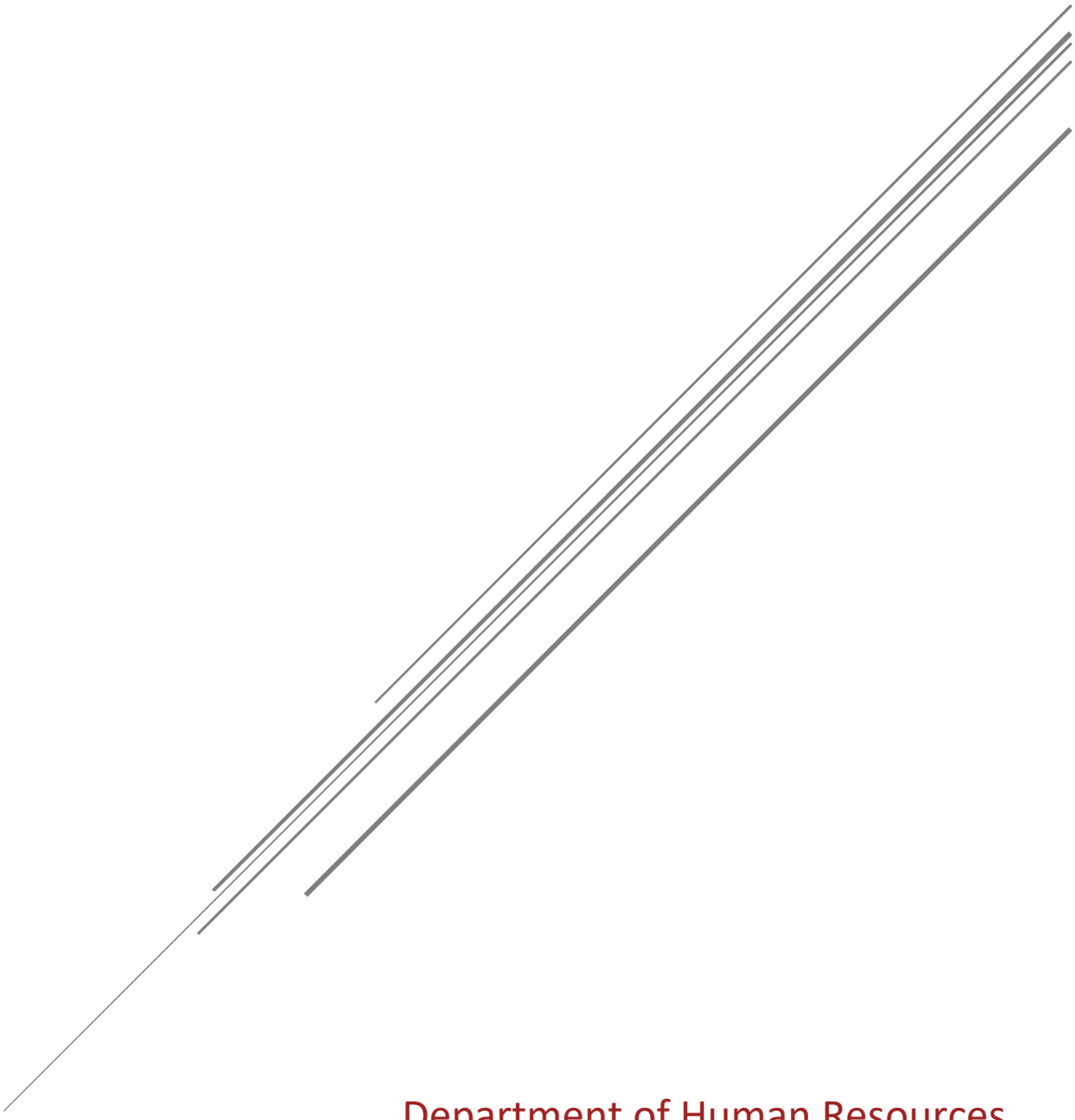
ADMINISTATIVE SUPPORT BANNER FORMS



Department of Human Resources
Banner 9

Contents

NBAJOBS – The Employee Jobs 2
Base Job Information 2
Job Detail Information 3
Payroll Default Information 5
Deferred Pay Information 7
Miscellaneous 7
Excluded Deductions/Benefits 7
Default Earnings Information 7
Work Schedules 8
Job Labor Distribution 8
Encumbrance Information 8
NBIJLST – Employee Job Inquiry 8
PEASNBL – Employee Seniority Balance 9
PEIESUM - Employee Summary View 10
POIIDEN - Employee Search 13

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.

