How to access & view job details

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Overview   The Banner form NBAJOBS allows you to view job detail information for employees within the department(s) that you have security access for. You will be able to view an employee's position number, suffix, job title, salary information, etc.

Process   You will need to:

- Access NBAJOBS and enter the Key Block.
- View the **Job Detail** tab.
- View the **Base Job** tab.
- View the **Payroll Default** tab.
- View the **Default Earnings** tab.
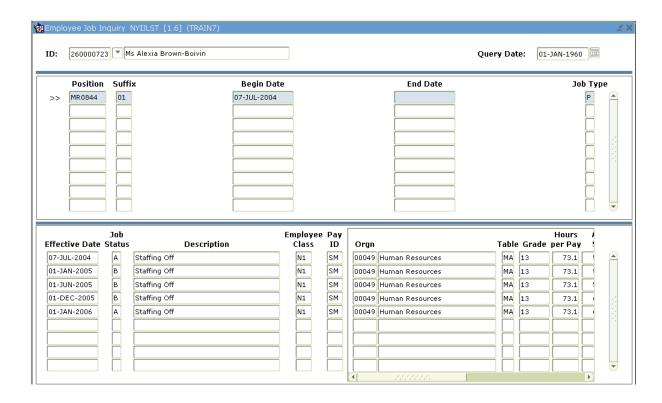- View the **Job Labor Distribution** tab.

Procedure   1   Access NBAJOBS and enter the Key Block:

a   Access NBAJOBS from the Banner menu.

b   Enter the employee's McGill **ID** or click on the **Search** button to search GVIFIDN for the ID using the employee's name.

c   In **Query Date**, enter a past date in order to view job history information. For example, enter 19600101 or 01-JAN-1960.

d   Enter the person's position number in the **Position** field. If you do not know the position number, click on the **Search** button next to the **Position** field and select **List of Employee's Jobs (NYIJLST)** to search for it.

Employee Jobs NBAJOBS 7.3.0.2 [1.10] (TRAIN7)

ID:	260000723 ▼ Ms Alexia Brown-Boivin	Last Paid Date:	
Position:	▼ Suffix: ▼	Query Date:	01-JAN-1960

Base Job | Job Detail | Payroll Default | Deferred Pay | Miscellaneous | Excluded Deduction... | Default Earnings | Work Schedules | Job Labor Distribution

Begin Date: **End Date:**   **Job Type:**

Faculty Stats Canada Reporting

COA: ☐ **Accrue Leave**   ☐ **Civil Service**   **Probationary Data**

Increase MM and DD: /   **Probationary Period:**

Eligible Date: **Probationary Begin Date:**

Deferred Balance: **Probationary End Date:**

Encumbering Data

Salary Encumbrance: **Contract Start:**

Fringe Encumbrance: **Contract End:**

Total Encumbrance Hours: **Total Contract Hours:**

e The middle block of NYIJLST shows the employee's **Position**(s) as of the **Query Date**, including the **Suffix**, **Begin Date**, **End Date** and **Job Type**.

The bottom block of NYIJLST displays details by **Effective Date** for the position that is highlighted in the middle block. Details may include salary increases due to salary policy, leaves of absence, return from leaves, etc. Use the scroll bar to see all the fields. You will only be able to see the details if you have security access to the department. The following fields display:

– **Job Status** - the status of the job e.g. A = active, B = on leave

– **Description** - the job title for the **Position**.

– **Employee Class** - the job's employee class.
  (e.g. N1 = Admin Support Non-Unionized)

– **Pay ID** - code that indicates when the employee is paid.
  e.g. SM = semi-monthly, BW = bi-weekly

– **Orgn** code and description - the department code and name.

    – **Table** - payroll information. The table value associated with the position. For example, CL for clerks, EX for executives, MA for Admin Support non-unionized, FA for faculty.

    – **Grade** - payroll information. The grade value associated with the position and the Role Profile.

    – **Hours per Pay -** hours worked per pay.

    – **Annual Salary** - the annual salary as of the effective date.

    – **Change Reason** - the change reason code and description (e.g. 00001 New Job - Hire).

f   From NYIJLST, select the **Position** number you want to query by double-clicking on it.

