

University of Indianapolis Data Standards Manual



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Data Standards

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Note: Any changes recommended for the data standards in use at University of Indianapolis must be approved by the Data Integrity and Standards Committee (DISC) which consists of representatives from all Banner application areas. Approved changes will be reflected in a subsequent standards manual.

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1

Data Integrity

Ellucian Banner is an integrated system that shares and receives university data across different modules and 3rd party systems. This means that data such as name, address, date of birth, gender, etc. are entered once. This sharing reduces the work associated with data entry and allows for consistency of information across the university.

However, because of this integration, all offices that use shared data must agree on the way it is entered into the system.

Failure to comply with data standards may result in temporary or permanent revocation of a user's access privileges.

Reasons for Data Standards

Reduce duplicate personal identification records (PIDMs) through reliable search for existing records,

Promote search capability through uniform data entry, and

Promote reporting efforts based on retrieval and presentation of the data.

Data Stewardship

The University of Indianapolis is the owner of all university data. No single person or department within the institution "owns" university data; however, departments within the university have policy and operational level responsibility for subsets of university data.

As a general principle, access to data shall be shared with those whose activities and responsibilities can be performed more efficiently and effectively by knowledge of such information. Although the university must protect the security and confidentiality of university data the procedures must not unduly interfere with university business processes and activities.

As a general rule, student employee access to confidential information should be limited. They must sign a University Confidentiality Statement. It is expected that students will enter and update records under their own login.

Data Stewards

Data Stewards are designated senior university administrators who have planning and policy level responsibilities for data in their areas. They are responsible for guidelines concerning the accuracy, access, security, and confidentiality of data within their areas. Data Stewards will

generally delegate the day-to-day responsibility for the management of data to Data Managers.

Data Stewards are responsible for:

Ensuring accurate and complete data entry,

Appointing and training Data Managers,

Approving and forwarding data access requests to the appropriate Data Manager(s),

Revoking or modifying access for individuals exiting their department,

Resolving data definition issues,

Reviewing all denials for data access and affirming or overriding the denial decision,

Ensuring a secure office environment with regard to all university data,

Ensuring that a user's various Usernames and passwords are not shared among faculty, staff, and students,

Interpreting and implementing policies in accordance with federal and state laws and regulations (examples: FERPA and HIPAA) and university policies and procedures concerning storage, retention, use, release, and destruction of data,

Ensuring data accuracy for reporting purposes in conjunction with the Data Managers.

Data Managers

Data Managers are the individuals designated by the Data Stewards to be responsible for the day-to-day management of university data.

Data Managers are responsible for the accuracy and completeness of data in their areas. Data Managers are also responsible for the maintenance and control of validation and rules tables. These tables, and processes related to their use, define how business is conducted at the university. Data Managers will work with Data Integrity and Standards Committee (DISC) across functional areas to ensure that changes are articulated and approved.

Data Managers are responsible for:

Maintaining the accuracy, timeliness, and completeness of university data,

Maintaining and controlling the validation and rules tables,

Notifying users of changes to data elements, definitions, validation tables, and rule tables,

Providing and maintaining definitions for data elements,

Defining business processes,

Evaluating data access for reporting needs with an emphasis on sharing,

Approving requests for information access (entry, update, and inquiry privileges), and ensuring appropriate training in accessing, using and interpreting information,

Maintaining institutional data in accordance with federal and state laws and regulations

(example: FERPA and HIPPA) and university policies and procedures concerning storage, retention, use, release, and destruction of data.

General Guidelines for Data Entry

Never use the pound (#) or percent symbol (%) in any data field.

Never use the ampersand (&) symbol except in an address or business name.

Enter all data using mixed case (uppercase and lowercase) and standard capitalization rules. The [Chicago Manual of Style](#) should be consulted as the manual of style for standard capitalization rules.

Enter punctuation in a name only when:

- It is a part of the official name (example: Seamus O'Bryan)
- For a single character first initial (example: Q. David Smith)
- Middle initial (example: Joseph G. Wilson)
- Person without a first name (see Name Standards section below)
- for names written as abbreviations (example: St. Clair)

Personal Identification Master (PIDM)

The Personal Identification Master (PIDM) is system-generated and used to link together all tables related to one identification number. The PIDM is not viewable via a Banner page but is contained in the table within the database. The PIDM is a unique record identifier not to be confused with the University Identification Number.

University Identification Number (Person and Non-Person)

A system assigned ID will be established in SPRIDEN table through the Student (SPAIDEN), Human Resources (PPAIDEN), Finance (FOAIDEN), or Alumni (APAIDEN) form the first time a person or non-person is created in Banner. This system assigned ID will be a nine-character alphanumeric field where the first character is an 'A' followed by 8 digits.

Example: A00005690

Non-person Identifier

Non-persons are companies or organizations, as opposed to individuals (persons). They include vendors, granting agencies, banks, accounts receivable firms, and corporate donors.

For the purposes of this document, the term "companies" as used below includes corporations, companies, firms, organizations, institutions, government entities, and other non-person entities.

