

Completing an Employee Position Update (EPU)-Quick Reference Guide

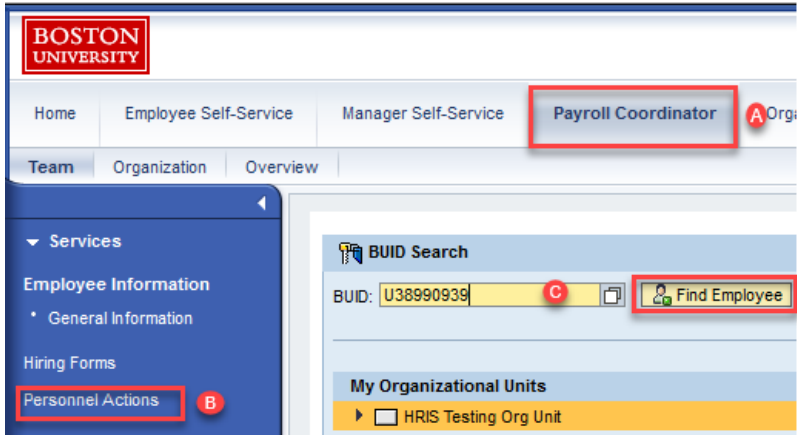
Managers or Payroll Coordinators must process an Employee Position Update (EPU) form when the attributes of an employee’s record need to change due to a revision in employee’s position. Examples of such changes include:

- Position’s title
- Personnel Area (e.g., CRC,BUMC), Personnel Sub-Area (NREP/REP Staff, NREP/REP-Faculty)
- Changes to Employee Group (e.g., FT to PT or to Non-Comp Faculty, FT to PT or to Non-Comp Exempt/Non-Exempt Staff)
- Changes to Employee Subgroup (e.g. Public Safety Officer to Police Officer), changes to % Time without affecting the Employee Group (e.g., going from 75% to 60%)
- Change in Assignment Duration without affecting the Employee Group (e.g., 10 months to 12 months).

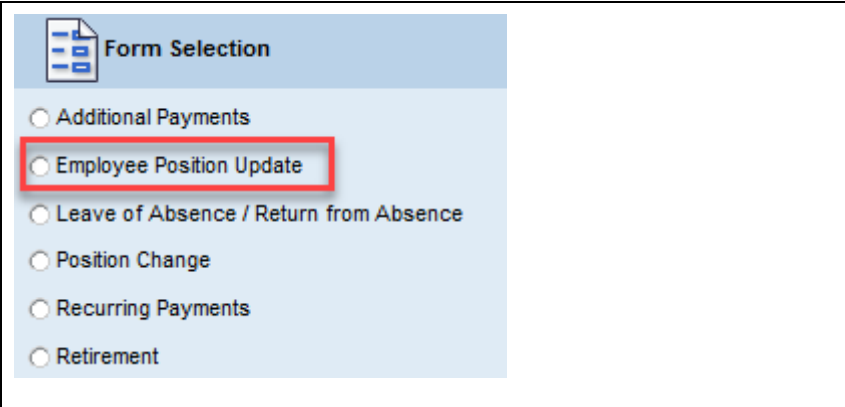
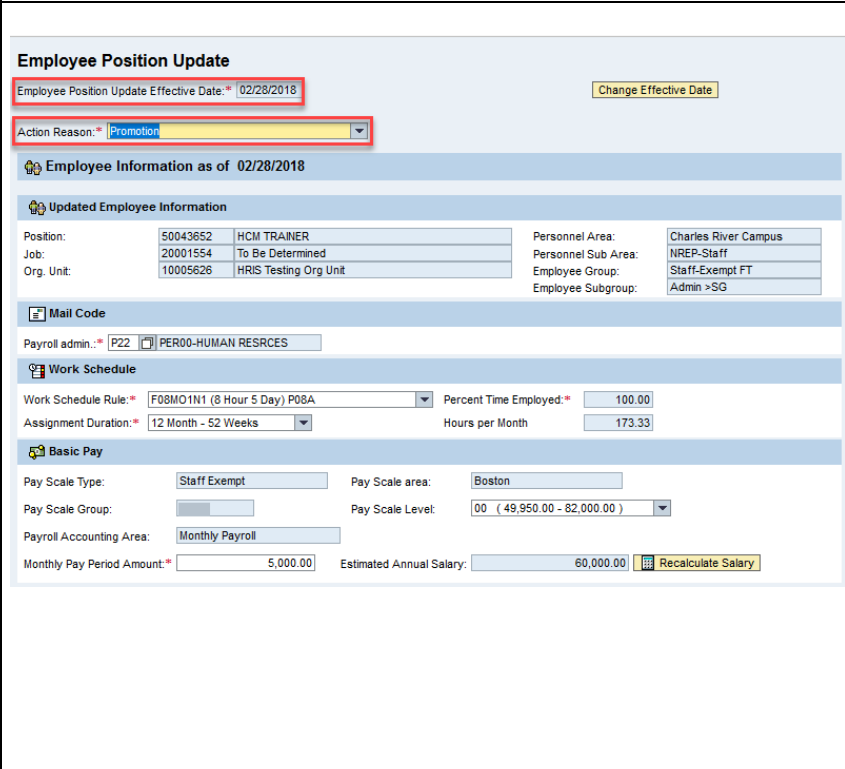
As a pre-requisite action, some EPUs require the position to be maintained in Org Management (OM), via a **Maintain Position** form. Please refer to [Form-Letter-Matrix](#) document to understand which business scenarios need maintenance of position prior to EPU.

