

Subject: Instant HR - Banner Update

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Change to SPAIDEN

Effective Monday, October 30th, those who have access to SPAIDEN will see a change when querying or creating a SPAIDEN record for an employee. Common Matching (GOAMTCH) has been implemented on the SPAIDEN form which provides a second check on whether a person already exists in Banner before users create a G#. Please review the updated instructions in the ³Onboarding and EPAF Manual² under the HR website under HR Liaison Resources - <http://hr.gmu.edu/hrliaisons/> before querying or creating a SPAIDEN record.