How to view job details information (NBAJOBS and related forms)

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Overview

The Banner form NBAJOBS allows you to view job detail information for employees within organization unit(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 GUIALTI for the ID using the employee's name.

   c. In Query Date, enter today's date to see current information (it may default in). Only enter a past date (19600101 or 01-JAN-1960) if you wish to view job history information.

   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.

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

The bottom block displays details by Effective Date for the highlighted position (e.g. salary increases, leave of absence, etc.) You see the details if you have security access to the organization code:

- **Effective Date** - the effective date of the details.

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

- Description - the job title for the Position.

- Employee Class - of job (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 unit code and name.

- Table - (payroll info) value associated with position.CL = clerks, EX = executives, MA = 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).

e. From NYIJLST, double-click on **Position** number you want to query.
This will return you to NBAJOBS with **Position** number and **Suffix**.

- **Last Paid Date** field - contains last date that the employee was paid.

- **Query Date** - Effective Date based on Query Date entered.

f. Press **Next Block**
If you do not have security access to the unit, you will get the error message "You do not have permission to see this Organization". 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.

g. Note: Some tabs are dependant on other tabs (e.g. the Payroll Default tab is not highlighted when you click on Base Job tab).

h. The following tabs are not used at McGill: Deferred Pay, Excluded Deductions/Benefits, Work Schedules. Miscellaneous tab is used by central HR staff only.

1. **Job Detail tab:** use to view fields such as Effective Date, Personnel Date, Status, Title 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. You may use the menu Options > View Job Detail Effective Dates to display them. Double-click on the record you wish to view. This will display the job detail information for the selected Effective Date.

      – **Personnel Date** - end date for academic students, course lecturers.

      – **Pay Plan** - information related to the role profile and the position - Group, Grade, Table and Step information.

      – **Compensation** area of the window contains salary details:

         – Rate - hourly rate

         – Hours Per Pay

         – Assign Salary - gross salary

         – Factor - number of pay checks per year

         – Pays - number of pay checks per year

         – Annual Salary

2. **Base Job** tab: use to view general information about the job.

- Begin Date

- **End Date** - a blank end date indicates that no end date exists.

- **Job Type -** 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, Probationary End Date** - displays only if the probation information was entered by the unit.

- **Contract Information** - **Start Date** and **End Date -** displays contract start and end dates for sessional and seasonal employees.

- **Salary Encumbrance** - display salary encumbrance information.

3. **Payroll Default** tab: use to view Human Resources security information. The employee has security access to the organization unit 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.

4. **Default Earnings** tab - use to 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 (earnings code 120). The employee works 73.10 hours per pay.

If board and lodging information was entered when the person was hired (Minerva appointment process), it is stored in the **Special Rate** field.

5. **Job Labor Distribution** tab: use to 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 Distributions Effective Dates** from the menu bar. Select the **Effective Date** you wish to view 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" FOAPALs. After this date, real FOAPALs are recorded.