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## Document Change Control

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Version	Date	Authors	Comments
1.0	November 1, 2002	Banner	<ul style="list-style-type: none"><li>Created Document</li></ul>
1.1	January 10, 2005	Banner	<ul style="list-style-type: none"><li>Added "NO periods in name", 12/7/04</li></ul>
1.2	February 2, 2005	Banner	<ul style="list-style-type: none"><li>Added HR address and phone type, 1/24/05</li></ul>
1.3	March 2, 2005	Banner	<ul style="list-style-type: none"><li>Added "Zip code dash before '+4' ", 1/31/05</li></ul>
1.4	March 28, 2005	Banner	<ul style="list-style-type: none"><li>Added international address standards, 3/28/05</li></ul>
1.5	June 28, 2005	Banner	<ul style="list-style-type: none"><li>Updated General Person data entry responsibilities</li></ul>
1.6	July 12, 2005	Banner	<ul style="list-style-type: none"><li>Added FW address type</li></ul>
1.7	December 9, 2005	Banner	<ul style="list-style-type: none"><li>Added updates to address definitions; removed references to Alternate Identification numbers for persons; added address change procedures through Banner</li></ul>
1.8	January 11, 2006	Banner	<ul style="list-style-type: none"><li>Added address type LC to the address change procedure</li></ul>
1.9	May 3, 2006	Banner	<ul style="list-style-type: none"><li>Modified the HR Address standard</li></ul>
1.10	June 9, 2006	Banner	<ul style="list-style-type: none"><li>Modified HR address label; updated MA address label; updated address change procedures; added standards abbreviations for delivery addresses</li></ul>
1.11	June 27, 2006	Banner	<ul style="list-style-type: none"><li>Corrected address standard for AC, FN, and JH as approved by DOC in August 2005.</li></ul>
1.12	June 29, 2007	Banner	<ul style="list-style-type: none"><li>Updated General Person standards based on approved process changed approved by DOC from July 2006 to May 2007.</li></ul>
1.13	December 2, 2008	Banner	<ul style="list-style-type: none"><li>Clarified what an 'MA' address should be.</li></ul>
1.14	January 29, 2009	Banner	<ul style="list-style-type: none"><li>Revisions based on version 8 of Banner.</li></ul>
1.15	November 15, 2010	Banner	<ul style="list-style-type: none"><li>Added DC and RW addresses; updated Ethnicity/Race codes; updated veteran data.</li></ul>

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1.16	December 21, 2011	Banner	<ul style="list-style-type: none"><li>▪ Edits based on 2/7/2011 meeting.</li></ul>
1.17	September 4, 2014	Banner	<ul style="list-style-type: none"><li>▪ Under Name Changes for Admission Offices allows inactive student names to be updated.</li><li>▪ Addition of P3 and P4 types for addresses, telephone and email.</li><li>▪ Added email standard and additional identifications.</li></ul>
1.18	April 10, 2015	Banner	<ul style="list-style-type: none"><li>▪ Addition of P5 types for addresses, telephone and email.</li></ul>

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### General Person Data

#### Scope and Responsibility Associated with College Information

The standards contained in this document govern three characteristics of specific general data items: (1) the definition of the data item; (2) the format in which the data item is to be entered; and (3) the department/area responsible for updating, maintaining, and ensuring adherence to the data standards that follow. In addition, the standard may outline specific output formats for various types of data (e.g., address labels). Parameters other than format may be specified in the standard, for example, the exclusion of deceased persons from address labels, or the exclusion of persons with the confidentiality flag set to "Y".

Each data item will contain a section labeled Modification Control. Additions and modifications to data items will affect reporting and/or processing for other departments outside of the department that enters the data. While data managers can easily update validation tables, reports and/or other jobs may require updates to reflect the changes made to the table.

#### General Advisory Notes

Avoid using periods (.) in abbreviations. Space is limited in many Banner data elements and a period may use up needed space. It is recommended that periods only be used to end sentences. In addition, commas should be avoided in table values and data elements when possible. A comma within a value or data element will cause the data to be placed into two separate cells when the data is downloaded to a spreadsheet.

#### Banner Identification for Persons and Non-Persons

The identification code is a unique, nine-digit code given to each person or non-person entity that is considered to be a constituent of the College. The ID codes (SPRIDEN\_ID) are generated using the Banner ID generation function. These codes will begin with a nine (9) in the first position, a three (3) in the second position, and followed by a system-generated seven-digit number. The first SPRIDEN\_ID in the Banner system is 930000000.

#### Data Entry

Person data may be entered into Banner either manually or through automated data loads. Data entered through automated data loads may not conform to the standards set forth in this document. In some cases, automated data loads may result in the creation of duplicate person records.

**When adding new persons or non-persons manually, it is required that the staff member entering the information does an exhaustive entity search for prior records before creating a new entity ID.** The entity search should minimally constitute a name search plus searching on any secondary data available such as, but not limited to, alternate IDs, date of birth, tax ID, and address information (mailing or e-mail addresses and telephone numbers). It should be remembered that address information may change and should not necessarily be the determining factor in rejecting an entity match. New IDs will be added to the Banner system by the following offices for the corresponding entity types.

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If the person or non-person is...	Then ID creation is initiated by
An employee applicant (not a student)	Human Resources
An agency or non-WM employee	Human Resources
A faculty member	Respective Dean's office, forwarded to HR
A student prospect or applicant	Admissions Offices
A student	University Registrar's Office
A vendor or other third party	Financial Operations
Affiliate (other person needing IT services and not paid by the College)	Information Technology

Changes to entity ID codes should not normally be required, but if such a circumstance should occur the responsible office above will work with the affected functional offices and the programmer(s) in Information Technology who support the affected areas to perform the correction. ID corrections are very problematic and time/labor intensive. Every effort must be made to identify pre-existing entity records before adding a new ID generated record for a person or non-person.

The ID code assigned in Banner will be carried across to ancillary systems (e.g., ID Office, Card Access System, Swem Library, Blackboard, Career Services, W&M Police Department, Alumni, Health Center, Parking Services, Campus Recreation, Telecommunications, and others) and used as the constituent's identification or alternate ID on those systems as well.