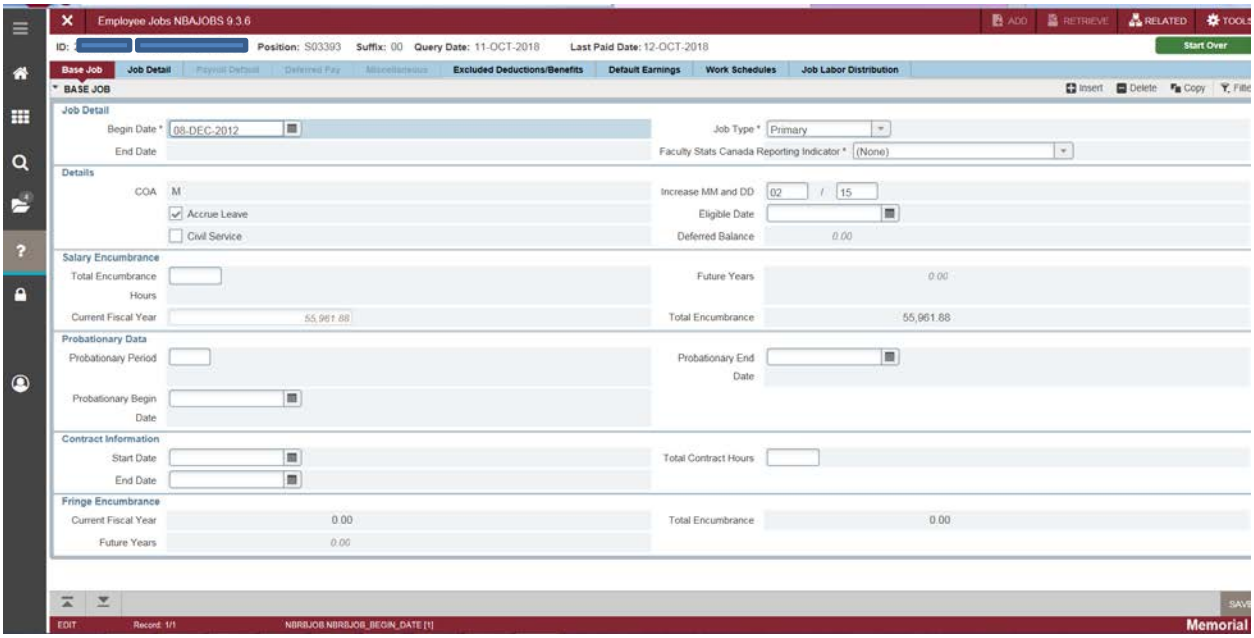
Query Date Enter the date that you want to search

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.

