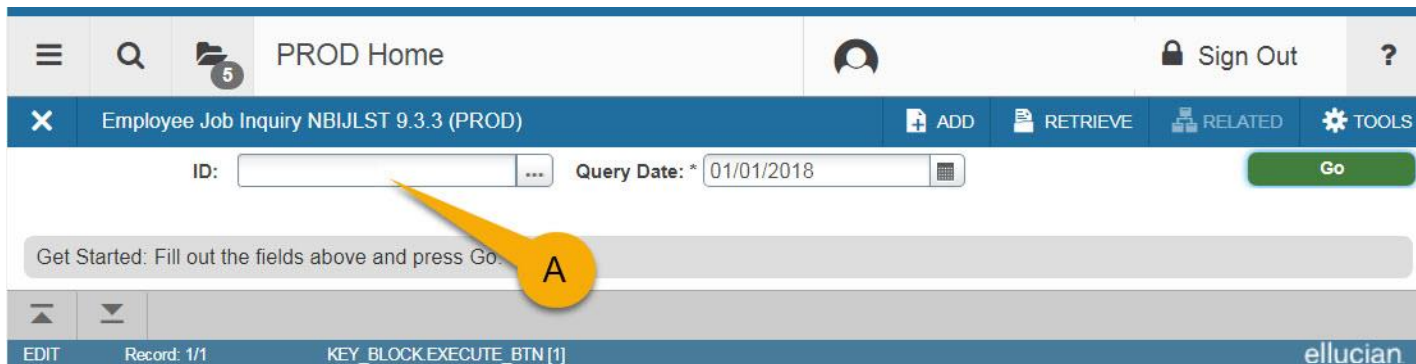


myGate Instructions for Employee Job List - NBIJLST

NBIJLST enables you to view an employee's position for a given date.

- 1) From myGate, click on the Finance category.
- 2) In the Finance Category, click to open the AppNav card.
- 3) In the Search: field on the welcome screen, enter NBIJLST
- 4) Press <Enter>
- 5) Key block information must be entered in order to view additional detail information blocks in the form. For this form in the ID field (A) enter the M-Number.
 - a) If you do not know the M-Number, click on the search icon, and click the Option list click on List for Employee (POIIDEN).
 - b) On the drop down menu, select the Last Name field. Type the last name of the person for which you are searching. For example if searching Smith you would enter Smith in the last name field.
 - c) Click the Go icon or press [F8] key to execute the query.
 - d) Scroll down if necessary to find the person as listed on the paperwork.
 - e) Is the person listed? If yes, double-click in the 'ID Number' column of the person you want. If the person is not listed, double check the spelling of the last name. If the name is correct, the person may not be in Banner.
- 6) Click on the Go button (or press Alt-PgDn) and the information will be displayed for each position with an effective date greater than or equal to the Query Date in the key block.



PROD Home

Employee Job Inquiry NBIJLST 9.3.3 (PROD)

ID: ... Query Date: * 01/01/2018

Go

Get Started: Fill out the fields above and press Go.

EDIT Record: 1/1 KEY_BLOCK.EXECUTE_BTN [1] ellucian

ID: Query Date: 01/01/2018 Start Over

EMPLOYEE JOB INQUIRY

Position *	Suffix *	Begin Date *	End Date	Job Type

Record 1 of 1

DETAILS

Effective Date	Job Status	Description	Employee Class	Pay ID	COA	Organization	Job Change Reason	Employer

Record 1 of 1

READ Record: 1/1 NBRBJOB.NBRBJOB_POSN [1] ellucian

This form follows ORG security; therefore, you will only be able to see those employees who are within the ORG's to which you have been given access.

- 7) To close this form, click on the Exit (blue X) button.