    This will return you to NBAJOBS. The **Position** number and the **Suffix** will now appear in the Key Block. The **Last Paid Date** field is filled with the last date that the employee was paid. The **Query Date** will now contain the employee's earliest start date.
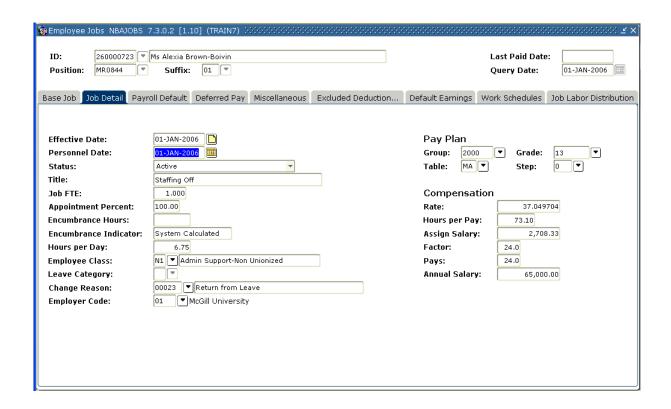
g   Press **Next Block**

    If you do not have security access to the department, you will get the error message "You do not have permission to see this Organization". You will not be able to view NBAJOBS for this employee.

    If you do have security access, you are now in the **Job Detail** tab of the form. You can either **Next Block** or click on the different tabs. The **Miscellaneous** tab is used by central HR staff only. Some tabs are dependant on other tabs. For example, the **Payroll Default** tab is not highlighted when you click on **Base Job** tab. The following tabs are not used at McGill: **Deferred Pay**, **Excluded Deduction…**, **Work Schedules**.

2   View the **Job Detail** tab. Use this tab to view fields such as **Effective Date**, **Personnel Date**, **Status**, **Title** of job for the **Position** number you selected.

    a   You can scroll through the different job history records (in **Effective Date** order) by using the Up or Down arrows on the keyboard.

    b   You may also use the menu **Options > View Job Detail Effective Dates** to display the records (slices). Double-click on the record you wish to view. This will display the job detail information for the selected effective date. The **Personnel Date** field is used to indicate the end date for academic students and course lecturers. The **Pay Plan** fields contain information related to the role profile and the position - group, grade, table and step information. The salary details are in the **Compensation**area of the window.
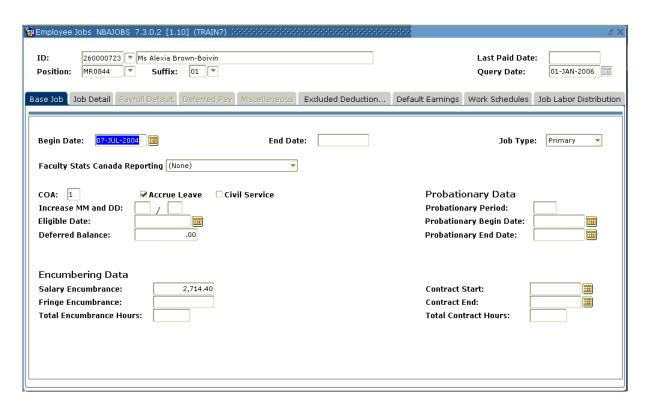
Employee Jobs NBAJOBS 7.3.0.2 [1.10] (TRAIN7)

ID: 260000723 ▼ Ms Alexia Brown-Boivin	**Last Paid Date:**
Position: MR0844 ▼ **Suffix:** 01 ▼	**Query Date:** 01-JAN-2006

Base Job | **Job Detail** | Payroll Default | Deferred Pay | Miscellaneous | Excluded Deduction... | Default Earnings | Work Schedules | Job Labor Distribution

Effective Date:	01-JAN-2006
Personnel Date:	01-JAN-2006
Status:	Active
Title:	Staffing Off
Job FTE:	1.000
Appointment Percent:	100.00
Encumbrance Hours:	
Encumbrance Indicator:	System Calculated
Hours per Day:	6.75
Employee Class:	N1 ▼ Admin Support-Non Unionized
Leave Category:	▼
Change Reason:	00023 ▼ Return from Leave
Employer Code:	01 ▼ McGill University

Pay Plan

Group:	2000 ▼	**Grade:**	13 ▼
Table:	MA ▼	**Step:**	0 ▼

Compensation

Rate:	37.049704
Hours per Pay:	73.10
Assign Salary:	2,708.33
Factor:	24.0
Pays:	24.0
Annual Salary:	65,000.00

Select Effective Date to Query

Find 0%

Effective Date	Rate	Salary	Job Change Reason
01-JAN-2006	37.049704	65000.00	00023 Return from Leave
01-DEC-2005	37.049704	65000.00	00015 Salary Policy
01-JUN-2005	31.349749	55000.00	00014 Maintain Job
01-JAN-2005	28.499726	50000.00	L0005 Unpaid Leave - Start
07-JUL-2004	28.499726	50000.00	00001 New Job - Hire

Find | OK | Cancel

3   View the **Base Job** tab. This tab contains general information about the job, such as the **Begin Date** and the **End Date**. A blank end date indicates that no end date exists.

