

MODULE 1:

Foundation of Banner HR (Concepts)

POSITION CONTROL

USNH Budget Office
5 Chenell Drive, Suite 301
Concord, NH 03301

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1. Position Classification Codes

The University System uses a central classification system for positions, that includes position titles and their associated expected generic duties, responsibilities, and levels of training.

Each classification is coded in Banner HR with a unique Position Classification Code, or PCLS; this alphanumeric code is five characters long. For example:

00171 – ASSOCIATE PROFESSOR

00349 – LABORATORY TECHNICIAN II

02458 – BUSINESS SERVICES ASST II

02461 – ADMINISTRATIVE MANAGER II

PCLS codes are defined in Banner in the NTRPCLS table:

The screenshot displays the Banner HR Position Class Rule Form (NTRPCLS 8.8). The form includes the following sections and fields:

- Position Class Code:** A dropdown menu.
- Title:** A text input field.
- Employee Class:** A dropdown menu.
- Bargaining Unit:** A dropdown menu.
- Probationary Period:** A text input field.
- EEO** (Equal Employment Opportunity) section:
 - Employee Skill:** A dropdown menu.
 - Position Group:** A dropdown menu.
 - Category Code:** A dropdown menu.
- IPEDS** (Integrated Postsecondary Education Data System) section:
 - Employment Category:** A dropdown menu.
 - Standard Occupational Category:** A dropdown menu.
- Wage and Salary** section:
 - Salary Group:** A dropdown menu.
 - Table:** A dropdown menu.
 - Grade:** A dropdown menu.
 - Step:** A dropdown menu.
 - Range Low:** A text input field.
 - Range Midpoint:** A text input field.
 - Range High:** A text input field.
 - Step Value:** A text input field.

At the bottom of the form, there is a status bar with the text: "Position Class Code; Press LIST for valid codes." and "Record: 1/1".

For example, enter a Position Class Code of **00171** and hit **Next Block**:

The screenshot displays the 'Position Class Rule Form' (NTRPCLS 8.8) with the following fields and values:

- Position Class Code:** 00171
- Title:** ASSOCIATE PROFESSOR
- Employee Class:** F0 (Faculty Initial Indicator)
- Bargaining Unit:** (empty)
- Probationary Period:** (empty)
- EEO:** (empty)
- Employee Skill:** 20 (Faculty)
- Position Group:** 2000 (Faculty-Academic Rank)
- Category Code:** (empty)
- IPEDS:** (empty)
- Employment Category:** (empty)
- Standard Occupational Category:** (empty)
- Wage and Salary:**
 - Salary Group:** 2015 (Faculty Initial Ind)
 - Table:** F0
 - Grade:** 01
 - Step:** 0
 - Range Low:** 10,000.00
 - Range Midpoint:** 155,000.00
 - Range High:** 300,000.00
 - Step Value:** (empty)

Additional form details include a 'Position Class Description' field at the bottom, a 'Record: 1/1' indicator, and a '<OSC>' button.

You can see that the Title for this code is **ASSOCIATE PROFESSOR**. Additionally, a variety of other information is associated with this code, such as an Employee Class (see Section 2), Wage & Salary values (see Section 3), and an Exempt indicator (see Section 4).

If you don't know the PCLS code for a specific title, you can click the arrow next to the PCLS field to bring up the NTQPCLS screen:

Position Class	Employee Class	Skill	Exempt	Salary Group	Salary Table	Salary Grade	Salary Step
00001	*OBS*UNSPECIFIED	90	<input type="checkbox"/>	2004	C0		0
00004	CHANCELLOR	10	<input checked="" type="checkbox"/>	2015	A0	33	0
00005	PRESIDENT UNIV - NEW HAMPSHIRE	10	<input checked="" type="checkbox"/>	2015	A0	30	0
00006	PRESIDENT OF KEENE STATE COLLEGE	10	<input checked="" type="checkbox"/>	2015	A0	24	0
00007	PRESIDENT-PLYMOUTH STATE UNIV	10	<input checked="" type="checkbox"/>	2015	A0	24	0
00008	DEAN OF UNIVERSITY OF NEW HAMPSHIRE	10	<input checked="" type="checkbox"/>	2015	B0	04	0
00009	PRESIDENT OF GSC	10	<input checked="" type="checkbox"/>	2015	A0	18	0
00010	PROVOST & VP-ACAD AFFAIRS-UNH	10	<input checked="" type="checkbox"/>	2015	A0	24	0
00011	*INA*VP FOR FINANCIAL AFFAIRS	10	<input checked="" type="checkbox"/>	2004	A0	12	0
00012	*INA*VP FOR STUDENT AFFAIRS	10	<input checked="" type="checkbox"/>	2004	A0	10	0
00013	*INA*VICE PRES FOR TREASURER	10	<input checked="" type="checkbox"/>	2004	A0	14	0
00014	*INA*CHIEF FINANCIAL OFFICER-UNH	10	<input checked="" type="checkbox"/>	2010	P0	42	0
00015	*INA*DIRECTOR OF BUDGETS	10	<input checked="" type="checkbox"/>	2004	A0	11	0
00016	*INA*DIR OF BUSINESS OPERATIONS	10	<input checked="" type="checkbox"/>	2004	A0	14	0
00017	*INA*DIR OF ADMINISTRATIVE SERVICES	10	<input checked="" type="checkbox"/>	2004	A0	12	0
00018	*INA*VICE PRES-RESOURCE ADMIN	10	<input checked="" type="checkbox"/>	2004	A0	12	0
00019	*INA*DIR OF ADMINISTRATION	10	<input checked="" type="checkbox"/>	2004	A0	09	0
00020	*INA*SECRETARY OF THE UNIVERSITY	10	<input checked="" type="checkbox"/>	2004	A0	14	0
00021	*INA*DIRECTOR OF ADMIN SERVICES	10	<input checked="" type="checkbox"/>	2004	A0	05	0
00022	*INA*DIRECTOR OF PLANNING	10	<input checked="" type="checkbox"/>	2004	A0	10	0
00023	*INA*EXEC DIR-RESOURCE ADMIN	10	<input checked="" type="checkbox"/>	2004	A0	14	0

Position Class Code.

Record: 1/7

Note that some codes have titles beginning with “*INA*” (Inactive) or “*OBS*” (Obsolete). These codes should not be used. Note also that titles are in all uppercase.

This query-only table can be searched using the normal Banner search procedures. For example, you can hit the **Enter Query** button, then type “%**PROFESSOR**” in the Title box on the first line, and hit the **Execute Query** button:

