Guidelines for Graduate Student Position Numbers

- Unique position numbers (9XXXXX) are assigned for each graduate student position that is funded by State, other non-grant funds or funded partially from grants. Once a position number is established neither the assigned position title, position class (pcls) nor employee class (ecls) can be changed to accommodate a change in the position from semester to semester.

  Example: Position number 9XXXXX is established as a Graduate **Research** Assistant with a pcls of 42030, and an ecls of K4 (graduate student paid monthly). The title, pcls and ecls associated with a position number cannot be changed or used with a different title, such as Graduate **Administrative** Assistant, with a pcls of 60030, and an ecls of K5 (graduate student paid bi-weekly). 9XXXXX will always be a Graduate Research Assistant with a pcls of 42030 and an ecls of K4.

  If the work a graduate student is performing from one semester to the next changes (example: GTA to a GRA) a new position number will need to be assigned, unless the department already has a vacant position number for that particular position title and ecls.

- Only one individual (incumbent) can be assigned to a graduate student position number at a time, regardless of the FTE, except as defined further below for positions paid 100% by Grants and positions for Summer School GTAs.

  Example: John Doe and Jane Doe cannot both be assigned to position number 9XXXXX at the same time.

- When a graduate student position is charged to multiple distributions and a portion of that funding is from non-grant funds, the non-grant funded position number (9XXXXX) will be used on the Personnel Action (PA) form and the department's appropriate FOAPs listed.

- "P" position numbers - Position numbers beginning with "P" will no longer be assigned or used for graduate student positions and all existing "P" numbers used for graduate positions will be eliminated. If a PA is received that has a "P" number a new position number will be assigned by HR and the department notified. There is one exception, a "P" number can be used when a graduate position is pooled – but those are **ONLY** for graduate students being paid **bi-weekly** (i.e. GSA, GAA, etc.). Contact HR Compensation for more information on pooled graduate student position numbers.

- CGM999 and CGH999 position numbers - Graduate student positions funded 100% by Grants (for purposes of this document, Grant is used to refer to any sponsored contract, grant or cooperative agreement) will use a common position number. For graduate students paid monthly from Grants, position number CGM999 should be used with position class 60050 and employee class K4. For graduate students paid hourly from Grants, position number CGH999 should be used with position class 60060 and employee class K5. Position numbers CGM999 or CGH999 are **ONLY** used when the graduate student's funding is for a new student funded in total from Grants or changing from a non-grant funded position to a grant funded position.

- "Graduate Student – Monthly", 60050 and "Graduate Student – Biweekly", 60060 titles - These titles are **ONLY** to be used for graduate student positions funded 100% by Grants and used with position numbers CGM999 and CGH999 respectively.

- When the Graduate School or Human Resources receives a graduate student PA, the following items on the form should match the information located Banner.

- ➢ Position Number (located on NBAPOSN or NBIPORG)
- ➢ Organizational Number (located on NBAPBUD or NBIPORG)
- ➢ Position Title (located on NBAPOSN or NBIPORG)
- ➢ Position Class (pcls) (located on NBAPOSN)
- ➢ Employee Class (ecls) (located on NBAPOSN)

If there is a discrepancy between Banner and the PA the department will be notified and/or the PA returned for correction.

- A department can review a list of position numbers assigned to their organization by going to NBIPORG in Banner. To use this form put in your COA and the appropriate organization number and press enter to populate the organizational title. To populate the information on the form either click "Next Block" or press "Ctrl + Page Down". If there are several pages of position numbers you can use your Page Up/Page Down keys or arrow keys to move up and down the page.

If you do not have access to this form please complete a Banner HR Security Access form by going to http://hr.ua.edu/benefits/documents/BannerHRAccessRequest11192007.pdf.

Example of NBIPORG:

In the above NBIPORG example:

(1) Position numbers 992401, 993044 and 993574 will be used for Graduate Teaching Assistant positions only;

(2) Position number 992476 will be used for a Graduate Teaching Assistant-Grading position only;

(3) Position number 993351 will be used for Graduate Research Assistant position only.

