

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

Application Navigator x
Secure | https://keys-emock.kent.edu/applicationNavigator/seamless#Employee Job Inquiry
Google Chrome isn't your default browser. Set as default
Kent State University - eMOCK Mrs Ashley L Baker Sign Out ?
Employee Jobs NBAJOBS 9.3.4 (eMOCK) ADD RETRIEVE RELATED TOOLS
ID: 810646475 ... Nina Alasti Ward Position: 994628 ...
Suffix: 00 ... Query Date: * 06/01/2016 ...
Last Paid Date:
Go
Get Started: Fill out the fields above and press Go.

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

Application Navigator x
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Employee Jobs NBAJOBS 9.3.4 (eMOCK) ADD RETRIEVE RELATED TOOLS
ID: 810646475 Nina Alasti Ward Position: 994628 Suffix: 00 Query Date: 06/01/2016 Last Paid Date: 06/24/2017 Start Over
Base Job Job Detail Payroll Default Deferred Pay Miscellaneous Excluded Deductions/Benefits Default Earnings Work Schedules Job Labor Distribution
JOB DETAIL Insert Delete Copy More Information Filter
Job Detail
Effective Date: 06/01/2016
Personnel Date: 06/01/2016
Status: Active
Title: Student Univ Funded Employ
Job FTE: 1.000
Appointment Percent: 100.00
Encumbrance Hours:
Encumbrance Indicator: System Calculated
Hours per Day: 4.00
Employee Class: S1 ... Students Hourly
Leave Category:
Change Reason: 00003 ... New Hire
Employer Code: KSU ... Kent State University
Pay Plan
Group: 2016
Table: ST
Grade: 02
Step: 0
Compensation
Rate: [REDACTED]
Hours per Pay: [REDACTED]
Assign Salary: [REDACTED]
Factor: 26.0
Pays: 26.0
Annual Salary: [REDACTED]
Record 1 of 1
SAVE
EDIT Record: 1/1 NBAJOBS.NBRJOBS_PERS_CHG_DATE [1] ellucian

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

Application Navigator x
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Base Job Job Detail Payroll Default Deferred Pay Miscellaneous Excluded Deductions/Benefits Default Earnings Work Schedules Job Labor Distribution

EMPLOYEE JOBS Insert Delete Copy Filter

Effective Date 06/01/2016

COA *	Index	Fund	Orgn *	Account	Program	Activity	Location	Project	Cost	Percent
K	411811	212192	100142	61613	2100					100.00
Total Percent										100.00

Record 1 of 1

ENCUMBRANCE INFORMATION Insert Delete Copy Filter

Encumbrance Number: PR160001
 Encumbrance Sequence: 2,753
 Latest Recast Date: 06/30/2016
 Last Calculated Date: 07/07/2016 09:25:01 AM
 Grant: 411811 NASAGRC: Ground Data Acquisition

Budget Start Date: 12/05/2014
 Encumber Multi Year Labor
 Budget End Date: 05/30/2015
 Encumbrance Override End Date: []

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

Application Navigator x
 Secure | https://keys-emock.kent.edu/applicationNavigator/seamless#Employee Job Inquiry
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Base Job Job Detail Payroll Default Deferred Pay Miscellaneous Excluded Deductions/Benefits Default Earnings Work Schedules Job Labor Distribution

EMPLOYEE JOBS

Effective Date 06/01/2016

COA *	Index	Fund	Orgn *	Account	Program	Activity	Location	Project	Cost
K	411811	212192	100142	61613	2100				

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Tools Menu:

- Search
- ACTIONS
 - Refresh F5
 - Export Shift+F1
 - Print Ctrl+P
 - Clear Record Shift+F4
 - Clear Data Shift+F5
- Item Properties
- Display ID Image
- Exit Quickflow
- About Banner
- OPTIONS
 - Base Job
 - Job Detail
 - Labor Distributions
 - View Labor Distributions Effective Dates
 - Add a Change with a New Effective Date
- BANNER DOCUMENT MANAGEMENT
 - Retrieve Documents Alt+R

SAVE
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This returns a list of different effective dates:

Select Effective Date to Query

Criteria

Effective Date
07/01/2017
07/01/2016
06/01/2016

10 Per Page Record 1 of 3

Cancel OK

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

Application Navigator x

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ID: 810646475 Nina Alasti Ward Position: 994628 Suffix: 00 Query Date: 06/01/2016 Last Paid Date: 06/24/2017 Start Over

Base Job Job Detail Payroll Default Deferred Pay Miscellaneous Excluded Deductions/Benefits Default Earnings Work Schedules Job Labor Distribution

EMPLOYEE JOBS Insert Delete Copy Filter

Effective Date 07/01/2016

COA *	Index	Fund	Orgn *	Account	Program	Activity	Location	Project	Cost	Percent
K	411811	212192	100142	61613	2100					100.00
									Total Percent	100.00

10 Per Page Record 1 of 1

ENCUMBRANCE INFORMATION Insert Delete Copy Filter

Encumbrance Number	PR170001	Budget Start Date:	12/05/2014
Encumbrance Sequence	733	<input type="checkbox"/> Encumber Multi Year Labor	
Latest Recast Date	06/30/2017	Budget End Date:	05/30/2015
Last Calculated Date	06/29/2017 02:22:22 PM	Encumbrance Override End Date	<input type="text"/>
Grant:	411811 NASAGRC: Ground Data Acquisition		

SAVE

EDIT Record: 1/1 NBRJLBD.NBRJLBD_COAS_CODE [1] ellucian