Position Class	Employee Class	Skill	Exempt	Salary Group	Salary Table	Salary Grade	Salary Step
00170 PROFESSOR	F0 Faculty Initial Indicator	20	<input checked="" type="checkbox"/>	2015	F0	01	0
00171 ASSOCIATE PROFESSOR	F0 Faculty Initial Indicator	20	<input checked="" type="checkbox"/>	2015	F0	01	0
00172 ASSISTANT PROFESSOR	F0 Faculty Initial Indicator	20	<input checked="" type="checkbox"/>	2015	F0	01	0
00175 RESEARCH PROFESSOR	F0 Faculty Initial Indicator	20	<input checked="" type="checkbox"/>	2015	F0	01	0
00176 *INA*VISITING PROFESSOR	F0 Faculty Initial Indicator	20	<input checked="" type="checkbox"/>	2011	F0	01	0
00177 *OBS*VISITING ASSOC PROFESSOR	F0 Faculty Initial Indicator	20	<input checked="" type="checkbox"/>	2004	F0	00	0
00178 VISITING ASSISTANT PROFESSOR	F0 Faculty Initial Indicator	20	<input checked="" type="checkbox"/>	2015	F0	01	0
00187 *OBS*AFFILIATE PROFESSOR	F0 Faculty Initial Indicator	20	<input checked="" type="checkbox"/>	2004	F0	00	0
00188 *OBS*AFFILIATE ASSOC PROFESSOR	F0 Faculty Initial Indicator	20	<input checked="" type="checkbox"/>	2004	F0	00	0
00189 *OBS*AFFILIATE ASST PROFESSOR	F0 Faculty Initial Indicator	20	<input checked="" type="checkbox"/>	2004	F0	00	0
00194 ASSOCIATE PROFESSOR EMERITUS	T0 Retirees/SIP's/Transitions	90	<input checked="" type="checkbox"/>	2004	T0	01	0
00195 ASSISTANT PROFESSOR EMERITUS	T0 Retirees/SIP's/Transitions	90	<input checked="" type="checkbox"/>	2004	T0	01	0
01301 PROFESSOR EMERITA	T0 Retirees/SIP's/Transitions	90	<input checked="" type="checkbox"/>	2004	T0	01	0
01302 ASSOCIATE PROFESSOR EMERITA	T0 Retirees/SIP's/Transitions	90	<input checked="" type="checkbox"/>	2004	T0	01	0
01303 ASSISTANT PROFESSOR EMERITA	T0 Retirees/SIP's/Transitions	90	<input checked="" type="checkbox"/>	2004	T0	01	0
01364 ASSOCIATE PROFESSOR EMERITA OF	T0 Retirees/SIP's/Transitions	90	<input checked="" type="checkbox"/>	2004	T0	01	0
01365 PROFESSOR EMERITUS OF VETERINA	T0 Retirees/SIP's/Transitions	90	<input checked="" type="checkbox"/>	2004	T0	01	0
01366 PROFESSOR EMERITUS OF PHILOSOP	T0 Retirees/SIP's/Transitions	90	<input checked="" type="checkbox"/>	2004	T0	01	0
01367 PROFESSOR EMERITUS OF FORESTRY	T0 Retirees/SIP's/Transitions	90	<input checked="" type="checkbox"/>	2004	T0	01	0
01368 PROFESSOR EMERITUS OF MUSIC	T0 Retirees/SIP's/Transitions	90	<input checked="" type="checkbox"/>	2004	T0	01	0
01369 PROFESSOR EMERITUS OF APPLIED	T0 Retirees/SIP's/Transitions	90	<input checked="" type="checkbox"/>	2004	T0	01	0

Position Class Code.

Record: 1/?

<OSC>

Any PCLS code with “PROFESSOR” in its title is now displayed.

Double-clicking on any PCLS code in this screen will bring you back to the NTRPCLS form, with the selected PCLS code prepopulated into the form.

2. Employee Class Codes

Employees at USNH are grouped into broad classes – there are various types of faculty, various types of hourly staff, professional/admin/technical staff, extension educators, various types of student employees, etc. These classes are assigned two-character, alphanumeric Employee Class, or ECLS, codes.

ECLS codes are set up in a hierarchical structure. For example, there is a generic ECLS code for the general Faculty class (F0), which is followed by more specific codes for the various flavors of faculty, such as:

F1 – Faculty, Academic Year, Tenure-Track, Non-Union

FA – Faculty, Academic Year, Tenure-Track, AAUP

F3 – Faculty, Academic Year, Non-Tenure-Track

F7 – Faculty Adjunct Part-Time

Employee Classes are defined in Banner on the PTRECLS table:

The screenshot displays the 'Employee Class Rule Form: PTRECLS 8.8 (BPRD)' window. At the top, there is a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar with various icons. Below the menu, the title bar reads 'Employee Class Rule Form: PTRECLS 8.8 (BPRD)'. The main form area has a tabbed interface with tabs for 'General', 'Time Entry Rules', 'Position Defaults', 'Regulatory', 'Eligible Earnings', 'Other Leave Categories', and 'Other Benefits Categories'. The 'General' tab is active. It contains four sections: 'Employee Class Descriptions' with 'Short:' and 'Long:' text boxes; 'Employee Defaults' with 'Leave Category:', 'Benefit Category:', 'Employee Group:', and 'Full-Time or Part-Time Status:' dropdowns; 'Job Defaults' with a 'Default Hours' checkbox and fields for 'Hours per Day:', 'Hours per Pay:', 'Payroll ID:', 'Premium Pay:', 'Longevity:', 'Work Schedule:', 'Deferred Pay:', and 'Employer:'; and 'Payroll Calculation' with 'Salary Indicator:', 'FLSA Method:', 'FLSA Period:', and 'Shift Code:' dropdowns. At the bottom, a status bar shows 'Employee Class Code; press LIST for valid Employee Classes.', 'Record: 1/1', and '<OSC>'.

