

# ADMINISTRATIVE SUPPORT BANNER FORMS



Department of Human Resources  
Banner 9

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## NBAJOBS – The Employee Jobs

The Employee Jobs Form (NBAJOBS) maintains information about an employee's assignments within the institution. This information defines when and how an employee is to be paid and the amounts and labor distributions account numbers to use when encumbering and expending with the Banner Finance system.

### Key Block

Enter a valid ID and Position in the Key block. This information has to be entered before you navigate to other blocks of the page.

**ID** Enter the ID of the employee. If you have to search for the ID, click on the Search button in the ID field.

**Position** Enter or select a position number for the job assignment. Select a position number by clicking on the Search button in the Position Field.

**Suffix** Enter a suffix number to further define a Position.

**Query Date** Enter the date that you want to search

Click the Go Button

After you click the Go Button, the last paid date will be populated. This date displays the last pay date for the employee.

### Base Job Information

The Base Job Information window contains several job-related fields that are fixed, such as the original Job Begin Date. Each employee can be associated with only one primary job.

The screenshot displays the NBAJOBS 9.3.6 Employee Jobs form. The top navigation bar includes tabs for Base Job, Job Detail, Payroll Default, Deferred Pay, Miscellaneous, Excluded Deductions/Benefits, Default Earnings, Work Schedules, and Job Labor Distribution. The 'BASE JOB' tab is active. The form contains several sections with input fields and dropdown menus:

- Job Detail:** Begin Date (08-DEC-2012), End Date, Job Type (Primary), Faculty Stats Canada Reporting Indicator (None).
- Details:** COA (M), Accrue Leave (checked), Civil Service (unchecked), Increase MM and DD (02 / 15), Eligible Date, Deferred Balance (0.00).
- Salary Encumbrance:** Total Encumbrance, Hours, Current Fiscal Year (55,961.68), Future Years (0.00), Total Encumbrance (55,961.68).
- Probationary Data:** Probationary Period, Probationary Begin Date, Probationary End Date.
- Contract Information:** Start Date, End Date, Total Contract Hours.
- Fringe Encumbrance:** Current Fiscal Year (0.00), Future Years (0.00), Total Encumbrance (0.00).

The bottom status bar shows 'EDIT Record: 1/1 NBRJOB NBRJOB\_BEGIN\_DATE [1] Memorial'.

## Job Detail Information

The Job Detail Information window displays the most recent job information whose effective date is less than or equal to the query date specified in the Key block of the Employee Jobs Form (NBAJOBS). This window collects compensation, pay plan, and encumbrance information.

The screenshot displays the 'Job Detail Information' window in the NBAJOBS 9.3.6 application. The window is titled 'Employee Jobs NBAJOBS 9.3.6' and shows a 'JOB DETAIL' record. The record includes the following information:

- Job Detail:** Effective Date: 01-APR-2018; Personnel Date: 01-APR-2018; Status: Active; Title: System Analyst; Job FTE: 1.000; Appointment Percent: 100.00; Encumbrance Hours: (empty).
- Pay Plan:** Group: 201804; Table: NB; Grade: 05; Step: 36.
- Compensation:** Rate: (empty); Hours per Pay: 70.00; Assign Salary: (empty); Factor: 26.0; Pays: 26.0; Annual Salary: (empty).

The window also shows a 'Start Over' button and a 'Record 1 of 12' indicator.

- Effective Date** The date that the job assignment becomes effective. This field is system-populated when a job detail record is saved.(The effective date can only be entered when a new record is created. It cannot be changed once the record exists in the database.)
- Personnel Date** The date when a change was actually made as opposed to the effective date which is for payroll purposes.
- Status** *Active*  
*Leave without pay, with benefits,*  
*Leave without pay, without benefits,*  
*Leave with full pay and benefits,*  
*Leave with partial pay and benefits, and*  
*Terminated.*
- Title** Displays the title of the employee's job assignment.
- Job FTE** Job FTE should sum up to 1.0 for a full-time employee. The value of this field defaults as the lesser of 1 or the FTE value for the position on the Position Definition Form (NBAPOSN).
- Appointment Percent** This is the percentage of pay that is accountable with the job.
- Encumbrance Hours** Displays the encumbrance hours entered for the year if your institution uses the encumbrance hours method to encumber salaries. This can be changed manually if the employee's status changes.
- Hours per Day** Displays the hours per day associated with the job.

