

Banner Human Resources Position Control Training Workbook

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SunGard Higher Education
4 Country View Road
Malvern, Pennsylvania 19355
United States of America
(800) 522 - 4827

Customer Support Center website
<http://connect.sungardhe.com>

Distribution Services e-mail address
distserv@sungardhe.com

Other services

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Revision History Log

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4/30/08	New version that supports Banner 8.0 Human Resources software.
7/22/09	Moved and updated some lessons for greater clarity.
11/30/2010	Revised version that supports Banner 8.4 Human Resources software.
02/22/2011	Made updates and revisions.
03/27/2011	Revised version that supports Higher Ground methodology processes.
10/7/2011	Update to match LCTCS HR Training Plan

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Think before you print.

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Introduction



Course goal

The goal of this course is to provide you with the knowledge and practice to maintain Position Control and Position Budgeting. The workbook is divided into these sections:

- Introduction
- Creating a New Position
- Creating and Approving a Working Budget
- Running Budgeting Reports
- Querying Position Control

Course objectives

In this course you will learn how to

- perform Finance-related preliminary tasks associated with Position Control
- identify valid fiscal years in Position Control and Human Resources
- define rules for interfacing Human Resources and Position Control to Banner Finance
- create the salary group for the year
- create salary and/or hourly rate highs and lows eligible to the participating grade
- create a position class and associate it with salary guidelines, employee class, and employee skill level
- establish the definition of the position

- roll salary tables from one fiscal year to the next
- update salary tables
- increase or decrease position budget amounts by employee class
- create a working budget
- verify positions
- pass NHPFIN1 transactions to the Finance system
- move Position Control budget information from the Position Control module into the Finance Budget tables
- budget fringes using actual amounts
- perform percentage-based fringe budgeting
- identify Banner reports and queries associated with position control
- associate budget and accounting information with a position.

Note: Encumbrance processing will not begin until FY13.

Intended audience

The Finance/Budget Office and Human Resources personnel responsible for Position Control.

Prerequisites

To complete this course, you should have

- completed the Education Practices computer-based training (CBT) tutorial *Banner 8 Fundamentals*, or have equivalent experience navigating in the Banner system
- familiarity with the Banner Human Resources module
- familiarity with HR Position Control forms

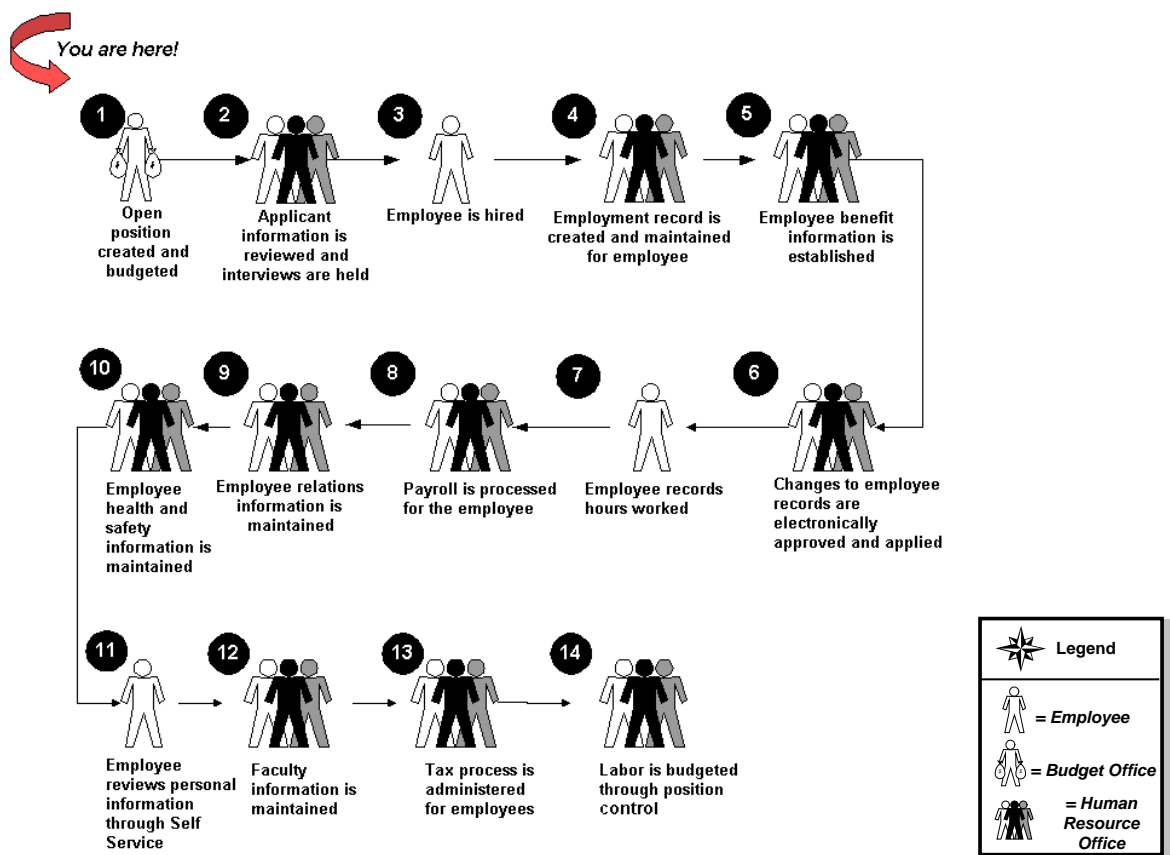
Process Introduction

Introduction

Position Control and Position Budgeting is generally a shared activity between Finance and Human Resources. In some cases, Finance is responsible for all activities.

Flow diagram

This diagram highlights the overall processes associated with Banner Human Resources.





Section goal

The goal of this section is to outline the processes and detail the procedures associated with processing related to position control, fringe budgeting, and using reports/queries related to Position Control.

Objectives

In this section you will learn how to

- roll salary tables from one fiscal year to the next
- update salary tables
- increase or decrease position budget amounts by employee class
- create a working budget
- verify positions

Defining the Position

Purpose

The Position Definition Form (NBAPOSN) establishes the definition of the position.

Key Points

- position defaults to Inactive **Status**, **Type**=single, **Begin Date**=system date (Maintained on NBAPBUD)
- may change any of the defaulted values
- may designate to which position number this position reports
- may navigate to Position Budget Form (NBAPBUD)

Three new tabs have been created to access the corresponding windows of the Position Definition Form (NBAPOSN)

- Position
- Comments
- Regulatory

Schema for Pooled Positions

Example for Students:

RAF999= Federal Workstudy
RAC999= College workstudy
RAO999= OASDI subject to FICA

Example for Adjuncts:

RAH999=Adjunct Hourly
RAS999=Adjunct Salary

Banner form

Position Definition NBAPOSN 8.0 (BANS)

Position Number: 500040

Position Comments Regulatory

Position Status: Active Type: Single
Position Begin Date: 01-JAN-1992 Position End Date: COA: A

Compensation and Classification

Position Class:	F0100 Instructor	Appointment Percent:	100.00
Position Title:	Math Instructor	Budget Type:	Permanent
Employee Class:	FF Full Time Faculty 9 Month	<input checked="" type="checkbox"/> Exempt Indicator	
Job Progression:		<input type="checkbox"/> Accrue Seniority	
Salary Group:	2004 fy04	Range Low:	15,000.00
Salary Table:	FF	Range Midpoint:	20,000.00
Salary Grade:	02	Range High:	25,000.00
Salary Step:	0	Step Value:	
Reports To:			
Work Schedule:			
Probationary Period:			
Bargaining Unit:			
Job Location:			

Steps

Follow these steps to complete the process.

1. Access the Position Definition Form (NBAPOSN).
2. Enter a **Position Number**. The position number is the number that you have designated for this specific position you are about to create. **NOTE: LCTCS uses the position to identify the institution/campus to which each position belongs. All position numbers start with the appropriate campus location code (Finance location code). If you are unsure of the appropriate campus code to use, please see the appendix for the approved list.**
3. Result: You will get a "Position Not Found; ADD assumed" pop-up message:
4. Click OK to acknowledge the message.
5. Perform a **Next Block** function.
6. Cursor will reside in the Position Class field in the Compensation and Classification block.
7. Note: The first section of information on this form is entered on NBAPBUD and cannot be updated here but will be applied during the budgeting of the position.

This includes the fields: **Position Status**, **Position Begin Date**, **Position End Date**, **Type**, and **COA** (chart of accounts).

8. Enter the position class value created in the Position Class Rules Form (NTRPCLS) process. Note: The Position class is key to correctly creating the position. Please take care in selecting it. The position class code is the Civil Service Job Code with the last digit dropped. The entire Civil Service Job Code is included in the position class description.
9. Note: When you enter the position class code key values will default into the form: Position Title, Employee Class, Salary Group, Salary Table, Salary Grade, Salary Step (should always be 0), Ranges, Exempt Indicator, all of which were created during the NTRPCLS (position class) task.

If no step defaults, then enter 0. (*All should default to zero, since LCTCS created no steps and have set that as the default on NTRPCLS*). Note: In a few instances, particularly adjunct faculty positions, it may be necessary to change the default employee class. This is because, as an example, LCTCS adjunct faculty assignments may be either salary-based or hourly based. When creating a new position, please ensure that the employee class is correct.

10. Bargaining Unit: LCTCS will utilize this field to identify Table of Organization
T = TO position; N=NonTo position.
11. Job Location: Field used to track institution campus location.
12. Position title should never be overridden on the position (NBAPOSN). The only acceptable place for the overriding of the position title to replace with the business/working title is on the assignment (NBAJOBS).
13. The title for an instructor may default in as *Instructor* on NBAPOSN. This position title will be used for required reports and must NEVER be changed on NBAPOSN.
14. Click the **Save** icon.
15. Result: The Compensation/Classification Change Date window appears. The default date is the system date. This date can be overridden with a past date, but not a future date.
16. Click the **OK** button to close the window.
17. At this point, the position budget needs to be created. You have two options to access the Position Budget Form (NBAPBUD):
 - Select **Position Budget** from the **Options** menu.
 - Exit the form, and then use the direct access box on the main form to access NBAPBUD.

Associating Budget and Accounting Information

Introduction

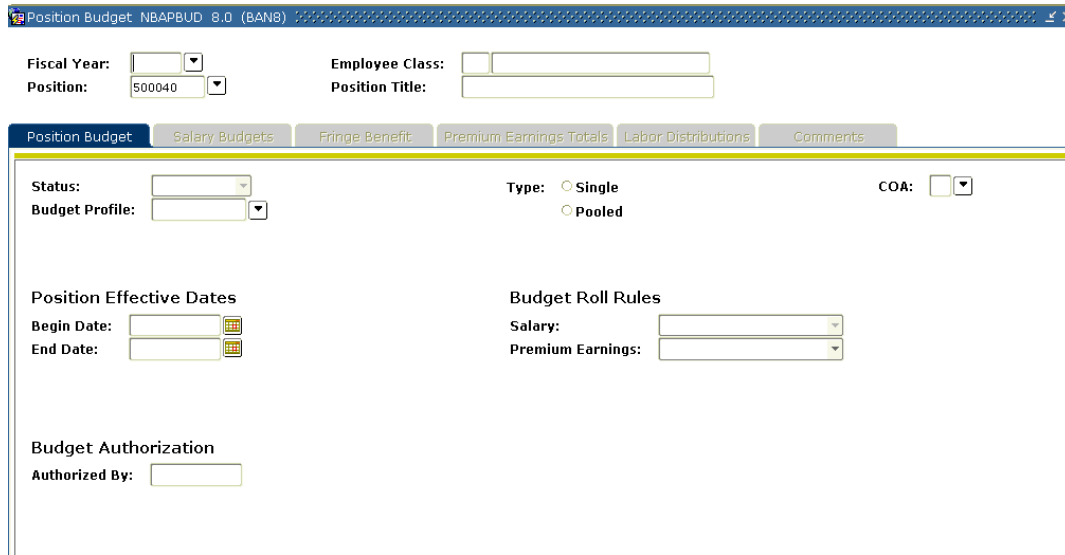
The Position Budget Form (NBAPBUD) enables you to associate budget and accounting information with a position. You can use the tabs to authorize all position budgets, define position salary, fringe benefits, premium earnings, and add comments.

When you open the form, the Position Budget tab is open. Here you can identify

- **Status** (Active, Frozen, Cancelled, Inactive)
- **Type** (pooled or single)
- Position **Begin Date**
- Position **End Date** (should only be entered if 'position' is truly ending)
- **Salary** budget roll rules
- Authorization.

Note: Active and frozen positions will roll into a working budget and will be fed to Finance. Cancelled and Inactive position budgets will not roll. The status of positions can be changed at a future date.

Banner form



Position Budget: NBAPBUD 8.0 (BANB)

Fiscal Year: Employee Class:
Position: 500040 Position Title:

Position Budget | Salary Budgets | Fringe Benefit | Premium Earnings Totals | Labor Distributions | Comments

Status: Type: Single Pooled COA:

Budget Profile:

Position Effective Dates
Begin Date: End Date:

Budget Roll Rules
Salary: Premium Earnings:

Budget Authorization
Authorized By:

Steps

Follow these steps to complete the process.

1. Access the Position Budget Form (NBAPBUD).
2. Enter the year in the **Fiscal Year** field.
3. Note: You are creating the position budget for this fiscal year. The format is #### (consult with your fiscal year values created in previous tasks). If you hit Tab – the information from NBAPOSN will appear grayed out within the Key block. No changes in position title may be made on NBAPOSN, the only acceptable area for change in the business/working title is on the assignment (NBAJOBS).
4. Enter a position number in the **Position** field, if necessary.
5. Perform a **Next Block** function.
6. In the **Type** field, the default is *Single*. Override the default as needed.
7. Note: *Single* means that one incumbent (or two or more total 1 FTE) will fill this full-time position. *Pooled* means that there could be multiple incumbents and multiple FTE's.
8. The value in the **COA** field (Chart of Accounts) will default as L (there is one single Chart of Accounts).

9. Enter the **Begin Date** of the position in the appropriate **Position Effective Dates** field.
10. Note: A job (NBAJOBS) cannot be assigned with an Effective Date prior to the Begin Date on NBAPBUD.
11. Double-click in the **Salary** field and select a budget roll rules for the salary field.
12. Notes: The Budget Roll Rules for salary rolls and premium earnings are established on the Employee Class rule form (PTRECLS.) The value defaults based on the employee class entered on NBAPOSN: Budget method can be overridden if necessary. The value entered for the Salary field will decide how the budget will be rolled when preparing the positions budget for the working phase.
13. The following values will provide the subsequent results
 - **Actual Expense:** Process will roll expended dollars of associated positions budget.
 - **Current Annual Salary:** Process will roll the current salary assigned to the incumbent unless the job is vacant (then it will hit the midpoint assigned on NTRSALA).
 - **Current Budget:** Process will roll what is currently budgeted.
 - **Current Encumbrance Balance:** Process will roll encumbered dollars for current incumbent. Note: Encumbrance will not be used until FY13.
 - **Midpoint of Pay Range:** Process will roll the midpoint assigned on NTRSALA for associated position.
 - **Remaining Budget:** Process will roll the budget not yet expended for associated position.
 - **Zero:** Process will roll the amount of \$0.00 for associated position.

