The University of North Carolina at Charlotte

Data Standards
for the
Banner General Person Module

Developed by the UNC Charlotte Banner Functional Management Team

Revised: 9/27/21 EMullis
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General Person Module

The General Person Module in Banner is a single collection of data including name, address, telephone number, email address and biographic information.

Each system in Banner, Advancement, Human Resources, Student, Financial Aid and Finance have a view to an identification form (which ends in **IDEN. Ex:** APAIDEN, SPAIDEN, FOAIDEN, ROAIDEN) that enables the view and maintenance of the general person data.

A record for a person or non-person is only created once. Each system does not have a private view to this data, this data is viewed and shared by every system in the Banner database and therefore, when a change is made by one system, it is viewable by all users in all systems and not just by the system that entered the data.

The data in the General Person Module must be useful and accurate for every user that sees it and should not be used to maintain information that is important or relevant to one system and not the others.

The following standards should be adhered to for all Person and Non-Person records added to the Banner system. A Person is an individual who is one or more of the following: Student, Employee, Alumnae, Parent, Constituent, Donor, or Guest/Consultant. A Non-Person is a vendor, organization, company or agency.

GUIDELINES FOR DATA INTEGRITY

Purpose

These guidelines define the responsibilities of everyone accessing and managing the data for the University of North Carolina at Charlotte (UNC Charlotte). Some departments may have individual guidelines that supplement, but do not supplant or contradict, this statement. Data entrusted to the University of North Carolina at Charlotte by other organizations (e.g., Foundations and Governmental agencies) is governed by terms and conditions agreed upon with those organizations. Specific issues not governed by such agreed terms shall be governed by the guidelines set forth in this document.

These guidelines are to ensure database integrity and the goals of easy, professional, cost-effective communication for the UNC Charlotte community by:

- **Avoiding creation of duplicate records for a single entity**

- Providing complete name/address information in a timely manner, with an audit trail of changes

- Using standard entry to facilitate consistent reports and searches

- Sharing effective processing discoveries and problem-resolution tasks with other team members

- Using Postal Services recommended mailing address setup and procedures

- Taking advantage of the database capabilities and workflow analysis

Rules for Current and Accurate Records

Search first - before creating a new record for a person or organization (non-person), please conduct an ID and name search to ensure that that person or organization does not have a record in the Banner database. Any user that has the ability to create records **MUST** conduct a thorough search to prevent creating a duplicate record.

Make data changes **ONLY** with proper authority and when following the established procedures.

Abbreviation**s** are often used when entering data. If an abbreviation is not indicated, spell the word out rather than abbreviate.

Use mixed case (standard combination of upper and lower case letters).
- **Do not** use all upper case.

See Appendix 3 of this document for postal standards for address abbreviations.

Current Identification

Identification Number

The UNC Charlotte ID consists of 9 numbers.

The first are "80" or "81"

Person – use system generated ID

Non-Person – use system generated ID

- **Exception –** Specific IDs must be entered for non-person Financial Aid lender and guarantee agencies (for use in electronic file transmissions)

Name Type - current names (displayed in the key block) **are not** associated with a name type.

Person
- An individual who is one or more of the following: Student, Employee, Alumnae, Parent, Constituent, Donor, or Guest/Consultant.

Preferred First Name: used by ITS ONLY

Full Legal Name: used by Human Resources ONLY

NON-PERSON
- A vendor, organization, company or agency

Alternate Identification

A record can have two types of alternate identification

ID - Never assign an alternate ID without proper authority.

Name - Alternate names should be associated with the appropriate name type from the
Banner Name Type Table.

AKA1	Alt. Name 1 (Not Maiden Name)
AKA2	Alt. Name 2 (Not Maiden Name)
ATHL	Athletics ID
BRTH	Birth/Maiden
DECS	Deceased Name (the Estate of)
GSO	Grants Service Officer
LGCY	Legacy (Used for Migration)
MILL	Advancement Millennium ID
NICK	Nickname
PREV	Previous Name
PROF	Professional Name
PSO	Program Scientific Officer
SLGY	Student Legacy (Migration)
TRAN	Transcript Name