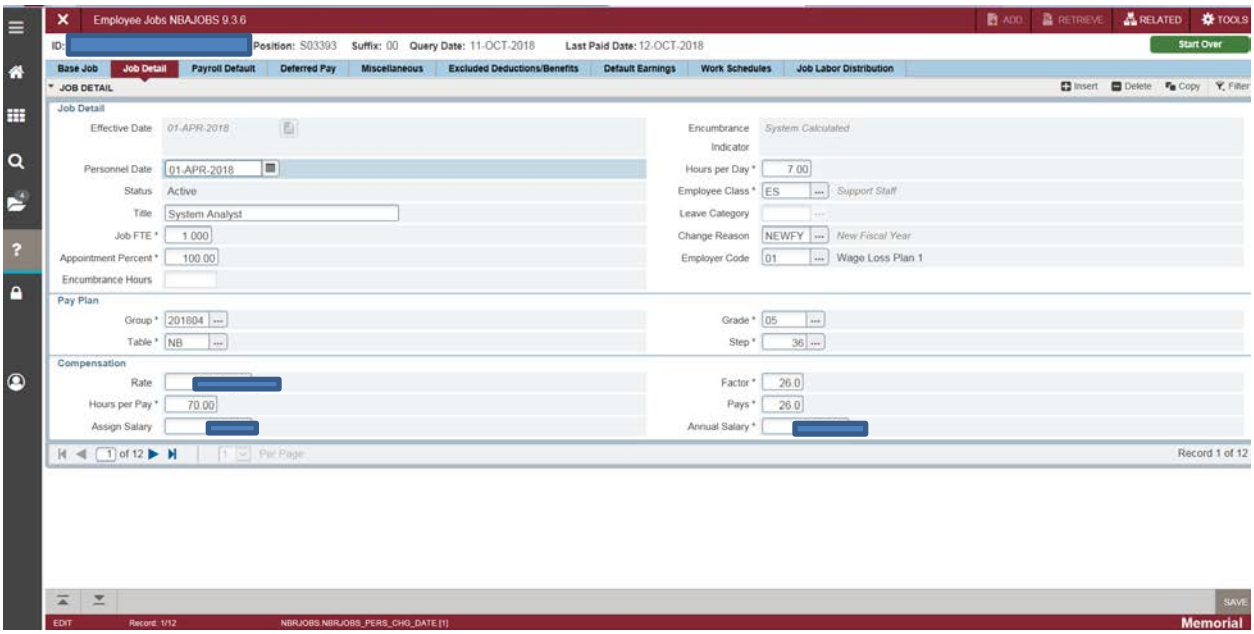
Base Job Information

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.



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.



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.

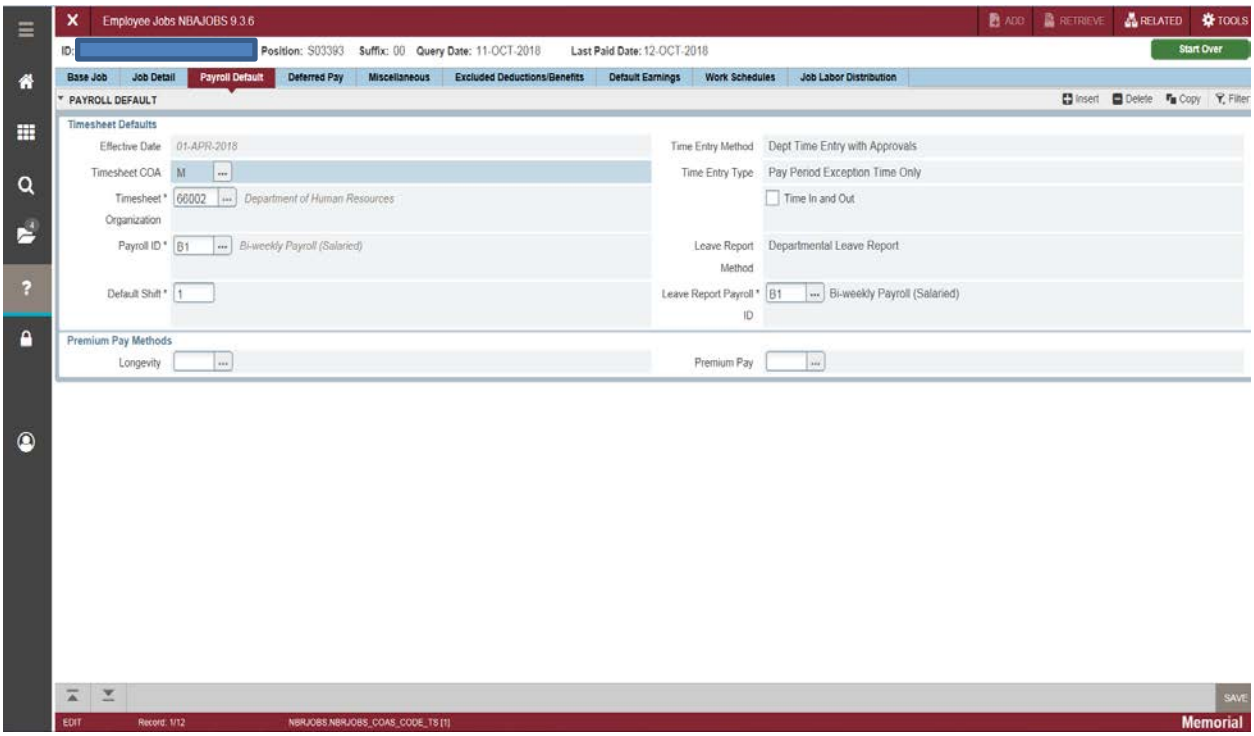
Factor This is the number of pays per calendar year for which the compensation is earned.

