

# Coffee Talk with HRIS Summary: Looking Up HR Info in Banner, May 12, 2022

## Looking Up HR Information in Banner

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### Presentation

A great resource to use when needing to find HR-related data in Banner, is the [HR Banner Forms and Reports page](#) located on the [HRIS Website](#) under Training Materials and Personnel Actions.

Use this page to locate pages or reports that can help you track down the information you need.

### Looking Up Jobs in Banner

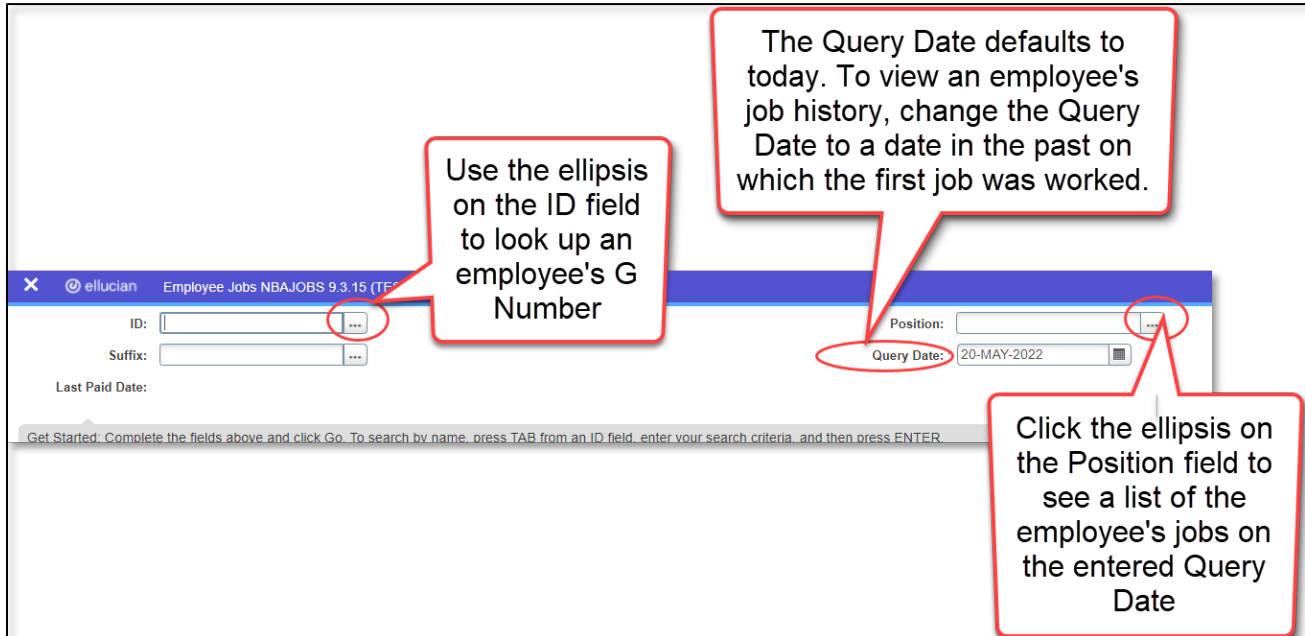
Use Banner form **NBAJOBS**.

Training and Documentation can be found in:

- MyCareer@PCC Training. HR 104a: JAF-M, Looking Up Jobs in Banner, Verifying Authorization for Pay, and the MAP. Module 2, Looking Up Jobs in Banner
- MAP Process Guide – page 26. [How to Determine if Your MAP Has Been Processed](#)
- NWRINAS Process Guide – page 32. [NBAJOBS](#)
- EPAF Process Guide – page 45. [Three Ways to Determine Your EPAF Has Been Processed](#)

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**Step 1:** Click the **ID field ellipsis** to search for an employee's G Number.

## **Step 2: Query Date**

- If you wish to view an employee's current job(s), leave the Query Date to today's date (default).
- To view historical jobs, change the Query Date to a date in the past when the employee historically had the job. The results will show every job the employee has had at PCC since the Query Date.
- To view a future job, change the Query Date to a date in the future when the employee will have the new job.

