1. Log in to Banner.
2. Key **NBAJOBS** in the Go To box and press "Enter".
3. ID: Enter the Vid of the desired employee.
   a. If the Vid is not known, use the Search function (▼ - drop down arrow) on the right hand side of the ID field. See separate instructions for person searching on POIIDEN.

4. Click on the Position search function (▼ - drop down arrow).
   a. Click List of Employee’s Jobs (NBIJLST).
   b. Double click the desired position number to return to NBAJOBS form.
   c. Note the query date in the key block section of the form as this will affect which date and information will automatically be populated upon entering the form. Verify that the most correct salary information is displayed.

5. **Next Block**, (/PageUp or Ctrl/PgDn) to move to the General Job Tab.
   a. Displays an employee's basic job information such as, begin and end dates, Job Type, whether or not their job accrues leave, Civil Service, Probationary Data and Encumbering Data.
Click the **Job Detail Tab**

b. Displays the Effective Date, Personnel Date, Status, Title, Job FTE, Appointment Percent, Hours per Day, Employee Class, Employer Code, Pay Plan and Compensation.

c. The Compensation section displays an employee's Rate, Hours per Pay, Assign Salary, Factor, Pays, and Annual Salary.

d. To select a new effective date, click **Options > View Job Detail Effective Dates** on the menu bar.

6. Click the **Payroll Defaults Tab**

a. Displays the Effective Date, Timesheet Org defaults for this employee’s job.

7. Click the **Job Labor Distribution Tab**

a. Displays the job’s FOAPAL information.

b. This screen can have multiple effective dates. To view these dates, click on Options on the menu bar and select View Labor Distribution Effective Dates. A list of effective dates appears. Each date is a snapshot of a particular time period.

c. You cannot make retroactive changes to a JOB record after the last paid date. Any retroactive changes do not truly reflect the actual date of the change. This applies to the Labor Distribution tab and the entire JOB record.

8. Click **Rollback** (or **Shift/F7**) to enter a different Vid in the ID field

9. To exit the form, click **X** (or **Ctrl + Q**).