POSITION ENTRY INSTRUCTIONS---NBAPOSN

In order for employees to be hired for a job and paid from Banner HR, a position number must be established and assigned to the employee. Take the following steps to establish or change a University of Alaska position.

You can use two different methods to get from the main menu to the NBAPOSN form.

**Standard Method**
From the Main Menu in Banner:
1. Select “Human Resources System Menu”
2. Select “Position Management Menu”
3. Select “Position Definition Form” (NBAPOSN)

**Expert Method**
Type ‘NBAPOSN’ in the Direct Access field and press Enter to go directly to the NBAPOSN screen.

**FIELDS TO BE ENTERED ON NBAPOSN MAIN SCREEN**

**Position Class:** Enter the number of the position that is being either added or changed. If position is being added, the system will prompt “Position not found; ADD assumed.” Select OK or hit Enter to proceed and select the Next Block icon to go to the Compensation/Classification Information section.
**Position Class:** Enter the four-digit position class number. Observe that default information is shown for the position class. If the information shown is correct, **Save** the record.

**Position Title:** No entry required. Title of the position. The title will default after the Position Class has been entered.

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**NOTE:** The title can be overridden to indicate a working title rather than a system title.

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**Employee Class:** No entry required. The system will default once the position class information is entered. However, if temporary or labor pool positions are being established, you may have to change the employee class. Press **Search** to verify your choice.

**Salary Group:** No entry required. The system will default to the current year.

**Salary Table:** No entry required. The system will default from the information in the Position Class tables. However, if you are establishing a temporary or labor pool position, the salary tables may have to be changed. Press **Search** for the optional values.

**Salary Grade:** No entry required.

**Salary Step:** No entry required.

**Reports To:** No entry required.

**Work Schedule:** No entry required.

**Appointment %:** Enter percentage of appointment if less than 100%. The system will default to 100%. **Save** the data.

To go to the **Regulatory Information** screen, select the underlined text in the **Options** menu to the left.

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**Position Group Code:** No entry required. The EEO indicator will default.

**CIPC:** Entered for faculty only.

**Federal Occupational Code:** No entry required.

**National Occupational Code:** Current labor object (acct) code for the position. Enter the four-digit account code applicable to the type of position or select List for the optional values.

**Occupational Title Code:** This field is used for PACS reporting. Enter the program number applicable to the NCHEMS category of the position. This can be either a high-level or lower level program number to identify the department.

To go to the **Position Budget** form, select the underlined text in the **Options** menu to the left.
Fiscal Year: Enter the fiscal year and press the Next Block icon.

Status: Indicates budget status. Press the down arrow icon to view choices available. Use the mouse to select Active or use the up and down arrow keys and press Enter. Options are:

- Active
- Cancelled
- Frozen
- Inactive

Press Next Item.

Type: Choices are Single and Pooled. Single is the default. If the position is pooled, select Pooled.

COAS: Chart of Accounts. The only value available is B.

Begin Date: Beginning date of the position. Leave this field blank if you want the position to roll into the next fiscal year.

Salary: No entry required. The system defaults to Current Budget.

Premium Earnings: No entry required. The system defaults to Not applicable.
Authorized By: Enter the state PACS authorization number for regular positions. “POOL,” “EXT TEMP,” or blank may be used, depending on the type of position temporary being established.

Go to the next screen by pressing the Next Block icon.

**NBAPOSN POSITION SALARY BUDGETS INFORMATION SCREEN**

**Fisc:** Enter the current fiscal year (e.g., 2002).

**Status:** Indicates budget status. The options are:
- Approved
- Working
- Closed*
- Transferred*

Use Approved until the budget module is activated.

**COAS:** The system will default from COAS on the previous page. The only value available is B.

**Orgn:** Enter the low-level org number to identify NCHEMS “home” for the position. Press Search to see valid choices. This field is used to identify the MAU.

**Budget ID:** Enter “FY2002” (or the current fiscal year). This field will not be used until the budget module is activated.
Phase: Enter “FY2002” (or the current year). This field will not be used until the budget module is activated.