Entering an ECLS value of “F3” and hitting **Next Block**, returns:

The screenshot shows the 'Employee Class Rule Form' (PTRECLS 8.8) with the 'General' tab selected. The form is divided into several sections:

- Employee Class:** F3
- Employee Class Descriptions:**
 - Short:** AYNTT
 - Long:** Faculty AY NonTenure Track
- Job Defaults:**
 - ☒ **Default Hours**
 - Hours per Day:** 1.00
 - Hours per Pay:** 10.00
 - Payroll ID:** B1 (Bi-Weekly B1)
 - Premium Pay:** [Dropdown]
 - Longevity:** [Dropdown]
 - Work Schedule:** [Dropdown]
 - Deferred Pay:** [Dropdown]
 - Employer:** USNH (Univ System of New Hampshire)
- Employee Defaults:**
 - Leave Category:** IN (Ineligible for Leave)
 - Benefit Category:** IN (Ineligible for Benefits)
 - Employee Group:** F (Faculty)
 - Full-Time or Part-Time Status:** Full Time
- Payroll Calculation:**
 - Salary Indicator:** Salaried
 - FLSA Method:** N/A
 - FLSA Period:** [Dropdown]
 - Shift Code:** [Dropdown]

The bottom of the form shows 'Record: 1/1' and '<OSC>'.

The first tab on the form displays both a Short and a Long Description, defining the Employee Class. Additional information displayed includes the default working hours, a Salary Indicator (whether the position is salaried or hourly), and whether it is Full or Part-Time by default. Note that, for salaried ECLS values, the “Hours per Day” field defaults to a value of “1” and the “Hours per Pay” to “10”; for these Employee Classes, the form is actually displaying Day, rather than Hour, values in these fields.

The Time Entry Rules tab displays whether the ECLS is expected to use Pay Period Timesheets (hourly staff), or whether it is set up for Pay Period Exception Time Only (salaried staff).

The Position Defaults tab establishes the default Salary Budget Roll Method, or Roll Rule, for the ECLS.

The Eligible Earnings tab defines which Earn Codes are valid for use with the ECLS.

If you are unsure of the ECLS value you want, clicking on the arrow button next to the Employee Class field will bring you to the PTQECLS screen:

