Hiring Form Step by Step Instructions

1. Open browser and login to BUworks Central at (https://ppo.buw.bu.edu)
2. Click on Manager Self Service (MSS) tab or Payroll Coordinator tab
3. Click on Hiring Forms
4. Click on Hiring Staff or Faculty

5. Enter the **effective date** for the hire
6. **Note:** If the prospective employee has studied, worked or has had any prior affiliation with BU including foreign nationals working with ISSO for immigration sponsorship, they should already have a BUID. Always make sure you ask the candidate if they already have a BUID and enter it in the hiring form to prevent the issuance of a duplicate ID#. The hire form in BUworks requires a BUID# or a social security number to submit.
7. For US Citizens or Permanent Residents: if the candidate already has a BUID, enter the BUID#, otherwise enter the SSN of the employee
8. For Foreign National (non-US citizens or non-US lawful permanent residents): check the box “check if this is an ISSO sponsored employee hire”. Then enter the BUID number assigned to the individual. If the form won’t let you proceed using the issued BUID number, enter 999-99-9999 under the SSN box in addition to the BUID# to continue. If you encounter further issues, email hsys@bu.edu
9. Click on **Begin Hire**
10. Select position to be filled by choosing organization and position from dropdowns or by entering **Position #** and Click on **Proceed to Details. NOTE:** To hire into a position that is not vacant until a future date, enter the position number since it will not appear in the drop down list of open positions.
11. Click on **Proceed to Details** to fill out detailed information about the position

<table>
<thead>
<tr>
<th>Step Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position Information</strong></td>
<td>The <strong>Position Information</strong> section is used to display the details about the position the employee is being hired into. This section allows for entry of the hire date and reason.</td>
</tr>
<tr>
<td><strong>Personal Data</strong></td>
<td>The <strong>Personal Data</strong> section provides details about the new hire such as Name, Birthdate and Gender data.</td>
</tr>
<tr>
<td><strong>Home Address</strong></td>
<td>The <strong>Home Address</strong> section provides input data about the employee’s residence and contact information.</td>
</tr>
<tr>
<td><strong>Office Address</strong></td>
<td>The <strong>Office Address</strong> section provides work location details and contact information.</td>
</tr>
<tr>
<td><strong>Work Schedule</strong></td>
<td>The <strong>Work Schedule</strong> section allows for the selection of work schedule rules and calculates employee working time and assignment duration.</td>
</tr>
<tr>
<td><strong>Basic Pay</strong></td>
<td>The <strong>Basic Pay</strong> section allows for Pay Scale assignments and hourly rate calculation.</td>
</tr>
<tr>
<td><strong>Cost Distribution</strong></td>
<td>The <strong>Cost Distribution</strong> section allows for the cost of the new employee salary to be distributed between Cost Centers, Orders and WBS Elements.</td>
</tr>
<tr>
<td><strong>Recurring Payments</strong></td>
<td>The <strong>Recurring Payments</strong> section provides an area to assign payroll deductions for a variety of reasons.</td>
</tr>
<tr>
<td><strong>Additional Payments</strong></td>
<td>The <strong>Additional Payments</strong> section provides an area to add additional salary and compensation items.</td>
</tr>
<tr>
<td><strong>Corporate Function</strong></td>
<td>The <strong>Corporate Function</strong> provides an area to enter details about the function the employee performs and the date the function is assumed by the employee.</td>
</tr>
<tr>
<td><strong>Dates</strong></td>
<td>The <strong>Dates</strong> section provides an area to enter date specific details about the employee’s service.</td>
</tr>
<tr>
<td><strong>Comments</strong></td>
<td>The <strong>Comments</strong> section provides a free text area to enter non-personal details about the new hire.</td>
</tr>
<tr>
<td><strong>Attachments</strong></td>
<td>The <strong>Attachments</strong> section can be used to upload and attach relevant documents to the new hire form.</td>
</tr>
<tr>
<td><strong>Overview</strong></td>
<td>The <strong>Overview</strong> section provides a tabbed view of the form attributes which can be reviewed prior to submission.</td>
</tr>
</tbody>
</table>
12. **POSITION INFO:** If Hire Date needs correction, click on Edit Hire Date and enter correct date.

