

Suffix Assignment for Part-Time/Full-Time Temp/Casual Jobs

Work Study, Student Hourly, Part-Time/Full-Time Temp/Casual Hourly & Salary, Graduate and Adjunct Faculty Jobs

The Suffix field is used in conjunction with the Position # field. The unique combination of a Position, Suffix and the person's ID # represents a unique job as seen in NBAJOBS.

The Suffix field enables an employee to have multiple jobs which reference the same Position #. Suffix assignment values include 00-99, A0-A9 then AA-AZ, B0-B9 then BA-BZ, etc.

All of an employee's ID/Position/Suffix combinations (jobs) must be review within NBIJLST before processing any EPAF transactions.

When to Change the Suffix

A unique Suffix must be used to create a unique job for the employee when each of the jobs referencing the same Position # have:

- unique labor distributions against which payroll expenses will be charged
- different hourly/daily rates
- unique appointment periods; 2003-04 vs. 2004-05 Academic Year, or Fall vs. Spring