

What position to use?

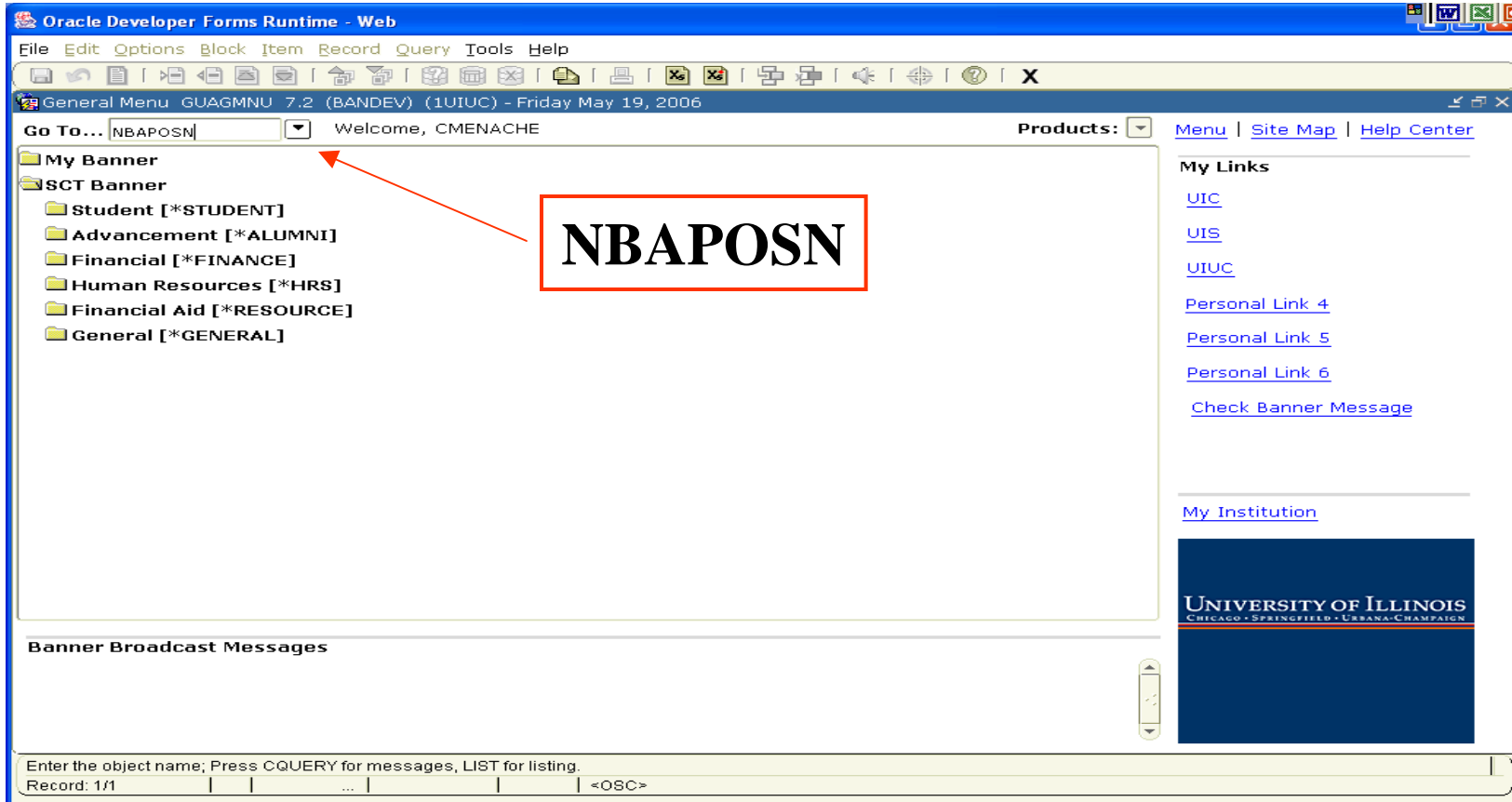
Determine whether you have a position you can use for your new hire

