

HR Budget Training

Budget Office



**MIDDLE
TENNESSEE**
STATE UNIVERSITY.

I AM *true* **BLUE**

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

Position Definition NBAPOSN 9.3.8 (PROD) ADD

Position Number: 101010

Position | Comments | Regulatory

POSITION DEFINITION

| | | | | | |
|---------------------|------------|-------------------|--------|-----|---|
| Position Status | Active | Type | Single | COA | M |
| Position Begin Date | 07/01/2005 | Position End Date | | | |

COMPENSATION AND CLASSIFICATION

| | | | | |
|-------------------------|---------------------|---------------------|--|------------|
| Search (CTRL+SHIFT+Y) * | 23200 | Associate Professor | Bargaining Unit | |
| Position Title | Associate Professor | | Job Location | |
| Employee Class * | F9 | 9/10 Month Faculty | Appointment * Percent | 100.00 |
| Job Progression | | | Budget Type * | Permanent |
| Salary Group * | 2018 | Faculty | <input checked="" type="checkbox"/> Exempt Indicator | |
| Salary Table * | FA | | <input type="checkbox"/> Accrue Seniority | |
| Salary Grade * | 01.0 | | Range Low | 1.00 |
| Salary Step | 0 | | Range Midpoint | 125,000.00 |
| Reports To | 101005 | Chairperson | Range High | 250,000.00 |
| Work Schedule | | | Step Value | |
| Probationary Period | | | | |

Indicates position title, e-class, who the position reports to

Indicates full time or part time

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

POSITION BUDGET Insert Delete Copy Filter

Status

Status * Active position

Type Single Pooled Indicates single or group position

COA

Budget Profile

Position Effective Dates

Begin Date *

End Date Grant positions have end dates

Budget Roll Rules

Salary *

Premium Earnings *

Budget Authorization

Authorized By

Budget Office

HR Forms NBAPBUD

Fiscal Year: 2022 Position: 624090 Position Title: Dir-Budget and Financial Plan Employee Class: AD Administrative / Professional

Start Over

Position Budget | Salary Budgets | Fringe Benefit | Premium Earnings Totals | **Labor Distributions** | Comments

LABOR DISTRIBUTIONS + Insert - Delete Copy Filter

| | | | | | |
|--------------------|----------|---------------------|--------|--------------|------------|
| Fiscal Year | | Organization | | FTE | |
| Fiscal Year | 2022 | Organization | 20100 | FTE | 1 |
| Status | Approved | Budget ID | FY2022 | Date Created | 10/11/2021 |
| COA | M | Phase | LBR22 | Salary Group | 2018 |

| | | | |
|-------------------|-----------|------------------------|-----------|
| Salary | | Expended Amount | |
| Budgeted Amount | 88,167.00 | Expended Amount | 73,470.79 |
| Encumbered Amount | 14,694.16 | Remaining Amount | 2.05 |

LABOR DISTRIBUTIONS Settings + Insert - Delete Copy Filter

| New | Index | Fund | Orgn | Account | Program | Activity | Location | Project | Cost | Salary Budget * | Percent * | To Be Posted |
|--------------------------|--------|--------|-------|---------|---------|----------|----------|---------|------|-----------------|-----------|--------------|
| <input type="checkbox"/> | 262400 | 110001 | 20100 | 61610 | 450 | 111111 | | | | 88,167.00 | 100.00 | |
| Totals | | | | | | | | | | 88,167.00 | 100.00 | |

Index number where salary and benefits will be charged

Budget Office

HR Forms NBIPORG

Position List By Organization NBIPORG 9.3.3 (PROD)

ADD RETRIEVE RELATED TOOLS

COA: M Organization: 20100 Budget and Fin Planning Office Query Date: 07/07/2022

Start Over

POSITION LIST BY ORGANIZATION

Settings Insert Delete Copy Filter

| Position * | Title | Status | Begin Date | End Date | Type | Budget FTE | Job FTE | Annualized FTE |
|------------|---------------|--------|------------|----------|------|------------|---------|----------------|
| 624090 | Dir-Budge... | A | 07/01/2005 | | S | 1.0000 | 1.000 | 1.0000 |
| 624100 | Asst Dir-B... | A | 07/01/2005 | | S | 1.0000 | 1.000 | 1.0000 |
| 624730 | Extra Com... | A | 07/01/2005 | | P | 99.9900 | 0.000 | |
| 624830 | Temp-Bud... | A | 06/30/2006 | | P | 999.9900 | 0.000 | |
| 624880 | Student H... | A | 06/30/2006 | | P | 999.9900 | 0.000 | |
| 624945 | Graduate ... | A | 07/01/2005 | | P | 999.9900 | 0.000 | |
| G14880 | Student_R... | A | 02/15/2016 | | P | 999.9900 | 0.000 | |

