computing systems. The Data Steward is responsible for assuring data quality, managing appropriate access, and working with the Data Standards and Oversight Committee to define data standards.
3. **Data Standards and Oversight Committee (DSOC):** A group consisting of all Data Stewards, VP of Computer Services, the Chief Information Security Officer, the Associate Vice President of Administrative Computing, and additional members as appointed by this committee.
4. **Data Custodian (DC):** Responsible for the day to day management of Data Assets based on direction and approval from the Data Steward. A Data Custodian usually reports to the Data Steward and has been delegated the authority to approve access to the Data Assets within the Data Steward portfolio.
5. **Information Security Administrator (ISA):** Individual responsible for provisioning authorized access to Data Assets.
6. **Workforce Member:** Employees and Courtesy Account Holders
7. **Employee:** Regular, full or part time personnel paid on Temple University payroll
8. **Courtesy Account Holder:** Employee of an outside temporary or contractor service provider who provides services to Temple University, its affiliates or subsidiaries
9. **Records:** Data, regardless of media or format, created or received by Temple University in the course of its business, containing information that is required to be retained for business or legal reasons.
10. **Minimum Necessary:** a security principle which states that access is given to an individual user based on the minimum amount of access needed to perform his or her job functions. Access should not be granted at levels greater than what are required to perform a job function.

Temple University's Information Security and Integrity Program

Data Assets must be under the stewardship of a Data Steward, who has been approved by their respective Vice President. The Data Steward is typically a Business Unit Leader, at the AVP level or above, who is accountable for Data Assets under the control of a Business Unit. Examples of Data Assets under the stewardship of a Data Steward would include, but are not limited to, the Data Assets accessible through Finance, Human Resources, Student Academics, Student Financial, and Institutional Advancement systems.

Electronically stored Data Assets that are considered Records can fall into two categories within the Data Steward Program:

a. **Public Information –** If a Data Asset is available for use by all Temple University Workforce Members and/or the public and is not protected under existing regulations or University policies, then access need not be granted by a Data Steward

b. **Controlled Access** – If the electronically stored Data Asset requires access controls (i.e.: it is not available for use by the entire University or to the public), then access must be granted by a Data Steward.

Furthermore, if the Data Asset requires access controls but does not reside on a system that shares information with others (an example would be a spreadsheet resident on a Workforce Member's desktop or laptop), then that Data Asset would not fall under the stewardship of a Data Steward but instead would be under the stewardship of the Workforce Member and must be protected in accordance with the sensitivity of the information.

It is the responsibility of the Data Standards and Oversight Committee to define and categorize Data Assets that require a Data Steward. Once it has been determined that a group of electronically stored Data Assets require a Data Steward, the Data Standards and Oversight Committee will add that group of Data Assets and its Data Steward to the list of the Designated Data Assets and Stewards (to be developed and added to these guidelines).

Roles and Responsibilities of the Data Standards and Oversight Committee

1. The Data Standards and Oversight Committee is the governing body of the Information Security and Integrity Program. They make final decisions on which Data Assets fall under the authority of this policy.

2. The Data Standards and Oversight Committee will assign stewardship of Data Assets that are common to multiple business units and will determine the process whereby changes to those data can be made.

Roles and Responsibilities of the Data Steward

1. The Data Steward, in conjunction with the Data Standards and Oversight Committee, must decide, document, and approve which job functions and roles should have access to the Data Assets under their control. This should be broken down to a level of read, write, update, and delete privileges and should be based on "minimum necessary" requirements.
2. Once a job function or role has been approved by the Data Steward, the Data Custodians can approve access requests for a Workforce Member in one of the approved job functions or roles based on receiving an official request from Workforce Member's supervisor.
3. If access is not specifically approved by a Data Steward for the Workforce Member's job function or role, then the Data Steward must review and approve all non-routine requests for access on an individual basis. The Data Steward may choose to delegate this authority to the Data Custodian but it should be documented in the list of Designated Data Assets and Stewards (to be developed and added to these guidelines).
4. A Data Steward must designate a backup in the event that the Data Steward is not available to approve non-routine requests.
5. The Data Steward must ensure that the duties related to access control are segregated to an extent that minimizes the possibility of misuse or fraud. For example, an individual cannot be permitted request and grant access for themselves.

