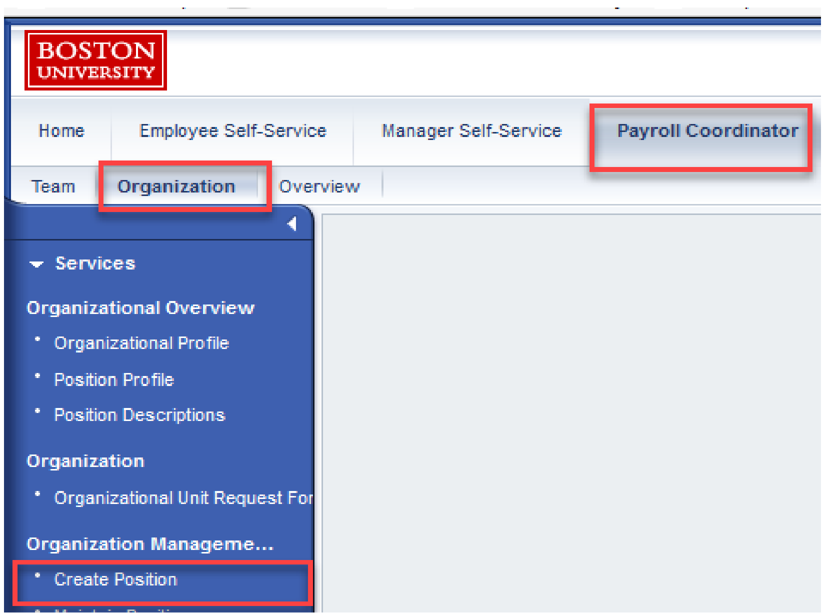
Completing a Create Position Form-Quick Reference Guide

Managers and Payroll Coordinators can use the **Create Position** form when a position that currently does not exist in the Org. Unit needs to be created. While Central Human Resources assists with the hiring of Regular, Full-Time or Part-Time positions, departments are responsible for the creation of Faculty, Temporary, Academic Research and Non-Compensated positions as well as hiring candidates into those positions within the department.

A position can be created in two ways: It can be created from a Job Code or, if an additional position that exactly matches an existing position is required, it can be created by Copying an existing position. The new position inherits the attributes of the existing position.

Once the **Create Position** form is submitted, it goes through workflow and needs approval by Central HR departments. The process can take up to two weeks for position evaluation and approval. Once approvals complete, the newly created position acquires a unique eight digit Position Id in SAP (e.g. 5000xxxx).

For a list of mandatory fields needed to create a position, click [here]



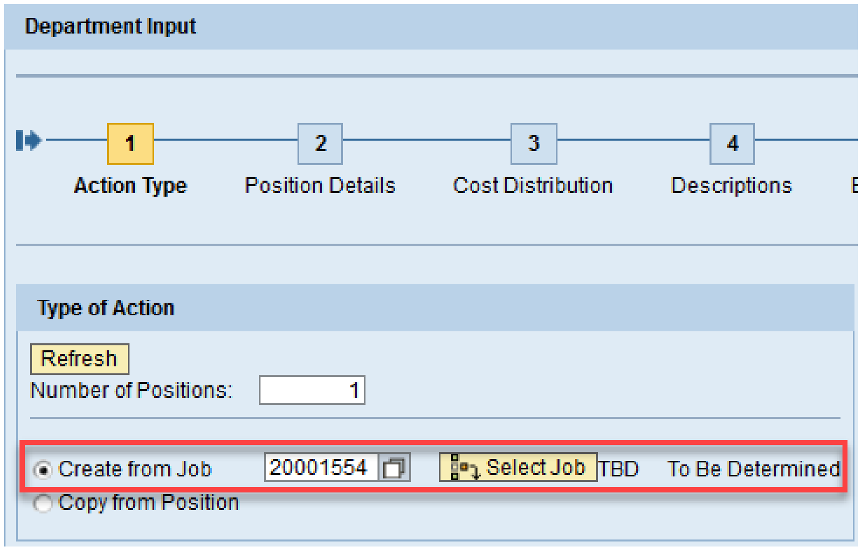
1. Log on to **BUworks Central** https://ppo.buw.bu.edu

