

Use the checklist below to assist in completing the Banner forms indicated when creating new or updating existing Academic Professional positions.

<input checked="" type="checkbox"/> Position Definition Form (NBAPOSN)	
Position Number (for existing positions):	
Anticipated % Time:	
Position Begin Date:	Position End Date: (Complete only when position is ended permanently.)
Status (Active or Inactive):	
Type (Single or Pooled):	
Chart of Accounts (COA):	
Position Class Code:	
Will this position be less than 50% time AND NOT eligible for Benefits? If YES, then select the appropriate E-Class.	
PAPE Number: (Enter the PAPE Number in the National Occupation Code field on the Regulatory Information block of NBAPOSN.)	
CIPC Code: (Enter the Classification of Instructional Program Code (CIPC) on the Regulatory Information block of NBAPOSN.)	

<input checked="" type="checkbox"/> Position Description Form (PAAPDES)	
Does the position supervise employees? If YES, assign the appropriate authority Position Descriptor Code. ASLT – Supervises Less Than 20 Employees. ASMT – Supervises 20 Employees Or More.	
If applicable, assign the following Position Descriptor Codes (required for State Economic Interests reporting): APAL – Position has purchase authority of \$5,000 or more; has supervisory authority over, or direct responsibility for the formulation, negotiation, issuance, or execution of contracts entered into by the State in the amount of \$5,000.00 or more, including P.I.'s who are responsible for active grants greater than or equal to \$5,000.00. ABDRS – Position has budget approval authority. ARAMP – Position is a RAMP Administrator.	
Assign other applicable Position Descriptor Codes* required for this position:	

<input checked="" type="checkbox"/> Position Budget Form (NBAPBUD)	
Date Created:	Position Effective Date:
Fiscal Year:	Phase:
Status (approved or working):	
Organization:	
Budget ID:	
Budgeted Salary, Roll Indicator:	
Premium Earnings:	
Budget FTE:	
Salary:	

<input checked="" type="checkbox"/> Position Labor Distribution Block – Position Budget Form (NBAPBUD)	
Fund:	
Acct:	
Org:	
Program:	
Salary Budget:	

*A list of Position Descriptor Codes is available on the Position/Job Descriptor Requirements job aid at http://nessie.uihr.uillinois.edu/pdf/Banner/JobAid_PosDescrptrs.pdf.