MODULE 1:

Foundation of Banner HR (Concepts)

POSITION CONTROL

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1. Position Classification Codes

The University System uses a central classification system for positions, that includes position titles and their associated expected generic duties, responsibilities, and levels of training.

Each classification is coded in Banner HR with a unique Position Classification Code, or PCLS; this alphanumeric code is five characters long. For example:

- 00171 – ASSOCIATE PROFESSOR
- 00349 – LABORATORY TECHNICIAN II
- 02458 – BUSINESS SERVICES ASST II
- 02461 – ADMINISTRATIVE MANAGER II

PCLS codes are defined in Banner in the NTRPCLS table:
For example, enter a Position Class Code of **00171** and hit **Next Block**:

![Position Class Form](image)

You can see that the Title for this code is **ASSOCIATE PROFESSOR**. Additionally, a variety of other information is associated with this code, such as an Employee Class (see Section 2), Wage & Salary values (see Section 3), and an Exempt indicator (see Section 4).
If you don’t know the PCLS code for a specific title, you can click the arrow next to the PCLS field to bring up the NTQPCLS screen:

Note that some codes have titles beginning with “*INA*” (Inactive) or “*OBS*” (Obsolete). These codes should not be used. Note also that titles are in all uppercase.
This query-only table can be searched using the normal Banner search procedures. For example, you can hit the Enter Query button, then type “%PROFESSOR%” in the Title box on the first line, and hit the Execute Query button:

Any PCLS code with “PROFESSOR” in its title is now displayed.

Double-clicking on any PCLS code in this screen will bring you back to the NTRPCLS form, with the selected PCLS code prepopulated into the form.
2. **Employee Class Codes**

Employees at USNH are grouped into broad classes – there are various types of faculty, various types of hourly staff, professional/admin/technical staff, extension educators, various types of student employees, etc. These classes are assigned two-character, alphanumeric Employee Class, or ECLS, codes.

ECLS codes are set up in a hierarchical structure. For example, there is a generic ECLS code for the general Faculty class (F0), which is followed by more specific codes for the various flavors of faculty, such as:

- F1 – Faculty, Academic Year, Tenure-Track, Non-Union
- FA – Faculty, Academic Year, Tenure-Track, AAUP
- F3 – Faculty, Academic Year, Non-Tenure-Track
- F7 – Faculty Adjunct Part-Time

Employee Classes are defined in Banner on the PTRECLS table:
Entering an ECLS value of “F3” and hitting **Next Block**, returns:

The first tab on the form displays both a Short and a Long Description, defining the Employee Class. Additional information displayed includes the default working hours, a Salary Indicator (whether the position is salaried or hourly), and whether it is Full or Part-Time by default. Note that, for salaried ECLS values, the “Hours per Day” field defaults to a value of “1” and the “Hours per Pay” to “10”; for these Employee Classes, the form is actually displaying Day, rather than Hour, values in these fields.

The Time Entry Rules tab displays whether the ECLS is expected to use Pay Period Timesheets (hourly staff), or whether it is set up for Pay Period Exception Time Only (salaried staff).

The Position Defaults tab establishes the default Salary Budget Roll Method, or Roll Rule, for the ECLS.

The Eligible Earnings tab defines which Earn Codes are valid for use with the ECLS.
If you are unsure of the ECLS value you want, clicking on the arrow button next to the Employee Class field will bring you to the PTQECLS screen:

You should ignore the numeric values that appear in the first screen and a half of data; these are not used by the Position Control system. (They are benefits ECLS codes used to define benefits that groups of employees are eligible for.) You want the alphanumeric values, which begin on the second screen as you scroll down.
The PTQECLS screen is searchable using standard Banner search functionality. For example, if you want to locate all Faculty ECLS codes, hit Enter Query, type “F%” in the Code field on the first line, and hit Execute Query:

Double-clicking on any ECLS code will bring you back to the PTRECLS screen, with your selected ECLS value prepopulated into the form.
3. Salary Schedules

Salaries at USNH are structured into hierarchical schedules, which are redefined each fiscal year; each year’s schedules have a new Salary Group code, identifying them. (For FY 2015, the Salary Group is 2015; for FY 2016, the Salary Group is 2016; etc.) Within the Salary Group, there are separate Salary Tables by ECLS, and within each Salary Table, there are multiple Salary Grades.

