

	Form	Purpose
Employee Information	NBAJOBS	<ol style="list-style-type: none"> 1. View an employee's FTE, salary, title, status, effective/personnel dates, & emp class (Options > Job Detail) 2. View FOAP information for a job in (Options > Job Labor Distribution) 3. View all jobs/position numbers for an employee. Enter Banner ID, enter Query Date, click drop-down arrow in the Position field, select List of Employee's Jobs (NBIJLST)
	PEAEMPL	<ol style="list-style-type: none"> 1. View an employee's home department and I-9 status 2. View an employee's dates of hire, service, seniority, first & last day worked 3. View an employee's leave category & benefit category 4. View employment status (active, terminated, on leave, retired, etc...)
	PEALEAV	View an employee's leave balances
	PEILHIS	View an employee's leave history
	PHILIST	View an employee's gross pay, net pay
	NBIJLST	View an employee's position details
Organization Information	NBAPBUD	<ol style="list-style-type: none"> 1. View a position's default labor distribution. Enter Position and Fiscal Year, hit next block 5 times 2. View a position's budget & encumbrance information. Enter Position and Fiscal Year, hit the tab key and then the next block twice
	NBAPOSN	View a position's default title, appointment %, supervisor of position, position class, and employee class
	NBIPINC	View a list of position incumbents (history of employees in a position)
	NBIPORG	View all positions assigned to an organization (enter COA of X, Organization number, and Query Date)
	NBIPOSH	View a position's history (titles and supervisor info)
	NHIDIST	Based on FOAP, view payroll expenses (no access at this time)
	NHIEDST	Based on Banner ID, view payroll expenses, encumbrances, FOAPs
PTREARN	View a list of earnings codes and descriptions	