Roles and Responsibilities of the Data Custodian

1. The Data Custodian is responsible for assisting the Data Steward in carrying out the duties that fall within the Information Security and Integrity Program.
2. The Data Custodian approves access to Data Assets only when authorized to do so by the Data Steward.
3. The Data Custodian is responsible for approving requests for access to Data Assets after carefully examining the request under "minimum necessary" requirements.
   a. The Data Custodian will review access reports based on the agreed upon time period and will work with the Information Security Administrator to correct all access issues in a timely manner.
   b. The Data Custodian will work with the Data Steward and the Information Security Administrator to set up the initial roles and job functions and the level of access provided.

c. At a minimum of twice a year, the Data Custodians will be provided with a report of all Workforce Members that have access to the Data Assets under the stewardship of the Data Steward. The Data Custodian will review the list for accuracy and will report back to the Information Security Administrators on any access changes that are needed. As many of the reports listing access will be voluminous and the Workforce Members on the list may report to several different departments, the Data Steward may assign multiple Data Custodians to assist in the process of reviewing access.

4. Once the Data Custodian(s) has reviewed access and all necessary changes have been executed by the Information Security Administrator, a new list will be generated and the Data Steward will sign the report as "authorized."

5. The Data Custodian will provide training and support to ensure that users have sufficient training to carry out their business responsibilities and that they know how to maintain data integrity and security.

6. For their area of responsibility, the Data Custodian will monitor data quality and ensure that data conforms to the standards set by the Data Standards and Oversight Committee and those additional standards that may be set by the Data Steward. The Data Custodian will maintain meta-data, definitions and other information on data that originates in their area.

7. The Data Custodian will maintain validation tables associated with their areas.

8. The Data Custodian will act as the coordinator for their area and provide information to and from their area to Computer Services and other managing bodies.

9. The Data Custodian will provide Data Assets in the form of reports as needed and will review these requests as they would review access to online data.

Roles and Responsibilities of the Information Security Administrator

1. The ISA responsible for provisioning the access to Data Assets once the access has been authorized.

2. The ISA will produce lists of those who have access to Data Assets and send them to the appropriate Data Custodian(s) and Data Steward

3. The ISA will retain the results of the access assessment for the purposes of monitoring by Internal Audits.

4. The ISA will ensure that terminations are performed on a timely basis

5. The ISA will ensure that transfers are processed correctly so that old access is removed if no longer authorized for the new job function or role.

F. Validation Table Responsibilities

Table	Description	Finance	HR	Student (Includes FA)	Advancement	Computer Services	Not Applicable	Responsible Person or Group
GTVADID	Additional ID Type Validation Table	x	x	x	x	x		Data Standards
GTVNTYP	Name Type	x	x	x	x	x		Data Standards
STVASRC	Address Source Validation	x	x	x	x			Data Standards
STVATYP	Address Type Code Validation	x	x	x	x			Data Standards
STVCITZ	Citizen Type Code Validation	x	x	x	x			Data Standards
STVCNTY	County Code Validation					x		Clean Address Controls
STVETHN	Ethnic Code Validation	x	x	x	x			Data Standards
GTVRRAC	Regulatory Race	x	x	x	x			Data Standards
STVLGCY	Legacy Code Validation	x	x	x	x			Data Standards
STVMRTL	Marital Status Code Validation	x	x	x	x			Data Standards
STVNATN	Nation Code Validation	x	x	x	x			Data Standards
STVRELG	Religion Code Validation	x	x	x	x			Data Standards
STVRELT	Relation Code Validation	x	x	x	x			Data Standards
STVSTAT	State/Province Code Validation	x	x	x	x			Data Standards
STVTELE	Telephone Type Validation	x	x	x	x			Data Standards
GTVEMAL	Email Address Type Validation Table	x	x	x	x			Data Standards
GTVCURR	Currency Code Validation Table	x						
GTVSCOD	EDI/ISO Standard Code	x						
GTVTRTP	EDI Transaction Type	x						
GTVUOMS	Unit of Measure Validation Table	x						
GTVUTYP	Unit Type Table	x						
GXVDIRD	Bank Routing Numbers	x						
GXVBANK	Bank Validation Codes	x						