If there are not any vacant position numbers available with the position title, pcls and ecls you need, contact HR Compensation to obtain a new position number.

- A department can view details about a particular position number by going to NBAPOSN in Banner. To use this form type in the position number and click "Next Block" or press "Ctrl + Page Down". You can then review the details and verify the position class, position title, and employee class prior to submitting a PA for processing.

  If you do not have access to this form please complete a Banner HR Security Access form by going to http://hr.ua.edu/benefits/documents/BannerHRAccessRequest11192007.pdf.

  Example of NBAPOSN:

- A department is responsible for making the determination on what the most appropriate title is for a graduate student position based on the definitions provided by the Graduate School. This information can be located at http://graduate.ua.edu/publications/dept/guide3.html.

- A department is responsible for checking FZISBVW to determine budget availability based on FOAP and position number on the PA.

- "S" position numbers – "S" position numbers are **ONLY** used for underguaduate positions and should not be used in any case for graduate positions.

- Information on how to complete a personnel action form (PA) can be located at http://hr.ua.edu/benefits/documents/InstructionsforCompletingthePersonnelActionForm_001.pdf.

- Personnel Action (PA) Form – Section A – Purpose of Personnel Action – At times it can be confusing to determine what purpose to use based on why a PA is being completed. Below are some examples and the appropriate purpose and code to use.

Type of PA being completed	Purpose of Personnel Action	Code
1. New assignment in the department but individual is NOT a new employee	Assignment Change – Other	4F
2. Same graduate student, same rate of pay, same FTE, different position	Assignment Change – Other	4F
3. Same assignment, change in FTE	Assignment Change – Other	4F
4. Same assignment, change in rate of pay	Salary Change	3
5. Student was previously on payroll as an undergraduate but is now a graduate student with no break in service	Assignment Change – Other	4F
6. Student was previously on payroll as a graduate student with a break in service and is returning to the same position (i.e. title and position number)	Reappointment – Reappointment to same position within 12 month period	2B
7. Student was previously on payroll as a graduate student with a break in service and is returning to a different position (i.e. different title and position number OR same title and different position number).	Assignment Change – Other	4F

- Transition from an Undergraduate Student to Graduate Student – If a student graduated with their undergraduate degree (ex. graduates in May) and has been admitted by the Graduate School to a formal degree-seeking program (ex. will not start Graduate School until Fall semester), the individual may be employed as a graduate student (ex. during the summer months) but only in an hourly paid position and their hours are restricted to working no more than 20 hours per week. After the individual begins Graduate School then the guidelines outlined in this document will apply as well as all policies and practices established by the Graduate School.

- Graduate Students working during the summer –

  ➢ "SG" position numbers – The summer school position number, "SGXXXX", assigned to a department should only be used for Graduate Teaching Assistants working during the summer. If a department is employing a GTA during the summer the employee class "SG" and position class "SG001" should be used when completing the PA.

  All GTA's working in a department during the summer can all be assigned to the same "SGXXXX" position number. Individual position numbers should not be used.

  ➢ "9XXXXX" position numbers – A "9XXXXX" position number should be used for all other types of graduate student positions, other than for a GTA, working during the summer. Only one individual (incumbent) can be assigned to a graduate student position number at a time,

except as stated above regarding positions paid 100% by Grants and positions for Summer School GTAs.

> For specific information regarding the completion of a summer school PAs (i.e. composite FTE, total salary, distribution FTE, etc.) contact the Office of Academic Affairs.

- After a graduate student graduates they can no longer be assigned to a graduate student position number or title. If for some reason a department needs to employ the graduate student past graduation in order to complete a project, please contact HR Compensation for further instructions and guidance.

- All graduate student PAs are routed through the Graduate School for verification and approval.

- Position numbers are issued by HR Compensation.