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 ¾ pay for an academic year sabbatical. PAF should state dates of sabbatical and ½, ¾, 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.