Salary Budgets tab

Key points for the Salary Budgets tab

- Shows past, current, and future fiscal years
- Status (*Approved, Working, Closed, Transferred*)
- COAs
- Organization
- Budget ID and Phase (FTMOBUD)
- Budgeted FTE – one FTE for single positions; number of anticipated incumbents for pooled positions
- Salary Budget – encumbered, expended, remaining (display only)
- For new positions, user inputs above data
- Cannot change the status once saved
- For existing position, past years are display only (closed)
- Use future years for budget roll and modeling (Working Status)
- Can change Salary Budget amount for Working and Approved budgets
- To change organization, perform an Organization Transfer (Approved and Working)

Note: **Create FTE/Salary Records** should be left unchecked and all fields except **Budget FTE** should contain zeros unless you are using the FTE enhancement. For detailed information on the FTE enhancement, refer to the *Banner Human Resources User Guide*.

Banner form

The screenshot shows the Banner Position Budget form with the following fields and values:

Fiscal Year:	1994	Employee Class:	FF Full Time Faculty 9 Month
Position:	500040	Position Title:	Math Instructor

Navigation tabs: Position Budget, **Salary Budgets**, Fringe Benefit, Premium Earnings Totals, Labor Distributions, Comments

Fiscal Year:	1994	Organization:	125	Create Date:	01-JUL-1993
Status:	Closed *	Budget ID:	FY94	Salary Group:	1994
COA:	A	Phase:	GUIDE	Base Units:	0

Salary

Budgeted Amount:	184,575.00	Position Budget Basis:	.00
Encumbered Amount:	166,649.96	Position Annual Basis:	.00
Expended Amount:	1,500.00	Budget Appointment Percent:	.00
Remaining Amount:	16,425.04	Budget FTE:	4.0000

Create FTE or Salary Records

Steps

Follow these steps to complete the process.

1. Access the **Salary Budgets** tab.
2. Enter the fiscal year for the budget in the **Fiscal Year** field.
3. Note: The format is ####. If you are unsure of current active fiscal year, click the **Search** icon to the right of the field. The fiscal year indicates the fiscal year in which the budget you see is active. There will be one salary budget for each fiscal year. These records are created through the budget roll process described in the previous block.

4. Use the table that follows as a guideline in completing the fields on this window.
5. Note: If your institution is *not* using FTE enhancement, these fields should contain 0:
 - **Position Budget Basis**
 - **Position Annual**
 - **Budget Appt**
 - **Budget FTE**
6. When finished completing the fields, click the **Save** icon.

Fields - Salary Budgets tab

Use this table as a guideline in completing the fields.

Field	Description
Organization	Enter the department that "owns" the position. Click the Search icon for eligible organization codes.
Create Date	The date the budget was created. A job cannot be entered against a position prior to this date. This date cannot be prior to the date the position was created (the date value entered in the Begin Date field on the first block of the form).
Status	Defaults in as <i>Approved</i> . Maintain this default and allow the system to utilize other status such as <i>Working</i> and <i>Closed</i> via the roll process.
Budget ID	Enter your institutions defined Budget Id code. This will be provided by the Finance department, which will represent the budgeted period.
Salary Group	This is used in budget roll. This field will be automatically populated during the budget roll process. The value is for reference only.
COA	Chart of Accounts value.
Phase	Enter your institution's defined Budget Phase code.
Base Units	Defaults from pay factor on PTRPICT. If individual records are to be overridden from the rule established, change here.

Field	Description
Create FTE/Salary Records	Defaults from values established within the employee class. If individual records are to be overridden from the rule established on PTRECLS, click/unclick here. This field should only be checked if using FTE enhancement.
Budgeted Amount	Enter the budgeted amount for the position. This will normally be the annual salary value.
Position Budget Basis	Defaults from pay factor on PTRECLS. If individual records are to be overridden from the rule established on PTRECLS, click/unclick here.
Position Annual	Defaults from PTRECLS. If individual records are to be overridden from the rule established on PTRECLS, click/unclick here.
Budget Appointment Percent	Defaults with a 100% appointment representation. If value needs to be overridden for the type of position being budgeted for, override to proper appointment percentage.
Budget FTE	<p>The FTE record should calculate itself if you have elected to Create FTE/Salary records on PTRECLS. If you did not elect to create FTE records, enter the FTE you are budgeting for here.</p> <p>Example: Enter a 1 for <i>single</i> full-time positions; for <i>pooled</i>, enter the number of anticipated incumbents.</p>

Fringe Benefit tab (LCTCS will use Fringe Chargeback from the System Office)

The fringe budgets are created during the fiscal year budget roll. If your institution is budgeting fringe using the actual method, the following task should be completed.

Note: For more information on this topic, see *Section D: Fringe Budgeting* in this workbook.

Banner form

Position Budget NBAPBUD 8.0 (BAN8)

Fiscal Year: 1994 Employee Class: FF Full Time Faculty 9 Month
 Position: 500040 Position Title: Math Instructor

Position Budget Salary Budgets **Fringe Benefit** Premium Earnings Totals Labor Distributions Comments

Actual Fringe Total

Fiscal Year: 1994 Organization: 125 FTE: 4
 Status: Closed Budget ID: FY94 Date Created: 01-JUL-1993
 COA: A Phase: GUIDE Salary Group: 1994

Salary

Budgeted Amount: 184,575.00
 Encumbered Amount: 166,649.96
 Expended Amount: 1,500.00
 Remaining Amount: 16,425.04

Benefit	Budgeted Amount	Expended Amount	Remaining Amount	Budget To be Posted
DEN Dental Insurance	4,000.00	360.00	3,640.00	.00
FIM Fica Medicare	11,443.65	73.80	11,369.85	.00
FIO Fica Old Age	2,676.34	315.58	2,360.76	.00
HME Health-MESA	7,200.00	1,500.00	5,700.00	.00

Steps

Follow these steps to complete the procedure.

1. Access the Fringe Benefit tab.
2. Enter the benefits codes (determined by your institution) with the appropriate fringe budget.
3. Click the **Save** icon.

Premium Earnings tab (not used at LCTCS)

The Premium Earning tab allows you to add or view premium earnings for a position.

Banner form

The screenshot shows the Banner Position Budget form for position 500040. The form is titled "Position Budget NBAPBUD 8.0 (BAN8)". It has several tabs: "Position Budget", "Salary Budgets", "Fringe Benefit", "Premium Earnings Totals" (which is selected), "Labor Distributions", and "Comments".

At the top, there are fields for "Fiscal Year" (1994), "Employee Class" (FF Full Time Faculty 9 Month), "Position" (500040), and "Position Title" (Math Instructor).

Below the tabs, there are more fields: "Fiscal Year" (1994), "Status" (Closed), "COA" (A), "Organization" (125), "Budget ID" (FY94), "Phase" (GUIDE), "FTE" (4), "Date Created" (01-JUL-1993), and "Salary Group" (1994).

Under the "Salary" section, there are four rows of amounts:

Budgeted Amount:	184,575.00
Encumbered Amount:	166,649.96
Expended Amount:	1,500.00
Remaining Amount:	16,425.04

At the bottom, there is a table for "Earnings" with the following columns: "Earnings", "Budgeted Amount", "Expended Amount", "Remaining Amount", and "Budget To be Posted". The "Expended Amount" column shows a value of ".00".

Steps

Follow these steps to complete the procedure.

1. Access the **Premium Earnings** tab.
2. Enter the benefits codes (determined by your institution) with the appropriate budget amount.
3. Click the **Save** icon.

Labor Distributions tab

The top of this window displays the budget information you saw on the previous window. The **Index, Fund, Orgn, Acct, Prog, Salary Budget, and Percent** line is the budget and labor expense accounting line.

There can be multiple accounting lines. The **Salary Budget** and **Percent** fields are used to indicate what portion of the budget goes to which accounting line. To the right of the accounting lines, you will see a vertical scroll bar. If there are more records than will appear on the form, the bar will be activated. You can then scroll down to see additional values. This position has one accounting line, so the scroll bar is not activated.

Banner form

Position Budget NBAPBUD 8.0 (BAN8)

Fiscal Year: 1994 Employee Class: FF Full Time Faculty 9 Month
 Position: 500040 Position Title: Math Instructor

Position Budget Salary Budgets Fringe Benefit Premium Earnings Totals **Labor Distributions** Comments

Fiscal Year: 1994 Organization: 125 FTE: 4
 Status: Closed Budget ID: FY94 Date Created: 01-JUL-1993
 COA: A Phase: GUIDE Salary Group: 1994

Salary
 Budgeted Amount: 184,575.00
 Encumbered Amount: 166,649.96
 Expended Amount: 1,500.00
 Remaining Amount: 16,425.04

New	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost	Salary Budget	Percent	To Be Posted
<input type="checkbox"/>		1000	125	5120	610					184,575.00	100.00	.00
<input type="checkbox"/>												
<input type="checkbox"/>												
<input type="checkbox"/>												
<input type="checkbox"/>												
<input type="checkbox"/>												
<input type="checkbox"/>												
Totals:										184,575.00		.00

Steps

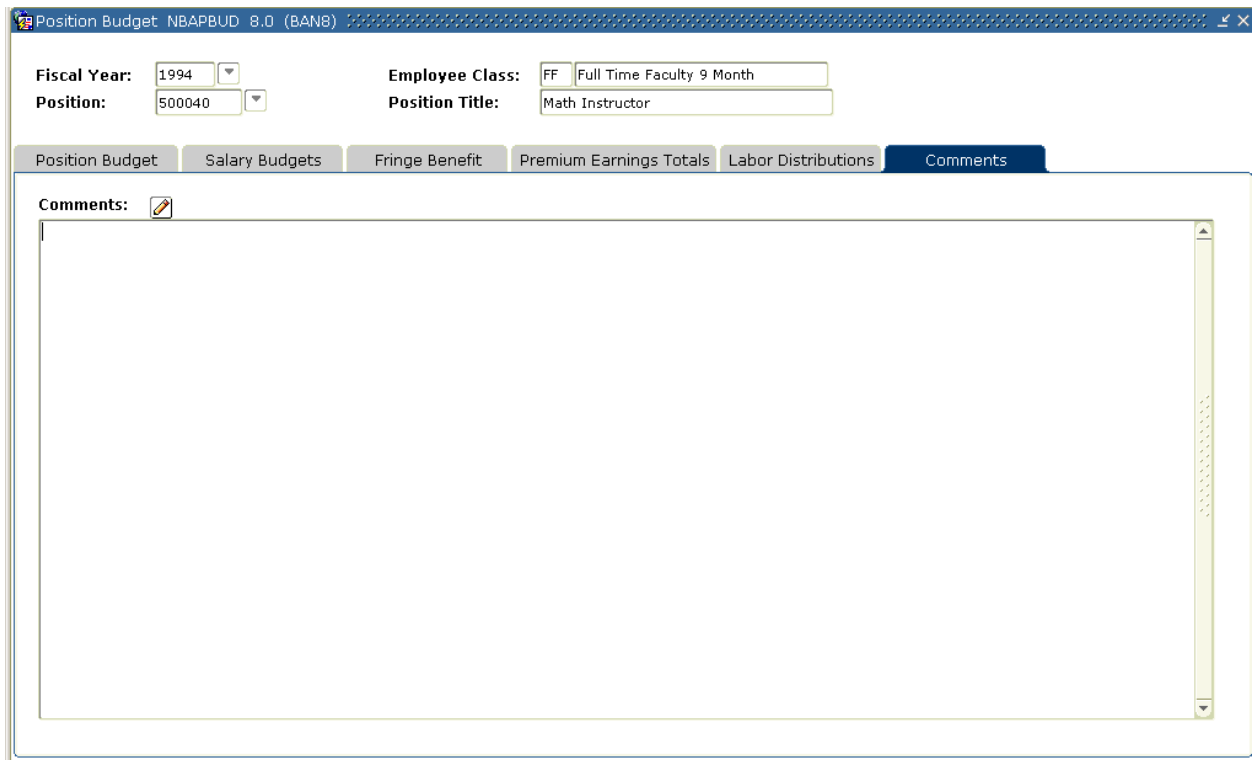
Follow these steps to complete the process.

1. Access the **Labor Distributions** tab.
2. **Result:** This account number will default to NBAJOBS.
3. Enter the appropriate index value in the **Index** field if indexes are used at your institution.
4. Note: The Fund, Organization, Account, and Program values will default from the Index value entered so you may skip to entering the salary budget amount or percent.
5. Enter the appropriate value in the **Fund** field.
6. Enter the appropriate value in the **Organization** field.
7. Enter the appropriate value in the **Account** field.
8. Enter the appropriate value in the **Program** field.
9. Enter either the **Salary Budget** or **Percent**. Any combination of distributions will work as long as the total distribution equals 100%.
10. Note: If you are entering more than one account line:
 - enter the first line
 - arrow down to the next line
 - enter the next line, etc.
11. Click the **Save** icon.

Comments tab

The Comments tab allows for free format comments. You can enter information regarding the budgets and accounting information being associated. We recommend adding your initials and date when adding a comment.

Banner form



The screenshot displays the 'Position Budget NBAPBUD 8.0 (BAN8)' application window. At the top, there are input fields for 'Fiscal Year' (1994), 'Employee Class' (FF Full Time Faculty 9 Month), 'Position' (500040), and 'Position Title' (Math Instructor). Below these fields is a tabbed interface with the following tabs: 'Position Budget', 'Salary Budgets', 'Fringe Benefit', 'Premium Earnings Totals', 'Labor Distributions', and 'Comments'. The 'Comments' tab is currently selected and active. It features a large, empty text area for entering comments, with a small edit icon (a pencil) in the top-left corner of the text area.

Steps

Follow these steps to complete the procedure.

1. Access the **Comments** tab.
2. Enter the comment.
3. Click the **Save** icon.
4. Click the **Exit** icon.

Creating and Approving a Working Budget



Section goal

The goal of this section is to outline the processes and detail the procedures associated with processing related to position control, fringe budgeting, and using reports/queries related to Position Control.

Objectives

In this section you will learn how to

- roll salary tables from one fiscal year to the next
- update salary tables
- increase or decrease position budget amounts by employee class
- create a working budget
- verify positions
- update position salary, fringe benefits and labor distribution data
- interface Position Control budget data from the Position Control module into the Finance Budget Development module
- identify Banner reports and queries associated with position control.