**Step 3:** Click the **Positions field ellipsis** to pull up a list of the employee's jobs.

**Step 4:** Click **List of Employees Jobs (NBIJLST)**

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**NBIJLST** will show you the employee's Position Numbers, Suffix Numbers, Begin Dates, End Dates, Effective Dates, Job Statuses, Titles, Classes, and Orgs as well as other details.

**Step 5:** In **NBIJLST**, click on the job you wish to view details for, then click **Select**.

The screenshot shows the "Employee Job Inquiry NBIJLST 9.3.3 (TEST)" interface. The "EMPLOYEE JOB INQUIRY" section contains a table with the following data:

Position	Suffix	Begin Date *	End Date	Job Type
997047	06	13-JUN-2021	25-JUN-2022	Primary
997428	01	21-JAN-2022	25-JUN-2022	Secondary

The "DETAILS" section below shows a table with the following data:

Effective Date	Job Status	Description	Employee Class	Pay ID	COA	Organization	Job Change Reason	Employer
01-JUL-2021	Active	Academic Resource Specia...	CE	BW	1	C30202	100	PCC
25-JUN-2022	Terminated	Academic Resource Specia...	CE	BW	1	C30202	EP002	PCC

You can use filters to narrow your search.

The screenshot shows the "Employee Job Inquiry NBIJLST 9.3.3 (TEST)" interface, specifically the filter section. The "EMPLOYEE JOB INQUIRY" section has "Basic Filter" and "Advanced Filter" tabs. Below the tabs are four filter fields: "Position", "Suffix", "Begin Date", and "End Date". Each field has a dropdown arrow on its right side.

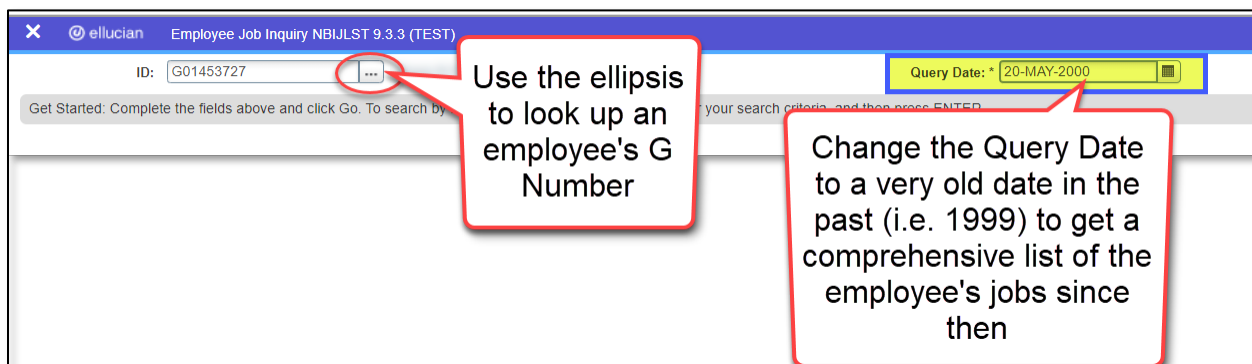
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## Looking Up Job History in Banner

Use Banner form **NBIJLST**.

Training and Documentation can be found in:

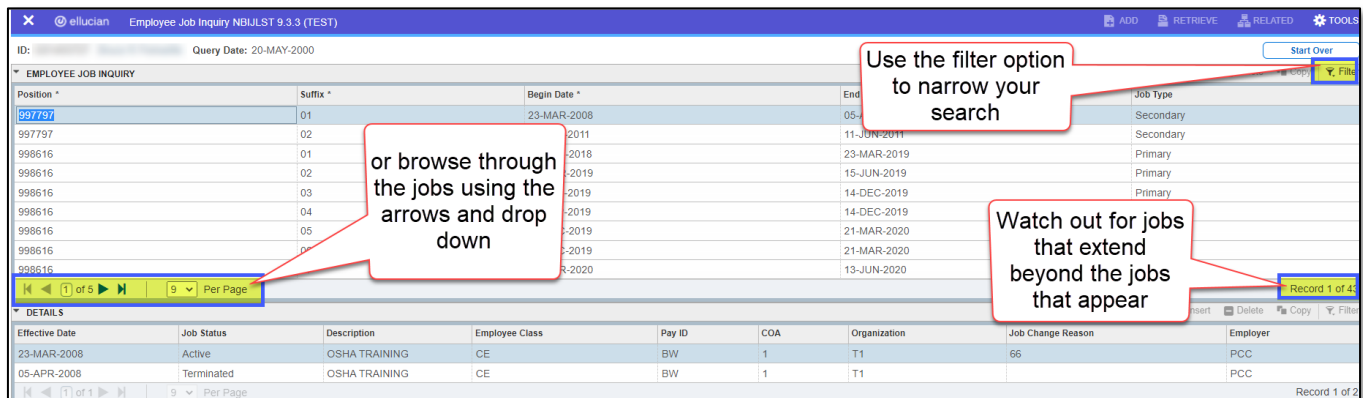
- MyCareer@PCC Training. HR 104a: JAF-M, Looking Up Jobs in Banner, Verifying Authorization for Pay, and the MAP. Module 2, Looking Up Jobs in Banner
- MAP Process Guide – page 26. [How to Determine if Your MAP Has Been Processed](#)
- NWRINAS Process Guide – page 32. [NBAJOBS](#)
- EPAF Process Guide – page 45. [Three Ways to Determine Your EPAF Has Been Processed](#)
- Coffee Talk with HRIS Summary: [Suffixes and Jobs in Banner](#)



**Step 1:** Click the **ID field ellipsis** to look up an employee's G Number

**Step 2:** Change the **Query Date** to a date in the past. To ensure you get an employee's comprehensive work history at PCC, change the date to a date way in the past, prior to the employee's first day at PCC (i.e. 1999 or 2000. Banner does not date back past 1999)

**Step 3:** Click **Go**



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NBIJLST will show you the employee's Position Numbers, Suffix Numbers, Begin Dates, End Dates, Effective Dates, Job Statuses, Titles, Classes, and Orgs as well as other details.

## Looking Up Last Paid Date

You can view an employee's last paid date in **NBAJOBS**.

Make sure you select the correct job you wish to view the last paid date on.

Employee Job Inquiry NBIJLST 9.3.3 (TEST) Query Date: 20-MAY-2022

Position	Suffix	Begin Date *	End Date	Job Type
997047	06	13-JUN-2021	25-JUN-2022	Primary
997428	01	21-JAN-2022	25-JUN-2022	Secondary

Effective Date	Job Status	Description	Employee Class	Pay ID	COA	Organization	Job Change Reason	Employer
01-JUL-2021	Active	Academic Resource Specia...	CE	BW	1	C30202	100	PCC
25-JUN-2022	Terminated	Academic Resource Specia...	CE	BW	1	C30202	EP002	PCC

The last paid date will appear next to the employee and job data at the top of each tab.

Employee Jobs NBAJOBS 9.3.15 (TEST) ID: G03461509 Karim J Khan Position: 996695 Suffix: 00 Query Date: 15-JUL-2019 **Last Paid Date: 20-APR-2022**

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

Job Detail

Effective Date: 21-JUN-2019

Personnel Date: 21-JUN-2019

Status: Active

Title: IAA II

Job FTE: 1.000

Appointment Percent: 100.00

Encumbrance Hours:

Encumbrance Indicator: System Calculated

Hours per Day: 8.00

Employee Class: CF Classified-Full Time

Leave Category:

Change Reason: 00 Other-Reason Unknown

Employer Code: PCC Portland Community College

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## Looking Up List of Positions in your ORG

You can look up a comprehensive list of positions under your ORG in **NBIPORG**.

Training and Documentation can be found in:

- MyCareer@PCC Training. HR 103: The PR/C and Looking Up Position Information in Banner; Module 1: The PR/C Part 1
- [PR/C Process Guide](#) – page 6, step 7.
- [NBIPORG page on Spaces](#)

Position List by Organization Form NBIPORG 9.3.3 (PROD)

COA: 1

Organization: B40433

Query Date: 24-MAY-2022

Get Started: Complete the fields above and click Go. To see our search criteria, and then press ENTER.

The Query Date is very important. You can change the Query Date to view positions in your ORG from a different day.

Positions starting with 'S' are Grant or Contract funded positions. If you have questions, contact the Grants and Contracts Accounting Department.