### United States Tax Identification Numbers in Banner

Tax IDs (social security numbers-SSN, social insurance numbers-SIN, federal identification numbers-FIN, I-10 numbers, Individual Taxpayer Identification Numbers-ITINs etc.) will be entered and stored in the Social Security Number field (SPBPERS\_SSN) of Banner. Tax IDs will be added to the Banner system by the following offices for the corresponding entity types. To make changes to social security numbers in Banner, a student or employee must present a valid social security card. An employee must complete a new tax withholding form (W-4) and forward it to the Payroll Office for processing.

If the person or non-person is...	Then the tax ID is entered by
An employee applicant (not a student)	Human Resources
An agency or non-WM employee	Human Resources
A student prospect or applicant	Admissions Offices
A student	University Registrar's Office or approved designee; FAFSA process

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If the person or non-person is...	Then the tax ID is entered by
A vendor	Financial Operations

In keeping with the spirit of the Family Educational Rights and Privacy Act of 1974 (FERPA) and the current trends in privacy cases and legislation, the College recognizes tax ID numbers as protected data that are available for limited use and will restrict access to enter and view these data.

NOTE: A tax ID number must be entered for all employees in Banner including supervisors who approve time sheets. In the event there is a non-employee in a supervisory/approver role, i.e., Jefferson Lab, Human Resources will enter a fake tax ID number using the convention of 80X-XX-XXX where X equals the last 7 digits of the persons Banner ID number. [Discontinued as of 1/1/2011. W&M no longer has non-employee supervisors at Jefferson Lab.]

### Entity Names

For the five name fields in Banner (first name, last name, middle name, non-person, and legal name) the College will require the entity's official name as shown on the tax identification or international legal document. Therefore, any time the College requests information from a new entity or potential new entity, it must request first, last, and middle name or non-person name information as appears on the appropriate documentation. This requirement may be challenging when handling more casual entrants of entities to the Banner system such as informal prospective students.

When an entity wants to use a first name format other than that shown on the appropriate tax or international documentation, the College will use the preferred first name field (in *SPAIDEN*) that may be populated at the entity's request. The College reserves the right to monitor and modify the entries to this field.

### Responsibility for Entering Names and Name Changes

The following offices are responsible for entering entity names and making name changes in the Banner system.

If the person or non-person is...	Then the entry or change is made by
An employee or applicant (not a student)	Human Resources
An affiliate (non-WM employee)	Information Technology
An admission prospect, applicant, or inactive student (not a current or employee)	Admission Offices
A student	University Registrar's Office
A student and not a 'regular' employee	University Registrar's Office
A student (who is also a student	Human Resources

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If the person or non-person is...	Then the entry or change is made by
employee)	
A vendor or other third party	Financial Operations

US students must present a valid social security card and international students must present valid documentation along with the written approval of the campus International Student Officer (ISO) when requesting a name change. US employees must submit a W-4 form when requesting a name change. International employees must present valid documentation when requesting a name change.

### Name Standards

All name information is typed in mixed (upper/lower) case format i.e., not all caps or all lower letters.

#### Punctuation

- **Hyphens** may be used to separate double names. This would be most common in instances where one or both of a couple want to combine their last names to produce a hyphenated name after marriage.
- **Apostrophes** may be used in such names as O'Leary, O'Connor, etc.
- **Periods** are **not** used. In an abbreviation of a person's name (R John Smith, John R Smith) the initial should be placed in the appropriate field **without** the period.
- **Commas and pound signs (#)** are **never** used. Note; ORACLE restricts the use of the '#' sign in Banner.
- **International characters** may be used in names such as ñ, é, è.

#### Prefixes/Suffixes

Do **NOT** use titles, prefixes, and/or suffixes in the last, middle, first name, or preferred first name fields. Separate prefix and suffix fields are available for these data in the General Person Identification form (SPRIDEN table).

**Examples:** Dr, Mr, Mrs, III, Jr, etc., should **never** be entered in the name fields.

#### Formats

Names will be entered as provided by the entity and in accordance with the above punctuation specifications and appropriate restrictions to appropriate documents when necessary. This means first, last, middle, preferred first, and non-person name fields will be populated with the information as provided by the entity.

If the provided name information shows a space within a name (such as Mc Donald) then the space will be included in the Banner name field. But if the provided name information does not show a space between syllables (such as McDonald) then no space will be included in the Banner name field. Initials, combinations of initials and names, or multiple names will be used in Banner name fields when provided and field space is available. Spaces or hyphens are permitted between multiple names.

If a single name is too long to fit within the field, enter as much of the name as possible.

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### **Last Name (SPRIDEN\_LAST\_NAME, varchar2, length 60 digits)**

In instances where there are two last names that are un-hyphenated e.g., Mary Creton Quinton, the College should request that the entity specify how the name combination should be entered. Enter as either a middle name and last name combination, or both names in the last name field.

### **Middle Name (SPRIDEN\_MI, varchar2, length 60 digits)**

Spaces are permitted between multiple names. Full middle name is preferred. If, however, only an initial is available, enter the middle initial.

### **First Name (SPRIDEN\_FIRST\_NAME, varchar2, length 60 digits)**

Single character First Names should be entered without a period. Spaces are permitted for double first names, i.e., Mary Ann, Bobby Joe.

### **Preferred First Name (SPBPERS\_PREF\_FIRST\_NAME, varchar2, length 20 digits)**

Preferred First Name should be entered into this field, i.e., S Paul Smith. If Paul is the name the person uses, then Paul would be entered into the preferred first name field.

### **Non-person Name (SPRIDEN\_NON\_PERS\_NAME, varchar2, length 60 digits)**

Non-person names are entered into the non-person name information field. Spaces are permitted between multiple names.

#### **Example:**

ABC Trucking  
Dept of Defense  
University of Portland  
Diamond Life Insurance  
Smith King & Jones Inc  
J F Kennedy Co  
First National Bank

### **Individual Prefix (SPBPERS\_NAME\_PREFIX, varchar2, length 20 digits)**

Appropriate prefix codes are: Dr, Mr, Mrs, Ms, etc. Use abbreviations whenever possible, but do **not** use a period (.) after the abbreviation.

### **Individual Suffix (SPBPERS\_NAME\_SUFFIX, varchar2, length 20 digits)**

Appropriate suffix codes are: Jr, Sr, II, III, etc. Use abbreviations whenever possible, but do **not** use a period (.) after the abbreviation.

