

# NBAJOBS

Revised November 14, 2006

Use NBAJOBS to see position number and pay information. Access encumbrances, monthly and base/annualized salary, FTE and time percentage, and labor distribution.

## NBAJOBS:

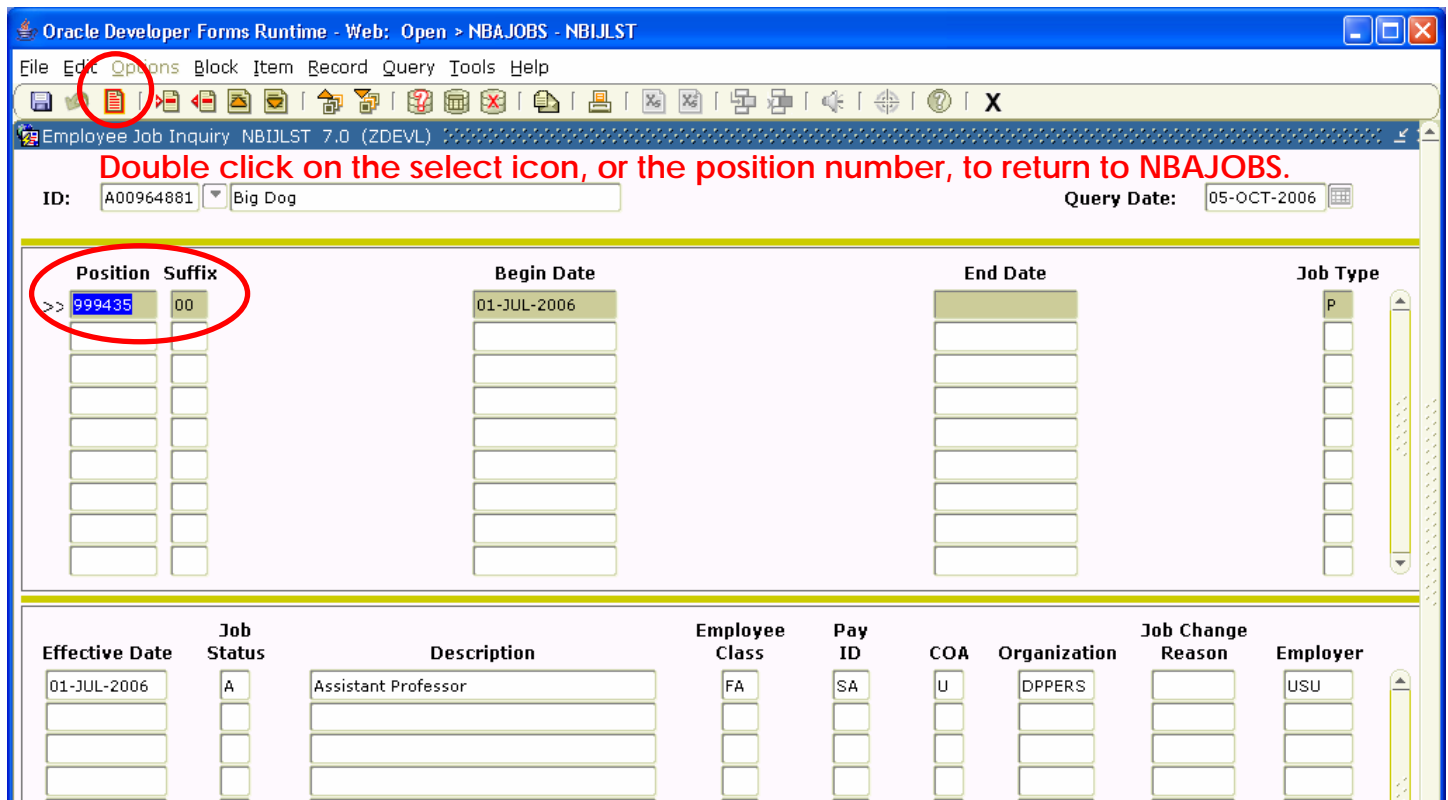
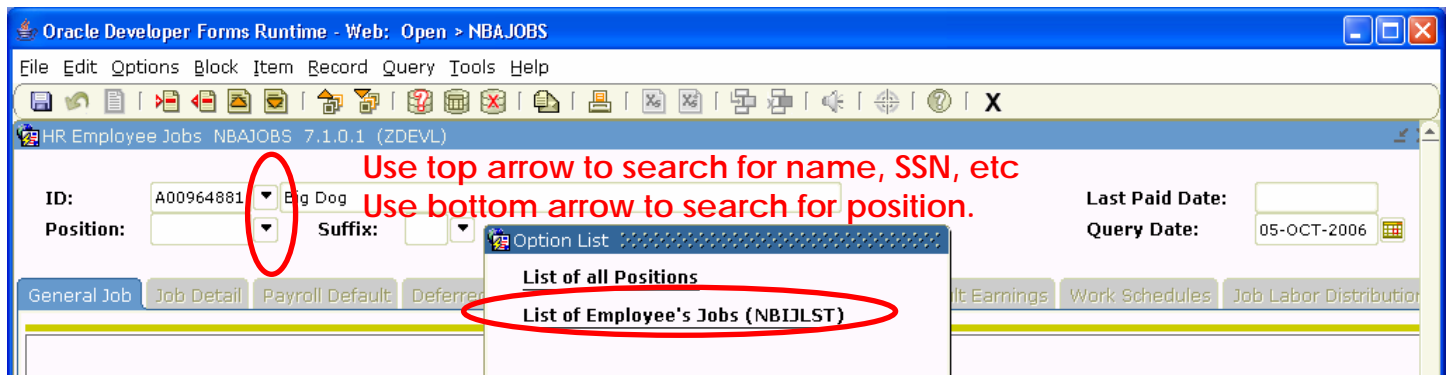
**ID:** Enter the employee's A-number, if known; otherwise do a search by clicking on the arrow between the ID and name fields. Select Alternate ID search (GUIALT) and search using the SSN or name. You are able to compare names, SSN, A-numbers and birthdates in this search.

