



Human Resources Report

HR-EMP-325-Employee Job History Summary-Data Reference Sheet

Purpose: Summary level report provides a detail listing of all filled Regular, Temporary, Student and Graduate Student positions grouped by Home Organization within Summary Organization. Drill down feature at employee level provides Banner job history data for the all positions held.

Example for Report Use:

- Use this report to view job detail attributes for all jobs of an employee.
- Use to lookup information needed to complete HR transactions such as PAF's and Ehire.

Reference: This report provides information similar to that provided by the Banner Forms shown below.

Banner INB – Form Name
NBIJLST or NBAJOBS

Updated Frequency: Nightly.

Report Data Results

Summary Org: The owning Summary Organization (as defined by NMSU Business Rules) of the position. Summary Organizations do not necessary represent the official organization hierarchy but rather how organizations are commonly reported for both internal and external reporting.

Home Org: The Home Organization is known as the hiring organization. This is the department of the employee primary position.

Name: The name of the employee


ID: The Banner Id of the employee


Employee Status: Indicates if the employee is Active or has been terminated from NMSU

Empl. Type: The primary status of the employee is either Regular or Temporary

Empl Group: Established groups are Faculty, Staff, Student or Unpaid

Exempt Ind: Indicator for the position as Exempt (salaried) or Non-Exempt (hourly).





FT/PT Status: Full-time or Part-time. Full-time is 1.0 FTE, Part-time is any FTE less than 1.0

Posn Title: Title is the description for the position.

Org Hire Date: Date the employee was first hired at NMSU in any type of position.

Adjusted Service Date: Date of continuous regular employment. Has no meaning if temporary employee.

Rank: Faculty Rank

Tenure: Faculty Tenure status

Email: Official communication email address

Job Detail Summary

Position & Suffix: Position number and position suffix is a unique identifier.

Posn Title: Title is the description for the position.

Pay Code: Payroll identification code associated with the position. Indicates if the position is being paid on a current pay period basis (SC) or on a two-week lag pay period basis (SL). Typically regular exempt positions are paid on Pay Code SC and regular non-exempt position and all temporary positions are paid on Pay Code SL.

FTE: Full Time Equivalency assigned to the position. Full-time is represented as 1.0.

Sal Ind: Indicates whether the position paid on an **H**ourly or **S**alaried basis.

Wage/Rate: Represents the hourly rate for the position if non-exempt and the annual salary for exempt positions.


Posn Type: Indicates if the position is **P**rimary, **S**econdary or **O**verload.


Status: Current status of the job and indicates if Active, Terminated or on Leave status.

Class: Employee classification for the position also known as Employee Class or ECLS.

Group: Position type defined by NMSU HR Business Rules. Value is derived from the employee class code of the position. Employee groups are Faculty, Staff, Graduate, Student and Unpaid (affiliated or retiree).

Type: Indicates where the job is regular or temporary.





Location:	The organization code that the position belongs; also known as hiring organization code.
Posn Location Desc:	The description of the organization that the position belongs; also known as the hiring organization or department.
Pays:	Default number of pays per calendar year.
Posn Begin Date:	Date the employee started working in position.
Posn End Date:	Date the employee terminated from the position.
Years of Regular Service:	Number of years of continuous regular service.
Seniority Classification Date:	Date of the employee's seniority in their current job classification (title). Reported and used for non-exempt employees only.
Union Code:	Collective Bargaining Union code. Indicates if position is represented by a Collective Bargaining Union. U1 indicates the non-exempt position is represented. Non-exempt positions excluded from representation are CO = Confidential, OS = Out of State, PO = Police Officer, PR = Probationary, SU = Supervisory. Exempt positions are not represented and have a Blank code.