### **Legal Name (SPBPERS\_LEGAL\_NAME, varchar2, length 60 digits)**

Not used at this time.

### **Address Type Standards**

This section of the standards governs what address types are maintained by the College, the definition of each type, who is responsible for maintenance and/or access, the procedure for adding a new address type, and the procedure for changing an address in Banner.

Except where otherwise excluded below, addresses and telephone numbers may be changed in the following offices: University Registrar, Graduate Deans and Registrars, Academic Advising,

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Bursar, Financial Aid, Dean of Students, and Residence Life for students, and Human Resources for employees.

#### Address Types

- AC - **Academic – Release to Parents:** This is used to indicate that a student has authorized the release of academic information to his/her parents/guardian/spouse through an Academic Release to Parents Authorization. The standard text should be - Line 1: Parent name if requested; City: DOSO; State: VA, Zip: 23187. To Date is blank. This address is maintained only by the Dean of Students Office.
- B2 - **Business 2:** This is used when there is a need to maintain more than one business or work address for an entity.
- B3 - **Business 3:** This is used when there are more than two business or work addresses that need to be maintained.
- BI - **Billing:** This is used for billing purposes only and should be maintained only by the Bursar or Accounts Payable office.
- BR - **Bursar's Office Use Only:** This is used for refunds by this office. The standard text should be - Line 1: c/o Student Accounts; City: Williamsburg; State: VA; Zip: 23187.
- BU - **Business:** This is the primary business (work) address for an entity. This address is also used by the Executive MBA program providing mailing information on where the student is working full time.
- CR - **Campus Residence Hall:** This represents the on-campus residence hall for a student and is maintained by Residence Life only. This is an information-only address type and should NOT be used for mailings. Campus Residence Hall addresses are auto-populated by Banner after the start of each semester, except for the summer sessions.
- CS - **Campus Station Box:** This is the on-campus PO Box for a student and is maintained only by the Campus Post Office. It is considered an undergraduate's official address while at the College. All undergraduates except Unclassifieds are assigned a physical campus station box and a corresponding address in Banner. Only graduate students living on campus receive a physical campus station box and a corresponding address in Banner.
- DC - **Deceased:** This address used when a person becomes deceased. It is created by either the Registrar's Office or Human Resources upon the notification of death of either a student or an employee, respectively. The respective office will create a DC address by copying the last known MA address. Likewise, all other addresses will be inactivated by same office.
- FN - **Financial - Release to Parents:** This address is used to indicate that a student has authorized the release of financial information to his/her parents/guardian/spouse through a Financial Release to Parents Authorization. The standard text should be - Line 1: Parent name if requested; City: DOSO; State: VA, Zip: 23187. To Date is blank. This address is maintained only by the Dean of Students Office.
- FW - **Forwarding Address:** For use by Campus Post Office ONLY! This address is for the Campus Post Office to store a forwarding address for student mail addressed to the Campus Station Box address. It is used for the student who will NOT be returning to the College. The address is only valid for



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one (1) year. This address is NOT intended for use by other departments. In the event the College's Campus Post Office receives mail after the expiration of the FW address, the mail will be forwarded to the current MA address.

- **HR - HR Campus:** This is the employment campus mailing address. The standard format is – Line 1: Department name; Line 2: Building Name; City: based on building name; State – based on building name; Zip: used for check sorting. Zip code for Williamsburg should be 23187. Building names are governed by the official names as listed in FTVLOCN. (Note: where department name and building name are the same, the building name may be modified to be the actual street address.) THIS IS NOT INTENDED FOR U.S. MAIL – INTEROFFICE MAIL ONLY. EXCEPTION: For employees physically located off-campus (i.e., Charlottesville), use a proper mailing address for their office in lieu of Department and Building name. (This allows timely distribution of pay stubs and other official college mail.) The HR address is maintained only by Human Resources.
- **IN - Initial Address:** The first address the College receives for a prospective student. This address is entered by the Admission Offices and may only be corrected, but not changed. What is entered as the Initial address for an applicant will be copied into the "MA" address field for students. (Student is considered an admitted person who has made a deposit with the intent to register for classes.)
- **JH - Judicial/Honor – Release to Parents:** This address is used to indicate that a student has authorized the release of judicial/honor information to his/her parents/guardian/spouse through a Judicial Release to Parents Authorization. The standard text should be - Line 1: Parent name if requested; City: DOSO; State: VA, Zip: 23187. To Date is blank. This address is maintained only by the Dean of Students Office.
- **LC - Local/Off-campus:** This is used to record the address of where a student lives off-campus during the academic year. This is for both undergraduates and graduate students.
- **MA - Mailing:** This is considered the primary address for William and Mary and is used as the default address in many processes. Every student, faculty, staff, employee applicant, or other entity in Banner must have an "MA" address. The Mailing Address is a valid USPS address where the person lives and/or receives mail when not at William & Mary.
- **P1 - Parent, Guardian, or Spouse:** This is the primary parent/guardian address provided by the student to the Dean of Students Office through the Freshman Survey. This address is maintained only by the Dean of Students Office.
- **P2 - Parent, Guardian, or Spouse:** This is the secondary parent/guardian address provided by the student to the Dean of Students Office through the Freshman Survey. This address is maintained only by the Dean of Students Office.
- **P3 - Parent, Guardian, or Spouse:** This is an additional parent/guardian address provided by the student to the Dean of Students Office through the Freshman Survey. This address is maintained only by the Dean of Students Office.