Define the Fiscal Year

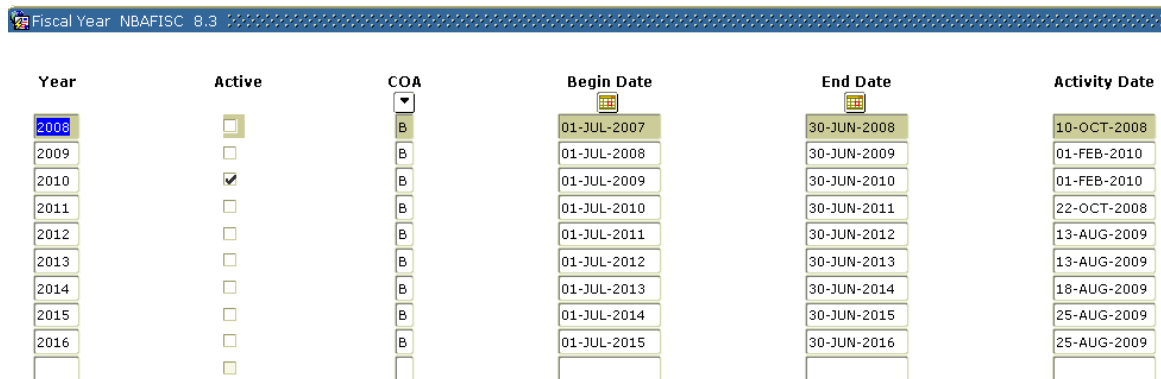
Introduction

After the fiscal year has been created and identified on the Fiscal Year Maintenance Form (FTMFYSYR), the fiscal year needs to be entered within the HR system. The Fiscal Year Form (NBAFISC) identifies valid fiscal years in Position Control and Human Resources.

The fiscal year identifies which year positions/budgets will be tied to through the budgeting process. This fiscal year is activated only once, and then systematically rolled during each fiscal year roll process.

Warning: Do not change the active year manually from one year to another. The approval process in the budget roll program (NBPBROL) automatically changes the new fiscal years to Active, and deactivates old years.

Banner form



Year	Active	COA	Begin Date	End Date	Activity Date
2008	<input type="checkbox"/>	B	01-JUL-2007	30-JUN-2008	10-OCT-2008
2009	<input type="checkbox"/>	B	01-JUL-2008	30-JUN-2009	01-FEB-2010
2010	<input checked="" type="checkbox"/>	B	01-JUL-2009	30-JUN-2010	01-FEB-2010
2011	<input type="checkbox"/>	B	01-JUL-2010	30-JUN-2011	22-OCT-2008
2012	<input type="checkbox"/>	B	01-JUL-2011	30-JUN-2012	13-AUG-2009
2013	<input type="checkbox"/>	B	01-JUL-2012	30-JUN-2013	13-AUG-2009
2014	<input type="checkbox"/>	B	01-JUL-2013	30-JUN-2014	18-AUG-2009
2015	<input type="checkbox"/>	B	01-JUL-2014	30-JUN-2015	25-AUG-2009
2016	<input type="checkbox"/>	B	01-JUL-2015	30-JUN-2016	25-AUG-2009
	<input type="checkbox"/>				

Steps

Follow these steps to enter a new fiscal year.

1. Access the Fiscal Year Form (NBAFISC).
2. Enter the fiscal year that is going to be active in the **Year** field.
5. Note: The first fiscal year is Active; future years are Inactive. The approval process in the budget roll program (NBPBROL) automatically changes new fiscal years to Active, and deactivates old years. Therefore, there is no need to check the **Active** checkbox.
3. Click the **COA** Search icon and select a Chart of Accounts.
6. Result: The **Begin Date** and **End Date** will default from the values of the fiscal year entered in the finance system.
4. Click the **Save** icon.
5. Click the **Exit** icon.

Define Rules for Interfacing Transactions to Banner Finance

Introduction

The HR/Finance Setup Rules Form (NTRFINI) allows you to define rules for interfacing transactions to Banner Finance. In addition, it defines the accounting distribution for net pay and deferred pay. When Banner Finance is installed, rule class codes are validated against the Finance System Rule Class Code Form (FTMRUCL). All the base rule codes for interfacing data from HR to Finance are identified on this form. It is a good idea that persons from both the Position Budgeting area and the Finance area have an understanding of what these Rule Codes do when posting to Finance. Some rules are dependent on whether you use encumbering or not.

NTRFINI enables you to

- define rules for interfacing Banner Human Resources and Position Control to Banner Finance
- validate rule class codes against the Finance System Rule Class Code Form (FTMRUCL). Each rule class determines how payroll, budget, or encumbrance transactions interface to Banner Finance
- maintain information for fringe chargeback method of fringe budgeting
- store distribution information for Net Pay, Deferred Pay, and Fringe Clearing (for chargeback)
- use the copy feature to repeat rules from one year to the next.

Note: You need a record for each fiscal year.

For each fiscal year identified, a NTRFINI rule needs to be populated in order to process the payroll feed to finance. As the payroll feeds to the Finance System, each aspect of the payroll needs to post within finance. The NTRFINI form begins to organize the order in which data is fed and posted to GURFEED.

Banner form

HR/Finance Set up Rules NTRFINI 8.3

Fiscal Year: 2010 COA: B From: 01-JUL-2009 To: 30-JUN-2010 Active
 Finance Fiscal Year: 10 From: 01-JUL-2009 To: 30-JUN-2010
 Activity Date: 19-OCT-2010 Bank: A1 First Bank of Downtowntown
 Feed Budget to Finance Budget Development

Finance Rule Class Code

Gross Earnings Payroll Expense:	HGNL	Payroll - Gross Exp. No Liquidation
Employee Deductions Liability:	HEEL	Payroll - Employee Liability
Net Payroll:	HNET	Payroll - Net Pay
Employer Fringe Payroll Expense:	HGRB	Payroll - Gross Benefit Expense
Employer Fringe Payroll Liability:	HERL	Payroll - Employer Liability
Deferred Pay Accrual Amount:	NOOP	No operation
Deferred Pay Payout Amount:	NOOP	No operation
Fringe Charge Back Expense:	HFNL	Payroll - Fringe Chargeback w/o Liq
Fringe Charge Back --> Clearing:	HFRC	Payroll - Fringe Chargeback Clearing
Fringe Actual Expense--> Clearing:	HFEX	Payroll - Actual Fringe Ben. Dist.
Original Budget:	BD01	Permanent Adopted Budget
Adjusted Budget:	BD02	Permanent Budget Adjustments
Original Salary Encumbrance:	HENC	Payroll - Salary Encumbrance
Salary Encumbrance Adjustment:	HENA	Payroll - Encumbrance Adjustment
Original Fringe Encumbrance:	HFEN	Payroll - Fringe Benefit Encumb.
Fringe Encumbrance Adjustment:	HFEA	Payroll - Fringe Benefit Enc. Adj.
COBRA Payment Cash Posting:	NOOP	No operation
COBRA Payment Benefit Premium:	NOOP	No operation
COBRA Payment Administration Fee:	NOOP	No operation

The **Active** indicator is system displayed dependent on the NBAFISC record that is active. It is not enterable on NTRFINI.

If the **Feed Budget to Finance Budget Development** indicator is checked, any new or changed budget information will be fed to Budget Development. If this is unchecked, any new or changed budget information will be fed ONLY to the operating ledgers. Generally this indicator should be unchecked for the current fiscal year and checked for the new fiscal year.

Note: An active budget and a working budget with two different fiscal years need to have budget adjustments entered in both in order to have the active budget and the working budget in agreement.

Note: If you have already fed the working budget to Budget Development and it's been approved in Finance, you cannot feed the approved HR budget back to Finance.

Steps

Follow these steps to create the first fiscal year record.

1. Access the HR/Finance Setup Rules Form (NTRFINI).
2. Click the **Fiscal Year** Search icon and select a fiscal year from the Fiscal Year Form.
3. Click the **COA** Search icon and select a Chart of Accounts.
4. Click the **Financial Fiscal Year** Search icon and select a fiscal year form the System Control Fiscal Year Validation Form.
7. Note: The 'TO' and 'FROM' dates will populate themselves from what was created in Finance.
5. Enter the **Finance Rule Class Codes** applicable to each posting.
8. Note: A representative from the Finance team should be present and participate in the creation of how budgets, encumbrances and payroll data is fed and posted into finance. These rule classes will be familiar to those involved within the Finance system from referenced form FTMRUCL where, if institutionally decided, posting edits could be created for appropriate posting. If the function listed is not being utilized within your institution, populate the Rule Class with NOOP representing no operation of that type.
6. Click the **Save** icon.
7. Click the **Exit** icon.

Note: Each fiscal year, the current NTRFINI record will be copied by selecting Copy Prior Year from the Options menu and entering the current fiscal year and COA. This will create the new fiscal year record.

Creating a Working Budget and Interfacing to Budget Development

Introduction

Each fiscal year you will create a new working budget. After preparing for the roll, you can roll budgets using the Budget Roll Process (NBPBROL). The Budget Roll Process (NBPBROL) is used twice in the process, once to create the working budgets and later to approve the budgets.

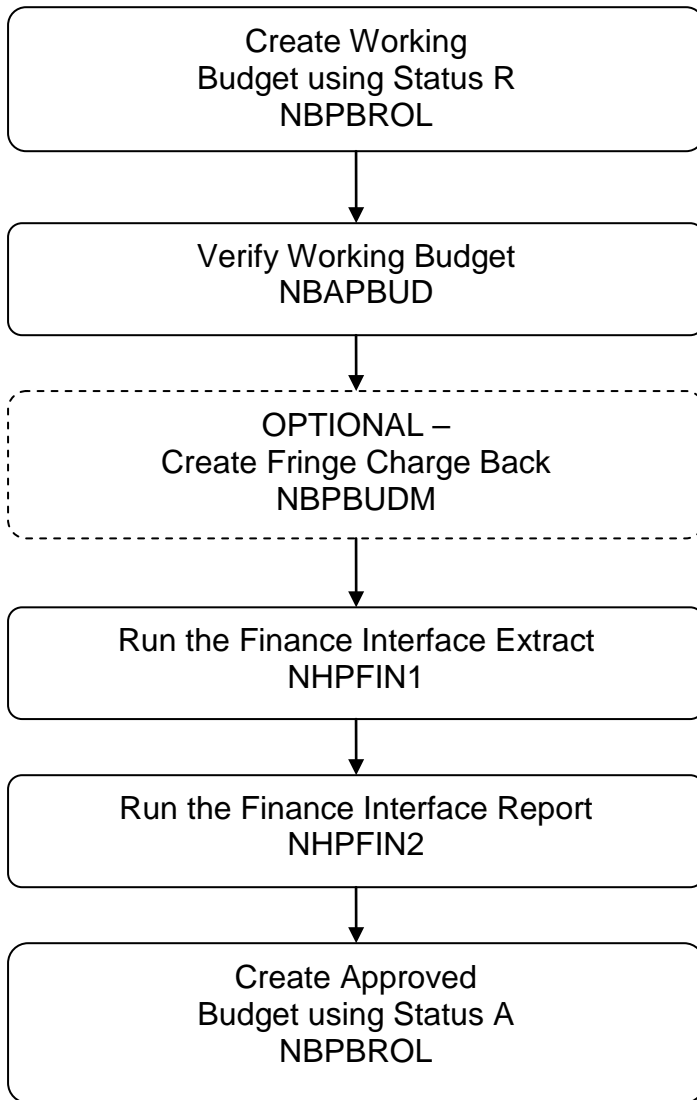
If you are budgeting fringe benefits using the Fringe Chargeback method run the Budget Maintenance Process (NBPBUDM). **This step is only needed if you are using the fringe charge back budgeting method.**

After position salary and fringe benefits amounts have been updated for the new fiscal year run the Finance Interface Extract (NHPFIN1) to begin the interface processing to the Finance Budget Development module. The Finance Interface Extract (NHPFIN1) populates the Temporary Budget Table (NHRTBUD) and the Finance Interface Collector Table (NHRFINC) with identical sets of detailed budget information. Once NHPFIN1 runs, it populates the tables and sets the to-be-posted amounts for the working budget to zero on the **Labor Distribution** tab on NBAPBUD.

To continue the budget roll process and pass working budget amounts to Banner Finance, run the Finance Interface Report (NHPFIN2). NHPFIN2 creates the Finance Document Number for the transactions. The transactions going to Banner Finance supply the GURFEED table with Finance Document Numbers that contain working budget amounts. NHPFIN2 also sends the Finance Document Number to the Temporary Budget Table (NHRTBUD) and NHRFINC tables. This transfer of data is represented by the arrows.

After working budgets for a fiscal year have been created within your institution in the Finance and Human Resources departments, run NBPBROL again with the option to approve the budgets. The NBPBROL process then moves the detailed information about budgets from the Temporary Budget Table (NHRTBUD) to the Finance Distribution Table (NHRDIST) where the various salary reports can be used, as well as the two online query forms. See the next page for a complete process flow. The approved budget information can then be accessed on the Labor Distribution Data Inquiry Form (NHIDIST) by querying on the Finance Document Number.

Working budgets flow chart



Forms and processes for creating the working budget

- Mass Salary Table Roll Rules Form (NTRSTRL)
- Salary Table Update Process (NBPMASS)
- Budget Roll Process (NBPBROL)

Forms and processes for interfacing to budget development

- Budget Roll Process (NBPBROL)
- Budget Maintenance Process (NBPBUDM)
- Finance Extract Process (NHPFIN1)
- Finance Interface (NHPFIN2)
- Finance Budget Feed Process (FBRFEED) *Budget Development Only*

Checklist

Use this checklist as a reminder to make sure the necessary set-up tasks and forms are completed.

- FTMFSYR, FTMOBUD
- NBAFISC
- NTRFINI
- NTRFRNG, NTRFBLD (optional)
- Upgrade salary groups / tables (NTRSGRP, NTRSTRL and NBPMASS)
- NTRBROL (optional)
- Run a report to review budget roll methods for each position to see if any overrides need to be added at this level; this should be done annually.

Preparing for the New Fiscal Year

Introduction

The Mass Salary Table Roll Rules Form (NTRSTRL) is used to create the rules use to roll your salary tables from one year's group to the next year's group. This form allows you to do mass salary increases on your salary tables by a percentage, a flat amount, or a combination of the two methods. Once the salary increase information is defined you will run the NBPMASS process to do the update.

Note: It is recommended that this form be set up and used to roll to the next year's salary group even if you do not want to do a mass increase. To do this you would define a zero in the percentage and amount fields. You can define any increase amounts to that table and apply it to all grades or select only applicable grades. You will need to make sure that you select all of your salary tables so they will be rolled forward into the new salary group regardless if they are increased.

Banner form

Salary Table	Increase Table Rate Percent	Increase Table Rate Amount	Rounding Indicator	Round Amount By	Change All Grades	Activity Date
>> AD	5.00		Nearest	1.00	<input checked="" type="checkbox"/>	22-JUN-2009
FP	.00		(None)		<input type="checkbox"/>	22-JUN-2009
ST	.00		(None)		<input type="checkbox"/>	22-JUN-2009
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	

Grades	Activity Date
01	22-JUN-2009

Steps

Follow these steps to set up rules to roll salary tables.

