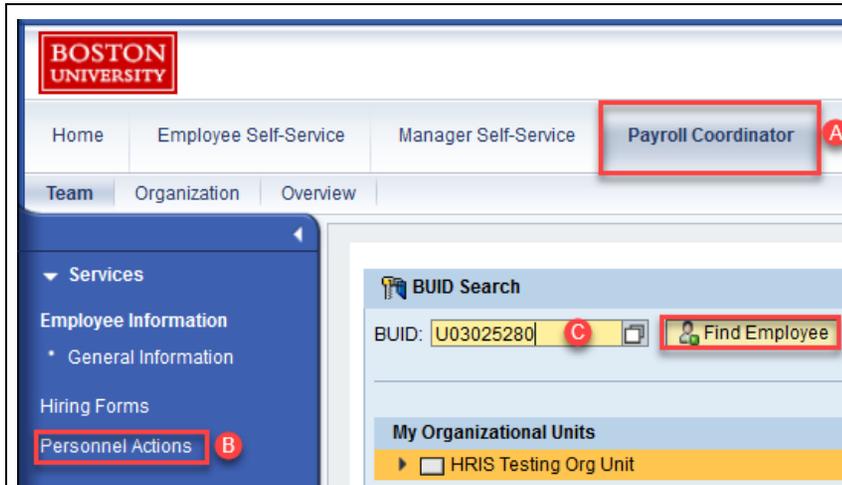


# Completing a Secondary Work Payment–Quick Reference Guide

There can be a few different scenarios where a weekly paid employee may need to be compensated for additional duties. Click [here](#) for a description of the scenarios. When an employee works additional hours at a different rate than their regular rate and the cost object to be charged is different from their regular salary cost distribution, the Secondary Work Payment Form must be submitted. The form must be submitted separately for each week the additional work is performed by the payroll coordinator of employee’s home department.

The payroll coordinator of the department paying for secondary work will need to communicate hourly rate, cost center, org unit and hours worked per week to the employee’s home department. The employee’s actual hours worked for the week in the home department will need to be input along with additional hours and applicable hourly rate in the secondary position. The form will automatically calculate a blended rate for hours over forty.



1. Log on to BUworks Central: <https://ppo.buw.bu.edu>
2. Based on your privileges, you will see either the **Manager Self Service** OR the **Payroll Coordinator** tab. Click on the tab
3. Click on **Personnel Actions**
4. Enter a BUID and click on **Find Employee**. Alternatively, via the My Organizational Units area of the screen, click on the black arrow ▶ to expand the Org Units. Click on the specific Org. Unit of the employee for whom you’ll be initiating a Secondary Work Payment form. From the display of employees, click on the specific employee. Click on **Select Form** located at the bottom of the screen
5. Select the **Secondary Work Payment Form** radio button

# Completing a Secondary Work Payment–Quick Reference Guide

<ul style="list-style-type: none"> <li><input type="radio"/> Employee Position Update</li> <li><input type="radio"/> Leave of Absence / Return from Absence</li> <li><input type="radio"/> Position Change</li> <li><input type="radio"/> Retirement</li> <li><input type="radio"/> Salary Change</li> <li><input type="radio"/> Salary Cost Distribution</li> <li><input type="radio"/> Termination</li> <li><input type="radio"/> Transfer</li> <li><input checked="" type="radio"/> Secondary Work Payment Form</li> </ul>	
<p><b>Secondary Work Payment Form</b></p> <p>Effective/Start Date of Payment:* <input type="text" value="02/12/2018"/> <input type="button" value="Change Effective Date"/></p> <p>Pay Period: <input type="text" value="02/12/2018"/> <input type="text" value="02/18/2018"/></p>	<p>6. The <b>Effective/Start Date</b> defaults to the Monday of the current week.</p> <p>7. Click on <b>Continue Editing Form</b>. Pay Period Dates automatically populate and the rest of the form is displayed</p> <p>8. <b>CATS Hours Worked</b> – Enter hours worked from the employee’s timesheet [CAT2]. Check the Display Working Time [CATS_DA] document for <i>hours actually worked</i></p>

## Completing a Secondary Work Payment–Quick Reference Guide

**Secondary Work Payments**

**Timesheet (CAT2) should be approved prior to completing this form**

**Hours Worked Primary Job**

CATS Hours Worked:\*

**Secondary Work Payment Information**

Additional Hours Worked:\*  Hourly Rate:\*

Cost Object:\*

2094 Secondary Wrk Regular Pay:

2093 Secondary Wrk Blended OT:

Blended OT Pay Rate:  Secondary Work Payment:

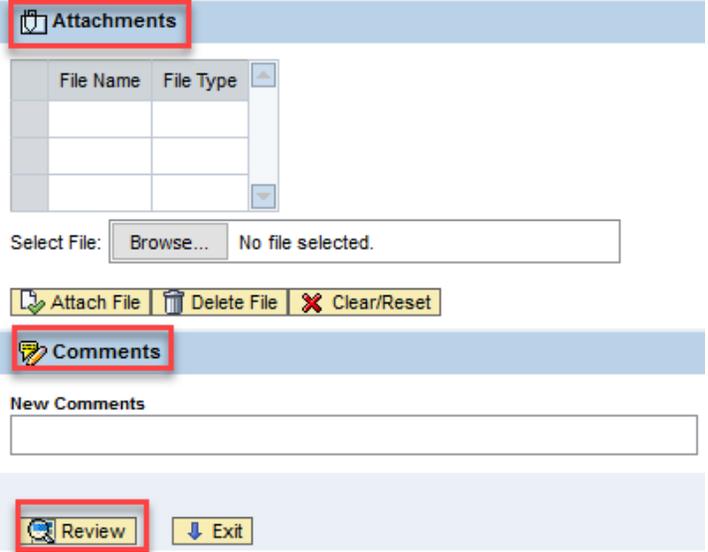
**Responsible Department Info**

Responsible Department:\*

Email Recipient:

9. For L2324 employees, if there are hours worked that were scheduled second shift hours, click **check box** and enter **Employee Shift Hours** and **Employee Shift OT Hours** [*only applicable* if there are more than 40 hours of actual work in the week and they were the last hours worked in the week on a second or third shift]
10. Enter **Additional Hours Worked** for secondary work job
11. Enter **Hourly Rate** for secondary work job
12. Enter **Cost Object** (Cost Center OR Grant number) of the department where the additional work is done
13. Click on **Calculate Payment**
14. Click on **Responsible Department** and Enter the **Org. Unit Id** of the department for whom the additional work was done
15. Click on **Email Recipient** and enter the **Email of the Payroll Coordinator of Secondary Department**

## Completing a Secondary Work Payment–Quick Reference Guide

 <p><b>Attachments</b></p> <table border="1"><thead><tr><th>File Name</th><th>File Type</th></tr></thead><tbody><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr></tbody></table> <p>Select File: <input type="button" value="Browse..."/> No file selected.</p> <p><input type="button" value="Attach File"/> <input type="button" value="Delete File"/> <input type="button" value="Clear/Reset"/></p> <p><b>Comments</b></p> <p>New Comments</p> <p><input type="text"/></p> <p><input type="button" value="Review"/> <input type="button" value="Exit"/></p>	File Name	File Type							<p>16. <b>Attachments</b> - Attach timesheet and any authorization email/letter as backup documentation to facilitate approval</p> <p>17. <b>Comments</b> - Enter a descriptive comment describing the extra work in 1-2 lines</p> <p>18. Click on <b>Review</b>. If the data is accurate and there are no errors, click on <b>Submit</b>. Track your submission via the <b>Request Tracker</b></p>
File Name	File Type								