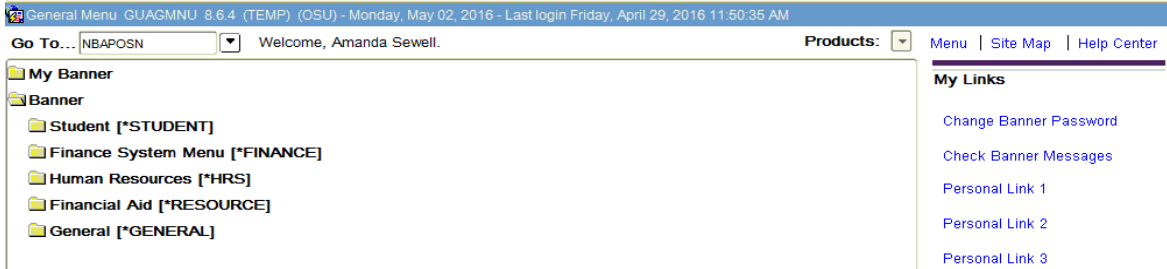


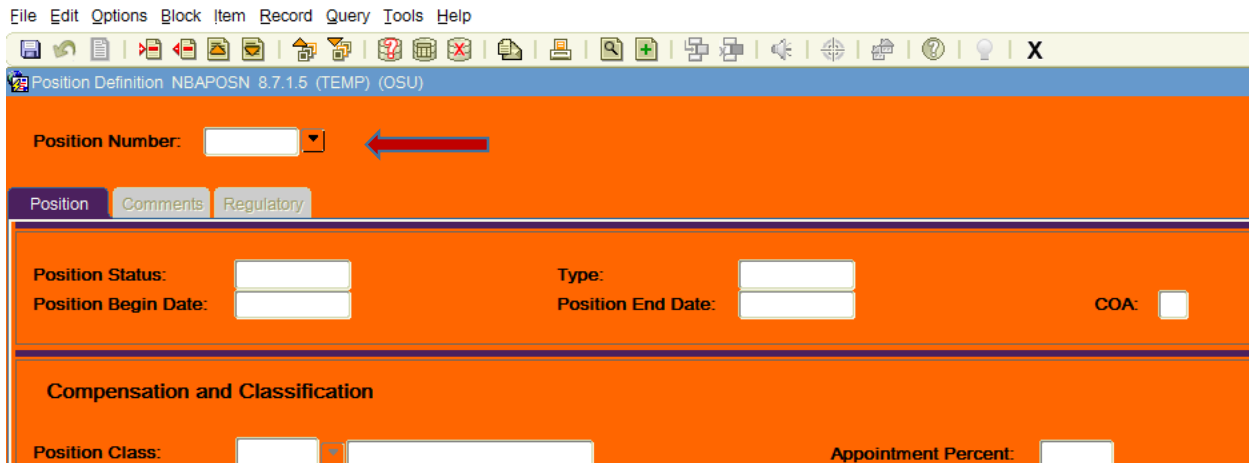
# Position Setup in Banner

## Creating the Position Definition- NBAPOSN

In the **Go to** field, enter the Position Description form **NBAPOSN**, and then Press enter.



In the **Position Number** Field, click the drop down menu to view the list of position numbers previously created.



The screenshot shows the 'Position List' form for 'NBQPOSN 8.7.1 (TEMP) (OSU)'. It displays a table of existing positions with the following columns: Position, Title, Employee Class, COA, Budget Orgn, Description, Begin Date, End Date, Position Class, Status, and Type.

Position	Title	Employee Class	COA	Budget Orgn	Description	Begin Date	End Date	Position Class	Status	Type
000001	Conversion Missing Position	1Y	X	100157	Human Resources	01-JUL-2015		CONV1	A	S
110001	Pres Osu/System/Prof	1E	X	100002	Office of President	01-JUL-2015		J5076	A	S
110003	Vp Stu Svcs	6E	X	160142	Student Services	01-JUL-2015		J5076	A	S
110004	Aso Dean/Aso Prof	1E	X	100173	Library	01-JUL-2015		J1723	A	S
110005	Asodn/Asoprof/Knprof	1E	X	100173	Library	01-JUL-2015		J1723	A	S
110006	Ast Dir/Prof	2E	X	100129	Div of Agricultural Sci & Nat Rsracs	01-JUL-2015		J5066	A	S
110007	Aso Dean/Prof	1E	X	100463	Dean of Arts and Sciences	01-JUL-2015		J1723	A	S
110008	Aso Dean/Prof	1E	X	100463	Dean of Arts and Sciences	01-JUL-2015		J1723	A	S

(All Position #'s are Location code + Classification code followed by 4 digits.)