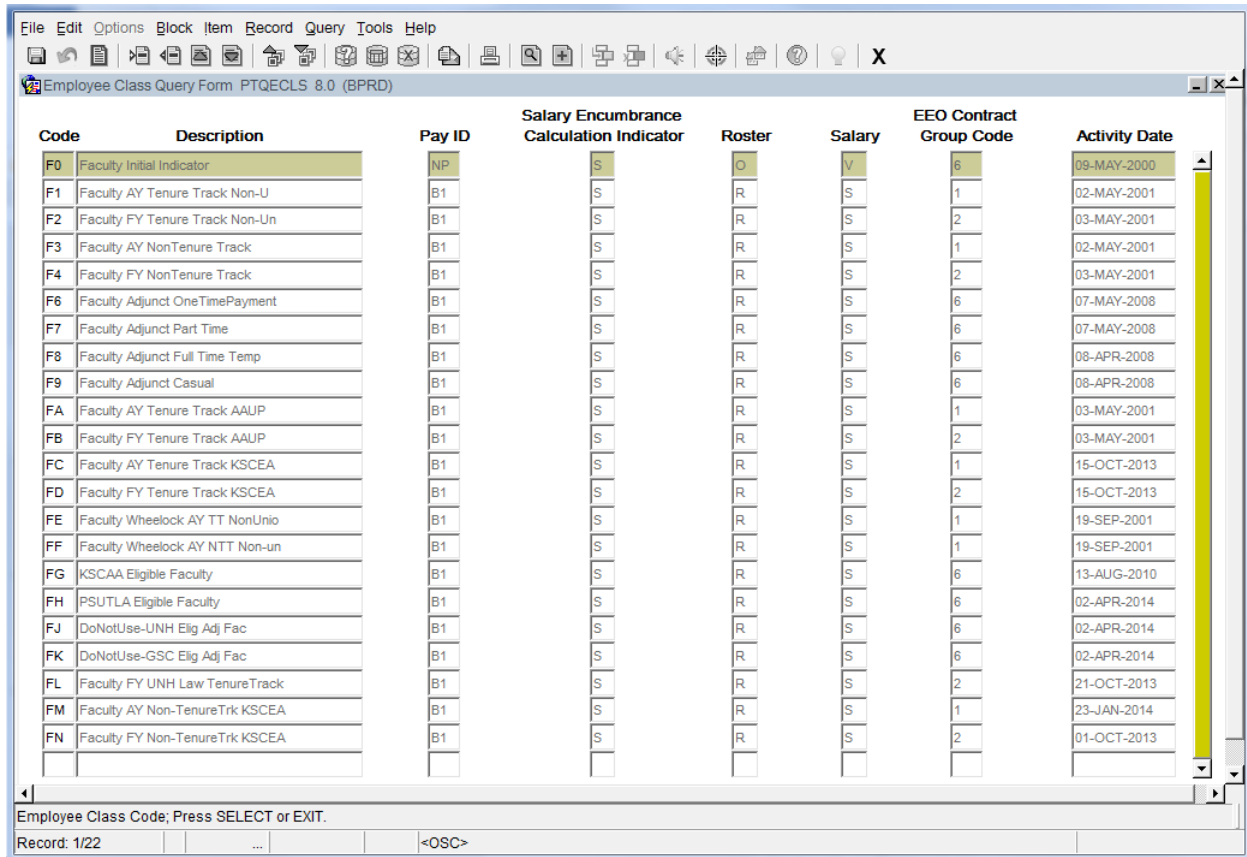
Code	Description	Pay ID	Salary Encumbrance Calculation Indicator	Roster	Salary	EEO Contract Group Code	Activity Date
10	PAT, PA, AA, EE (non-fed)>74%	NP	A	R	V	1	11-OCT-2013
15	PAT, PA, AA, EE(non-fed) 50-74	NP	A	R	V	6	11-OCT-2013
20	Operating Staff >74%	NP	A	R	V	6	11-OCT-2013
25	Operating Staff 50-74%	NP	A	R	V	6	11-OCT-2013
30	Non-Union Fac/Librarian FY>74%	NP	A	R	V	6	11-OCT-2013
31	Non-Union Faculty AY >74%	NP	A	R	V	6	11-FEB-2003
35	Nonunion Fac/Librarian FY50-74	NP	A	R	V	6	11-OCT-2013
36	Non-Union Faculty AY 50-74%	NP	A	R	V	6	11-FEB-2003
40	AAUP AY	NP	A	R	V	6	11-FEB-2003
45	AAUP Faculty/Librarian FY	NP	A	R	V	6	11-OCT-2013
46	Teamsters Local 633	NP	A	R	V	6	11-OCT-2013
50	KSCEA AY	NP	A	R	V	6	11-FEB-2003
55	KSCEA Faculty/Librarian FY	NP	A	R	V	6	25-OCT-2001
56	KSCAA Eligible Faculty	NP	A	R	V	6	20-SEP-2010
57	PSUTLA Eligible Faculty	NP	A	R	V	6	15-JAN-2014
58	Do Not Use-UNH Elig Adj Fac	NP	A	R	V	6	16-AUG-2010
59	Do Not Use-GSC Elig Adj Fac	NP	A	R	V	6	16-AUG-2010
60	Extension Educ-Fed Benefits	NP	A	R	V	6	11-OCT-2013
70	Part Time	NP	A	R	V	6	17-JUL-2008
71	Post Docs > 74%	NP	A	O	V	6	11-FEB-2003
72	Grads	NP	A	O	V	6	01-FEB-2003
73	Students	NP	A	R	V	6	21-JAN-2003
74	Full Time Temporary	NP	A	R	V	6	11-APR-2008

Employee Class Code; Press SELECT or EXIT.

Record: 1/? ... <OSC>

You should ignore the numeric values that appear in the first screen and a half of data; these are not used by the Position Control system. (They are benefits ECLS codes used to define benefits that groups of employees are eligible for.) You want the alphanumeric values, which begin on the second screen as you scroll down.

