TO: Deans, Vice Presidents, and Merit Administrators

FROM: Diane M. Tucker, Chief Human Resources Officer
Derek Howe, Vice President, Budget and Capital Planning
Julie Sandell, Associate Provost for Faculty Affairs

RE: SAP Enterprise Compensation Management Project Update

DATE: April 26, 2017

As some of you may remember, back in 2014 the University began the process of implementing a new compensation module within SAP. The first phase of this project, which is now substantially complete, is to replace the legacy salary increase system which has been used to enter and process annual merit increases for faculty and staff. The legacy salary system will eventually be decommissioned since we will now have this new functionality within SAP.

The new system is the culmination of a great deal of work and excellent cooperation between the Provost Office, Budget & Planning, Human Resources, IS&T and representatives from schools, colleges, and departments. End users of the current legacy system were consulted and asked to participate in many focus groups, discussions, and user acceptance testing of the new SAP system. Generally, feedback/suggestions were incorporated, unless there were systematic limitations or customized requests.

The upcoming faculty merit process will now use the new compensation module for inputting and processing merit transactions. The University Provost will continue to issue guidelines regarding the merit planning process for faculty. We are just introducing a new tool for administering the input and approval process.

The upcoming L2324 merit process will also use the new system. Human Resources will still continue to issue guidelines for this population of employees.

As we move forward using the new system, we will explore re-aligning some of the system administration functions among the Provost Office, Human Resources, and Budget & Planning. Human Resources will take an active role in the new SAP merit system administration. They will continue to focus on aligning staff performance to merit increases, while the Provost’s review will continue to serve the same function for faculty merit increases.

The new system will provide real time employee information, the ability to delegate planning down to managers, and year over year compensation information. Access to the new system will be role based, where administrators and/or managers are assigned a security role to plan and approve recommendations. Business administrators that support this process will be contacted soon to verify/change those who should have access to plan and approve.

To ensure a smooth transition between systems, we have developed a Communication and Training Strategy. This includes a layered approach in which staged announcements are sent out to ensure appropriate levels of management and administrators are informed of the process.
Part of the strategy includes a Training and Usability Group composed of individuals in the schools/colleges/departments who have acted as a sounding board for announcements and training materials. Those materials include:

- How-To Documents: Quick links by topic
- How-To Videos
- Frequently Asked Questions
- Help Guides: Technical & Process

If you have any questions about this change please feel free to reach out to one of the team members below. Thank you in advance for your support with this new process.

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