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- P4 - **Parent, Guardian, or Spouse:** This is an additional parent/guardian address provided by the student to the Dean of Students Office through the Freshman Survey. This address is maintained only by the Dean of Students Office.
- P5- **Parent, Guardian, or Spouse:** This is an additional parent/guardian address provided by the student to the Dean of Students Office through the Freshman Survey. This address is maintained only by the Dean of Students Office.
- PA - **Parents:** Not used; instead refer to P1, P2, P3, and P4 address types.
- PO - **Purchase Order:** This is used by Procurement to record the PO address for each vendor. The standard text should be - Line 1: see EVA for order address; City: Williamsburg; State: VA, Zip: 23185. This address is maintained only by the Procurement.
- PR - **Permanent:** This can be used when it differs from the "MA" address above.
- RE - **Remittance – Electronic (Vendor):** This address is used by Accounts Payable for any vendor who will be receiving payments electronically. The address information is populated in Banner by a weekly import from the state of Virginia.
- RM - **Remittance – Mail (Vendor):** This address is used by Accounts Payable for any vendor who will be receiving payments via checks. This address is maintained only by Accounts Payable.
- RW - **Remittance – Wire (Vendor):** This address is used by Accounts Payable for any vendor who will be receiving payments via wire. This address is maintained only by Accounts Payable.
- SA - **Study Away:** Not used; instead refer to TE address type.
- TE - **Temporary:** This is used when someone will be at a temporary address for a specified time. Effective beginning and end dates MUST be entered for this type of address.
- XX - **Reserved for TGRFEED Use Only**
- ZZ - **Faculty/Staff Department:** This was used by HR for all faculty/staff. This address is superseded by the HR address type.

### Modification Control

Additions or modifications of address type codes must have the approval of the Data Oversight Committee. Any additions or modifications will require sufficient lead-time to allow for modifications to reporting and/or processing jobs that make use of this code.

**Clean Address** - [effective June 28, 2006] The College has implemented an address checking software, Clean Address, in conjunction with Banner. Addresses will be reviewed by the software to ensure it is a valid U.S. Postal address. Clean Address uses the street address standards set form by USPS. Only the following address types are checked:

- BI – Billing
- BR – Bursar
- BU – Business
- FW – Forwarding
- IN – Initial
- LC – Local/Off Campus
- MA – Mailing
- P1 – Parent 1

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- P2 – Parent 2
- P3 – Parent 3
- P4 – Parent 4
- P5 – Parent 5
- PR – Permanent
- RM – Remittance Mail
- TE - Temporary

In Banner Admin (INB) users receive suggestions if an address does NOT meet the U.S. Postal standard. A user can ignore the suggestion but is expected to verify the address before doing so. Users may also use an option called Override Address Verification. This feature turns off address checking for the specific address instance. It should only be used in rare instances where the corrected address is wrong. Users should verify the original and corrected addresses with the individual/vendor prior to enabling the Override Address Verification.

In Banner Self Service, users MUST enter an address that meets U.S. Postal Standards or Self Service will not allow the user to save the address. In cases where the software does NOT recognize an address, the user needs to contact the appropriate office, i.e., Registrar's office, to have the address added through Banner Admin (INB).

### **Street Address Standards**

For data entry and maintenance purposes, the College will adhere to the U.S. Postal Service Addressing Standards. These standards can be found on the USPS website (Click on 'Postal Addressing Standards').

<http://pe.usps.com/cpim/ftp/pubs/pub28/pub28.pdf>

All information is typed in upper/lower case format i.e., not all caps or all lower letters. Banner address format allows three lines of street address information but is limited to 60 characters per address line.

If both the physical street address and PO Box number need to be maintained, enter the street address on line 1 and the PO Box on line 2.

#### **Example:**

Line 1:	1379 NW Pine
Line 2:	PO Box 2351
	Portland OR 97203

If the street address and the PO Box address are associated with different ZIP codes, do not enter the PO Box address in the same address instance. Store the PO Box address in a separate address instance with the PO Box information entered on line 1.

Do not enter data into the second address line until data have been entered into the first address line. For most US addresses, only the first two address lines should be used. Foreign addresses will often use all available lines.

### Standard Abbreviations

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### Punctuation

**Hyphens, periods** and **slashes** may be used when needed for clarity or designated fractions. Do not use periods for standard abbreviations (St or Ave). **Commas** and **apostrophes** are **never** used.

#### Examples:

Mid Island PLZ  
39.2 Rd  
101 1/2 Main St  
289-01 Montgomery Ave

Symbols such as "%" (in care of) and "In Care of" should **not** be used. Use "c/o" instead.

### Delivery Address Locations

Recommended abbreviations are:

Avenue	=	Ave
Boulevard	=	Blvd
Circle	=	Cir
Court	=	Ct
Place	=	Pl
Street	=	St
Post Office Box	=	PO Box

### Secondary Address Unit Designators

If the address is a multi-unit apartment or building, place the room, suite, or apartment number to the right of the street address on the first address line separated by a space.

Recommended abbreviations are:

Apartment	=	Apt
Building	=	Bldg
Space	=	Sp
Room	=	Rm
Floor	=	Fl
Suite	=	Ste
Department	=	Dept
Number	=	No

Compass directions that are used to identify the geographic areas of a city are always abbreviated.

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

#### **Samples:**

3454 N Jones Apt 4  
1624 SW Donner No 5  
102 Main St Apt 101  
1356 Executive Dr Ste 202  
1600 Central Pl Bldg 14  
55 Sylvan Blvd Rm 18

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### City Standards

All information is typed in mixed case format, i.e., not all caps or all lower. Punctuation is **never** used.

Do **not** enter Canadian provinces into the City field. Canadian provinces are Alberta, British Columbia, Labrador, Manitoba, New Brunswick, New Foundland, Northwest Territories, Nova Scotia, Ontario, Prince Edward Island, Quebec, Saskatchewan, and Yukon. They have their own code for entry into the State field. Canadian addresses must include the city in the City field and the Province in the State field.

### State and Province Standards

State codes must be entered for all U.S. and Canadian addresses. To view the most current codes within the Banner system, go to validation table STVSTAT.

#### Modification Control

Additions or modifications must have the approval of the Data Oversight Committee. Any additions or modifications will require sufficient lead time to allow for modifications to reporting and/or processing jobs which make use of this code.

### County Code Standards

The county code is automatically populated by Clean Address based on the zip code entered. To view the most current listing of county codes in the Banner system, go to validation table STVCNTY.

#### Modification Control

Additions or modifications must have the approval of the Data Oversight Committee. Any additions or modifications will require sufficient lead time to allow for modifications to reporting and/or processing jobs which make use of this code.

### Zip Code Standards

Zip codes must be entered for all U.S. addresses. Even if the full nine digit ZIP code is available, only enter the first five digits. Banner will automatically fill in the county. Check to guarantee that the correct county has been defaulted into the field. If not, correct the county.

Banner via Clean Address software also enters the last four digits of the ZIP code based on the 5 digit zip code and county.

