NBIPINC

Use NBIPINC to see who is in a Position number.

**NBIPINC:**

Click the Search Ellipses to find Position Numbers

**Enter** the **position number** or Search for it.

**Query date:** Use the correct query date. Make sure that the current date is in the Query Date. This will show a complete history of employees who have occupied a position number. In this example, the past and current employees are shown. If your query date is before the date the latest employee was hired, the information will not display. For instance, if Joe was hired on October 1, and the query date was September 30, Joe’s name would not be listed.

**Click GO**

Click on the A number of the person you need information on. Next click on the “Related” tab.

**Related Tab**