1. Access the Mass Salary Table Roll Rules Form (NTRSTRL).
2. Click the **Roll from Salary Group** Search icon and select the appropriate salary code.

Note: This is generally the current fiscal year.

3. Enter the appropriate salary code in the **To** field.
4. Click the **Salary Table** Search icon and select the salary table from the Example: *AD* (Administrative)
5. If it applies, enter a percent in the **Increase Table Rate Percent** field.
6. If it applies, enter an amount in the **Increase Table Rate Amount** field.
7. Click the **Rounding Indicator** drop-down arrow and select the appropriate rounding method.
8. Enter the amount for the tables to be rounded by in the **Round Amount By** field.
9. Click **Change All Grades** checkbox or enter the grades in the applicable grades box as appropriate.

Note: By clicking this, all grades in the table will be populated with the appropriate percent and rounding method.

10. Click the **Save** icon.
11. Click the **Insert Record** icon.

Note: This is necessary in order to avoid overwriting previously entered data.

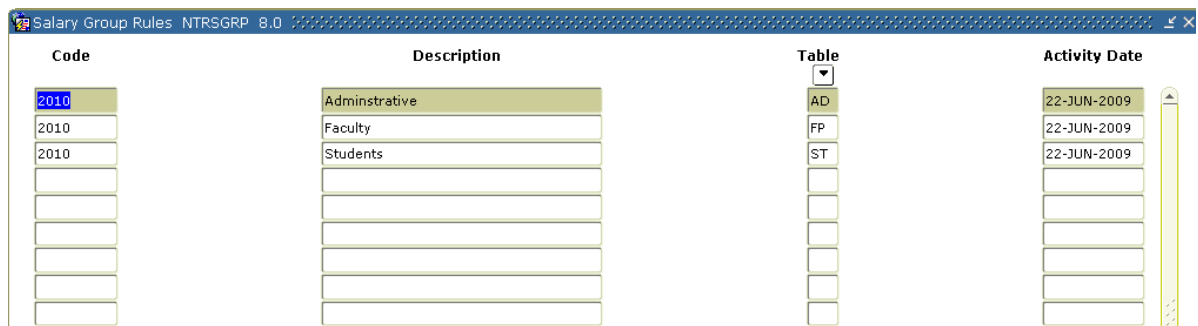
12. Repeat the process until all tables have been completed.
13. Click the **Exit** icon.

Updating a Salary Group Rule

Introduction

Each year, you will need to update the new salary group rule for the new year in order to roll the salary information for the group from the current fiscal year to the new fiscal year. The Salary Group Rules Form (NTRSGRP) allows you to define active and inactive salary groups for each table. The salary groups defined here are made available for use on the Salary/Rate Structure Rule Form (NTRSALA). The salary group definitions are amended yearly for budgeting purposes. During this process, all of the salary tables are accommodated.

Banner form



Code	Description	Table	Activity Date
2010	Administrative	AD	22-JUN-2009
2010	Faculty	FP	22-JUN-2009
2010	Students	ST	22-JUN-2009

Steps

Follow these steps to define salary group role rules.

1. Access the Salary Group Rules Form (NTRSGRP).
2. Highlight the existing code that you want to update.
3. Click the **Insert Record** icon.
4. Click **Duplicate** from the **Records** menu.

Note: The record that you highlighted in step 2 is copied to the new line.

5. Update the **Code** field to the new year.

6. Click the **Save** icon.
7. Click the **Exit** icon.

Updating Salary Tables

Running in Report mode

The Salary Table Update Process (NBPMASS) allows you to first run in Report mode which does not update the database. This allows you to review changes that will be made and allow for the correction of errors. Once you run in Report mode, verify the results and note if any salary information is missing. If information is missing, add that to NTRSTRL, then re-run again in Report mode.

This process is used for multiple purposes however the parameters described below are specifically for rolling the salary tables.

Banner form

Process Submission Controls GJAPCTL 8.3.0.2

Process: NBPMASS Mass Salary Table Update Parameter Set:

Printer Control
Printer: DATABASE Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Report Mode	R
02	Process	U
03	Job Change Reason Code	
04	Salary Group (FROM)	2009
05	Salary Group (To)	2010
06	Rule Set	
07	Personnel Change Date	
08	Use Population Selection	

LENGTH: 6 TYPE: Character O/R: Optional M/S: Single
Salary Group to roll to.

Submission
 Save Parameter Set as Name: Description: Hold Submit

Parameters

- 01 Report mode
- 02 Process
- 03 Job Change Reason Code
- 04 Salary Group Code (From)
- 05 Salary Group Code (To)

Running in Process mode

Running the Salary Table Update Process (NBPMASS) in process mode updates the database. Once this is completed, review NTRSALA and make any needed changes manually to your salary tables.

Note: It is recommended to run the NBPMASS in Report mode first.

Steps

Follow these steps to process mode updates in the database.

1. Access the Mass Salary Table Update Report (NBPMASS).
2. Click the **Printer** Search icon and select printer or database designation.
3. Enter *R* (for report mode) or *P* (for process mode) in the **Values** field for the Parameter 01 Report Mode.
4. Enter *U* in the **Values** field for the Parameter 02 Process.
5. Leave the **Values** field for the Parameter 03 Job Change Reason Code blank.
6. Enter the old year in YYYY format in the **Values** field for the Parameter 04 Salary Group (FROM).
7. Enter the new year in YYYY format in the **Values** field for the Parameter 05 Salary Group (To).
8. Leave the remaining parameters blank.

9. Click the **Save Parameter Set** as checkbox.
10. Click the **Submit** radio button to process the report.
11. Click the **Review Output** in the **Options** menu.
12. Click the **File Name** drop-down arrow and double-click the .lis file.
13. Review the report.
14. Click the **Exit** icon.

Establishing Position Roll Rules

Introduction

The Position Budget Form (NBAPBUD) rules allows your institution to roll your salary tables from one year's group to the next year's group and specifies the roll options for salary and premium earnings budgets. You may define position budgets by fiscal year, regular earnings totals (budgeted, encumbered, expended, and remaining), premium earnings totals, fringe benefits, and position labor distributions. In addition, you may use this form to monitor position expenditures and compare them to their budgeted amounts, or check for active Positions for inclusion in the one-time payment form. Positions selected for one-time payments cannot be modified as long as they are included in the One-Time Payment Rules window of the Installation Rule Form (PTRINST).

The Position Budget tab of the Position Budget Form (NBAPBUD) allows you to

- identify the position
- specify its status
- specify its type, and effective dates (This data defaults from NBAPOSN and can be overridden here)
- specify its salary budget (for example, current encumbrance or current expenditure) and premium earnings budget (actual expenditure, current budget, or zero) for budget roll rules. (These controls are originally established on the Employee Class Rule Form (PTRECLS) associated with the position and default to the NBAPBUD form)
- Authorize the position
- Associate a Budget Profile code.

(Note that position expenditures and encumbrances are calculated outside of this form.) Positions are defined within a position classification by fiscal year.

Banner form

Position Budget NBAPBUD 8.4

Fiscal Year: 2010 Employee Class: 09 Adjunct Faculty
 Position: A19999 Position Title: Adjunct Faculty

Position Budget | Salary Budgets | Fringe Benefit | Premium Earnings Totals | Labor Distributions | Comments

Status: Active Type: Single Pooled COA: B

Budget Profile: []

Position Effective Dates
 Begin Date: 01-JUL-2008
 End Date: []

Budget Roll Rules
 Salary: Current Budget
 Premium Earnings: Not Applicable

Budget Authorization
 Authorized By: []

Examples

These examples are based on position roll rules and set up on the Budget Roll Process Parameter Rule Form (NTRBROL).

Budget Roll	Action
Actual Expenditure	Current Expenditure (NBAPBUD) * % (times the percent) on NTRBROL
Current Budget	Current Budget Amount (NBAPBUD) * % (times the percent) on NTRBROL
Current Encumbrance	Salary Encumbrance (NBAJOBS) for incumbents * %(times the percent) on NTRBROL (Midpoint used for vacant FTE)
Current Salary	Current Annual Salary (NBAJOBS) as of the first day of the new fiscal year for incumbents * % (times the percent) on NTRBROL (Midpoint used for vacant FTE)
Range Midpoint	Midpoint from (NTRSALA) * %(times the percent) on NTRBROL
Remaining Budget	Remaining budget from (NBAPBUD)
Zero	Zero

Preparing to Roll to Working Position Status

Introduction

You may have many working position budgets or just one. If your institution is using budget development, you will eventually feed working positions to budget development. If you do not use budget development you will still need to create working position budgets that will eventually be rolled to approved and fed to the finance ledger.

Banner form

The Budget Roll Process Parameter Rule Form (NTRBROL) allows you to increase or decrease position budget amounts by Employee Class.

Employee Class	Increase or Decrease Indicator	Percent	Activity Date
01 FT Administrative	Increase	5.00	18-APR-2010
02 FT Professional	Increase	5.00	18-APR-2010
03 FT Clerical	Increase	5.00	18-APR-2010
04 FT Maintenance	Increase	5.00	26-AUG-2009
05 FT Union 810	Increase	5.00	18-APR-2010
06 FT Security	Increase	5.00	18-APR-2010
07 Contracted Full-time Faculty	Increase	5.00	18-APR-2010
08 Permanent Full-time Faculty	Increase	5.00	18-APR-2010

Note: This is an optional form. If you are using the form, you only need to include the employee classes that are increasing or decreasing. If there is no change for an employee class, they do not need to be added to this form.

Creating a Working Budget

Introduction

The Budget Roll Process (NBPBROL) executes the budget roll (including fringe benefits, if desired) from one fiscal year to another. Results are posted to the Position Totals block and the Fringe Total block of the Position Budget Form (NBAPBUD).

Note: To actually roll your positions to the working status you will need to have created a budget ID and phase on FTMOBUD for your positions.

Note: On NTRFINI, **Feed Budget to Finance Budget Development** must be checked for the appropriate fiscal year (the working budget year) if the budget amounts will be fed to Budget Development.

Banner form

Process Submission Controls GJAPCTL 8.3.0.2

Process: NBPBROL Budget Roll Process Parameter Set:

Printer Control

Printer: DATABASE Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	New Fiscal Year	2011
02	Budget Id	FY2010
03	Budget Phase	LAST
04	Current Fiscal Year	2010
05	Chart of Accounts Code	B
06	Salary Group Code	2009
07	Report Choice	R

LENGTH: 4 TYPE: Character O/R: Optional M/S: Single
Enter new fiscal year to create or Approve.

Submission

Save Parameter Set as Name: Description: Hold Submit

Note: change parameter 2 to FY2011 and parameter 6 to 2011 this will be less confusing.

Parameters:

- 01 Fiscal
- 02 Budget ID
- 03 Budget Phase
- 04 Current Fiscal Year
- 05 COAs code
- 06 Salary Group code
- 07 Report Choice 'R' (roll your positions to working status)

Steps

Follow these steps to complete the procedure.

1. Access the Budget Roll Process (NBPBROL).
2. Click the **Printer** Search icon and select printer or database designation.
3. Enter the new year in YYYY format in the **Values** field for the Parameter 01 Fiscal Year.
4. Enter a Budget ID in the **Values** field for the Parameter 02 Budget ID.
5. Enter a Budget Phase in the **Values** field for the Parameter 03 Budget Phase.
6. Enter the current year in YYYY format in the **Values** field for the Parameter 04 Current Fiscal Year.
7. Enter the COA code in the **Values** field for the Parameter 05 Chart of Accounts Code.
8. Enter the salary group code in the **Values** field for the Parameter 06 Salary Group Code.
9. Enter *R* in the **Values** field for the Parameter 07 Report Choice.

Note: *R* will roll your positions to working status. Once you are ready to approve the working budget, you would re-run this process using an *A (Approve)* in Parameter 07.
10. Click the **Save Parameter Set** as checkbox.
11. Click the **Submit** radio button to process the report.

12. Click the **Save** icon.
13. Click **Review Output** in the Options menu.
14. Click the **File Name** drop-down arrow and double-click the .lis file.
15. Review the report
16. Click the **Exit** icon.

Verifying the Positions

Introduction

Once you have completed your roll, verify the positions on the Position Budget Form (NBAPBUD). Notice that the new fiscal year is shown and the position status is working. When positions are in working status you will be able to make changes to the positions budgeted amounts if needed.

Note: You can also use the worksheet Budget Worksheet Report (NBRBWRK) to verify your results.

Banner form

Position Budget: NBAPBUD 8.4

Fiscal Year: 2011 Employee Class: 09 Adjunct Faculty
Position: A39999 Position Title: Adjunct Faculty

Position Budget | Salary Budgets | Fringe Benefit | Premium Earnings Totals | Labor Distributions | Comments

Fiscal Year: 2011 Organization: 2110 Create Date: 01-JUL-2010
Status: Working Budget ID: FY2011 Salary Group: 2011
COA: B Phase: LABOR Base Units: 12.0

Salary Create FTE or Salary Records

Budgeted Amount:	0.00	Position Budget Basis:	12.00
Encumbered Amount:	0.00	Position Annual Basis:	12.00
Expended Amount:	0.00	Budget Appointment Percent:	100.00
Remaining Amount:	0.00	Budget FTE:	1.0000

Viewing Fringe Budget Amounts

You can also view and the fringe benefit budget amounts on the Position Budget Form (NBAPBUD) by accessing the **Fringe Benefit** tab.

Note: This data can be accessed for approved or working fringe benefit budget amounts. Information on this tab displays the total fringe benefit budget amount instead of actual fringe benefit codes when you are using the fringe chargeback method for fringe benefit budgeting.

Banner form

Oracle Developer Forms Runtime - Web: Open > NBAPBUD

File Edit Options Block Item Record Query Tools Help

Position Budget: NBAPBUD: 8.4 (C800)

Fiscal Year: 2011 Employee Class: 02 FT Professional
 Position: 101010 Position Title: Directors

Position Budget Salary Budgets **Fringe Benefit** Premium Earnings Totals Labor Distributions Comments

Actual Fringe Total

Fiscal Year: 2011 Organization: 11011 FTE: 1
 Status: Approved Budget ID: FY2011 Date Created: 02-JAN-2011
 COA: B Phase: LABOR Salary Group:

Salary

Budgeted Amount: 13,000.00
 Encumbered Amount:
 Expended Amount:
 Remaining Amount: 13,000.00

Benefit	Budgeted Amount	Expended Amount	Remaining Amount	Budget To be Posted
		0.00		

FRM-40350: Query caused no records to be retrieved.
 Record: 1/1 ... List of Valu... <OSC>

Steps

Follow these steps to verify positions.

1. Access the Position Budget Form (NBABPUB).
2. Click the **Fiscal Year** Search icon and select a fiscal year. .
3. Click the **Position** Search icon and select a position.
4. Click the **Next Block** icon.
5. Click the **Salary Budgets** tab.
6. Click the **Fringe Benefit** tab.
7. Click the **Exit** icon.

