NBAJOBS is the Banner module used in Human Resources. NBAPBUD is the module used in budgeting.

Below are various situations involving positions and their possible treatment.

**Existing** – Budgeted in department and rolls to next budget year.

**Existing Budgeted Position Subsidized by Another Source** – Budgeted in department. Determined on a case by case basis.

**One-time Funding** – usually from salary or expense carryforward.
1. Zero (0) budget in NBAPBUD.
2. Salary set up in NBAJOBS. *PAF for employee required with FOAP and salary, effective date(s).*
3. Salary paid from Department.
4. Transfer to Department, for salary and fringe, from one-time funding source during fiscal year in which payment is made. It is the responsibility of the cost center to make this transfer.

**Temporary Replacement Funded from Existing** - uses budget of a vacant position.
1. Zero (0) budget in NBAPBUD.
2. Salary set up in NBAJOBS. *PAF for employee required with FOAP and salary, effective date(s).*
3. Salary paid from Department.

**Permanent Replacement Funded from Existing**
1. **Same Salary**
   a. Salary equal to existing budget in NBAPBUD.
   b. Salary set up in NBAJOBS. *Position Authorization required. PAF for new employee required with FOAP and salary, effective date(s).*
   c. Salary paid from Department.

2. **Less Salary**
   a. Salary split between existing position and new position in NBAPBUD.
   b. Salary for new position set up in NBAJOBS. *Position Authorization required. PAF for new employee required with FOAP and salary, effective date(s).*
   c. Salary paid from Department.

3. **More Salary**
   a. Historically funded from Salary Savings-Ongoing, account 61999.
   b. New salary amount in NBAPBUD
   c. Salary for new position set up in NBAJOBS. *Position Authorization required; PAF for new employee required with FOAP and salary, effective date(s).*
   d. Salary paid from Department.

**Sabbatical** - for faculty on sabbatical – uses existing budget for faculty position. 75% available for sabbatical salary & 25% available for replacement.
1. Salary equal to existing budget in NBAPBUD.
2. *Per the faculty handbook, faculty are paid full pay for a one semester sabbatical or ½ or ⅓ pay for an academic year sabbatical. PAF should state dates of sabbatical and ½, ⅓, or full pay.*
3. Salary paid from Department.

**Sabbatical Replacement**

1. Funding source to be determined by Department. Must be identified before Personnel Action form can be approved. If a funding source is not identified, it could result in a delay of payment to the replacement faculty.
2. Zero (0) budget in NBAPBUD.
3. Salary set up in NBAJOBS. *This assumes the replacement is either an Instructor NT or per course employees. PAF(s) for the replacement with name, effective date(s), salary or payment amount, and FOAP are required.*
4. Salary paid from Department.
5. Transfers for salary and fringe if needed. It is the responsibility of the cost center to make this transfer.

**Move an Existing Position to a Different FOAP**

1. Personnel Action Form
   a. Compensation Amount – No Change
   b. Comments – Budget Change Only. Note Org Dept.# change. *Provide the FOAP that will be charged for the salary*
2. Transfer – Cost Center will need to send a request for permanent budget transfer to their analyst.