

Position Number Guidance

Primary position numbers for all monthly and bi-weekly paid employees begin with the digit “1” and have a suffix of 00.

All secondary assignments or additional earnings in **academic areas** during the academic year will be placed on the primary position number with a one up number suffix which is normally 01 using MTH 107.

If the secondary assignment or additional earnings is not related to the employee’s primary job and has a different FOAP, a temporary “pooled” position number, beginning with the digit “7” and the 00 suffix with an appropriate title for the activity, should be used on EPAF MTH107 if the employee is paid monthly and BWK103 if paid bi-weekly. Examples would be a staff employee teaching a class or an employee working an event in Emens or for Athletics. If a position does not exist within the correct organization, one can be assigned by UHRS when provided with: the E-class of the employees to be placed in this position, the FOAP, the desired title, and the supervisor of the position. These positions for faculty will have the E-class of TF during the academic year and professional will have the E-class of TM. The Position Number Request form is found at this link: [Position Number Request Form](#).

If a secondary assignment is related to the employee’s primary job in a **non-academic area** with the same FOAP, it will be put on the additional (default) earnings section of EPAF 300 (MTH300) i.e. workshop using the primary position number with the 00 suffix. The position number used with an MTH300, must be an active assignment or, in other words, have a job information section already established in Banner which is the case with the employee’s primary position number with the 00 suffix. Also, the primary position number cannot be charged to a grant.

A PDF of position numbers for all departments with their FOAPs is posted on the UHRS website which is updated monthly. This is the link to the Banner User Guide – select Banner Position Numbers with FOAP: [Position Numbers with FOAP](#).

If an employee’s only assignment is temporary bi-weekly (TB), temporary monthly (TM), or temporary faculty (TF), the employee’s primary position number begins with the digit “7” and has 00 in the suffix. This is also true of retiree position numbers.

All faculty assignments for summer have position numbers that begin with the digit “7” and are in the “F6” E-class. Professional summer assignments have position number that begin with the digit “7” and are in the “TM” E-class.

Federal work study student employee position numbers begin with the digit “8”. All other student employee as well as graduate assistant employee position numbers begin with the digit “9”.

Finding the Right Position Number

1. If this is a new hire and the position has been advertised, the position number will be on the posting.
2. If you are uncertain of the position number, check your department listing of position numbers with FOAPs on the website at the following link and select Banner Position Numbers with FOAP: [Position Numbers with FOAP](#).
3. If the position number is for a secondary job, you can also search for it in the EPAF by clicking on the “New Job” search icon shown below.

Job Information - Salaried - NBAJOBS, JOBSAL

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text"/>	New Job	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Primary	100126	00	Compensation HR Info Mgr	135020, University Human Resource Services	Jul 01, 2011		Sep 30, 2012	Active	<input type="radio"/>

4. Enter the E-class and Budget Organization and click “Go”

Enter search criteria and select Go. Then select the link under Position to select it.

Search Criteria

Position Number:

Employee Class:
TB, All Temporary Biweekly NB
TM, All Temporary Monthly NB

COA:
1, Ball State University

Budget Organization:
800050, Educational Psychology
800060, Elementary Education

- A list like that below will appear from which you select the position number.

Search Results

Position	Title	Employee Class	COA	Budget Organization	Begin Date	End Date
798207	First Summer Stipend Ldrshp Bd	TM, All Temporary Monthly NB 1	800060, Elementary Education	800060, Elementary Education	Jul 01, 2011	
798229	Summer Semester Provost Grants	TM, All Temporary Monthly NB 1	800060, Elementary Education	800060, Elementary Education	Jul 01, 2011	
798265	First Summer Teaching	TM, All Temporary Monthly NB 1	800060, Elementary Education	800060, Elementary Education	Jul 01, 2011	
798570	Interim Chairperson	TM, All Temporary Monthly NB 1	800060, Elementary Education	800060, Elementary Education	Jul 01, 2011	
798694	Second Summer Teaching	TM, All Temporary Monthly NB 1	800060, Elementary Education	800060, Elementary Education	Jul 01, 2011	
798703	Summer Semester Teaching	TM, All Temporary Monthly NB 1	800060, Elementary Education	800060, Elementary Education	Jul 01, 2011	
798784	Overload	TM, All Temporary Monthly NB 1	800060, Elementary Education	800060, Elementary Education	Jul 01, 2011	
798964	Provost Grants Academic Year	TM, All Temporary Monthly NB 1	800060, Elementary Education	800060, Elementary Education	Jul 01, 2011	
798965	Ldrshp Bd Grant Academic Yr	TM, All Temporary Monthly NB 1	800060, Elementary Education	800060, Elementary Education	Jul 01, 2011	
798975	Temp Professional	TM, All Temporary Monthly NB 1	800060, Elementary Education	800060, Elementary Education	Jul 01, 2011	

- If you can't select the correct position based on the title shown select a position and proceed to the labor distribution portion of the EPAF to determine if it has the correct FOAP as shown below.

Effective Date: 11/01/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override	End Date
New												
Effective Date: MM/DD/YYYY	11/01/2012											
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Enc	End
Q 1	Q	Q 163058	Q 800060	Q 610040	Q 2001	Q	Q			100.00		
Q	Q	Q	Q	Q	Q	Q	Q					
Q	Q	Q	Q	Q	Q	Q	Q					
Q	Q	Q	Q	Q	Q	Q	Q					
Q	Q	Q	Q	Q	Q	Q	Q					
Total:										100.00		

- If none of the position numbers have the correct FOAP or if some position numbers have XXX's in the account, contact UHRS to request a new position number. A new position number can be assigned when UHRS receives the FOAP; the E-class of the position; the title you want the position to have; the supervisor of this position; and the budget amount if available. The position number request form is available at the following link: [Position Number Request Form](#).