Calculating Salary and Fringe Benefit Budget Amounts

Introduction

The Budget Maintenance Process (NBPBUDM) calculates fringe benefit budget amounts. The process calculates fringe benefit amounts for installation and external funding sources, and assigns labor distribution overrides where appropriate. **This process is used only when using the fringe chargeback method.**

Note: To feed to budget development, make sure that the indicator on NTRFINI **Feed budget to finance budget development** is checked.

Banner form

Process Submission Controls GJAPCTL 8.3.0.2

Process: Budget Maintenance Process Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	Process Mode	R
02	Active or Working Budgets	W
03	Chart of Accounts Code	B
04	Fiscal Year	2010
05	Budget ID	FY2010
06	Budget Phase	LBASE

Submission

Save Parameter Set as Name: Description: Hold Submit

Parameters:

- 01 Process mode
- 02 Active or Working Budgets
- 03 Chart of Accounts Code
- 04 Fiscal Year
- 05 Budget ID
- 06 Budget Phase

Steps

Follow these steps to complete the procedure.

1. Access the Budget Maintenance Process (NBPBUDM).
2. Click the **Printer** Search icon and select printer or database designation.
3. Enter R (for report mode) or P (for process mode) in the **Values** field for the Parameter 01 Process Mode. This process should be run in Report mode first to validate the data.
4. Enter *W* in the **Values** field for the Parameter 02 Active or Working Budgets.
5. Enter the COA code in the **Values** field for the Parameter 03 Chart of Accounts Code.
6. Enter the fiscal year in YYYY format in the **Values** field for the Parameter 04 Fiscal Year.
7. Enter the Budget ID code in the **Values** field for the Parameter 05 Budget ID.
8. Enter the budget phase code in the **Values** field for the Parameter 06 Budget Phase.
9. Click the **Save Parameter Set** as checkbox.
10. Click the **Submit** radio button to process the report.
11. Click the **Save** icon.
12. Click the **Exit** icon.

Running the Finance Interface Extract

Introduction

The Finance Interface Extract (NHPFIN1) extracts the budget data for Finance System interface and updates the position totals. This process will zero out the To Be Posted amounts on the labor distribution tab of the Position Budget form NBAPBUD.

Banner form

The screenshot shows the Banner form for the Finance Interface Extract process. The form is titled "Process Submission Controls GJAPCTL 8.3.0.2". It includes the following sections:

- Process:** NHPFIN1 (dropdown) Finance Extract Process (text field)
- Parameter Set:** (dropdown)
- Printer Control:** Printer: DATABASE (dropdown), Special Print: (text field), Lines: 55 (text field), Submit Time: (text field)
- Parameter Values:** A table with columns for Number, Parameters, and Values. The table contains three rows of data:

Number	Parameters	Values
01	Interface COBRA Flag	N
02	Interface Budget Flag	Y
03	Interface Encumbrance Flag	N

LENGTH: 1 TYPE: Character O/R: Required M/S: Single
Enter Y or N for Budget data Finance Interface

- Submission:** Save Parameter Set as Name: (text field) Description: (text field) Hold Submit

Parameters:

- 01 Interface COBRA Flag
- 02 Interface Budget Flag
- 03 Interface Encumbrance Flag

Steps

Follow these steps to extract the budget data for Finance System interface and update the position totals.

1. Access the Finance Extract Process (NHPFIN1).
2. Double-click in the **Printer** field to select printer or database designation.
3. Enter *N* in the **Values** field for the Parameter 01 Interface COBRA Flag.
4. Enter *Y* in the **Values** field for the Parameter 02 Interface Budget Flag.
5. Enter *N* in the **Values** field for the Parameter 03 Interface Encumbrance Flag.
6. Click the **Save Parameter Set** checkbox.
7. Click the **Submit** radio button to process the report.
8. Click the **Save** icon.
9. Click **Review Output** in the **Options** menu.
10. Click the **File Name** drop-down arrow and double-click the .lis file.
11. Review the output.
12. Click the **Exit** icon.

Running the Finance Interface Report

Introduction

The Finance Interface Report (NHPFIN2) moves budget transactions from NHRFINC to the General Collector table (GURFEED).

Banner form

Process Submission Controls GJAPCTL 8.3.0.2

Process: Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
<input type="checkbox"/> 01	Produce Detail Report (Y/N)	<input type="text" value="Y"/>
<input checked="" type="checkbox"/> 02	Interface Trans to GURFEED	<input type="text" value="Y"/>
<input type="checkbox"/> 03	Expenditure Payroll Id	<input type="text"/>
<input type="checkbox"/>		<input type="text"/>
<input type="checkbox"/>		<input type="text"/>
<input type="checkbox"/>		<input type="text"/>
<input type="checkbox"/>		<input type="text"/>

LENGTH: 1 TYPE: Character O/R: Required M/S: Single
Enter Y or N if transactions are to be interfaced to Finance

Submission

Save Parameter Set as Name: Description: Hold Submit

Parameters:

01 Produce Detail Report (Y/N)

02 Interface Trans to GURFEED

03 Expenditure Payroll id (payroll related – only needed when you are interfacing payroll expenditures)

Steps

Follow these steps to moves budget transactions.

1. Access the Finance Interface Report (NHPFIN2).
2. Click the **Printer** Search icon and select printer or database designation.
3. Enter *Y* in the **Values** field for the Parameter 01 Produce Detail Report (Y/N).
4. Enter *Y* in the **Values** field for the Parameter 02 Interface Trans to GURFEED..
5. Leave the **Values** field for the 03 Expenditure Payroll ID parameter blank.
6. Click the **Save Parameter Set** as checkbox.
7. Click the **Submit** radio button to process the report.
8. Click the **Save** icon.
9. Click **Review Output** in the **Options** menu.
10. Click the **File Name** drop-down arrow and double-click the .lis file.
11. Review the output.
12. Click the **Exit** icon.

Running the Finance Budget Feed Process

Introduction

The Finance Budget Feed Process (FBRFEED) is used to move Position Control budget information from the Position Control module into the Finance Budget tables. All FOAPAL data is transferred between modules. Both the Budget Line Item Table (FBBBLIN) and the corresponding Distribute Table (FBRDIST) are affected by the FBRFEED process. FBRFEED reads the GURFEED table which has data supplied by the Finance Interface Process, NHPFIN2 and updates the Finance Budget Development module.

Note: Running this process is generally performed by Finance personnel.

Banner form

Process Submission Controls GJAPCTL 8.3.0.2

Process: Finance Budget Feed Process Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	Report Mode	S
02	Process ALL Indicator	Y
03	Time Stamp	

Submission

Save Parameter Set as Name: Description: Hold Submit

Parameters:

- 01 Report Mode
- 02 Process All Indicator
- 03 Time Stamp

Steps

Follow these steps to complete the procedure.

1. Access the Finance Budget Feed Process (FBRFEED).
2. Click the **Printer** Search icon and select printer or database designation.
3. Enter *S* in the **Values** field for the Parameter 01 Report Mode.
4. Enter *Y* in the **Values** field for the Parameter 02 Process All Indicator.
5. Note: You can enter *N* to process selected records.
6. Leave the **Values** field for the Parameter 03 Time Stamp blank.
7. Click the **Save Parameter Set** as checkbox.
8. Click the **Submit** radio button to process the report.
9. Click the **Save** icon.
10. Click **Review Output** in the **Options** menu.
11. Click the **File Name** drop-down arrow and double-click the .lis file.
12. Review the output.
13. Click the **Exit** icon.

Approving a Position Budget

Introduction

Once you are ready to approve the working budget, you would run this process using an *A* (*Approve*) in Parameter 07. Notice that this is the same process you ran in R (*Roll*) to roll positions to working status. This must be done after the last payroll of the current fiscal year and before the first payroll of the new fiscal year.

Note: You can run this process to delete unneeded working budgets after the approval process. In this case, you would use *D* (*Delete*) in Parameter 07.

Banner form

Process Submission Controls GJAPCTL 8.3.0.2

Process: Budget Roll Process Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
<input type="text" value="01"/>	<input type="text" value="New Fiscal Year"/>	<input type="text" value="2010"/>
<input type="text" value="02"/>	<input type="text" value="Budget Id"/>	<input type="text" value="FY2010"/>
<input type="text" value="03"/>	<input type="text" value="Budget Phase"/>	<input type="text" value="LBASE"/>
<input type="text" value="04"/>	<input type="text" value="Current Fiscal Year"/>	<input type="text" value="2009"/>
<input type="text" value="05"/>	<input type="text" value="Chart of Accounts Code"/>	<input type="text" value="B"/>
<input type="text" value="06"/>	<input type="text" value="Salary Group Code"/>	<input type="text" value="2009"/>
<input type="text" value="07"/>	<input type="text" value="Report Choice"/>	<input type="text" value="A"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

LENGTH: 1 TYPE: Character O/R: Required M/S: Single
Select (R)oll a Budget, (A)pprove a Budget or (D)elete Working Budget.

Submission

Save Parameter Set as Name: Description: Hold Submit

Steps

Follow these steps to approve the position budget.

1. Access the Budget Roll Process (NBPBROL).
2. Double-click in the **Printer** field to select printer or database designation.
3. Enter the new year in YYYY format in the **Values** field for the Parameter 01 Fiscal Year.
4. Enter a Budget ID in the **Values** field for the Parameter 02 Budget ID.
5. Enter a Budget Phase in the **Values** field for the Parameter 03 Budget Phase.
6. Enter the current year in YYYY format in the **Values** field for the Parameter 04 Current Fiscal Year.
7. Enter the COA code in the **Values** field for the Parameter 05 Chart of Accounts Code.
8. Enter the salary group code in the **Values** field for the Parameter 06 Salary Group Code.
9. Enter *A* in the **Values** field for the Parameter 07 Report Choice.
9. Note: *A* will roll your positions to approved status.
10. Click the **Save Parameter Set** as checkbox.
11. Click the **Submit** radio button to process the report.
12. Click the **Save** icon.
13. Click **Review Output** in the **Options** menu.
14. Click the **File Name** drop-down arrow and double-click the .lis file.
15. Review the output.
16. Click the **Exit** icon.

Self Check

Directions

Use the information you have learned in this section to complete this self-check activity.

Question 1

Which Banner form allows you to perform mass salary increases on your salary tables by a percentage, a flat amount, or a combination of the two methods?

- a. Mass Salary Table Roll Rules Form (NTRSTRL)
- b. Salary Table Update Process (NBPMASS)
- c. Budget Roll Process Parameter Rule Form (NTRBROL)
- d. Budget Roll Process (NBPBROL)

Question 2

The Budget Roll Process (NBPBROL) allows you to increase or decrease position budget amounts by Employee Class.

True or False

Question 3

The step of running the Budget Maintenance Process (NBPBUDM) is only needed if you are using fringe charge back budgeting.

True or False

Question 4

The _____ extracts COBRA and budget data for Finance System interface and updates the position totals.

- a. Finance Interface Report (NHPFIN2)
- b. Finance Interface Extract (NHPFIN1)
- c. Finance Budget Feed Process (FBRFEED)
- d. Budget Roll Process (NBPBROL)

Answer Key

Question 1

Which Banner form allows you to perform mass salary increases on your salary tables by a percentage, a flat amount, or a combination of the two methods?

a. Mass Salary Table Roll Rules Form (NTRSTRL)

Question 2

The Budget Roll Process (NBPBROL) allows you to increase or decrease position budget amounts by e-class.

False. The Budget Roll Process Parameter Rule Form (NTRBROL) allows you to increase or decrease position budget amounts by e-class.

Question 3

The step of running the Budget Maintenance Process (NBPBUDM) is only needed if you are using fringe charge back budgeting.

True

Question 4

The _____ extracts COBRA and budget data for Finance System interface and updates the position totals.

b. Finance Interface Extract (NHPFIN1)

Running Budgeting Reports



Section goal

The goal of this section is to outline the processes and detail the procedures associated with processing related to position control, fringe budgeting, and using reports/queries related to Position Control.

Objectives

Using Position Control Reports

Introduction

This topic includes reports that you might find useful for Position Control.

Note: In addition to the reports included here, NHPFIN1, NHPFIN2, and NBPBUDM each have associated output in reports that you can run.

Note: To see samples of the output of these reports, refer to Chapter 13 of the *Banner Human Resources User Guide*.

Form Description	Banner Name
Position Report	NBRPOSN
Position Status Exception Report	NBRPSTA
Position Class Listing	NBRPCLS
Position Class Incumbent Report	NBRPINC

Position Report

The Position Report (NBRPOSN) lists active, frozen, and/or cancelled positions for a specified date range.

Note: This report can be useful before you start processing in Banner.

Position Status Exception Report

The Position Status Exception Report (NBRPSTA) lists exception status positions (that is, over budget, vacant, cancelled, frozen, under-encumbered, or over-filled) based on salary data only, fringe charge-back data only, or combined salary and fringe charge-back data.

Position Class Listing

The Position Class Listing (NBRPCLS) lists defined position classes and salary guidelines.

Position Class Incumbent Report

The Position Class Incumbent Report (NBRPINC) lists incumbents of positions in each position class.

Querying Position Control



Section goal

The goal of this section is to outline the processes and detail the procedures associated with processing related to querying position control information.

Note: See Appendix for Banner HCM Query Form Job Aid

Steps

Follow these steps to query all labor distribution data by category.

1. Access the Labor Distribution Data Inquiry Form (NHIDIST).
2. Click the **COA** Search icon and select a Chart of Account.
3. Enter a date in the **From Date** field.
4. Enter a date in the **To Date** field.
5. Click the **Category** drop-down arrow and select Budget.
6. Enter other information in the Key block, such as organization, grant, or fund, as desired.
7. Click the **Next Block** icon.
8. Execute a query using the Execute Query Function or F8.
9. Click the **Exit** icon.

Using Position Control Queries

Introduction

Here are some helpful queries related to Position Control. You can link to all of them from the **Options** menu on the Position Budget Form (NBAPBUD).

Note: You will either use the Fringe Charge Back Budget History Inquiry Form (NBIBHSC) **OR** the Fringe Actual Budget History Inquiry Form (NBIBHSF) depending on the method your institution is using for fringe information. You cannot use both forms in the same fiscal year.

Form Description	Banner Name
Position Budget Totals Inquiry	NBIBTOT
Fringe Charge Back Budget History Inquiry	NBIBHSC
Fringe Actual Budget History Inquiry	NBIBHSF

Position Budget Totals Inquiry

The Position Budget Totals Inquiry Form (NBIBTOT) provides query access to budget totals for regular salaries, premium earnings such as overtime, and fringe benefits.

Fringe Charge Back Budget History Inquiry

The Fringe Charge Back Budget History Inquiry Form (NBIBHSC) provides query access to fringe charge back totals.

Fringe Actual Budget History Inquiry

The Fringe Actual Budget History Inquiry Form (NBIBHSF) provides query access to fringe actual totals.