Identifiers for non-persons are created by the user at the time of data entry and are entered into the Banner identification number field. The Banner screens also use the name 'vendor code' to refer to these non-person identifiers.

Social Security Number

Social security numbers will be collected only where required for tax purposes and related employment or for financial aid requirements. Searches using the social security number will be limited to those people who manage this data.

Faculty/Staff/Student Employees are required to supply their social security number to Human Resources.

Students are required to supply their social security number if they are seeking financial aid.

The social security number should never be used as an alternate ID.

Creating New Entities

Before Adding

Before adding a new organization to Banner, it is important that SPRIDEN be searched thoroughly (as detailed earlier in this document) to ensure that the organization does not already exist in the vendor or other non-person files. If an organization already exists, use the appropriate maintenance form to activate in the applicable module. In the event there are multiple addresses for an entity, create an additional sequence number of the appropriate address type.

Vendors Who Are Persons

Finance (including Purchasing and Accounts Receivable applications) will use the generated Banner identification number to identify these persons when they are added to the Vendor file for purposes of refunds, reimbursements, etc.

Where persons, such as sole proprietors, individual service providers, or other individuals **not otherwise affiliated with the University** are initially added to FOAIDEN through the Finance module as a vendor, they will be provided a manual identifier similar to the non-person identifier above. This vendor person identifier is an eight digit system-generated number.

Rules for Persons as Vendors

Before adding a new person to Banner through FTMVEND, it is important that SPAIDEN be searched thoroughly to ensure that the individual does not already exist. If a person already exists, bring them into the Vendor File through FTMVEND. If the correct address exists, set up that address as the purchasing and payable default. If the address does not exist, add a business address as applicable.

Avoiding Duplicate Records

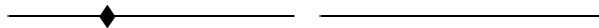
Creating a duplicate record (multiple PIDM) for a person or organization for which a record already exists in Banner can lead to incorrect or loss of data. It is extremely important to avoid creating duplicate records of this kind.

Before creating a new record for a person or organization in Banner, Common Matching must be used to make sure the person or organization has not already been created. Search for a person using their personal identification number and all current and previous names.

When creating new records in 3rd party systems, use the processes provided within those systems to ensure that duplicates are not created.

Resolving Duplicate Records

When a duplicate record is discovered, submit a Multiple PIDM Resolution form (available on My.UIndy). Follow the instructions included with the form to resolve the issue.



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Name Standards

General Guidelines

Never use the pound (#), percent symbol (%), or asterisks (*) in any data field.

Enter all name information in mixed case (uppercase and lowercase letters) using standard capitalization rules.

Use apostrophes (') when the symbol is part of the proper, legal name or address, e.g., O'Leary, O'Connor, Sam's Wholesale Club, Chere' Holmes a'Court.

Use hyphens to separate double names when it is indicated by the person that it is part of the legal spelling of his/her name.

Periods are used in the first, middle or last name fields under the following circumstances:

1. If the use of a period is specified by the individual
2. If the person has no first name (first name is a required field and cannot be blank)
3. If the person has a single character name (L. Christine Johnson)
4. If the name is written as abbreviation (St. John)

Never use commas, except to separate multiple name suffixes.

Spaces are permitted if the legal spelling and format of the name includes spaces.

Examples: L. Christine Johnson
Mc Donald Van Husen
Mac Pherson
St. John Van der Linden
Cooper-Smith Anderson Johnson

Person Names

Preferred First Name

The name one wishes to be called. Enter preferred name (excluding last name) into the preferred name field. Examples: J. Edgar, A. J.

Do not enter titles, prefixes (Dr., Mr., Mrs.) or suffixes (III, Jr.) in this field; this information is stored in the prefix and suffix fields.

For any student record, the Preferred First Name field should be left blank. Any student wishing to use/modify/remove a preferred first name must complete the Preferred First Name Request Form located in the Office of the Registrar. Once the form is completed, the Office of the Registrar will update the Preferred First Name field in Banner.

Legal Name

The legal name field is not required but if entered enter as first, middle, last. See other name fields.

Last Name (Required)

Enter the legal spelling and format of the last name, using standard capitalization rules.

Do not enter titles, prefixes (Dr., Mr., Mrs.) or suffixes (III, Jr.) in this field; this information is stored in the prefix and suffix fields.

First Name (Required)

Enter the legal spelling and format of the first name, using standard capitalization rules.

If there is no first name, enter a period (.) to satisfy the required field.

Spaces and hyphens may be included in double first names (i.e., Mary Ann, Bobbie Jo). Enter both names in the first name field only if it is legally a two-name first name or when the legal first name is one character only.

If a single character is designated as the legal first name and followed by a middle name, place both the single character first name and the middle name in the first name field. Leave the middle name field blank.

Examples: R. Maureen, F. Robert. Enter single character first names **with** a period.

If the person prefers to be addressed using both first and middle names, but these are not the legal names, use the preferred first name field to enter this information.

Do not enter titles, prefixes (Dr, Mr, Mrs) or suffixes (III, Jr) in this field; this information is stored in the prefix and suffix fields.

