

## HGAWJAUD Job Audit

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## **HGAWJAUD Job Audit**

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**Name of Report:** HGAWJAUD\_v2.fex

**Purpose of Report:** This report lists permanent employees with active jobs. Employees with RF e-class are also included. The report is for use by campus staff to identify incorrect Banner job-related entries. It can also be used by Classification staff to compare similar jobs for salary determination or to other classification purposes.

**Parameters:** Payroll Year, Payroll Period, Pay ID, and Report display format. (EXCL or PDF)

**Banner Tables/Views:** SPRIDEN, PEBEMPL, NBRBJOB, NBRJOBS, PWBBEAD, NBBPOSN, NWBBPAD, PWVIRPS, PTVESKL, PWVJCAT, NTRPCLS, NBREARN

### **HGAWJAUD, Job Audit, Overview**

This report lists permanent employees with active jobs. Employees with RF e-class are also included. The report is for use by campus staff to identify incorrect Banner job-related entries. It can also be used by Classification staff to compare similar jobs for salary determination or to other classification purposes.

This report contains a large volume of NBAJOBS-related data. It is not intended to read every row but includes many fields that can be compared to audit or evaluate the data. Use basic Excel features such as sort, filter, and pivot tables to identify incorrect data entry. CAUTION, before modifying incorrect data, determine impacts to employee or institution and coordinate changes within HR.

This report can also pull one employee by entering that employee's Banner ID in the report parameters.

### **Sample employee / job audits:**

1. Verify BCAT for part-time employees.  
Part-time permanent employees (.50-.749) should have BCAT of PM, *Part-Time (.5-.749) MN*. This prevents Banner assignment of the State Health Plan with employer contribution. PT employees (.50-.749) must pay both the employer and employee contribution for State Health Plan.
2. Verify BCAT for permanent full-time employees (.75-1.00 FTE).  
Full time employees should have a BCAT of EF, *TSERS/ORP Eligible* or SM, *TSERS Only Eligible*.
3. Verify LCAT for LE ecls.  
LE ecls should have an LCAT of L1 or L2. The L1 leave category is only for sworn law enforcement employees, employed at a UNC school at the time of conversion to EHRA, earning 17.33 hours of vacation leave at the time of conversion and continuously employed since that time. A sworn Law Enforcement Officer with an ecls of EN can also have an L1 or L2 LCAT.
4. Verify LCAT for <12-month appointments.
5. Verify Appointment Period for < 12-month appointments. The appointment period on NWABPAD (or on PWABEAD if overridden) should be < 12 months.

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6. Verify NBAJOBS Default Earnings and NBAJOBS hours per pay for < 12-month employee. For < 12-month employees default earning and hours per pay should be < 173.33.
7. Verify Longevity eligibility.  
All SHRA employees (ecls SN and SE) are longevity eligible. LE (EHRA) employees that are grandfathered are longevity eligible. LE employees that are not grandfathered must not have the longevity designation in NBAJOBS Premium Pay. The premium pay indicator is coded LNGP for longevity-eligible employees and is blank if the employee is not eligible for longevity.
8. Verify FLSA designation. Eclasses are grouped by FLSA designation and there should be no variation in FLSA designation within the ecls.

<i>Ecls</i>	<i>FLSA Designation</i>
E1,	Exempt
E2	Exempt
EN	Exempt
F1	Exempt
F2	Exempt
LE, Law Enforcement	Non-exempt
SE, SHRA Exempt	Exempt
SN	Non-exempt

9. Verify Assigned Leave Report by eclass.

<i>Ecls</i>	<i>FLSA Designation</i>
E1	MN
E2	MN
EN	MN
F1	MN
F2	MN
LE, Law Enforcement	L4
SE, SHRA Exempt	MN
SN	SB

## Classification Information

1. Use annualized salaries to compare salaries across employees working 12 months or < 12 months as well as by FTE. Annualized salary is determined by:

$$\text{NBAJOBS Salary} / (\text{Hours per pay} / 173.33)$$

Using this value assumes that hours per pay is adjusted from 173.33 for employees working < 12 months. This formula also depends on the Hours Per Pay being adjusted for <1.0 FTE.

