

Provisioning Accounts Overview

The timely submission of SAP Hire form is key to successful account provisioning. Upon final approval of hire/re-hire of a prospective candidate, an email invitation containing instructions for completion of a federal govt. mandated form I-9 and creation of BU login and Kerberos password are sent to the candidate's personal email captured earlier in the hire form. Once the first part of I-9 and BU login and password are created, an account is provisioned entitling the BU employee to birthright privileges

- BUID number
- BU Login & Kerberos Password
- Exchange Mailbox
- Access to SAP ESS module
- Wireless/VPN Access
- Skype for Business (Lync)
- Representation in Active Directory

With new hires, if the I-9 form's requirements are not satisfied within 3 days of the Start Date of the employment, the account is de-activated on the 4th day. The employee and the department are notified via email. Reminders for I-9 completion and BU login/password creation are periodically sent to the prospective employee before account de-activation. Should the relevant I-9 documents be produced and verified after the loss of account privileges, the account can be re-instated and this is communicated to the employee via personal email.

STEP 1: If your department intends to hire a new employee for a brand new position, you must first create a position in BUworks. If you plan on filling an existing position, the position must be vacant. If not, you will need to "Maintain Position" to mark it open for hire.

Accessing the Hiring Form

- Login to the BUworks Central portal, and select either the Manager Self-Service or Payroll Coordinator tab.
- Select Organization tab and Create/Maintain Position as per your need. Refer to Quick Reference Guides on Create/Maintain positions under Manager Resources at <http://www.bu.edu/tech/support/buworks/help/hcm>

STEP 2: Once the Creation/Maintenance of Position is approved (takes 3-5 business days), a candidate can be hired/re-hired into the open position. If an external candidate is to be hired into this position, the position must be posted to HR site and a HR recruitment specialist begins to work with you/hiring manager in your department.

Login to the BUworks Central portal, and based on your SAP privileges, select either the Manager Self-Service or Payroll Coordinator tab.

- Click on Hiring Forms to begin the process. Enter the SSN# or BUID (in case of re-hire) and effective date of hire. Refer to Quick Reference Guide for Hiring located at <http://www.bu.edu/tech/support/buworks/help/hcm>
- Once submitted successfully, the hire form takes 3 to 5 business days to be approved by HR/Compensation.
- The I-9 form can be initiated anytime before the start date of the employment. In case of re-hiring, the I-9 must be checked to make sure it is still valid (not expired). The I-9 form and list of acceptable documents to prove identity can be downloaded from <https://www.formI9.com>
- **It is of paramount importance that Section 1 of the I-9 must be completed ON or BEFORE the first day of employment at BU. Employees must report within first 3 days of employment to complete section 2 at Human Resources Office located at 25 Buick St.**
- Once the new employee is hired into an open position, a BUID is assigned to the employee within SAP. An email announcing success in setting up of the account goes to the employee's personal and BU email. Access to Employee Self Service (ESS) is provided through the BUworks on the next day.

Position Change/Transfer/Retirement/Termination

In some scenarios, existing BU employees transition to a new role within BU.

If an internal employee is going to fill an open position, use the "Position Change" form when employee is moving within the same org unit OR use "Transfer" form to transfer an employee from one org unit to another org unit. The position change/transfer requests also go through approval at HR/Comp departments and take 3-5 business days for approval. Refer to Quick Reference Guides for [Position Change/Transfer](#) MSS Resources) as well as an [end to end matrix](#) for OM-PA actions.

- In addition to employees who fail to submit I-9 related documents within first three days of employment, retirees (55 years or older and having served 10 years at BU), terminated employees (voluntary or involuntary terminations) and employees going on Long Term disability, de-provisioning occurs the day after the last day worked. Access to entitlements as BU employees is removed except for a life-long Gmail account with BU address provided to retirees/alumni. **Note:** Termination/Retirement forms can be processed much before effective dates.