Entering an Employee into SPAIDEN

For all employment types, you must make sure there is a record in SPAIDEN first.

Once the steps outlined in this manual are complete, you will need to create the EPAF for the specific position. There are training manuals for each position type on the EPAF website. Once the EPAF is complete and submitted, it is sent to the appropriate supervisor to be approved. Then Human Resources and Payroll staff will perform the final actions required to pay the employee.

NOTE: Sensitive information, such as names, G numbers, and Social Security numbers, is not included in this manual. Please keep in mind that in the live Banner system all G numbers consist of the letter G followed by 8 digits. If you have any questions about the format of any fields in this manual, please contact the HR Customer Service center at x3-2600.
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**If fields are not addressed in these directions, accept the defaults or leave them blank.**

**Step by Step Instructions**

1. *It is critical that you check to see if a person has a record in Banner to prevent duplicate records.* Your first step will be to see if the employee already has a record in Banner. New employees may have records for several reasons, including if they attended Mason as a student.

2. Type **SPAIDEN** in text box and click **Enter** to begin entering in a new employee.

3. This screen auto-populates with the last person for which you were making entries, so be sure to verify you want to enter an assignment for this person. Clear the G number in the ID field before beginning.

4. You are now in the main **SPAIDEN** screen. The following screens will allow you to enter the person’s biographic and demographic information.

5. Check if Employee Record Already Exists in Banner:

   There are two methods to search for an employee (Social Security Number and Name) – Please use BOTH methods!
A. Search by Social Security Number (SSN)

1) In the ID field, enter the SSN as 9 numbers with no dashes. If a person does not yet have a valid SSN, skip this search and proceed with “Search by Name”.

2) If a G number is found for that SSN:
   a) Press both CONTROL and PAGE DOWN or click the NEXT BLOCK icon to access the next fields.
   b) Verify that information appearing on the screen is the same as the information you have. The best fields to double check are Name and Birth Date (located on the Biographical Tab).

3) If an SSN search provides an employee, record the G number and view the record to ensure there are no missing fields. Proceed to section “When Search is Narrowed to One Name” and follow instructions.

NOTE: The message “*Error* ID is Invalid” appears on the bottom left of the screen if no one with that SSN is found. If so, proceed to “Search by Name.”
B. Search by Name

1) Enter the employee’s name in the blank field next to the ID field and click Enter.

ID: ________________

Search by Name

1) Enter the employee’s name in the blank field next to the ID field and click Enter.

ID: ________________

a) Options for name search are as follows:
   i) Last Name only (i.e. Doe)
   ii) Last Name<comma><%> (where % is a wildcard) (i.e. Doe,%)
   iii) Last Name<comma>First name (i.e. Doe,John)
   iv) Last Name<comma>First initial<%> (i.e. Doe,J%)

2) The ID and Name Extended Search window will appear.

ID and Name Extended Search

Results: ____________________________ Person/Non-Person Count: __________

Person Search Detail: Non-Person Search Detail:

Reduce Search By

- Person
- Non-Person
- Both

Enter search criteria then press Execute Query or select button to reduce search.

City: ________________
State or Province: ________________
ZIP or Postal Code: ________________
Name Type: ________________

Birth Date: ________________ Gender: ________________

Press Enter Query or select button to clear search.
3) Click on the down arrow next to the Results field and scroll through the list of names to search for the employee’s name.

4) Locate a possible match by verifying the first, middle, and last names displayed.
   a) If there are two individuals with the same name, check to see if there is a four digit number and compare to the last four digits of the new hire’s SSN.
   b) If employee name and SSN match, proceed to section “When Search is Narrowed to One Name” and follow instructions.

5) If you do not find the employee’s name they are not in the Banner system. Close the ID and Name Extended Search window by clicking on the X in the upper right corner opened window. Proceed to section “Employee is NOT Currently in the Banner System” (page 7).

   NOTE: The message “*Error* Name is Invalid” appears on bottom left of screen if no name is found. If so, proceed to “If Employee is NOT currently in Banner.” If you know the person is or was a student at George Mason University and you do not find a record, please contact an HR Assistant before proceeding.

When Search is Narrowed to One Name

1) Double click on the employee’s name in the list and the employee’s G# and name will appear on the main SPAIDEN screen.

2) [CONTROL-PAGE DOWN] or click on the icon
   a) Verify that information appearing on the screen is the same as the information you have. The best fields to double check are name and Birth Date (located on the Biographical Tab).

3) If data matches, click on the following tabs and verify or update the employee’s information as necessary.
   a) Current Identification
   b) Biographical
   c) Address
4) Select the Alternate Identification tab.
5) Verify that the SSN is linked to a G#.

