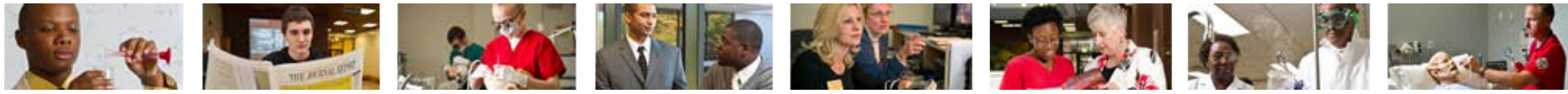




Employee View Class

NBAJOBS





About NBAJOBS

The Banner screen NBAJOBS houses information about an employee's position. The following information can be located within NBAJOBS;

- Effective Dates
- Personnel Dates
- Job Title
- Appointment Percentage
- Compensation
- Pay rate
- Employee Class
- Organization Code
- Payroll ID
- Labor Distribution






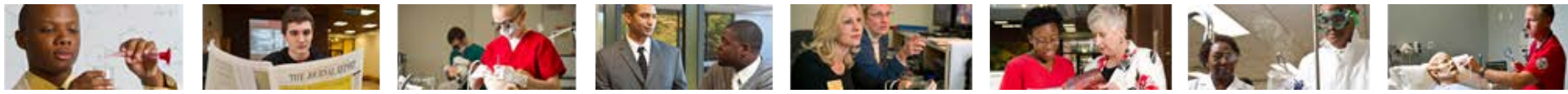
1. Enter NBAJOBS into the search field.

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 Keyboard Shortcuts





2. Press Enter on the keyboard or Click link in drop down.

Welcome

nbajobs

- Employee Jobs**
(NBAJOBS)
- List Employees whose ORGN code on PEAEMPL doesn't match NBAJOBS**
(PZPORGN)
- Update RAMP Classification Code on NBAJOBS**
(PZPRAMP)

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Keyboard Shortcuts





3. Enter employees ID number (800 #).

- If ID number is unknown, click  to perform Alternate ID Search (see slide 17)

Employee Jobs NBAJOBS 9.3.6 (BAN9)

ID: ...

Position: ...

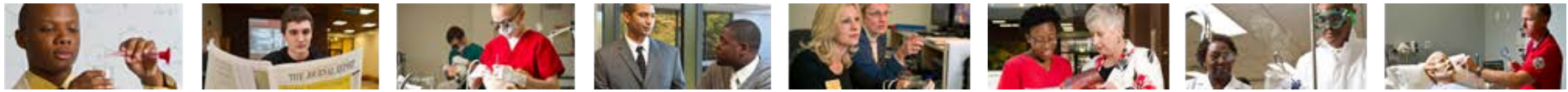
Suffix: ...

Query Date: * 05/29/2018

Last Paid Date:



Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.







4. Click  to select the appropriate position number.

Employee Jobs NBAJOBS 9.3.6 (BAN9)

ID: 800319715  Position: 

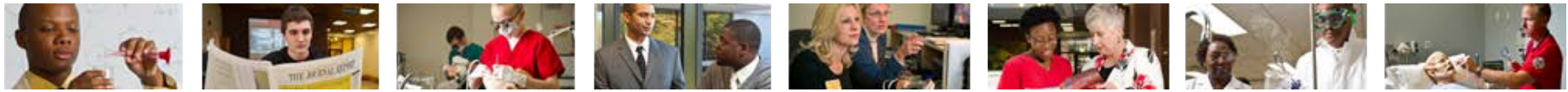
Eddie E. Cougar

Suffix:  Query Date: * 05/29/2018 

Last Paid Date:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.





5. Click List of Employee's Jobs (NBIJLST)

Employee Jobs NBAJOBS 9.3.6 (BAN9)

ID: 800319715 Position: Eddie E. Cougar

Suffix: Query Date: * 05/29/2018

Last Paid Date:

Get Started: Complete the fields above and click [Go] to search for the employee. Enter search criteria, and then press ENTER.

