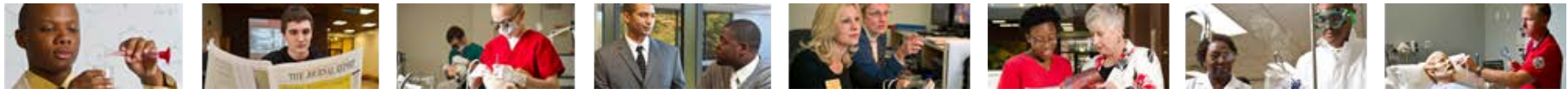




# Employee View Class

## PEAREVW





# About PEAREVW

The Banner screen, PEAREVW, provides due dates and completion dates of an employees mandated trainings, PDQ changes, probation periods, performance reviews, etc.






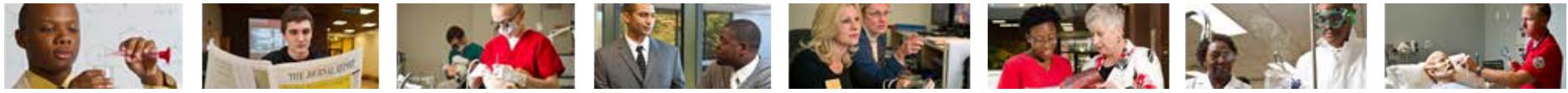
1. Enter PEAREVW into the search field.

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 Keyboard Shortcuts





2. Press Enter on the keyboard or click link in drop down.

pearevw

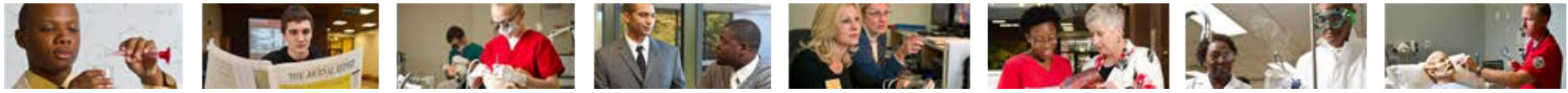
- Employee Review**  
(PEAREVW)
- PEAREVW SURS Retiree Update**  
(PZPAT1U)

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Keyboard Shortcuts






3. Enter employees Banner ID number (800 #).

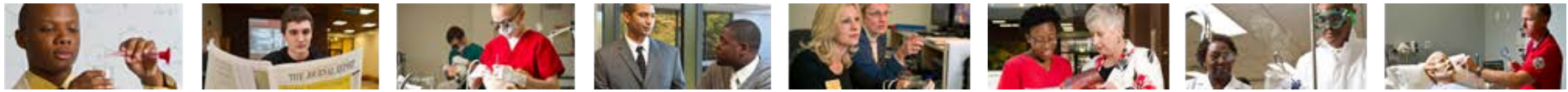
-If Banner ID is unknown, click  to perform Alternate ID Search (see slide 9)

Employee Review PEAREVW 9.3.4 (BAN9)

ID: 800319715  Eddie E. Cougar

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.





4. Click Go  or Next Section  .

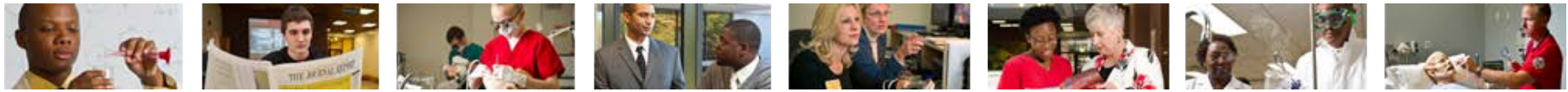
Employee Review PEAREVW 9.3.4 (BAN9)



ID: 800319715 ... Eddie E. Cougar

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

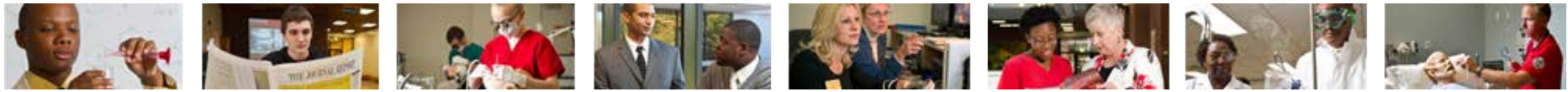







5. List of Review Types will populate including dates of completion and due dates. Utilize the Next Pages  and per page icons  to view complete list of records.

