



Adding the Position on NBAPOSN

| What you do... | Comments / Prompts |
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| Direct Access NBAPOSN | POSITION DEFINITION FORM |
| Enter a new <u>Position Number</u> | Each campus is responsible for assigning and tracking their position numbers. Users can verify the last number used in a sequence by clicking the Flashlight button. |
| A message box will appear stating “Position not found; ADD assumed.” | If this is correct, click “O.k.” If the Position Number was entered incorrectly, exit the box (“x”) and enter a new Position Number |
| Select Next>Block | Banner will default in: <ul style="list-style-type: none"> • Position Status = Inactive • Type = Single • Appointment % = 100.00 These values can only be changed on NBAPBUD |
| Enter a valid <u>Position Class</u> | Banner will default in the Position Title, Exempt Indicator, Employee Class, Salary Group, Salary Table, Salary Grade, Salary Step, Salary Group Description, Range Low, Midpoint, & High Amounts, and Work Schedule. <i>See ECLS-Position Group-PCLS-Position Category-ACCT-OBJNO Relationships document for aid in determining the correct Position Class.</i> |
| Note value in the <u>Position Title</u> field.. | This field reflects the position’s Classified Title, not its Operational Title (this can be entered in PPACMNT), and should not be changed unless the actual PCLS for an existing position is being updated. In such cases, changing the PCLS will not automatically refresh the Position Title field, and it must be corrected manually. It appears that when a new position number is entered and the Compensation/Classification block is accessed, the initial Position Class selected will default information in. A change to the Position Class before the record is saved will result in re-defaulting of all information except the Position Title. Roll back (before saving) and start over. Otherwise manually enter the title |



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| TAB to <u>Employee Class</u> field.. | Banner initially defaults in a generic ECLS value, which <u>must be manually updated to the appropriate specific value for this position</u>. The only exceptions are Z0 and X0 which should not be changed. |
| TAB to <u>Reports To</u> field. | NOTE: For KSC ONLY, enter a valid value or select by double-clicking for a list. |
| TAB to <u>Work Schedule</u> field. | Review and update the work schedule value if necessary. |
| Select “Comments” from the Options Menu | Enter any appropriate comments you wish associated with the position record. This field may also be used to record the Classification Item Number associated with your entry. |
| Click SAVE, disk or F10 | Banner will bring up a dialog box titled, “Compensation/Classification Change Date”. |
| Enter an appropriate <u>Compensation/Classification Change Date</u> . | If the transaction reflects a classification change, the date used should be the Monday after the Classification Committee meeting at which the change was approved. (For classification changes approved prior to the start of FY04, use a date of “07-Jul-2003”.) This includes the establishment of new classified positions. For other transaction types (for example, changes in Position Calss), enter the effective date of the change. Note that the last date entered will default and will need to be changed if different. |
| Click the “O.k.” button to complete the Save process. | Note message in bottom left hand corner of screen: “Transaction complete. One records applied and saved.” In the main block of the form, Banner will populate the Position Begin Date with today’s date and set COA equal to “Y” (If today’s date is not the correct Position Begin Date, you can correct the field’s value via the Position Budget Form (NBAPBUD), when you activate the position.) |
| Choose OPTIONS and select Position Budget OR direct access NBAPBUD | POSITION BUDGET FORM |



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