Table	Description	Finance	HR	Student (Includes FA)	Advancement	Computer Services	Not Applicable	Responsible Person or Group
GTVDICD	District Division Code Validation Table		x	x	x			
GTVCELG	Certificate of Eligibility Validation Table		x	x				Martyn Miller; HR Primary; Student, Secondary
GTVDOCM	Visa Document Code Validation Table		x	x				Martyn Miller; HR Primary; Student Secondary
GTVVISS	Visa Issuing Authority		x	x				Martyn Miller; HR Primary; Student Secondary
STVSPON	International Student Sponsor Code		x	x				Martyn Miller; Primary Human Resources; Secondary Student
STVLANG	Language Code		x	x				Martyn Miller;Primary Human Resources; Secondary Student
STVVTYP	Visa Type		x	x				Martyn Miller;Primary Human Resources; Secondary Student
STVPENT	Port of Entry Code		x	x				Martyn Miller;Primary Human Resources; Secondary Student
STVCAMP	Campus Codes		x	x				Martyn Miller; Primary Human Resources; Secondary Student
GTVIMMU	Immunization Code		x					Hep-B Vaccine
GTVIMST	Immunization Status Code		x					Hep-B Vaccine
GTVSRCE	Visa Source Code		x					Martyn Miller; HR Primary; Student Secondary
STVEMPT	Employment Type		x					
GTVEMPH	Emphasis Code Validation Table				x			
GTVEQNM	Event Queue Code Validation Table				x			
GTVEQPG	Parameter Group Code Validation Table				x			

Table	Description	Finance	HR	Student (Includes FA)	Advancement	Computer Services	Not Applicable	Responsible Person or Group
GTVEQPM	Parameter Code Validation Table				x			
GTVEQTS	Target System Code				x			
GTVEXPN	Expense Code				x			
GTVFEES	Fee Status Code				x			
GTVFSTA	Function Status Code				x			
GTVFTYP	Fee Type Code				x			
GTVFUNC	Function Code				x			
GTVLETR	Letter Code				x			
GTVMAIL	Mail Code				x			
GTVMENU	Menu Code				x			
GTVPARA	Paragraph Code			x	x			
GTVPTYP	Participant Type				x			
GTVPURP	Purpose Code				x			
GTVRATE	Fee Rate Code				x			
GTVREVN	Revenue Code				x			
GTVRSVP	RSVP Code				x			
GTVRTNG	Rating Code				x			
GTVTARG	Target Audience Code				x			
STVSBGI	Source/Background Institution Code			x	x			Primary Student;Secondary Advancement
STVDEGC	Degree Code		x	x	x			Primary Student;Secondary Advancement, Human Resources
STVCOLL	College Codes			x	x			Primary Student;Secondary Advancement
STVHONR	Institutional Honors Code		x	x	x			Primary Student;Secondary Advancement, Human Resources

Table	Description	Finance	HR	Student (Includes FA)	Advancement	Computer Services	Not Applicable	Responsible Person or Group
STVEGOL	Education Goal Codes			x	x			Primary Student;Secondary Advancement
STVMAJR	Major/Minor/Concentration		x	x	x			Primary Student;Secondary Advancement, Human Resources
GTVSCHS	Scheduling Status			x		x		
GTVDUNT	Duration Unit Validation Table			x				
GTVINSM	Instructional Method			x				
GTVLFST	Lerner Field Of Study Type			x				
GTVMTYP	Meeting Type			x				
STVADMR	Admissions Request Checklist Code			x				
GTVSUBJ	Subject Index Code					x		Primary Ownership
GTVTASK	Task Code					x		
GTVTSTA	Task Status Code					x		
GTVTTYP	Task Type Code					x		
GTVBLOT	Large Object Table					x		Workflow/Imaging
GTVCALL	Quick Flow Validation					x		
GTVCALN	Calendar Validation					x		
GTVCLAS	Tracks Source System					x		Systems Table
GTVCMSC	Common Matching Source Code Validation Table	x	x	x	x	x		GPSYNCH Process
GTVDADD	Desktop Tools Add-In Application					x		
GTVDPRP	Desktop Tools Step Property Validation Table					x		
GTVDSTP	Desktop Tools Step Type Validation Table					x		
GTVFBPR	FGAC Business Profile					x		
GTVFDMN	FGAC Domain					x		

