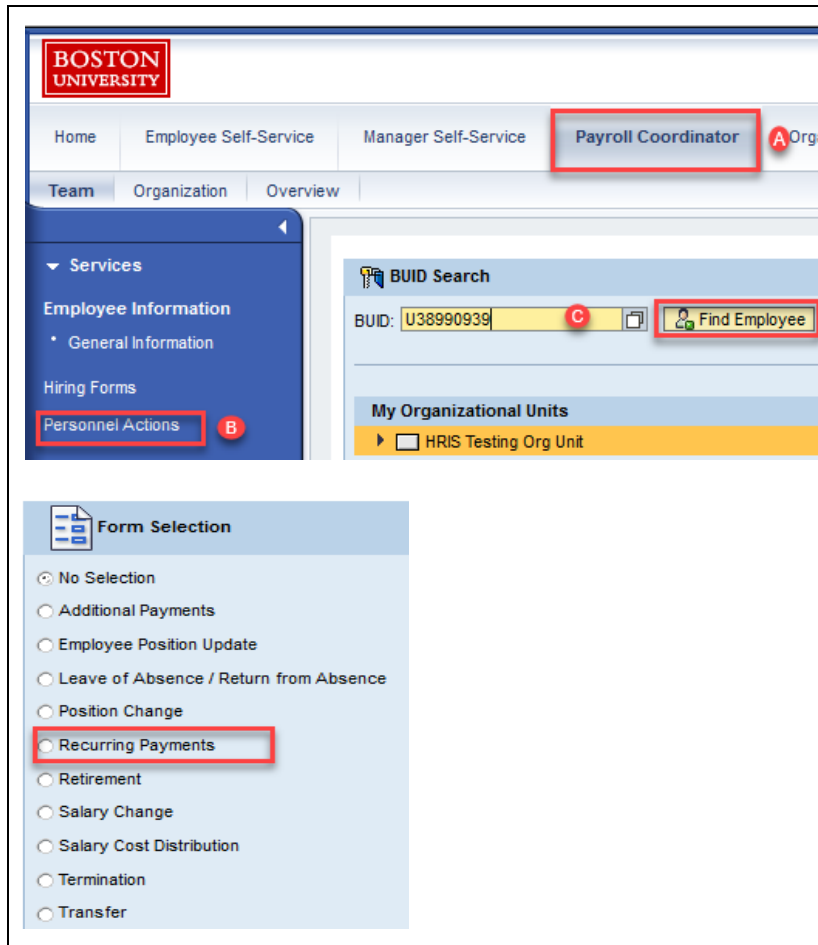# Completing a Recurring Payment-Quick Reference Guide

Complete a Recurring Payments form to pay an Exempt employee over-base payments for over more than one pay period. The Recurring Payments form allows you three options: A) To set up new, recurring payments, B) To restore original distributions after you've made changes or C) To delete a distribution which has not yet been paid.

There is no Org.Management (OM) pre-requisite action needed before you submit Recurring Payment form. Please be aware of the assigned PA deadline date for the current pay period to ensure that the payment happens in time for the employee to be paid correctly.

	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 Recurring Payment. From the display of employees in the Org. Unit, click the **specific employee**. The row gets highlighted in yellow. Click on [Select Form] located at the bottom of the screen 5. Click on the Recurring Payments radio button ◯

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6. **All Recurring Payments Active as of the Date** – Enter effective date when the recurring payments are to begin

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

8. The next section displays **One Year History** going up to payments made 12 months back from the effective date. *(e.g. If you entered an Effective Date of 02/24/2018, any recurring payments scheduled as of that date, or those paid going back to 02/24/2017 would be displayed)*

Should you wish to change the additional payments displayed, click the button labeled **Change Effective Date**

9. In the **Current Entries** section you can add new recurring payments. If an existing recurring payment has not yet been paid out, you could make an edit to it

Use the four buttons described below to make changes:

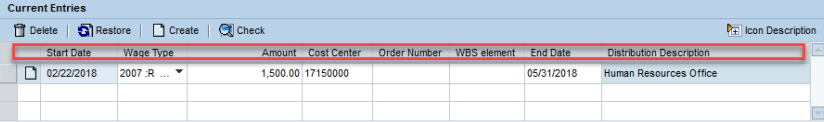**Delete**: Allows you to delete a recurring payment
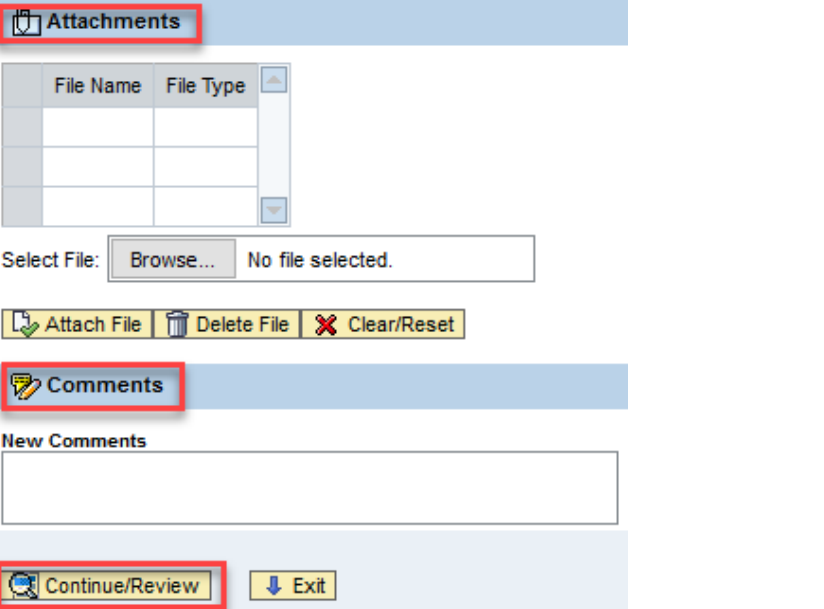**Restore**: Allows you to restore a recurring payment to how it initially appeared on the form prior to any changes

NOTE: Restore will not work on a submitted the form

Create: Allows you to enter new recurring payments
Check: Allows you to check for formatting of entries (*e.g. if you entered a payment as $25.00, the check would request you correct the entry so that it's 25.00*)

10. Enter the **Start Date**, **Wage Type** (indicating if the payment is taxed or not), **Amount**, **Cost Center**, **Order Number** and/or **WBS Element** and **End Date**.

NOTE: *If the End Date for a recurring payment is earlier than the date you entered in Step 1, you would not be able to change that End Date, as it would no longer be "active"*

11. Click on **Review** at the bottom of the page to review your entries. Icons appear based upon actions you've taken (or in the case of the "eyeglasses" – an existing current payment in SAP that has not been changed on this form)

12. **Attachments -** Upload any back-up documents used to facilitate the approval of new entries. Note that a completed Salary Adjustment Form must be attached if retroactive changes to sponsored programs are submitted

13. **Comments** – Supply a descriptive comment with additional information to help expedite the workflow approval for your form updates

14. Click on **Review** to review your entries

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