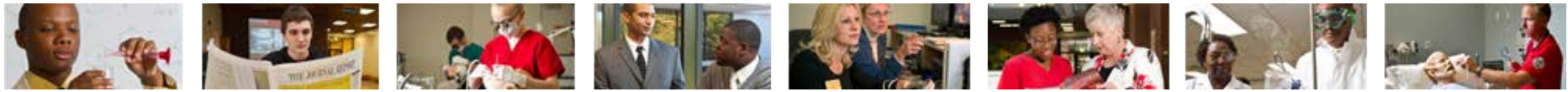
Option List


- List of all Positions
- List of Employee's Jobs (NBIJLST)

Cancel

SAVE





6. Select Position from list within the Employee Job Inquiry section and click Select .
 - If previous position is needed, click Start Over, enter new Query Date and select Go

Employee Job Inquiry NBIJLST 9.3.3 (BAN9)

ID: 800319715 Eddie E. Cougar Query Date: 05/29/2018 Start Over

EMPLOYEE JOB INQUIRY Insert Delete Copy More Information Filter

Position *	Suffix *	Begin Date *	End Date	Job Type
C87673	00	02/16/2017		Primary

1 of 1 | 9 Per Page | Record 1 of 1

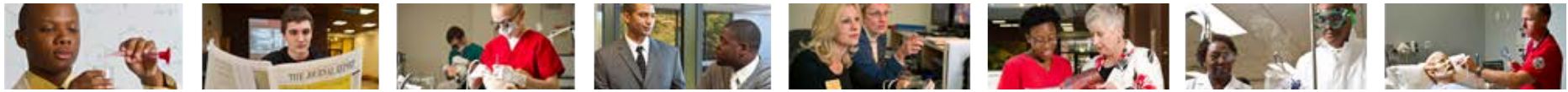
DETAILS Insert Delete Copy Filter

Effective Date	Job Status	Description	Employee Class	Pay ID	COA	Organization	Job Change Reason	Employer
11/01/2017	Active	IT Technical ...	CS	SM		715106	9600P	SIUE

1 of 1 | 9 Per Page | Record 1 of 1

CANCEL SELECT





7. Click Go  or Next Section  .

Employee Jobs NBAJOBS 9.3.6 (BAN9)

