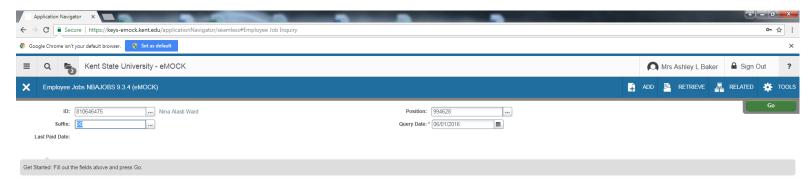
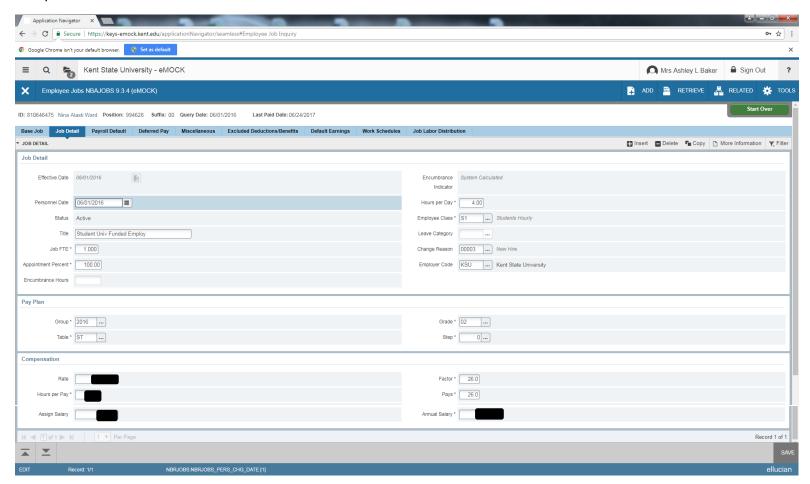
NBAJOBS – Employee Jobs Form

Used to view appointment by person

- Enter Banner ID (Use the 🖃 List for Employee (POIIDEN) to search for the Banner ID if unknown)
- Enter Position Number (Use the 🖃 List of Employee's Jobs (NBIJLST) to search for the Position number if unknown)
- Once Banner ID and Position Number are filled in Select Go

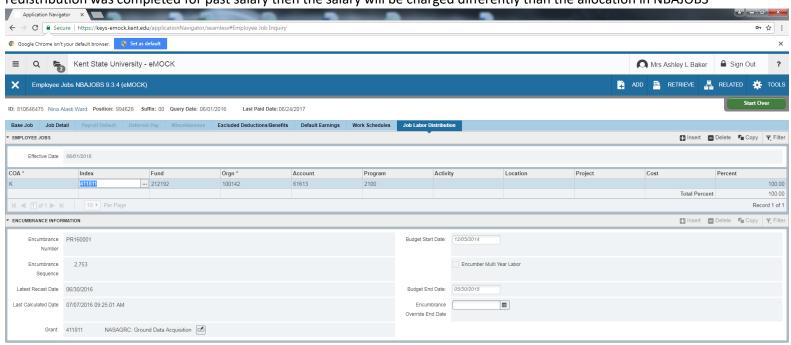


The Job Detail Tab shows each record for the current position, employee's title, assigned salary (salary per pay) and the annual salary:



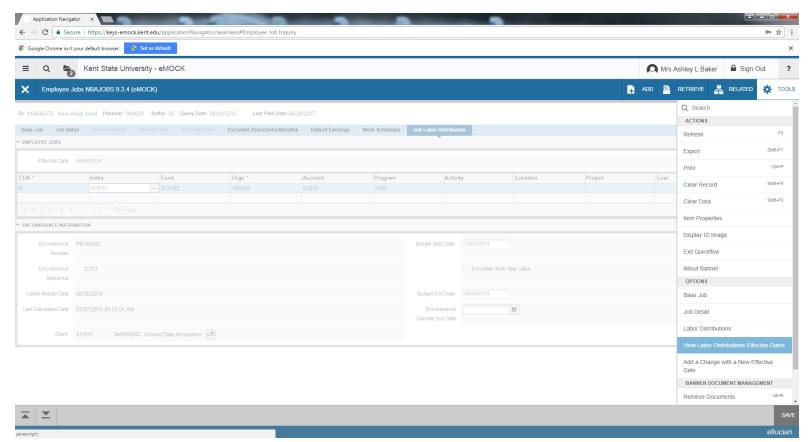
The Job Labor Distribution tab shows how the Position is currently allocated:

Note NBAJOBS is used to enter future allocations. This may or may not be how the salary was actually charged – if a redistribution was completed for past salary then the salary will be charged differently than the allocation in NBAJOBS

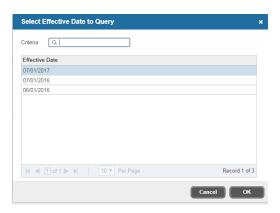




- To see the allocations for different effective dates select Tools - View Labor Distributions Effective Dates



This returns a list of different effective dates:



- To view the allocation for each effective date, select the effective date and click ok