Single position →

Group/pooled position →

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Budget Office

HR Forms NBIPINC

Position Incumbent List NBIPINC 9.3.3 (PROD)

Position Number: 101880 Query Date: 06/29/2022 Status: A Title: Student- Aerospace Budget FTE: 99.99 Filled FTE: 18.00 Position Begin Date and End Date: 07/01/2005

Start Over

Settings Insert Delete Copy Filter

| ID | Name | Suff | Status | FTE | Begin Date | End Date |
|-----------|------------------------|------|--------|-------|------------|------------|
| M01393487 | Albritton, Dawson C | 00 | A | 1.00 | 06/06/2022 | |
| M01289410 | Alonso, Steven U | 00 | T | 1.00 | 02/06/2018 | 05/15/2018 |
| M01292983 | Anyane, Kwame J | 00 | T | 1.00 | 11/11/2016 | 05/15/2018 |
| M00353606 | Bahadoran, Amir J | 00 | T | 1.00 | 03/15/2008 | 07/15/2010 |
| M01272491 | Bahiru, Dagemawi | 00 | T | 1.00 | 11/18/2019 | 05/16/2020 |
| M00306541 | Baker, Cyle D | 00 | T | 1.00 | 08/27/2008 | 05/30/2010 |
| M01183038 | Baker, Justin L | 00 | T | 1.00 | 07/12/2016 | 01/19/2018 |
| M01377090 | Barber, Phoebe E | 00 | T | 1.00 | 03/12/2018 | 08/05/2019 |
| M00483975 | Bass, Michael D | 00 | T | 1.00 | 05/13/2013 | 05/16/2014 |
| M01349049 | Bauknecht, Barton C | 00 | T | 1.00 | 10/17/2016 | 05/15/2017 |
| M01015661 | Bearden, Christopher R | 00 | T | 1.00 | 11/02/2015 | 09/17/2018 |
| M01448369 | Bell, Chelsea J | 00 | T | 1.00 | 08/14/2019 | 09/17/2019 |
| M01009963 | Billen, Bailey R | 00 | T | 1.00 | 07/01/2007 | 09/30/2008 |
| M01009963 | Billen, Bailey R | 01 | T | 1.00 | 08/01/2007 | 09/30/2008 |
| M00022772 | Bivens, James B | 00 | T | 1.00 | 09/06/2011 | 05/16/2012 |
| M01072923 | Blake, Kristelle A | 00 | T | 1.00 | 03/17/2014 | 03/14/2016 |
| M01385583 | Blankenship, Nancy E | 00 | A | 1.00 | 02/12/2020 | |
| M01428776 | Boggess, Samuel M | 00 | A | 1.00 | 02/24/2020 | |
| M01098826 | Bornhoft, Brett J | 00 | T | 1.00 | 05/04/2011 | 09/15/2011 |
| M01350707 | Bradley, Haley C | 00 | T | 1.00 | 09/20/2017 | 07/14/2021 |
| FTE Total | | | | 18.00 | | |

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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

✕ Labor Distribution Data Inquiry NHIDIST 9.3.14.1 (PROD) ADD RETRIEVE RELATED TOOLS 1

Finance Document: ...

Number

COA: ...

Index: ... **Enter index number**

Hierarchy Roll Up:

From Date: ... **Enter beginning date MM/DD/YYYY**

To Date: ...

Category: * ... **Drop down box select "Expenses"**

Grant: ...

Fund: ...

Orgn: ...

Account: ... **To narrow search enter a specific account code ex. 61210, 61610, 61310, etc**

Program: ...

Activity: ...

Location: ...

You are running with a query only role. Some functions may not be allowed.

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

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 RELATED TOOLS

ID: ... Ms Jennifer Maria Coppinger Home Organization: *M* 20100 Go

Grant: ... Budget and Fin Planning Office

Category: ▾

Toggle Menu From Date: * To Date: *

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Must enter From Date and To Date before going down into the form. The form will show all salary and benefits for the time period selected

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

Budget Office

HR Forms NBIEDST

Do you have any questions?

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or

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