# **HR Budget Training**

Budget Office



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### **Budget Office** HR Forms List

NBAPOSN- Position Definition- Indicates the position title, employee class, salary grade, and position they report to

NBAPBUD Position Budget – Indicates if a position is single or pool/group position, budget for the position, and the index(es) where the salary and benefits will be expensed

**NBIPINC- Position Incumbent List** - List the employees that have been in the position based on the **query date**, status active or terminated

NBIPORG Position List by Organization - List of all positions tied to the specific org code, may include multiple indexes

NHIDIST Labor Distribution Data Inquiry – Reports all the encumbrances, expenditures based on the criteria entered

NHIEDST Employee Distribution Inquiry Reports all the expenditures for an employee based on the date selected





	× Pos	ition Definit	tion NBAPOSN 9	9.3.8 (PROD)			🔒 ADD			
	osition Nun	nber: 1010	10							
	Position	Comments	Regulatory							
	POSITION D	EFINITION								
	Positio	on Status	Active		Туре	Single			COA M	
	Position Be	egin Date	07/01/2005		Position End Date					
	COMPENSA	TION AND C		4						
	rch (CTRL+SH	HIFT+Y) *	23200	Associate Professor			Bargaining Unit			
	Posi	tion Title	Associate Pro	fessor	Indicates pos	sition	Job Location			
	Employ	ee Class *	F9	9/10 Month Faculty	title, e-class,		Appointment *	100.00	– Indicates ful	11
							Percent		or part time	
	Job Pro	gression		)	position repo	orts to	Budget Type *	Permanent	-	
	Sala	ry Group *	2018	Faculty				Exempt Indicator		
	Sala	ary Table *	FA	)				Accrue Seniority		
	Sala	ry Grade *	01.0	)			Range Low	1.00		
DDLE	Sal	lary Step	0	)			Range Midpoint	125,000.00		
NESSEE	Re	eports To	101005	Chairperson			Range High	250,000.00		1
NESSEE	Work §	Schedule		)			Step Value			
UNIVERSITY.	Probationar	v Period								

true

## Budget Office HR Forms- NBAPBUD

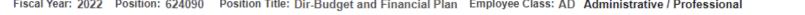
Fiscal Year: 2023 Position: 106090 Position Title: Outreach Coordinator Employee Class: AD Administrative / Professional	Start Over
Position Budget Salary Budgets Fringe Benefit Premium Earnings Totals Labor Distributions Comments	ber and fiscal year
POSITION BUDGET	🚦 Insert 🗧 Delete 📲 Copy 🏾 🏹 Filter
Status	
Status* Active Active position COA M	
Type Single O Pooled Budget Profile	***
Position Effective Dates Indicates single or Grant positions	
Begin Date * 04/14/2022 group position have end dates	
Budget Roll Rules	
Salary * Current Budget   Premium Earnings * Not Applicable	
Budget Authorization	
Authorized By	

×





Fiscal Year: 2022 P	Position: 624090	Position Title: D	ir-Budget and Fir	nancial Plan Employ	ee Class: AD	Administrative / Pro	fessional					Start C	Over
Position Budget	Salary Budgets	Fringe Benefit	Premium Earning	s Totals Labor Distr	ibutions	Comments							
LABOR DISTRIBUTIO	ONS									🕇 Insert	Delete	🖷 Сору	👻 Filte
Fiscal Year													
Fiscal Year	r 2022			Organization	20100			F	TE 1				
Status	Approved			Budget ID	FY2022			Date Creat	ted 10/11/20	21			
COA	M			Phase	LBR22			Salary Gro	oup 2018				
Salary													
Budgeted Amount	t 88,167.	.00				Expended Amount	73,	470.79					
Encumbered	14,694	.16				Remaining Amount		2.05					
Amount													
	s number v	where sa	lary and b	enefits will	be cha	rged			Settings	🗄 Insert	Delete	🌆 Сору	👻 Filt
lew 🚽 🔺 Index	Eund	Orgn	Account	Program	Activity	Location	Project	Cost	Salary Budget	*	Percent *	То	Be Poste
262400	110001	20100	61610	450	111111					88,167.00	1	00.00	
								Totals		88,167.00	1	00.00	







× Position List E	By Organization N	BIPORG 9.3.3 (PI	ROD)				🔒 ADD 斗 F	RETRIEVE 🖧 RELATED 🔅 TOOLS	
COA: M Organization: 20100 Budget and Fin Planning Office Query Date: 07/07/2022 Start Over									
POSITION LIST BY ORGANIZATION									
Position *	Title	Status	Begin Date	End Date	Туре	Budget FTE	Job FTE	Annualized FTE	
624090	Dir-Budge	Α	07/01/2005 Sin	gle position 🛛 🔶	S	1.0000	1.000	1.0000	
624100	Asst Dir-B	Α	07/01/2005		S	1.0000	1.000	1.0000	
624730	Extra Com	Α	07/01/2005 Group/pc	oled position	Р	99.9900	0.000		
624830	Temp-Bud	Α	06/30/2006		Ρ	999.9900	0.000		
624880	Student H	Α	06/30/2006		Р	999.9900	0.000		
624945	Graduate	Α	07/01/2005		Р	999.9900	0.000		
G14880	Student_R	Α	02/15/2016		Р	999.9900	0.000		
	10 🗸	Per Page						Record 1 of 7	

