

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

Title	HIGHLIGHTS OF THE EMPLOYMENT COMPENSATION/POSITION MANUAL
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Process Owner	HR, Budget
Dept/Division	HR, Budget
Get help with this process	Don Coble, Janice Minder, Claudean Hluchy
Processes	NBAJOBS
	NBAPBUD
	PEABARG
	NBAPOSN
	NA

Description:

This document is only meant to be a highlight to the Employee Compensation and Position Control Manuals. You should always use it as a reference to the manual.

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Reference Information:**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

Oracle Developer Forms Runtime - Web: Open > NBAPBUD

File Edit Options Block Item Record Query Tools Help

Position Budget: NBAPBUD 7.0 (DEVL)

Fiscal Year: 2007 Employee Class: 28 NFE FLSA Exempt Employees
Position: RE9937 Position Title: Director

Position Budget Salary Budgets Fringe Benefit Premium Earnings Totals Labor Distributions Comments

Fiscal Year: 2007 Organization: 140801 Create Date: 01-JUL-2006
Status: Approved Budget ID: R07 Salary Group: 2007
COA: S Phase: R07IMP Base Units: 12

Salary Create FTE or Salary Records

Budgeted Amount: 50,000.00 Position Budget Basis: 6.00
Encumbered Amount: .00 Position Annual Basis: 12.00
Expended Amount: .00 Budget Appointment Percent: 100.00
Remaining Amount: 50,000.00 Budget FTE: .5000

FRM-40400: Transaction complete: 2 records applied and saved.
Record: 1/1 <OSC>

start 12:01 PM

- 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 1/2 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

Oracle Developer Forms Runtime - Web: Open > PEABARG

File Edit Options Block Item Record Query Tools Help

Employee/Job Labor Relations PEABARG 7.0 (DEVL)

ID: A00002462 Ellen A Walker

Employee Bargaining Unit

Bargaining Unit Code	Relationship Status	Seniority	Bargaining Unit Dates Effective	End
HE University COHE	E Eligible		24-FEB-2007	24-FEB-2008

Job Bargaining Unit

Position	Suffix	Title	Job Seniority Date	Job Location Code
RE9986	00	Specialist		BOR Board of Regents

FRM-40202: Field must be entered.
Record: 1/1

- Go to PEABARG
- Enter the Employee ID
- Next block
- Select the appropriate Bargaining Code
- Select the appropriate Relationship Code
- Enter Effective Date
- Enter the End Date as appropriate
- Save
- Next Block
- Enter Position
- Enter Suffix
- Save

Related Documents:

Position Control Manual, Employee Compensation Manual on the Training Site.

Links:

NA