For Canadian addresses,

Enter the six-digit postal code with any letters in UPPER case and a **space** after the first three alphanumeric characters. See examples.

Key as "**ANA**(SPACE)**NAN**". Where **A** = alpha and **N** = Number

#### **Examples:**

T2T 2Y5

R2L 1N4

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#### Modification Control

Valid zip codes with appropriate city and state links will be updated periodically through software updates purchased from the United States Postal Service. This update will be received and initiated by Information Technology.

#### Nation Code Standards

A country code is required for all non-U.S. addresses. Do not enter a country code for U.S. addresses. For the current list of valid country codes within the Banner system, go to validation table STVNATN.

#### Modification Control

Additions or modifications must have the approval of the Data Oversight Committee. Any additions or modifications will require sufficient lead time to allow for modifications to reporting and/or processing jobs which make use of this code.

#### International Address Standards

If a country has a specific address format to follow, use the fields available to enter the address in that format, as close as possible to what is provided by the person/entity and according to the William & Mary data entry standards for special characters and abbreviations. Clean address is not used to validate international addresses.

Otherwise:

- Use all three-address lines if needed.
- **Regions & Cities** should be entered in the **City** field.
- **State/Prov** field should be blank, except for Canadian providences.
- Zip field should be blank. If a zip code is listed, it should be entered in the **City** field with the city name as provided.  
Exception: Canada - enter the alpha-numeric code as "ANA (**SPACE**) NAN".  
Example: **K1A 9B1**
- **County** field should be left blank.
- **Nation** field should be entered as the 2-letter code. Verify the correct Nation name is displayed. (The nation name will default when the code is entered. See the list of values for the field.)

#### Examples of International Address entries:

Address Line 1:	1044-9 Kashio-Cho	Gonzaga-in-Florence	POB 140	7-301 Houji	1010 Clear St
Address Line 2	Totsuk-Ku	Palazzo Antinori	Balgoevgrad	Middle of JiangNan Rd	
Address Line 3:	Yokahama-Shi	Piazza Antinore, 3			
City:	Kanagawa 244	50123 Firenze	Hyderabad 2700	Guang Zhou 510240	Ottawa
State:	Blank	Blank	Blank	Blank	ON
Zip:	Blank	Blank	Blank	Blank	K1A 9B1
County:	Blank	Blank	Blank	Blank	Blank
Nation:	JAPAN *	ITALY*	BULGARIA*	CHINA*	CANADA*

\*(The nation name will default when the nation code is entered. See the list of values for the field.)

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### Modification Control

Additions or modifications must have the approval of the Data Oversight Committee. Any additions or modifications will require sufficient lead time to allow for modifications to reporting and/or processing jobs which make use of this code.

### **Military Address Standards**

Overseas military addresses must contain the APO or FPO designation along with a two-character 'state' abbreviation and the ZIP code or ZIP+4 code. The 'state' abbreviations are AE for armed forces in Europe, the Middle East, Africa, and Canada; AP for the Pacific; and AA for the Americas excluding Canada.

#### **Example:**

APO AE 090015275  
FPO AP 966062783

For domestic military addresses, use the city name along with the two-character state code and the ZIP code or ZIP+4 code.

#### **Example:**

Minot AFB ND 587051253

Appropriate abbreviation for military bases:

AFB    Air Force Base  
MCAS   Marine Corps Air Station  
NAS    Naval Air Station

### **Maintenance of the Entered Address Information**

Information Technology will run a program nightly to check addresses. Specifically, the nightly program will check to ensure both an expiration date and inactive flag are enabled for an outdated address.

- Check the Inactive flag for all expired addresses when the expiration date equals the system date and the Inactive flag is Null.
- Enter a To Date for all Inactive addresses using the Activity Date as the date where To Date is Null, Inactive flag is enabled, and Address Type does NOT equal PO, RE or RM.
- Inactivate telephone numbers that are attached to an inactive address type and sequence number even if the result is no active phone number for a person. NOTE: Telephone numbers can be attached to addresses of different types than the telephone type. Only telephone numbers attached to addresses will be inactivated.
- Effective July 2012, telephone numbers are no longer associated with address types.

### **Address Change Procedure**

Both employees and students are responsible for notifying the College when a change of address is needed. Students and employees should change their address online through Banner Self Service.

For addresses changed via Banner Admin (INB):

- An expiration date (To Date) must be entered on the address record in XXXIDEN, regardless if the phone number is still valid.
- The Inactive checkbox must be checked for all address types.

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- A new record should be inserted selecting the appropriate address type, address and corresponding phone number, increasing the sequence number, as appropriate.
- Where address type equals CR, CS, FW, TE, BI, or BR – a To Date is entered when the record is created. Offices are NOT expected to inactivate the record after the expiration date. (A nightly cleanup is conducted to inactivate expired addresses based on system date.)
- Where the address type equals PO, RE, RM or RW dates are not used. Use the Inactive checkbox to indicate if the address is no longer valid.

### Telephone Types

The telephone type simply describes the type of telephone number entered. The following assumptions/rules apply for the use of telephone types at the College:

- In the Banner system, only one telephone type can be automatically associated with an address type. [Effective July 2012, telephone numbers are no longer automatically associated with an address.]
- Any telephone record should not be associated with an address.

### Telephone code types

- B2 - **Business 2:** This is used when there is a need to maintain more than one business or work telephone number for an entity.
- B3 - **Business 3:** This is used when there are more than two business or work telephone numbers that need to be maintained.
- BI - **Billing:** This is used for billing purposes only and should be maintained only by the Bursar or Accounts Payable office.
- BU - **Business:** This is the primary business (work) number for an entity.
- CELL - **Cell:** Cellular telephone number
- CR - **Campus Residence Hall:** This represents the on-campus residence hall telephone number for a student and is maintained by Residence Life only.
- CS - **Campus Station:** No longer used.
- FAX - **FAX:** Fax number
- HR - **Campus Phone:** This is used for the employee office campus phone number.
- IN - **Initial Address:** The first telephone number the College receives for a prospective student. This number is entered by the Admission Offices and may be corrected, but not changed. What is entered as the Initial number for an applicant will be copied into the "MA" number field for students.
- LC - **Local/Off-campus:** This is the telephone number type for a student who lives off-campus, but in the Williamsburg area.
- MA - **Mailing:** This is considered the primary telephone number for William and Mary and is used as the default number in many processes. Every student, faculty, staff, employee applicant, or other entity in Banner must have an "MA" telephone number.
- P1 - **Parent, Guardian, or Spouse:** This is the primary parent/guardian phone provided by the student to the Dean of Students Office through the Freshman Survey. This phone is maintained only by the Dean of Students Office.