Middle Name (Not required)

Enter the legal spelling and format of the middle name in mixed case using standard capitalization rules or the capitalized middle initial.

If the middle initial is used, it should be followed by a period.

If there is no middle name, leave the field blank.

Name Prefixes

Enter the name prefixes given by the person. If no prefix is provided and the gender can be determined enter Mr or Ms (no period after the prefix).

Enter the prefix code to be associated with the person's name using mixed case and standard capitalization rules.

For a listing of approved abbreviations, see Appendix 1.

Name Suffixes

Enter name suffixes given by the person. If no suffixes are provided, do not enter any.

Enter the suffix code to be associated with the person's name using mixed case and standard capitalization rules.

The suffix may be up to 20 characters in Banner and multiple suffixes may be entered.

Separate multiple suffixes with commas.

For a listing of approved abbreviations, see Appendix 2.

Organization Names

Enter organization name in the corporation field (on the FTMVEND form) as listed on an invoice or other organization document, omitting "The".

The last name field is used to hold the name of any non-person.

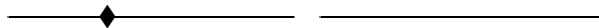
Only abbreviate if space is limited or the organization is recognized by an acronym. In general, organization names should not be abbreviated unless the organization has done so such as IBM. If space limitations require that a name be abbreviated, abbreviate the latter part of the name rather than the former. For a listing of approved abbreviations, see Appendix 3.

Punctuation like the ampersand (&) should be entered only when it is part of the official organization name or for an abbreviation if space is limited. For a listing of approved abbreviations, see Appendix 3.

Determine spacing by using the vendor's invoice or other organization documents as a guide. Generally, acronyms do not have spaces between the letters, e.g., FOCUS, IBM. Include spaces between initials and the organization name, e.g., R H Marlin Inc. or P R Bradley-Designs Inc.

If an organization name is known by its acronym spell out the full business name in parentheses after the acronym or initials. e.g. IBM (International Business Machines).

If the official name includes a numeral such as 86th Street Photo, enter the numeral rather than spelling the number out.



3

Address Standards**Address Types**

The address types and descriptions as approved by the University are listed below. Note that the use made of a particular address type is really part of its definition.

Code	Owner	Description
AP	Finance	Accounts Payable Vendor Address This is the principal address for accounts payable vendors. Please note the address for submitting Purchase Orders is maintained separately within the Finance module.
BI	Accounts Receivable, Finance	Billing Address Address used for person billing purposes. This address is used if bills must be sent anywhere other than MA address. These addresses are created, maintained and deleted by Finance.
BU	Finance, Advancement	Business Address The principal address for non-person entities. Note: addresses for submitting purchase orders are maintained separately within the Finance module.
CA	Residence Life & Housing	On-Campus Residency Address This is a student on-campus housing address created, maintained, and deleted by Residence Life & Housing.
IV	Admissions, Advancement, HR, Graduate Programs, Registrar, SAL	Invalid Address This is used only when an entity has no other active, valid address type.
LO	Admissions, Financial Aid, Graduate Programs, Registrar, SAL	Local Address (Off-campus) This address type is used for students and represents an off-campus, local address that is different than their permanent mailing address. Students living on-campus will have their address listed under address Type 'CA = Residence Hall'.
MA	Admissions, Advancement, HR, Graduate Programs, Registrar	Permanent Address This is the permanent mailing address for faculty, staff, students and other constituents.

MG Advancement

Matching Gift Address

This is the address of a person or organization that matches a gift or donation to the University.

PA	Admissions, Advancement, Registrar	NOK/Guardian Address (Main) This is the address of the “next of kin” (NOK) or guardian(s); usually equals the MA address.
PO	Finance	Purchase Order Vendor Address The principal address for submitting purchase orders. Please note the address for Accounts Payable is maintained separately with the Finance module.
PR	Financial Aid, Accounts Receivable	Parent Refund Address This address once was used to refund account overages of Federal PLUS Loans to parents. This address type is obsolete.
PS	Admissions, Advancement, Registrar	NOK/Guardian Address (2nd) This is the address of the “next of kin” (NOK) or guardian(s) if not the same as the MA or PA addresses.
QQ	Advancement	Non-Mailing Residence This is the address used for non-deliverable permanent addresses.
SE	Advancement	Seasonal Address Maintained by Advancement for the purpose of tracking multiple residences that are not occupied on a year round basis. Beginning and ending dates must be entered.
TE	HR, International Division	Temporary Address This address is used for Study Abroad or leave of absence purposes.
WM	HR, Advancement	Work/Employer Address (Main) This address is used to record a primary work location for alums, donors, and other constituents. This address type is not used for payroll or vendor.
WS	HR, Advancement	Work/Employer Address (2nd) This address is used to record a secondary work location for alums, donors, and other constituents. This address type is not used for payroll or vendor.
XX	System-generated	TGR Feed Used internally by Banner.

Emergency Contact Information

Emergency contact information about students or faculty/staff may be entered on the Banner emergency contact form. In an emergency, if no emergency contact information is found, attempts will be made to contact persons at the MA address or other addresses.

