QUERY INSTRUCTIONS

The following forms may be accessed from the Banner HR Position Management Menu or may be accessed directly by typing the form name in the Direct Access field.

NBAPOSN

NBAPOSN is the form used to establish positions. See the entry instructions.

NBICLSH

NBICLSH provides a history of the changes made to a position class (i.e., if the title changes, ECLS changes, skill level, position group, etc.).

Enter the 4-digit position class code and query date. (Next Block) will bring up the history information.

NBIPINC

NBIPINC provides a history of individuals assigned to a particular position number. The form cannot be accessed from the Option menu. To bring up this form, select Position Incumbent List Form from the Position Management Menu or type “NBIPINC” from the Direct Access field on any main Banner menu.

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Enter the 6-digit position number and specific query date. Information prior to the query date will not be shown. **Next Block** will bring up the history information.

**NB IPLST**

NB IPLST provides a listing of all positions assigned to a particular position class.
Enter the 4-digit PCLS and query date. **Next Block** will display the requested information.

**NBIPORG**

PBIPORG is not recommended for use.

**NBIPOSH**

NBIPOSH provides a listing of all changes to the parameters of a position.

Enter the 6-digit position number. **Next Block** will display the requested information.