Table	Description	Finance	HR	Student (Includes FA)	Advancement	Computer Services	Not Applicable	Responsible Person or Group
GTVFDTP	FGAC Domain Type					x		
GTVFGAC	FGAC Group Validation					x		
GTVICSN	Setting Name Code used in Integration Configuration					x		
GTVINTP	Integration Partner System Code					x		
GTVOBJT	Object Code					x		
GTVOWNG	Security Owner Groups used in Distributed Security					x		
GTVPARS	Scheduling Partition					x		
GTVPDIR	Pre/Post Direction Validation Table					x		
GTVPRNT	Printer Validation					x		
GTVSDAX	Crosswalk					x		
GTVSDIV	Subdivision Table					x		
GTVSEGC	Access Group Code Validation Form					x		
GTVSGRP	Security Group Validation					x		
GTVSQPA	Business Rule Parameter Code					x		BEIS & GPSYNCH
GTVSQPR	Business Rule Process Code					x		BEIS & GPSYNCH
GTVSQRU	Business Rule Code					x		BEIS & GPSYNCH
GTVSSFX	Standard Functions and Procedures for Suffix Table					x		
GTVSYSI	System Indicator					x		
GTVVAPP	Value Based Security Application Codes					x		
GTVVBTY	Value Based Security Type					x		
GTVVOBJ	Value Based Security Object Code					x		
GTVVPDI	VPD Institution Code					x		BEIS & GPSYNCH
GTVWFED	Electronic Processing					x		Workflow
GTVZIPC	Zip/Postal Code					x		Clean Address Controls
GTVSVAP	Sevis Auto-Populate Code						NA	

Table	Description	Finance	HR	Student (Includes FA)	Advancement	Computer Services	Not Applicable	Responsible Person or Group
GTVSVBA	Sevis Business Action Code						NA	
GTVSVCA	Sevis Student Cancellation Reason Code						NA	
GTVSVCC	Sevis Category Code						NA	
GTVSVCP	Sevis Consular Post						NA	
GTVSVCR	Sevis Creation Reason Code						NA	
GTVSVCT	Sevis Occupation Category Type Code						NA	
GTVSVDT	Sevis Dependent Termination Code						NA	
GTVSVEL	Sevis Education Level Code						NA	
GTVSVEP	Sevis EV End Program Reason Code						NA	
GTVSVFT	Sevis Drop Below Full Time Reason Code						NA	
GTVSVGO	Sevis Governmental Organizaion Code						NA	
GTVSVIO	Sevis International Organization Code						NA	
GTVSVIT	Sevis Infraction Type Code						NA	
GTVSVPC	Sevis Exchange Visitor Position Code						NA	
GTVSVRP	Sevis Request for Form Reprint Code						NA	
GTVSVTR	Sevis Termination Reason Code						NA	
GTVSVTS	Sevis Transmittal Status Code						NA	
GTVPROC	Process Namr						NA	
STVMEDI	Medical Condition Codes						NA	
STVMDEQ	Medical Device Codes						NA	
STVSPSR	Disability Service Code						NA	
GTVCCRD	Cross-Product Credit Card Type Validation Table						NA	
GTVDIRO	Directory Item Validation Table							Pending Anthony Lower Investigation

H. Duplicate General Person Data Resolution Procedures

SCOPE

The centralized database of record that tracks individuals or entities associated with Temple University uses a component known as the General Person Module for adding and maintaining records. In the course of adding new records into the database, either manually or by an automated process, duplicate entries occur. Duplicate general person data resolution is a time intensive, costly process for the University and care must be taken when creating new records. These procedures provide users a standardized approach for reporting and resolving duplicate records.