ID: 800319715 ... Position: C87673 ... Go

Eddie E. Cougar


Suffix: 00 ... Query Date: * 05/29/2018

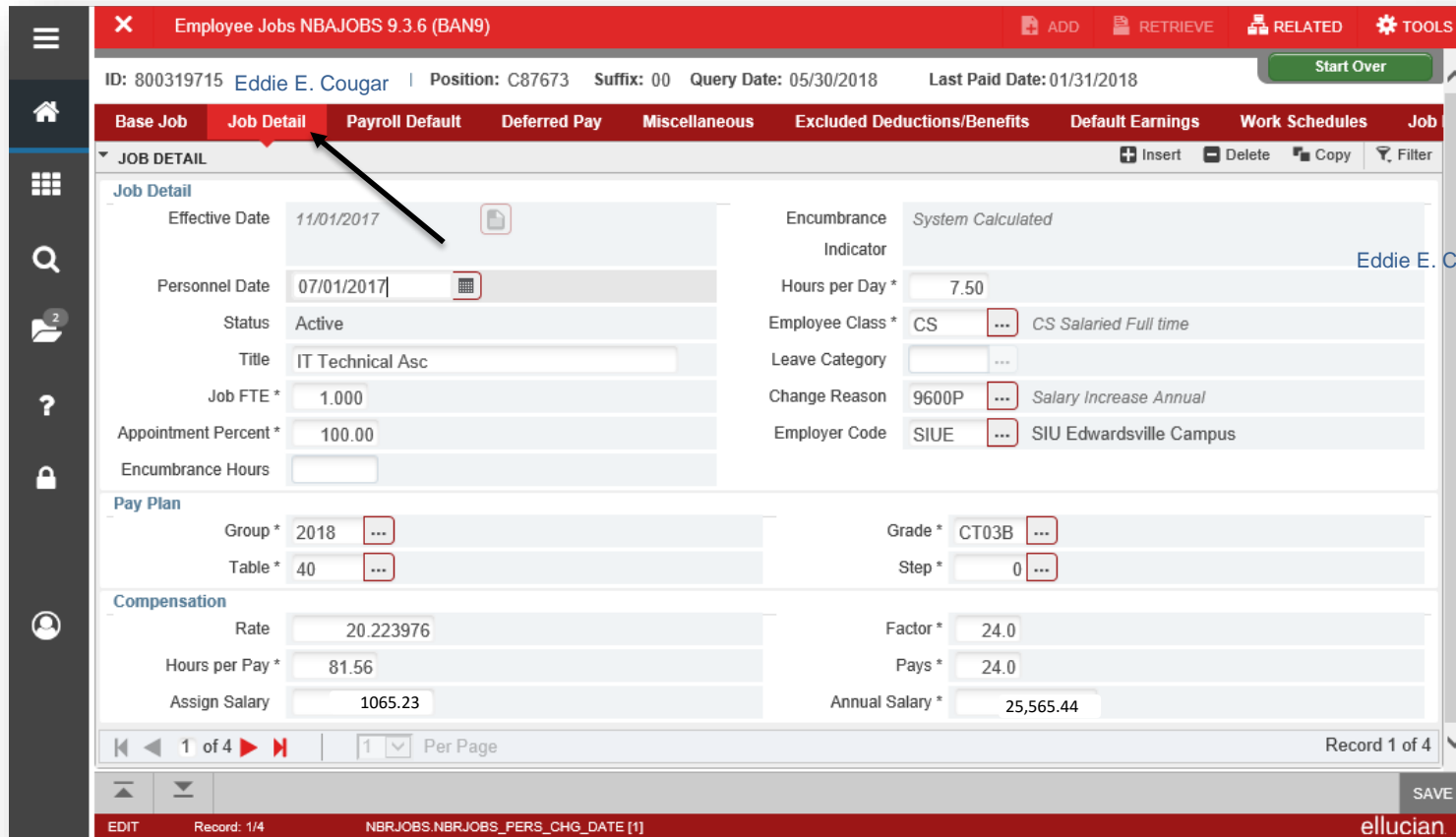
Last Paid Date:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.





8a. Job detail tab will initially populate. Use your cursor to navigate the multiple tabs, i.e. Job Detail, Payroll Default, Deferred Pay, etc.
- The tabs can also be navigated by clicking the Next Section icon .



Employee Jobs NBAJOBS 9.3.6 (BAN9)

ID: 800319715 **Eddie E. Cougar** | Position: C87673 Suffix: 00 Query Date: 05/30/2018 Last Paid Date: 01/31/2018 Start Over

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

JOB DETAIL Insert Delete Copy Filter

Job Detail

Effective Date	11/01/2017	Encumbrance	System Calculated
Personnel Date	07/01/2017	Indicator	Eddie E. Cougar
Status	Active	Hours per Day *	7.50
Title	IT Technical Asc	Employee Class *	CS ... CS Salaried Full time
Job FTE *	1.000	Leave Category	...
Appointment Percent *	100.00	Change Reason	9600P ... Salary Increase Annual
Encumbrance Hours		Employer Code	SIUE ... SIU Edwardsville Campus

Pay Plan

Group *	2018 ...	Grade *	CT03B ...
Table *	40 ...	Step *	0 ...

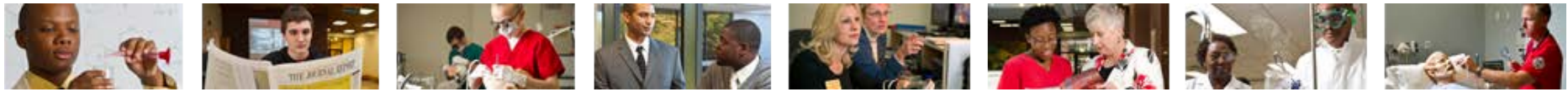
Compensation

Rate	20.223976	Factor *	24.0
Hours per Pay *	81.56	Pays *	24.0
Assign Salary	1065.23	Annual Salary *	25,565.44

1 of 4 1 Per Page Record 1 of 4

EDIT Record: 1/4 NBRJOBS.NBRJOBS_PERS_CHG_DATE [1] **ellucian** SAVE





8b. Payroll Default tab.