6) Click the F10 button or the icon to save (if any changes are made).
7) If employee is found and is a rehire, proceed to Step 2 on page 8 and verify and/or enter all information from the HR New Hire Checklist.
8) Click on the black X in the main toolbar to exit to the main menu. When all fields are complete, consult the appropriate EPAF manual to enter the EPAF for the required position into the system.
If Employee is NOT Currently in the Banner System, you will need to create a new SPAIDEN record for the person. To do this, follow the steps below. Be sure to follow the rules in the George Mason University Data Standards Document at the following link: 

1) Click <Generate ID> icon

2) [Control-Page Down] or click on the icon to reach the Current Identification tab

3) Enter the following data from the **HR New Hire Checklist**:  
   a) Last Name  
   b) First Name  
   c) Middle Name (if applicable)  
   d) Prefix (ie Ms, Mr., Dr)  
   e) Suffix (if applicable, ie Jr, II)  
   f) Leave other fields (Name Type, Preferred First Name, and Full Legal Name) blank

4) Click the F10 button or the icon to save.
5) A new G# will be displayed under the <ID> field.
6) Record the G#. Each person at Mason has a unique G# and you will need to use this number every time you update a record for this employee.
7) Click on the Alternate Identification tab. The Alternate ID allows users to search for an individual by their Social Security Number (SSN). It also allows employees to use their SSN as an alternative to their G # for accessing Banner Self Service (where they can review their own personnel information or enter/approve electronic timesheets).
   a) In the <Name Type> field, use the drop down menu and choose “LGCY”
   b) In the <Change Type> field, use the drop down menu to choose “ID”
   c) Enter the SSN in the <ID> field (9 digits with no dashes). Do not attempt to enter all zeros in this field as this will cause an error and you will be unable to save the record.
8) Click the F10 button or the icon to save. If you are unable to save due to an error – STOP and call Human Resources.
9) Click on the Address tab.
10) Enter “PR” (Permanent) in the <Address Type> field.
   NOTE: Only one permanent address can be active for an employee file.
11) Enter the following data:
   a) Street address
   b) Apt. number or suite is to be entered on the second address line if no room on first line
   c) Skip the <City> and <State> fields
   d) Enter the zip code (City and State fields will automatically populate)
   e) Enter the home phone number in the <Area Code>, <Phone number> and (optionally ) <Extension> fields with no dashes or spaces (the <Telephone Type> will default to PERM).
12) Click the F10 button or the icon to save.

13) Use the down arrow or Next Record icon for a blank address field to enter a GMU office address. Enter “GM” (Mason Office Address) in the <Address Type> field. Enter the following information:
   a) Street line 1: 4400 University Dr (all employees)
   b) Street line 2: 3 digit mail stop (ex: 3C3)
   c) Skip <City> and <State> fields
   d) Enter zip code 22030 (City and State fields will automatically populate)
   e) Enter the office phone number in the <Area Code>, <Phone Number> and (optionally) <Extension> fields with no dashes or spaces (the <Telephone Type> will default to GM Office Phone Number.)
14) Click on the Biographical tab.
15) Enter the following data:
   a) Gender
   b) Birth Date (<Age> field will automatically populate)
   c) SSN/SIN/TIN – Enter Social Security Number
   NOTE: For those individuals waiting on permanent SSN numbers from the Social Security Administration, effective immediately, Hiring Departments should now use '000000000' instead of '999xxxxx'(valid SSN). When using all "0"s you will receive a warning that the SSN is already assigned to another record. You may proceed by clicking "OK" on the warning screen.
   d) Citizenship – DO NOT USE “SP – Substantial Presence”
      i) NI – Non-Immigrant
      ii) PR – Permanent Resident
      iii) US – US Citizen
   e) Do NOT enter Marital Status, Legacy, and Religion. This is part of the standard Banner package, but these fields are not maintained for Mason employees.
   f) Ethnicity
      i) Click the Drop Down icon to view the list of acceptable values. The choice of Other and/or Unknown may not be selected to describe an employee. Select the appropriate value and click OK. (Select from numbers 1 – 5, U or X). Make sure that the bottom portion of the screen automatically populates.
   g) If the employee has disclosed any US Military Veteran status, enter in Veteran Category. Check the box if the employ discloses that they are a Special Disabled Veteran.
   h) SKIP Confidential, Deceased, Veteran File Number
16) Click the F10 button or the icon to save
17) Email will auto-populate within 24 hours once HR has applied the transaction.
18) Enter Emergency Contact information if available.

a) Enter the **Emergency Contact Information** for the employee following the same guidelines as for entering the permanent address. You may double click in the field to view the dropdown menu of options. If you enter PR in the **Type** field then click Enter on your keyboard, it will auto-populate with the employee’s information. If this is not the same, type over the address with the **Address, City, State and Zip Code.** *(Remember Data Standards- No Punctuations)*

b) Enter Priority as 1; unless a number is already populated. In that case enter the next number in sequence

c) Enter Contact Last Name; Enter Contact First Name; Enter Middle Initial

d) Relationship: Click the **Drop Down** icon to view the list of acceptable values. Select appropriate selection and click **OK.** This field can be left blank if the relationship is not known.

19) Click the F10 button or the icon to save
20) Click on the black X in the main toolbar to exit to the main menu.
21) Once all fields are complete, consult to appropriate EPAF manual to enter the EPAF for the required position into the system.