PURPOSE

These procedures apply to all individuals or entities created using the General Person Module which includes Temple's employees and students, contractors, vendors, agencies, donors, constituents and volunteers. These procedures describe the objectives and policies regarding resolution of identified duplicated records.

DEFINITIONS

1. *Duplicate record:* when general person data exists in the system under two or more unique TUid's and should only exist under one unique TUid.
2. *User Created Duplicate record***:** is an extraneous record manually created by a user that is known to be a duplicate to an existing record.
3. *User Identified Duplicate record***:** is an extraneous record discovered by a user that is known to be a duplicate.
4. *Process Identified Duplicate record***:** is an extraneous record discovered by an automated process/routine that is suspect as a duplicate.

GUIDELINES

1. **Responsibilities**

   a. Executives/Management

       (1) Establish policy/procedural objectives
       (2) Approve policy/procedures
       (3) Provide training
       (4) Enforce sanctions
       (5) Designate Duplicate General Person Records Committee Members

   b. Duplicate General Person Records Committee Members

       (1) Develop Duplicate General Person Data Resolution policies and procedures

(2) Coordinate and implement policy/procedures across various Temple University departments

(3) Oversee training

(4) Receive and process identified Duplicate General Person Data notifications

(5) Review and Process Duplicate General Person Data consolidation requests

    a) *User Created Duplicate Record(s)*

    b) *User Identified Duplicate Record(s)*

    c) *Automated Process Identified Duplicate Record(s)*

(6) Ensure retention of audit trail of identified duplicate records and record consolidation procedures to meet compliance requirements.

(7) Document the delivery of training

c. Employee responsibilities

(1) Understand and comply with organization's procedures regarding Duplicate General Person Data Resolution

2. **Procedures**

a. *User Created Duplicate record/User Identified Duplicate record*

(1) When a user creates a duplicate general person record, either by accident or unknowingly but quickly identifies the mistake or when a user discovers a duplicate general person record, the user must immediately submit the problem by logging into TUhelp at https://tuhelp.temple.edu

(2) The user must click the Request Help link in the upper left hand corner.

(3) The user should verify their Contact Details.

(4) In the Referral Details section, the user must enter **Dupefinder**.

(5) In the Request Details section, the user must enter the following information:

Summary:

    Dupefinder TUid#1/TUid#2/…/TUid##

    Where TUid#1 is the first TUid identified and TUid#2 is the identified duplicate TUid; list all duplicate TUids identified

Description:

    Provide a detailed explanation as to why you believe these general person records are duplicates. Include the TUid and Name associated with each general person record in question. Indicate the TUid that should be retained. If the SSN or Date of Birth is incorrect on the TUid/record to be retained, indicate which TUid contains the correct data. **Do not include the SSN and Date of Birth in the TUhelp ticket.**

(6) The user must click Submit to report the duplicate entity.

(7) The Duplicate General Person Records Committee will review and resolve all Dupefinder TUhelp tickets and appropriate action will be taken for "protecting" or locking the extraneous record(s), merging and purging of records.

(8) The Duplicate General Person Records Committee will update and have the TUhelp ticket closed after the appropriate resolution action is taken.

b. ***Process Identified Duplicate record***: A daily automated process will identify suspect duplicate records. The Duplicate General Person Records Committee will review these records and appropriate action will be taken for "protecting" or locking the extraneous record(s), merging and purging of records.

3. Training

a. Training on these procedures, along with Temple University Data Standards will be provided. The following training sessions will be developed:

(1) New staff member training

(2) Recurrent training

(3) Special function training

b. The training program will include:

(2) Review of Temple University Data Standards

(3) Review of Duplicate General Person Data Resolution Procedures

(4) TUhelp Ticket Processing

(5) Review of Sanctions

(6) Identifying Resolved Duplicate General Person Data