
NWABPAD USERS GUIDE

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Position Number – The position number of the employee is entered here or pulled in from the drop down box. The drop down box references NBQPOSN.

Position Definition Form NWABPAD 9.3.6.0 (GADEV2)

Position Number: *

Get Started: Complete the fields above and click Go. To search by name, press TA

1. POSITION DEFINITION FORM

- Position Status, Position Title, Type, Position Begin Date, Position End Date, and COA

These fields are display only. The data is pulled in automatically from NBAPOSN as a reference for the fields below.

Position Number: 000271

POSITION DEFINITION FORM

Position Status	Closed	Position Title	Professor	Type	Single
Position Begin Date	01-JUL-2004	Position End Date		COA	F

Appointment Period:

Appointment Type:

EHRA Type:

IRIT Code:

County: Cumberland

JCAT Code: Professor

JCAT Descriptor: (NONE) - default

Position Long Title:

Mandatory Status:

User Id: CBENDER

Activity Date: 10/04/2011

Mandatory Status:

Duty Station Nation:

Duty Station State or Province:

User Id:

Activity Date:

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• Appointment Period – Job Appointment Month(s) Per Year

Select one of the options from the drop-down box (1-12) that reflects the contract period for the employee i.e.

Faculty = 9, 10, 11, or 12 months

Adjunct Faculty = e.g.: 4 months

EHRA/SHRA Employees = 9, 10, 11, or 12 months

NOTE: Employees contributing to a retirement system must be assigned one of the 9-12 month periods in this field which the **ORBIT interface** feeds to the Retirement System.

Note: This field **may** feed to HR DataMart (HRDM) depending on your campus protocol.

• Appointment Type

Appointment Type: The term should be reflected on the Faculty Contract and/or on the Personnel Action Form used by the campus.

Select one of the options from the drop down box **ONLY IF EHRA fixed term faculty or SHRA Time Limited**. All others leave blank.

Note: Feeds to HRDM.

Position Number: 000271

POSITION DEFINITION FORM

Position Status: Closed

Position Begin Date: 01-JUL-2004

Appointment Period: []

Appointment Type: []

EHRA Type: F-Faculty

IRIT Code: []

County: 026 Cumberland

JCAT Code: 200000 Professor

JCAT Descriptor: X (NONE) - default

Position Long Title: []

Mandatory Status: []

User Id: CBENDER

Activity Date: 10/04/2011

Appointment Period

Drop Down Menu:

- 1 - 1 month
- 2 - 2 months
- 3 - 3 months
- 4 - 4 months
- 5 - 5 months
- 6 - 6 months
- 7 - 7 months
- 8 - 8 months
- 9 - 9 months
- 10 - 10 months
- 11 - 11 months
- 12 - 12 months

Appointment Type

Drop Down Menu:

- FXS - Fixed Term One Semester
- FX1 - Fixed Term One Year Appt
- FX2 - Fixed Term Two Year Appt
- FX3 - Fixed Term Three Year Appt
- FX4 - Fixed Term four Year Appt
- FX5 - Fixed Term five Year Appt
- TLPT - Time Limited

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- **EHRA Type**

EHRA Type: This field defines the position's EHRA type.

Note: Feeds to HRDM.

EHRA Type Drop Down

F-Faculty
A-SAAO Tier I
B-SAAO Tier II
L-Librarian (with or without rank)
R-Research (for historical reporting only)
N-Not Determined
P-Instructional, Research and Information Technology

- **IRIT Code**

IRIT Code: This field defines the position's Instructional, Research, and Information Technology code.

Note: Feeds to HRDM.

Code	Description	User_ID
01	Academic Advising & Assessment	SSAMGR
02	Academic Preparation & Enhancement	SSAMGR
03	Academic Standards	SSAMGR
04	Academic Research IT Management	SSAMGR
05	Athletics Coaching and Athletics Management	SSAMGR
06	Clinical Academic Dept Administrator(CADA) and Researc...	SSAMGR
07	Continuing Education	SSAMGR
08	Cooperative Education	SSAMGR
09	Counselors	SSAMGR
10	...	SSAMGR

Criteria

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- County Code

County Code: This field defines the county of NC that is the primary location for the institution.

Note: Feeds to HRDM.

