

| How Do I: | Search Criteria | PipelineMT | Internet Native Banner |
|---|----------------------------|--|--|
| <ul style="list-style-type: none"> Easily search for someone when I don't have an M#? Tip: start in GUISRCH, look up a person, then go back to the home screen & navigate to the screen you need (e.g. NBAJOBS). The person's info will carry over from your GUISRCH look-up. This trick works across much of the Banner platform – your lookup on page A carries over to page B | Email address | | GUISRCH |
| <ul style="list-style-type: none"> View Employee Employment Status Information? See home department org assigned? See Current Hire Date, Longevity Date (Listed as Seniority Date)? | M# or Name Search | | PEAEMPL |
| <ul style="list-style-type: none"> View Employee Leave Balances? | M# or Name Search | <ul style="list-style-type: none"> If Approver, can view leave balances of employees As Employee, can view leave balances on timesheet or leave report | PEALEAV |
| <ul style="list-style-type: none"> View Current Job/Salary for Employee or self? | M# or Name Search | <ul style="list-style-type: none"> As employee, can see your history of previous jobs summary | NBAJOBS |
| <ul style="list-style-type: none"> Find tenure status (faculty)? Find rank status (faculty)? | M# or Name Search | | PEAFACT, Select Tools, Under Options Select Appt or Tenure Records PEAFACT, Select Tools, Under Options Select Rank Records |
| <ul style="list-style-type: none"> See degree information (other than MTSU conferred)? | M# or Name Search | | PPAGENL |
| <ul style="list-style-type: none"> See degree information (MTSU conferred)? | M# or Name Search | | SHADEGR |
| <ul style="list-style-type: none"> View employee who is or has been in a position? | Position Number/Query Date | | NBIPINC |