

## Global Email Lists Updated by Banner Jobs

List Name	Selection Criteria	Approx. members	Who can email the list?	Can users unsubscribe?	List handling	Update Frequency	Concerns
All-administrators	All active 'administrative' employees per Banner HR (pebempl_ecls_code = 'A1', 'A2', or 'AD'), AND with the current date falling between the active job start date and end date.	500	list admins only	No	All non-list-admins are deleted and readded each time the jobs are run.	M-T-W-R-F by 6:45 am	
All-classified	All active 'classified' employees per Banner HR (pebempl_ecls_code = 'CD', 'CE', 'CN' or 'CP'), AND with the current date falling between the active job start date and end date.	150	list admins only	No	All non-list-admins are deleted and readded each time the jobs are run.	M-T-W-R-F by 6:45 am	
all-faculty-adjunct	All 'adjunct faculty' per Banner HR (pebempl_ecls_code = 'F4'), with the current date falling between the active job start date and end date.	0 - 850	list admins only	No	All non-list-admins are deleted and readded each time the jobs are run.	M-T-W-R-F by 6:45 am	Because of FLAC process, adjunct list not complete until approx. 3rd week of each term
all-faculty-category-2	All 'category 2 faculty' per Banner HR (pebempl_ecls_code = 'F2', 'F3', 'F5', 'F6', 'FS', or 'FD', AND not tenure or tenure track), with the current date falling between the active job start date and end date.	100	list admins only	No	All non-list-admins are deleted and readded each time the jobs are run.	M-T-W-R-F by 6:45 am	

all-faculty-tenure-and-t-track	All 'tenure and tenure track faculty' per Banner HR (pebempl_ecls_code = 'F2', 'F3', 'F5', 'F6', 'FS', 'FC', or 'FD', AND tenure or tenure track), with the current date falling between the active job start date and end date.	450	list admins only	No	All non-list-admins are deleted and readded each time the jobs are run.	M-T-W-R-F by 6:45 am	
all-hourly-employees	All active 'temporary hourly employees' per Banner HR (pebempl_ecls_code = 'AH' or 'CH'), AND with the current date falling between the active job start date and end date.	140	list admins only	No	All non-list-admins are deleted and readded each time the jobs are run.	M-T-W-R-F by 6:45 am	
all-student-employees	All active 'student employees' per Banner HR (pebempl_ecls_code = 'ST', or 'SS'), AND with the current date falling between the active job start date and end date.	600-1,100	list admins only	No	All non-list-admins are deleted and readded each time the jobs are run.	M-T-W-R-F by 6:45 am	Students are removed from the list between terms.
all-employees	Includes all non-list-admin members from the following lists: all-administrators; all-classified; all hourly employees; all-faculty-adjunct; all-faculty-category-2; and all-faculty-tenure-and-t-track.	1300-1700	list admins only	No	All non-list-admins are deleted and readded each time the jobs are run.	M-T-W-R-F by 6:45 am	

all-faculty	Includes all non-list-admin members from the following lists: all-faculty-adjunct; all-faculty-category-2; and all-faculty-tenure-and-t-track.	500-1300	list admins only	No	All non-list-admins are deleted and readded each time the jobs are run.	M-T-W-R-F by 6:45 am	
all-administrators-discussion	All 'administrative employees' (pebempl_ecls_code = 'A1', 'A2', or 'AD') who had a date qualifying job record at any time since the last purge of the list.	500+	anyone on the list	Yes	Only additional records are added. Records are not purged except on an infrequent basis, usually once per year.	M-T-W-R-F by 6:45 am	List accumulates members, keeping even those no longer employed, until the list is purged, which is usually once per year
all-classified-discussion	All 'classified employees' (pebempl_ecls_code = 'CD', 'CE', 'CN' or 'CP') who had a date qualifying job record at any time since the last purge of the list.	150	anyone on the list	Yes	Only additional records are added. Records are not purged except on an infrequent basis, usually once per year.	M-T-W-R-F by 6:45 am	List accumulates members, keeping even those no longer employed, until the list is purged, which is usually once per year
all-faculty-adjunct-discussion	All 'adjunct faculty' per Banner HR (pebempl_ecls_code = 'F4'), who had a date qualifying job record at any time since the last purge of the list.	800+	anyone on the list	Yes	Only additional records are added. Records are not purged except on an infrequent basis, usually once per year.	M-T-W-R-F by 6:45 am	List accumulates members, keeping even those no longer employed, until the list is purged, which is usually once per year
all-faculty-category-2-discussion	All 'category 2 faculty' per Banner HR (pebempl_ecls_code = 'F2', 'F3', 'F5', 'F6', 'FS', or 'FD', AND not tenure or tenure track), who had a date qualifying job record at any time since the last purge of the list.	100	anyone on the list	Yes	Only additional records are added. Records are not purged except on an infrequent basis, usually once per year.	M-T-W-R-F by 6:45 am	List accumulates members, keeping even those no longer employed, until the list is purged, which is usually once per year

all-faculty-tenure-and-t-track-discussion	All 'tenure and tenure track faculty' per Banner HR (pebempl_ecls_code = 'F2', 'F3', 'F5', 'F6', 'FS', 'FC', or 'FD', AND tenure or tenure track), who had a date qualifying job record at any time since the last purge of the list.	450	anyone on the list	Yes	Only additional records are added. Records are not purged except on an infrequent basis, usually once per year.	M-T-W-R-F by 6:45 am	List accumulates members, keeping even those no longer employed, until the list is purged, which is usually once per year
all-students	Any undergrad or grad student who has attended MSU Denver in the last 3 terms, or who is an accepted applicant for the current term.	38,000-40,000	list admins only	No	All non-list-admins are deleted and readded each time the jobs are run.	M-T-W-R-F by 6:45 am	
all-students-registered	Any undergrad or grad student who is registered for the 'current term'.	7,500 - 21,000	list admins only	No	All non-list-admins are deleted and readded each time the jobs are run.	M-T-W-R-F by 6:45 am	
all-student-eligible-un-regist	Any undergrad or grad student who has not registered for the 'current term'. This includes students that have holds or academic standing issues	up to 33,000	list admins only	No	All non-list-admins are deleted and readded each time the jobs are run.	M-T-W-R-F by 6:45 am	To only reach students without barriers to registration, list 'elig-no-reg-no-hold' can be generated by the Registrar on demand.
all-*-majors (in approx. 95 lists)	Separate lists for each active Banner major with the students registered for the current term who have had that major officially declared since the last time the major lists were purged (currently August 2016).	5,000 - 16,000	list admins only	No	3 majors are deleted and readded each time the job runs. For the rest, only additional records are added. Records are not purged except on an infrequent	M-T-W-R-F by 6:45 am	Perhaps this should really be for anyone eligible to register, not just registered students, and then purge the list first every time the job runs

					basis, usually once per year.		
all-*-minors (148+ lists)	Separate lists for each active Banner minor with the students registered for the current term who have had that minor officially declared since the last time the minor lists were purged (currently August 2016).	6000	list admins only	No	Only additional records are added. Records are not purged except on an infrequent basis, usually once per year.	M-T-W-R-F by 2:00 am	Perhaps this should really be for anyone eligible to register, not just registered students, and then purge the list first every time the job runs