Completing a Maintain Position Form-Quick Reference Guide

Managers and Payroll Coordinators can use the **Maintain Position** form when there is a need to edit/update an existing position within their Org. structure. Some examples of maintain actions include an update to the position's title, essential functions existing position description, budget or enterprise structure (FT/PT employee grouping).

The maintenance of a position often serves as a pre-requisite for several Personnel Administration (PA) actions, the most prevalent being the Employee Position Update (EPU) form. It very important to understand that in order to successfully submit dependent PA actions that the maintain position first be successfully approved through workflow before the PA form can be submitted. Click here for a complete listing of scenarios which require a maintain position form to be completed first.

As always, contact your HR Compensation Analyst anytime when maintaining a position which involves a change that may impact a position's employee group/subgroup, salary and/or grade.

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 **Organization** tab

4. Click on **Maintain Position**

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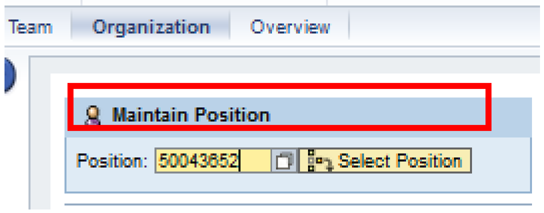

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5. Enter the 8 digit Position Id and click on Select Position.

Note: You can also click on the white search help box to look up the position by name. It is recommended you use the 8 digit Position ID to avoid accidentally updating a similarly named position.
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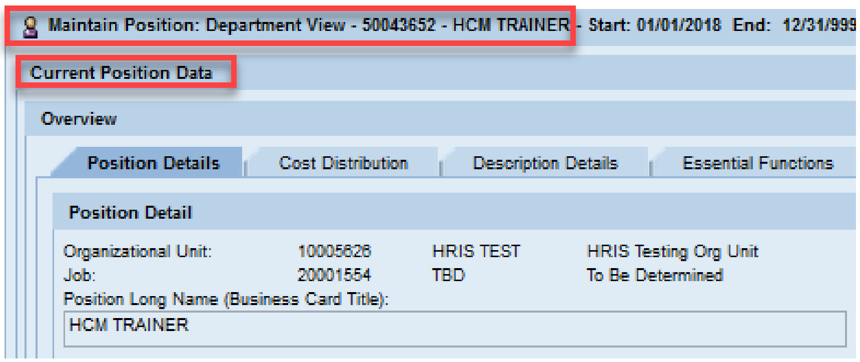

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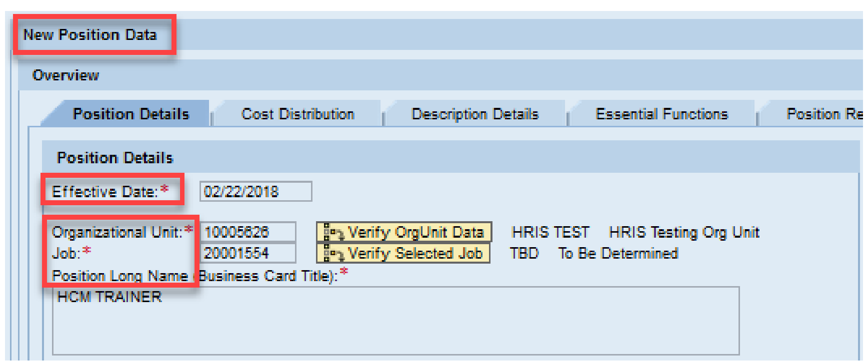

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6. On the left side of the Maintain Position screen you will see a section titled Current Position Data which gives you a reference view of the position’s current details with non-editable, display-only fields and on the right-side, a section titled New Position Data which allows you to access tabs in which you are allowed to edit/change information

7. Effective Date – Enter the date you are want your changes to the position to take effect

8. Organizational Unit – This will pre-populate based on what you entered in Step 5. To change the org unit click the search help box to look for an org unit or enter the org unit # directly into the text box then click on Verify Org Unit

9. The Job Code field pre-populates based on the current job code the position is tied to. In most circumstances, as of today, this should be left as is TBD.