Name Standards

Last Name

Topic	Standard and Description
Last Name	Enter the legal spelling and format of the last name as supplied by the person. **The name should be entered in mixed case.** **(Persons employed by the University MUST use their name as indicated on their Social Security card.)**
No Last Name	For single-named individuals, enter the name in the **last name** field. A **period must be entered** in the First Name field.
Hyphenated Names	Hyphens may be used to separate double last names. **DO NOT** include a space before or after the hyphen.
Two Non-hyphenated Last Names	Enter both last names in the Last Name field.
Names with Spaces	Spaces are permitted if the legal spelling and format of the name includes spaces.
Apostrophe	Do not include spaces after an apostrophe in a name.
Accented Names	Accent marks for names will be used if supported by Banner.
Abbreviated Last Names	Enter the legal name and format as supplied by the Person. Periods in abbreviated last names are acceptable.
Violation	Do NOT use commas, titles, prefixes, or suffixes in the last name field.

Examples

No First Name	Monduwanhi would be entered as: **Last First Middle** Monduwanhi .
Punctuation and Apostrophe	John Patrick O'Brien would be entered as follows: **Last First Middle** O'Brien John Patrick
Hyphenated Names	Barbara Jo Hudson-Barker would be entered as follows: **Last First Middle** Hudson-Barker Barbara Jo
Two Non-hyphenated Last Names	Monica Lou Creton Quinton would be entered as follows: **Last First Middle** Creton Quinton Monica Lou
Abbreviated Last Name	Patricia Jane St. James would be entered as follows: **Last First Middle** St. James Patricia Jane
Spaces in Names	Alan Anthony Del la Rosa would be entered as follows: **Last First Middle** Del la Rosa Alan Anthony

First Name

Topic	Standard and Description
First Name	Enter the legal spelling and format of the first name as supplied by the person. **The name should be entered in mixed case.** **(Persons employed by the University MUST use their name as indicated on their Social Security card.)**
No First Name	For single-named individuals, enter the name in the **last name** field. A **period must be entered** in the First Name field.
Single Character First Name	Any single character first name should be entered without a period. In those cases where a single character first name is designated as the first name and followed by a middle name, place the single character in the first name field and the middle name in the middle name field.
Hyphenated First Name	Hyphens MAY be used to separate double first names. **DO NOT** include a space before or after the hyphen.
Spaces	Spaces are permitted if the legal spelling and format of the name includes spaces
Apostrophe	Do not include spaces after an apostrophe in a name.
Abbreviated First Name	Enter the legal name and format as supplied by the Person
Accent marks	Accent marks for names will be used if supported by Banner.
Violation	**DO NOT** use commas, titles, prefixes, or suffixes in the first name field.

Examples

No First Name	Monduwanhi would be entered as: **Last First Middle** Monduwanhi .
Hyphenated First Names	Barbara-Jo Mary Barker would be entered as: **Last First Middle** Barker Barbara-Jo Mary
Single Character First Name	M Lou Quinton would be entered as: **Last First Middle** Quinton M Lou
Apostrophe	Ti'ana Louise Marks would be entered as: **Last First Middle** Marks Ti'ana Louise
Abbreviated First Name	St. James Martin Parker would be entered as: **Last First Middle** Parker St James Martin
Spaces in Names	Jean Claude Renee Rousseau would be entered as: **Last First Middle** Rousseau Jean Claude Renee

Middle Name

Topic	Standard and Description

Middle Name	Enter the legal spelling and format of the middle name as supplied by the person. **The name should be entered in mixed case.** (Persons employed by the University MUST use their name as indicated on their Social Security card.)
No Middle Name	If no middle name exists leave this field blank.
Single Character Middle Name	Any single character middle name should be entered **without** a period.
Hyphenated Middle Name	Hyphens MAY be used to separate double middle names. **DO NOT** include a space before or after the hyphen.
Spaces	Spaces are permitted if the legal spelling and format of the name includes spaces.
Apostrophe	**DO NOT** include spaces after an apostrophe in a name.
Accent Marks	Accent marks for names will be used if supported by Banner.
Abbreviated Middle Name	Enter the legal name and format as supplied by the Person.
Violation	**DO NOT** use commas, titles, prefixes, or suffixes in the first name field.

