Position Field	Defaults From	Override Allowed?	If Yes, When?
Position Title	P-Class	Yes Override allowed at the Job level only for Academic positions.	Only if a unique title is desired for business reasons, it can be specified at the job level at the time that an individual is appointed to the position.
E-Class	P-Class	Yes	All Position Class Codes are set up with Benefit Eligible E-Classes. If the Position is not Benefits Eligible, then an override is required to designate non-benefits eligible.
Position Type	P-Class	Yes	The position type will default in as Single. All Student and Extra Help positions, and Graduate Assistant positions at UIC and UIS, should be overridden to Pooled.
Exempt Status	P-Class	No	
Salary Group	P-Class	No	
Salary Table	P-Class	Yes Override allowed at the Job level only for Civil Service positions. This is only done by Central HR.	Salary tables are assigned at the Position Class level. Salary tables are grouped together by employee group, union, and assigned a two-character code to designate a specific table. There are separate tables by campus for Open Range, Established, Prevailing, Negotiated, and Extra-Help.
Salary Grade	P-Class	Yes Override allowed at the Job level only.	Salary grades are assigned at the Position Class for all positions, except for Nurses at the Chicago Campus. Salary grades for Nurses are determined when the employee is assigned to a position and the salary grade is assigned at the job level.
Salary Step	P-Class	Yes Salary step is not populated at the P-Class, but the salary step options default from the Salary Grade assigned.	Salary steps are assigned at the job level when the employee is assigned to a position.
Salary Range Low Midpoint and High	P-Class	No	
Work Schedule	E-Class	Yes	If a work schedule is required for more than a few employees, or if the change is temporary, then overrides occur on the NZAJOBS form. Contact Campus HR for more permanent changes to the work schedule.
Position Descriptors	P-Class (Position Class Rule Form - NTRPCLS)	Yes for some descriptor codes. Position descriptor codes entered at Position or Job level.	The campus Human Resource offices are responsible for updating and maintaining the Civil Service Minimum Qualifications description codes on the Position Class Description Form (PAAPDES). Other Civil Service position descriptor codes are assigned at the position level with one exception. Civil Service Apprentice and Trainee descriptor codes are assigned at the job level. Position authority descriptor codes are assigned at the position level, but may be overridden at the job level if the authority descriptor differs for an employee assigned to the position. Urbana Campus Graduate Assistant descriptor codes are assigned at the position level, but may be overridden at the job level if the descriptor differs for a graduate assistant assigned to the position.

Position Field	Defaults From	Override Allowed?	If Yes, When?
Probationary Period	P-Class	No	
Bargaining Unit	P-Class	Yes	For union employees. The code of the bargaining unit responsible for salary/benefits negotiating. Overrides are allowed if positions are exempt from the union.
Job Location	P-Class		This Banner field is not being used by the University of Illinois.

The following budget related fields are default or system calculated fields, which will be further defined in the Finance Budget Modification:

Position Field	Defaults From	Override Allowed?	If Yes, When?
Base Units	Pays Per Year field on the Payroll Identification Form (PTRPICT)		Base units are the number of pay periods for the position (12 or 26). Defaults from the Pay Per Year field on the Payroll Identification Form.
Budget Basis	E-Class		Values default from the Employee Class Rule form. Period of time the position annual basis is to be worked. Set at 12 for all academic e-classes and 26 for Civil Service.
Annual Basis	E-Class		Values default from the Employee Class Rule form. Period of time a position is based upon or budgeted for. Set at 12 for all academic e-classes and 26 for Civil Service.
Budget Appointment	Position Appointment Percent		Budget Appointment indicates the effort for the position. Defaults from the position appointment percent, but can be overridden for any less-than-full time position.
Budgeted Salary	Required Field		The amount of money budgeted to the Unit for the position.
Encumbered Salary			Amount encumbered for the position to this organization for the fiscal year. Based on actual appointment of person to position. Amount is liquidated each pay period by amount of expenditure since 7/1/XX.
Expended Salary			Amount spent by the organization for the position since 7/1/XX.
Remaining Salary	Amount is maintained by the Banner system.	No	Remaining Salary equals the Position Budgeted Salary minus (encumbered salary + expended salary). Reflects non-committed amount for the position for the fiscal year.