- Search for positions in your Unit
- Search for positions by E-class or P-class in your Unit
- Search for incumbents in your position

Steps to help you determine if you have an existing Position:

1. Go to NBAPOSN by entering NBAPOSN on the General Menu and hit enter
2. Click the drop down arrow next to the Position Number field (positions for entire University will display)
3. Click the Enter Query icon, or hit F7 on your keyboard
4. Tab to or click on COA and enter Chart of Accounts, then enter your Organization Code
5. Tab to or click on Employee Class and enter E-class code, or tab to or click on Position Class and enter P-class code
6. Execute Query by clicking on the Execute Query icon or hit F8 on your keyboard
7. If the query returns a record that displays as your position, you may double-click on that position number and the completed NBAPOSN form will display

How to Search for existing positions in your Unit



How to get started?

- Type in the position form name NBAPOSN
- Press Enter key

NBQPOSN-Position List

You will see a list of all positions in the University

The screenshot shows a web browser window titled "Oracle Developer Forms Runtime - Web: Open > NBAPOSN - NBQPOSN". The browser address bar shows "Position List NBQPOSN 7.2 (BANDEV) (1UIUC)". The main content area displays a table with the following columns: Position, Title, Employee Class, COA, Budget Orgn, Description, Begin Date, End Date, Position Class, Status, and Type. The table contains 17 rows of data, with the first row (000135) highlighted in blue.

Position	Title	Employee Class	COA	Budget Orgn	Description	Begin Date	End Date	Position Class	Status	Type
000135	LUMP	LP	2	217000	Inst. for Math & Science Educ	30-JAN-2006		LUMP	A	P
000136	COORD RSSPT PJCOR VISTN	HA	2	653000	Ctr for Rsch On Women & Gend	01-OCT-2005		RAPCF	A	S
000137	Graduate Hourly	HA	2	316000	History	10-OCT-2005		CFSAA	A	S
000138	RES ASST PROF	AA	2	245000	Community Health Sciences	16-SEP-2005		BACGA	A	S
000139	RES ASST PROF	AA	2	245000	Community Health Sciences	16-SEP-2005		BACGA	A	S
000140	XH GEN SERVS (LU)	EH	1	371000	Center for Teaching Excellence	19-AUG-2005		50501	A	P
000141	Program Manager	TR	1	912006	Prof Conf-Onderdonk	14-NOV-2005		SAAAA	A	S
000142	OTHAC 12MO ACPRO	AL	2	841000	Anthropology	08-AUG-2005		BCBAA	A	S
000143	LUMP	LP	2	827000	Physical Therapy	01-MAR-2005		LUMP	A	P
000144	LECTURER	AL	1	413001	Chemistry Admin	26-APR-2005		BCEAA	A	S
000145	CLIN INSTR	UA	2	827000	Physical Therapy	19-APR-2005		BCDFD	A	S
000146	Post-doc	PA	1	655005	DOE	05-APR-2005		BCKGA	A	S
000147	DO NOT USE	EH	9	407000	Human Resources - UIC	25-APR-2005		99915	A	P
000148	LUMP	LP	2			01-JAN-2005	29-JUN-2005	LUMP	C	P
000149	LUMP	LP	2			01-JAN-2005		LUMP	A	P
000150	COORD CMHSV ACCSV	HA	2	207013	Recreation Fitness Services	27-JAN-2005		RAAAA	A	S
000151	VIS RES SCHOLAR	BB	1	707003	Inst of Aviatn-Grant	14-APR-2005		BEFGF	A	S
000152	SPEC	BA	9	834000	Vice Pres for Administration	03-JAN-2005		SAAAA	A	S
000153	LUMP	LP	9	834000	Vice Pres for Administration	16-NOV-2004		LUMP	A	P
000154	Grad Teach Asst	GA	1			01-JAN-2005		CASHA	C	S
000155	OTHAC <9MO INSTR CLNCL	AF	2	557000	Reg Nursing Program: Quad Cit	16-AUG-2004		BDDFA	A	S
000156	GRAD RES ASST	GA	1	239012	CRHC	02-SEP-2004		CASGA	A	S
000157	OTHAC 9MO LCTUR VISTN	AA	2	734000	Political Science	29-SEP-2004		BAEAF	A	S

Position Number: Record: 1/?

