

- Quick Reference Guide - Administrative Level

What is an Administrative Level?

- a. Administrative levels are used to easily group designated levels of administration for mailing, emailing and other communication methods. The groupings also can be used to give approximate counts of certain levels of administration.

1. Log into Banner with your username and password.
2. In the Go To... Box type **ADMNLVL** and hit Enter.
3. Type in the Banner ID for the employee that you are trying to update
4. On the menu bar click on **Block** and then click **Next**.
5. If a box pops up that says Query caused no records to be retrieved, click OK.
6. First time entering Administrative Level vs. Changing Administrative Level:
 - o If First time:
 - i. On the menu bar click on **Block** and then click **Next**.
 - ii. Click the down arrow key next to the box that says code
 - iii. Select the Administrative Level you are trying to enter for this employee and then click OK
 - iv. On the menu bar click on **File** and then click **Save**.
 - o If Changing Administrative Level:
 - i. Find the current Administrative Level by hitting the down or up arrow key on your keyboard.
 - ii. Click the down arrow key next to the box that says code
 - iii. Select the NEW Administrative level from the box and then click ok
 - iv. On the menu bar click on **File** and then click **Save**.

Comment PPACMNT 7.0 (VTST) QuickFlow: ADMNLVL: 1 of 1

ID:

Coded Comments

Code:
Comment:

Code:
Comment:

Code:
Comment:

Free-Form Comments

FRM-40350: Query caused no records to be retrieved.
Record: 1/? | ... | List of Valu... | <OSC>

List of all Administrative Levels

<u>Code</u>	<u>Description</u>
01	President
02	Provost
03	Vice President, Executive Vice President
04	Vice Provost
05	Associate or Assistant Provost
06	Associate or Assistant Vice President, Executive Directors
07	Dean
08	Associate or Assistant Dean
09	Department Chairs
10	Division Chairs
11	Department Heads
12	Directors