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.



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:

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

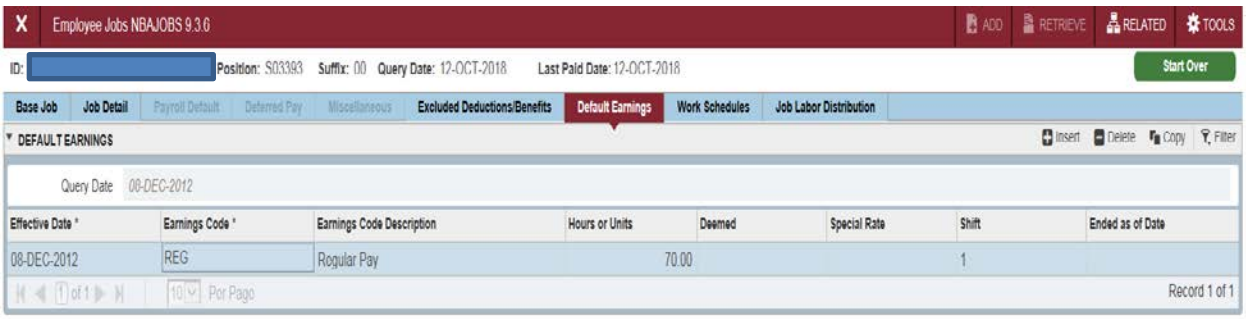
The Miscellaneous window contains Base Job window data, including U.S. Federal EEO information and supervisory, location, and Workers' Compensation identifiers.

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 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.

