**HIGHLIGHTS OF THE EMPLOYMENT
COMPENSATION/POSITION MANUAL**

In this issue:

I. Adjunct Faculty Hiring into a JOB

Steps to follow when hiring Adjunct faculty or any part-time exempt employee:
1. Use Job Detail Calculator First with the dates of the contract.
2. Identify the assigned salary and annual salary based on assigned salary *5 (or applicable number) months.
3. Go to NBAJOBS, Create position if does not exist.
4. In Pop Up block, complete Contract hire date, P or S, and the annual salary calculated from 2 above.
5. Remove Accrue Leave Check on General Job
6. Go to Job Detail.
    a. Update Title
    b. Update FTE
    c. Update Hours per Day
    d. Update Job Change Reason (AA001)
    e. Update EMPR CODE to BHSU
    f. From calculator, Update Assigned salary, and change Job Factor and Pay Factor each to 5.
    g. Take the FTE and calculate total hours in pay (173.33 * FTE Percent)
    h. Recheck to be sure the assigned and annual are what the calculator created.
7. Go to Payroll Default and ensure it matches Budget ORG
8. Go to Misc Tab, and add the supervisor
9. Go to Default Earnings and ensure REG with Number of hours from G above are completed
10. Go to Job Labor Distribution and ensure FOAP correct.
11. Go back to Job Detail and Terminate the position by
    a. Options – Add new effective date
    b. Populate 19-May-2007
    c. Change Active to Termination status
    d. Change Job Change Reason to MN002 (FY Contract Completion)

*Remember all employees must have one Primary Job. If the duties of the adjunct incur FTE and/or encumber dollars, the employee must be set up with a JOB using REG salary

on the Job Detail Tab. Only current faculty who have overload or supplemental should have default earnings of SUP or SOL.

II.   Permanent Salary Adjustments

There are two application forms that are required when performing Permanent Salary Adjustments. Those forms are NBAPBUD and NBAJOBS.

Take the following action when completing Permanent Salary Adjustments:

NBAPBUD
a. Go to NBAPBUD
b. Go to the Salary Budgets Tab
c. Change the Budgeted Amount
d. Save
e. Go to the Labor Distribution Tab
f. Review FOAP
g. Modify FOAP as Applicable
h. Save
i. Go to Comments
j. Document job related why budget changed.

NBAJOBS
a. Go to NBAJOBS
b. Go to the Job Detail Tab
c. Go to Options and select "Add a New Effective Date"
d. Add date to take effect
e. Save
f. Change the Assigned Salary (monthly)Review the Hourly and Annual to be sure calculated correctly.
g. Review Factor and Pays to be sure correct
h. Add a Change Reason
i. Ensure the EMPR is correct
j. Ensure FTE and Hours Per Day and Per Pay are correct
k. Save
l. Go to Labor Distribution Tab
m. Ensure FOAP is correct
n. If not, go to Options and Select "New Effective Date"
o. Add effective date
p. Save
q. Change FOAP
r. Save

III.   Temporary Salary Adjustments

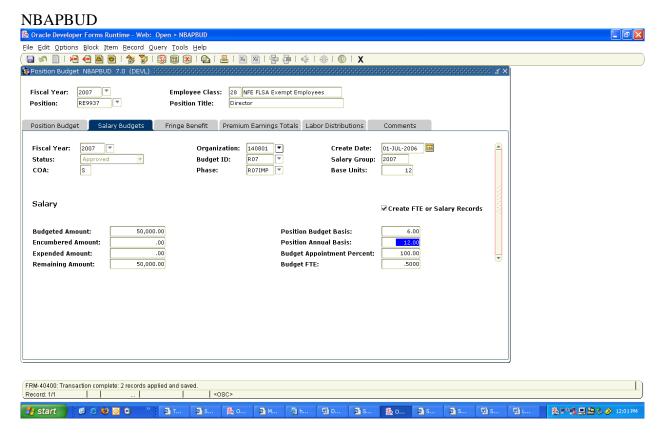There is one application form required when performing Temporary Salary Adjustments (NBAJOBS).

Take the following action when completing Temporary Salary Adjustments:

NBAJOBS
a. Go to NBAJOBS
b. Go to the Job Detail Tab
c. Go to Options and select "Add a New Effective Date"
d. Add date to take effect
e. Save
f. Change the Assigned Salary (monthly)
g. Review the Hourly and Annual to be sure calculated correctly.
h. Review Factor and Pays to be sure correct
i. Add a Change Reason
j. Ensure the EMPR is correct
k. Ensure FTE and Hours Per Day and Per Pay are correct
l. Save
m. Go to Labor Distribution Tab
n. Ensure FOAP is correct
o. If not, go to Options and Select "New Effective Date"
p. Add effective date
q. Save
r. Change FOAP
s. Save

IV. Permanent FTE Adjustments

There are two application forms that are required when performing Permanent FTE Adjustments. Those forms are NBAPBUD and NBAJOBS.

Take the following action when completing Permanent FTE Adjustments:

NBAPBUD

a. Go to NBAPBUD
b. Go to the Salary Budgets Tab
c. Review the Position Budget Basis and the Position Annual Basis
d. The Position Budget Basis is the calculated time the position would be budgeted. The Position Annual Budget is the total number of pay periods the position is active and the Position Budget Basis equals the calculated amount. (In example, if position is paid over 12 months the position annual basis would be 12, and if the position is ½ time then the position budget basis is 6 months).
e. This will automatically calculate the FTE. The percent should be 100%.
f. Save
g. Go to the Labor Distribution Tab
h. Review FOAP
i. Modify FOAP as Applicable
j. Save

k. Go to Comments
l. Document job related why budget changed.