Positions starting with '99' are general fund positions. If you have questions about any position that is not a Contracts/Grant position, contact the Budget Office.

**Step 1:** Enter your ORG Code

**Step 2:** To view positions from a different date in your Org's history, change the Query Date.

**Step 3:** Click **Go**

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The screenshot shows the Banner HRIS interface for 'Position List by Organization'. The header includes 'Form NBIPORG 9.3.3 (PROD)', 'COA: 1 Organization: B40433 Mathematics Query Date: 24-MAY-2022', and a dropdown menu for 'POSITION LIST BY ORGANIZATION'. The main table lists positions with columns for Position #, Title, Status, Begin Date, End Date, Type, Budget FTE, Job FTE, and Annualized. Two callout boxes are present: one pointing to the filter feature and another pointing to the End Date column.

**Callout 1:** You can use the filter feature to only view Active positions

**Callout 2:** Watch out for the End Date! Some positions may appear Active, but have already ended. These cannot be used without contacting the Budget Office or Contracts/Grants to see if you can get the end date removed.

Position #	Title	Status	Begin Date	End Date	Type	Budget FTE	Job FTE	Annualized
997280	4th Term Inst...	A	21-JUN-1998		P	0.0000	0.000	
S97656	AdjOvr/4205...	A	05-JUN-2018		P	0.0000	0.000	
998712	AdjOvr/B404...	A	01-JUL-1993		P	32.4900	36.000	
PLR761	AdjOvr/B404...	A	01-JUL-2021	30-JUN-2022	P	0.3300	0.000	
PLR771	AdjOvr/B404...	C	01-JUL-2020	30-JUN-2021	P	0.0000	0.000	
PLR772	AdjOvr/B404...	C	01-JUL-2020	30-JUN-2021	P	0.0000	0.000	
PLR847	AdjOvr/B404...	C	01-JUL-2012	30-JUN-2013	P	0.0000	0.000	
997558	Casual/B404...	A	27-SEP-1996		P	0.1700	2.000	
994638	Casual/FDC/...	A	01-JUL-2021		P	0.0000	6.000	
995645	IAA 1	C	21-AUG-2011	10-AUG-2012	S	0.0000	0.000	
994553	Instr/Math	A	21-DEC-2021	20-JUN-2022	S	0.0000	1.000	
994558	Instr/Math	A	21-DEC-2021	20-JUN-2022	S	0.0000	1.000	

You can use the filter feature to only view Active positions.

Watch out for the position's End Date! Some positions may appear Active, but have already ended. These cannot be used without contacting the Budget Office or Contracts/Grants to see if you can get the end date removed.

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## Looking Up an Incumbent in a Position

You can look up a comprehensive list of incumbents to have had a position in **NBIPINC**.

Training and Documentation can be found in:

- MyCareer@PCC Training. HR 103: The PR/C and Looking Up Position Information in Banner; Module 1: The PR/C Part 1
- [PR/C Process Guide](#) – page 6, step 7.
- [Spaces page for NBIPINC](#)

Position Incumbent List Form NBIPINC 9.3.3 (PROD)

Position Number: \*  ...

Query Date: \* 24-MAY-2022

Status:

Budget FTE:

Position Begin: Date and End Date

Get Started: Complete the fields above and click Go. To search your search criteria, and then press ENTER.

**Make sure you use the correct Query Date. NBIPINC will show all incumbents in that position up to the Query Date.**

**Step 1:** Enter the Position Number into the Position Number field (use NBIPORG for a comprehensive list of your Org's positions)

**Step 2:** To view a list of incumbents in that Position Number up until today, leave the Query Date as the default date (today's date)

**Step 3:** Click **Go**

Position Incumbent List Form NBIPINC 9.3.3 (PROD)

Position Number: 997047 Query Date: 24-MAY-2022 Status: A Title: Casual/C40316/Pool Budget FTE: 0.00 Filled FTE: 3.00 Position B Date and End Date: 14-MAR-2000