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- P1BU- **Parent, Guardian, or Spouse Business:** This is the primary parent/guardian business phone provided by the student to the Dean of Students Office through the Freshman Survey. This phone is maintained only by the Dean of Students Office.
- P1CE- **Parent, Guardian, or Spouse Cell:** This is the primary parent/guardian cell phone provided by the student to the Dean of Students Office through the Freshman Survey. This phone is maintained only by the Dean of Students Office.
- P2 - **Parent, Guardian, or Spouse:** This is the secondary parent/guardian phone provided by the student to the Dean of Students Office through the Freshman Survey. This phone is maintained only by the Dean of Students Office.
- P2BU- **Parent, Guardian, or Spouse Business:** This is the secondary parent/guardian business phone provided by the student to the Dean of Students Office through the Freshman Survey. This phone is maintained only by the Dean of Students Office.
- P2CE- **Parent, Guardian, or Spouse Cell:** This is the secondary parent/guardian cell phone provided by the student to the Dean of Students Office through the Freshman Survey. This phone is maintained only by the Dean of Students Office.
- P3 - **Parent, Guardian, or Spouse:** This is the secondary parent/guardian phone provided by the student to the Dean of Students Office through the Freshman Survey. This phone is maintained only by the Dean of Students Office.
- P3BU - **Parent, Guardian, or Spouse Cell:** This is an additional parent/guardian business phone provided by the student to the Dean of Students Office through the Freshman Survey. This phone is maintained only by the Dean of Students Office.
- P3CE - **Parent, Guardian, or Spouse Cell:** This is an additional parent/guardian cell phone provided by the student to the Dean of Students Office through the Freshman Survey. This phone is maintained only by the Dean of Students Office.
- P4 - **Parent, Guardian, or Spouse:** This is the secondary parent/guardian phone provided by the student to the Dean of Students Office through the Freshman Survey. This phone is maintained only by the Dean of Students Office.
- P4BU - **Parent, Guardian, or Spouse Cell:** This is an additional parent/guardian business phone provided by the student to the Dean of Students Office through the Freshman Survey. This phone is maintained only by the Dean of Students Office.
- P4CE - **Parent, Guardian, or Spouse Cell:** This is an additional parent/guardian cell phone provided by the student to the Dean of Students Office through the Freshman Survey. This phone is maintained only by the Dean of Students Office.
- P5 - **Parent, Guardian, or Spouse:** This is the secondary parent/guardian phone provided by the student to the Dean of Students Office through the Freshman Survey. This phone is maintained only by the Dean of Students Office.

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- P5BU - **Parent, Guardian, or Spouse Cell:** This is an additional parent/guardian business phone provided by the student to the Dean of Students Office through the Freshman Survey. This phone is maintained only by the Dean of Students Office.
- P5CE - **Parent, Guardian, or Spouse Cell:** This is an additional parent/guardian cell phone provided by the student to the Dean of Students Office through the Freshman Survey. This phone is maintained only by the Dean of Students Office.
- PA - **Parents:** Not used; instead refer to P1, P1BU, P1CE, P2, P2BU, P2CE, P3, P3BU, P3CE, P4, P4BU, P4 CE, P5, P5BU, P5CE phone types.
- PAGE- **Pager:** No longer used.
- PO - **Purchase Order:** Phone associated with the PO address. This phone is maintained only by Accounts Payable.
- PR - **Permanent:** This can be used when it differs from the "MA" number above.
- RM - **Remittance Mail:** Phone associated with RM address. This phone is maintained only by Accounts Payable.
- SA - **Study Away:** No longer used; instead, refer to TE phone.
- TDD - **Telecom Device for the Deaf:** Telephone number used for the deaf.
- TE - **Temporary:** This is used when someone will be at a temporary telephone number for a specified time. Effective beginning and end dates MUST be entered for this type of telephone number.
- ZZ - **Faculty/Staff:** No longer used; instead, refer to HR phone.

### Modification Control

Additions or modifications must have the approval of the Data Oversight Committee. Any additions or modifications will require sufficient lead time to allow for modifications to reporting and/or processing jobs which make use of this code.

### Telephone Number Standards

#### **Area Code (SPRTELE\_PHONE\_AREA, varchar2, 6 digit)**

The three-digit area code must be entered for all phone numbers.

#### **Phone Number (SPRTELE\_PHONE\_NUMBER, varchar2, 12 digit)**

Enter the seven-digit phone number without the hyphen between the third and fourth digits.

**Example:** 6746773 or 6768609.

#### **Extension (SPRTELE\_PHONE\_EXT, varchar2, 10 digit)**

If an extension number is provided, enter only the digits of the extension. Do not enter EXT or X into the extension field.

**Example:** 7300

#### **International Access (SPRTELE\_INTL\_ACCESS, varchar2, 15 digit)**

Enter complete international phone number without hyphens or spaces. Includes IDD, Country Code, Area Code, Phone Number. No information is entered into the Area Code and Phone Number fields.

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#### Modification Control

The valid area codes will be updated periodically through software updates obtained from our telecommunications software provider. This update will be performed monthly and will be initiated by Information Technology.

#### **Date Standards**

All dates should be entered MM-DD-YY or MM-DD-YYYY format. Use hyphens (-) or slashes (/) to separate month, day, and year. The entry month (MM) must be the month's two-digit number in the calendar year using a preceding zero (0) if the number is less than October (10). The entry day (DD) must be the two-digit day date using a **proceeding** zero (0) if the number is less than ten. The year may be entered either as the last two-digits or all four digits of the year.

The Banner system will convert the entered dates to a DD-MON-YYYY format. The month (MON) format is abbreviated to the first three letters in the word.

#### **Examples:**

January 17, 2000: enter as 01-17-00 or 01-17-2000 and the date is converted to 17-Jan-2000 in Banner.

