

Position Number Guidance

Primary Position Numbers (non-student)

Primary position numbers for faculty, professional, staff and service employees begin with “1” and have a suffix of 00.

A temporary employee’s primary position number begins with “7” and has “00” suffix.

Secondary Position Numbers (non-student)

Overloads for academic areas – use the departmental F7 position number (see Position Numbers with FOAP listing)

Other additional earnings – if within person’s same department, can use the primary position number with an “01” or higher suffix or departmental temporary pooled position number as follows:

- TF position for faculty (use EPAF type MTH107)
- TM position for professional or exempt staff (use EPAF type MTH107)
- TB position for staff or service (use EPAF type BWK103)

Contact UHRS if the correct position is not available for the appropriate department.

Summer assignments – find the appropriate F6 position for the department and term (see Summer Assignments section for listing)

Primary Position Numbers (student)

- New summer 2022: Graduate assistants (S3 e-class) are assigned their own unique position number beginning with a “G”. (one position per grad assistant)
- Federal work study student employee position numbers begin with the digit “8”.
- Other student employee position numbers begin with “9” and can be used for multiple student hires within a department.

Find a Position Number

1. Refer to the appropriate department section of the **Position Numbers with FOAP** report available on the *Banner EPAF User Guide*.
2. Or, search for a position in the EPAF by clicking on the “New Job” search icon shown below (far left).

Job Information - Salaried - NBAJOBS, JOBSAL

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

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

Search Criteria

Position Number:

Employee Class:

- S4, Student Graduate Asst Hourly
- TB, All Temporary Biweekly NB
- TM, All Temporary Monthly NB

COA:

- All
- 1, Ball State University

Budget Organization:

- 800040, Educational Leadership
- 800050, Educational Psychology
- 800060, Elementary Education

4. A list of position numbers will display.

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	Jul 01, 2011	
798229	Summer Semester Provost Grants	TM, All Temporary Monthly NB	1	800060, Elementary Education	Jul 01, 2011	
798265	First Summer Teaching	TM, All Temporary Monthly NB	1	800060, Elementary Education	Jul 01, 2011	
798570	Interim Chairperson	TM, All Temporary Monthly NB	1	800060, Elementary Education	Jul 01, 2011	
798694	Second Summer Teaching	TM, All Temporary Monthly NB	1	800060, Elementary Education	Jul 01, 2011	

5. Select a position and proceed to the labor distribution portion of the EPAF to determine if the correct FOAP displays. An incorrect FOAP usually indicates a different position number is needed.

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				