U.S. Street Address Standards

UIndy uses Runner Technologies CLEAN_Address software to verify and correct address data entry. All address standards are based on the UIndy data standards as listed in this manual.

Guidelines

Note that the post office reads an address from the bottom up. Thus, the most general information (country, state or province) is at the bottom of the address, while the most specific (apartment or room number) is at the top.

Leave the country field blank, i.e., do not enter "United States" in the country name field for United States addresses.

The preferred format is to abbreviate, using standard USPS abbreviations, all street suffixes, secondary designators, and compass directionals.

Enter abbreviations in mixed case (uppercase and lowercase).

Minimum Address

- USPS standards require that an address block contain as a minimum a recipient, a delivery address, and a last line. The attention line is optional.

Domestic	Advantage Medical	<i>Recipient</i>
Example:	12415 Old	<i>Delivery</i>
	Meridian	<i>Line Last</i>
	Carmel IN 46032	<i>Line</i>

See International Addresses for International Example

The delivery address should always contain a street number and street name. Addresses simply listing a building name, or building name and room number, are usually improper.

Data may be entered in all 3 lines of the Banner street address, and thus, some labels will have a total of 7 lines. Only address information may be entered in the three Banner street address lines.

Format

- Although USPS standards prefer uppercase letters for the **presentation** of all lines of the address block, address data should be **entered** in mixed case using standard capitalization rules.

Use hyphens and slashes in addresses when needed for clarity or designated fractions.

Example: Mid-Island Plaza
101 1/2 Main St

Use the ampersand (&) instead of the word ‘and’ only if that is the proper spelling.

Example: 1500 King & Queen Way

Street Suffixes

For a listing of approved and commonly encountered abbreviations, see Appendix 4.

U.S. Street Address Standards Information – Website Links

For a complete list of USPS abbreviations, see pe.usps.gov/cpim/ftp/pubs/pub28/pub28.pdf.

Other useful mail information for U.S. addresses can be found at: www.usps.gov/ncsc.

Secondary Designators

Secondary designators, such as suite or apartment numbers, should be on the same line and to the right of the delivery address. Abbreviate secondary designators.

Name	Abbreviation
Apartment	Apt
Basement	Bsmt
Bottom	Btm
Building	Bldg
Department	Dept
Floor	Fl
Number	No

Name	Abbreviation
Penthouse	Ph
Room	Rm
Space	Spc
Stop	Not Abbreviated
Suite	Ste
Tower	Twr
Unit	Not Abbreviated

Example: 102 Main St Apt 101
 102 Main St Ste 101
 102 Main St Rm 101

If there is not enough space on the delivery line for the secondary designator, place it on the line **above** the delivery line, not below it.

Example: Mr Michael Murray
Apt C
1730 Windridge Gardens Cir
Noblesville IN 46060

Compass Directionals

Compass directionals (North, South, East, West, Southwest, Northeast, etc.) are always abbreviated.

Do not punctuate abbreviated directionals.

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

Attention/Care of Line

If possible, avoid using an attention or “care of” line. Reorganizations or turnover can make them obsolete quickly.

If an attention line is necessary, try to use only an office or title rather than a name. Thus, “Attention: Treasurer” is preferable to “Attention: Joseph Deters, Treasurer” because the former does not become obsolete when a new treasurer is elected. If an attention line is necessary, enter the address as provided by the organization. Some common examples are:

Attention: John Doe	XYZ Company	<i>Attention Line</i>
XYZ Company	c/o John Doe	<i>Recipient</i>

Post Office Box (Dual Addresses)

If a mailing file contains both a physical address (street number and name) and delivery address (PO Box), place the PO Box immediately above the last line.

Always abbreviate Post Office Box as PO Box. Change “Caller”, “Lockbox”, “Bin”, and “Drawer” to PO Box.

Example: Mr John Doe
 1201 Broadmore St
 PO Box 1001
 Indianapolis IN 46237

Delivery Line Standards

The standard layout for the Delivery Line is:

Part	Description
Address number	Numerical, not word
Predirectional	N, E, SW, etc.
Street name	Normally not abbreviated

Street suffix	St, Dr, Cir, Blvd, etc.
Postdirectional	N, E, SW, etc.
Secondary designator	Apt, Room, Ste, etc.
Secondary number	Numerical, not word

Where a directional is the actual name of a street, spell the street name out as you would any other street name.

Examples: 1721 W South St
303 Bay West
Drive 1421
Southwestern Dr

The preferred delivery line for Rural Route designations is RR. Example: RR 2 Box 18

Private Mailbox Addresses

Private companies offering mailbox rental service to individuals or businesses may require a “box” number called a **mailstop code (MSC)** for the final mail sort. Print the MSC above the recipient's name or in the attention line as shown in the example below. Since the MSC is not a post office box, the words “PO Box” followed by the MSC may not be used on the delivery address line. Only the USPS is entitled to provide delivery to a PO Box.