- Employee Class** Displays the employee class associated with the job based on the employee class associated with the position on the Position Definition Form (NBAPOSN).
- Change Reason** Displays the reason for change with every job action. This provides a history of all job changes.
- Employer Code** Displays the employer code associated with the job.

The Pay Plan block displays the **Group, Grade, Step, and Table**

- Group** The Salary Group code specifies the current salary table being used.
- Table** Displays the salary group of the employee.
- Grade** Displays the band level
- Step** Displays the step the employee is currently on
- Rate** Displays the regular rate per hour associated with the job.
- Hours per Pay** Displays the hours the employee works
- Assign Salary** This is the amount of pay per pay period.
- Factor** This is the number of pays per calendar year for which the compensation is earned.
- Pays** This is the number of pays an employee will be paid.
- Annual Salary** This field displays the annual gross salary associated with the job, based on a calendar year.

## Payroll Default Information

The Payroll Default Information window collects time sheet and premium pay data.

Employee Jobs NBAJOBS 9.3.6

ID: [REDACTED] Position: S03393 Suffix: 00 Query Date: 11-OCT-2018 Last Paid Date: 12-OCT-2018

ADD RETRIEVE RELATED TOOLS

Start Over

Base Job Job Detail **Payroll Default** Deferred Pay Miscellaneous Excluded Deductions/Benefits Default Earnings Work Schedules Job Labor Distribution

Insert Delete Copy Filter

**PAYROLL DEFAULT**

**Timesheet Defaults**

Effective Date	01-APR-2018	Time Entry Method	Dept Time Entry with Approvals
Timesheet COA	M	Time Entry Type	Pay Period Exception Time Only
Timesheet *	60002 Department of Human Resources	<input type="checkbox"/>	Time In and Out
Organization		Leave Report Method	Departmental Leave Report
Payroll ID *	B1 Bi-weekly Payroll (Salaried)	Leave Report Payroll * ID	B1 Bi-weekly Payroll (Salaried)
Default Shift *	1		

**Premium Pay Methods**

Longevity		Premium Pay	
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EDIT Record: 1/12 NBAJOBS NBAJOBS\_COAS\_CODE\_TS [1] SAVE

Memorial

**Timesheet COA** Will always be M for Memorial

**Timesheet Organization** This displays the organization where the employee is located for leave entry.

**Payroll ID** B1 – Bi weekly salaried employees  
B2 – Hourly employees  
M1 - Pensioners

**Time Entry Method** Displays the Time Entry Method to be associated with the job.

**Time Entry Type** Indicates whether employees who enter their time for approval report both regular and exception time or report exception time only

**Time In and Out** Select this indicator to specify that an employee must enter time in and out information on the Web or have it entered by a department administrator on the Electronic Approvals of Time Entry Form (PHATIME).

**Leave Report Method** Displays the method by which leave reports will be entered by the employee from the pull-down list. Choices include:

- None (Payroll)*
- Leave Report on the Web*
- Departmental Leave Report*
- Third Party Report*

**Leave Report Payroll ID** Displays the employee’s payroll frequency (from the Payroll Identification Code Rule Form (PTRPICT).)

**Premium Pay** Displays a premium pay code.

Valid Values are:

<b>BEN</b>	Pay in Lieu of Benefits
<b>PEB</b>	Pay in Lieu of Benefits
<b>PLP</b>	Pay in Lieu of Pension
<b>PLP6</b>	Pay in Lieu of Pension 6 Percent
<b>PLP8</b>	Pay in Lieu of Pension 8 Percent
<b>VAC4</b>	Vacation at 4%
<b>VAC6</b>	Vacation at 6%
<b>VAC8</b>	Vacation at 8% - WORKS
<b>VAC9</b>	Vacation at 9%
<b>VAC10</b>	Vacation at 10%
<b>VAC19</b>	Vacation at 19.23%
<b>VP8</b>	Vacation Pay at 8%

## Deferred Pay Information

Enables you to set up deferred pay. It displays the per pay salary, factor, number of pays, and amount deferred per pay.

## Miscellaneous

The Miscellaneous window contains Base Job window data, including U.S. Federal EEO information and supervisory, location, and Workers' Compensation identifiers.

## Excluded Deductions/Benefits

The Excluded Deductions/Benefits window allows you to exclude benefits and deductions from this job definition.