The **Job Type** field indicates if this job is a primary, secondary or overload job for the employee. An employee must have one primary job, but can have multiple secondary and overload jobs.

Probationary Period, **Probationary Begin Date**, and **Probationary End Date** are displayed only if the probation information was entered by the department.

Contract Start and **Contract End** date fields are used to indicate contract start and end dates for sessional and seasonal employees.
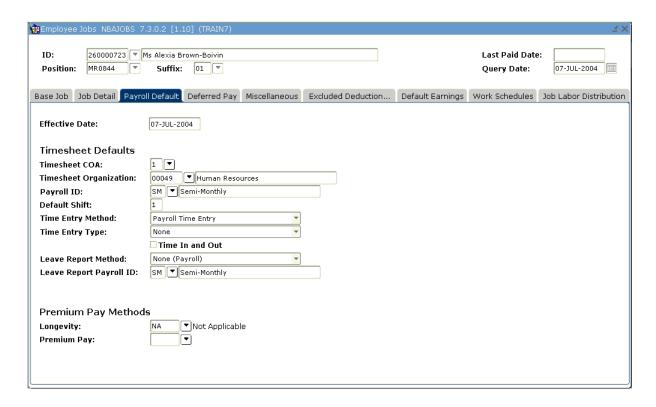
4   View the **Payroll Default** tab to view Human Resources security information. The employee has security access to the department indicated in the **Timesheet Organization** field.

Note that you cannot access this tab if you are in the **Base Job** tab.

The **Payroll ID** field indicates when the employee is paid (e.g. semi-monthly, bi-weekly).

The **Premium Pay Methods** fields indicate the premium categories for weekly unionized staff, if applicable.

Employee Jobs NBAJOBS 7.3.0.2 [1.10] (TRAIN7)

ID:	260000723 ▼ Ms Alexia Brown-Boivin	**Last Paid Date:**
Position:	MR0844 ▼ **Suffix:** 01 ▼	**Query Date:** 07-JUL-2004

Base Job | Job Detail | **Payroll Default** | Deferred Pay | Miscellaneous | Excluded Deduction... | Default Earnings | Work Schedules | Job Labor Distribution

Effective Date: 07-JUL-2004

Timesheet Defaults

Timesheet COA:	1 ▼
Timesheet Organization:	00049 ▼ Human Resources
Payroll ID:	SM ▼ Semi-Monthly
Default Shift:	1
Time Entry Method:	Payroll Time Entry ▼
Time Entry Type:	None ▼
	☐ **Time In and Out**
Leave Report Method:	None (Payroll) ▼
Leave Report Payroll ID:	SM ▼ Semi-Monthly

Premium Pay Methods

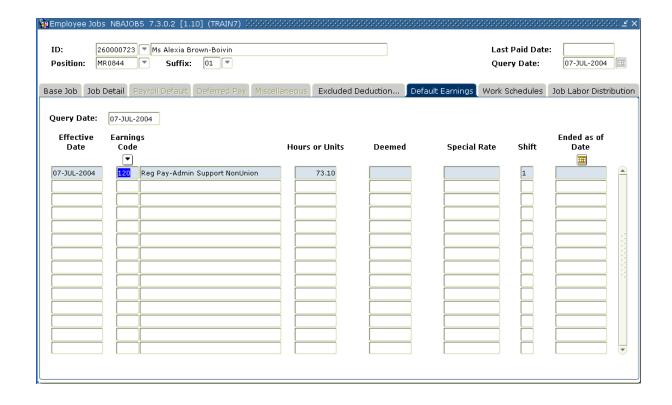|	
Longevity:	NA ▼ Not Applicable
Premium Pay:	▼

5   View the **Default Earnings** tab. In this tab you can view how Payroll determines the pay based on the number of **Hours** and the employee type.

The screenshot below illustrates the regular pay for an administrative support non-unionized employee. The earnings code attached to the job is 120. The employee is expected to work 73.10 hours per pay.

If it was entered when the person was hired, board and lodging information is stored in the **Special Rate** field. This information would have been entered using the appointment form process in Minerva.

6   View the **Job Labor Distribution** tab. In this tab you can view the
     FOAPAL(s) used to pay the employee's salary as of the **Effective Date**.

     Ensure that you are viewing the correct **Effective Date**. To view all the
     effective dates, select **Options > View Labor Distribution Effective
     Dates** from the menu. Select the **Effective Date** you wish to view and
     and click **OK**. The salary may be paid from more than one FOAPAL. The
     Percent field determines the percentage paid from each FOAPAL.

     Take note that FOAPALs dated before December 15, 2001 are "dummy"
     ones. After this date, real FOAPALS are recorded.