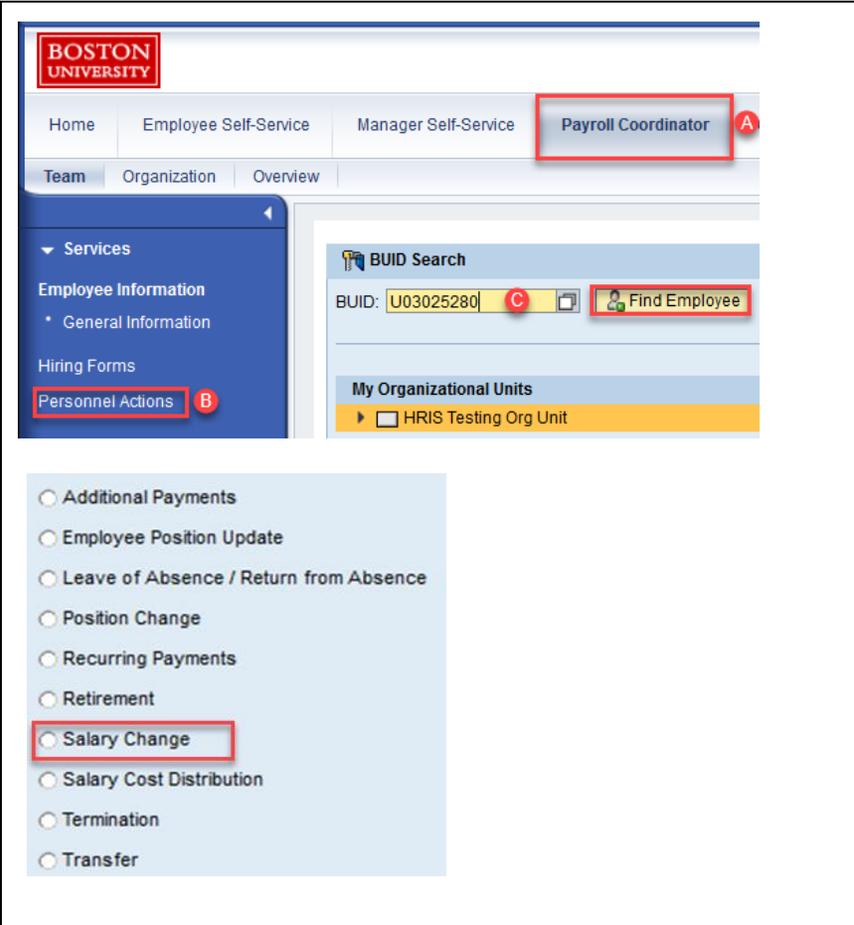


Completing a Salary Change Form-Quick Reference Guide

Complete a Salary Change form whenever the need is to *simply change an employee's salary*, **WITHOUT** affecting any change in the employee's duties, budget, % Time or the Enterprise Structure associated with the position. If the proposed budget is changing, the completion and approval of an Org. Management **Maintain Position** form will be required **prior** to submitting the Salary Change. Cost distribution must always total to 100% and a department level authorization must be attached to the form.

Please keep in mind that changing an employee's salary may impact the grade as well as the benefits associated with the position. Before initiating the Salary Change action, contact your HR Business Partner/Comp. Analyst with any questions you may have.