## Default Earnings Information

The Default Earnings window maintains the earnings codes and hours that will be automatically generated when an employee's time sheet is created.

Effective Date *	Earnings Code *	Earnings Code Description	Hours or Units	Deemed	Special Rate	Shift	Ended as of Date
08-DEC-2012	REG	Regular Pay	70.00			1	

**Effective Date** Date on which the earnings code becomes effective.

**Earnings Code** The default earnings code associated with a job and used on the time sheet.

**Hours or Units** The number of hours or units that default onto the time sheets for an earn code.

**Deemed** Reportable hours for Employment Insurance. Deemed hours are used when the amount of hours required to be reported for Employment Insurance differs from the actual hours worked.

**Special Rate** The special rate used for an earn code, if available.

**Shift** The shift code that defaults onto time sheets for each earn code. Note: Memorial does not use this field.

**Ended as of Date** Inactivate an earnings code by entering an end date.

## Work Schedules

The Work Schedules window maintains work schedule information such as the Effective Date of the schedule, the Schedule Begin Day, and the Schedule End Date.

Currently, not used by Memorial.

## Job Labor Distribution

Displays the Fund, Organization, Account, Program, Activity and Location of an employee's position

The screenshot shows the 'Job Labor Distribution' window for Employee Jobs NBA/JOBS 9.3.6. The window title bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. The main content area is divided into two sections: 'EMPLOYEE JOBS' and 'ENCUMBRANCE INFORMATION'.

**EMPLOYEE JOBS**

COA *	Index	Fund	Orgn *	Account	Program	Activity	Location	Project	Cost	Percent	
M		100001	66003	62002	4104					100.00	
										Total Percent	100.00

Record 1 of 1

**ENCUMBRANCE INFORMATION**

Encumbrance Number	PR190001	Budget Start Date	
Encumbrance Sequence	508	<input type="checkbox"/> Encumber Multi Year Labor	
Latest Recast Date	13-OCT-2018	Budget End Date	
Last Calculated Date	04-OCT-2018 03:03:24 PM	Encumbrance	
Fund	100001 Memorial University Operating	Override End Date	

## Encumbrance Information

The Encumbrance Information block displays associated encumbrance information for selected labor distribution records, and grant related dates and information from Banner Finance, as shown above. This is one instance where information is referenced and coordinated between Banner Finance and Banner Human Resources.

## NBIJLST – Employee Job Inquiry

The Employee Job Inquiry Form lists the primary, secondary, and overload positions occupied by a specified employee.

The screenshot shows the 'Employee Job Inquiry' window for NBIJLST 9.3.3. The window title bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. The main content area is divided into two sections: 'EMPLOYEE JOB INQUIRY' and 'DETAILS'.

**EMPLOYEE JOB INQUIRY**

Position *	Suffix *	Begin Date *	End Date	Job Type
S03393	00	08-DEC-2012		Primary

Record 1 of 1

**DETAILS**

Effective Date	Job Status	Description	Employee Class	Pay ID	COA	Organization	Job Change Reason	Employer
01-APR-2018	Active	System Analyst	ES	B1	M	66002	NEWFY	01

Record 1 of 1

## PEASNBL – Employee Seniority Balance

This application form allows you to track and view seniority hours and balances by Position Class accrued on one or more positions by the employee.

**Position Class** Displays the Position Class code and description to which the employee belongs.

**Note:** Based on the sequence number of the Position Class, the system may display a list of Position Classes that are lower in sequence.

**Sequence** Displays the sequence number associated with the employee’s Position Class in the selected Job Progression family.

**Note:** If the sequence number of the employee’s position class is 1, the system does not list any other Position Class.

**Class Begin Date** Date on which the employee was included in the Position Class. This field may be modified.

**Earned Hours** Displays the amount of hours earned by the employee as of the last payroll processed.

If applicable, the system, by default, adds the corresponding amount of hours to position classes that are in a lower sequence within the job progression family.

**Totals Seniority Hours** Displays the grand total of the earned hours displayed. The amount of seniority hours earned by the employee as of the last payroll processed. To add or update seniority hours, enter a new value in this field. This field, if modified, requires you to specify an **Adjustment Reason**.

**Note:** Only those earn codes whose Accrue Seniority Indicator is checked in the Employee Class Rule Form (PTRECLS) are used in calculating the seniority hours each pay period.

