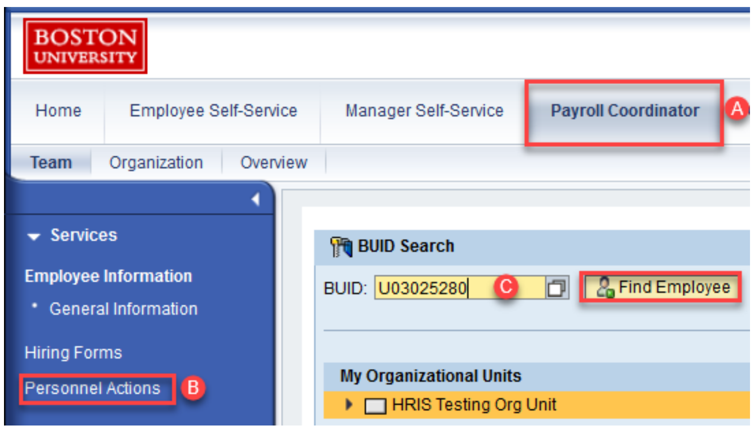
Completing a Salary Change Form-Quick Reference Guide

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.



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

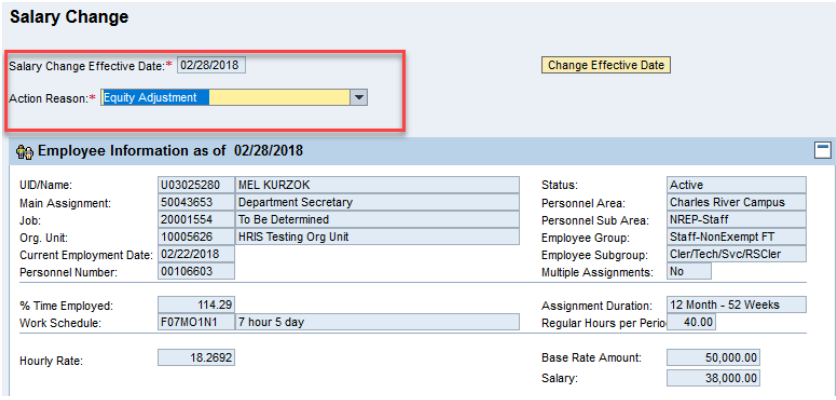
3. Click on **Personnel Actions**

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** 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

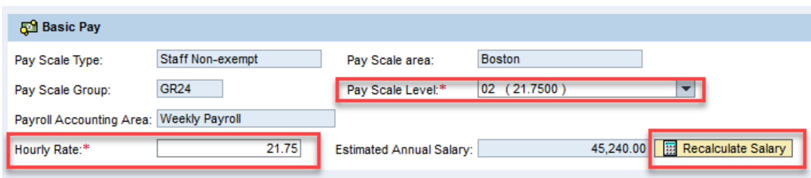
Completing a Salary Change Form-Quick Reference Guide



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

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**

9. **Action Reason** - Select a suitable action reason for the salary change from the drop-down list (e.g. Equity/Market Adjustment)

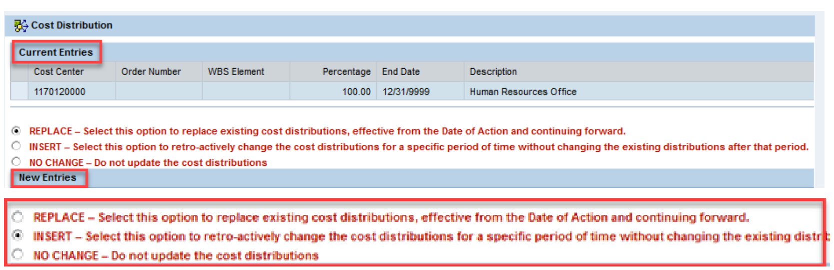


10. Within Basic Pay section, select **Pay Scale Level** from drop-down list

NOTE: *When a payscale level is changed for L615 (Personnel SubArea of 0410), the associated hourly rate is auto-populated*