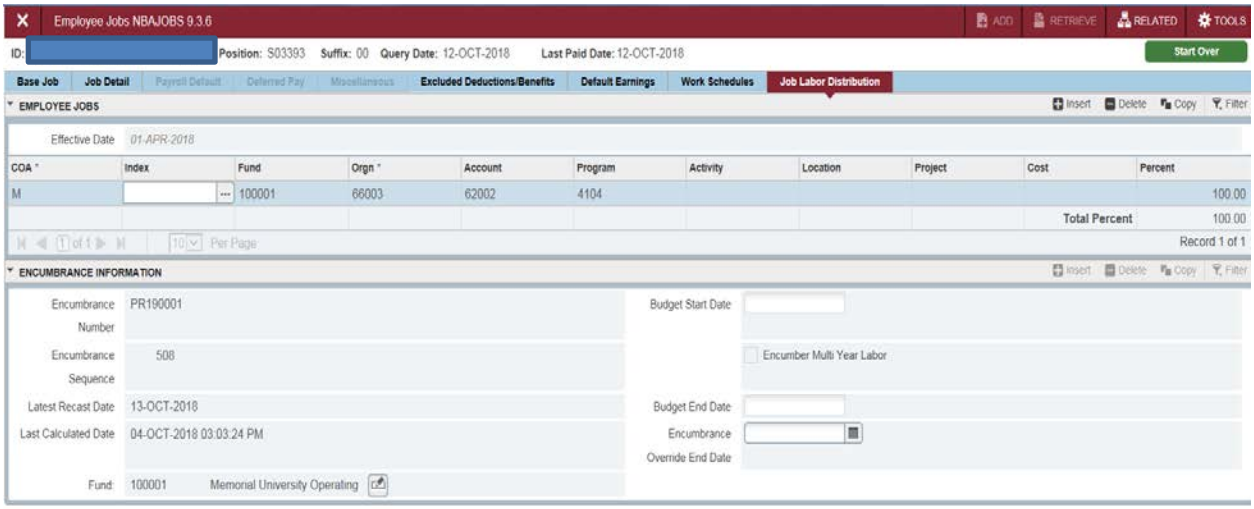
Work Schedules

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

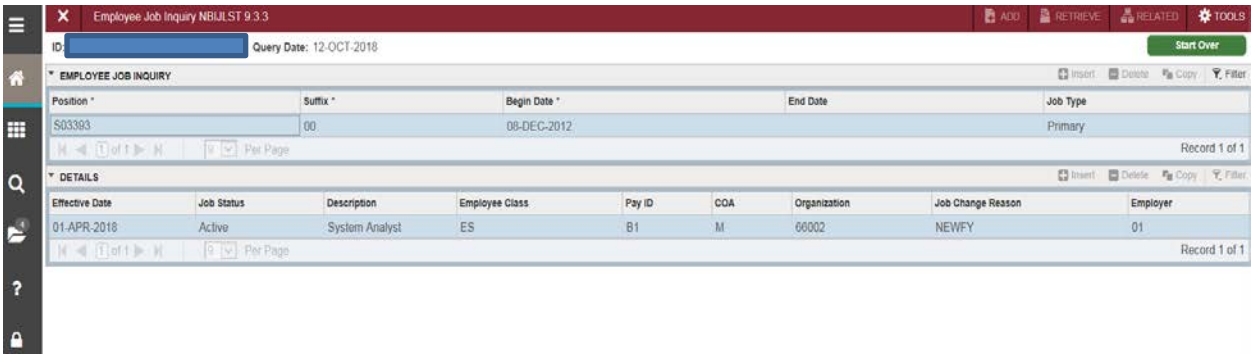


Encumbrance Information

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.

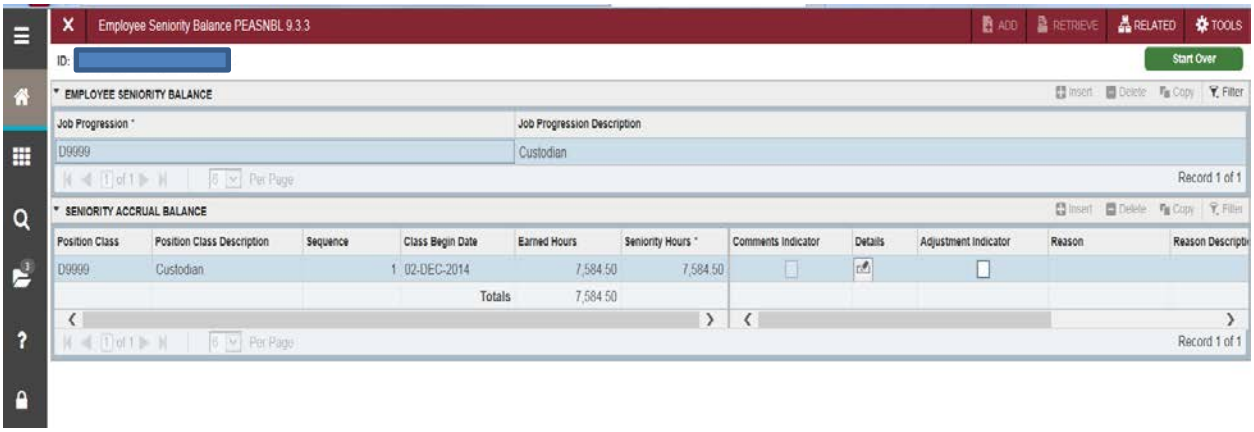
NBIJLST – Employee Job Inquiry

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



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 Displays the grand total of the earned hours displayed.