**Comments Indicator** Select the **Detail** icon to either enter a new comment or view comments previously entered on this form.

By default, the system marks the check box to indicate a comment has been entered.

**Adjustment Indicator** This check box is marked if the seniority hours earned by the employee have been manually entered or adjusted.

**Reason** Displays the Adjustment Reason code entered on the Add Position Class Seniority Hours window. Required field when making an adjustment. The system also displays a description of the displayed Reason code.

**Activity Date** Displays the date on which this record was last updated.

**User ID** Displays the Banner ID of the user who last updated the record.

## PEIESUM - Employee Summary View

Shows all current jobs, job labor distribution, employee history, faculty information if applicable and position budget

Position	Suffix	COA	Organization	Title	Job Status	Personnel Date	Change Reason	Effective Date	Next Effective Date	Job Type	Job FTE	Appointment Percent	Em
S03393	00	M	66002	Comp Systems Assist - Hr	Leave without Pa...	08-DEC-2012	TEMP	08-DEC-2012	15-FEB-2014	Primary	1.000	100.00	
S02007	00	M	66002	Asst Computer Sys Officer	Active	01-APR-2013	NEWFY	01-APR-2013	15-FEB-2014	Overload	1.000	100.00	
Totals											2.000		

## Job and Labor Distribution Tab

Employee Summary View Form PEIESUM 9.3.5

ADD RETRIEVE RELATED TOOLS

ID: [REDACTED] Query Date: 01-APR-2013 Employee Class: ES Staff Home Department COA: M Organization: 66002 Show Future Jobs:  Start Over

Jobs Job and Labor Distribution Employee History Faculty Information Position Budget

EMPLOYEE SUMMARY VIEW

Position: S03393 End Date: [REDACTED]  
 Suffix: 00 Job Type: Primary  
 Begin Date: 08-DEC-2012

DETAILS

Effective Date: 08-DEC-2012	Change Reason: TEMP Temporary Assignment
Personnel Date: 08-DEC-2012	Group: 201304
Status: Leave without Pay, wtl	Table: NB
Next Change Date: 15-FEB-2014	Grade: 04
Title: Comp Systems Assst - Hr	Step: 26
Employee Class: ES Support Staff	Rate: [REDACTED]
Leave Category: [REDACTED]	Assign Salary: [REDACTED]
Job Location: MAIN	FactorPays: 26 / 26
Job FTE: 1.000	Annual Salary: [REDACTED]
Pay ID: B1	Position Class: E9867
Appointment Percent: 100.00	National Occupation Code: 2171
Timesheet COA: M	Employment Category: [REDACTED]
Timesheet Organization: 66002 Department of Human Resources	Standard: [REDACTED]
	Occupational Category: [REDACTED]

Record 1 of 12

## Employee History Tab

Employee Summary View Form PEIESUM 9.3.5

ADD RETRIEVE RELATED TOOLS

ID: [REDACTED] Query Date: 01-APR-2013 Employee Class: ES Staff Home Department COA: M Organization: 66002 Show Future Jobs:  Start Over

Jobs Job and Labor Distribution Employee History Faculty Information Position Budget

EMPLOYEE SUMMARY VIEW

Job Effective Date: 08-DEC-2012

Capture Date	Status	Home Organization	Employee Class	Benefit Category	Current Hire	Adjusted Service	Termination Date	Code	Termination Reason
17-DEC-2013	Active	66002	ES	P1	15-FEB-1999	15-FEB-1999			
09-JUL-2013	Active	66002	ES	P1	15-FEB-1999	15-FEB-1999			
08-DEC-2012	Active	66002	ES	P1	15-FEB-1999	15-FEB-1999			
08-DEC-2012	Active	66002	ES	P1	15-FEB-1999	15-FEB-1999			

Record 1 of 4

DETAILS

Employee Data as of: 18-OCT-2018	Original Hire: 15-FEB-1999
Check Distribution: M	First Work Date: 15-FEB-1999
COA: [REDACTED]	Last Day Worked: [REDACTED]
Check Distribution: 60G	
Organization: [REDACTED]	

## Faculty Information Tab

Employee Summary View Form PEIESUM 9.3.5

ID: [REDACTED] Query Date: 01-APR-2013 Employee Class: FA Acad Adm Home Department COA: M Organization: 46300 Show Future Jobs:  Start Over