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### Budget Office HR Forms NBIPINC

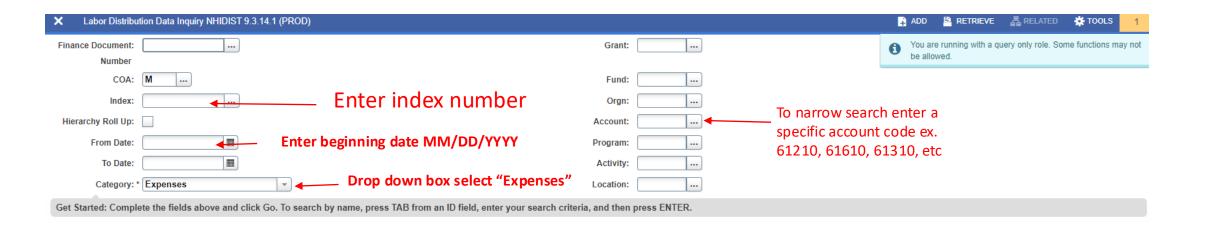
osition Number: 101880	Query Date: 06/29/2022 Status: A Title: Student-	Aerospace Budget FTE: 99.99 Filled FT	E: 18.00 Posit	ion Begin Date and End Date: 07/01/2005		Start Over
POSITION INCUMBENT LIS	ST				<b>\$</b> 5	Settings 🖬 Insert 🗖 Delete 🍢 Copy 🏹
)	Name	Active	Suff	Status	FTE Begin Date	End Date
101393487	Albritton, Dawson C	Active	00	A	1.00 06/06/2022	
01289410	Alonso, Steven U		00	Т	1.00 02/06/2018	05/15/2018
01292983	Anyane, Kwame J		00	Т	1.00 11/11/2016	05/15/2018
00353606	Bahadoran, Amir J	Terminated	00	Т	1.00 03/15/2008	07/15/2010
01272491	Bahiru, Dagemawi	renniacea	00	Т	1.00 11/18/2019	05/16/2020
00306541	Baker, Cyle D		00	Т	1.00 08/27/2008	05/30/2010
01183038	Baker, Justin L		00	Т	1.00 07/12/2016	01/19/2018
01377090	Barber, Phoebe E		00	Т	1.00 03/12/2018	08/05/2019
00483975	Bass, Michael D		00	Т	1.00 05/13/2013	05/16/2014
01349049	Bauknecht, Barton C		00	Т	1.00 10/17/2016	05/15/2017
01015661	Bearden, Christopher R		00	Т	1.00 11/02/2015	09/17/2018
01448369	Bell, Chelsea J		00	Т	1.00 08/14/2019	09/17/2019
01009963	Billen, Bailey R		00	Т	1.00 07/01/2007	09/30/2008
01009963	Billen, Bailey R		01	Т	1.00 08/01/2007	09/30/2008
00022772	Bivens, James B		00	Т	1.00 09/06/2011	05/16/2012
01072923	Blake, Kristelle A		00	Т	1.00 03/17/2014	03/14/2016
01385583	Blankenship, Nancy E		00	Α	1.00 02/12/2020	
01428776	Boggess, Samuel M		00	Α	1.00 02/24/2020	
01098826	Bornhoft, Brett J		00	Т	1.00 05/04/2011	09/15/2011
01350707	Bradley, Haley C		00	Т	1.00 09/20/2017	07/14/2021
				FTE Tota	18.00	



NBIPINC lists the individuals that have been in position as of the query date. Reports the begin date and the end date for the position if an end date has been established



### Budget Office HR Forms NHIDIST



If you don't enter a beginning date or ending date you may receive a large amount of data. In order to see the payroll for a month, example June, be sure to enter 06/01/2022 "From Date" field and 06/30/2022 in the "To Date" field to see June's payroll expenditures





#### Budget Office HR Forms NHIEDST

Employee Distribution Inquiry NHIEDST 9.3.10 (PROD)			🔒 ADD	RETRIEVE	뤕 RELATED	🔆 TOOLS
ID: M00022029 Ms Jennife	r Maria Coppinger Home Organization:	M 20100				Go
		Budget and Fin Planning Office				
Grant:	Category:	Payroll Expenses				
Toggle Menu rom Date: * 07/01/2021	To Date:	*				
Get Started: Complete the fields above and click Go. To search b	y name, press TAB from an ID f <del>ield,</del> enter you	r search criteria, and then press ENTER.				
Must enter From Date an	d To Date before going dov	vn into the				
	all salary and benefits for					
	an sulary and benefits for					
period selected						

This form will show all earnings for the employee, summer school, extra comp, overtime etc. during the time period entered



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#### Budget Office HR Forms NBIEDST

Do you have any questions?

Jennifer Coppinger Director Budget and Financial Planning (615)898-5377 or Susan England Assistant Director Budget and Financial Planning (615)898-5791



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