**Position:** Use the arrow next to Position to access the position number.

Select List of Employee's Jobs to see positions which have been held by the employee. This will take you to NBIJLST where you will see all position numbers which have been held by the employee.

Highlighting each position in the top section will allow you to see service dates, title, status, class, pay ID, and organization in the lower section. Double click on the position number, or on the select icon to load the correct position number and suffix back into NBAJOBS.

**Query Date:** Use 01-Jul-2005 to see a complete history.



**Next Block:** Move to the next block of information by pressing control page down, or clicking on the "Next Block" icon, or selecting "Next" in the "Block" pull-down menu.

**General Job Tab:** See Begin date, encumbrance and job type here.

HR Employee Jobs NBAJOBS 7.1.0.1 (ZDEVL)

ID: A00964881 Big Dog  
 Position: 999435 Suffix: 00  
 Last Paid Date:   
 Query Date: 01-JUL-2006

General Job Job Detail Payroll Default Deferred Pay Miscellaneous Excluded Deductio... Default Earnings Work Schedules Job Labor Distribution

Begin Date: 01-JUL-2006 End Date:   
 Job Type: Primary

IPEDS Reporting Indicator

COA: U  Accrue Leave  Civil Service  
 Increase MM and DD: /   
 Eligible Date:   
 Deferred Balance: .00

Probationary Data  
 Probationary Period:   
 Probationary Begin Date:   
 Probationary End Date:

Encumbering Data  
 Salary Encumbrance: 36,000.00  
 Fringe Encumbrance:   
 Total Encumbrance Hours:   
 Contract Start:   
 Contract End:   
 Total Contract Hours:

**Job Detail Tab:** See job effective date, status, employee title, FTE, base/yearly salary and monthly payments, and pays and factors. Change the query date to reflect the time frame you need to see.

**Effective Dates for Job Changes:** To see Effective dates for employee actions (pay changes, etc) click on the Options Menu, then View Job Detail Effective Dates.

HR Employee Jobs NBAJOBS 7.1.0.1 (ZDEVL)

ID: A00964881 Big Dog  
 Position: 999435 Suffix: 00  
 Last Paid Date:   
 Query Date: 01-JUL-2006

General Job Job Detail Payroll Default Deferred Pay Miscellaneous Excluded Deductio... Default Earnings Work Schedules Job Labor Distribution

**Job Information**

Effective Date: 01-JUL-2006  
 Personnel Date: 01-JUL-2006  
 Status: Active  
 Title: Assistant Professor  
 Job FTE: 1.000  
 Appointment Percent: 100.00  
 Encumbrance Hours:   
 Encumbrance Indicator: System Calculated  
 Hours per Day: 8.00  
 Employee Class: FA Full Time Faculty AY  
 Leave Category:   
 Change Reason:   
 Employer Code: USU Utah State University

Pay Plan  
 Group: FY06 Grade: 00  
 Table: FA Step: 0

Compensation  
 Rate: 17.308025  
 Hours per Pay: 173.33  
 Assign Salary: 3,000.00 Monthly Pay  
 Factor: 12.0  
 Pays: 12.0  
 Annual Salary: 36,000.00 Base salary For EPAF

Use a current Query Date to see current information

Oracle Developer Forms Runtime - Web: Open > NBAJOBS

File Edit Options Block Item Record Query Tools Help

HR Employee Jobs NBAJOBS 7.1.0.1 (ZDEVL)

ID: A00964881 Big Dog Last Paid Date:

Position: 999435 Suffix: 00 Query Date: 01-JUL-2006

General Job Job Detail **Payroll Default** Deferred Pay Miscellaneous Excluded Deductio... Default Earnings Work Schedules Job Labor Distribution

Effective Date: 01-JUL-2006

Timesheet Defaults

Timesheet COA:

Timesheet Organization: DPPERS Human Resources

Payroll ID: SA Salaried Monthly Payroll

Default Shift: 1

Time Entry Method: Dept Time Entry with Approvals

Time Entry Type: Pay Period Exception Time Only

Time In and Out

Leave Report Method: Departmental Leave Report

Leave Report Payroll ID: SA Salaried Monthly Payroll

Department Payroll ID Type

Leave Reporting Information

The Payroll Default tab will be gray until you click on the Job Detail tab.

Under the Payroll Default tab, see payroll department and ID type(PHATIME)

**Job Labor Distribution Tab:** See accounting information on the Job Labor Distribution tab. This will show you what Index/FOAP pays for the position. Some positions may be paid from multiple Index/FOAPs; percentages will be shown here.

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File Edit Options Block Item Record Query Tools Help

HR Employee Jobs NBAJOBS 7.1.0.1 (ZDEVL)

ID: A00964881 Big Dog Last Paid Date:

Position: 999435 Suffix: 00 Query Date: 01-JUL-2006

General Job Job Detail Payroll Default Deferred Pay Miscellaneous Excluded Deductio... Default Earnings Work Schedules **Job Labor Distribution**

Effective Date: 01-JUL-2006

COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost	Percent
U	A06728	101165	E05813	615300	1060					100.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Click on Options, then Labor Distribution Effective Dates to see change dates for labor distribution. Click on dates to display index and FOAP information.