The PTQECLS screen is searchable using standard Banner search functionality. For example, if you want to locate all Faculty ECLS codes, hit **Enter Query**, type “F%” in the Code field on the first line, and hit **Execute Query**:



The screenshot shows the PTQECLS 8.0 (BPRD) screen with a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar. The main window displays a table of Faculty ECLS codes with the following columns: Code, Description, Pay ID, Salary Encumbrance Calculation Indicator, Roster, Salary, EEO Contract Group Code, and Activity Date. The table lists 26 rows of data, starting with F0 (Faculty Initial Indicator) and ending with FN (Faculty FY Non-TenureTrk KSCEA). The bottom status bar shows "Employee Class Code; Press SELECT or EXIT." and "Record: 1/22".

Code	Description	Pay ID	Salary Encumbrance Calculation Indicator	Roster	Salary	EEO Contract Group Code	Activity Date
F0	Faculty Initial Indicator	NP	S	O	V	6	09-MAY-2000
F1	Faculty AY Tenure Track Non-U	B1	S	R	S	1	02-MAY-2001
F2	Faculty FY Tenure Track Non-Un	B1	S	R	S	2	03-MAY-2001
F3	Faculty AY NonTenure Track	B1	S	R	S	1	02-MAY-2001
F4	Faculty FY NonTenure Track	B1	S	R	S	2	03-MAY-2001
F6	Faculty Adjunct OneTimePayment	B1	S	R	S	6	07-MAY-2008
F7	Faculty Adjunct Part Time	B1	S	R	S	6	07-MAY-2008
F8	Faculty Adjunct Full Time Temp	B1	S	R	S	6	08-APR-2008
F9	Faculty Adjunct Casual	B1	S	R	S	6	08-APR-2008
FA	Faculty AY Tenure Track AAUP	B1	S	R	S	1	03-MAY-2001
FB	Faculty FY Tenure Track AAUP	B1	S	R	S	2	03-MAY-2001
FC	Faculty AY Tenure Track KSCEA	B1	S	R	S	1	15-OCT-2013
FD	Faculty FY Tenure Track KSCEA	B1	S	R	S	2	15-OCT-2013
FE	Faculty Wheelock AY TT NonUnio	B1	S	R	S	1	19-SEP-2001
FF	Faculty Wheelock AY NTT Non-un	B1	S	R	S	1	19-SEP-2001
FG	KSCEA Eligible Faculty	B1	S	R	S	6	13-AUG-2010
FH	PSUTLA Eligible Faculty	B1	S	R	S	6	02-APR-2014
FJ	DoNotUse-UNH Elig Adj Fac	B1	S	R	S	6	02-APR-2014
FK	DoNotUse-GSC Elig Adj Fac	B1	S	R	S	6	02-APR-2014
FL	Faculty FY UNH Law TenureTrack	B1	S	R	S	2	21-OCT-2013
FM	Faculty AY Non-TenureTrk KSCEA	B1	S	R	S	1	23-JAN-2014
FN	Faculty FY Non-TenureTrk KSCEA	B1	S	R	S	2	01-OCT-2013

Double-clicking on any ECLS code will bring you back to the PTRECLS screen, with your selected ECLS value prepopulated into the form.

3. Salary Schedules

Salaries at USNH are structured into hierarchical schedules, which are redefined each fiscal year; each year's schedules have a new Salary Group code, identifying them. (For FY 2015, the Salary Group is 2015; for FY 2016, the Salary Group is 2016; etc.) Within the Salary Group, there are separate Salary Tables by ECLS, and within each Salary Table, there are multiple Salary Grades.

Not *every* ECLS has its own Salary Table; some default to using their generic ECLS value. For example, all Employee Classes beginning with "H" use the Salary Table for ECLS H0.

Salary Schedules are defined in Banner on NTRSALA:

The screenshot displays the NTRSALA 8.2 (BPRD) form. At the top, there are dropdown menus for 'Salary Group', 'Salary Table', and 'Salary Grade'. Below these, the 'Salary or Wage Structure Ranges' section contains radio buttons for 'Salary' and 'Hourly' under 'Schedule Type'. It also has input fields for 'Low', 'Midpoint', and 'High' under 'Annual Salary or Base Wage Rate', and a corresponding 'Monthly Amount' column. The 'Step Structure' section below features a table with columns for 'Step', 'Annual Salary or Base Wage Rate', and 'Monthly Salary'. The 'Step' column has a list of checkboxes. The 'Annual Salary or Base Wage Rate' and 'Monthly Salary' columns have multiple rows of input fields. At the bottom, there is a status bar with the text 'Salary Group Code; Press LIST for valid codes.' and 'Record: 1/1'.