Example: MSC 1587
ASI
Modulex
2017 W
18th St
Indianapolis IN 46202

Last Line Standards

Whenever possible, spell City or Place names in their entirety. Where abbreviation is required due to label or field size, follow the same standards for suffixes or directional words.

Example: West Stockbridge To W Stockbridge
Newberry Springs To Newberry Spgs

US Zip Codes

Enter the five-digit zip code; if you have the last four digits, enter a hyphen and then the last four digits.

Example: 24060
24060-6363

International Addresses

General Guidelines

Enter street address information in the three street address lines. For non-Canadian addresses, enter the city and province (or equivalent) in the city field (use a comma as the separator). For

Canadian addresses, enter the province in the state/province field. Finally, enter the postal code (if any) in the ZIP code field.

- Canadian postal codes should be entered in the ZIP code field.

Example:	Street address:	Petko Metodiev
	City:	Kitanov
	Zip Code:	POB 140
	Nation:	Balgoevgrad, Hyderabad 2700 Bulgaria

For assistance in formatting international addresses consult the website for the Universal Postal Union: http://www.upu.int/post_code/en/addressing.shtml.

Additional information is available at: <http://www.bitboost.com/ref/international-address-formats.html>.

Military Address Standards

- Format military addresses for destinations within the United States in the same way as any other mail.
- For military addresses outside of the United States:

In the city field, enter: the APO or AFO code

In the state field, enter: AE – Europe, Middle East, Africa or Canada
(ZIP=09nnn) AP - Pacific (ZIP=96nnn)
AA - The Americas (excluding Canada) (ZIP=34nnn)

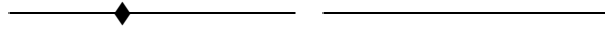
Example: Alice VanFrogulemen
HHB 6th Battalion 43rd
Box 72 Air Defense
Artillery CMR 417 APO,
AE 09602-8802

Campus Mail (Student) Address

Residence hall addresses are automatically loaded from the Housing system. These addresses should *not* be updated manually. The following information is provided for reference only.

Line 1 is the University address, “1400 E Hanna Ave”; Lines 2 and 3 are not used. The City field contains “Indianapolis”, the State field contains “IN”, and the zip code is set to “46227”. The County and Nation fields are not used.

Example: Line 1: 1400 E Hanna
Ave Line 2:
Line 3:
City: Indianapolis County:
State: IN Zip: 46227



4

Telephone Number Standards

Telephone Types

The following telephone types and descriptions are approved at the University of Indianapolis and default to their corresponding address type where applicable:

Code	Description
AP	Accounts Payable Phone
BI	Billing Phone
BU	Business/Vendor Phone
CA	On-Campus Phone (Revised)
FAX	Fax Phone
LO	Local Phone
MA	Permanent Phone
MO	Mobile Phone
PA	NOK/Guardian Phone (Main)
PO	Purchase Order Phone
PS	NOK/Guardian Phone (2 nd)
SE	Seasonal Phone
TE	Temporary Phone
TX	Text Message
WM	Work/Employer Phone (Main)
WS	Work/Employer Phone (2 nd)

Format

Enter the telephone number in the fields as follows:

<i>Area Code</i>	Enter the three-digit area code for all phone numbers.
<i>Phone Number</i>	Enter the seven-digit number without hyphens.
<i>Extension</i>	If an extension number is provided, enter only the digits of the extension in the extension field. Do not enter “EXT” or “X” in this field.

Example: 703-231-7865 extension 2114

Enter:	Area	703
	Number	2317865
	Extension	2114

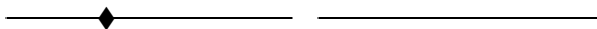
The **e-mail address** field will be populated each night by the account generation process. Each “**username**” that is active in the electronic directory will generate an e-mail address in Banner in the following format: username@uindy.edu. All current faculty, staff and students must have their UIndy e-mail address marked as preferred.

The “**username**” generated by the account generation process will be loaded to Banner in a timely way. This will establish a positive identification of the owner of the “username”.

UIndy e-mail addresses are inactivated daily by Information Systems processes for individuals who have not been in attendance for six months. Banner users should not inactivate UIndy e-mail addresses.

The following e-mail types and descriptions are approved at the University of Indianapolis

Code	Description
AP	Accounts Payable E-mail
BE	Business E-mail
BU	Business URL
EM	Emergency Contact E-mail
MG	Matching Gift URL
P2	NOK/Guardian E-mail (2 nd)
PA	NOK/Guardian E-mail
PM	Personal E-mail (Main)
PO	Purchase Order E-mail
PS	Personal E-mail (2 nd)
UI	UIndy E-mail
URL	Person URL Code
URL2	Person URL Code (2 nd)
WD	Watchdog E-mail (Deprecated, Do Not Use)
WM	Work/Employer E-mail (Main)
WS	Work/Employer E-mail (2 nd)



Except for special cases defined below, enter dates into Banner in mmddyy (or mmddyyyy) format.¹

Example: May 3, 2004

Enter: 050304 or 05032004

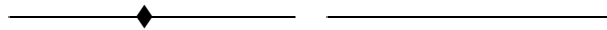
Dates also may be entered as dd-mon-yyyy or dd-mon-yy where mon is the abbreviation for the month, e.g., 12-Dec-1994, or 12-Dec-94. Hyphens must be used between the day, month and year. (In certain cases Banner may require entry in this format).

