

NBAJOBS

The purpose of NBAJOBS is to look up the contract(s) for a specific employee. This form gives you detail information such as effective date, personnel date, status, JobFTE, appointment percent, hourly rate, bi-weekly or monthly pay and annual salary.

1. Type in NBAJOBS at the main menu and press Enter.
2. Click on the arrow at the end of ID field, and the Option List box will appear.
3. Click on List for Employee (POIIDEN), and the Employee Search Form appears.
4. At this point, Banner is in query mode. In the "Last Name" field, type in the employee's partial last name with % (no space) at the end. Do the same with the first name, then click on the "Execute Query" button.
5. Banner will give you the ID(s) along with closest last and first names for the query that you have entered. Move the cursor to the desired employee's name and double click on the E-number. Banner will return to the NBAJOBS screen and fill in the ID field with the employee you selected.
6. Click on the down arrow by the "Position" field, and the "Option List" box appears. Click on "List of Employee's Jobs" (NBIJLST).
7. Banner will pop up a screen showing the employee's position(s). If the fields below "Position" not show any information or not show the position you're looking for:
 - Use the "Rollback" button (second button from the left in the toolbar, with a curved arrow icon) to void the previous query.
 - Change the "Query Date" (upper right-hand side) to an earlier date.
 - Click on "Next Block," and the position numbers for that employee appear.Once the fields below "Position" are populated, move the cursor to the desired position and double-click on it. Banner will return to the NBAJOBS screen and fill in the "Position" and "Suffix" fields with the information you selected.
8. After you have populated the ID, Position and Suffix fields, click on the "Next Block" button. The resulting screen will provide details on the requested job.
9. Browse through the historical records on the job by using down arrow (↓) until the left-hand bottom screen shows "At Last Record" or up arrow (↑) to get "At First Record."
10. Click on the "Job Labor Distribution" tab to see the organization(s) that are being charged for the cost of the job. To make sure you have the most current allocation, do the following steps:
 - Click on "Option" in the menu bar at the top of the screen.
 - Select "View Labor Distribution Effective Dates"
 - In the "Select Effective Dates to Query" box that appears, double-click on the desired effective date.