

Total Employees 4,753

## Code Descriptions for Banner Address Labels

<u>List</u>	<u>Group</u>	<u>Total Number of Name</u>	<u>Description</u>
1	Professionals	1782	All non-teaching professional employees (EEO Group 3) Example: Coordinators', Clinic Nurses, Mangers, Librarians, Research Assistants, Coaches, etc.
2	Teaching Faculty	1375	All TEACHING faculty only, (EEO Group 2) Example: Professor, Assistant Professor, Associate Professor, and Lecturer.
3	Instructional and Research Departments Head	117	Chief Officers of instructional/research departments, school, colleges, units or divisions. Examples: Head, Vice President, President, Deans, Assistant/Associate Deans, and Director
4	General Administrative Officers and non-instructional Departments Head	113	General Administrative Officers. Example: All directors in Business Affairs, Student Affairs, Athletics, MAFES, MCES and Internal Audit.
5	Support Staff	1596	All Support Staff employees, (EEO Groups 4, 5, 6, 7) Example: Secretary, Technician, Custodian, Carpenter, Farm Laborer and Administrative Assistant
6	Retirees	72	All retired employees from Univ., MAFES and MCES at all levels of employment. Employees remains on this list until mail is returned twice as "undeliverable" or the employee passes away. <i>Family members of deceased individuals are <u>not</u> added to the list.</i>
7	Faculty Senate	1188	All teaching faculty and faculty equivalent employees on and off campus identified by the Faculty senate membership definition.

One or more of the preceding codes should be assigned to all employees except for students, graduate assistants, temporary and intermittent employees. The codes are is located on the Banner Person Form PPAIDEN.

**Request examples:**

**Request: “I need a set of labels to go to everyone on campus”**

*Label Set: Sets 1, 2, 3, 4, 5*

**Total of names: 4983**

**Request: “I need a set of labels for all professionals including Faculty.”**

*Label Set: 1 and 2*

**Total of names: 3157 on & off campus**

**2599 campus only**

**Request: “I need a set of labels for all faculty”**

*Label Set: Set 2 only*

**Total of names: 1375 on & off campus**

**1146 campus only**

**Request: “I need a set of labels for all support staff”**

*Labels: Set 5 only*

**Total of names: 1596 on & off campus**

**1204 campus only**

**Request: “I need a set of labels for all Faculty Senate members.”**

*Labels: Set 7*

**Total of names: 1188 on & off campus**

**1097 campus only**

**Request: “I need a set of labels for all member of Professional/Support Staff Council.”**

*Label set: Set 1 and 5*

**Total of names: 3378 on & off campus**

**2653 campus only**

**Request: “I need a set of labels for all department heads.**

*Label Set: Set 3 and 4*

**Total of names: 3D's 230 on & off campus**

**219 campus only**