If the correct date is not known at time of data entry leave the field blank, assuming that the date field is not required.



Gender information is maintained for federal and state reporting. A gender code is required for all persons.

Code	Description
M	Male
F	Female
NA	Other/Not Available (Not available and cannot be determined from the name)



Ethnic and race codes are required for all students and employees who are US citizens or permanent residents. These codes are required for federal and state reporting. In the 2009-2010 Academic Year the University began collecting and reporting ethnicity under new federal requirements.

Using a two-part question, these requirements separate ethnicity and race into two distinct categories. The first question (on %AIDEN Biographical tab – New Ethnicity) is whether the respondent is Hispanic or Latino. Valid choices are “Hispanic or Latino,” “Not Hispanic or Latino,” or “None.”

The second question (Race) asks the respondent to identify one or more races (See Table). “Other/Not Available” is no longer a valid choice.

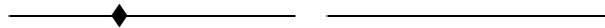
Code	Description
A	Asian
B	Black or African-American
I	American Indian or Alaska Native
O	Native Hawaiian or Other Pacific Islander
W	White

Note: The old Ethnicity field will remain on the SPRIDEN table, but should not be used.



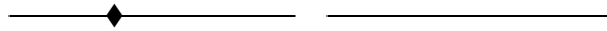
Marital status is maintained for all University students, employees, and other constituents. Changes in marital status originate in the Office of the Registrar for students, Human Resources for employees, and Advancement for alumni and friends of the University.

Code	Description
D	Divorced (Legally Divorced)
L	Life Partner
M	Married
O	Other/Not Available
P	Separated (Legally Married, but Separated)
S	Single
W	Widowed (Not Remarried)



Name Type is found on %AIDEN – Current & Alternate Identification Tabs. Name Type is used to further identify a General Person during search function in Banner. When searching by name all Name Types are displayed below the current active name.

Code	Description
ALUF	AlumniFinder Name
LGCY	Legacy (SIS Plus)
MAID	Maiden Name
PREV	Previous Name
SPOU	Spouse Name (Advancement – Linking Spouse)



11 Appendices

Appendix 1 – Name Prefixes (General)

Prefix	Abbreviation
Abbot	Not Abbreviated
Adjutant	Adj
Adjutant General	Adg
Admiral	Adm
Ambassador	Amb
Attorney General	Att
Bishop	Not Abbreviated
Brother	Not Abbreviated
Captain	Cpt
Chancellor	Chan
Chaplain	Not Abbreviated
Chief Executive Officer	CEO
Chief Financial Officer	CFO
Chief Information Officer	CIO
Chief Operating Officer	COO
Chief Warrant Officer	Cwo
Colonel	Col
Commandant	Cmt
Commander	Cmd
Commanding General	Cg
Commanding Officer	Co
Commissioner	Cmm
Commodore	Com
Corporal	Cpl.
Dean	Not Abbreviated
Doctor	Dr
Elder	Not Abbreviated
Ensign	Ens
Estate	Est
Father	Not Abbreviated
Friar	Not Abbreviated

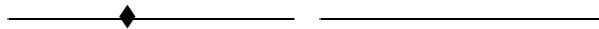
General	Gen
Governor	Gov
Honorable	Hon

Prefix	Abbreviation
Judge	Not Abbreviated
Justice	Not Abbreviated
First Lieutenant	1lt
Lieutenant	Lt
Lieutenant Junior Grade	Ltj
Lieutenant Colonel	Ltl
Lieutenant Commander	Ltm
Lieutenant General	Ltn
Lieutenant Governor	Ltv
Madam	Mdm
Married Woman	Mrs
Major	Maj
Major General	Mjg
Miss	Not Abbreviated
Mister	Mr
Monsieur	Msr
Monsignor	Msgr
Pastor	Pas
President	Pres
Professor	Prof
Rabbi	Not Abbreviated
Representative	Rep
Right Reverend	Rrt
Rear Admiral	Rad
Reverend	Rev
Senator	Sen
Senior Vice President	Sr VP
Sergeant 1 st Class	Sfc
Single or Married Woman	Ms
Sister	Not Abbreviated
Staff Sergeant	Ssg
University Dean	Dean
Vice Admiral	Va
Vice Consul	Vc
Vice President	VP



Appendix 2 – Name Suffixes

Suffix	Abbreviation
Certified Financial Accountant	CFA
Certified Public Accountant	CPA
Certified Social Worker	MSW
Doctor of Chiropractic	DC
Doctor of Dental Medicine	DDS
Doctor of Divinity	DD
Doctor of Education	EdD
Doctor of Laws	LLD
Doctor of Medicine	MD
Doctor of Optometry	OD
Doctor of Osteopathy	DO
Doctor of Veterinary Medicine	DVM
Doctorate	PhD
Esquire	Esq
Fifth	V
Fourth	IV
Junior	Jr
Jurist Doctor	JD
Registered Nurse	RN
Retired	Ret
Occupational Therapist	OT
Physical Therapist	PT
Second	II
Senior	Sr
Sixth	VI
Third	III