10. Position Long Name (Business Card Title) – The title you put there will be the basis of the position title used by the Comp/Org Management team.
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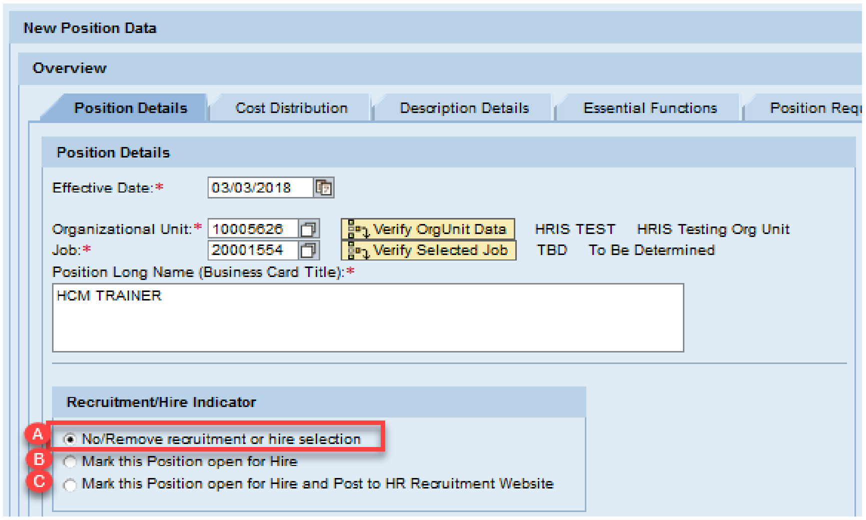

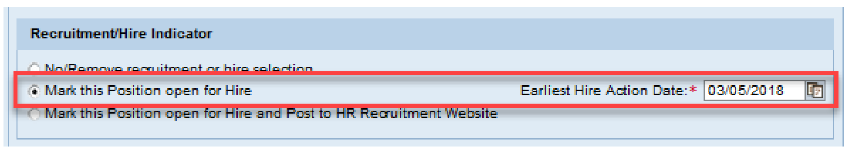

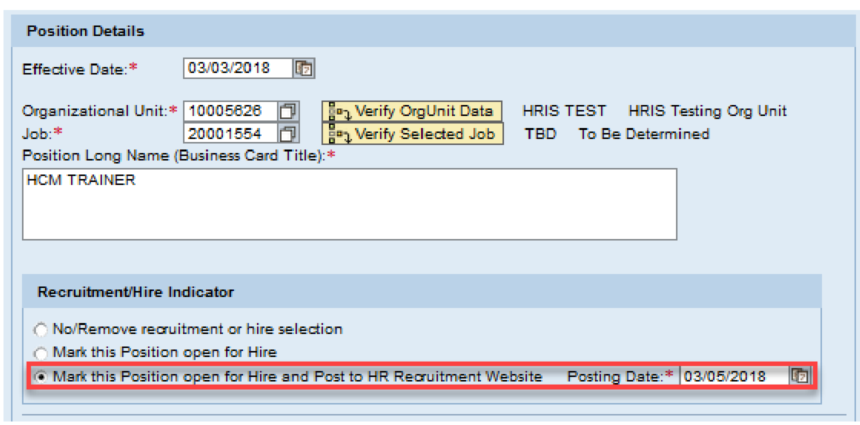

11. **Recruitment/Hire Indicator -** Indicate if (and when) you want to initiate the recruitment process to get the position filled and if you want your position to be posted to the BU HR Recruitment Website

A. The No/Remove recruitment or hire selection (Default selection) is for updating a position without opening it for hire or positing it.

B. The second option “Mark this Position open for Hire” is for updating the position AND opening it for hire without posting it to the HR website. When this option is selected, a date field appears, labeled “Earliest Hire Action Date”. This is the ***actual hire date*** you expect to hire a candidate

C. The third option “Mark this Position open for Hire and Post to HR Recruitment Website” is for updating the position AND opening it for hire AND posting it to the HR website. When this option is selected, a Posting Date field appears. Enter the date the position is to be posted on the HR Recruitment website