   Position details should automatically show up in the next section.

14. Click on **Next Step**.

15. **PERSONAL DATA:** Fill out missing details. Mandatory fields have a red asterisk against them. If it is a brand new hire, enter First name, Last name, Date of Birth, Gender, Country of Citizenship and Social Security Number.

   **New Hire - Staff**

   ![New Hire - Staff form](image)

   16. Click on **Next Step**

17. **Home Address:** Enter missing details. Enter House Number and Street, City, State, Zip Code, Country, (Required) Home Phone Number (Optional) and Personal Email (Required). The personal email will trigger an email allowing the prospective employee to create a BU login and Kerberos password. **NOTE:** The address entered must be a US address as opposed to a foreign address. If the employee has a foreign address enter the BU school/department for which they work.
18. Click on Next Step

19. Office Address: Choose from drop-down list. Enter Room Number and Office Telephone (Required)
21. Click on Next Step

22. **Work Schedule:** Fill out missing details. Enter Work Schedule, Assignment Duration, Percent Time Employed.

23. Click on Next Step

24. **Basic Pay:** Enter the missing details. Pay Scale Group/Level has a pulldown menu with starting salary, mid-point and high-point salary values when applicable. Enter Monthly Per Pay Period Amount for monthly employees and weekly amount for weekly employees. Click on Calculate Annual salary. Enter Mail Code **(Required)**

25. Click on Next Step

26. **Cost Distribution:** Cost Center (single or multiple) will get automatically populated. If you need to change or add new cost distribution/order number/work breakdown structure, you may do so. If you see a dummy grant pulled in automatically, you will need to change it to actual grant(s) that need to be charged. Enter the reason if you change any detail on this page.
27. Click on **Next Step**

28. **Recurring Payments**: If there are any recurring payments for Monthly employees, fill out details such as Wage type, Amount, Cost Center/Internal Order/WBS and End Date. Weekly employees are not eligible for recurring payments.

29. Click on **Next Step**
30. **Additional Payment**: An additional payment is a one-time overbase payment made within a single pay-period to a monthly employee. Enter any additional payment details such as Wage Type, Amount, Cost Center/Order/WBS and End Date.

31. Click on **Next Step**

32. **Education**: Enter details such as Education Establishment/Institute State/Institute Name, Degree/Certificate., Field of Study, Date Degree Obtained. This section is OPTIONAL.
33. Click on **Next Step**

34. **Corporate Functions**: (Optional) Enter data related to patent policy agreement (agreement related to define BU’s policy concerning patentable inventions). It is important that new BU employees sign patent policy.

35. Click on **Next Step**

36. **Dates**: The values may default using hire date information entered earlier. Enter important dates related to employee’s service especially if he/she worked previously for BU. The date will be used by Time Management for vacation/sick accruals and merit increases. If an employee worked previously for five years at BU and is now being re-hired in 2015, the adjusted service date will be 2010. If an employee moves from a non-compensated or temporary position to a regular position, this date should reflect the new BU position date.

37. Click on **Next Step**.

38. **Comments**: Enter a suitable, descriptive **comment** that will help expedite approval process.

39. Click on **Next Step**.
40. **Attachments**: This step is optional but highly recommended. Upload any attachments such as offer letter, letters of recommendation, transcripts, cover letter etc.

41. Click on Next Step

42. Click on **SUBMIT**
43. Check on Request via MSS/Payroll Coordinator → Team → Request Tracker. Look for requests with current date in the date column. The status and Current Agent columns are important. The status will tell you if the request is submitted or completed. Current agent will tell you the department responsible for approving the submitted request. Click on current agent to see approver and his/her contact info.

44. Congratulations! You have successfully submitted a hire form for an employee. Once the form goes thru workflow approvals and status in Request Tracker shows “Completed”, the candidate has been hired/re-hired. You may now logout of BUworks.