The screenshot shows a window titled "Position County Code Validation (PWVCNTY)". It features a search bar labeled "Criteria" with a magnifying glass icon. Below the search bar is a table with three columns: "Code", "Description", and "User_ID". The table contains 10 rows of data, with the first row highlighted. At the bottom of the window, there is a pagination control showing "1 of 5" pages, "20" items per page, and "Record 1 of 100".

Code	Description	User_ID
002	Alexander	SSAMGR
003	Alleghany	SSAMGR
004	Anson	SSAMGR
005	Ashe	SSAMGR
006	Avery	SSAMGR
007	Beaufort	SSAMGR
008	Bertie	SSAMGR
009	Bladen	SSAMGR
010	Brunswick	SSAMGR
...

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- JCAT Code and JCAT Code Descriptor

JCAT Code: This field identifies the primary position of the job.

JCAT Code Descriptor: This field identifies the description of the primary position of the job.

Note: Feeds to HRDM.

- Position Long Title

Position Long Title: For reporting purposes, this field captures the unabbreviated title for EHRA jobs. Use of this field is optional but, if populated, feeds to HRDM.

JCAT Code Person Drop Down Menu:

JCAT Code	Person Description
100000	President
101000	Chancellor
102000	Executive Vice President
103000	Executive Vice Chancellor
106000	Chief Academic Affairs Officer / Provost
107000	Chief Business Officer
109000	Chief Athletics Administrator
111000	Chief Audit Officer
113000	Chief Development / Advancement Officer
115000	Chief Enrollment Services Officer
117000	Chief Extension / Engagement Officer
119000	Chief External Affairs Officer
121000	Chief Facilities Officer
123000	Chief Financial Services Officer
126000	Chief Health Affairs Officer
127000	Chief Human Resources Officer
129000	Chief Information / IT Officer
131000	Chief Institutional Planning Officer

JCAT Person Descriptor Drop Down Menu:

Pwjcds_Co...	Pwjcds_Desc
A	Adjunct
C	Clinical
D	Distinguished/Titled/Named
E	Emeritus
F	Interim/Acting
G	Interim - DO NOT USE 'G' but rather use 'F'
H	Hourly (meets FLSA professional exemption test, but is paid hourly)
J	Executive
K	Deputy
L	Associate
M	Assistant
N	Named - DO NOT USE 'N' but rather use 'D'
P	Of the Practice
Q	Extension
R	Research
S	Senior
T	Teaching
V	Visiting
X	(NONE) - default
Y	Phased Retiree
Z	Rehired Retiree

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• Mandatory Status

Mandatory Status: This field identifies if the job position has the following statuses:

- A, All – Emergency and Pandemic on Site
- E, Emergency
- H, Pandemic Mandatory Home
- N, Not Mandatory
- P, Pandemic Mandatory On Site

Policy References:

Adverse Weather and Emergency Event Policy

UNC System Pandemic and Communicable Disease Emergency (EHRA)

Communicable Disease Emergency (SHRA)

• Duty Station Nation

Duty Station Nation: This field identifies the current work nation of the position where an employee regularly performs his/her duties (Uses STVNATN to pull in possible values) The default value is US. This field cannot be null.

• Duty Station State or Province

Duty Station State or Province: This field identifies the current work state or province of the position where an employee regularly performs his/her duties (Uses STVSTAT to pull in possible values) The default value is NC (North Carolina). This field is null if Duty Station Nation is not US.

The screenshot displays the 'Position Definition Form NWABPAD 9.3.6.1 (GADEV1)'. The form includes the following fields and values:

- Position Number: 000001
- POSITION DEFINITION FORM (Section Header)
- Position Status: [Empty]
- Position Title: [Empty]
- Position Begin Date: [Empty]
- Position End Date: [Empty]
- Appointment Period: [Dropdown]
- Appointment Type: [Dropdown]
- EHRA Type: [Dropdown]
- IRIT Code: [Input] ...
- County: [Input] ...
- JCAT Code: [Input] ...
- JCAT Descriptor: [Input] ...
- Position Long Title: [Input]
- Mandatory Status: [Input] ...
- Duty Station Nation: 157 ...
- Duty Station State or Province: NC ...
- User Id: [Input]
- Activity Date: [Input]