NBAJOBS
a. Go to NBAJOBS
b. Go to the Job Detail Tab
c. Go to Options and select "Add a New Effective Date"
d. Add date to take effect
e. Save
f. Change the FTE amount
g. Change the hours per pay
h. Change the Assigned Salary (monthly)
i. Review the Hourly and Annual to be sure calculated correctly.
j. Review Factor and Pays to be sure correct
k. Add a Change Reason
l. Ensure the EMPR is correct
m. Save
n. Go to Labor Distribution Tab
o. Ensure FOAP is correct
p. If not, go to Options and Select "New Effective Date"
q. Add effective date
r. Save
s. Change FOAP
t. Save

V.   Temporary FTE Adjustments

There is one application form required when performing Temporary FTE Adjustments (NBAJOBS).

Take the following action when completing Temporary FTE Adjustments:

NBAJOBS
a. Go to NBAJOBS
b. Go to the Job Detail Tab
c. Go to Options and select "Add a New Effective Date"
d. Add date to take effect
e. Save
f. Change the FTE amount
g. Change the hours per pay
h. Change the Assigned Salary (monthly)
i. Review the Hourly and Annual to be sure calculated correctly.
j. Review Factor and Pays to be sure correct
k. Add a Change Reason
l. Ensure the EMPR is correct
m. Save
n. Go to Labor Distribution Tab
o. Ensure FOAP is correct
p. If not, go to Options and Select "New Effective Date"
q. Add effective date
r. Save
s. Change FOAP
t. Save

VI.   Permanent Change in Duties

There may be up to three forms used when performing Permanent Change in Duties. Those forms include NBAPOSN, NBAPBUD, and NBAJOBS.

NBAPOSN
First, the Position Description finding from PPLA must be reviewed by Budget to identify if the position has been reclassified to another position classification. In the event the position has been reclassified, then a new position must be created if not currently in the database. This can be accomplished by going to NBAPOSN and creating a new position (see A above).

NBAPBUD
Second, if the position has been reclassified, then the current position budget status must be changed to Frozen, Inactive or Cancelled. Inactive will inactivate the position on NBAPOSN.

NBAJOBS
Third, if the position has been reclassified, then the past JOB must be terminated and a new JOB must be created based on the new POSN and PBUD. If changing from and exempt to an overtime eligible position or vice versa, this is best completed on a pay period for a seamless transition.

To terminate a JOB on NBAJOBS,
a. Go to NBAJOBS
b. Go to Job Details Tab
c. Go to Options, Select "Add a New Effective Date"
d. Enter the date you want to terminate
e. Save
f. Change the Status from Active to Terminate
g. Change the Change Reason documenting termination reason
h. Save
i. End date of Job will auto-populate

VII.   Temporary Change in Duties

There is only one form to modify when performing Temporary Change in Duties (NBAJOBS).   Temporary duty changes must be reflected by the appropriate earn code on the Default Earnings Tab. The Job Detail Compensation block can only be the regular duties. This is the salary that calculates the Insurance Salary.

NBAJOBS
a.   Go to NBAJOBS
b.   Go to the Default Earnings Tab
c.   Select Options, Select "New Effective Date"
d.   Enter the Date for which you want the earning to begin
e.   Save
f.   Enter the appropriate earn code
g.   Enter the appropriate hours/units
h.   Enter the appropriate rate for those earn codes with a special rate
i.   Enter the appropriate end date. The end date should be one day after the actual end date. If you do not select the day after, the earnings will be shorted.
j.   Save

If temporary change in duty occurs outside of current JOB,
NBAJOBS
a.   Review Status
b.   Select Options, Add New Effective Date
c.   Enter Date to begin change
d.   Terminate or place position on LWB
e.   Enter appropriate Change Reason
f.   Save

NBAJOBS
a.   Go to Name Block
b.   Enter Temporary Position Number and Suffix
c.   In Pop Up block, complete Contract hire date, P or S, and the annual salary calculated from 2 above.
d.   Remove Accrue Leave Check on General Job
e.   Go to Job Detail.
   a.   Update Title
   b.   Update FTE
   c.   Update Hours per Day
   d.   Update Job Change Reason
   e.   Update EMPR CODE to BHSU
   f.   Update Assigned salary, and change Job Factor and Pay Factor to reflect temporary salary
   g.   Take the FTE and calculate total hours in pay (173.33 * FTE Percent)
   h.   Recheck to be sure the assigned and annual are what the calculator created.
f.   Go to Payroll Default and ensure it matches the appropriate TimeKeeping ORG

g. Go to Misc Tab, and add the supervisor
h. Go to Default Earnings and ensure REG with Number of hours from G above are completed
i. Go to Job Labor Distribution and ensure FOAP correct.
j. Go back to Job Detail and Terminate the position by
    a. Options – Add new effective date
    b. Populate Date
    c. Change Active to Termination status
    d. Change Job Change Reason to MN002 (FY Contract Completion)
k. Go back to regular position placed on LWB
    a. Options – Add new effective date
    b. Populate Date
    c. Change LWB to Active status
    d. Change Job Change Reason (MN003 return to regular duties)
l.

VIII.   Union Eligibility/Change

Union eligibility can be tracked on two application forms. The position form can track union eligibility as well as the person form. The forms include NBAPOSN and PEABARG. SDBOR will be loading PEABARG. On this form, institutions will need to track by person when the individual is eligible and then terminate their eligibility as appropriate.

PEABARG

a.   Go to PEABARG
b.   Enter the Employee ID
c.   Next block
d.   Select the appropriate Bargaining Code
e.   Select the appropriate Relationship Code
f.   Enter Effective Date
g.   Enter the End Date as appropriate
h.   Save
i.   Next Block
j.   Enter Position
k.   Enter Suffix
l.   Save