

Coffee Talk with HRIS Summary: Looking Up Suffixes and Jobs, January 13, 2022

Suffixes and Jobs in Banner

Presentation

Where to Find Documentation

Since suffixes and jobs are created in Banner upon HRIS receiving the authorization form (EPAF, NWRINAS, MAP or JAF-M), documentation on how to look up the processed job can be found in the 'How to Verify the (Form) Was Processed' section in the following process guides:

- EPAF Process Guide – [Three Ways to Determine if an EPAF Has Been Processed](#)
- NWRINAS Process Guide - [Three Ways to Determine if a NWRINAS Report Has Been Processed by HRIS](#)
- MAP Process Guide – [How to Determine if Your MAP Has Been Processed](#)

You can also find training in how to look up suffixes and jobs in the HR 104a: JAF-M, Looking Up Job Information in Banner, Verifying Authorization for Pay and the MAP course in MyCareer@PCC.

What is a Suffix?

- A suffix is a two-digit number that is assigned to each job upon its creation.
- Each class for an instructor counts as its own job and is assigned its own suffix.
- Suffix numbers for monthly positions are always '00'.
- It is always a good idea to check that the position was assigned a suffix and created in Banner after submitting an authorization form (EPAF, NWRINAS, MAP or JAF-M) to HRIS.

How to Look Up a Suffix

1. NBAJOBS

1. In Banner, go to **NBAJOBS**, enter in the instructor's G Number in the ID field, and hit **Go**. If you don't know the G Number, click the ellipsis of the ID field to pull up the search options.

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Employee Jobs NBAJOBS 9.3.15 (TEST)

ID: ...

Suffix: ...

Position: ...

Query Date: * 14-JAN-2022

Last Paid Date:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

- Click on the ellipsis on the Position field to pull up all positions assigned to that employee on the **Query date** (Query Date defaults to today's date).

Employee Jobs NBAJOBS 9.3.10 (TEST)

ID: G02859872 Allison J Hart

Suffix: ...

Position: ...

Query Date: * 07-FEB-2020

Last Paid Date:

- Select List of Employee's Jobs (**NBIJLST**)

Option List

List of all Positions

List of Employee's Jobs (NBIJLST)

Cancel

- For each job that's been authorized for the employee at the time of the Query Date, the Position Number and Suffix Number will appear, as well as the start date and end date (if temporary) of the job in **NBIJLST**, and the job details below.

Employee Job Inquiry NBIJLST 9.3.3 (TEST)

ID: G03408938 Emily Loren McNamara Query Date: 14-JAN-2022

EMPLOYEE JOB INQUIRY

Position *	Suffix *	Begin Date *	End Date
994884	00	15-JUL-2019	

DETAILS

Effective Date	Job Status	Description	Employee Class	Pay ID	COA	Organization
21-AUG-2021	Active	HR Business Process Speci...	CO	MO	1	V80100

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5. If employee is not authorized for any jobs during the Query Date, no jobs will appear.

Employee Job Inquiry NBIJLST 9.3.3 (TEST)

ID: G01453727 Tuyen Le Query Date: 14-JAN-2022

EMPLOYEE JOB INQUIRY

Position *	Suffix *	Begin Date *

DETAILS

Effective Date	Job Status	Description	Employee Class	Pay ID

6. To see the employee's past jobs, change the Query date to a date in the past when the job was authorized.

Employee Job Inquiry NBIJLST 9.3.3 (TEST)

ID: G01453727 Tuyen Le Query Date: 14-JAN-2014

EMPLOYEE JOB INQUIRY

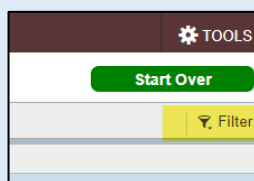
Position *	Suffix *	Begin Date *	End Date
998616	16	19-SEP-2021	25-DEC-2021
998616	15	21-MAR-2021	12-JUN-2021
998711	17	21-MAR-2021	12-JUN-2021
998616	12	27-DEC-2020	20-MAR-2021
998616	13	27-DEC-2020	20-MAR-2021
998616	14	27-DEC-2020	20-MAR-2021
998616	10	20-SEP-2020	12-DEC-2020
998616	11	20-SEP-2020	12-DEC-2020
998616	09	14-JUN-2020	05-SEP-2020