Position numbers that begin with “C” followed by 5 digits are positions that are assigned to Chicago campus;
 Position numbers that begin with “S” followed by 5 digits are positions that are assigned to the Springfield campus;
Position numbers that begin with “U” followed by 5 digits are positions that are assigned to the Urbana campus.

NBQPOSN-Position List Query results

Oracle Developer Forms Runtime - Web: Open > NBAPOSN - NBQPOSN

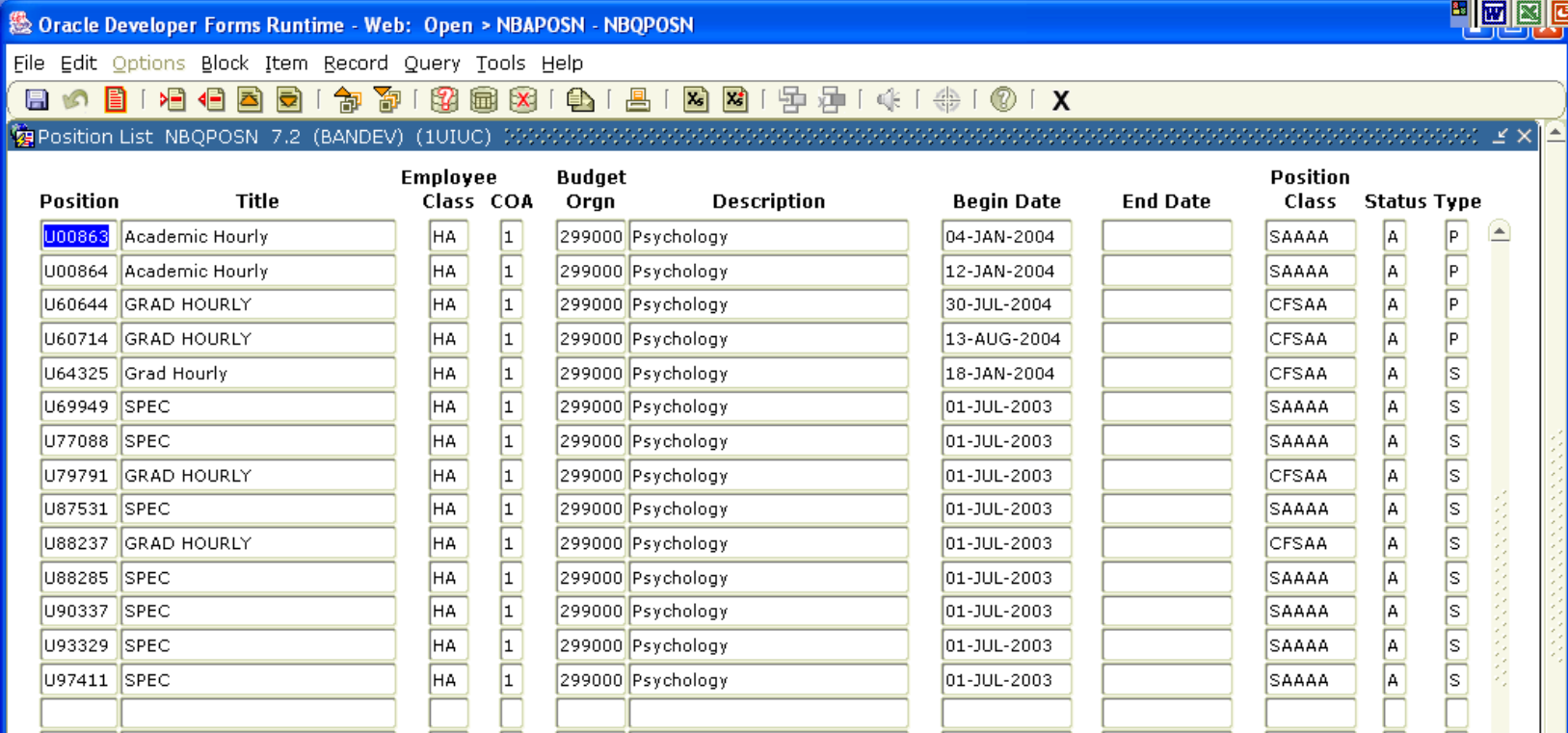
File Edit Options Block Item Record Query Tools Help