Examples

No Middle Name	Mary Bauer would be entered as: **Last First Middle** Bauer Mary
Single Character Middle Name	Mark J Patterson would be entered as: **Last First Middle** Patterson Mark J
Apostrophe	Marie La'Rue Stetson would be entered as: **Last First Middle** Stetson Marie La'Rue
Hyphenated Middle Name	Pat Jo-Elle Smith would be entered as: **Last First Middle** Smith Pat Jo-Elle
Abbreviated Middle Name	Martin St. James Parker would be entered as: **Last First Middle** Parker Martin St James
Spaces in Names	Barbara Lee Ann Parker would be entered as: **Last First Middle** Parker Barbara Lee Ann

Prefixes

Topic	Standard and Description

Prefixes	All Prefix codes are to be entered using mixed case (standard combination of upper and lower case letters). **Prefix abbreviations require periods.** Enter the Prefix in the Prefix field. The Prefix field is not included on printed accounts payable checks, payroll checks, and tax reports.
Violation	**DO NOT** enter a Prefix in the first name field.

Below are examples of commonly used Prefixes and recommended abbreviations.

Abbreviation	Description
Mr.	Mister
Ms.	Is not an abbreviation for another word – does not convey marital status
Dr.	Doctor
Mrs.	Conveys marital status

Suffixes

Suffix data is not validated and the data standards are only related to how the information is entered in Banner, not whether the information is correct.

Topic	Standard and Description
Suffixes	All suffix codes are to be entered using mixed case (standard combination of upper and lower case letters, with the exception of Roman numerals). **Suffix abbreviations require periods**. Enter the suffix in the suffix field. The suffix field is not included on printed accounts payable checks, payroll checks, and tax reports.
Violation	**DO NOT** enter suffix in the last name field.

Below are examples of commonly used suffixes and recommended abbreviations.

Inherited Suffix Abbreviation	Description
Sr.	Senior
Jr.	Junior
II	The Second
III	The Third

NOTE: Degree Related and Military Related suffixes should not be entered if the person is a current/active employee. If entered, the standards below must be followed:

Degree Related Abbreviation	Preference
MBA	No punctuation
Esq.	Esquire (period required)
Jr., MBA III, JD	For people with an inherited suffix and degree abbreviation, the suffix should be entered first, separated with a comma and a space.

Military Related Abbreviation	Preference
USAF	No punctuation
Sr., USAF	For people with an inherited suffix and military abbreviation, the suffix should be entered first, separated with a comma and a space.

Non-Person Name/Vendor

Topic	Standard and Description
Non-Person Name/Vendor	All information is to be entered using mixed case (standard combination of upper and lower case letters). Acronyms are an exception. See the acronym section below. Enter the vendor's legal name as supplied by the vendor on the W-9 form.
Hyphens	Hyphens may be used to separate double names. **DO NOT** include a space before or after the hyphen.
Spaces	Spaces are permitted if the legal spelling and format of the name includes spaces.
Ampersand	The ampersand (&) can be used only when part of a formal name (e.g., Baltimore & Ohio Railroad). Use 'and' in all other cases. **DO NOT** put a space between two initials that are separated by an ampersand. **EX:** A&W Electrical.
Apostrophe	**DO NOT** include spaces after an apostrophe in a name unless the spaces are part of the formal name.
Abbreviations	Abbreviations are allowed for Co, Corp, Ltd or Inc when used after the name of a corporate entity.
Acronyms	Companies that are recognized by their acronyms should be entered using their acronym (e.g., IBM, SCT, and ITT). Should there be a chance that a search would not produce the name, an alternate name should be created to ensure that a user can find the company using either name.

Address Standards

UNC Charlotte uses Clean Address to aid in the data entry of addresses, please review the procedures on how to use Clean Address.

DO NOT add a telephone number to an address**.**

Multiple addresses can be entered for a person or vendor using different address types. Follow the departmental procedures for address entries. Address standards have been established cooperatively so that address types are used consistently. Use the appropriate address typed code from the Banner Address Type Table. See the Address Type and Phone Type Appendices for standard type and descriptions.