### Location Codes

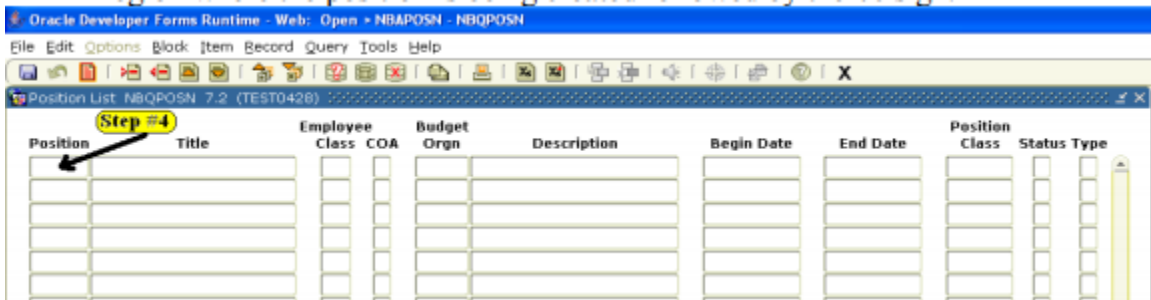
DASNR (AB/AC)	B or C
OSU-CHS	G
OSU-IT	D
OSU-OKC	F
OSU-TULSA	J
STILLWATER	A
NEO	N

### Classification Codes

Faculty (tenure and No tenure track; Exempt and nonexempt)	F
GTA/GRA	G
Staff (exempt and nonexempt)	S
Student (includes Ag Students paid at straight time)	T
Temporary Faculty (exempt and nonexempt)	D
Temporary Staff (Exempt and nonexempt)	V
Work-Study Student	W

Perform an Enter Query function (F7).

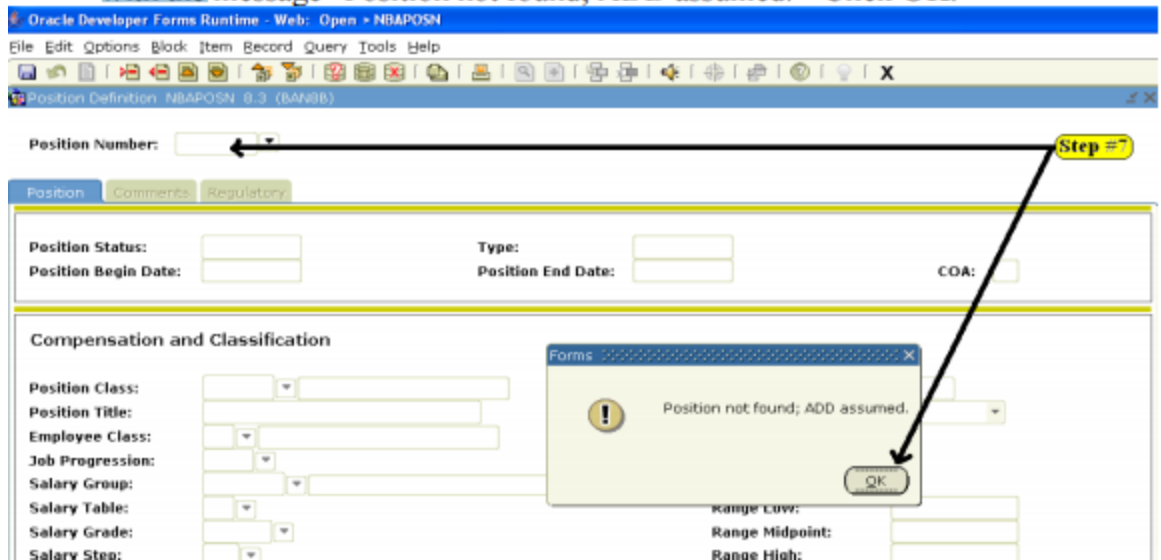
In the Position Field, enter the first character for the region where the position is being created followed by the % sign.



**F8**-Perform an Execute Query function. This will return all positions previously created for the region. The most recent position number created will appear at the top of the list. Note go backwards for next position number (example last used AT9999 then next will be AT9998).