Start Over

POSITION INCUMBENT LIST

ID	Name	Suff	Status	FTE	Begin Date	End Date
C		01	T	1.00	14-SEP-2015	18-JUN-2016
G		02	T	1.00	04-OCT-2016	03-JUN-2017
G		01	A	1.00	13-JUN-2021	25-JUN-2022
G		01	T	1.00	02-AUG-2015	18-JUN-2016
G		02	T	1.00	28-AUG-2016	17-JUN-2017
G		01	T	1.00	20-JAN-2005	18-JUN-2005
G		01	T	1.00	25-AUG-2019	13-JUN-2020
G		01	T	1.00	12-MAR-2001	17-JUN-2001
G		02	T	1.00	24-JUN-2001	31-JAN-2002
G		03	T	1.00	21-JUN-2003	19-JUL-2003
G		04	T	1.00	01-SEP-2003	12-JUN-2004
G		01	T	1.00	01-JUL-2018	15-JUN-2019
G		01	T	1.00	05-OCT-2016	17-JUN-2017
G		02	T	1.00	18-JUN-2017	16-JUN-2018
G		01	T	1.00	22-SEP-2019	13-JUN-2020

**You can sort by Status so the Active Incumbent(s) appear at the top**

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## Looking Up an Effective Date

You can look up effective dates on a job (such as start date, annual rate increase, reclassification, etc.) in **NBAJOBS**.

Training and Documentation can be found in:

- MyCareer@PCC Training. HR 104a: The JAF-M, Looking Up Jobs in Banner, Verifying Authorization for Pay and the MAP training; Module 2 (Looking Up Jobs in Banner)

**Step 1:** In NBAJOBS, enter the required job information and click **Go**. For instructions on how to locate G Number, Position Number and Suffix Number, visit [Looking Up Jobs in Banner](#),

**Step 2:** In the Jobs Detail tab, click **Tools**

**Step 3:** Scroll down and click on View Job Detail Effective Dates

The screenshot displays the Banner HRIS interface for 'Employee Jobs NBAJOBS 9.3.15 (TEST)'. The top navigation bar includes 'RELATED' and 'TOOLS' (highlighted in yellow). The main content area shows job details for Karim J Khan (ID: G03461509, Position: 996695, Suffix: 00, Query Date: 24-MAY-2022, Last Paid Date: 20-APR-2022). The 'JOB DETAIL' tab is active, and the 'Tools' menu is open, with 'View Job Detail Effective Dates' highlighted in green. Other menu items include 'Payroll Default', 'Deferred Pay Information', 'Miscellaneous', 'Labor Distributions', 'Add a Change with a New Effective Date', 'BANNER DOCUMENT MANAGEMENT', 'Retrieve Documents', 'Count Matched Documents', 'Add Documents', and 'PAGE LAYOUT'.

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## Looking Up Pay Details

Use Banner report **PWRLABD**

Training and Documentation can be found in:

- [Spaces page for PWRLABD](#)

**Step 1:** Enter your parameters according to the instructions in **PWRLABD**.

- Payroll ID: Use MO for monthly employees and BW for bi-weekly employees
- Pay No: Use the correct pay period from [the correct payroll calendar \(MO or BW\)](#)

PARAMETER VALUES		
Number *	Parameters	Values
01	Begin DD-MON-YYYY Range	
02	End DD-MON-YYYY Range	
03	Fiscal Year	2022
04	Payroll ID	BW
05	PayNo	11
06	Sort Option	3
07	Fund Code	
08	Orgn Code	C40316
09	Acct Code	
10	Program Code	
11	Person ID	G01453727
12	Position Number	
13	Suffix	
14	Distribution Type	1

Per Page

MO for monthly employees  
BW for bi-weekly employees

Reference the correct payroll calendar in order to locate the correct Pay Period Number

Fund	Orgn	Acct	Prog	Source	Name	Id	Amount	Pay_Event	Posn	Suff
1000	C40316	01222	21	INS		G	399.91	2022/BW/11/0	998616	18
R E P O R T F I N A L							399.91			

24-MAY-2022 03:34 PM  
Program Id: pwrlabd

Portland Community College  
DETAIL OF COST DISTRIBUTION  
Fiscal Year: 2022 PayID:

Page: 1

## Announcements

1. The new USCIS flexibility deadline to view documents electronically when verifying I-9s is October 31, 2022. If you view documents electronically, you will need to physically reverify the I-9.
2. Check your position budgets before the end of the Fiscal Year.