The NTRSALA table indicates whether the salary schedule is built of salary (annual) rates, or hourly rates. It then defines the Low (minimum), Midpoint, and High (maximum) values for the given Salary Group, Table, and Grade.

(The Step Structure block can be ignored; it is not used at USNH.)

For example, look at Salary Group **2015**, ECLS **H0**, Salary Grade **18**:

Salary Group: 2015 Salary Table: H0 Salary Grade: 18

Salary or Wage Structure Ranges

Schedule Type: ☐ Salary ☒ **Hourly**

	Annual Salary or Base Wage Rate	Monthly Amount
Low:	22.7800	
Midpoint:	28.9500	
High:	35.1200	

Step Structure

Step	Annual Salary or Base Wage Rate	Monthly Salary

Salary/Hourly Indicator, Record: 1/1 <OSC>

NTRSALA tells you that this is an **hourly** rate schedule, with a minimum rate of \$22.78, a midpoint of \$28.95, and a maximum of \$35.12 per hour.

Quartile

USNH often uses the Salary Grade's **Quartile** value for various functions (for example, when budgeting certain vacancies). Quartile is not explicitly defined in the salary schedules, but can easily be calculated:

$$\text{Quartile} = (\text{Low}) + ((\text{High minus Low})/4)$$

If you aren't sure of the Salary Schedule to use, clicking on the arrow next to either the Salary Group or the Salary Table fields will bring you to the NTRSGRP table:

Code	Description	Table	Activity Date
2000	PA Initial Indicator	A0	26-APR-2000
2001	PA Initial Indicator	A0	08-MAY-2000
2002	PA Initial Indicator	A0	02-JUL-2001
2004	PA Initial Indicator	A0	10-FEB-2003
2005	PA Initial Indicator	A0	22-MAR-2004
2006	PA Initial Indicator	A0	01-JUL-2004
2007	PA Initial Indicator	A0	01-APR-2005
2008	PA Initial Indicator	A0	28-MAR-2007
2009	PA Initial Indicator	A0	30-AUG-2007
2010	PA Initial Indicator	A0	15-JUL-2008
2011	PA Initial Indicator	A0	07-JUL-2009
2012	PA Initial Indicator	A0	04-FEB-2010
2013	PA Initial Indicator	A0	04-FEB-2010
2014	PA Initial Indicator	A0	04-FEB-2010
2015	PA Initial Indicator	A0	24-JUL-2013
2016	PA Initial Indicator	A0	09-JUL-2014
2000	AA Initial Indicator	B0	26-APR-2000
2001	AA Initial Indicator	B0	08-MAY-2000
2002	AA Initial Indicator	B0	02-JUL-2001
2004	AA Initial Indicator	B0	10-FEB-2003
2005	AA Initial Indicator	B0	22-MAR-2004
2006	AA Initial Indicator	B0	01-JUL-2004
2007	AA Initial Indicator	B0	01-APR-2005

Salary Group Code. Record: 1/? <OSC>

Using standard Banner search functionality, you can search for all entries for a given Salary Group – just hit **Enter Query**, type the desired year in the Code field on the first line, and hit **Execute Query**.

Double-clicking on the desired line will bring you back to NTRSALA, with the selected values prepopulated into the form.