Employee Jobs NBAJOBS 9.3.6 (BAN9) ADD RETRIEVE RELATED TOOLS 1

ID: 800319715 Eddie E. Cougar Position: C87673 Suffix: 00 Query Date: 05/30/2018 Last Paid Date: 01/31/2018 Start Over

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

PAYROLL DEFAULT + Insert - Delete Copy Filter

Timesheet Defaults

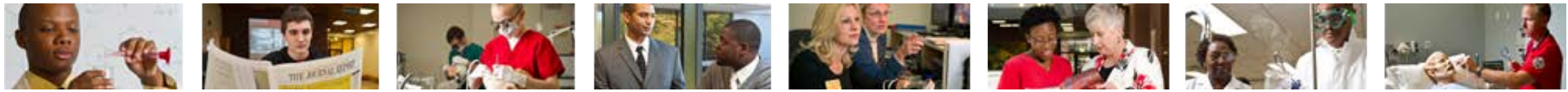
Effective Date	11/01/2017	Time Entry Method	Payroll Time Entry
Timesheet COA	...	Time Entry Type	None
Timesheet *	715106 ... Human Resources	<input type="checkbox"/> Time In and Out	
Organization		Leave Report Method	None (Payroll)
Payroll ID *	SM ... Semi-monthly	Leave Report Payroll * ID	SM ... Semi-monthly
Default Shift *	1		

Premium Pay Methods

Longevity	...	Premium Pay	...
-----------	-----	-------------	-----

EDIT Record: 1/4 NBJOBS.NBJOBS_ORGN_CODE_TS [1] SAVE ellucian





8c. Job Labor Distribution tab.

Employee Jobs NBAJOBS 9.3.6 (BAN9) ADD RETRIEVE RELATED TOOLS

ID: 800319715 **Eddie E. Cougar** Position: C87673 Suffix: 00 Query Date: 05/30/2018 Last Paid Date: 01/31/2018 Start Over

Detail Default Detail Default Pay Macabonans Excluded Deductions/Benefits Default Earnings Work Schedules **Job Labor Distribution**

EMPLOYEE JOBS Insert Delete Copy Filter

Effective Date 07/01/2017

External Account Code	Percent
7010000 74850 799999	100.00
Total Percent	100.00

1 of 1 10 Per Page Record 1 of 1

ENCUMBRANCE INFORMATION Insert Delete Copy Filter


Encumbrance Number		Budget Start Date	<input type="text"/>
Encumbrance Sequence		<input type="checkbox"/> Encumber Multi Year Labor	
Latest Recast Date		Budget End Date	<input type="text"/>
Last Calculated Date		Encumbrance	<input type="text"/>
Fund		Override End Date	<input type="text"/>

SAVE

EDIT Record: 1/1 NBRJLBD.NBRJLBD_ACCT_CODE_EXTERN... ellucian





8c. Click Tools  to View Labor Distribution Effective Dates.

Employee Jobs NBAJOBS 9.3.6 (BAN9)

ID: 800319715 Eddie E. Cougar Position: C87673 Suffix: 00 Query Date: 05/30/2018 Last Paid Date

Detail Payroll Details Default Pay Miscellaneous Excluded Deductions/Benefits Default Earnings