FTE: Enter the full-time equivalent of the position (you can enter up to 999 for pooled positions). Full-time equivalent normally will be 1.0.

Date Created: Should be the same date as on Page 1 of the NBAPOSN form.

Salary: Enter budgeted salary for the position (can enter 0.00 as well), regardless of the distribution of funding.

Save the record. A warning will appear regarding budgeting for fringe benefits. Select OK or hit Enter to acknowledge warning.

To go to the Position Labor Distributions form, click on the underlined text in the Options menu to the left of the main screen.

NBAPOSN POSITION LABOR DISTRIBUTION BLOCK

To go to the Position Labor Distribution block, from the Position Salary Budgets form select the underlined text in the Options menu to the left.

Index: Leave blank.

Fund: Enter the fund number to which the position is to be charged, or leave blank and fund will default when the org number is entered (must override for 998000 fund).
**Orgn:** Enter the org number to which the position is to be charged.

**Acct:** Enter the object code (acct) of the position, the account number to which the position is assigned, which is the same as the Regulation form NOC code.

**Program:** The program number is associated with the org number and will default when the org is entered.

Use the scroll bar to view the following fields:

**Actv:** No entry required.

**Locn:** No entry required.

**Project:** No entry required.

**Cost:** No entry required.

**Salary Budget:** No entry required if the salary was entered in the Salary/Fringe Charge Back Totals. The system will show zero until a percentage is entered.

If the salary was not entered in the Salary/ Fringe Charge Back Totals block, you must enter the salary in addition to the percentage charged to the fund/org/acct/prog information.

**Percent:** Enter the percentage of the position to be charged to this fund/org/acct/prog combination. If the percentage is less than 100%, press the Next Record icon and enter the line of fund/org/acct/prog information and related percentage.

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**Note:** Do not assign percentages with more than two decimal places and always be sure that the total percentage equals 100.00%.

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**Save** the data.

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**Note:** This budget amount will be for information only. It will not feed to Finance. See Creating Budget in the Finance instructions for position budget updates to Finance. The distribution will not affect NBAJOBS in Existence. Please see Updating NBAJOBS Accounting distribution instructions.

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*Revised 4/16/02*
Each campus will determine whether they will keep both the budgeted amount in NBAPOSN and the position record on Banner Finance in balance. It is not the intent of the Budget offices to use NBAPOSN for reporting budget in individual positions. This information will be provided by a report from Banner Finance.

NBAPOSN CHANGES

NOTE: In the event that the campus Budget office needs to make any changes to the original requisition, the Budget office must first notify the appropriate campus Applicant Tracking (AT) personnel of the required changes. To prevent the applicant records from begin disassociated with the requisition, the Budget and AT personnel should proceed as follows:

Once Budget has contacted AT, AT must delete all the applicant information for the requisition entered through PAAAPPL or PAAAPOS. The Budget office can then make the necessary changes to the requisition. Once the changes are made by Budget, the AT must reenter the applicants against the requisition through PAAAPL or PAAAPOS.

Fiscal Year: Enter the current fiscal year.

Position Number: Enter the position number to be changed. Press Next Block to bring up the position information.

Make changes as needed. The following fields may be changed to the Compensation/Classification Information:

- Eclass
- Salary Group
- Salary Table
- Salary Grade
- Salary Step
- Title
- Position Class

The position title may have to be retyped if the field isn’t cleared out first. Save the changes.

The following fields may be changed to the Regulatory Information:

- NOC Code
- Occupational Code
- Title Code (Program Number)
The following fields may be changed on the **Position Budget Form (NBAPBUD)**:

- Status
- Effective Date of Position
- End Date

The following fields may be changed to **Position Salary Budgets**:

- FTE
- Salary (budgeted)—This field should be changed as the total budgeted in this position changes. Note that the amount in this field will be used in the distribution on page 3, based on the percentages in the distribution.
- Distribution fields including org/fund and percentage of total budget.

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**Note:** Any changes to total budget amount will be for information only. The change will not feed to Finance. See **Creating Budget** in Finance instructions.

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