October 4, 2001: enter as 10/04/01 or 10/04/2001 and the date is converted to 04-Oct-2001.

Banner converts the two-digit year when entered into the four-digit year number using the following rules:

If YY<50 then YYYY=20YY, else

If YY>=50 then YYYY=19YY

This may cause data problems especially for birth years less than 1950. If the year is entered as YY=47, Banner will return the year as 2047. It is safest to enter all year information in the full four-digit form (YYYY).

#### **Gender (SPBPERS\_SEX, varchar2, length 1 digit)**

The following are the valid values for gender within the Banner system.

- F - **Female**
- M - **Male**
- N - **Unknown** (use this code if gender is not reported.)

#### **Tax Identification Number Standards (SPBPERS\_SSN, varchar2, length 15 digits)**

Social security numbers (SSN), Individual Taxpayer Identification Number (ITIN) and Federal Identification Numbers (FIN) must be entered for all employees of any type, students receiving financial aid and vendors. Enter the nine-digit number, omitting the hyphens.

If the information is unavailable, leave blank. Do NOT enter 000000000 or 999999999 or any other type of "holder" number.

#### **Date of Birth (SPBPERS\_BIRTH\_DATE, date, length 7 digits)**

The date of birth is required for employees and students.

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### **Citizen Type (SPBPERS\_CITZ\_IND, varchar2, length 1 digit)**

All students and employees must have a valid citizenship code. The valid codes are

- D - **Dual Citizen:** Individual is a citizen of both the U.S. and another country.
- N - **Non-Resident Alien:** Individual is a citizen of a Foreign Country.
- P - **Pending:** Individual whose application for permanent resident or immigrant status is pending a decision.
- R - **Permanent Resident/Immigrant:** Individual holds permanent resident or immigrant status.
- U - **Unknown:** Citizenship status unknown.
- Y - **U.S. Citizen**

For reporting purposes use codes D, R, and Y to identify U.S. residents.

### Modification Control

Additions or modifications must have the approval of the Data Oversight Committee. Any additions or modifications will require sufficient lead time to allow for modifications to reporting and/or processing jobs which make use of this code.

### **Veteran File Number (SPBPERS\_VETC\_FILE\_NUMBER, varchar2, length 10 digit) –**

*Registrar's Office Only* - Veterans' information for students is maintained in the Office of the University Registrar.

**Veteran Category (SPBPERS\_VERA\_IND, varchar2, length 1 digit) – Registrar's Office Only** - not currently used.

**Active Duty Separation Date (SPBPERS\_ACTIVE\_DUTY\_SPER\_DATE, varchar2, length 11 digit) – Registrar's Office Only** - not currently used.

**Armed Forces Service Medal Indicator (SPBPERS\_ARMED\_SERV\_MED\_VET\_IND, varchar2, length 1 digit) – Registrar's Office Only** - enabled if service member has been awarded a medal.

**Special Disabled Veteran (SPBPERS\_SDVET\_IND, varchar2, length 1 digit) – Registrar's Office Only** - not currently used.

### Modification Control

Additions or modifications must have the approval of the Data Oversight Committee. Any additions or modifications will require sufficient lead time to allow for modifications to reporting and/or processing jobs which make use of this code.

### **Legacy Codes (SPBPERS\_LGCY\_CODE, varchar2, length 1 digit)**

Legacy codes are used to identify a person's past legacy association or past family associations with the College. It is assumed that legacy codes will be used primarily for students or student prospects. The valid codes are below.

- A - **Aunt:** The person's aunt was a William and Mary student.
- B - **Brother:** The person's brother was a William and Mary student.
- C - **Cousin:** The person's cousin was a William and Mary student.
- F - **Father:** The person's father was a William and Mary student.
- G - **Grandparent:** The person's grandparent was a William and Mary student.

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- L - **Legal Guardian:** The person's legal guardian was a William and Mary student.
- M - **Mother:** The person's mother was a William and Mary student.
- P - **Parents:** The person's parents were William and Mary students.
- S - **Sister:** The person's sister was a William and Mary student.
- U - **Uncle:** The person's uncle was a William and Mary student.
- X - **Multiple:** Multiple members of the person's immediate family were William and Mary students.
- Y - **Stepfather:** The person's stepfather was a William and Mary student.
- Z - **Stepmother:** The person's stepmother was a William and Mary student.

### Modification Control

Additions or modifications must have the approval of the Data Oversight Committee. Any additions or modifications will require sufficient lead time to allow for modifications to reporting and/or processing jobs which make use of this code.

### **Marital Codes (SPBPERS\_MRTL\_CODE, varchar2, length 1 digit)**

The valid codes for the various marital statuses are listed below.

- D - **Divorced:** The person is legally divorced.
- M - **Married:** The person is married.
- P - **Separated:** The person is separated from their spouse.
- R - **Remarried:** The person is remarried.
- S - **Single:** The person is single, never been married.
- U - **Unknown:** The person's marital status is unknown.
- W - **Widowed:** The person is widowed. Their spouse is dead.

### Modification Control

Additions or modifications must have the approval of the Data Oversight Committee. Any additions or modifications will require sufficient lead time to allow for modifications to reporting and/or processing jobs which make use of this code.

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### **Religion Code (SPBPERS\_RELG\_CODE, varchar2, length 2 digit)**

Codes associated with the religious affiliation identified by a person. Financial Aid needs this information to match against scholarship requirements. Also college related religious groups may wish to contact those willing to designate religious preference. The complete list of religious codes is in validation table STVRELG.

### Modification Control

Additions or modifications must have the approval of the Data Oversight Committee. Any additions or modifications will require sufficient lead time to allow for modifications to reporting and/or processing jobs which make use of this code.

### **Ethnic Code (SPBPERS\_ETHN\_CODE, varchar2, length 1 digit)**

This field must be entered for employees in order to fulfill reporting regulatory requirements. The following are valid racial/ethnic code values used at the College. To view the most current codes used in the Banner system, go to validation table STVETHN.