While the Salary Cost Distribution section in the form allows you to edit or add new cost distributions, if all that needs to be changed is the cost distribution, please use the **Salary Cost Distribution** form from Personnel Actions menu *instead of using the EPU*.

As a pre-requisite to faculty actions, please contact the Faculty Actions Manager for the IT9001 Data Sheet to enter the correct values in the Faculty Contract Information section of this form.

	<ol style="list-style-type: none"> 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 a specific Org. Unit of the employee for whom you’ll be initiating the Employee Position Update (EPU). From the display of employees, click on the specific employee. The row gets highlighted in yellow. Click on Select Form located at the bottom of the screen
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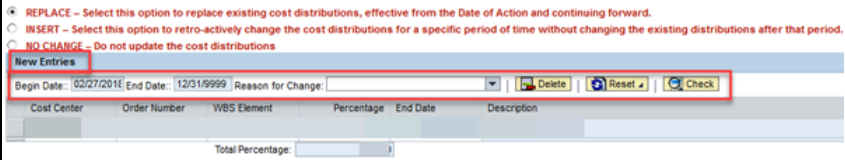
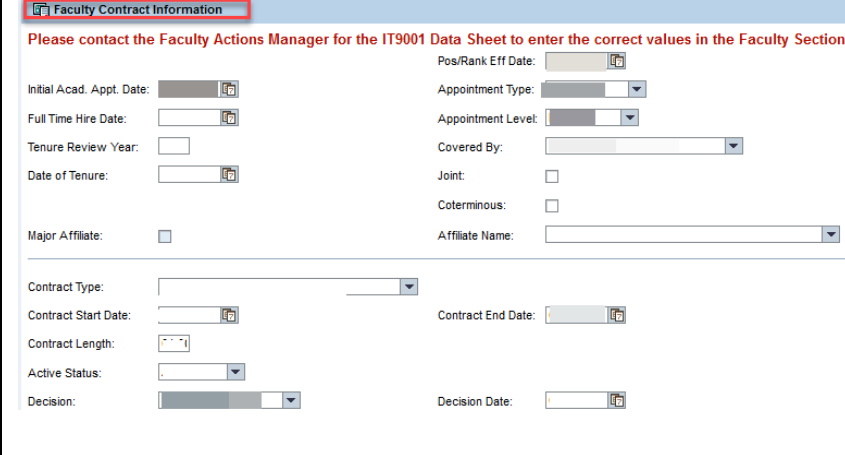
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 <p>Form Selection</p> <ul style="list-style-type: none"> <input type="radio"/> Additional Payments <input checked="" type="radio"/> Employee Position Update <input type="radio"/> Leave of Absence / Return from Absence <input type="radio"/> Position Change <input type="radio"/> Recurring Payments <input type="radio"/> Retirement 	<p>5. Click on the Employee Position Update radio button <input checked="" type="radio"/></p>																				
 <p>Employee Position Update</p> <p>Employee Position Update Effective Date: * 02/28/2018 Change Effective Date</p> <p>Action Reason: * Promotion</p> <p>Employee Information as of 02/28/2018</p> <p>Updated Employee Information</p> <table border="1"> <tr> <td>Position:</td> <td>50043852</td> <td>HCM TRAINER</td> <td>Personnel Area:</td> <td>Charles River Campus</td> </tr> <tr> <td>Job:</td> <td>20001554</td> <td>To Be Determined</td> <td>Personnel Sub Area:</td> <td>NREP-Staff</td> </tr> <tr> <td>Org. Unit:</td> <td>10005626</td> <td>HRIS Testing Org Unit</td> <td>Employee Group:</td> <td>Staff-Exempt FT</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Employee Subgroup:</td> <td>Admin > SG</td> </tr> </table> <p>Mail Code</p> <p>Payroll admin.: * P22 <input type="checkbox"/> PER00-HUMAN RESRCS</p> <p>Work Schedule</p> <p>Work Schedule Rule: * F08MO1N1 (8 Hour 5 Day) P08A Percent Time Employed: * 100.00</p> <p>Assignment Duration: * 12 Month - 52 Weeks Hours per Month 173.33</p> <p>Basic Pay</p> <p>Pay Scale Type: Staff Exempt Pay Scale area: Boston</p> <p>Pay Scale Group: Pay Scale Level: 00 (49,950.00 - 82,000.00)</p> <p>Payroll