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DETAILS

Effective Date	Job Status	Description	Employee Class	Pay ID	COA	Organization	Job Change Reason
19-SEP-2021	Active	APR200B/AdjOvr/C40316/...	AJ	BW	1	T1	
25-DEC-2021	Terminated	APR200B/AdjOvr/C40316/...	AJ	BW	1	T1	

Tip: Use the **filter** feature to filter to a particular Position Number, Suffix, Begin Date or End Date.



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- To view the details of a specific job, arrow-key down to the job you wish to view and click **Select**. This will populate the Position and Suffix fields in **NBAJOBS**. Click **Go** to see the details in **NBAJOBS**.

Employee Jobs NBAJOBS 9.3.15 (TEST)

ID: G01453727 Tuyen Le Position: 998616

Suffix: 14 Query Date: 14-JAN-2022

Last Paid Date:

Go

Employee Jobs NBAJOBS 9.3.15 (TEST)

ID: G01453727 Tuyen Le Position: 998616 Suffix: 08 Query Date: 14-JAN-2022 Last Paid Date: 13-JUN-2020

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

Job Detail

Add New Effective Date

Job Detail

Effective Date: 13-JUN-2020

Personnel Date: 13-JUN-2020

Status: Terminated

Title: Curriculum Development

Job FTE: 1.000

Appointment: 100.00

Percent

Encumbrance

Hours

Encumbrance Indicator

Hours per Day: 7.00

Employee Class: AJ Part-Time Faculty

Leave Category

Change Reason: EP023 EPAF-PT Fac Job End

Employer Code: PCC Portland Community College

Pay Plan

Group: 2020

Table: IS

Grade: SPPRO

Step: 1

Compensation

Rate: 31.980000

Hours per Pay: 70.00

Assign Salary: 2,238.60

Factor: 26.0

Pays: 26.0

Annual Salary: 58,203.60

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2. PWRROST

PWRROST is a report you can run in Banner that will show all bi-weekly or monthly employees assigned to an Org Code who have authorized jobs in a specific pay period. The report will show the position number and suffix number, but not the job title.

- In Banner, go to **PWRROST** and click **Go** to get to the Parameters.

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PARAMETER VALUES		
Number *	Parameters	Values
01	Year	2022
02	Pay Period Type	BW
03	Pay Number	3
04	Use Timesheet<or>Position Orgn	2
05	Orgn Code	C40316
06	Sort order	E

- Year: Enter the year
- Pay Period Type: Enter MO for Monthly employees or BW for Bi-Weekly employees
- Pay Number: Enter the pay period number you wish to view jobs that are authorized for (use the payroll calendar to determine your Pay Number)
- Use Timesheet or Position Orgn: Enter 2 for Position Orgn
- Orgn Code: enter the Org Code
- Sort Order: Enter E to view employees grouped into employee class, then alphabetically.

2. Retrieve the report in Report Viewer

13-JAN-2022 10:22 AM pwrrostr.sqr		PCC-TEST copied 09-NOV-2021 Time Sheet Roster Report Payroll Id: BW Payroll No.: 3 Pay Period: 09-JAN-2022 TO 22-JAN-2022										PAGE: 1		
Coas: 1 Department: C40316 Trade Extension														
Employee Name Position	Effective Date Coas	Status Index	Fund	Status Orgn	Empl Class Acct	ID Job Prog	Employee Class Actv	Coas Class Locn	Home Department Percent	Rate	TS-Roster	TS-Entry		
Adelina, Erica E 998616-01 1	19-SEP-2021 C40316	A 1000	Active 1000	C40316	AJ 01222	21	G04034257 AJ Part-Time Faculty	1	C40316 Trade Extension	33.60	ORG Timesheet	P		
Jayant, Raul K 998616-01 1	19-SEP-2021 C40316	A 1000	Active 1000	C40316	EF 01222	21	G00873101 AJ Part-Time Faculty	1	T90000 Online Learning Division	33.60	ORG Timesheet	P		
Nanna, Shani 998616-01 1	19-SEP-2021 C40316	A 1000	Active 1000	C40316	CF 01222	21	G00475850 AJ Part-Time Faculty	1	C40316 Trade Extension	33.60	ORG Timesheet	P		
Brooks, Darryl H 997047-01 1	01-JUL-2021 C40316	A 1000	Active 1000	C40316	CE 01522	21	G04067445 CE Casual Employees	1	C40316 Trade Extension	19.12	Time-sheet	W		
Hart, Allison 997047-06 1	01-JUL-2021 C40316	A 1000	Active 1000	C40316	CE 01522	21	G02859872 CE Casual Employees	1	C40316 Trade Extension	21.50	Time-sheet	W		