Appendix 3 – Organization Name & Other Non-person Abbreviations

Name	Abbreviation
Institute	Inst
Insurance	Ins
International	Intl
Laboratory	Lab
Library	Lib
Limited	Ltd
Management	Mgt
Memorial	Meml
Metropolitan	Met
Municipal	Mcpl
Museum	Mus
Mutual	Mut
National	Natl
North America	NA
Number	No
Office	Ofc
Operations	Ops
Organization	Org
Private	Pvt
Publisher	Pub
Service	Svc
Services	Svcs
Society	Soc
Technology	Tech
Township	Twp
University	Univ

Name	Abbreviation
Academy	Acad
Admission	Adm
American	Am
And	&
Associates	Assoc

Association	Assn
Board	Bd
Bureau	Bur
Center	Ctr
Chamber of Commerce	C of C
College	Coll
Committee	Cmmte
Community	Cmnty
Company	Co
Conference	Conf
Cooperative	Coop
Corporation	Corp
Council	Cncl
County	Cty
Distributing	Distrgr
District	Dist
Division	Div
Economic	Econ
Education	Educ
Educational	Ednl
Elementary	Elem
Executive	Exec
Extension	Ext
Federal	Fed
Federation	Fedn
Foundation	Fndtn
Fund	Not Abbreviated
General	Gen
Group	Grp
Headquarters	Hdqrs
High School	HS
Hospital	Hosp
House	Hse
Incorporated	Inc
Independent	Indpdnt
Industrial	Indsl
Information	Info

Appendix 4 – Street Suffix Abbreviations

Name	Abbreviation
Alley	ALY
Annex	ANX
Arcade	ARC
Avenue	AVE
Bayou	BYU
Beach	BCH
Bend	BND
Bluff	BLF
Bluffs	BLFS
Bottom	BTM
Boulevard	BLVD
Branch	BR
Bridge	BRG
Brook	BRK
Brooks	BRKS
Burg	BG
Burgs	BGS
Bypass	BYP
Camp	CP
Canyon	CYN
Cape	CPE
Causeway	CSWY
Center	CTR
Centers	CTRS
Circle	CIR
Circles	CIRS
Cliff	CLF
Cliffs	CLIFS
Club	CLB
Common	CMN
Commons	CMNS
Corner	COR
Corners	CORS
Course	CRSE
Court	CT
Courts	CTS
Cove	CV
Coves	CVS

Creek
Crescent

CRK
CRES

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Crest	CRST
Crossing	XING
Name	Abbreviation
Crossroad	XRD
Crossroads	XRDS
Curve	CURV
Dale	DL
Dam	DM
Divide	DV
Drive	DR
Drives	DRS
Estate	EST
Estates	ESTS
Expressway	EXPY
Extension	EXT
Extensions	EXTS
Fall	FALL
Falls	FLS
Ferry	FRY
Field	FLD
Fields	FLDS
Flat	FLT
Flats	FLTS
Ford	FRD
Fords	FRDS
Forest	FRST
Forge	FRG
Forges	FRGS
Fork	FRK
Forks	FRKS
Fort	FT
Freeway	FWY
Garden	GDN
Gardens	GDNS
Gateway	GTWY
Glen	GLENS
Green	GRN
Greens	GRNS
Grove	GRV

Groves
Harbor

GRVS
HBR

**Data Standards Version
2.4**

Harbors	HBRS
Haven	HVN
Heights	HTS
Highway	HWY
Name	Abbreviation
Hill	HL
Hills	HLS
Hollow	HOLW
Inlet	INLT
Island	IS
Islands	ISS
Isle	ISLE
Junction	JCT
Junctions	JCTS
Key	KY
Keys	KYS
Knoll	KNL
Knolls	KNLS
Lake	LK
Lakes	LKS
Land	LAND
Landing	LNDG
Lane	LN
Light	LGT
Lights	LGTS
Loaf	LF
Lock	LCK
Locks	LCKS
Lodge	LDG
Loop	LOOP
Mall	MALL
Manor	MNR
Manors	MNRS
Meadow	MDW
Meadows	MDWS
Mews	MEWS
Mill	ML
Mills	MLS
Mission	MSN

Motorway
Mount

MTWY
MT

**Data Standards Version
2.4**

Mountain	MTN
Mountains	MTNS
Neck	NCK
Orchards	ORCH
Oval	OVAL
Overpass	OPAS
Park	PARK
Parks	PARK