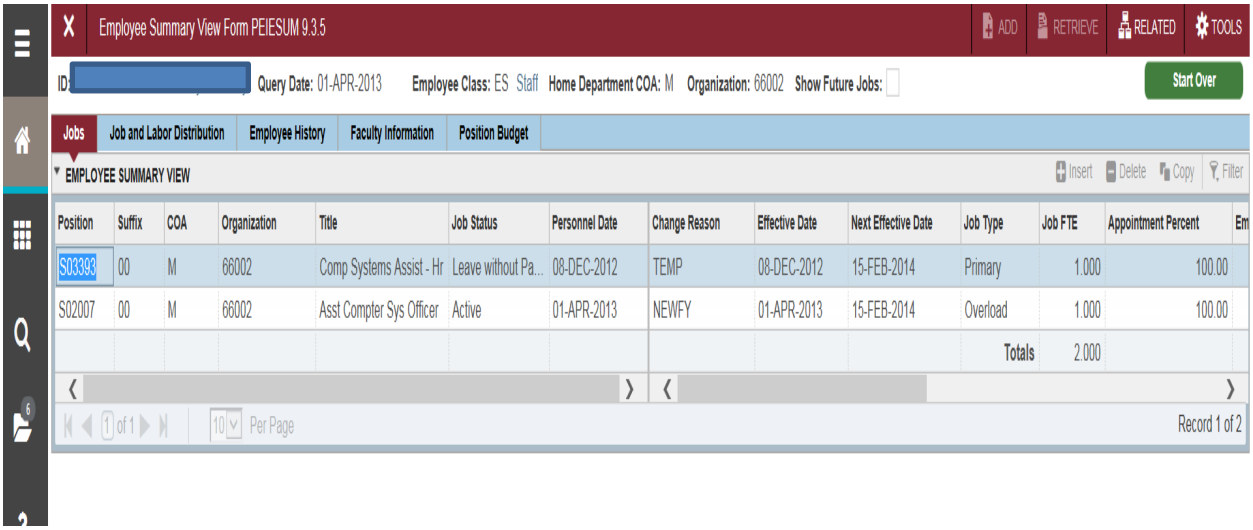
Seniority Hours The amount of seniority hours earned by the employee as of the last payroll processed. To add or update seniority hours, enter a new value in this field. This field, if modified, requires you to specify an **Adjustment Reason**.

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.

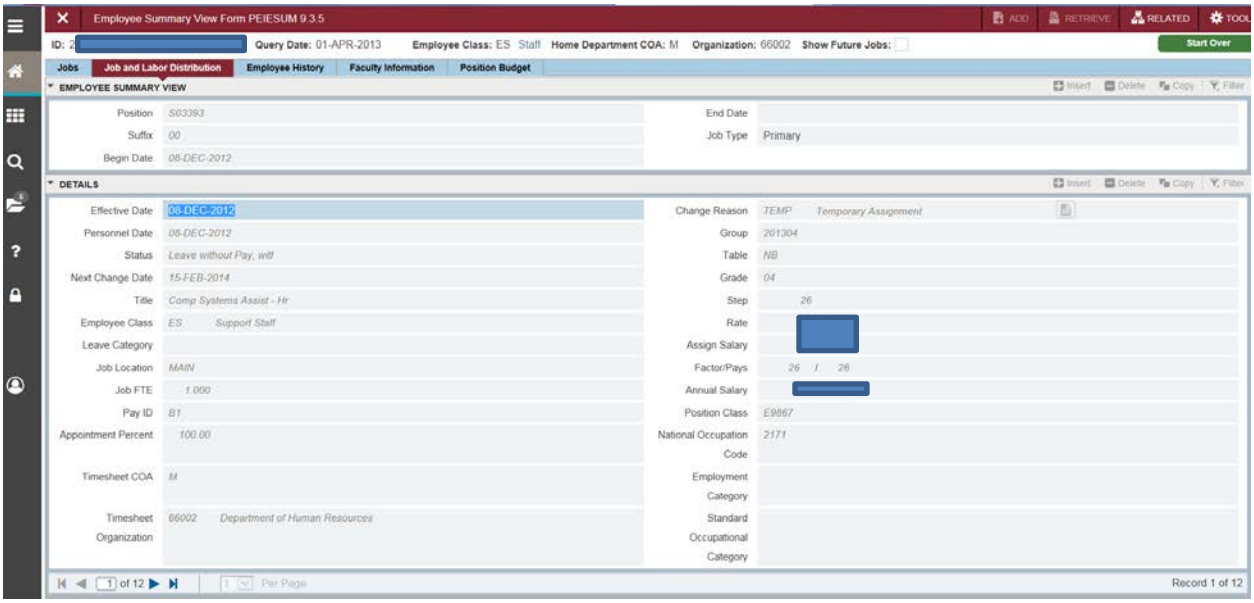
Comments Indicator	Select the **Detail** icon to either enter a new comment or view comments previously entered on this form. By default, the system marks the check box to indicate a comment has been entered.
Adjustment Indicator	This check box is marked if the seniority hours earned by the employee 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