- A - **Asian or Pacific Islander:** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
- A1 - **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent Islands. This includes people from China, Japan, Korea, India, and Vietnam.
- A2 - **Pacific Islander:** A person having origins in any of the original peoples of the Pacific Islands. This includes people from Philippine Islands and American Samoa.
- B - **Black Non-Hispanic:** A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
- H - **Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central of South American, or other Spanish culture or origin, regardless of race.
- H1 - **Mexican:** A person of Mexican origin regardless of race.
- H2 - **Puerto Rican:** A person of Puerto Rican origin regardless of race.
- H3 - **Other Hispanic:** A person of Cuban, Central of South American, or other Spanish culture or origin, regardless of race.
- M - **Multi-ethnic Background:** A person with multiple racial/ethnic origins.
- N - **American Indian/Alaskan Native:** A person having origins in any of the original peoples of North America or who maintains cultural identification through tribal affiliation or community recognition.
- O - **Other:** A category provided for people who prefer to not identify a specific racial/ethnic category.
- U - **Unknown:** A person's racial/ethnic status has not been reported.
- W - **White Non-Hispanic:** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

The above racial/ethnic codes should be entered citizenship blind. That is nonresident aliens who provide racial/ethnic information should have their data entered. The National Center for Education Statistics (NCES) and other federal agencies require that nonresident aliens must be removed from the racial/ethnic category counts of U. S. residents. Therefore when reporting racial/ethnic information, the racial/ethnic codes (**SPBPERS\_ETHN\_CODE**) must be cross-

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referenced with the citizenship indicator (**SPBPERS\_CITZ\_IND**) to separate the nonresidents from the U.S. residents.

**New Ethnicity (SPBPERS\_ETHN\_CDE, varchar2, length 1 digit)**

Code dictated by the U.S. Department of Education for reporting purposes. Individuals may self identify as Not Hispanic or Latino, Hispanic or Latino, or None.

**Ethnicity and Race Confirmed (SPBPERS\_CONFIRMED\_RE\_CDE, varchar2, length 1 digit)**

Indicator if ethnicity and race was confirmed. If individual updates ethnicity and race information through Banner Self Service, the indicator flag will be activated.

**Confirmed Date (SPBPERS\_CONFIRMED\_RE\_DATE, varchar2, length 11 digit)**

Date ethnicity and race was confirmed. If individual updates ethnicity and race information through Banner Self Service, the date confirmed will be auto-populated.

**Race (GORPRAC\_RACE\_CDE, varchar2, length 30 digit)**

Code indicating the person's chosen race. Individuals may choose 1 or more races.

- 1 - **American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- 2 - **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- 3 - **Black or African American:** A person having origins in any of the Black racial groups of Africa.
- 4 - **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- 5 - **White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Modification Control

Additions or modifications must have the approval of the Data Oversight Committee. Any additions or modifications will require sufficient lead time to allow for modifications to reporting and/or processing jobs which make use of this code.

**Deceased Information (SPBPERS\_DEAD\_IND, varchar2, length 1 digit)**

For employees, only the Human Resources department will enter this information. For students, only the University Registrar's office or Dean of Students office will enter this information.

**Confidential Information Indicator (SPBPERS\_CONFID\_IND, varchar2, length 1 digit)**

This field will be entered as 'Y' if a 'Request for Non-Disclosure Form' reflects that the person does not want information released to the public. Consult the Privacy Information section under Students on the University Registrar's home page for more information.  
<https://www.wm.edu/registrar/ferpa.php>

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### Email (GOREMAL\_EMAL\_CODE, varchar2, length 4 digit)

Email addresses are collected, recorded and assigned based on person's role at the College.

The valid codes for the email types are listed below.

- **AP - Admissions Application:** Email address provided by prospective student, employee or affiliate on application. It is not a W&M email address. This email address is used to communicate WM credentials.
- **BI - eBill Notification:** Email address.
- **BU - Business or Work:** Business email address provided by person.
- **DP - Department:** Department email address.
- **FS - Faculty/Staff:** Official W&M email address assigned to all faculty, staff and affiliates. The email address is auto-generated when an account is created and automatically assigned in GOREMAL. It is marked Preferred.
- **IM - Instant Message Address:** IM address provided by person.
- **P1 - Parent, Guardian, or Spouse:** Email address for parent, guardian or spouse as provided by the student.
- **P2 - Parent, Guardian, or Spouse:** Email address for parent, guardian or spouse as provided by the student.
- **P3 - Parent, Guardian, or Spouse:** Email address for parent, guardian or spouse as provided by the student.
- **P4 - Parent, Guardian, or Spouse:** Email address for parent, guardian or spouse as provided by the student.
- **P5 - Parent, Guardian, or Spouse:** Email address for parent, guardian or spouse as provided by the student.
- **PS - Personal:** Email address provided by student, employee or affiliate.
- **SC - Other School (Non-WM):** Email address provided by prospective student who is a student at another institution.
- **WM - William and Mary:** Official W&M email address assigned to all students upon deposit at the College. The email address is auto-generated when an account is created and automatically assigned in GOREMAL. It is marked Preferred.

### Modification Control

Additions or modifications must have the approval of the Data Oversight Committee. Any additions or modifications will require sufficient lead time to allow for modifications to reporting and/or processing jobs which make use of this code.

### Additional Identification (GORADID\_ADID\_CODE, varchar 2, length 4 digit)

Additional identification codes are assigned and/or collected on certain persons. The following codes are used:

- **BEID - Benefits Employee ID:** Employee state Identification number assigned by DHRM used in state benefits. Value is manually entered?
- **CAID - Common Application ID:** Identification number assigned to an application using Common App and used in conjunction with the Banner Document Management System.
- **EPID - Electronic Prospect ID:**



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- **HMTN - Hometown:** Hometown of a student. School of Law currently enters this manually.
- **STA - St. Andrews ID:** Identification number assigned by the University of St. Andrews to students (home and host) enrolled in the dual degree program. Registrar's office responsible for entering the value.
- **STI - Virginia State Testing ID:** Identification number assigned to a high school student by state of Virginia.
- **UCRM - Undergraduate CRM ID:** Identification number assigned by the CRM system used by Undergraduate Admissions.
- **VCSI - Virginia College Student Identification No:** Identification number assigned to a student by the Virginia's Department of Education.
- **WMID - WMUSERID:** The W&M userid assigned to each student, employee or affiliate upon creation of an IT account.

### Modification Control

Additions or modifications must have the approval of the Data Oversight Committee. Any additions or modifications will require sufficient lead time to allow for modifications to reporting and/or processing jobs which make use of this code.