EMPLOYEE JOBS

Effective Date 07/01/2017

External Account Code

7010000 74850 799999

1 of 1 Per Page

ENCUMBRANCE INFORMATION

Encumbrance Number Budget Start Date

Encumbrance Sequence

Latest Recast Date Budget End Date

Last Calculated Date Encumbrance Override End Date

Fund

Tools

Display ID Image

Exit Quickflow

About Banner

OPTIONS

Base Job

Job Detail

Labor Distributions

View Labor Distributions Effective Dates

Add a Change with a New Effective Date

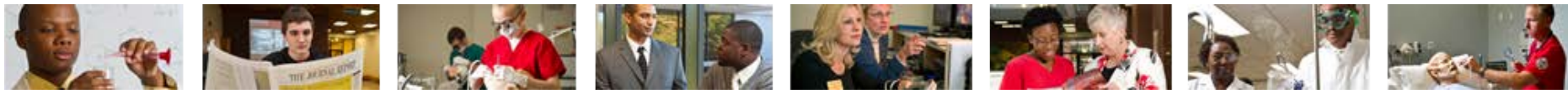
BANNER DOCUMENT MANAGEMENT

Retrieve Documents Alt+R

SAVE

EDIT Record: 1/1 NBRJLBD.NBRJLBD_ACCT_CODE_EXTERN... ellucian





8c. Select appropriate effective date and click OK  .

Employee Jobs NBAJOBS 9.3.6 (BAN9)

ID: 800319715 Eddie E. Cougar Position: C87673 Suffix: 00 Query Date: 05/30/2018 Last Paid Date: 01/31/2018

Select Effective Date to Query

Criteria

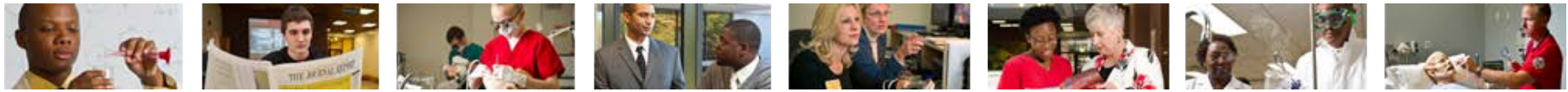
Effective Date
07/01/2017
02/16/2017

10 Per Page Record 2 of 2

Cancel OK

EDIT Record: 1/1 NBRJLBD.NBRJLBD_ACCT_CODE_EXTERN... ellucian 100%





9. Click Start Over  to enter a new employee.

Employee Jobs NBAJOBS 9.3.6 (BAN9)

ADD RETRIEVE RELATED TOOLS

ID: 800319715 Eddie E. Cougar Position: C87673 Suffix: 00 Query Date: 05/30/2018 Last Paid Date: 01/31/2018 **Start Over**

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

EMPLOYEE JOBS Insert Delete Copy Filter

Effective Date 07/01/2017

External Account Code	Percent
7010000 74850 799999	100.00
Total Percent	100.00

1 of 1 Per Page Record 1 of 1

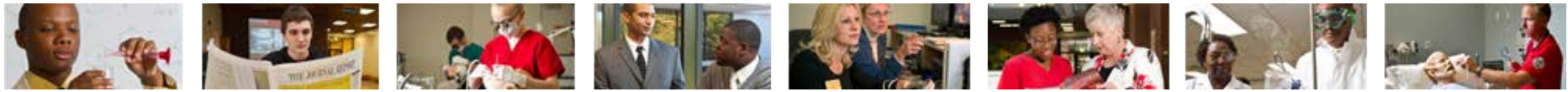
ENCUMBRANCE INFORMATION Insert Delete Copy Filter

Encumbrance Number	Budget Start Date
Encumbrance Sequence	<input type="checkbox"/> Encumber Multi Year Labor
Latest Recast Date	Budget End Date
Last Calculated Date	Encumbrance
Fund	Override End Date

SAVE

EDIT Record: 1/1 NBRJLBD.NBRJLBD_ACCT_CODE_EXTERN... ellucian





10. Click the X  to return to the Banner home screen.

Employee Jobs NBAJOBS 9.3.6 (BAN9) ADD RETRIEVE RELATED TOOLS

ID: 800319715 Position: C87673 Go

Eddie E. Cougar

Suffix: 00 Query Date: * 05/30/2018

Last Paid Date:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

EDIT Record: 1/1 KEY_BLOCK.ID [1] ellucian









Performing Alternate ID Search

1. If ID number is unknown, click  .

Employee Jobs NBAJOBS 9.3.6 (BAN9)

ID:  Position: 

Suffix:  Query Date: * 05/29/2018 

Last Paid Date:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Go





2. Click Alternate ID Search (GUIALTI)

Employee Jobs NBAJOBS 9.3.6 (BAN9)

