NBAJOBS Overview

Review of NBAJOBS

- UNH FAF Meeting on March 17, 2011

Presented by:
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- Joyce Cleary
The following is needed for a NBAJOBS record to be established:

- **PPAIDEN – Identification form**
  - Current Identification: Basic information on individual
    - Name, ID, SSN, gender, birthdate, citizenship code, ethnic, etc.
    - Address (CM & PM - required)
    - Email (CM - if provided to HR)
    - Phone (CM & PM if provided to HR)

- **Employee Self-service via WISE**
  - Address – PM
  - Phone – PM
  - Email – CM & PM
  - Emergency Contact (Employee via WISE)
Employment – Overview

- The position must be active in NBAPOSN and NBAPBUD w/budget

- Individual must be established as an employee
  - PEAEMPL – Employee Form
    - Benefits – ECLS, Employee Group, Leave Category, Benefit Category
    - Organization –
      - Home Org
      - Check Distribution – XUNHCM, XUNHPM, XUNHCK
    - Service dates – current hire, original hire, adjusted service
  - I-9 Form info (HR codes after NBAJOBS created)
Employment – Overview

New Hires –

- All hiring procedures should be followed
- Department communicates new hire to BSC
- BSC follows established procedures to hire individual:
  - EPAF processed
  - Employee completes I-9, verification complete and forward to HR
  - Employee completes Direct Deposit Authorization via WISE (or completes paper authorization and forward to USNH Payroll)
  - Employee completes Form W4 via WISE (or completes paper W-4 and forward to USNH Payroll)
Employment - Overview

- Changes to existing appointments
  - BSC communicates changes to HR – workflow or email
  - HR processes change via
    - an EPAF
    - USNH Compensation form

- Mass salary changes are centrally managed through USNH HR and Campus HR with BSC involvement based on BOT guidelines for type of increases being awarded
NBAJOBS Overview

Employment - Overview

- EPAF –
  - New Hires - Creates a PEAEMPL and a NBAJOBS record
  - Existing Employee – Creates an effective dated change to an existing NBAJOBS record...
    - Unable to change a record beyond “last paid date”
    - Allows for future dated records
    - Supports changes due to Mass Salary increase processing
    - Maintains Labor Distribution for appointment –
      - FOAPL lines where sum of percentages equal 100
      - FOAPL lines default to biweekly payroll for PP expenditures
      - FOAPL lines maintained/changed via EPAF
NBAJJOBS Overview

NBAJJOBS – Base

- **BASE Job Record** –
  - **Begin Date** – first date the position suffix in effect
  - **Job Type** – primary, secondary, overload
  - **Accrue Leave** – check box if leave managed via Banner
    - at UNH: WTE, Kronos, FAMIS
  - **Defer Pay Balance**
  - **Salary Encumbrance** – since “recasting”, no longer viable data
    - Use NBAPBUD – salary budgets, encumbered amount
    - Use NBIJLHS – Labor Distribution Change History Form
  - **Probationary Date** – reflects “leave start/end” dates
  - **Contract Information** – reflect “work” dates for flex-year appointments

Last Updated: 3/18/2011
NBAJ OBS – Job Detail

- Position-Suffix
- Last Paid Date
- Effective Date & Personnel Date
- Status (active, leave, termination)
- Job Title – description
- Encumbrance Indicator – B1 & Operating staff = system calculated
- Hours per day & Hours per pay – NE = hours, Ex = days
- Compensation - Rate, Assigned salary (PP amount), Annual salary
- Factor & Pays
NBAJOB Overview

NBAJOB – Payroll Default

- Effective date
- Timesheet defaults
  - Time sheet organization
  - Payroll ID – B1 for salary, B2 for hourly
  - Time Entry Method –
    - Employee via Web - WTE
    - Department Time with Approvals – PHATIME, Kronos/FAMIS hourly
    - Payroll Time Entry – Kronos/FAMIS OS
  - Time Entry Type –
    - Pay Period Time Sheet – WTE, PHATIME – hourly, Kronos/FAMIS - hourly
    - Pay Period Exception time – PHATIME for OS
    - None – Kronos/FAMIS – OS
  - Premium Pay Method – Premium Pay code generates shift & longevity
    - NECP, NESP, NEPP, NEPS, NESN (new 7/1/11), NEPN (new 7/11/11)

Last Updated: 3/18/2011
**NBAJOBS Overview**

## NBAJOBS – Defer Pay

- **Created for AY Faculty or Flex-year PAT who elect to defer their pay**
  - Defer Pay Code: 1920

- **Calculations:**
  - NBAJOBS Detail: Assigned salary = annual rate / detail jobs factor
  - Defer pay, per pay salary = annual rate / detail jobs pays (26)
  - Deferred amount = assigned salary – per pay salary
  - TEST calculation: (Defer amount * 20) / 6 = per pay salary

- **Note:** If increase given mid-year, then a defer pay adjustment record generated to create balance between increase amount and amount needed for payout.

Last Updated: 3/18/2011
NBAJOBS Overview

NBAJOBS – Miscellaneous

- Miscellaneous information

  - Kronos appointments
    - Contract Number –
      - 1st Character contains “H” if home/main Kronos job
      - 2nd – 5th character contains Kronos Labor Level 3 code (department)
    - STHRS Assignment – 2 character code x-walk to Kronos Work rule
NBAJOBS Overview

NBAJOBS – Work Schedule

- Effective dated work schedule for Operating Staff appointments
  - NBAPOSN work schedule defaults to NBAJOBS
  - Annual review via Work Schedule TAD

- Employees paid via WTE – no work schedule

- Employees paid via PHATIME – NBAJOBS work schedule defaults to pay record and PHATIME “exception” time entry changes defaulted time

Last Updated: 3/18/2011
NBAJ OBS – Labor Distribution

- Defaults to NBAJOBS from NBAPBUD and depending on the EPAF the line(s) may be overridden
- Effective dating allows for FOAPLs to be recorded for future changes
- Changes are done via LD change EPAF
- Every appointment must have at least 1 FOAPL
- Sum of FOAPL percentages must equal 100
- Jobs Labor Distribution defaults into payroll transaction.
- Zero dollar lines are not permitted
- Changes to payroll expenses occur via PHAREDS
- Information regarding encumbrance processing to Finance

Last Updated: 3/18/2011
Query by employee, position-suffix
Displays Job Labor Distribution Changes
Reports labor distribution changes by Capture Date
Lists encumbrance data affiliated with each Job Labor Distribution – reflects the “recast” data
Contacts

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