Topic	Standard and Description
Street Standards	All information is to be entered using upper and lower case letters.
Street Address	The address format allows three lines of street address information.
Street and Directional Designations	All street and directional designations should be abbreviated if at the end of the address. See Appendix 3 for standard postal abbreviations. A directional designation should be spelled out if it is the official name of the street.
Multiple lines	If the address has more than one line, the post office box should be on the line directly above the city/state/zip line.
Punctuation	Addresses should be written without punctuation marks except for hyphens and slashes, which may be used when needed for clarity or designated fractions.
Blank Lines	**DO NOT** leave blank lines between street lines.
In Care of	In Care of' should be entered as 'c/o' and placed in the first line of the address. DO NOT use the % sign or spell out 'in care of'.
Attn, Div of, Dept of	These should all be placed in the first line of the address.
Pound sign	The pound sign (#) must not be used because it may cause ORACLE database errors.
Unit Numbers such as Apartment, Building, Suite, etc.	The apartment, building or unit designation and number should be at the end of the delivery address line.
Violation	**DO NOT** use # or % signs in any address.

Example	Information given	Mailing/Primary Address	Secondary
Street Address,	John F Smith PO Box 2351, 1379 NW Pine	John F Smith PO Box 2351	John F Smith 1379 NW Pine

Option for Finance	Portland, OR 97203	Portland, OR 97203	Portland, OR 97203
Multiple Lines	Mr John Smith PO Box 200 Morgan Station 100 Major St. New York, NY 10001	Mr John Smith 100 Major St PO Box 200 Morgan Station New York, NY 10001	
Street and Directional Designations	Mr John Smith 65 East Avenue Raleigh, NC 28017	Mr John Smith 65 East Ave Raleigh, NC 28017	
Street and Directional Designations	Mr John Smith 4500 Plaza Road, South Raleigh, NC 28017	Mr John Smith 4500 Plaza Rd S Raleigh, NC 28017	
Unit Numbers	Mr John Smith 1300 Main Street Apt. #45A Charlotte, NC 28213	Mr John Smith 1300 Main St Apt 45A Charlotte, NC 28213	

City and State Standards

Enter the zip code and the city and state should default. If the city and state do not populate, use the standards below.

Topic	Standard and Description
City Standards	All information is to be entered using mixed case (standard combination of upper and lower case letters). **DO NOT** abbreviate unless there is a space limitation.
State Standards	Select the correct codes defined in the Banner state/province code table.

Zip Code Standards

Topic	Standard and Description
Zip Codes	Zip codes MUST be entered for all United States and Canadian addresses.
United States	Enter the 5- digit zip code. When the 9-digit zip code is available, place a hyphen between the first 5 and last 4 digits.
Canadian	Enter the six character postal code without hyphens or spaces. The alpha characters should be capitalized.
International Postal Code	Enter the international address as supplied. Optionally, the Postal Code may be entered in this field or on the same line as the city.

Examples

Canadian	Mark Shannon 117-445 Glengarry Ave Windsor ON N9A1P7
International Postal Code	Bader H Al-Khalifia c/o Aramco Dhahram 31311 Saudi Arabia

Nation Code Standards

Topic	Standard and Description
Nation Codes	Codes should **ONLY** be added for **NON-US** addresses.

Date Standards

Topic	Standard and Description
Dates	All dates will display as DD-MON-YYYY
mmddyy	Displays: DD-MON-YYYY
mm/dd/yy	Displays: DD-MON-YYYY
mmddyyyy	Displays: DD-MON-YYYY
mm-dd-yy	Displays: DD-MON-YYYY

Examples

Enter	Displayed as
011793	17-JAN-1993
11011992	01-NOV-1992
01/17/93	17-JAN-1993
01-17-93	17-JAN-1993

Telephone Number Standards

All telephone numbers should be entered under the **Telephone** tab on the xxxIDEN form.

All telephone numbers must include the area code and extension if available
- DO NOT add a dash
- Ex: XXX XXXX XXXX

International telephone numbers must be entered under the **Telephone** tab in the **International Access** field on the xxxIDEN form.

Telephone numbers **are not** to be associated with addresses.

List of telephone number types: see **Appendix 2**

Email Standards

All current UNC Charlotte students and staff/faulty are required to have the email type of "**U**" as their preferred email address (@uncc.edu)

The @uncc.edu is the UNC Charlotte official means of communication to current UNC Charlotte students.

