

# NBAJOBS

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

## NBAJOBS:

The screenshot shows the 'Employee Jobs NBAJOBS 9.0 (ZPPRD)' interface. The search form includes fields for ID, Suffix, Position, and Query Date. The ID field has a search ellipse circled in red. An 'Option List' dialog box is open, showing two options: 'List for Employee (POIIDEN)' and 'Alternate ID Search (GUIALTI)', with the latter circled in red. A 'Cancel' button is at the bottom of the dialog box.

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

The screenshot shows the 'Employee Jobs NBAJOBS 9.0 (ZPPRD)' interface. The search form includes fields for ID (A0123456789), Suffix, Position, and Query Date. The Position field has a search ellipse circled in red. An 'Option List' dialog box is open, showing two options: 'List of all Positions' and 'List of Employee's Jobs (NBIJLST)', with the latter circled in red. A 'Cancel' button is at the bottom of the dialog box.

**ID:** Enter A-Number

**Position:** Use the **search ellipses** next to Position to access the position number.

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

Highlighting each position in the top section will allow you to see service dates, title, status, class, pay ID, and organization in the lower section.

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

Employee Job Inquiry NBIJLST 9.0 (ZPPRD)								
ID:	Query Date: 02/12/2016		<a href="#">Start Over</a>					
EMPLOYEE JOB INQUIRY								
Position *	Suffix *	Begin Date *	End Date	Job Type				
994669	00	08/03/2015		Primary				
1 of 1   9 Per Page				Record 1 of 1				
DETAILS								
Effective Date	Job Status	Description	Employee C...	Pay ID	COA	Organization	Job Change...	Employer
08/03/2015	Active	Coord Huma...	SN	SA	U	DPPERS	E1	USU
1 of 1   9 Per Page				Record 1 of 1				

Double click on the **position number** to load the correct position number and suffix back into NBAJOBS.

Employee Jobs NBAJOBS 9.0 (ZPPRD)			
ID:	<input type="text" value="A0123456789"/>	Position:	<input type="text" value="994669"/>
Suffix:	<input type="text" value="00"/>	Query Date: *	<input type="text" value="02/12/2016"/>
Last Paid Date:			
<a href="#">Go</a>			
Get Started: Fill out the fields above and press Go.			

Click **GO**

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

Employee Jobs NBAJOBS 9.0 (ZPPRD)							
ID: A0123456789	Joe Navy	Position: 994669	Suffix: 00	Query Date: 02/29/2016	<a href="#">Start Over</a>		
Last Paid Date: 12/31/2015							
Base Job	Job Detail	Payroll Default	Deferred Pay	Miscellaneous	Excluded Deductions/Benefits	Default Earnings	Work Schedules
BASE JOB							
Job Detail							
Begin Date *	<input type="text" value="08/03/2015"/>	Job Type *	<input type="text" value="Primary"/>				<input checked="" type="checkbox"/> IPEDS Reporting Indicator
End Date							
Details							
COA	U	Increase MM and DD	<input type="text"/> / <input type="text"/>				Eligible Date
<input checked="" type="checkbox"/> Accrue Leave							<input type="text"/>
<input type="checkbox"/> Civil Service							Deferred Balance
						0.00	

Salary Encumbrance	
Total Encumbrance	
Hours	
Current Fiscal Year	24,566.63
Future Years	0.00
Total Encumbrance	24,566.63

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

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

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ADD
RETRIEVE
RELATED
TOOLS

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ID: A0123456789 Joe Navy      Position: 994669 Suffix: 00      Query Date: 02/29/2016      Last Paid Date: 12/31/2015      Start Over

Base Job
Job Detail
Payroll Default
Deferred Pay
Miscellaneous
Excluded Deductions/Benefits
Default Earnings
Work Schedules

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**JOB DETAIL**      + Insert   - Delete   Copy | Filter

**Job Detail**

<p>Effective Date <span style="border: 1px solid red; padding: 2px;">Click here to see Effective dates for job changes</span> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">📅</span></p> <p>Personnel Date <input type="text" value="08/03/2015"/></p> <p>Status <input type="text" value="Active"/></p> <p>Title <input type="text" value="Coord Human Resources III"/></p> <p>Job FTE * <input type="text" value="1.000"/></p> <p>Appointment Percent * <input type="text" value="100.00"/></p> <p>Encumbrance Hours <input type="text"/></p>	<p style="color: red; font-weight: bold; font-size: 1.2em;">Job Information</p> <p>Indicator <input type="text" value="System Calculated"/></p> <p>Hours per Day * <input type="text" value="8.00"/></p> <p>Employee Class * <input type="text" value="SN"/> Staff Non-Exempt</p> <p>Leave Category <input type="text"/></p> <p>Change Reason <input type="text" value="E1"/></p> <p>New Hire</p> <p>Employer Code <input type="text" value="USU"/> Utah State University</p>
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**Pay Plan**

Group * <input type="text" value="FY16"/>	Grade * <input type="text" value="E"/>
Table * <input type="text" value="SS"/>	Step * <input type="text" value="0"/>

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**Compensation**

Rate <input type="text" value="12.884863"/>	Monthly Pay	Factor * <input type="text" value="12.0"/>
Hours per Pay * <input type="text" value="173.33"/>	Base salary For EPAF	Pays * <input type="text" value="12.0"/>
Assign Salary <input type="text" value="2,233.33"/>		Annual Salary * <input type="text" value="26,800.00"/>

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The **Payroll Default** tab will be gray until you click on the Job Detail tab. Under the Payroll Default tab, see payroll department and ID type (PHATIME).

Base Job Job Detail **Payroll Default** Deferred Pay Miscellaneous Excluded Deductions/Benefits Default Earnings Work Schedule

PAYROLL DEFAULT Insert Delete Copy Filter

Timesheet Defaults

Effective Date 08/03/2015

Timesheet COA U

Timesheet \* DPPER: Human Resources Organization

Payroll ID \* SA Salaried Monthly Payroll

Default Shift \* 1

Time Entry Method Dept Time Entry with Approvals

Time Entry Type Pay Period Exception Time Only

Time In and Out

Leave Report Method Departmental Leave Report

Leave Report Payroll \* SA Salaried Monthly Payroll ID

**Department  
Payroll ID Type  
Leave Reporting  
Information**

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

Payroll Default Deferred Pay Miscellaneous Excluded Deductions/Benefits Default Earnings Work Schedules **Job Labor Distribution**

EMPLOYEE JOBS Insert Delete Copy Filter

Effective Date 08/03/2015

COA *	Index	Fund	Orgn *	Account	Program	Activity	Location	Project	Cost	Percent
U	A06561	101164	E03832	615300	6060					100.00
									Total ...	100.00

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

Employee Jobs NBAJOBS 9.0 (ZPPRD)

ID: Position: 994669 Suffix: 00 Query Date: 02/29/2016

Last Paid Date: 12/31/2015

Payroll Default Deferred Pay Miscellaneous Excluded Deductions/Benefits Default Earnings

EMPLOYEE JOBS

Effective Date 08/03/2015

COA *	Index	Fund	Orgn *	Account	Program	Activity	Location
U	A06561	101164	E03832	615300	6060		

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ENCUMBRANCE INFORMATION

Encumbrance Number PR160001 Budget Start Date

Encumbrance 191

Export Shift+F1

Print

Clear Record Shift+F4

Clear Data Shift+F5

Item Properties

Display ID Image

OPTIONS

Base Job

Job Detail

Labor Distributions

**View Labor Distributions Effective Dates**