Summary



Let's review

As a result of completing this workbook you have

- performed Finance-related preliminary tasks associated with Position Control
- identified valid fiscal years in Position Control and Human Resources
- defined rules for interfacing Human Resources and Position Control to Banner Finance
- created a salary group for the year
- created salary and/or hourly rate highs and lows eligible to the participating grade
- created a position class and associated it with salary guidelines, employee class, and employee skill level
- established the definition of a position
- associated budget and accounting information with a position
- rolled salary tables from one fiscal year to the next
- updated salary tables
- increased or decreased position budget amounts by employee class
- created a working budget
- verified positions
- extracted budget data for Banner Finance interface and updated the position totals
- passed NHPFIN1 transactions to Banner Finance
- moved Position Control budget information from the Position Control module into the Finance Budget tables

- budgeted fringes using actual amounts
- performed percentage-based fringe budgeting
- identified Banner reports and queries associated with Position Control.

Next steps

Spreadsheet Budgeting is a possible next step that enables you to create and modify salary and position budget information using Microsoft Excel. Spreadsheet Budgeting is an “add-in”, that is, a program that adds extra features to a third-party application. In addition, Salary Planner is a web-based tool within Employee Self-Service that can be implemented to assist staff with planning salary budgets for an upcoming fiscal year.

Appendix



Section goal: Job Aids

List of Campus Codes

VPDI	College	List of all locations	2 Character Campus Code
ATC	Acadiana Technical College	Acadian Campus	AA
		CB Coreil Campus	AB
		Evangeline Campus	AC
		Gulf Area Campus	AD
		Lafayette Campus	AE
		Lafayette Extension Campus	AF
		Teche Area Campus	AG
		TH Harris Campus	AH
		TH Harris Extension Campus	AI
BRCC	Baton Rouge Community College	Main Campus	BA
		Frazier Building	BB
		Donmoor Building	BC
BPCC	Bossier Parish Community College	Main Campus	CA
		BPCC@NSU	CB
		BPCC@GSU	CC

CATC	Capital Area Technical College	Baton Rouge Main Campus	DA
		Folkes Branch Campus	DB
		Jumonville Branch Campus	DC
		Port Allen Campus	DD
		Westside Branch Campus	DE
		Frazier Building	DF
		Louisiana State Penitentiary	DG
		Louisiana Correctional Institute for Women	DH
		Elayn Hunt Correctional Center	DI
		Dixon Correctional Institute	DJ
CENLA	Central Louisiana Technical College	Alexandria Campus	EA
		Huey P. Long Campus	EB
		Lamar Salter Campus	EC
		Oakdale Campus	ED
		Rod Brady Campus	EE
		Shelby Jackson Campus	EF
		Ward H. Nash Avoyelles Campus	EG
		Learning Center for Rapides Parish	EH
		Allen Correctional Center	EI
		Avoyelles Correctional Center	EJ
		Coushatta Tribe of Louisiana	EK
		Federal Correctional Center, Oakdale	EL
		Phelps Correctional Center	EM
		United States Penitentiary, Pollock	EN
		Winn Correctional Facility	EO
DCC	Delgado Community College	City Park Campus	FA
		Charity School of Nursing Campus	FB
		West Bank Campus	FC
		Jefferson Site	FD
		West Jefferson Site	FE
		Delgado Northshore-Covington	FF
		Delgado Northshore-Slidell	FG
		Delgado Maritime, Fire, and Industrial Facility	FH

FTCC	Fletcher Technical Community College	Schriever Campus (FY 12-13)	GA
		St. Charles Street (Current Main Campus)	GB
		Allied Health Facility	GC
		Louisiana Marine & Petroleum Institute (LaMPI)	GD
		Duhe Building (Nicholls Building)	GE
LCTCS	LCTCS	Board Office	HA
		Technical Division	HB
LCTCSO	LCTCSOnline	Main Campus	IA
DELTA	Louisiana Delta Community College	Monroe Campus	JA
		Lake Providence Campus	JB
		Tallulah Campus	JC
NELTC	Northeast Louisiana Technical College	Bastrop Campus	KA
		Delta Ouachita Campus	KB
		North Central Campus	KC
		Northeast Campus	KD
		Ruston Campus	KE
		Bastrop Airport - Extension	KF
NSHORE	Northshore Technical College	Sullivan Campus	LA
		Florida Parishes Campus	LB
		Hammond Area Campus	LC
		B.B. "Sixty" Rayburn Correctional Center	LD
		Ozone Park Training Center	LE
		Slidell Instructional Service Center	LF
		St. Tammany School System	LG
		Youthbuild	LH
		Southeastern Louisiana University	LI
NWLTC	Northwest Louisiana Technical College	Mansfield Campus	MA
		Natchitoches Campus	MB
		Minden Campus	MC
		Sabine Valley Campus	MD

NWLTC	Northwest Louisiana Technical College	Shreveport Campus	ME
		David Wade Correctional Center	MF
		Caddo Correctional Center	MG
		Forcht Wade Correctional Center	MH
		Camp Minden	MI
NUNEZ	Nunez Community College	Main Campus	NA
NUNEZ	Nunez Community College	Plaquemines	NB
RPCC	River Parishes Community College	Main Campus	OA
		Ascension Campus	OB
SCLTC	South Central Louisiana Technical College	Young Memorial Campus	PA
		River Parishes Campus	PB
		Lafourche Campus	PC
		Marine Extension	PD
		Galliano Service Center	PE
SLCC	South Louisiana Community College	Lafayette Campus	QA
		New Iberia Campus	QB
		Franklin Site	QC
		Hessmer Site	QD
		Baton Rouge (EMT and Paramedics)	QE
		Covington (EMT and Paramedics)	QF
		Gretna (EMT and Paramedics)	QG
		Houma (EMT and Paramedics)	QH
		Lake Charles (EMT and Paramedics)	QI
		Lafayette (EMT and Paramedics)	QJ
SOWELA	SOWELA Technical Community College	Main Campus	RA
		Phelps Correctional Center	RB
		Morgan Smith Campus	RC
		Plumbers and Steamfitters Local 106 JAC Training Center	RD

BANNER HCM QUERY FORM JOB AID

Banner HCM offers numerous query forms, which can be used as an on-line report to view data. Data cannot be entered or modified on a query form. In most instances, query results can be extracted into Excel spreadsheets for ease of use/viewing or further manipulation.

Query forms always have the letter 'T' as the third character and follow these naming conventions:

- Position Control/Position Budget – N_IXXXX
- Payroll, Employment Administration, Benefit Administration – P_IXXXX

The second character varies depending on the module within each system. This is not an all-inclusive list.

Area	Form	Description
Position Control	NBIBHSP – Position Budget History Inquiry Form	The Position Budget History Inquiry Form provides query access to position budget totals. You can access it from the Personnel Services Budget Menu (*HRSPSBUDGET) or by selecting <i>Salary Budget History</i> from the Options menu on the Position Definition Form (NBAPOSN).
Position Control	NBIBTOT – Position Budget Totals Inquiry form	The Position Budget Totals Inquiry Form provides query access to budget totals for regular salaries, premium earnings such as overtime, and fringe benefits. You can access it from the Personnel Services Budget Menu (*HRSPSBUDGET) or by selecting <i>Position Budget Totals</i> from the Options menu of the Position Definition Form (NBAPOSN).

Area	Form	Description
Position Control	NBICLSH – Position Class History Form	The Position Class History Form displays a history of the changes made to a specified position class in the Position Class Rule Form (NTRPCLS). The changes are shown in descending order by date; that is, the most current change is shown first, and the information originally entered for the position is shown last.
Position Control	NBIJLHS – Labor Distribution Change History Form	<p>The Labor Distribution Change History Form allows you to query and display all Job Labor Distribution Changes created for a specified employee and assignment on the Employee Jobs Form (NBAJOBS).</p> <p>Additionally, you may document the change by entering one or more comments as to why the change occurred, such as a new grant, change in funding sources, etc. A free-form explanation can be entered at Change Reason.</p> <p>This form also reports all details of the labor distribution changes by Capture Date and lists specific encumbrance data affiliated with each Job Labor Distribution.</p>
Position Control	NBIJLST – Employee Job Inquiry Form	The Employee Job Inquiry Form lists the primary, secondary, and overload positions occupied by a specified employee.

Area	Form	Description
Position Control	NBIPINC – Position Incumbent List Form	The Position Incumbent List Form lists position incumbents by fiscal year as of a user-specified date. It provides data on past and present incumbents of each position, future incumbents by the effective job date, and total occupied FTEs for each position. Data provided for each incumbent includes identification number, name, job begin/end dates, and employee status.
Position Control	NBIPLST – Position List by Position Classification Form	The Position List by Position Classification Form displays all the positions assigned to a position classification. Fields displayed include position number, position title, status, begin/end dates, type of position, and number of budgeted and filled FTEs.
Position Control	NBIPORG – Position List by Organization Form	The Position List by Organization Form provides a list of positions defined for a specified organization. Positions appear in sequence according to defined Position Number. Position FTE totals appear for each position.
Position Control	NBIPOSH – Position History form	The Position History Form displays a history of the changes made to a specified position via the Position Definition Form (NBAPOSN). The changes are shown in descending order by date; that is, the most current change is shown first, and the information originally entered for the position is shown last.

Area	Form	Description
Position Control	NHIDIST – Labor Distribution Data Inquiry Form	The Labor Distribution Data Inquiry Form provides query access to all payroll distribution data for the Finance Document Number, Chart of Accounts, time frame and FOAPAL elements entered in the Key Block. The displayed information specifies the dollar amount distributed to the FOAPAL, earning and/or benefit by Employee ID. This form displays earnings and/or benefit data for the Chart of Accounts, FOAPAL elements, category, and date range entered in the Key block. To view fields that are not currently visible on the screen, move the horizontal scroll bar beneath ID or use the Next Field function.
Position Control	NHIEDST – Employee Distribution Inquiry Form	The Employee Distribution Inquiry form provides query access to payroll distribution data. The form displays payroll distribution data for the Employee ID, time period, and category entered in the Key block. In response to your query, the system displays earnings and/or benefit data for a particular employee. Each line specifies the dollar amount distributed to the FOAPAL by earnings or deduction. The Home Organization displayed in the Key block is informational only, and does not determine what information is retrieved.
Benefits	PDICLST – Beneficiary Coverage Inquiry Form	The Beneficiary Coverage Inquiry Form displays data on all benefits assigned to a particular beneficiary.
Benefits	PDIDLST – Employee Deduction Query Form	The Employee Deduction Query Form lists the deductions established for a specified employee.

Area	Form	Description
Benefits	PEIDHIS – Employee Deduction History Form	The Employee Deduction History Form displays a record of changes made to the Employee Deduction Form.
Benefits	PEIDTOT – Deduction Year to Date Totals Form	The Deduction Year To Date Totals Form provides monthly, quarterly, year-to-date, and life-to-date employee and employer deduction totals by fiscal, calendar, or plan year.
Benefits	PEIATOT – Aggregated Benefits/Deductions Totals Form	This form displays the cumulative year-to-date totals, life-to date totals and monthly totals contributed by the employee and the employer for all benefits or deductions that are grouped either by association or by deduction type for each employee.
Employee Information	PEIEHIS – Employee History Form	The Employee History Form displays specified changes made to the Employee Form (PEAEMPL). It maintains data on changes to leave and benefit categories, and termination dates and reasons.
Employee Information	PEIEPRO – Employee Probationary Period Query Form	The Employee Probationary Period Query Form (PEIEPRO) provides probationary period information by Chart of Accounts (COA) and Time Sheet Organization codes.
Employee Information	PEIESUM – Employee Summary View Form	The Employee Summary View Form (PEIESUM) provides all information related to an employee including jobs, faculty assignments, faculty rank and faculty leave information, plus position budgets all on a single form.

Area	Form	Description
Employee Information – Faculty	PEIFACT – Faculty Information Inquiry Form	Information that appears on this form defaults from the Faculty Action Tracking Form (PEAFACT). PEIFACT only queries information. Records that appear here are retrieved from the current values on the Action Window of the PEAFACT form based on the query date. Only <i>Approved</i> faculty actions are displayed on this form. Faculty actions with any other approval decision do not appear here.
Employee Information – Earnings	PEIETOT – Employee Year to Date Totals Form	The Employee Year To Date Totals Form provides monthly, quarterly, and year-to-date employee totals by designated fiscal/calendar year. Data displayed includes hours worked, gross amount, and net amount.
Employee Information – Earnings	PEIJTOT – Job Year to Date Totals Form	The Job Year To Date Totals Form provides monthly, quarterly, and year-to-date job totals by either fiscal or calendar year. It displays data on hours and gross amounts accumulated for the requested earnings code and all earnings in a specific assignment.
Employee Information – Leaves	PEIFMLA – Employee FMLA Status Inquiry Form	The Employee FMLA Status Inquiry Form displays a history of the leaves that a specified employee has taken under the Family and Medical Leave Act (FMLA) during the specified FMLA year.
Employee Information – Leaves	PHIACCR – Pay History Leave Accruals Form	The Pay History Leave Accruals Form displays an employee's leave accrual history as of a specified payroll. Data displayed includes each leave code, hours accrued, hours taken, and a banked hours indicator. If the Bank Indicator field is checked, the current accrued hours are banked hours.

Area	Form	Description
Employee Information – Leaves	PEILHIS – Employee Leave History Form	The Employee Leave History Form displays the leave history of a specified employee. It includes changes made to an employee's leave records on the Employee Leave Balances Form (PEALEAV) and during payroll runs. Data displayed includes leave code, effective date, hours banked, hours accrued, hours taken, date available, change reason, and ID of the user who made the change.
Employee Information – Job	PEIJHIS – Employee Job History Form	The Employee Job History Form displays data on each job held by a specific employee.
Employee Information – Job	PEISALH – Employee Salary History Inquiry Form	<p>The Employee Salary History Inquiry Form (PEISALH) lists the primary, secondary, and overload positions occupied by a specified employee. Related job information from the Employee Jobs Form (NBAJOBS) defaults here for each position.</p> <p>The PEISALH form contains the same information as the Employee Job Inquiry Form (NBIJLST), except that PEISALH is intended to be used by someone who is allowed to have access to the Annual Salary and the Appointment Percent of an employee. These two fields are the only distinction between the two forms.</p>

Area	Form	Description
Payroll – Pay Events	PHICHEK – Check Detail Inquiry Form	The Check Detail Inquiry Form provides the details of a specified pay event, including check/Direct Deposit numbers, recipient, gross and net amounts, earnings codes and rates, deductions, and hours worked during the pay period.
Payroll – Pay Events	PHILIST – Pay Event List Form	The Pay Event List Form provides a record of all payroll transactions and adjustments for a specified employee. Transactions are displayed in chronological order, with the most recent transactions appearing first.
Payroll – Payroll Processing	PHIDERR – Pay History Display Errors Form	The Pay History Display Errors Form (PHIDERR) displays the errors encountered during payroll for a specified employee. The Main window displays the error messages associated with each pay event. The Disposition Error List Position Details window displays detailed data on the position associated with this error message. To access this window, select <i>Disposition Error List Position Details</i> from the Options menu.
Payroll – Payroll Processing	PHIJOBS – History Jobs Inquiry Form	The History Jobs Inquiry Form displays the history jobs records of employees by pay event, time sheet organization, and time sheet/roster indicator. Records are displayed only for computer-generated pay events. The total hours and units for specific records are also displayed.