List of email types:

Code	Description
ADVP	Alumni and Friends
BU	Business
FA	Financial Aid
FATR	Father
FI	Finance
GUAR	Legal Guardian
MOTR	Mother
P	Personal
PAR	Parent
U	UNC Charlotte
URL	Website
VO	Vendor Order
VR	Vendor Remit

Biographical Standards

Gender
- May be entered if known
- Required in order to make a general person an employee
- Select Not Available if unknown

Social Security Number (SSN)
- May be entered if known
- Required in order to make a general person an employee
- Not be used as the primary ID of the record

Date of Birth (DOB)

- DOB can be tracked for employees and students.
- Required in order to make a general person an employee.
- If the birth date is **unknown**, estimate the year and enter January 01 as the month and day **ex:** 01/01/1900

NOTE: Periodically, records containing 01-Jan will be identified and corrected.

Confidential Information Indicator

Selecting this field is optional

If a person wishes to have their information marked "confidential", this field is checked.

When the confidential field (box) is selected, this denotes that the person does not want address and telephone number information released to the public.

When information is marked confidential, no directory information is to be released.

If the Confidentiality indicator is **not indicated** for a student, only directory information can be released.

Please see University policy statement #69 at http://www.uncc.edu/policystate/ps-69.html for a definition of directory information.

Deceased & Deceased Date

Select the deceased box for the employee/student when proper documentation is provided.

Update the date of death, if known.

Citizenship

Code	Description	Explanation
US	United States Citizen	A person who is a citizen of the Unites States, owes service to it, and has attendant political rights.
PR	Permanent Resident Alien	A person who is not a citizen of the USA and who has been lawfully admitted to the USA for permanent residence. Such persons generally hold permanent visas or BCIS-issued Permanent Resident Status Approval Notices (and/or Green Card).
PP	Pending Perm Resident Alien	A person who has applied for US Permanent Resident Status. Such persons generally hold a BCIS-issued Receipt Notice indicating that an application for Change of Status to Permanent Resident Status has been received and is being adjudicated.
NR	Non Resident Alien – Temp Visa	A person who is not a citizen of the USA and who has been admitted to the USA for a temporary period. Such persons generally hold temporary visas i.e. F, J, H, K, L, O, R, TPS etc. or a BCIS-issued Approval Notice indicating the approved temporary status.
AS	Asylee/Refugee – NOT Perm Res	A person who is not a citizen of the USA and who has been lawfully admitted to the USA as an asylee or a refugee. Such persons may also hold a BCIS-issued Ayslee/Refugee Status Approval Notice.
UD	Undocumented Alien	A person who is not a citizen of the USA and who was not lawfully admitted to the USA or who overstayed his/her temporary admission to the USA. Such person generally cannot provide any documentation as to his/her current and valid legal status in the USA.
NA	Not Available	A person who did not declare whether s/he was either a US citizen or not, or who did not declare his/her legal status in the USA.

Ethnic Code

Code	Description	Explanation
B	Black, Non-Hispanic	A person having origins in any of the black racial groups of Africa
I	American Indian/Alaskan Native	A person having origins in any of the original peoples of North America or who maintain cultural identification through tribal affiliation or community recognition.
O	Asian or Pacific Islander	A person having origins in any of the original peoples of the Far East or Southeast Asia. This includes people from China, Japan, Korea, and Vietnam.
H	Hispanic	A person of Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race.
W	Caucasian/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).
Z	Other	Other
N	International	Person enrolled or employed at UNCC with an active temporary visa-type
X	Not specified	Unknown

Marital Status

Code	Description	Explanation
M	Married/Remarried	Legally married
P	Separated	Legally married but living apart
U	Single/Divorced/Widowed	Not married
Blank	Not specified	Unknown

Religion

Code	Description
UN	Unspecified
NO	None
AG	Assembly of God
AT	Atheist
BI	Baha'i
BT	Baptist
BU	Buddhist
CH	Christian
CS	Christian Scientist
CC	Church of Christ
CG	Church of God
EO	Eastern Orthodox
EP	Episcopalian
FR	Friends (Quaker)
FG	Full Gospel
GO	Greek Orthodox
HI	Hindu
JW	Jehovah's Witnesses
JE	Jewish
LU	Lutheran
ME	Methodist
MO	Moravian
MN	Mormon-CLDS
MU	Muslim
PE	Pentecostal
PR	Presbyterian
RC	Roman Catholic
SA	Seventh Day Adventist
UC	United Church of Christ
UU	Unitarian/Universalist
OT	Other