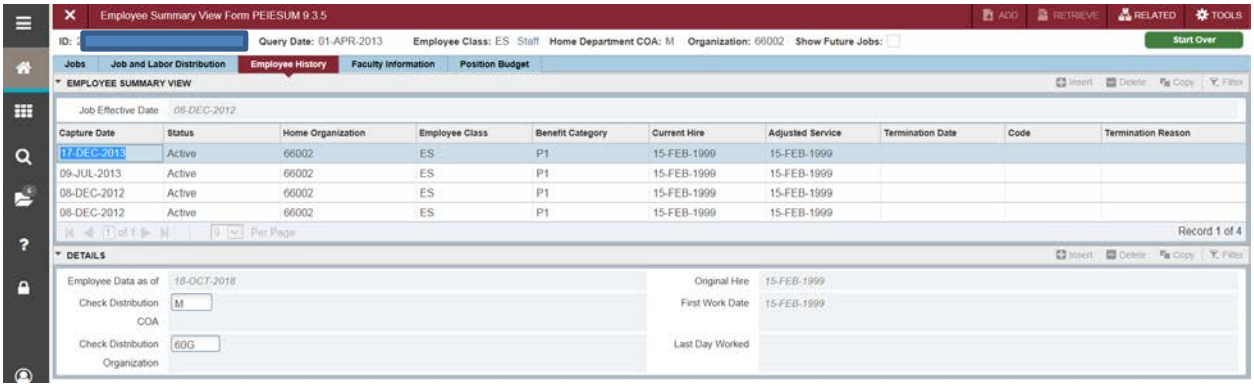
Shows all current jobs, job labor distribution, employee history, faculty information if applicable and position budget