Position List NBQPOSN 7.2 (BANDEV) (1UIUC)

Position	Title	Employee Class	COA	Budget Orgn	Description	Begin Date	End Date	Position Class	Status	Type
U00767	Visiting Research Specialist i	BA	1	299000	Psychology	16-FEB-2004		TAQCF	A	S
U00863	Academic Hourly	HA	1	299000	Psychology	04-JAN-2004		SAAAA	A	P
U00864	Academic Hourly	HA	1	299000	Psychology	12-JAN-2004		SAAAA	A	P
U05575	U WS ENTRY LEVEL/UNSKILLED	SA	1	299000	Psychology	15-AUG-2004	21-MAY-2005	8WA01	C	P
U09928	SPEC RSDIS	BA	1	299000	Psychology	01-JUL-2003		SAQAA	A	S
U22355	PROF EMERITUS	UA	1	299000	Psychology	01-JUL-2004		BEAAG	A	P
U22361	COORD OF RES PRGMS	BA	1	299000	Psychology	01-JUL-2004		RAPCA	A	S
U22362	COORD OF RES PRGMS	BA	1	299000	Psychology	01-JUL-2004		RAPCA	A	S
U22363	RES SPEC OF BEHAVIORAL SC	BA	1	299000	Psychology	01-JUL-2004		SAQCA	A	S
U22364	RES SPEC OF BEHAVIORAL SC	BA	1	299000	Psychology	01-JUL-2004		SAQCA	A	S
U22365	POST DOC FELLOW	GB	1	299000	Psychology	01-JUL-2004		CEUAA	A	S
U23408	Visiting Scholar	UA	1	299000	Psychology	01-JUL-2004		BEFAF	A	S
U23410	Reseach Specialist	BA	1	299000	Psychology	01-JUL-2004		SAQCA	A	S
U23420	POST DOC FELLOW	GB	1	299000	Psychology	01-JUL-2005		CEUAA	A	S
U23421	POST DOC FELLOW	GB	1	299000	Psychology	01-JUL-2005		CEUAA	A	S
U23428	Romano Professorial Scholar	AA	1	299000	Psychology	01-JUL-2005		BAAEA	A	S
U23434	POSTDOC FELLOW	GB	1	299000	Psychology	01-JUL-2005		CEUAA	A	S
U23437	POSTDOC FELLOW	GB	1	299000	Psychology	01-JUL-2005		CEUAA	A	S
U30137	Coord of Research Programs	BA	1	299000	Psychology	01-DEC-2004		RAPCA	A	S
U30219	COORD OF RESEARCH PROGRA	BA	1	299000	Psychology	01-FEB-2005		RAPCA	A	S
U30220	Visiting Scholar	UA	1	299000	Psychology	01-FEB-2005		TAQAA	A	S

This screen shows a combination of position information from the NBAPSON and NBAPBUD forms.

Results of query by a specific e-class, example used on this screen was HA (Academic/Grad Hourly)