ID: ... Position: ... Go

Suffix: ... Query Date: * 05/31/2018

Last Paid Date:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

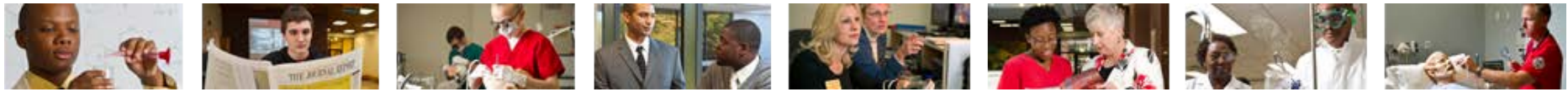
Option List [X]

- List for Employee (POIIDEN)
- Alternate ID Search (GUIALTI)**

Cancel

SAVE





3. Search a name by using the Last Name and/or First Name search criteria or select additional search criteria from the Add Another Field... dropdown and click Go .

SSN/SIN Alternate ID Search GUI/ALTI 9.3.6 (BAN9)

SSN/SIN/TIN ALTERNATE ID SEARCH

Basic Filter Advanced Filter

SSN/SIN/TIN ID Person or Non-Person

Last Name First Name Add Another Field ...

Cougar

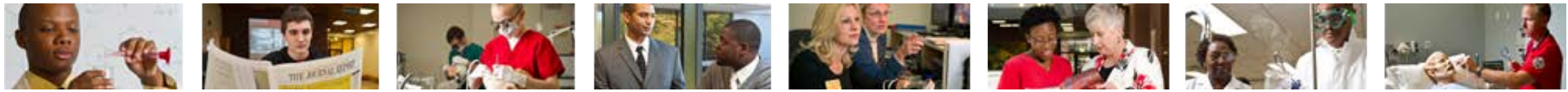
Clear All Go

SSN/SIN/TIN ID Person or Non-... Last Name First Name Middle Name Prefix Suffix Birthdate Change Indicator

Case Insensitive Query Case Sensitive Query

EDIT Record: 1/1 GS_OPT_BLOCK.SELECT_A_DESC [1] ellucian





4. Select the row of the appropriate person and click Select

SELECT

SSN/SIN Alternate ID Search GUI/ALTI 9.3.6 (BAN9) ADD RETRIEVE RELATED TOOLS

SSN/SIN/TIN ALTERNATE ID SEARCH Insert Delete Copy Filter

Active filters: Last Name : forward First Name : dante Clear All Filter Again

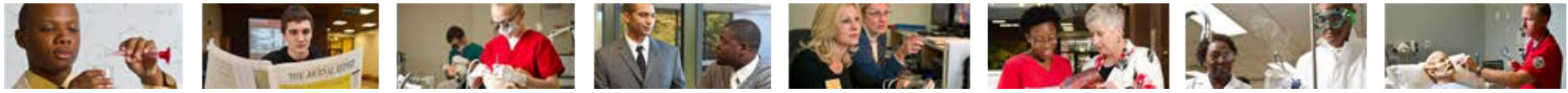
SSN/SIN/TIN	ID	Person or Non...	Last Name	First Name	Middle Name	Prefix	Suffix	Birthdate	Change Indicator
123456789	800319715	Person	Cougar	Eddie	E.			09/19/1986	
123456780	800999999	Person	Cougar	Heather				09/19/1986	ID Change
123456788	800999998	Person	Cougar	Jake				09/19/1986	ID Change
123456787	800999997	Person	Cougar	William				09/19/1986	ID Change

10 Per Page Record 1 of 4

Case Insensitive Query Case Sensitive Query

CANCEL SELECT





5. The employee's name will populate on the NBAJOBS home screen.
- (Return to slide 4)

Employee Jobs NBAJOBS 9.3.6 (BAN9)

ID: 800319715
Eddie E. Cougar

Position:

Suffix:

Query Date: * 05/29/2018

Last Paid Date:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.





Who can I call for help?

For assistance or additional information about the Employee View Access security class contact the Office of Human Resources at X2190.