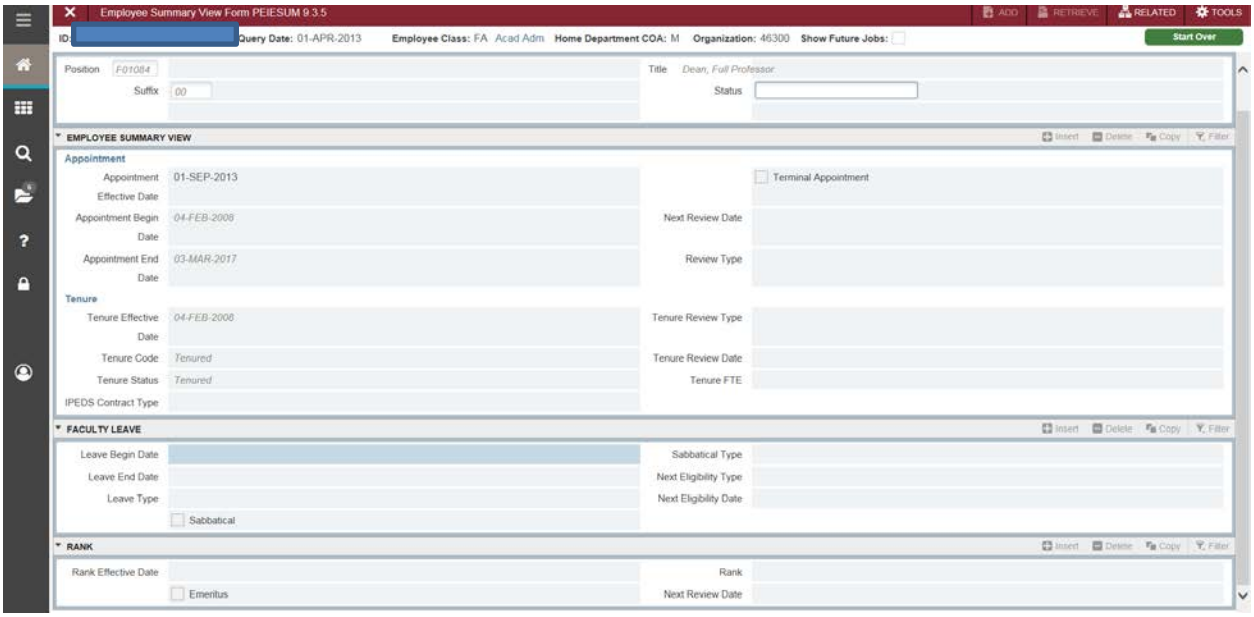
Job and Labor Distribution Tab



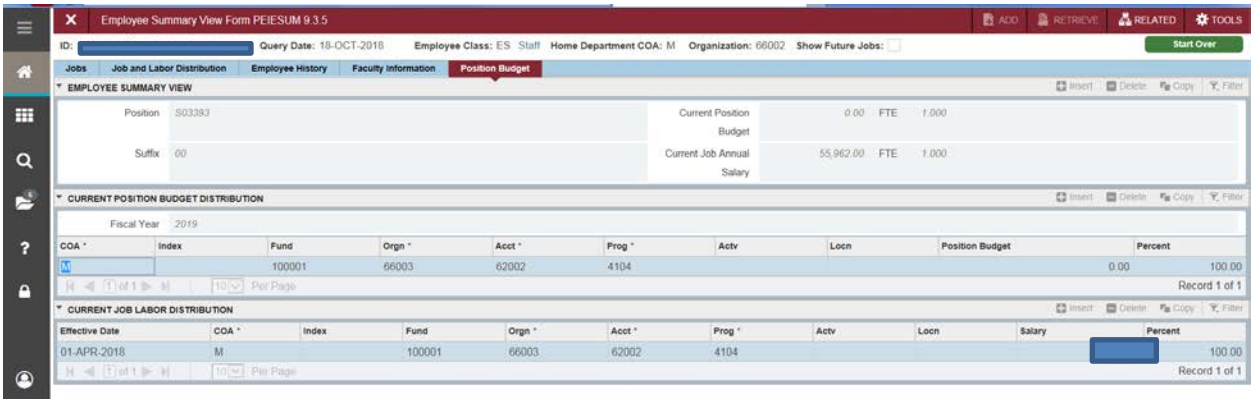
Employee History Tab

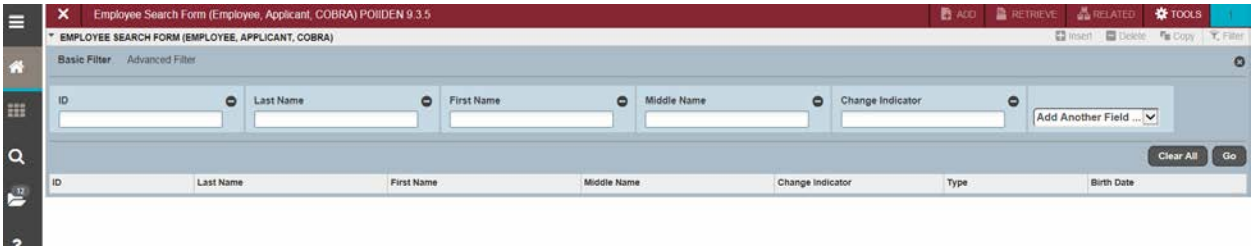


Faculty Information Tab



Position Budget Tab



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.*