### Code Descriptions for Banner Address Labels

<table>
<thead>
<tr>
<th>List</th>
<th>Group</th>
<th>Total Number of Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Professionals</td>
<td>1782</td>
<td>All non-teaching professional employees (EEO Group 3) Example: Coordinators’, Clinic Nurses, Managers, Librarians, Research Assistants, Coaches, etc.</td>
</tr>
<tr>
<td>2</td>
<td>Teaching Faculty</td>
<td>1375</td>
<td>All TEACHING faculty only, (EEO Group 2) Example: Professor, Assistant Professor, Associate Professor, and Lecturer.</td>
</tr>
<tr>
<td>3</td>
<td>Instructional and Research Departments Head</td>
<td>117</td>
<td>Chief Officers of instructional/research departments, school, colleges, units or divisions. Examples: Head, Vice President, President, Deans, Assistant/Associate Deans, and Director</td>
</tr>
<tr>
<td>4</td>
<td>General Administrative Officers and non-instructional Departments Head</td>
<td>113</td>
<td>General Administrative Officers. Example: All directors in Business Affairs, Student Affairs, Athletics, MAFES, MCES and Internal Audit.</td>
</tr>
<tr>
<td>5</td>
<td>Support Staff</td>
<td>1596</td>
<td>All Support Staff employees, (EEO Groups 4, 5, 6, 7) Example: Secretary, Technician, Custodian, Carpenter, Farm Laborer and Administrative Assistant</td>
</tr>
<tr>
<td>6</td>
<td>Retirees</td>
<td>72</td>
<td>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. Family members of deceased individuals are not added to the list.</td>
</tr>
<tr>
<td>7</td>
<td>Faculty Senate</td>
<td>1188</td>
<td>All teaching faculty and faculty equivalent employees on and off campus identified by the Faculty senate membership definition.</td>
</tr>
</tbody>
</table>

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”

\textit{Label Set: Sets 1, 2, 3, 4, 5} \hspace{1cm} \text{Total of names: 4983}

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

\textit{Label Set: 1 and 2} \hspace{1cm} \text{Total of names: 3157 on \& off campus}

\hspace{1cm} \text{2599 campus only}

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

\textit{Label Set: Set 2 only} \hspace{1cm} \text{Total of names: 1375 on \& off campus}

\hspace{1cm} \text{1146 campus only}

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

\textit{Labels: Set 5 only} \hspace{1cm} \text{Total of names: 1596 on \& off campus}

\hspace{1cm} \text{1204 campus only}

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

\textit{Labels: Set 7} \hspace{1cm} \text{Total of names: 1188 on \& off campus}

\hspace{1cm} \text{1097 campus only}

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

\textit{Label set: Set 1 and5} \hspace{1cm} \text{Total of names: 3378 on \& off campus}

\hspace{1cm} \text{2653 campus only}

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

\textit{Label Set: Set 3 and 4} \hspace{1cm} \text{Total of names: 3D’s 230 on \& off campus}

\hspace{1cm} \text{219 campus only}