Name	Abbreviation
-------------	---------------------

Parkway	PKWY
Parkways	PKWY
Pass	PASS
Passage	PSGE
Path	PATH
Pike	PIKE
Pine	PNE
Pines	PNES
Place	PL
Plain	PLN
Plains	PLNS
Plaza	PLZ
Point	PT
Points	PTS
Port	PRT
Ports	PRTS
Prairie	PR
Radial	RADL
Ramp	RAMP
Ranch	RNCH
Rapid	RPD
Rapids	RPDS
Rest	RST
Ridge	RDG
Ridges	RDGS
Rivers	RIV
Road	RD
Roads	RDS
Route	RTE
Row	ROW

Rue

RUE

Run

RUN

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Shoal	SHL
Shoals	SHLS
Shore	SHR
Shores	SHRS
Skyway	SKWY
Spring	SPG
Springs	SPGS
Spur	SPUR
Spurs	SPUR
Square	SQ
Squares	SQS
Station	STA

Name	Abbreviation
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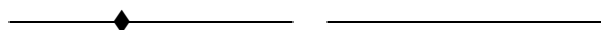
Stravenue	STRA
Stream	STRM
Street	ST
Streets	STS
Summit	SMT
Terrace	TER
Throughway	TRWY
Trace	TRCE
Track	TRAK
Trafficway	TRFY
Trail	TRL
Trailers	TRLR
Tunnel	TNL
Turnpike	TPKE
Underpass	UPAS
Union	UN
Unions	UNS
Valley	VLY
Valleys	VLYS
Viaduct	VIA
View	VW
Views	VWS
Village	VLG
Villages	VLGS
Ville	VL
Vista	VIS

Walk
Walks

WALK
WALK

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Wall	WALL
Way	WAY
Ways	WAYS
Well	WL
Wells	WLS



Appendix 5 – Secondary Designators

Name	Abbreviation
Apartment	Apt
Basement	Bsmt
Bottom	Btm
Building	Bldg
Department	Dept
Floor	Fl
Number	No
Penthouse	Ph
Room	Rm
Space	Spc
Stop	Not Abbreviated
Suite	Ste
Tower	Twr
Unit	Not Abbreviated



Appendix 6 – Compass Directionals

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



Appendix 7 - Invalid Addresses

Type: **IV**
 Street Line **Invalid address**
 1:
 City and <Same as last
 State: valid MA address>
 Zip: **00000** (all zeroes)

Rationale

An issue arises when jobs to generate mailings are run and certain PIDMs have invalid (undeliverable) MA addresses.

Several offices have marked invalid addresses by entering some special character string, e.g., “Invalid address” in the first street line of the address or by entering the address of the originating office. This preserved the existence of an MA address but ensured that the piece generated would not be mailed. However, this solution causes difficulties for other offices that do not sort their outgoing mailings in a way that groups invalid addresses together. If the MA address is simply marked as inactive, processes that depend on having a valid address in the address sequence, and that make it through the sequence with no valid address for a given PIDM, do not run properly.

Typically they produce no output for the affected PIDM. For example, if no valid address (including MA address) is found for a student when billing is run, no bill is produced for that student.

The solution is to guarantee that *some* valid address is always found in the specified hierarchy. This solution is described below.

Solution

To deal with this issue, a new **IV** (InValid)

address type has been created. When an invalid address is found, do the following:

1. Mark the invalid MA address as inactive by checking the “Inactive” box, *and* expire the address effective on the current date.
2. Create a new address for the person with the following characteristics:

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When a corrected address for the person is found, do the following:

1. Mark the existing IV address as inactive by checking the “Inactive” box *and* expire the address effective on the current date.
2. Modify the MA address as needed *and* make it active.

All processes that use a sequence of address types should have the IV address type at the end of the sequence, i.e., as the last address in the sequence. The IV address is now the “address of last resort.”

Notes

Any office that is permitted to change addresses may use these procedures to mark an invalid address or to correct an invalid address.

These procedures guarantee that output will be produced for each PIDM. If the existence of output for each PIDM is not required for a particular job, or if missing addresses are known to create log entries which are checked to find missing output, the office may choose not to add the IV address to the address sequence used for the job.

Expiring the originally invalid MA address when creating the IV address and expiring the IV address when the MA address is corrected together create a complete audit trail for the MA address.



Appendix 8 – Example Name/SSN Change Request

University of Indianapolis Name/Social Security Change Request

Required documents and processing instructions vary depending on your relationship with the University.

University Faculty/Staff: A Social Security card reflecting your new name/Social Security number is required. Bring your Social Security card to the **Office of Human Resources, Esch Hall, Room**

163. Call 317-788-3997 for additional information.

Currently Enrolled Students: A Social Security card, court order, marriage license or passport is required. Documentation should be taken/sent to the **Office of Registrar, Esch Hall, Room 131, 1400 East Hanna Avenue, Indianapolis, IN 46227. Call 317-788-3219 for further information.**



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Appendix 9 – Endnotes

ⁱ All dates are stored in Oracle date format, which involves an eight-character date. To simplify data entry, the century pivot has been set for the year 1928. If only the last two digits of the year are entered, all those years greater than or equal to “1928” of the pivot will be assigned a “19”. Those less than “1928” of the pivot will have “20”. For example, e.g. 70 will be stored as 1970; 08 will be 2008.