If you aren't sure of the Salary Grade to use, clicking the arrow next to the Salary Grade field will bring you to the NTQSALA screen:

Table	Grade	Indicator		Salary or Rate Low	Salary or Rate Midpoint	Salary or Rate High
H0	01	H	Annual or Base:	10.2000	12.8200	15.4300
			Monthly Amount:	.0000	.0000	.0000
H0	02	H	Annual or Base:	10.6300	13.3900	16.1400
			Monthly Amount:	.0000	.0000	.0000
H0	03	H	Annual or Base:	11.1200	13.9800	16.8300
			Monthly Amount:	.0000	.0000	.0000
H0	04	H	Annual or Base:	11.6200	14.6400	17.6500
			Monthly Amount:	.0000	.0000	.0000
H0	05	H	Annual or Base:	12.1100	15.2800	18.4500
			Monthly Amount:	.0000	.0000	.0000
H0	06	H	Annual or Base:	12.6400	15.9500	19.2600
			Monthly Amount:	.0000	.0000	.0000
H0	07	H	Annual or Base:	13.2500	16.7300	20.2000
			Monthly Amount:	.0000	.0000	.0000
H0	08	H	Annual or Base:	13.8400	17.4800	21.1100
			Monthly Amount:	.0000	.0000	.0000

Salary Table.
Record: 1/? <<OSC>

Here you can see all the defined Salary Grades for the selected ECLS. Double-clicking the desired row will bring you back to the NTRSALA form, with your selected value prepopulated into the form.

4. Exempt vs Non-Exempt

A position is considered to be Exempt if it is exempt from earning overtime under the Fair Labor Standards Act (<http://www.dol.gov/whd/flsa/>). Otherwise, it is considered Non-Exempt.

Generally, the rule of thumb is:

- Salaried positions are Exempt
- Hourly positions are Non-Exempt

5. FTE

FTE stands for Full Time Equivalent, and is a measure of the percent of the time a position is expected to work. For example,

- Say that a new position with ECLS = H2 is expected to work **30** hours per week.
- The H2 ECLS has a default of **40** hours per week.
- $30/40 = .75$ **FTE**, or 75% time.

Status positions (those eligible to participate in the full benefits program at USNH) are expected to have a minimum FTE of 75%. Positions should not be combined to achieve 75%.

6. Work Schedules

Work Schedules describe how a position's total hours for a pay period are distributed across the fourteen days. Historically, they helped drive the payroll for hourly employees; however, now that most hourly employees complete bi-weekly timesheets, this functionality has been greatly minimized. They are designated by four-character, alphanumeric codes.

Work Schedules are defined in Banner on NTRWKSH:

[illegible]

If you are not sure of the code to use, clicking the arrow next to the Work Schedule Code field will open a pop-up window listing all the valid codes and their descriptions:

Work Schedule Code Validation (NTVWKSH)

Find %

Code	Description	Activity Date
MF01	7.5 Hrs 1st M-Th, Evry Othr Fr	11-FEB-2003
MF02	6 Hrs 1st Mon to Thu, 4.5 Fri	11-FEB-2003
MF03	7.5 Hrs First Mon, Wed, Fri	11-FEB-2003
MF04	6.5 Hrs First Mon to Fri	11-FEB-2003
MF05	6.25 Hrs First Mon to Fri	30-JUN-2004
MF06	7 Hrs M, 7.5 Tu & Th, 6 W, 6.5 F	14-DEC-2005
MF07	4.5 Hrs Mo, We & Fr, 7.5 Hrs T & Thu	04-AUG-2006
MF08	8 Hrs 1st M-Th, Evry Othr Fr	30-JUL-2003

Find OK Cancel

7. Pay ID

All USNH employees are paid on a bi-weekly basis; pay periods begin on a Saturday, and run for two weeks. However, not all employees are paid on the same day. Instead, salaried employees are paid on the last Friday of the pay period, and hourly employees on the following Friday, after their timesheets have been submitted and processed. These two different cycles are designated by the Pay ID:

- B1 – Salaried Payroll
- B2 – Hourly Payroll

(There is also a Pay ID of “NP”; this is short for “Non Paying”, and is associated with codes which do not generate pay – for example, generic ECLS values which end in “0”.)

8. Status vs Casual

A position which is fully benefits-eligible is referred to as a Status position. Positions which are not fully benefits-eligible are considered to be Casual positions.

From a position control standpoint, the greatest difference between Status and Casual is that Status positions must be set to “Single” (only one employee per position), while Casual may be either “Single” or “Pooled” (many employees permitted per position).

9. FOAPALs

Basic understanding of Banner FOAPALs (Fund-Org-Acct-Prog-Actv-Locn) is assumed throughout this documentation. FOAPALs must be established in Banner Finance before they are available for use in Banner HR.