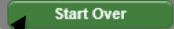
Review Type *	Review Type Description	Due Date *	Completed	Completed Date	Rating	Reviewer ID	Reviewer ID Description
PQ	PositionDescriptionQuestionare	06/27/2016	✓	06/27/2016			
PQ	PositionDescriptionQuestionare	04/12/2016	✓	04/12/2016			
E1	EthcTrOnLn Annual Employee	11/13/2015	✓	11/06/2015			
PQ	PositionDescriptionQuestionare	06/30/2015	✓	07/31/2015			
E1	EthcTrOnLn Annual Employee	11/12/2014	✓	11/12/2014			
PQ	PositionDescriptionQuestionare	06/30/2014	✓	10/15/2014			
E1	EthcTrOnLn Annual Employee	11/14/2013	✓	10/22/2013			
PR	Annual Performance Review	06/30/2013	✓	06/14/2013			
HT	HIPAA Training	05/22/2013	✓	05/22/2013			
EO	Employee Orientation	03/17/2013	✓	01/18/2013			





5. Use the Tools  section to print or click Start Over  to enter the Banner ID of another employee.

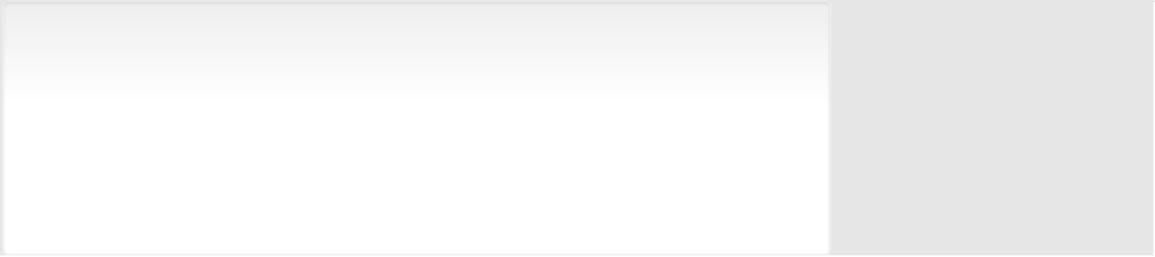
**Employee Review PEAREVW 9.3.4 (BAN9)** ADD RETRIEVE RELATED 

ID: 800319715 [Eddie E. Cougar](#) 

**EMPLOYEE REVIEW** Insert Delete Copy More Information Filter

Review Type *	Review Type Description	Due Date *	Completed	Completed Date	Rating	Reviewer ID	Reviewer ID Description
<span style="border: 1px solid red; padding: 2px;">PQ</span> ...	PositionDescriptionQuestionare	06/27/2016	✓	06/27/2016			
PQ	PositionDescriptionQuestionare	04/12/2016	✓	04/12/2016			
E1	EthcTrOnLn Annual Employee	11/13/2015	✓	11/06/2015			
PQ	PositionDescriptionQuestionare	06/30/2015	✓	07/31/2015			
E1	EthcTrOnLn Annual Employee	11/12/2014	✓	11/12/2014			
PQ	PositionDescriptionQuestionare	06/30/2014	✓	10/15/2014			
E1	EthcTrOnLn Annual Employee	11/14/2013	✓	10/22/2013			
PR	Annual Performance Review	06/30/2013	✓	06/14/2013			
HT	HIPAA Training	05/22/2013	✓	05/22/2013			
EO	Employee Orientation	03/17/2013	✓	01/18/2013			

**Details**

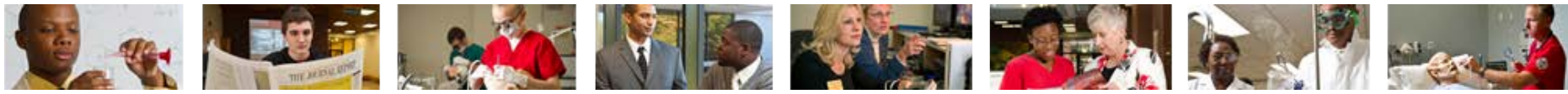
Comments 

2 of 3 10 Per Page Record 11 of 26

**SAVE**








# Performing Alternate ID Search

1. If ID number is unknown, click  .

Employee Review PEAREVW 9.3.4 (BAN9)

ID:  

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.