 <p>The screenshot shows the BUworks Central interface. At the top, there are navigation tabs: Home, Employee Self-Service, Manager Self-Service, and Payroll Coordinator (highlighted with a red box and letter 'A'). Below these are sub-tabs: Team, Organization, and Overview. On the left, a 'Services' menu is expanded to show 'Personnel Actions' (highlighted with a red box and letter 'B'). In the main content area, there is a 'BUID Search' section with a text input field containing 'U03025280' and a 'Find Employee' button (highlighted with a red box). Below this is a 'My Organizational Units' section with a dropdown menu showing 'HRIS Testing Org Unit'. At the bottom, there is a list of radio buttons for various actions: Additional Payments, Employee Position Update, Leave of Absence / Return from Absence, Position Change, Recurring Payments, Retirement, Salary Change (highlighted with a red box), Salary Cost Distribution, Termination, and Transfer.</p>	<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 <i>either</i> 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 the employee belongs to and for whom you'll be initiating a Salary Change form. From the display of employees, click on the specific employee. The row gets highlighted in yellow 5. Click on Select Form located at the bottom of the screen 6. Click on the Salary Change radio button <input type="radio"/>
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<p>Salary Change</p> <p>Salary Change Effective Date: * 02/28/2018 Change Effective Date</p> <p>Action Reason: * Equity Adjustment</p> <hr/> <p>Employee Information as of 02/28/2018</p> <table border="0"> <tr> <td>UID/Name:</td> <td>U03025280 MEL KURZOK</td> <td>Status:</td> <td>Active</td> </tr> <tr> <td>Main Assignment:</td> <td>50043653 Department Secretary</td> <td>Personnel Area:</td> <td>Charles River Campus</td> </tr> <tr> <td>Job:</td> <td>20001554 To Be Determined</td> <td>Personnel Sub Area:</td> <td>NREP-Staff</td> </tr> <tr> <td>Org. Unit:</td> <td>10005626 HRIS Testing Org Unit</td> <td>Employee Group:</td> <td>Staff-NonExempt FT</td> </tr> <tr> <td>Current Employment Date:</td> <td>02/22/2018</td> <td>Employee Subgroup:</td> <td>Cler/Tech/Svc/RSCler</td> </tr> <tr> <td>Personnel Number:</td> <td>00106603</td> <td>Multiple Assignments:</td> <td>No</td> </tr> </table> <hr/> <table border="0"> <tr> <td>% Time Employed:</td> <td>114.29</td> <td>Assignment Duration:</td> <td>12 Month - 52 Weeks</td> </tr> <tr> <td>Work Schedule:</td> <td>F07M01N1 7 hour 5 day</td> <td>Regular Hours per Period:</td> <td>40.00</td> </tr> </table> <hr/> <table border="0"> <tr> <td>Hourly Rate:</td> <td>18.2692</td> <td>Base Rate Amount:</td> <td>50,000.00</td> </tr> <tr> <td></td> <td></td> <td>Salary:</td> <td>38,000.00</td> </tr> </table>	UID/Name:	U03025280 MEL KURZOK	Status:	Active	Main Assignment:	50043653 Department Secretary	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-NonExempt FT	Current Employment Date:	02/22/2018	Employee Subgroup:	Cler/Tech/Svc/RSCler	Personnel Number:	00106603	Multiple Assignments:	No	% Time Employed:	114.29	Assignment Duration:	12 Month - 52 Weeks	Work Schedule:	F07M01N1 7 hour 5 day	Regular Hours per Period:	40.00	Hourly Rate:	18.2692	Base Rate Amount:	50,000.00			Salary:	38,000.00	<p>7. Salary Change Effective Date – Enter the start date for the salary change. If you enter a past date, you will be able to view the cost distributions that were active from that past date entered onward</p> <p>8. Click on Continue Editing Form. The form automatically expands to show details of the employee such as BUID, Main Assignment, Org. Unit, Personnel area, sub-area, employee group, employee sub group, employment date, status, % time employed, salary, hourly rate, base rate and assignment duration are displayed on the screen as non-editable fields. To change the Date of Action, click on Change Effective Date</p> <p>9. Action Reason - Select a suitable action reason for the salary change from the drop-down list (e.g. Equity/Market Adjustment)</p>
UID/Name:	U03025280 MEL KURZOK	Status:	Active																																						
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<p>Basic Pay</p> <p>Pay Scale Type: Staff Non-exempt Pay Scale area: Boston</p> <p>Pay Scale Group: GR24 Pay Scale Level: * 02 (21.7500)</p> <p>Payroll Accounting Area: Weekly Payroll</p> <p>Hourly Rate: * 21.75 Estimated Annual Salary: 45,240.00 Recalculate Salary</p>	<p>10. Within Basic Pay section, select Pay Scale Level from drop-down list</p> <p>NOTE: When a pay scale level is changed for L615 (Personnel SubArea of 0410), the associated hourly rate is auto-populated</p> <p>11. Enter the (Monthly or Weekly) Pay Period Amount</p> <p>12. Click on Recalculate Salary</p>																																								
<p>Cost Distribution</p> <p>Current Entries</p> <table border="1"> <thead> <tr> <th>Cost Center</th> <th>Order Number</th> <th>WBS Element</th> <th>Percentage</th> <th>End Date</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1170120000</td> <td></td> <td></td> <td>100.00</td> <td>12/31/9999</td> <td>Human Resources Office</td> </tr> </tbody> </table> <p> <input checked="" type="radio"/> REPLACE – Select this option to replace existing cost distributions, effective from the Date of Action and continuing forward. <input type="radio"/> INSERT – Select this option to retro-actively change the cost distributions for a specific period of time without changing the existing distributions after that period. <input type="radio"/> NO CHANGE – Do not update the cost distributions </p> <p>New Entries</p> <p> <input type="radio"/> REPLACE – Select this option to replace existing cost distributions, effective from the Date of Action and continuing forward. <input checked="" type="radio"/> INSERT – Select this option to retro-actively change the cost distributions for a specific period of time without changing the existing distributions <input type="radio"/> NO CHANGE – Do not update the cost distributions </p>	Cost Center	Order Number	WBS Element	Percentage	End Date	Description	1170120000			100.00	12/31/9999	Human Resources Office	<p>The Cost Distribution area is divided into two sections:</p> <p>The Current Entries section displays all existing/active and past salary cost distributions as of the Date of Action you initially entered. (e.g. Any salary cost distributions active as of 02/28/2018 would be displayed). The New Entries section is where you add or make edits to a cost distribution, such as changing an End Date – which stops a cost distribution</p>																												
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1170120000			100.00	12/31/9999	Human Resources Office																																				