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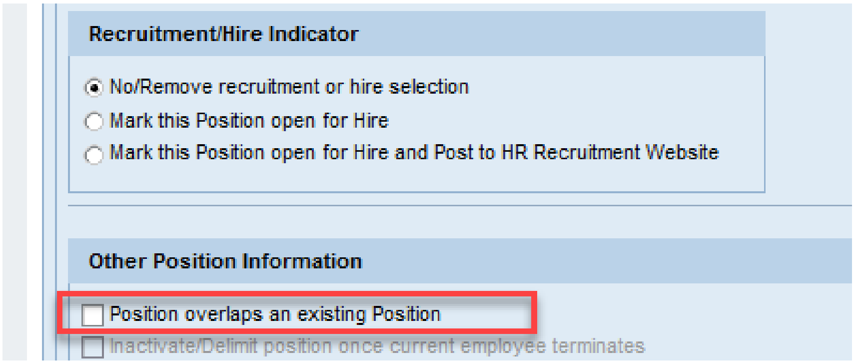

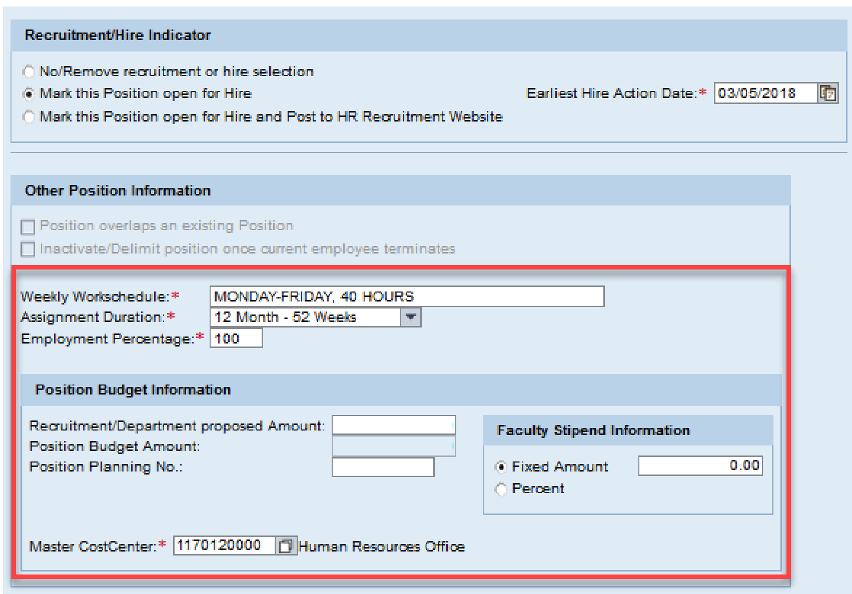

12. **Position Overlaps an Existing Position** – This indicator will tell HR and Budget this position will be used as an overlap position for an incumbent being replaced by a new employee. Usually this is not to be used on the maintain form but instead the create position form.

13. **Weekly Work schedule** – as text, enter the days and average hours per week (i.e. Mon-Fri, 8:30am-5pm, 40 hours). If the employee will be on a "non-standard" schedule provide a brief note in the comment section.

Note: While this field does not automatically feed to "Work schedule rule" it is to aid HR in terms of the position posting to the BU Recruitment website and selecting the proper WSR so please be accurate. If you know the appropriate WSR text you can past it here.

14. **Assignment Duration** – Via the dropdown menu, select the appropriate assignment duration. Temporary positions are <= 8.8 months in assignment duration

15. **Employment Percentage** – Enter a whole number from 1 - 100. 100 is considered a full-time position. Anything lesser than 100 is a part-time position.

16. **Recruitment/Department Proposed Amount** – Enter what you propose to pay this position. For exempts and any temp employees that will be paid monthly, enter the proposed annual salary (e.g. 65000.00). For hourly-paid employees, enter the proposed hourly pay (e.g. *15.00*).