11. Enter the (**Monthly or Weekly) Pay Period Amount**

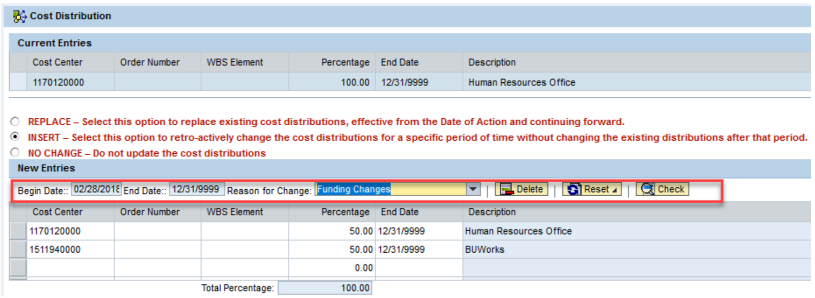
12. Click on **Recalculate Salary**



The Cost Distribution area is divided into two sections:

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

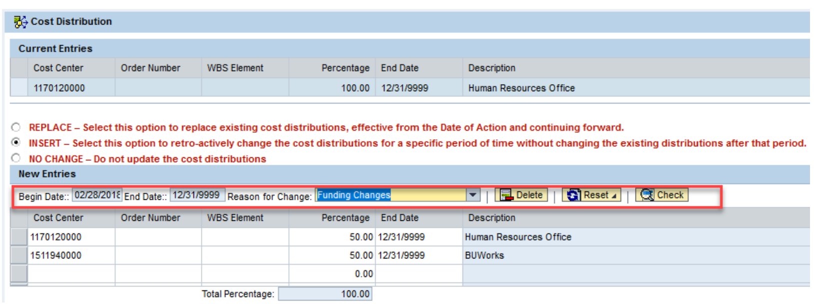
Completing a Salary Change Form-Quick Reference Guide



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



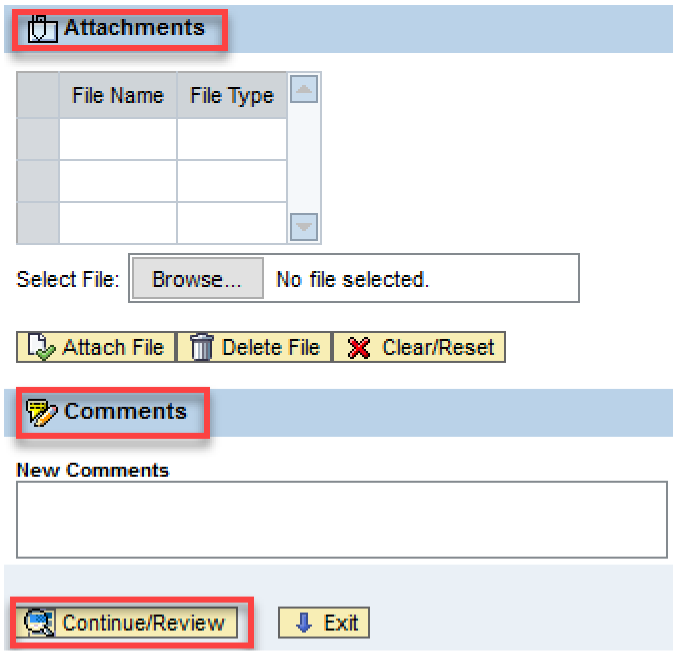
14. Enter the **Begin** and **End Dates** and from the drop-down menu, select the **Reason for Change**

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*

Completing a Salary Change Form-Quick Reference Guide



15. **Attachments -** Upload any back-up documents as attachments. When retroactive adjustments are being made, a completed Salary Adjustment Request form (SARF) **must** be attached for review by Office of Sponsored Programs

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

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

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