Accounting Area: Monthly Payroll</p> <p>Monthly Pay Period Amount: * 5,000.00 Estimated Annual Salary: 60,000.00 Recalculate Salary</p>	Position:	50043852	HCM TRAINER	Personnel Area:	Charles River Campus	Job:	20001554	To Be Determined	Personnel Sub Area:	NREP-Staff	Org. Unit:	10005626	HRIS Testing Org Unit	Employee Group:	Staff-Exempt FT				Employee Subgroup:	Admin > SG	<p>6. Employee Position Update Effective Date – Indicate the date the update(s) you’re making should take effect</p> <p>7. Click on Continue Editing Form. The form automatically expands to show details of the employee such as BUID, Main Assignment, Org. Unit, % time employed, work schedule, Personnel area, Personnel sub-area, Employee group, employee subgroup, base rate amount, salary etc</p> <p>8. Action Reason - Select the appropriate reason for the position revision by clicking on the Action Reason drop-down</p>
Position:	50043852	HCM TRAINER	Personnel Area:	Charles River Campus																	
Job:	20001554	To Be Determined	Personnel Sub Area:	NREP-Staff																	
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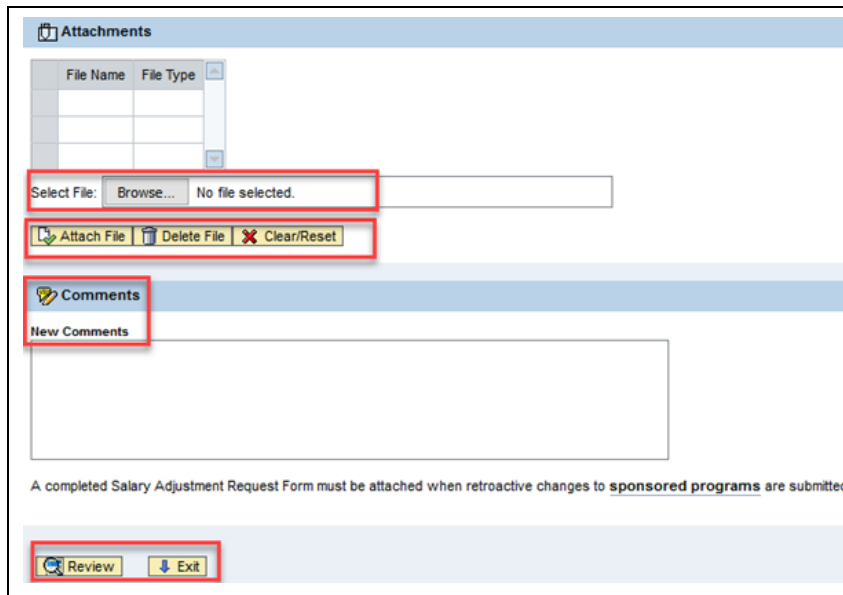
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	<p>9. Mail Code - Select an appropriate mail code from the drop-down</p> <p>10. Work Schedule Rule – Confirm that the WSR is correct. If not, select the appropriate Work Schedule from the drop-down</p> <p>11. Assignment Duration – Confirm that the duration is correct. If not, select the appropriate Assignment Duration from the drop-down</p> <p>12. Pay Scale Level – Confirm that the pay scale is correct. If not, select the appropriate pay scale from the drop-down</p> <p>13. Confirm the (Monthly or Weekly) Pay Period Amount is correct. If not, edit the amount and click on Recalculate Salary</p>
	<p>14. The Cost Distribution area is divided into two sections: The Current Entries section and the New Entries section. The Current Entries displays all existing distributions as of Effective Date entered in Step 8 and are not editable</p>
	<p>In the New Entries section, you can add or make edits to a cost distribution, such as changing an End Date which stops a cost distribution</p> <p>Click on REPLACE when you want to remove existing cost distributions, from the Effective Date that you entered, continuing forward. These may be retro-active or prospective changes. Click on INSERT when you want to insert a change to a particular cost distribution – but only within a specific period of time that you designate. Existing distributions after that specified period of time continue forward</p>