NOTE: The Position Budget Amount and the Position Planning No. need not be filled

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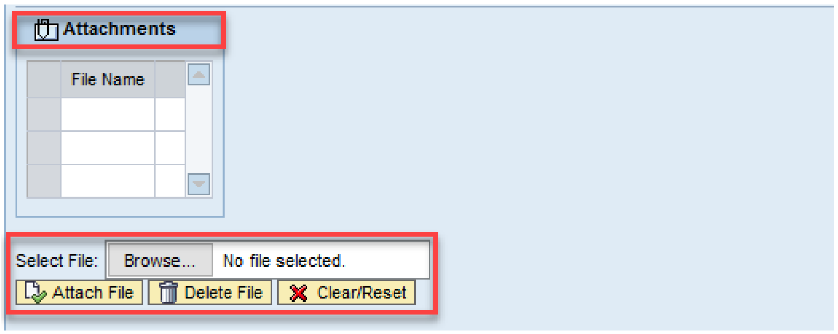
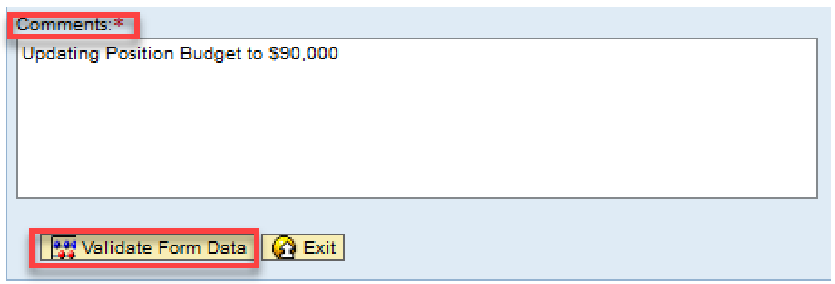


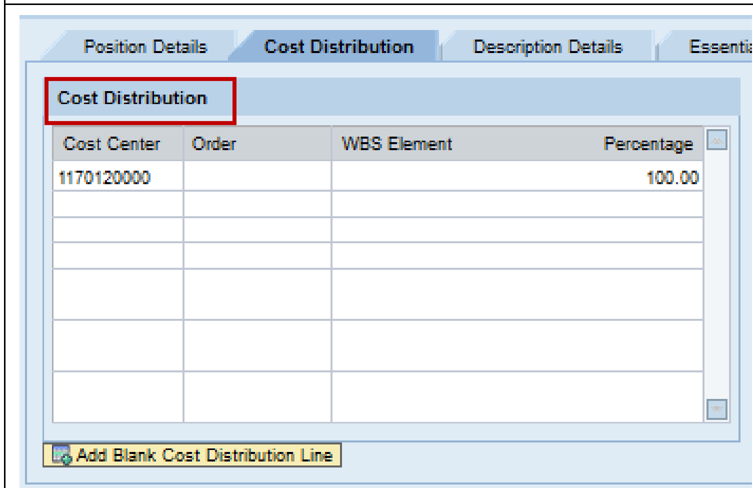
17. **Attachments -** Upload backup documentation from your computer with approval from the department authorizing maintenance of the position

NOTE: *Don't attach documents containing sensitive, employee- specific information such as SSN.* If you need help in what is required for attachments please reference http://www.bu.edu/tech/files/2016/02/End-to-End-Process-Matrix.pdf



18. **Comments –** At this time enter a concise comment (150 characters or less) indicating the changes being made to the existing position along with any non-form captured relevant details from a conversation with a Compensation Analyst or HRBP with regard to this position.

Note: At any point click the **Validate Form Data** button to check for errors. If OK and you need to visit the other tabs click **Switch to Edit Mode**, then click the next tab.



19. **Cost Distributions** – The existing cost distributions are displayed. It is best practice to keep salary cost distributions on the OM side updated and consistent with the intended distributions that will be used to pay the holder of the position *unless* the position is grant funded. In that case dummy grant numbers should be used.

