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](https://ppo.buw.bu.edu) 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](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
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6. The **Effective/Start Date** defaults to the Monday of the current week.

7. Click on **Continue Editing Form**. Pay Period Dates automatically populate and the rest of the form is displayed.

8. **CATS Hours Worked** – Enter hours worked from the employee’s timesheet [CAT2]. Check the Display Working Time [CATS_DA] document for **hours actually worked**.
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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
16. **Attachments** - Attach timesheet and any authorization email/letter as backup documentation to facilitate approval.

17. **Comments** - Enter a descriptive comment describing the extra work in 1-2 lines.

18. Click on **Review**. If the data is accurate and there are no errors, click on **Submit**. Track your submission via the **Request Tracker**.