Position: F01084 Title: Dean, Full Professor  
 Suffix: 00 Status: [REDACTED]

**EMPLOYEE SUMMARY VIEW**

Appointment  
 Appointment Effective Date: 01-SEP-2013  
 Appointment Begin Date: 04-FEB-2008  
 Appointment End Date: 03-MAR-2017  
 Tenure Effective Date: 04-FEB-2008  
 Tenure Code: Tenured  
 Tenure Status: Tenured  
 IPEDS Contract Type: [REDACTED]

Next Review Date: [REDACTED]  
 Review Type: [REDACTED]  
 Tenure Review Type: [REDACTED]  
 Tenure Review Date: [REDACTED]  
 Tenure FTE: [REDACTED]

Terminal Appointment

**FACULTY LEAVE**

Leave Begin Date: [REDACTED]  
 Leave End Date: [REDACTED]  
 Leave Type: [REDACTED]  
 Sabbatical

Sabbatical Type: [REDACTED]  
 Next Eligibility Type: [REDACTED]  
 Next Eligibility Date: [REDACTED]

**RANK**

Rank Effective Date: [REDACTED]  
 Emeritus

Rank: [REDACTED]  
 Next Review Date: [REDACTED]

## Position Budget Tab

Employee Summary View Form PEIESUM 9.3.5

ID: [REDACTED] Query Date: 18-OCT-2016 Employee Class: ES Staff Home Department COA: M Organization: 66002 Show Future Jobs:  Start Over

Jobs Job and Labor Distribution Employee History Faculty Information **Position Budget**

**EMPLOYEE SUMMARY VIEW**

Position: S03393 Current Position Budget: 0.00 FTE: 1.000  
 Suffix: 00 Current Job Annual Salary: 55,962.00 FTE: 1.000

**CURRENT POSITION BUDGET DISTRIBUTION**

COA *	Index	Fund	Orgn *	Acct *	Prog *	Actv	Locn	Position Budget	Percent
M		100001	66003	62002	4104			0.00	100.00

Record 1 of 1

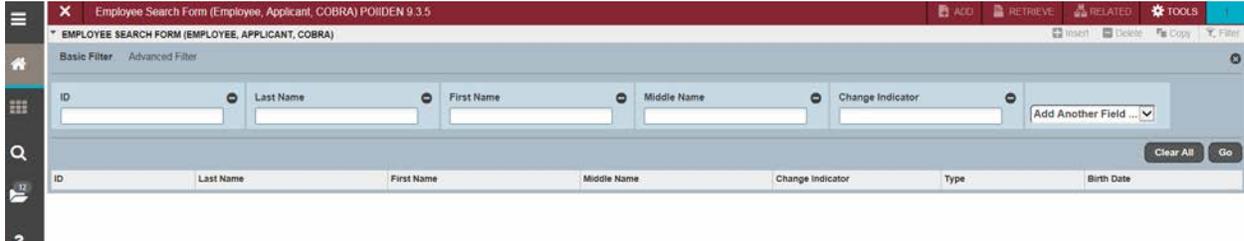
**CURRENT JOB LABOR DISTRIBUTION**

Effective Date	COA *	Index	Fund	Orgn *	Acct *	Prog *	Actv	Locn	Salary	Percent
01-APR-2018	M		100001	66003	62002	4104				100.00

Record 1 of 1

## POIIDEN - Employee Search

Access the Employee Search Form (POIIDEN) to search the database for employees. You can narrow your search by entering a name or ID, or you can view all currently defined names by executing a query without entering data. You can use the % wildcard if you are unsure of the spelling of the employee's name or don't know the employee's first name. *Example: % Doe will return the results of all employees with the last name Doe.*



The screenshot shows the 'Employee Search Form (Employee, Applicant, COBRA) POIIDEN 9.3.5' interface. The form is titled 'EMPLOYEE SEARCH FORM (EMPLOYEE, APPLICANT, COBRA)' and includes a 'Basic Filter' section with the following fields: ID, Last Name, First Name, Middle Name, and Change Indicator. There is also an 'Add Another Field ...' dropdown menu. The form has 'Clear All' and 'Go' buttons. Below the form, a table header is visible with columns: ID, Last Name, First Name, Middle Name, Change Indicator, Type, and Birth Date.