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	<p>NOTE: When using INSERT, the End Dates of the cost distributions have to be the same. If this is not the case, you'll receive an error: <i>“End dates of cost distributions need to match on Insert”</i></p>
	<p>15. Enter the Begin and End Dates and from the drop-down menu, select the Reason for Change</p> <p>16. Enter Cost Center, Order Number and/or WBS element, Percentage up to two decimals</p> <p>Use the following buttons to edit/check distributions:</p> <p>The Delete button allows you to delete a distribution The Reset button allows you to restore the distribution settings to how they initially appeared on the form prior to any changes The Check button allows you to perform a check for formatting of the entries up to two decimal places</p> <p>17. Enter the End Date for the individual cost distribution. If the end date is invalid, it will be highlighted in red and must be changed</p>
	<p>18. For Faculty members, you must contact the Faculty Actions Manager for the IT9001 Data Sheet. This will allow you to enter the correct values in the Faculty Contract Information section of the form</p>

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The screenshot displays the user interface for completing an Employee Position Update (EPU). It is divided into two main sections: Attachments and Comments.

Attachments Section:

- At the top, there is a header "Attachments" with a folder icon.
- Below the header is a table with columns "File Name" and "File Type".
- Under the table is a "Select File:" label, a "Browse..." button, and the text "No file selected."
- Below that are three buttons: "Attach File" (with a plus icon), "Delete File" (with a trash icon), and "Clear/Reset" (with an X icon).

Comments Section:

- Below the Attachments section is a header "Comments" with a speech bubble icon.
- Under the header is a label "New Comments" and a large text input area.

At the bottom of the interface, there is a note: "A completed Salary Adjustment Request Form must be attached when retroactive changes to **sponsored programs** are submitted".

At the very bottom, there are two buttons: "Review" (with a magnifying glass icon) and "Exit" (with a downward arrow icon).

19. **Attachments** - Upload any back-up documents used to facilitate the approval of new entries. When retroactive adjustments are being made, a completed Salary Adjustment Request form (SARF) **must** be attached for review by Office of Sponsored Programs

20. **Comments** – Supply a descriptive comment with additional information pertaining to the salary cost distribution to help expedite the workflow approval

21. Click on **Review** to review your entries. If all the data is accurate and there are no errors, Click on **Submit**. Track your submission via the **Request Tracker**