Click on the next tab

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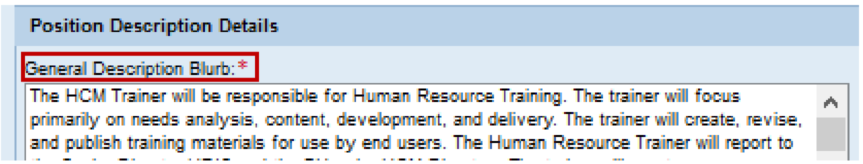
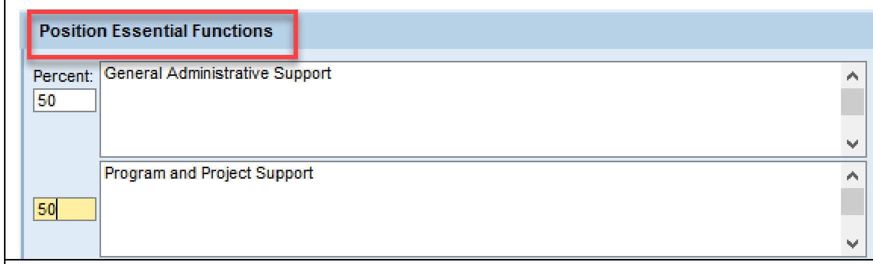
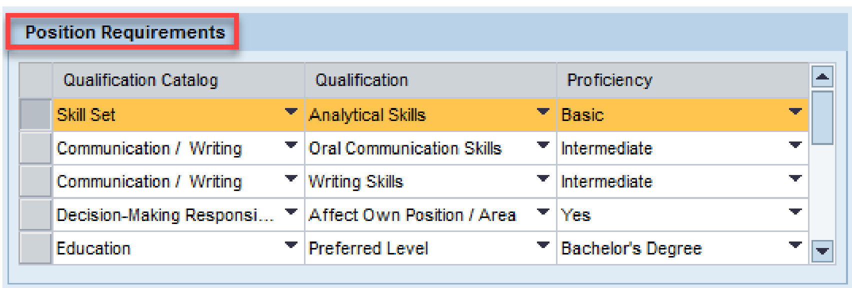
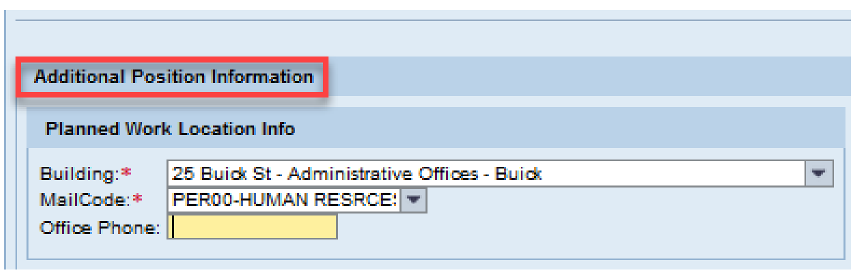




20. **Position Description Details** – A summary will automatically appear as a blurb which you can edit

21. **Essential Functions** – Existing duties will be pre-populated. Up to six essential functions of the position can be listed. For posted Staff positions, edits made here do not get updated within the posting. For paid Staff positions, you MUST include the approximate % of time the employee will spend performing each group of functions (*this helps HR/Compensation with their position review*). Entering percentages is recommended, but not required, for faculty, non-comp, academic research and weekly paid temporary employees





22. **Position Requirements -** (Optional) Highlight and select the appropriate value from the Qualification Catalog, Qualification, and Proficiency drop-downs relative to this position. Click on **Continue** at the bottom of the page

23. **Additional Data –** In the Additional Data tab, add Additional Posting related information:

24. **Building** – Select the building where the employee/position will work from drop-down

25. **Mail Code** - Select a mail code from drop-down

26. **Office Phone** - Enter the employee's phone number, if known. If unknown, enter the dept main line phone number

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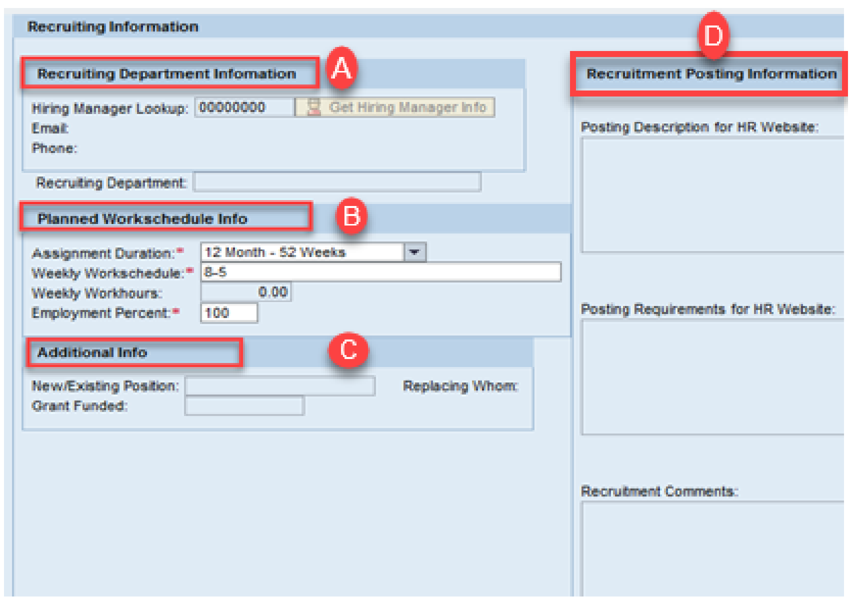
<u>NOTE, For Non-regular FT and PT staff positions:</u>