Note that the report lists jobs authorized for the specified pay period, but not the title. To look up the title, locate the corresponding position number and suffix number in **NBAJOBS**.

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Q & A

Q: If you don't enter a Query Date in NBAJOBS, will NBAJOBS be able to locate the employee's job(s) anyway?

A: If you leave the Query Date blank, Banner will auto-populate it with today's date. Once you search for a position, you'll see all the jobs the employee has on today's date.

Q: NWRINAS reports are due next Friday, however we have sick instructors with substitute instructors filling their spots. These classes have no suffixes yet so I can't complete a Leave Report for the sick instructors to submit to Payroll. As for the Sub EPAFs, do we enter the next Suffix Number up according to what we see in NBAJOBS or do we wait for the NWRINAS reports to be processed and then complete the Sub EPAF, is it adjusted if the Suffix is the same, if a suffix is assigned to a sick instructor's job, should it go to the Sub instructor on the Sub EPAF?

A: Suffixes are automatically assigned based in which order an authorization is received. So if you submit a NWRINAS and then a Sub EPAF, the Sub EPAF may be processed first and the suffix assigned even though it was received after the NWRINAS, because the NWRINAS Process can take a while. If an employee is assigned the same suffix for the same position number twice, HRIS will receive an Error message. HRIS can ask the department to fix the Suffix, but more often than not they will fix it themselves, especially if the NWRINAS process is taking a while. If you are submitting a Leave Report and you don't know the suffix, be sure to check the jobs list in NBAJOBS to ensure you have the correct Suffix.

Q: Does PCC have any employees who have gone through all possible Suffix Numbers?

A: Yes, one. A new position number had to be created for them.

Announcements

1. **NWRINAS** – NWRINAS are due in Human Resources by 5pm on 1/21/2022; however, you can submit them now. The first pay date for winter is 2/4/2022.
2. **Tutor, Counselor & Librarian EPAF** – winter term EPAF's can be entered. You will find the Yrs Stp in BANNER form PWAPLVL. The dates run from 12/26/2021 – 4/2/2022 (use 12/26/2021 as your query date).

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3. **Student EPAF** –The query date will need to be changed to 1/10/2022 for new student help positions. In order for them to be eligible for student help, they must be enrolled in a minimum of 6 credits, you can check enrollment in the BANNER form SFAREGQ .
4. **Sub/Subsl and DLDEV EPAF** - We are now entering EPAFs for the bi-weekly 3 Pay period, 1/9/2022 – 1/22/2022.
5. **Part-Time Instructor Participation EPAF** - Authorizations requesting stipends for part-time instructor participation in an event, such as SAC Day Participation, can be submitted **electronically** and routed for approval in a new **AJ Participation EPAF**! See the [EPAF Quick Sheet - Part-Time Instructor Quick Sheet/Accessible Quick Sheet](#) for detailed instructions.
6. **Side note:** Don't forget -- you should be submitting all communications and **HRIS** paperwork to hris-group@pcc.edu(with a unique subject line!) That way if someone is out, your email will **still** be seen and responded to in a timely manner. Not sure who to send *other* HR paperwork to? Please refer to the [HR Routing Guide](#)