## 2. Click Alternate ID Search (GUIALTI)

Employee PEAEMPL 9.3.6 (BAN9)

ID:  ... Go

Get Started: Complete the fields above and click **GO**. To filter your search criteria, enter your search criteria, and then press ENTER.

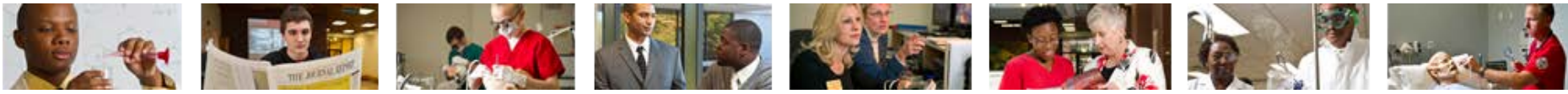
**Option List**

- [List for Person \(SOAIDEN\)](#)
- [List for Employee \(POIIDEN\)](#)
- [Alternate ID Search \(GUIALTI\)](#)

Cancel

SAVE





3. Search a name by using the Last Name and/or First Name search criteria or select additional search criteria from the Add Another Field...  dropdown and click Go  .

SSN/SIN Alternate ID Search GUI/ALTI 9.3.6 (BAN9)

ADD RETRIEVE RELATED TOOLS 1

SSN/SIN/TIN ALTERNATE ID SEARCH

Basic Filter Advanced Filter

SSN/SIN/TIN ID Person or Non-Person

Last Name First Name Add Another Field ...

Cougar

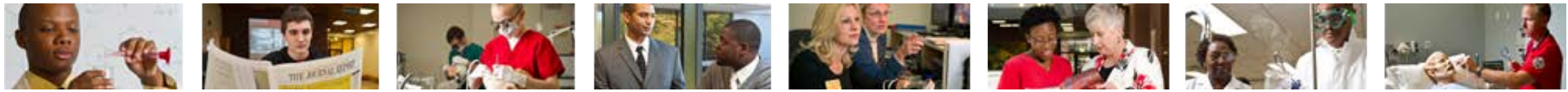
Clear All Go

SSN/SIN/TIN ID Person or Non-... Last Name First Name Middle Name Prefix Suffix Birthdate Change Indicator

Case Insensitive Query  Case Sensitive Query

EDIT Record: 1/1 G\$\_OPT\_BLOCK.SELECT\_A\_DESC [1] CANCEL SELECT ellucian





4. Select the row of the appropriate person and click Select



SSN/SIN Alternate ID Search GUI/ALTI 9.3.6 (BAN9) ADD RETRIEVE RELATED TOOLS

SSN/SIN/TIN ALTERNATE ID SEARCH Insert Delete Copy Filter

Active filters: Last Name : forward First Name : down Clear All Filter Again

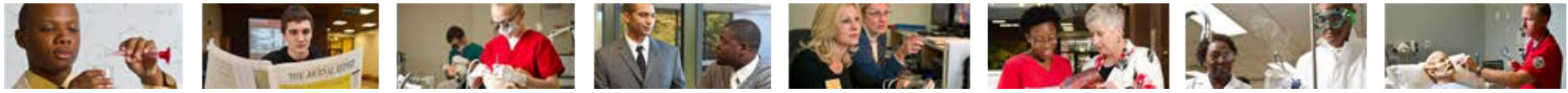
SSN/SIN/TIN	ID	Person or Non...	Last Name	First Name	Middle Name	Prefix	Suffix	Birthdate	Change Indicator
123456789	800319715	Person	Cougar	Eddie	E.			09/19/1986	
123456780	800999999	Person	Cougar	Heather				09/19/1986	ID Change
123456788	800999998	Person	Cougar	Jake				09/19/1986	ID Change
123456787	800999997	Person	Cougar	William				09/19/1986	ID Change

10 Per Page Record 1 of 4

Case Insensitive Query  Case Sensitive Query

CANCEL SELECT





5. The employee's name will populate on the PEAREVW home screen.  
- (Return to slide 6)

Employee Review PEAREVW 9.3.4 (BAN9)

ID: 800319715 ... Eddie E. Cougar Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.





# Who can I call for help?

For assistance or additional information about the Employee View Access security class contact the Office of Human Resources at X2190.