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Cost Distribution

Current Entries					
Cost Center	Order Number	WBS Element	Percentage	End Date	Description
1170120000			100.00	12/31/9999	Human Resources Office

REPLACE – Select this option to replace existing cost distributions, effective from the Date of Action and continuing forward.
 INSERT – Select this option to retro-actively change the cost distributions for a specific period of time without changing the existing distributions after that period.
 NO CHANGE – Do not update the cost distributions

New Entries

Begin Date: 02/28/2015 End Date: 12/31/9999 Reason for Change: **Funding Changes** [Delete] [Reset] [Check]

Cost Center	Order Number	WBS Element	Percentage	End Date	Description
1170120000			50.00	12/31/9999	Human Resources Office
1511940000			50.00	12/31/9999	BUWorks
			0.00		
Total Percentage:			100.00		

The options in **New Entries** section are as follows:

13. Click on **REPLACE** when you want to remove existing cost distributions effective from the **Date of Action** you entered, and continuing forward. These may be retro-active **or** prospective changes. Click on **INSERT** when you want to insert a retro-active change to a specific cost distribution - but only within a specific period of time that you designate. Existing distributions after that specified period of time continue forward.

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: *“End dates of cost distributions need to match on Insert”*. Use the **NO CHANGE** option if there are no changes being made to the Cost Distribution section. Any other fields on the form that were modified will still be updated

Cost Distribution

Current Entries					
Cost Center	Order Number	WBS Element	Percentage	End Date	Description
1170120000			100.00	12/31/9999	Human Resources Office

REPLACE – Select this option to replace existing cost distributions, effective from the Date of Action and continuing forward.
 INSERT – Select this option to retro-actively change the cost distributions for a specific period of time without changing the existing distributions after that period.
 NO CHANGE – Do not update the cost distributions

New Entries

Begin Date: 02/28/2015 End Date: 12/31/9999 Reason for Change: **Funding Changes** [Delete] [Reset] [Check]

Cost Center	Order Number	WBS Element	Percentage	End Date	Description
1170120000			50.00	12/31/9999	Human Resources Office
1511940000			50.00	12/31/9999	BUWorks
			0.00		
Total Percentage:			100.00		

14. Enter the **Begin** and **End Dates** and from the drop-down menu, select the **Reason for Change**

Enter **Cost Center**, **Order Number** and/or **WBS element**, **Percentage** up to two decimals

- 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 the changes you made.
- The **Check** button allows you to perform a check for formatting of the entries up to two decimal places

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*

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<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <div style="background-color: #e6f2ff; padding: 2px; border: 1px solid #ccc; display: flex; align-items: center;"> Attachments </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #e6e6e6;"> <th style="padding: 2px;">File Name</th> <th style="padding: 2px;">File Type</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td></tr> </tbody> </table> <div style="margin-top: 5px;"> Select File: <input type="button" value="Browse..."/> No file selected. </div> <div style="margin-top: 5px; display: flex; justify-content: space-between;"> Attach File Delete File Clear/Reset </div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <div style="background-color: #e6f2ff; padding: 2px; border: 1px solid #ccc; display: flex; align-items: center;"> Comments </div> <div style="margin-top: 5px;"> <p style="font-weight: bold; font-size: 1.1em;">New Comments</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 10px; display: flex; align-items: center;"> Continue/Review </div> <div style="border: 1px solid #ccc; padding: 2px 10px; display: flex; align-items: center;"> Exit </div> </div>	File Name	File Type							<p>15. Attachments - Upload any back-up documents as attachments. When retroactive adjustments are being made, a completed Salary Adjustment Request form (SARF) <u>must</u> be attached for review by Office of Sponsored Programs</p> <p>16. Comments – Supply a descriptive comment with additional information pertaining to the salary cost distribution to help expedite the workflow approval</p> <p>17. Click on Review to review your entries</p> <p>18. If the data is accurate and there are no errors, click on Submit. Track your submission via Request Tracker</p>
File Name	File Type								