Legacy

L=Related to UNC Charlotte alumnus
N=Not related
Blank=Not indicated

Veteran Category

Used by the Registrar's Office and Human Resources Only

APPENDIX 1 - ADDRESS TYPES

Code	Description	Explanation

AU	Address Unknown/Bad	Maintained by all offices. Street Line 1 = Do Not Use, City = Charlotte, State = NC, ZIP = 28223-0001
BI	Billing	Maintained by AR. Created if the billing address is different from Permanent. Use to mail invoices and statements.
B1	Billing 1	Maintained by AR. Created if the billing address is different from the BI address. Used to mail invoices and statements, primarily to third party contract entities.
B2	Billing 2	Maintained by AR. Created if the billing address is different from the B1 address. Used to mail invoices and statements, primarily to third party contract entities.
BU	Business	Maintained by AR, Student, and/or AL. The address where a person works off campus. This address is attached to a student, and is not the address of a vendor or corporate entity.
CT	Contact Address	Corporate contact person
DD	Direct Deposit	Maintained by Financial Services for Vendors, Employees, & Students setup for Direct Deposit payments.
DP	Diploma	Maintained by Records and Registration.
EM	Emergency	Maintained by HR and Student. It is the address of an emergency contact for a person.
HT	Hometown	Maintained by the Student. Used for hometown Newspaper notification
K1	Next of Kin 1	Maintained by students via self service.
K2	Next of Kin 2	Maintained by students via self service.
MA	Local	Maintained by Student and/or AL. A local address or temporary address for a person. Created if different from Permanent
MG	Matching Gift Office	Maintained by AL. Address of Matching Gift Office of Corporation.
PA	Parent – Primary	Maintained by Student and/or AR. Parent address created if different from Permanent.
PC	Petty Cash	Maintained by Accounts Payable. On-campus address for Petty Cash custodians.
PR	Permanent	Maintained by AR, Student, AL, HR and/or FA. Every non-vendor record should have this address type. Primary mailing address for all communication and legal documents.
RH	Residence Hall	Populated by daily interface from RMS.
SD	SEVIS Dependent	Maintained by International Admissions until student is matriculated and then International Programs.
SE	Seasonal	Maintained by AL and/or Student. Stores seasonal (recurring) addresses for people.
SP	Sponsored Programs	Maintained by Sponsored Programs.
SR	Student Refund	Maintained by Student Accounts. Used for mailing refund checks.
SU	SEVIS US Address	Maintained by International Admissions until student is matriculated and then International Programs.
SV	SEVIS Foreign Address	Maintained by International Admissions until student is matriculated and then International Programs.

TX	Tax (W-9S)	Maintained by Student Accounts. Used for 1098Ts.
VO	Vendor Order	Maintained by Accounts Payable. Used to mail vendor checks.
VR	Vendor Remit	Maintained by Purchasing. Used to mail Purchase Order and Change Orders.
WK	Campus Work Address	Maintained by HR and employees via self service.
XX	Reserved for TGRFEED only	Required reserved code for TGRFEED.

APPENDIX 2-TELEPHONE TYPE

Code	Description	Address Type	Explanation
AU	Address Unknown/Bad	AU	Maintained by all offices.
BI	Billing	BI	Maintained by AR. Created if the billing number is different from Permanent
B1	Billing 1	B1	Maintained by AR. Created if the billing address is different from the BL address.
B2	Billing 2	B2	Maintained by AR. Created if the billing address is different from the B1 address.
BU	Business	BU	Maintained by AR, Student, and/or AL. The address where a person works off campus. This address is attached to a student, and is not the address of a vendor or corporate entity.
CELL	Cellular Phone		Maintained by all offices
CT	Contact Address	CT	Corporate contact person
DD	Direct Deposit	DD	Maintained by Financial Services for Vendors, Employees, & Students setup for Direct Deposit payments.
DP	Diploma	DP	Maintained by Records and Registration.
EM	Emergency	EM	Maintained by HR and Student. It is the number of an emergency contact for a person.
FAX	Fax Number		Maintained by all offices.
HT	Hometown	HT	Maintained by the student.
K1	Next of Kin 1	K1	Maintained by the student via self service.
K2	Next of Kin 2	K2	Maintained by the student via self service.
MA	Local	MA	Maintained by Student and/or AL. A local number or temporary number created if different from Permanent.
MG	Matching Gift Office	MG	Maintained by AL. Number of Matching Gift Office of Corporation.
PA	Parent Primary	PA	Maintained by Student and/or AR. Parent number created if different from Permanent.
PAGE	Pager		Maintained by all offices.
PC	Petty Cash	PC	Maintained by Accounts Payable. On-campus telephone for Petty Cash custodians.
PR	Permanent	PR	Maintained by AR, Student, AL, HR and/or FA. Every non-vendor record should have this number type.
RH	Residence Hall	RH	Populated by daily interface from RMS.
SD	Sevis Dependent	SD	Maintained by International Admissions until student is matriculated and then International

