

HGAWTAUD Job Audit

JobAid #	2	
Version #	2	
Release Date	3/12/24	
Created By	Tracie B. Jones	
High Level Business Objective	This report lists temporary employees with active jobs. The report is for use by campus staff to identify incorrect Banner job-related entries.	
Revision Release Date	Brief Description of Revision(s)	Updated By
4/30/2024	Original Report	TBJ
3/12/2025	For multiple jobs, all data was moved down to next row for ease of use.	TBJ

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Name of Report: HGAWTAUD_v2.fex

Purpose of Report: This report lists temporary employees with active jobs. The report is for use by campus staff to identify incorrect Banner job-related entries.

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

HGAWTAUD, Temporary EE Job Audit, Overview

This report lists temporary employees (eclass = 'FA','GR','SH','SS','TS','UF','UG','WS') with active jobs. The report is for use by campus staff to identify incorrect Banner job-related entries.

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 temporary employees.
Temporary employees should have a BCAT of IN, MB or XA.
2. Verify Assigned Leave Report by eclass. All should be MN or BW.

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, Secondary, Overload (not terminated)

Temporary Employee Eclasses: FA, GR, SH, SS, TS, UF, UG, WS

Fields:

- | | |
|--------------------------------|-------------------|
| A. Banner ID | |
| B. Name: Last Name, First Name | |
| C. Position Number | |
| D. Position Suffix | |
| E. ECLS (Position) | NBBPOSN_ECLS_CODE |
| F. ECLS (Jobs): | NBRJOBS_ECLS_CODE |

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G. ECLS (Employee)	PEBEMPL_ECLS_CODE
H. Benefit Category (PEAEMPL):	PEBEMPL_BCAT_CODE
I. Leave Category (PEAEMPL):	PEBEMPL_LCAT_CODE
J. Leave Report (JOBS):	NBRJOBS_PICT_CODE_LEAV_RPT
K. FLSA (POSN):	If NBBPOSN_EXEMPT_IND = Y then "Exempt" else "Non-Exempt"
L. Current hire date:	PEBEMPL_CURRENT_HIRE_DATE
M. Adjusted service date:	PEBEMPL_ADJ_SERVICE_DATE
N. Jobs End Date	NBRBJOB_END_DATE
O. Appointment period (BPAD/BEAD):	NWBBPAD_APPT_PERIOD OR PWBBEAD_APPT_PERIOD if not null
P. Hours Per Pay (JOBS):	NBRJOBS_HRS_PAY
Q. Default Earnings Hours (JOBS):	NBREARN_HRS (max date)
R. FTE (JOBS):	NBRJOBS_FTE
S. Salary:	NBRJOBS_ANN_SALARY
T. Working title (JOBS):	NBRJOBS_DESC
U. Position Class Code (POSN):	NBBPOSN_PCLS_CODE
V. Position Title (POSN):	NBBPOSN_TITLE
W. Classification Description (NTRPCLS):	NTRPCLS_DESC
X. Salary Group (JOBS):	NBRJOBS_SGRP_CODE
Y. Salary Table (JOBS):	NBRJOBS_SAL_TABLE
Z. Salary Grade (JOBS):	NBRJOBS_SAL_GRADE
AA. JCAT Code (BPAD/BEAD):	NWBBPAD_JCAT_CODE OR PWBBEAD_JCAT_CODE if not null
AB. JCAT Description:	PWVJCAT_Description (displays on NWABPAD) OR PWBBEAD if not null
AC. CUPA 1 (POSN):	NBBPOSN_DOTT_CODE (campus will have CUPA code as either DOTT_CODE or PNOC CODE)
AD. CUPA 2 Description (POSN):	NBBPOSN PNOC CODE (campus will have CUPA code as either DOTT_CODE or PNOC CODE)
AE. IRIT Description (BPAD):	NWBBPAD_IRPS_CODE
AF. EHRA Type (BPAD)	NWBBPAD_FTyp_CODE
AG. EEO Skill Code (NTRPCLS):	NTRPCLS_ESKL_CODE
AH. EEO Skill Code Description:	PTVESKL_Description