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### Technical Details

Tables: SPRIDEN, PEBEMPL, NBRBJOB, NBRJOBS, PWBBEAD, NBBPOSN, NWBBPAD, PWVIRPS, PTVESKL, PWVJCAT, NTRPCLS, NBREARN

PEAEMPL status: Not terminated. NBAJOBS Job Type (contract type): Primary (not terminated)

Permanent Employee Eclasses: E1, E2, EN, F2, F1, LE, SE, SN,

Other Eclass: RF

Fields:

A. Banner ID	
B. Name: Last Name, First Name	
C. Position Number	
D. ECLS (Employee)	PEBEMPL_ECLS_CODE
E. ECLS (Jobs):	NBRJOBS_ECLS_CODE
F. Benefit Category (PEAEMPL):	PEBEMPL_BCAT_CODE
G. Leave Category (PEAEMPL):	PEBEMPL_LCAT_CODE
H. Leave Report (JOBS):	NBRJOBS_PICT_CODE_LEAV_RPT
I. Longevity Eligible (JOBS):	If NBRJOBS_PCAT_CODE=LNGP then 'Yes' else 'No'
J. FLSA (POSN):	If NBBPOSN_EXEMPT_IND = Y then "Exempt" else "Non-Exempt"
K. Current hire date:	PEBEMPL_CURRENT_HIRE_DATE
L. Adjusted service date:	PEBEMPL_ADJ_SERVICE_DATE
M. Benefits Term Date	PWBBEAD_TERM_DATE
N. Benefits Term Reason	PWBBEAD_TREA_CODE
O. Jobs End Date	NBRBJOB_END_DATE
P. Appointment period (BPAD/BEAD):	NWBBPAD_APPT_PERIOD OR PWBBEAD_APPT_PERIOD if not null
Q. Hours Per Pay (JOBS):	NBRJOBS_HRS_PAY
R. Default Earnings Hours (JOBS):	NBREARN_HRS (max date)
S. FTE (JOBS):	NBRJOBS_FTE
T. Salary:	NBRJOBS_ANN_SALARY
U. Working title (JOBS):	NBRJOBS_DESC
V. Position Class Code (POSN):	NBBPOSN_PCLS_CODE
W. Position Title (POSN):	NBBPOSN_TITLE
X. Classification Description (NTRPCLS):	NTRPCLS_DESC
Y. Salary Group (JOBS):	NBRJOBS_SGRP_CODE
Z. Salary Table (JOBS):	NBRJOBS_SAL_TABLE
AA. Salary Grade (JOBS):	NBRJOBS_SAL_GRADE
BB. Range Midpoint (NTRSALA):	NBBPOSN_SALARY_MIDPOINT
CC. Annualized Salary:	Annualized salary=[salary] / ([Hours per pay]/173.33)
DD. Compa-ratio:	Annualized Salary/NBBPOSN_SALARY_MIDPOINT
EE. JCAT Code (BPAD/BEAD):	NWBBPAD_JCAT_CODE OR PWBBEAD_JCAT_CODE if not null
FF. JCAT Description:	PWVJCAT_Description (displays on NWABPAD) OR PWBBEAD if not null
GG. CUPA 1 (POSN):	NBBPOSN_DOTT_CODE (campus will have CUPA code as either DOTT_CODE or PNOC CODE)

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HH. CUPA 2 Description (POSN):	NBBPOSN PNOC CODE (campus will have CUPA code as either
DOTT_CODE or PNOC CODE)	
II. IRIT Description (BPAD):	NWBBPAD_IRPS_CODE
JJ. EHRA Type (BPAD)	NWBBPAD_FTyp_CODE
KK. EEO Skill Code (NTRPCLS):	NTRPCLS_ESKL_CODE
LL. EEO Skill Code Description:	PTVESKL_Description