

Coding Part-Time Operating Staff and Flex-Year Exempt Staff Jobs

ANNUALIZED POSITION APPOINTMENT

Every status position (whether vacant or filled) has a position appointment basis including the service appointment dates for each academic year. For instance, academic year based faculty positions have a position basis of 195 days and the academic year dates for such positions will be August 25 through May 21 in the 2003-04 academic year. These dates were previously represented in the HUM PRDATE files as work begin and work end dates.

CONTRACT BEGIN and CONTRACT END DATES

Contract Begin Date is used in Banner to control encumbrancing for appointments by narrowing the encumbrance period from the fiscal year. The Contract Begin Date should represent the hire date for new appointments, or the first day of the appointment for the current fiscal year.

Contract End Date is used in Banner to control encumbrancing for appointments by narrowing the encumbrance period for the fiscal year. The Contract End Date should represent the end appointment date.

PAYS and FACTORS

Factors are the number of "pay periods" which represent the "earning period when the income is generated and expensed"

Pays are the number of "pay periods" over which the employee receives the income.

Pays and factors will always be the same for Part-Time/Full-Time Temp/Casual employees, Operating Staff, year-round exempt staff, and flex-time exempt staff who choose to not spread their pay.

Pays and factors will differ ONLY for those flex-time exempt employees (like academic year faculty) who request to spread their pay. System payroll will alter the pays and deferred code to accommodate Deferred Pay requests.

FTE

Is the ratio of an appointment's annual value to the FTE base (i.e., 235 days/262 base or 1040 hours/2088 hours)

Hours(Units)/Pay

Is used by Banner to capture the budget value of the appointment. It will multiply the Hours/Pay by the Factor and the hourly rate to determine the annual budget value for an active NBAJOBS record. You may derive the Hours/Pay by reviewing the "Work Schedule" code assigned on NBAPOSN by looking up the Work Schedule code in NTRWKSH OR by obtaining source documentation from HR or the department.

Hours(Units)/Day

Will always represent the AVERAGE Hours/Day for the appointment. It is calculated simply by dividing the Hours/Pay by 10.

Coding Exempt Staff Jobs

Field	Work full schedule and year-round	Who work reduced schedule and year round	Who work less than year round but with a full work schedule	Who work reduced schedule and less than year round.
	<i>Fiscal year faculty or full-time (100% fte) PAT's who work July 1-June 30.</i>	<i>Information Technologist who works four days a week from July 1 to June 30.</i>	<i>Skills application teacher or academic year faculty who work full time but during a defined period such as August 25 through May 21.</i>	<i>Skills application teacher who works only during the academic year and for only three days a week.</i>
FTE	Leave blank, will default in as "1"	Set to match NBAPBUD FTE	Set to match NBAPBUD FTE	Set to match NBAPBUD FTE
Contract Begin Date	Leave blank	Leave blank	Set to Hire date, or appointment begin date for current fiscal year	Set to Hire date, or appointment begin date for current fiscal year
Contract End Date	Leave blank	Leave blank	Set to appointment end date for current fiscal year	Set to appointment end date for current fiscal year
Factor	Leave blank, will default from ecls/payid association	Leave blank, will default from ecls/payid association	Calculate working days within the period from the Annualized Position Appointment start date and the contract end date and then divide by 10 to get the factor.	Calculate working days within the period from the Annualized Position Appointment start date and the contract end date and then divide by 10 to get the factor.
Pays**	Leave blank, will default from ecls/payid association	Leave blank, will default from ecls/payid association	Set equal to factor	Set equal to factor
Hours/Pay*	Leave blank, will default from ecls as "10"	Leave blank, will default from ecls as "10"	Leave blank, will default from ecls as "10"	Leave blank, will default from ecls as "10"
Hours/Day*	Leave blank, will default from ecls as "1"	Leave blank, will default from ecls as "1"	Leave blank, will default from ecls as "1"	Leave blank, will default from ecls as "1"

*The Hours/Pay and Hours/Day for Exempt (salaried) employees will always be set to 10 and 1 at the employee class level. These fields are not available for coding on the Exempt EPAF's

**System payroll will alter "pays" and code deferred pay code for status exempt flex-time employees requesting deferred pay.

Coding Operating Staff Jobs

Field	OS who work full schedule and year-round	OS who work reduced schedule and year round	OS who work less than year round but with a full work schedule	OS who work reduced schedule and less than year round.
	<i>Electrician who works 8 hours a day from July 1 to June 30</i>	<i>Electrician who works 4 hours/day from July 1 to June 30</i>	<i>Administrative assistant who works 8 hours a day but only works from August 11 to May 28</i>	<i>Administrative assistant who works 6 hours a day and only from August 11 through May 28.</i>
FTE	Leave blank, will default in as "1"	Set to match NBAPBUD FTE	Set to match NBAPBUD FTE	Set to match NBAPBUD FTE
Hours/Pay	Leave blank, will default from ecl association	Must be derived from reviewing NBAPBUD work schedule code and NTRWKSH OR source documentation	Leave blank, will default from ecl association.	Must be derived from reviewing NBAPBUD work schedule code and NTRWKSH or source documentation
Hours/Day	Leave blank, will default from ecl association	Divide the Hours/Pay by 10	Divide the Hours/Pay by 10	Divide the Hours/Pay by 10
Contract Begin Date	Leave blank	Leave blank	Set to Hire date, or appointment begin date for current fiscal year	Set to Hire date, or appointment begin date for current fiscal year
Contract End Date	Leave blank	Leave blank	Set to appointment end date for current fiscal year	Set to appointment end date for current fiscal year
Factor	Leave blank, will default from ecl/payid association	Leave blank, will default from ecl/payid association	Calculate working days within the period from the Annualized Position Appointment start date and the contract end date and then divide by 10 to get the factor.	Calculate working days within the period from the Annualized Position Appointment start date and the contract end date and then divide by 10 to get the factor.
Pays	Leave blank, will default from ecl/payid association	Leave blank, will default from ecl/payid association	Set equal to factor	Set equal to factor

