Payroll Process – Faculty

Introduction

Payroll is in integral part of any organization. It is not only repsonsible for producing an employee's compensation, but proper payroll processing also plays a vital role in ensuring legal compliance and mitigating risk.

Processing payroll can be a complex task, and proper processing varies depending on the payroll category. At Boston University, we run four different payroll classifications – Faculty, Staff, Student and Temp (temporary), and two different payroll cycles – weekly and monthly. Because of this, different payroll types are processed quite differently.

On 4.20.18, we published guidelines about staff and temporary staff payroll processes. In this section of the Handbook, we will cover the faculty payroll process topics.

1. Faculty payroll processes
    a. New hire faculty employees
    b. Setting up direct deposit
    c. Faculty payroll changes

Payroll Process – Faculty

1a. New hire faculty employees

All new full-time, part-time and adjunct faculty employees at Boston University are hired into the University by the Office of Faculty Services. The Office of Faculty Services is dedicated to serving the faculty community at BUSPH and enriching the faculty experience by serving as a resource to faculty, managing the appointment and promotion process, and interpreting and implementing policies and procedures.

The following steps are completed by the Director of Faculty Services when processing a new faculty hire.

1. The Office of Faculty Services is responsible for hiring new faculty employees using the offer details provided by the hiring Department Chair.
2. The Director of Faculty Services contacts the candidate to complete the new hire documents, including the conflict of interest form, patent policy form and information sheet.
3. Once the paperwork is completed, the Director of Faculty Services processes the hire form in SAP.
4. Once the hiring form is completed and approved in SAP, a member of the Human Resources team sends onboarding information via Red Carpet to the new faculty complete with instructions on how to set up email and direct deposit.

Helpful Links

BU Payroll Office

Payroll Process – Faculty

1b. Setting up direct deposit

As an employee of Boston University, you are required to set up a direct deposit account for your paycheck. This can easily be done by accessing Employee Self-Service through BUWorks. Once you set up your direct deposit, you will be able to view your salary statement online. On your designated payday, employees will receive an email providing notification that you have been paid.

New employees to SPH will be able to set up direct deposit once their paperwork is processed and their account has been created with Human Resources.

Faculty employees are paid on the last business day of every month.

Should there be a discrepancy with your paycheck, it is important to contact the Director of Faculty Services (jdurant@bu.edu) immediately.

Helpful Links

BUWorks
How to set up direct deposit

Payroll Process - Faculty

1c. Faculty payroll changes

There are additional payroll transactions that are specific to faculty members that can take place over the course of their tenure at Boston University. These include changes to salary, percent effort and/or funding sources. Included in this section is a description of each payroll transaction and how best to transact these in SAP.

> TIP – To request any Faculty payroll changes with the exception of salary distributions, Department Administrators or Unit Mangers must send a completed Faculty Compensation Form to the Director of Faculty Services (jdurant@bu.edu) for review and approval.

Changes in percent effort

Changes in a faculty employee's percent effort must be discussed with the Department Chair and the Associate Dean of Research & Faculty Advancement in advance.

The following steps should be followed when processing a faculty employee's change in percent effort.

1. A Department Administrator, or Unit Manager, submits a completed Faculty Compensation Change form to the Director of Faculty Services.
2. Faculty Compensation Change form is reviewed and approved by SPH Leadership (Associate Dean of Research & Faculty Advancement and Associate Dean of Administration).
3. Once approved, the Director of Faculty Services processes a maintain position form (OM) updating the percent effort change in the employment percentage field in SAP.
4. Once OM form is approved, the Director of Faculty Services must process a Personnel Action (PA) form using the Employee Position Update form in SAP.

Changes in salary distribution

There are times that salary distribution changes must occur, especially as new funding sources are identified and other funding sources expire. It is crucial to make these changes at least one month in advance of the effective date in order to be processed properly.

Retroactive distribution changes may not be processed after 90 days without proper documentation and justification. Department Administrators or Unit Managers must submit proper documentation and written justification for these changes to John Wright, Director of Finance (johnjw@bu.edu), prior to submitting any retroactive distribution changes in SAP.

TIP – Distribution changes for faculty listed as Key Personnel on sponsored projects may require prior approval from sponsor.

IMPORTANT NOTES

1. Fractional percentages cannot be processed in SAP due to system limitations
2. We will not approve salary distribution changes less than 5%.

The following steps should be followed to update a faculty employee's salary distribution.

1. A Department Administrator must process a Personnel Action (PA) using the Salary Cost Distribution form. Enter the effective date of the salary cost distribution change, reason code for the change, and updates to the founding sources (fund center and/or I/O number percentages).
2. Department Administrator determines whether they are replacing or inserting a fund center or I/O number. Select "replace" if you are replacing existing cost distributions, effective from the date of action and continuing forward. Select "insert" to retroactively change the cost distribution for a specific period without changing the existing distributions after that period.
3. Enter in either the percentage or amount as a method of entry for the change. Total percentages should always add up to 100%.
4. Once submitted, the Salary Cost Distribution form will go through SAP workflow for approval.

Overbase

An overbase is a form of additional compensation for work that is preapproved and is not part of a faculty employee's regular position. Before entering into any work arrangement that may involve an overbase payment, a faculty member should consult with her department chair. Overbase requests are considered on a case-by-case basis.

The following steps should be followed when processing an overbase for Faculty.

1. A Department Administrator, or Unit Manager, submits a completed Faculty Compensation Change form to the Director of Faculty Services.

2. Faculty Compensation Change form is reviewed and approved by SPH Leadership (Associate Dean of Research & Faculty Advancement and Associate Dean of Administration).
3. Once approved, the Director of Faculty Services processes the payment using the Additional or Recurring Payment form (PA) in SAP.
4. Once the PA form is approved in SAP, the overbase will be paid out in the employee's regular monthly pay cycle.

Coming soon: Adjunct Payroll Process

Helpful Links

Processing an Overbase Payment
BUworks Forms Deadline Calendar
Faculty Compensation Change Form (coming soon)