

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

Last Updated: 04-Oct-2010

## **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.



D: 20000721 • Un Alexie from Pesilian • Suffix	tanı J.		Last Paid Date: Query Date	23-346-2010
and deb and Deputy Deputy Default	Connecting, Management (Carbon Sectors Sectors)	6. Tetral Langue	Street Treeter A	ht metring de
	Dimension and a			
legin Data:	List of all Positions		Job Type:	4
aruth Stats Canada Reporting	List of Employee's Jobs (NYEJLST)			
		ary Data		
DA: DACENCE LA	we	r Persea:		
		P Begin Date:		
ncrease MM and DD		Y End Date	1	
ligible Date:	(Cercel )	dormation		
heforred Balance:		-	-	
Salary Encumbrance	Tetal Co	rtract Hours:		
adal Excentioners a Manage	Fringe	Encumbrance		
wrent Fiscal Year.	Carront	Fiscal Year.		
where Years:	Future Y	eors:		
Total Excembrance:	Tellai En	cumbraneo'		

- Position	Eufle	Bangier 27 - 30, - 30	804			End Date			Jek	Type
	E									
fuctive Data	Job Status	Cessituties	Empinyse Class	Pay 19	Oran		Table	Grade	Hours per Pay	
factive Data	Joh Status	Dessatution	Employee Class	Pay D	Orga Incen Inc	mer Pescurces	Table	Grade	Hours per Pay	
factive Data	,tab Status	Cessraties	Employee Class	Pay 10	Orga	enter Petroveckas	Table	Crade	Hours per Pay 231	



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 dependent 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

Base Job Job Detail Payroll Detault Deterred Pay Miscelaneous Excluded Deductons/Benetits DefaultEarnings Work Schedules Job Labor Personnal Date: 01-JAV-2006  Personnal Date: 01-JAV-2006  Compensation Group: 000  Grade: 12 Table: MA  Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 12 Table: MA Group: 000 Grade: 00	260000723 * Ms Aler MR0044 * St	Brown-Bolvin Be: D1 *					Quer	Pais Date: y Date:	ie:	Dr - LAIN-	2006
Effective Date: 01-JAV-2006 C1-JAV-2006 C1	Jot Defail Payroll	etault Deterred Pay	Mscelaneous	Excluded Deductors/Benefits	DefaultEa	irnings	Work St	chedules	300 L	sbor D	stributi
Personnel Date:     01-JAV-2006       States:     Athon       States:     Athon       Table:     MA       Table:     MA       Step:     0       Compensation       Rate:     37.549704       Encumbrance Hours:     100.00       Encumbrance Indicator:     System Calculated       Hours per Day:     6.70       Factor:     24.0	rte: 01-34	2000			Pay Pl	an					
States:     Julio     Table:     July     Step:     0       Title     Tuding Off       Job FTE:     1.000       Appeintment Percent:     100.00       Encumbrance Hours:     100.00       Encumbrance Indicator:     Stytes: Caculated       Hours per Day:     6.70	Date: 01-JA	2006			Group	2000		Grade	13		•
Intermitter     Tasking of       Inb FTE:     1.000       Appeintment Percent:     100.00       Encumbrance Hours:     100.00       Encumbrance Indicator:     System Caculated       Fours per Day:     6.70	Jultive				Table:	MA	•	Step:	0	•	
Interference     1000     Compensation       Appeintment Percent:     100.00     Rate:     37.843704       Encombrance Hours:     Heurs per Pay:     73.10       Encombrance Indicator:     System Calculated     Assign Salary:     2700.30       Hours per Day:     6.70     Factor:     24.0	12 willion	ow.									
Appeintment Percent:         100.00         Rate:         37.843704           Encimbiance Hours:         Heurs per Pay:         73.10           Encimbiance Indicator:         System Cabulated         Assign Salary:         2200.30           Hours per Day:         6.70         Factor:         24.0	1	00			Compe	nsatio	n				
Encumbrance Hours Fraction Fra	t Percent: 100.	16 - C			Rate:			37.84	49704		
Encumbrance Indicator: System Cabulated Assign Salary: 2270-23 Hours per Day: 6.70 Factor: 24.0	ce Haurs				Hears p	er Pay:		73.50			
Hours per Day: 6.76 Factor: 24.0	ce Indicator; Syste	Cabulated			Assign 5	Salary:		27	08.33		
	hay:	1.76			Factor:		2	4.0			
Employee Class: III • Admin Support-Non University Pays: 24.0	Class: III -	Adhin Support-Non Uno	reced		Pays:		2	4.0			
Leave Category: Annual Salary: 85,000.00	gory:				Annual S	Salary:	- E	86,0	00.00		



- 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.

Breed Date:       Job Detail       Default Control Co	D: 260000721 * Ma Alexia Brover-Bolvin *6s/Beet: MR0344 * Suffix: Ut *	1		Last Paid Date: Query Date:	(CT-JAN-2008	
Begin Date: Det Date:	ane 200 Joo Detail Print The wild	Control Destatore Excluded	Deductions/Benefits Default Earnings	Work Schelluler 3	OB L ADOT DRITTE	Jution
COA:     COA:     Chail Service     Probationary Data   Probationary Decid:   Probationary End Date:   Probationary End Date: <t< td=""><td>angin Date: 10-00-000 (a)</td><td>End Date:</td><td></td><td>лой Туро:</td><td>Presary</td><td>*</td></t<>	angin Date: 10-00-000 (a)	End Date:		лой Туро:	Presary	*
	:0A: T PAccese Leave	Civil Service	Probationary Data Probationary Period	<b></b>		
eterred Balance: 0:00 Start Date: End	ligible Date:		Probationary Legin Cale: Probationary End Date: Contract Information			
etal Encumbrance Hours: Fringe Encumbrance wrent Fiscal Year: 2,71440 Unrent Fiscal Year: United Year: United Year: Future Years:	alany Encumbrance		Start Date: End Date: Total Centract Hours:			
Current Fiscal Year: 2,71440 Current Fiscal Year:	otal Encumbrance Hours:		Fringe Encumbrance			
uture Years: Future Years:	ument Fiscal Year:	2,714.40	Current Fiscal Year			
	utare Years:		Future Years:	-		



**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.

D. ANNOUTRA (*)	Satta: In * Genry Date: In-Jos-200 [
Andrea Antread	quilless Debreity Micelanes Exclusioners Debritering Winfordate and and britan
nective Date:	In Jun 200
Imesheet Defaults	
mesheet COA:	
mocheck organization;	20012 Phone Recurso
stault Shift	in Community
me Daty Method:	Paget Tare Dify
ine Entry Type.	itze =
	Time Is and Out
eave Raport Method.	Hone (Paynet *
nave Report Payroll IO:	[14] Trainforthy
hemmium Pay Methods ongevily: namium Pay:	Image: The attraction         The attraction         The attraction           Image: The attraction         The attraction         The attraction



**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 nonunionized 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.

Position: MF	0044 ob Detail	T Sutte: [0] [*]	antesta:	Excluded De	ductions@erwfits	Default Earnings	Query Date:	D1 JAN 2008
Query Date: Effective Date	Code	9004 199	Hours	or Units	Deemed	Special R	ate Shill	Ended as of Date
17-333-2204	120	Ping Pay-Admin Support NonUnion		7310				



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.

Effective Date: COA indice: Fund Orgn Account Program Activity Location Project Cost Porcent 1 190000 000000 00000 00000 00000 00000 0000	COA Index Fund	Organ •	Account	Program	Activity	Location	Project	Cost	Porcent	
				4115	000000	000000			100.00	-
							Total	Percent	100.00	(1)