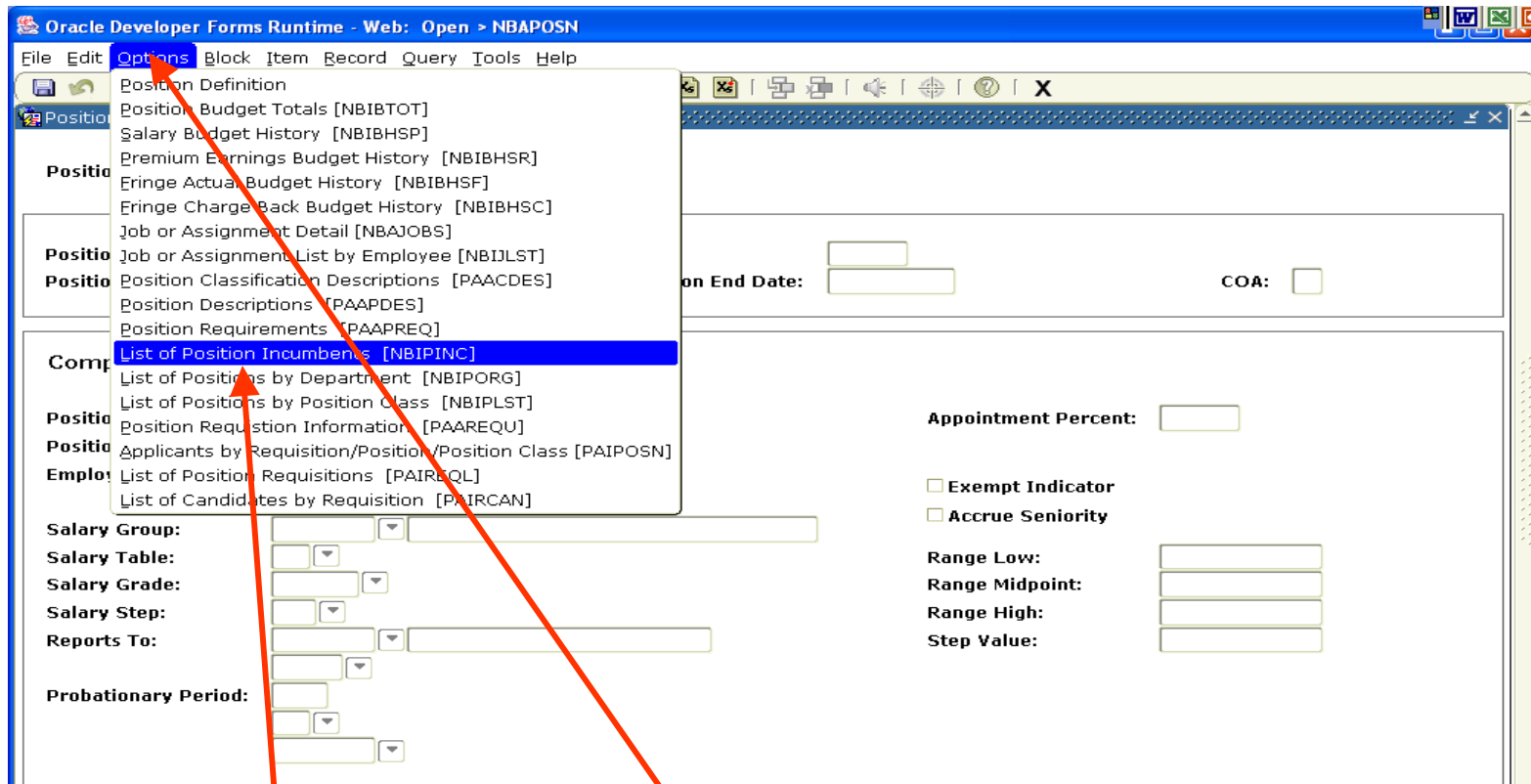


The screenshot shows a web browser window titled "Oracle Developer Forms Runtime - Web: Open > NBAPOSN - NBQPOSN". The browser address bar shows "Position List NBQPOSN 7.2 (BANDEV) (LUIUC)". The main content area displays a table with the following columns: Position, Title, Employee Class, COA, Budget Orgn, Description, Begin Date, End Date, Position Class, Status, and Type. The table contains 16 rows of data, all with "HA" as the Employee Class and "Psychology" as the Description. The first row is highlighted in blue.