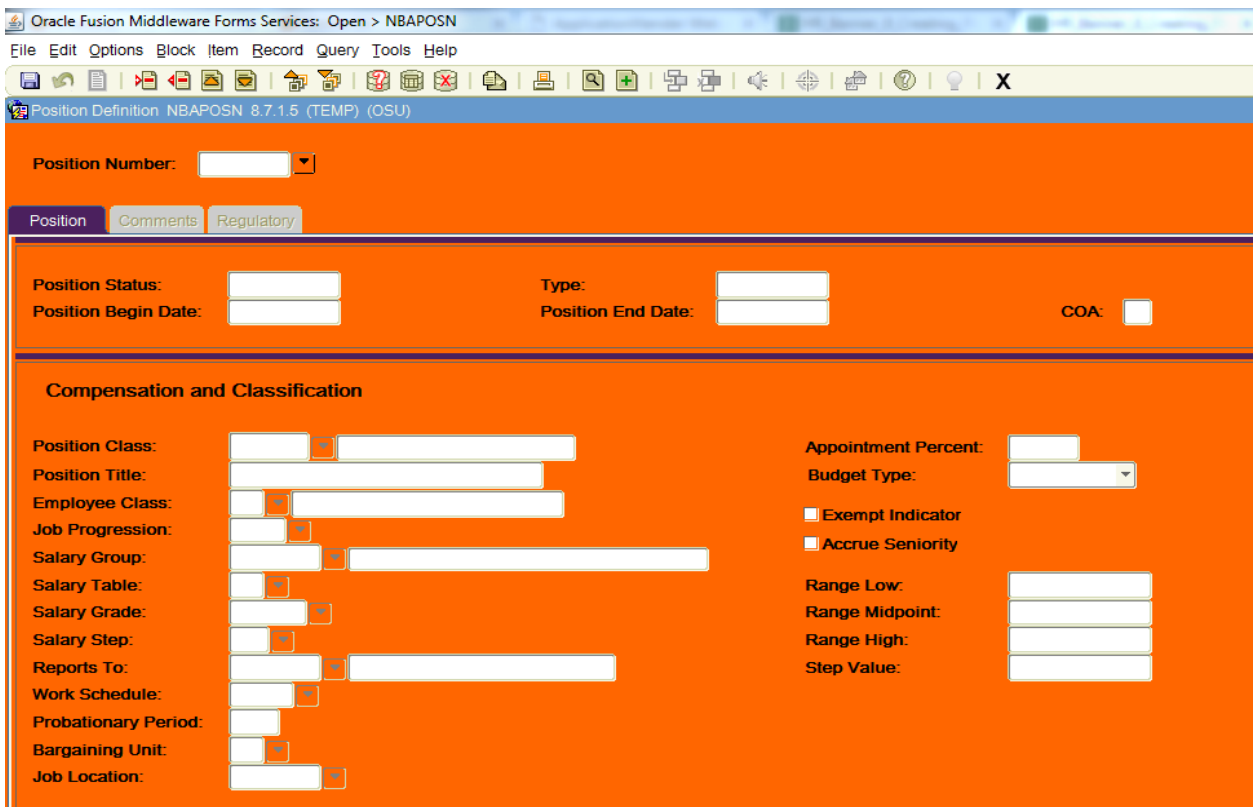
Perform an **Exit** function.

In the **Position** field, enter the new position number. A pop up box will appear with the message "Position not found, ADD assumed" Click **OK**.



Perform a **Next Block** function (Ctrl+Page Down).

In the **Position Class** Field, click the drop down arrow to select the position class associated with the employee class. This will begin with a J (J1767).



In the **Position Title** field, enter the approved position title using the established title format. For faculty positions, enter **Full-Time Faculty** or **Adjunct**.

The **Employee Class** and **Salary Group** will default from the Position Class.

**Reports to** needs to be the approver of Web time entries. Reflects screen 61 in HRS.

The **Probationary Period** lists the number of new hire probationary days (calendar) for the position.

In the **Job Location** field, enter the regional location of the position.

In the **Appointment Percent** leave default as 100.00%.

**F10** to save.

Note: If it takes you to the **REGULATORY TAB** and it wants you to update the Position Group Code just remove the OC and Save. Then it should let you move on.

Go to **NBIPORG** to check to see what position numbers are under your Organization. Leave COA as X, add your Org# to the organization box then next block.

Position List By Organization NBIPORG 8.3 (PROD) (OSU)

COA: X Organization: 100102 Department of Wellness Query Date: 01-JAN-2016

Position	Title	Status	Begin Date	End Date	Type	Budget FTE	Job FTE	Annualized FTE
330715	Coor Eap Pgm	A	01-JUL-2015		S	1.0000	1.000	
330886	Dir Wellness	A	01-JUL-2015		S	1.0000	.000	
331141	Aso Dir Wellness	A	01-JUL-2015		S	1.0000	1.000	
331975	Aso Dir Wellness Pgm	A	01-JUL-2015		S	1.0000	1.000	
531084	Sr Mgr Bus Ops	A	01-JUL-2015		S	1.0000	1.000	
531206	Coor Outdoor Advent	A	01-JUL-2015		S	1.0000	1.000	
531216	Health Edu	A	01-JUL-2015		S	1.0000	1.000	
531478	Coor Nutrition	A	01-JUL-2015		S	1.0000	1.000	
534369	Comp Spclt I	A	01-JUL-2015		S	1.0000	1.000	
534383	Coor Fitness	A	01-JUL-2015		S	1.0000	1.000	
534737	Fitness Spclt	A	01-JUL-2015		S	1.0000	1.000	
535057	Ast Dir Emp Wellness	A	01-JUL-2015		S	1.0000	1.000	
535058	Ast Dir Facil	A	01-JUL-2015		S	1.0000	1.000	
535059	Ast Dir Ops	A	01-JUL-2015		S	1.0000	1.000	
535060	Ast Dir Recr Pgm	A	01-JUL-2015		S	1.0000	1.000	
535061	Ast Dir Fitness	A	01-JUL-2015		S	1.0000	1.000	
535206	Ast Dir Outdoor Adv	A	01-JUL-2015		S	1.0000	.000	
630982	Housekeeper I	A	01-JUL-2015		S	1.0000	1.000	
630984	Housekpr Ii	A	01-JUL-2015		S	1.0000	.000	
631336	Housekeeper I	A	01-JUL-2015		S	1.0000	1.000	