PWRTRAT - PT Faculty Transcript Audit Information

What the Report Looks Like

The PWRTRAT report is helpful for tracking Part Time Faculty transcript audit information, such as whether Human Resources has received official transcripts and what degrees have been earned by department instructors. In addition, PWRTRAT lists all instructors within a department, including name, hire date, employee class, academic subject and more.

Note: Required degrees for instruction are determined through the Subject Area Curriculum Committee (SACC). Questions regarding required degrees should be directed to the Dean of Academic Services.

For training and access to this report, contact the IT Training Team and/or the Data Custodian for Human Resources.

Directions:

1. From the main Banner Menu screen, type PWRTRAT, then press Enter on your keyboard.
2. Click the Go button.
3. Click the Next Section button to get to the "Parameter Values" section.

![Parameter Values](image)

4. On the right side (under the "Values" column heading, see picture above), enter each Parameter Value as shown in the table below:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>What to Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Attendance Method</td>
<td>Enter the two-character Attendance Method Code associated with your department. If you have more than one Attendance Method, you will need to run multiple reports.</td>
</tr>
<tr>
<td>02 Term Begin</td>
<td>Enter the term code to begin. (for example, 201504 for Fall 2015).</td>
</tr>
<tr>
<td>03 Term End</td>
<td>Enter the term code to end.</td>
</tr>
<tr>
<td>04 Sort Code</td>
<td>Enter &quot;N&quot; to sort by name or &quot;S&quot; to sort by subject. Note: If your department has multiple subject areas, then it is helpful to sort by subject.</td>
</tr>
</tbody>
</table>

5. When you have finished entering your parameter values above, click the Next Section button.
6. Click the Save button.

(For more information about saving reports, including saving your parameters for a future time, see the Banner Report Help page.)

7. Open Report Viewer and view your report.

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