Position	Title	Employee Class	COA	Budget Orgn	Description	Begin Date	End Date	Position Class	Status	Type
U00863	Academic Hourly	HA	1	299000	Psychology	04-JAN-2004		SAAAA	A	P
U00864	Academic Hourly	HA	1	299000	Psychology	12-JAN-2004		SAAAA	A	P
U60644	GRAD HOURLY	HA	1	299000	Psychology	30-JUL-2004		CFSAA	A	P
U60714	GRAD HOURLY	HA	1	299000	Psychology	13-AUG-2004		CFSAA	A	P
U64325	Grad Hourly	HA	1	299000	Psychology	18-JAN-2004		CFSAA	A	S
U69949	SPEC	HA	1	299000	Psychology	01-JUL-2003		SAAAA	A	S
U77088	SPEC	HA	1	299000	Psychology	01-JUL-2003		SAAAA	A	S
U79791	GRAD HOURLY	HA	1	299000	Psychology	01-JUL-2003		CFSAA	A	S
U87531	SPEC	HA	1	299000	Psychology	01-JUL-2003		SAAAA	A	S
U88237	GRAD HOURLY	HA	1	299000	Psychology	01-JUL-2003		CFSAA	A	S
U88285	SPEC	HA	1	299000	Psychology	01-JUL-2003		SAAAA	A	S
U90337	SPEC	HA	1	299000	Psychology	01-JUL-2003		SAAAA	A	S
U93329	SPEC	HA	1	299000	Psychology	01-JUL-2003		SAAAA	A	S
U97411	SPEC	HA	1	299000	Psychology	01-JUL-2003		SAAAA	A	S

The query returns **all** Academic and Grad Hourly positions in this Budget Org.

NBIPINC- List of Position Incumbents



From the NBAPOSN screen, go to Options on the menu
Select "List of Position Incumbents"

NBIPORG-Position List by Organization

Position List By Organization NBIPORG 7.0 (BANPROD) (1UIUC)

COA: 1 Organization: 299000 Psychology Query Date: 03-JUL-2006

Position	Title	Status	Begin Date	End Date	Type	Budget FTE	Job FTE	Annualized FTE
U00767	Visiting Research Specialist i	A	16-FEB-2004		S	1.0000	.000	
U00863	Academic Hourly	A	04-JAN-2004		P	1.0000	.000	
U00864	Academic Hourly	A	12-JAN-2004		P	1.0000	.000	
U09928	SPEC RSDIS	A	01-JUL-2003		S	1.0000	.000	
U22355	PROF EMERITUS	A	01-JUL-2004		P	1.0000	.000	
U22361	COORD OF RES PRGMS	A	01-JUL-2004		S	1.0000	1.000	
U22362	COORD OF RES PRGMS	A	01-JUL-2004		S	1.0000	1.000	
U22363	RES SPEC OF BEHAV SCI	A	01-JUL-2004		S	1.0000	1.000	
U22364	RES SPEC of BEHAV SCI	A	01-JUL-2004		S	1.0000	1.000	
U22365	POST DOC FELLOW	A	01-JUL-2004		S	1.0000	.000	
U23408	Visiting Scholar	A	01-JUL-2004		S	1.0000	.000	
U23410	RES SPEC	A	01-JUL-2004		S	1.0000	1.000	
U23420	POST DOC FELLOW	A	01-JUL-2005		S	1.0000	.000	
U23421	POST DOC FELLOW	A	01-JUL-2005		S	1.0000	.000	
U23428	Romano Professorial Scholar	A	01-JUL-2005		S	1.0000	.000	
U23434	POSTDOC FELLOW	A	01-JUL-2005		S	1.0000	.000	
U23437	POSTDOC FELLOW	A	01-JUL-2005		S	1.0000	.000	
U23441	POSTDOC FELLOW	A	01-JUL-2005		S	1.0000	.000	
U23442	POSTDOC FELLOW	A	01-JUL-2005		S	1.0000	.000	
U23443	POSTDOC FELLOW	A	01-JUL-2005		S	1.0000	.000	

Position Number. Record: 1/? <OSC>

Using this query form can help you determine what positions are already created that belong to the Org you are working with.

To enter a query on this form, you must enter your **COA** and **Org code**. The query date will default to today's date unless it is changed. To populate the form, select "Next Block".