Area	Form	Description
Payroll – Payroll Processing/ Time Entry	PHIETIM – Web/ Department Employee Time Inquiry Form	The Web/Department Employee time Inquiry Form provides a summary of hours entered.
Payroll – Payroll Processing/ Time Entry	PHITSKY – Time Sheet Keys Form	The Time Sheet Keys Form (PHITSKY) enables you to view the pay events, time sheet organizations, and roster indicators for a specified person.
Payroll – Payroll Processing/ Time Entry	PHITTOT – Time Sheet Totals Form	The Time Sheet Totals Form (PHITTOT) is a query form. It enables you to view the total hours for each payroll by organization and roster indicator. The only earnings codes totaled are those whose Hours or Units Indicator field on the Earnings Code Rule Form (PTREARN) is set to <i>Hours</i> .

Determining Position Class and Employee Class

The position class in Banner is the equivalent to a job code in ISIS. All job codes were used with the ending zero (0) dropped off to derive the position class code. The job code/position class is determined by the job description and title of the position.

All position classes have an employee class associated with it. The employee class is similar to the group/subgroup in ISIS. The employee class is determined by the type of position (classified, unclassified, 9 month faculty, 12 month faculty, adjunct faculty, student worker, full-time, part-time, etc.)

In order to determine the appropriate position class for your position you will need to do the following.

Make sure the current job code on your position fits the job description/title.

Review the type of position (full-time, part-time, classified, etc.) and locate the appropriate employee class on the employee class spreadsheet.

Locate the position class/job code that your position is currently in on the position class spreadsheet.

If the employee class associated with that position class fits your position no change is needed.

If the employee class does not fit your position, look for a job code with an employee class that does.

Determine if this job code is sufficient to match your job description/title.

If it matches you should then change the job code in ISIS, PeopleSoft/Legacy System, and on your position spreadsheet saved in Sharepoint.

If it does not match and you cannot find an appropriate position class to match you will need to make note of the position number. Make no change in ISIS, Peoplesoft/Legacy System, or your position spreadsheet in Sharepoint. These are the positions you will need to attach the appropriate employee class to when we are in Banner.

Since we have mixed employee types in the same job codes, you will find some positions that you cannot accommodate with the position class information. Make note of those position numbers for adjustment in Banner.

Some titles do have two job codes and we can accommodate two types of employees in those position classes. Student workers actually have three job codes. Examples of those are listed below.

504890 – Instructor	509040 - Instructor
EClass – 41 UN12MFAS	EClass – 40 UN9MFAS

Use job code 504890 for your 12 month, salaried faculty and use job code 509040 for your 9 month, salaried faculty.

501700 – Student	507100 – Student	509990 – Student
50 SWCOLLH	51 SWFWSH	52 SWFICAH

Use code 501700 for college student workers, use 507100 for federal work study student workers, and use 509990 for student workers subject to FICA.

502620 – Coordinator	509400 – Coordinator
31 UNPTTMPH	20 UNFTREGS

Use 502620 for part-time, temporary, hourly coordinators, and use 509400 for full-time, regular, salaried coordinators. If you have a coordinator who does not fit either of these employee classes, you will need to adjust in Banner.

There is only one job code for adjunct faculty, 500170, and it has an employee class of 43 UNADJFAS. This code only accommodates adjunct faculty paid by contract. Hourly adjuncts will need to be adjusted in Banner for the proper employee class. Leave them in the current position class until then.

You should review all positions, both filled and vacant; to be sure they are attached to the proper job code to match the position classes and employee classes for Banner conversion.

As we move forward you should refer to the position class and employee class spreadsheets when creating new positions or updating currently approved positions. These are the established Banner classes that will be used now and in the future.

Remember to update ISIS, PeopleSoft/Legacy System, and position spreadsheet saved in Sharepoint.

Suffix Schema to Aid in Reporting

FT faculty and staff	Suffix =00
FT faculty and staff that have multiple assignments	Suffix =02, 03 etc...
FT 9ME/20 pay faculty	Suffix =20
FT 9ME/20 faculty that have multiple assignments	Suffix =21, 22, etc.
FT9ME/26 pay faculty	Suffix =26
FT9ME/26 pay faculty that have multiple assignment	Suffix =27, 28 etc...
Part-Time “non faculty” assignment	Suffix =30
Part-Time “faculty” assignment	Suffix =40
Students assignment	Suffix =01

Employee Class List

2 Character Code	Short Descript	Long Description	Payroll Understanding of Definition for Reporting	Salaried/Hourly
PTRECLS_CODE	PTRECLS_SHORT_DESC	PTRECLS_LONG_DESC		PTRECLS_SALARY_IND
A1	ASFTBE00	Affiliated Service FT BE	S	H
00	CLFTEXS	Classified FT Exempt	Classified Regular FT, Salary Exempt, Eligible for Comp Lv or Straight Paid OT; Paying into retirement and/or FICA	S
01	CLFTNEXS	Classified FT Non Exempt	Classified Regular FT, Salary Non Exempt Salary, eligbile for Comp Time Straight, and Comp 1.5; Paying into retirement and/or FICA	S
02	CLFTRESS	Classified FT Temp Restricted	FT, Restricted (Temp) Salary Non-Faculty Appointment, No Benefits & Retirement	S
13	CLPTEXH	Classified PT Exempt	Classified Regular Exempt Part-Time eligbile for benefits and retirement prorata. Non Faculty	H
10	CLPTNEXH	Classified PT Non Exempt	Classified Regular Nonexempt Part-Time eligbile for benefits and retirement prorata. Non Faculty	H
11	CLPTRESH	Classified PT Temp Restricted	PT, Restricted (Temp) hourly Appointment, No benefits paying subject to FICA	H
20	UNFTREGS	Unclassified FT Regular	FT/REG Exempt Non-faculty unclassified "TO" position.	S
21	UNFTTMPH	Uncl FT Temporary Hourly	Non-faculty FT/Temp Hourly - no benefits except retirement.	H
22	UNFTTMPS	Uncl FT Temporary Salary	Non-faculty FT/Temp Salary - no benefits except retirement,	S
30	UNPTREGH	Unclassified PT Regular	PT/Reg Non-Faculty eligbile for benefits and retirement prorata	H
31	UNPTTMPH	Unclassified PT Temporary	PT/Temp Non Faculty, no benefits , hourly	H

32	DA41D1H	Deleg Authority 41d1 Hourly	Appointing authority hire a Temporary Hourly Non Faculty Ex. registration, tutors; janitors or waiting on approval for hire.	H
33	DA41D1S	Deleg Authority 41d1 Salary	Appointing authority hire a Temporary Salary Non Faculty Ex. registration, tutors; janitors or waiting on approval for hire.	S
40	UN9MFAS	Unclassified 9 month Faculty	9ME 20 or 26 pay faculty, with benefits Contract	S
41	UN12MFAS	Unclassified 12 month Faculty	REG/FT 12 Month Faculty eligible for benefits annual and sick leave	S
42	UNADJFAH	Uncl Adjunct Faculty Hourly	Adjunct Hourly. No leave. Possible Retirement	H
43	UNADJFAS	Uncl Adjunct Faculty Salary	Adjunct Salary. No leave. Possible Retirement	S
50	SWCOLLH	Student Worker College	Student Worker College Work Study Exempt	H
51	SWFWSH	Student Worker Fed Work Study	Student Worker Fed Work Study	H
52	SWFICAH	Student Worker FICA	Student Worker paying FICA or fall below full time?	H
60	GCFTEXS	Classified Grant FT Exempt	Classified Regular Grant FT, Salary Exempt, Eligible for Comp Lv or Straight Paid OT; Paying into retirement and/or FICA	S
61	GCFTNEXS	Classified Grant FT Non Exempt	Classified Grant Regular FT, Salary Non Exempt , eligbile for Comp Time Straight, and Comp 1.5; Paying into retirement and/or FICA	S
62	GCPTEXH	Classified Grant PT Exempt	Classified Grant Regular Exempt Part-Time eligible for benefits and retirement prorata. Non Faculty	H
63	GCPTNEXH	Classified Grant PT Non Exempt	Classified Grant Regular Nonexempt Part-Time eligbile for benefits and retirement prorata. Non Faculty	H
64	GUFREGS	Unclassified Grant FT Regular	FT/REG Grant Exempt Non-faculty unclassified	S

65	GUFTTMPH	Uncl Grant FT Temp Hourly	Non-faculty Grant FT/Temp Hourly - no benefits except retirement.	H
66	GUFTTMPS	Uncl Grant FT Temp Salary	Non-faculty Grant FT/Temp Salary - no benefits except retirement.	S
67	GUPTREGH	Unclassified Grant PT Regular	PT/RegGrant Non-Faculty eligbile for benefits and retirement prorata	H
68	GUPTTMPH	Unclassified Grant PT Temporary	PT/Temp Non Faculty, no benefits , hourly.	H
69	GU9MFAS	Uncl Grant 9 month Faculty	Grant 9ME 20 or 26 pay faculty, with benefits Contract	S
70	GU12MFAS	Uncl Grant 12 month Faculty	REG/FT Grant 12 Month Faculty eligible for benefits annual and sick leave	S
71	GUADJFAH	Uncl Grant Adj Faculty Hourly	Grant Adjunct Faculty Hourly. No leave. Possible Retirement.	H
72	GUADJFAS	Uncl Grant Adj Faculty Salary	Grant Adjunct Faculty Salary. No leave. Possible Retirement.	S
90	PERDIEMH	Per Diem	Board Members	H
EH	EXSERVH	Extra Service Assig Hourly	Additional duty pay - Hourly. This class is used only on the assignment not on the employee.	H
ES	EXSERVS	Extra Service Assig Salary	Additional duty pay - Salary. This class is used only on the assignment not on the employee.	S
OV	OVRLOADS	Overload Assignment Contract	Faculty overload pay - Contract. This class is used only on the assignment not on the employee.	S
DC	Default	Default Code		

Position Class List

Job key	Position Class	30 Character Position Class Title	Employee Class	Exempt Indicator	EEO Skill code
500010	50001	500010-Account Clerk	30 UNPTREGH	EXEMPT	30
500020	50002	500020-ACCOUNTANT	20 UNFTREGS	EXEMPT	30
500040	50004	500040-ACADEMIC AFFAIRS OF	20 UNFTREGS	EXEMPT	30
500120	50012	500120-ADM ASSISTANT	20 UNFTREGS	EXEMPT	50
500170	50017	500170-ADJUNCT FACULTY	43 UNADJFAS	EXEMPT	20
500180	50018	500180-ADMINISTRATIVE AIDE	31 UNPTTMPH	NONEXEMPT	50
500240	50024	500240-ADMIN STAFF OFFICER	20 UNFTREGS	EXEMPT	10
500270	50027	500270-ADMINISTRATOR	20 UNFTREGS	EXEMPT	10
500300	50030	500300-BURSAR	20 UNFTREGS	EXEMPT	30
500320	50032	500320-ADVISOR	20 UNFTREGS	EXEMPT	30
500350	50035	500350-LIBRARY AIDE	20 UNFTREGS	NONEXEMPT	50
500440	50044	500440-ANALYST	20 UNFTREGS	EXEMPT	30
500530	50053	500530-ASSOCIATE DIRECTOR	20 UNFTREGS	EXEMPT	30
500660	50066	500660-ASSOCIATE MANAGER	20 UNFTREGS	EXEMPT	30
500710	50071	500710-ASST AID OFFICER	20 UNFTREGS	EXEMPT	30
500750	50075	500750-ASST MANAGER	20 UNFTREGS	EXEMPT	30
500870	50087	500870-ASST COMPROLLER	20 UNFTREGS	EXEMPT	30
500910	50091	500910-ASST COORDINATOR	31 UNPTTMPH	EXEMPT	30
500920	50092	500920-ASST COUNSELOR	20 UNFTREGS	EXEMPT	30
501020	50102	501020-ASST DIRECTOR	20 UNFTREGS	EXEMPT	30
501030	50103	501030-ASST TO DIRECTOR	20 UNFTREGS	EXEMPT	30
501270	50127	501270-ASST VICE-PRESIDENT	20 UNFTREGS	EXEMPT	10
501700	50170	501700-STUDENT	50 SWCOLLH	EXEMPT	90
501760	50176	501760-SENIOR AUDITOR	20 UNFTREGS	EXEMPT	10
501830	50183	501830-AUDITOR	20 UNFTREGS	EXEMPT	30
501950	50195	501950-CHAIRMAN	90 PERDIEMS	EXEMPT	90
502030	50203	502030-BUDGET ANALYST	20 UNFTREGS	EXEMPT	30
502040	50204	502040-BUDGET OFFICER	20 UNFTREGS	EXEMPT	10
502070	50207	502070-BUYER	20 UNFTREGS	EXEMPT	30
502170	50217	502170-CASHIER	20 UNFTREGS	EXEMPT	30
502270	50227	502270-CLERICAL ASSISTANT	31 UNPTTMPH	NONEXEMPT	50
502300	50230	502300-CLERK	31 UNPTTMPH	NONEXEMPT	50
502310	50231	502310-COACH	20 UNFTREGS	EXEMPT	30
502370	50237	502370-CHIEF FISCAL OFF	20 UNFTREGS	EXEMPT	10