			Programs.
SE	Seasonal	SE	Maintained by AL and/or Student. Stores seasonal (recurring) numbers for people.
SERV	Service Phone		Maintained by Purchasing and Accounts Payable Office. Used to contact vendors for service or product issues.
SP	Sponsored Programs	SP	Maintained by Sponsored Programs.
SR	Student Refund	SR	Maintained by Student Accounts for contacting students regarding refund checks.
SU	Sevis US Address	SU	Maintained by International Admissions until student is matriculated and then International Programs
SV	Sevis Foreign Address	SV	Maintained by International Admissions until student is matriculated and then International Programs.
TX	Tax (W-9S)	TX	Maintained by Student Accounts. Used for 1098Ts.
VR	Vendor Remit	VR	Maintained by Accounts Payable.
VO	Vendor Order	VO	Maintained by Purchasing.
WK	Campus Work Address	WK	Maintained by HR and employees via self service.
XX	Reserved for TGRFEED		Required reserved code for TGRFEED.

Suggested telephone types

Code	Description
BU	Business
CELL	Cellular Phone
CT	Contact
EM	Emergency
FAX	Fax Number
K1	Father
K2	Mother
K3	Guardian
PAGE	Pager
PR	Permanent
SERV	Service Phone
WK	Campus Work
SU	Sevis US
SV	Sevis Foreign

APPENDIX 3 - POSTAL STANDARDS FOR ADDRESS ABBREVIATIONS

Alley	Aly
Arcade	Arc
Avenue	Ave
Beach	Bch
Boulevard	Blvd
Branch	Br
Bridge	Brg
Bypass	Byp
Canyon	Cyn
Causeway	Cswy
Center	Ctr
Circle	Cir
Cliff	Clf
Cliffs	Clfs
Corner	Cor
Corners	Cors
Course	Crse
Court	Ct
Courts	Cts
Cove	Cv
Creek	Crk
Crescent	Cres
Crossing	Xing
Drive	Dr
Estate (s)	Est
Expressway	Expy
Extension	Ext
Forest	Frst
Fort	Ft
Freeway	Fwy
Front	Frnt
Garden	Gdn
Gardens	Gdns
Gateway	Gtwy
Green	Grn
Ground	Grd
Grove	Grv
Harbor	Hbr

Heights	Hts
Highway	Hwy
Island (s)	Is
Junction	Jct
Lake	Lk
Lakes	Lks
Landing	Lndg
Lane	Ln
Light	Lgt
Lobby	Lbby
Lock	Lck
Locks	Lcks
Lodge	Ldg
Lower	Lowr
Manor	Mnr
Meadow	Mdw
Meadows	Mdws
Mission	Msn
Mount	Mt
Mountain	Mtn
Neck	Nck
Orchard	Orch
Park	Pk
Parkway	Pkwy
Peninsula	Pnsla
Place	Pl
Plaza	Plz
Point	Pt
Port	Prt
Post Office Box	PO Box
Prairie	Pr
Rapid	Rpd
Rapids	Rpds
Ridge	Rdg
River	Riv
Road	Rd
Shore	Shr
Shores	Shrs
Spring	Spg
Springs	Spgs

Square	Sq
Station	Sta
Stream	Strm
Street	St
Summit	Smt
Terrace	Ter
Trace	Trce
Track	Trak
Trafficway	Trfy
Trail	Trl
Trailer	Trlr
Tunnel	Tunl
Turnpike	Tpke
Union	Un
Upper	Uppr
Valley	Vly
Viaduct	Via
View	Vw
Village	Vlg
Ville	Vl
Vista	Vis
Way	Way