NWABPAD USERS GUIDE

Version #	4.0
Release Date	2/17/2022
Updated By	Tracie Jones

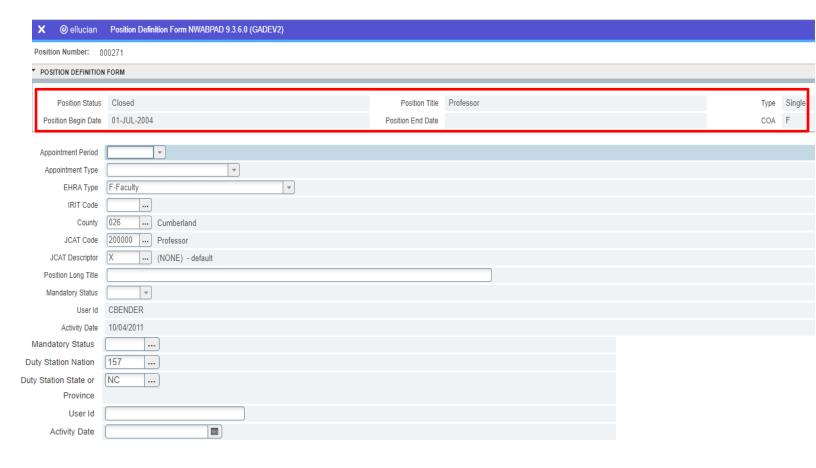# NWABPAD USERS GUIDE

Contents

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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.

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.

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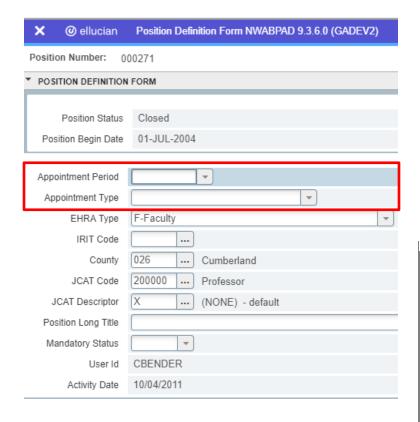
Note: This field **may** feed to HR DataMart (HRDM) depending on your campus protocol.

- ## 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.

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

✕ @ellucian Position Definition Form NWABPAD 9.3.6.0 (GADEV2)	

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 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

- ## EHRA Type

EHRA Type: This field defines the position's EHRA type.
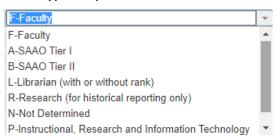
Note: Feeds to HRDM.

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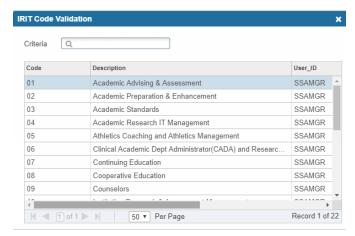
F-Faculty
F-Faculty
A-SAAO Tier I
B-SAAO Tier II
L-Librarian (with or without rank)
R-Research (for historical reporting only)
N-Not Determined
P-Instructional, Research and Information Technology

- ## IRIT Code

IRIT Code: This field defines the position's Instructional,

Research, and Information Technology code.

Note: Feeds to HRDM.

IRIT Code Validation

Criteria

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

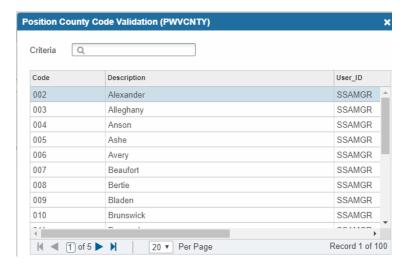1 of 1   50 ▼ Per Page   Record 1 of 22

- ## County Code

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

Note: Feeds to HRDM.
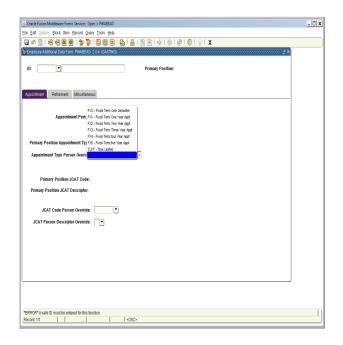
- ## JCAT Code and JCAT Code Descriptor

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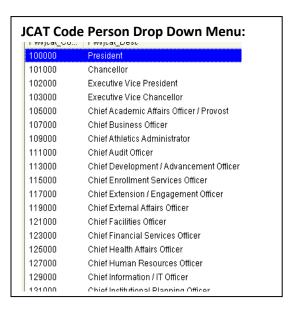
JCAT Code Descriptor: This field identifies the description of the primary position of the job.

> 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 filed is optional but, if populated, feeds to HRDM.

JCAT Code Person Drop Down Menu:

Pwwjcat_Co...	Pwwjcat_Desc
100000	President
101000	Chancellor
102000	Executive Vice President
103000	Executive Vice Chancellor
105000	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
125000	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:

Pwwjcds_Co...	Pwwjcds_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

- ## 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.

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- ## User ID

User ID: This field identifies the user who made the most recent change(s) on the form.

- ## Activity Date

Activity Date: This field identifies the activity date of the most recent change on the form.