If the position you're creating is for faculty, temporary, academic research, non-compensated or other positions which are not hired or posted through Human Resources you may scroll to the bottom of the form and click on **Validate Form Data** to validate the information
If all the data is correct and there are no errors, click on **Submit.**

If the position you are updating is a staff position please continue through this guide and review the following sections before validating, reviewing and submitting:



27. **Recruiting Information -** For positions that need to be posted on HR website, "Recruiting Information" is broken into 4 sections:

- **A. Recruiting Department Information**
- **B. Planned Work Schedule Info**
- **C. Additional Info**
- **D. Recruitment Posting Information**

Hiring Manager Lookup (labeled A) – Locate the hiring manager name from the list whose department needs the position filled. This will auto-populate email and phone of hiring manager

Recruiting Department - Via the drop-down menu, select the Recruiting Department. If the value is blank in the drop-down for Recruitment Department, please email hrsys@bu.edu

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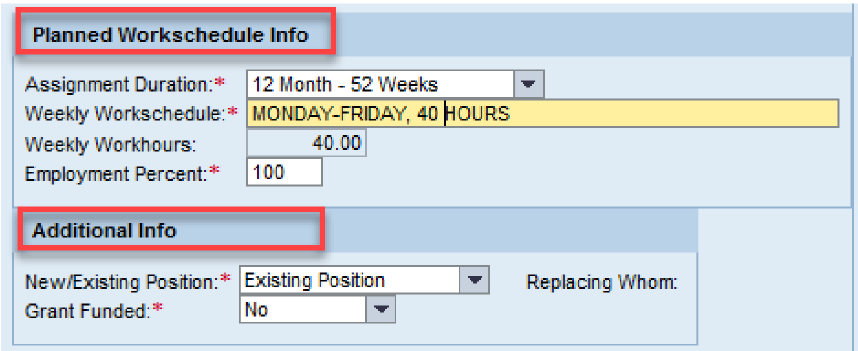


28. **Assignment Duration** - This pre-populates, based on Position Details and can be modified. Temporary positions are <= 8.8 months

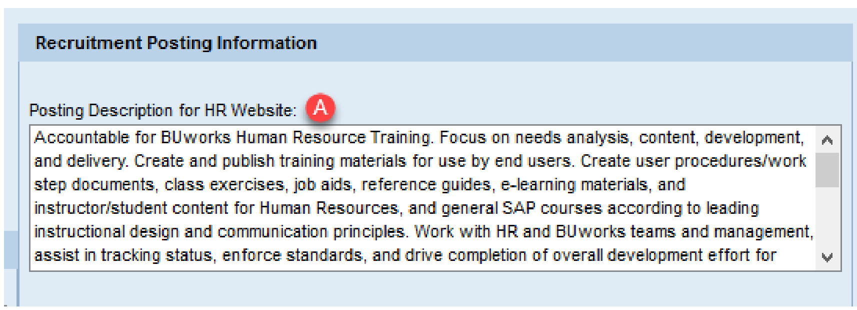
29. **Weekly Workschedule** – This field pre-populates based on the Position details and can be modified

30. **Weekly Workhours** - This non-editable field is entered later, by Compensation

31. **Employment Percent -** This pre-populates, based on the Position Details and can be modified

32. **New/Existing Position -** Select **Existing Position**

33. **Grant Funded** – Select No/Yes from drop-down



34. **Recruitment Posting Information** – Provide information to the HR/Recruitment team on the position that needs to be posted and filled in the following areas:

35. **Posting Description for HR Website** (*labeled* A) **-** This is a 5-8 sentence description providing the primary purpose of the position and is viewable by potential applicants
Format:

- The **1st sentence** is a general opening summary statement about the position
- Use present tense
- Each statement should start with an action word that is linked to a value, product, outcome, service or objective
- There should be an emphasis on connecting the position to the mission of the department

Tip: Refer to the Descriptions tab. The position’s “General Description Blurb” can be used as a good starting point for the description

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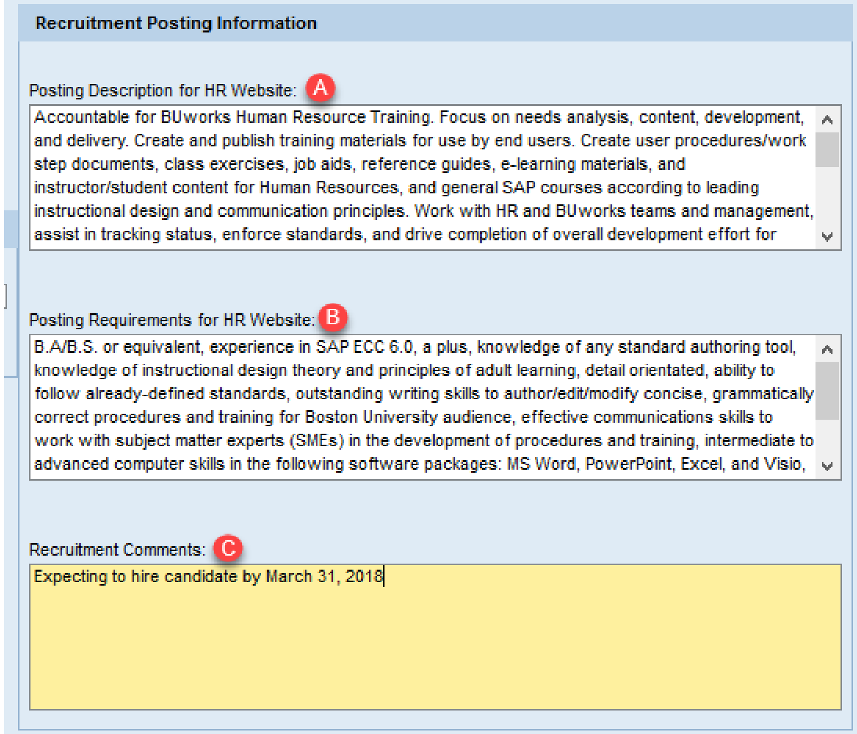

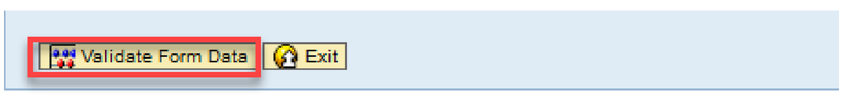

36. **Posting Requirements for HR Website** (*labeled* B) - This is a description of the requirements and qualifications needed to perform the position and is viewable by potential applicants

Format:

- **1st requirement** is the educational requirements (use abbreviation of *B.A.* or *B.S.* for *Bachelor's degree* and include the specific area of study if necessary i.e. *B.A. in Biology*)
- **2nd requirement** is years of work experience (include specific type of experience if necessary (i.e. *one to three years of related administrative experience working in an academic environment.)*
- **Remaining requirements** then follow (i.e. *excellent communications skills and customer service skills, strong analytical and problem solving skills*)
- *Include any additional, specific information related to the position that a candidate should know about (i.e. this position requires frequent travel) etc.*

Tip: Info within the "Position Requirements" tab of the Position should be consistent with info in the "Posting Requirements for HR website". If a skill/experience is "preferred" or "desirable," designate it as such

37. **Recruitment Comments** (*labeled* C) – *These comments are not posted and are intended for communicating directly with HR/Recruitment*

38. Click on **Validate Form Data** and carefully review the data entered. To Exit without saving, click on **Exit**

39. If no errors are found, click on Submit and track your submission via **Request Tracker**