Not every ECLS has its own Salary Table; some default to using their generic ECLS value. For example, all Employee Classes beginning with “H” use the Salary Table for ECLS H0.

Salary Schedules are defined in Banner on NTRSALA:

The NTRSALA table indicates whether the salary schedule is built of salary (annual) rates, or hourly rates. It then defines the Low (minimum), Midpoint, and High (maximum) values for the given Salary Group, Table, and Grade.

(The Step Structure block can be ignored; it is not used at USNH.)
For example, look at Salary Group 2015, ECLS H0, Salary Grade 18:

NTRSALA tells you that this is an hourly rate schedule, with a minimum rate of $22.78, a midpoint of $28.95, and a maximum of $35.12 per hour.

Quartile
USNH often uses the Salary Grade’s Quartile value for various functions (for example, when budgeting certain vacancies). Quartile is not explicitly defined in the salary schedules, but can easily be calculated:

\[
\text{Quartile} = (\text{Low}) + ((\text{High} - \text{Low})/4)
\]
If you aren’t sure of the Salary Schedule to use, clicking on the arrow next to either the Salary Group or the Salary Table fields will bring you to the NTRSGRP table:

Using standard Banner search functionality, you can search for all entries for a given Salary Group – just hit **Enter Query**, type the desired year in the Code field on the first line, and hit **Execute Query**.

Double-clicking on the desired line will bring you back to NTRSALA, with the selected values prepopulated into the form.
If you aren’t sure of the Salary Grade to use, clicking the arrow next to the Salary Grade field will bring you to the NTQSALA screen:

Here you can see all the defined Salary Grades for the selected ECLS. Double-clicking the desired row will bring you back to the NTRSALEA form, with your selected value prepopulated into the form.
4. Exempt vs Non-Exempt

A position is considered to be Exempt if it is exempt from earning overtime under the Fair Labor Standards Act (http://www.dol.gov/whd/flsa/). Otherwise, it is considered Non-Exempt.

Generally, the rule of thumb is:

- Salaried positions are Exempt
- Hourly positions are Non-Exempt

5. FTE

FTE stands for Full Time Equivalent, and is a measure of the percent of the time a position is expected to work. For example,

- Say that a new position with ECLS = H2 is expected to work 30 hours per week.
- The H2 ECLS has a default of 40 hours per week.
- \( \frac{30}{40} = .75 \text{ FTE} \), or 75% time.

Status positions (those eligible to participate in the full benefits program at USNH) are expected to have a minimum FTE of 75%. Positions should not be combined to achieve 75%.

6. Work Schedules

Work Schedules describe how a position’s total hours for a pay period are distributed across the fourteen days. Historically, they helped drive the payroll for hourly employees; however, now that most hourly employees complete bi-weekly timesheets, this functionality has been greatly minimized. They are designated by four-character, alphanumeric codes.
Work Schedules are defined in Banner on NTRWKSH:

If you are not sure of the code to use, clicking the arrow next to the Work Schedule Code field will open a pop-up window listing all the valid codes and their descriptions:
7. Pay ID

All USNH employees are paid on a bi-weekly basis; pay periods begin on a Saturday, and run for two weeks. However, not all employees are paid on the same day. Instead, salaried employees are paid on the last Friday of the pay period, and hourly employees on the following Friday, after their timesheets have been submitted and processed. These two different cycles are designated by the Pay ID:

- B1 – Salaried Payroll
- B2 – Hourly Payroll

(There is also a Pay ID of “NP”; this is short for “Non Paying”, and is associated with codes which do not generate pay – for example, generic ECLS values which end in “0”.)

8. Status vs Casual

A position which is fully benefits-eligible is referred to as a Status position. Positions which are not fully benefits-eligible are considered to be Casual positions.

From a position control standpoint, the greatest difference between Status and Casual is that Status positions must be set to “Single” (only one employee per position), while Casual may be either “Single” or “Pooled” (many employees permitted per position).

9. FOAPALs

Basic understanding of Banner FOAPALs (Fund-Org-Acct-Prog-Actv-Locn) is assumed throughout this documentation. FOAPALs must be established in Banner Finance before they are available for use in Banner HR.