502470	50247	502470-Compliance Officer	20 UNFTREGS	EXEMPT	30
502480	50248	502480-COMPTROLLER	20 UNFTREGS	EXEMPT	10
502620	50262	502620-COORDINATOR	31 UNPTTMPH	EXEMPT	30
502800	50280	502800-DEPARTMENT HEAD	41 UN12MFAS	EXEMPT	20
502810	50281	502810-COUNSELOR	20 UNFTREGS	EXEMPT	30
502980	50298	502980-FISCAL OFFICER	20 UNFTREGS	EXEMPT	10
503820	50382	503820-DIRECTOR	20 UNFTREGS	EXEMPT	30
503980	50398	503980-Editor	20 UNFTREGS	EXEMPT	30
504080	50408	504080-ENGINEER	20 UNFTREGS	EXEMPT	30
504160	50416	504160-EXEC SECRETARY	20 UNFTREGS	EXEMPT	50
504180	50418	504180-EXEC DIRECTOR	20 UNFTREGS	EXEMPT	10
504240	50424	504240-FAC PLAN CONT CHF	20 UNFTREGS	EXEMPT	10
504250	50425	504250-FINANCE OFFICER	20 UNFTREGS	EXEMPT	30
504290	50429	504290-FIN AID OFFICER	20 UNFTREGS	EXEMPT	30
504440	50444	504440-GUARD	20 UNFTREGS	NONEXEMPT	70
504620	50462	504620-ASST TECHNICIAN	20 UNFTREGS	EXEMPT	40
504700	50470	504700-ILLUSTRATOR	20 UNFTREGS	EXEMPT	30
504750	50475	504750-INFORMATION OFFICER	20 UNFTREGS	EXEMPT	30
504780	50478	504780-INTERPRETER	31 UNPTTMPH	EXEMPT	30
504810	50481	504810-INSPECTOR	20 UNFTREGS	EXEMPT	30
504820	50482	504820-INSTRUCTORS AID	31 UNPTTMPH	NONEXEMPT	40
504890	50489	504890-INSTRUCTOR	41 UN12MFAS	EXEMPT	20
504970	50497	504970-CUSTODIAL WORKER	31 UNPTTMPH	NONEXEMPT	70
505000	50500	505000-LAB ASSISTANT	20 UNFTREGS	NONEXEMPT	40
505090	50509	505090-LABORER	31 UNPTTMPH	NONEXEMPT	70
505150	50515	505150-LIBRARY TECHNICIAN	31 UNPTTMPH	NONEXEMPT	40
505250	50525	505250-MAINTENANCE MAN	31 UNPTTMPH	NONEXEMPT	70
505260	50526	505260-MANAGER	20 UNFTREGS	EXEMPT	10
505370	50537	505370-MEM BD OR COMMISS	90 PERDIEMS	EXEMPT	90
505400	50540	505400-MEDIA CENT PROD AST	20 UNFTREGS	EXEMPT	30
505410	50541	505410-PERSONNEL OFFICER	20 UNFTREGS	EXEMPT	30
505420	50542	505420-PERSONNEL TECH	30 UNPTREGH	EXEMPT	30
505600	50560	505600-OFFICE ASSISTANT	20 UNFTREGS	EXEMPT	30
505860	50586	505860-POLICE OFFICER	31 UNPTTMPH	NONEXEMPT	70
506000	50600	506000-Professional Instructor	31 UNPTTMPH	EXEMPT	30
506080	50608	506080-PROJECT ADVISOR	20 UNFTREGS	EXEMPT	30
506110	50611	506110-PROGRAM ASSISTANT	20 UNFTREGS	EXEMPT	30
506120	50612	506120-PROGRAM SUPERVISOR	20 UNFTREGS	EXEMPT	30

506130	50613	506130-PROJECT DIRECTOR 506190-PROPERTY CONTROL	20 UNFTREGS	EXEMPT	30
506190	50619	OFFICE	20 UNFTREGS	EXEMPT	30
506200	50620	506200-PUBLIC AFFAIRS OFF	20 UNFTREGS	EXEMPT	30
506210	50621	506210-PUBLIC RELATIONS	20 UNFTREGS	EXEMPT	30
506230	50623	506230-Purchasing Clerk	30 UNPTREGH	EXEMPT	30
506330	50633	506330-REGISTRAR	20 UNFTREGS	EXEMPT	30
506430	50643	506430-RESEARCH ASSISTANT	20 UNFTREGS	EXEMPT	30
506440	50644	506440-RESEARCH ASSOCIATE	20 UNFTREGS	EXEMPT	30
506640	50664	506640-SECURITY OFFICER	31 UNPTTMPH	NONEXEMPT	70
506740	50674	506740-PROJECT COORDINATOR	20 UNFTREGS	EXEMPT	30
506750	50675	506750-SPECIALIST	20 UNFTREGS	EXEMPT	30
506930	50693	506930-PARAEDUCATOR	20 UNFTREGS	NONEXEMPT	40
506940	50694	506940-TECHNICIAN	20 UNFTREGS	EXEMPT	30
506970	50697	506970-FISCAL OFFICER	20 UNFTREGS	EXEMPT	10
507100	50710	507100-STUDENT	51 SWFWSH	NONEXEMPT	90
507220	50722	507220-SUPERVISOR 507340-SWITCHBOARD	20 UNFTREGS	EXEMPT	30
507340	50734	OPERATOR 507370-SYSTEMS SUPPORT	31 UNPTTMPH	NONEXEMPT	50
507370	50737	ANALYST	20 UNFTREGS	EXEMPT	30
507430	50743	507430-TRADES HELPER	31 UNPTTMPH	NONEXEMPT	70
507680	50768	507680-SPECIAL PROJ OFF	20 UNFTREGS	EXEMPT	30
507690	50769	507690-EXECUTIVE ASSIST	20 UNFTREGS	EXEMPT	30
507710	50771	507710-TUTOR	31 UNPTTMPH	NONEXEMPT	40
507760	50776	507760-Nurse	20 UNFTREGS	EXEMPT	30
507800	50780	507800-SUBSTITUTE INSTRUCTOR	42 UNADJFAH	EXEMPT	20
507840	50784	507840-COUNSELOR AID	20 UNFTREGS	NONEXEMPT	40
507870	50787	507870-ASST TO REGISTER	20 UNFTREGS	EXEMPT	30
507920	50792	507920-LAB TECHNOLOGIST	20 UNFTREGS	EXEMPT	30
508150	50815	508150-PROFESSIONAL INSTR	41 UN12MFAS	EXEMPT	20
509010	50901	509010-PROFESSOR	40 UN9MFAS	EXEMPT	20
509020	50902	509020-ASSOCIATE PROFESSOR	40 UN9MFAS	EXEMPT	20
509030	50903	509030-ASSISTANT PROFESSOR	40 UN9MFAS	EXEMPT	20
509040	50904	509040-INSTRUCTOR	40 UN9MFAS	EXEMPT	20
509050	50905	509050-TEACH PROFESSIONAL	20 UNFTREGS	EXEMPT	30
509070	50907	509070-Nonteaching Professional	31 UNPTTMPH	NONEXEMPT	30
509090	50909	509090-TECHNICIAN	20 UNFTREGS	EXEMPT	30

509110	50911	509110-ACAD AFF STAFF ADM	20 UNFTREGS	EXEMPT	30
509140	50914	509140-DEAN	20 UNFTREGS	EXEMPT	10
		509150-ASSISTANT TO			
509150	50915	CHANCELLOR	20 UNFTREGS	EXEMPT	30
509160	50916	509160-ASSISTANT DEAN	20 UNFTREGS	EXEMPT	10
509170	50917	509170-ASSOCIATE DEAN	20 UNFTREGS	EXEMPT	10
509190	50919	509190-CHANCELLOR	20 UNFTREGS	EXEMPT	10
509200	50920	509200-PRESIDENT	20 UNFTREGS	EXEMPT	10
509210	50921	509210-VICE PRESIDENT	20 UNFTREGS	EXEMPT	10
509220	50922	509220-EXEC STAFF MEMBER	20 UNFTREGS	EXEMPT	10
509230	50923	509230-EXEC SECRETARY	20 UNFTREGS	EXEMPT	50
509250	50925	509250-BUSINESS & FISCAL ST ME	20 UNFTREGS	EXEMPT	30
509260	50926	509260-AUDITOR	20 UNFTREGS	EXEMPT	30
509280	50928	509280-COMPTROLLER	20 UNFTREGS	EXEMPT	10
509300	50930	509300-PURCHASING AGENT	20 UNFTREGS	EXEMPT	30
509320	50932	509320-DIR INST RESEARCH	20 UNFTREGS	EXEMPT	10
509330	50933	509330-INST RES STAFF MEMBER	20 UNFTREGS	EXEMPT	30
		509370-INFOR SERVICES STAFF			
509370	50937	ME	20 UNFTREGS	EXEMPT	30
509380	50938	509380-DIRECTOR PERSONNEL	20 UNFTREGS	EXEMPT	10
509400	50940	509400-COORDINATOR	20 UNFTREGS	EXEMPT	30
509460	50946	509460-LECTURER	40 UN9MFAS	EXEMPT	20
509500	50950	509500-DIR STUD SER DIV	20 UNFTREGS	EXEMPT	10
		509510-STUD SERVICES DIV ST			
509510	50951	ME	20 UNFTREGS	EXEMPT	30
509590	50959	509590-DEAN OF STUDENTS	20 UNFTREGS	EXEMPT	10
509620	50962	509620-LIBRARIAN	20 UNFTREGS	EXEMPT	20
509630	50963	509630-LIBRARIAN ASSISTANT	20 UNFTREGS	EXEMPT	30
509730	50973	509730-FISCAL ANALYST	20 UNFTREGS	EXEMPT	30
509750	50975	509750-ASST TO PRESIDENT	20 UNFTREGS	EXEMPT	30
509820	50982	509820-SUPER OF PLANT	20 UNFTREGS	EXEMPT	70
509930	50993	509930-ASST HEAD COACH	20 UNFTREGS	EXEMPT	30
509990	50999	509990-STUDENT WORKER	52 SWFICAH	NONEXEMPT	90
510040	51004	510040-FINANCIAL AID DIRECTOR	20 UNFTREGS	EXEMPT	30
510060	51006	510060-ADMISSIONS DIRECTOR	20 UNFTREGS	EXEMPT	30
510100	51010	510100-RECRUITER	20 UNFTREGS	EXEMPT	30
510210	51021	510210-VICE-CHANCELLOR	20 UNFTREGS	EXEMPT	10
510240	51024	510240-ASSISTANT	20 UNFTREGS	EXEMPT	30

510260	51026	510260-REGIONAL DIRECTOR	20 UNFTREGS	EXEMPT	10
510340	51034	510340-Test Monitor	43 UNADJFAS	EXEMPT	20
510450	51045	510450-PROGRAM MANAGER	20 UNFTREGS	EXEMPT	30
550503	55050	550503-COMPUTER ANALYST	20 UNFTREGS	EXEMPT	30
		550504-COMPUTER			
550504	55050	PROGRAMMER	20 UNFTREGS	EXEMPT	30
550590	55059	550590-MASTER INSTRUCTOR	41 UN12MFAS	EXEMPT	20

Terminology

Actual method

A method of expensing and/or budgeting fringe benefits on actual costs and interfacing fringe amounts to Banner Finance. The alternative is the *fringe charge back method*.

Budget ID

The budget ID represents a budgeted period and is set up in Banner Finance.

Example: *FY04*

Budget modeling

An interactive process that uses the Banner Human Resources and Finance modules to prepare future budgets.

Charge back method

A method of expensing and/or budgeting fringe benefits on a percentage of salary budget totals and interfacing fringe amounts to the

Banner Finance System. It is termed the charge back method because it charges employing departments for the employer-paid benefits based on a predefined fringe rate rather than on an employee's actual benefit selection. It allows you to budget (based on salary budget multiplied by fringe rate), encumber fringes (based on salary encumbrance multiplied by fringe rate), and/or expend fringes (based on value of earnings defined with a PTREARN Fringe Indicator of Y multiplied by the appropriate fringe rate). The alternative is the *actual method*.

Fiscal Year

The fiscal year identifies which year positions/budgets will be tied to through the budgeting process. This fiscal year is activated only once, and then systematically rolled during each fiscal year roll process.

Working: Proposed budget for the next fiscal year that is created in the HR module.

Approved: Once a working budget is agreed upon, HR approves the working budget ID and phase in the HR module for the next fiscal year.

Closed: Once the new budget for the new fiscal year is approved, the old fiscal year budget is closed and no new transactions can be made.

Phase

A Finance module term referring to a specific budgetary area, such as Labor. Therefore, the budget ID could be *FY04* and the phase for labor budgeting could be called *Labor*.

Note: You can have multiple phases.

Position classification

Organizes positions; is the basis of the Position Class Incumbent Report (NBRPINC), which is a compensation ratio analysis using position class and NTRSALA midpoints.

Position control budgeting

A budgeting tool that allows the institution to project future budgetary amounts via working budgets and changes in budgetary amounts by e-class (employee class).

Forms Job Aid

Form	Full Name	Use this Form to...
FBRFEED	Finance Budget Feed Process	used to move Position Control budget information from the Position Control module into the Finance Budget tables.
NBAFISC	Fiscal Year	identifies valid fiscal years in Position Control and Human Resources.
NBAPBUD	Position Salary Budget	displays the amounts budgeted, encumbered, and expended and the Budget FTE in a given fiscal year, and provides budget modeling capabilities via the budget identification and phase code.
NBAPBUD	Position Budget Form	enables you to define position budgets by fiscal year, regular earnings totals (budgeted, encumbered, expended, and remaining), premium earnings totals, fringe benefits, and position labor distributions.
NBAPOSN	Position Definition	provides you with access to the Position Budget Form (NBAPBUD). The Position Budget Form (NBAPBUD) enables you to define position budgets by fiscal year, regular earnings totals (budgeted, encumbered, expended, and remaining), premium earnings totals, fringe benefits, and position labor distributions.

Form	Full Name	Use this Form to...
NBPBROL	Budget Roll Process	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing. You can run the job or report immediately or hold it for later processing from the operating system.
NBPBUDM	Budget Maintenance Process	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing. You can run the job or report immediately or hold it for later processing from the operating system.
NBPMASS	Salary Table Update Process	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing. You can run the job or report immediately or hold it for later processing from the operating system.
NHPFIN1	Finance Interface Extract	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing. You can run the job or report immediately or hold it for later processing from the operating system.
NTRFBLD	Fringe Charge Back Rule	enables you to define rules for calculating fringe budgets, fringe encumbrances, and fringe expenses. This functionality is used when you choose to "charge back" accounts based on a percent versus the actual amount.
NTRFINI	HR/Finance Set Up Rule	defines rules for interfacing transactions to your finance system. It also defines the accounting distribution for net pay and deferred pay.
NTRFRNG	Actual Fringe Budgeting	enables you to define rules for developing benefit and deduction remove budgets. Budget parameters can be defined as either amounts or percentages. This form is used when the Actual Method of benefit budget and expense is selected.

Form	Full Name	Use this Form to...
NTRPCLS	Position Class Rule	enables you to create a position class and associate it with salary guidelines, employee class, and employee skill level. The salary guidelines you define on this form default to the Position Form (NBAPOSN) and the Employee Job Form (NBAJOBS).
NTRSALA	Salary/Rate Structure Rule	enables you to define rules for salaries or hourly rates. A salary/rate rule defines a salary table and includes salary grade and ranges, hourly or salaried status, and rate or salary steps with their associated amounts.
NTRSGRP	Salary Group Rule	enables you to define active and inactive salary groups for each table. The salary groups defined here are made available for use on the Salary/Rate Structure Rule Form (NTRSALA).
NTRSTRL	Mass Salary Table Roll Rules	establishes the parameters used on the Mass Salary Update Process (NBPMASS) to roll data from one salary group to another.
PTRBDCA	Benefits/Deduction Rules	enables you to establish benefit or deduction codes and associate them with various rule combinations.
PTREARN	Earnings Code Rules	enables you to create earnings codes and associate them with rules. The earnings code identifies the nature of the pay (for example, regular or holiday) and establishes the rules governing the time entry validation and processing of earnings represented by this code.
PTRECLS	Employee Class Rules	enables you to create an employee class and associate it with earnings codes, a leave category, and a benefit category. You must define employee class codes with this form before completing the Employee Information Form (PEAEMPL).