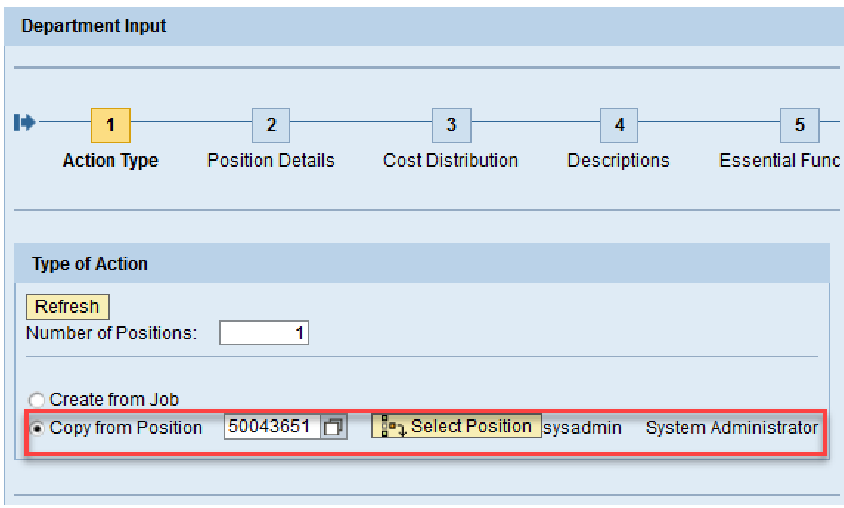
2. Based on your privileges, you will see ***either*** the **Manager Self Service OR** the **Payroll Coordinator** tab. Click on the tab

3. Click on **Organization** tab

4. Click on **Create Position**

Completing a Create Position Form-Quick Reference Guide





5. On the Create Position form, two types of actions are available for creating a position:

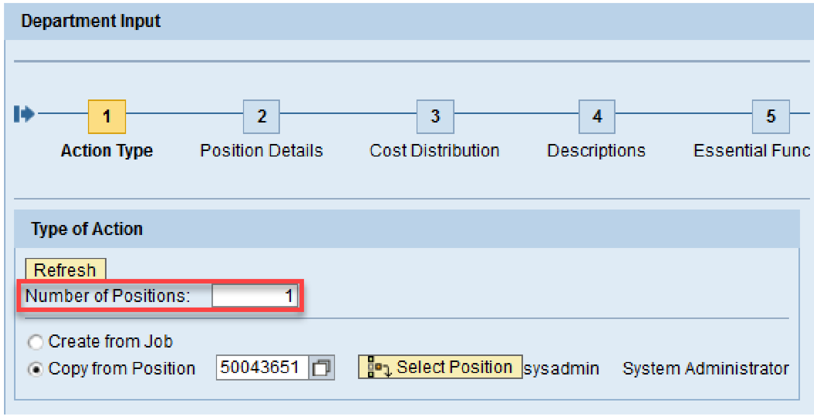
A. Create from Job allows for a position to be created using a job code. The Compensation team assigns the correct Job Code when they see the Create Position form in their Workflow for approval. Enter a generic job code such as
Temporary/Casual Position: 20001551
Non-Compensated Faculty: 20001552
Non-Compensated Staff: 20001553
Regular Staff: 20001554 (TBD)
Non-Compensated Student (SAP access): 20002651

Click on the radio button **Create from Job**. Click on **Select Job**

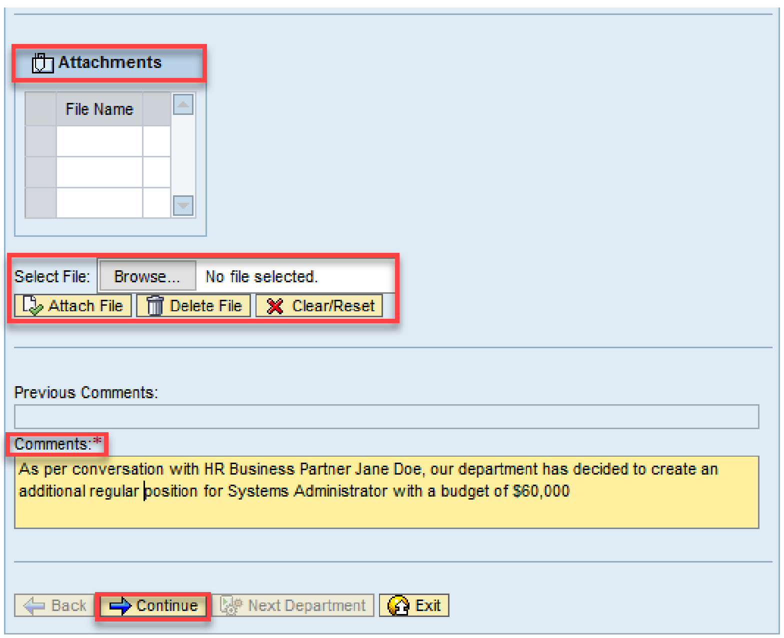
B. Copy from Position option is to be used when the new position will be *exactly* the same as another existing position in your Org. Unit. The new position will inherit all the attributes of the existing position.

Check your Org Structure to determine if a similar position to the one you want to create already exists. On finding such a position, obtain the Org Unit ID and Position ID. Click on the radio button **Copy from Position**. Enter the existing **Position Id**. Click on **Select Position**

Completing a Create Position Form-Quick Reference Guide



6. **Number of Positions** – Enter the number of (exact same) positions you want to create. The default value is 1. If you're using separate budget lines, leave the Number of Positions at "1", as these positions will require the completion of separate Create Position forms. Please do not create "bunches" of positions if they are not being filled.



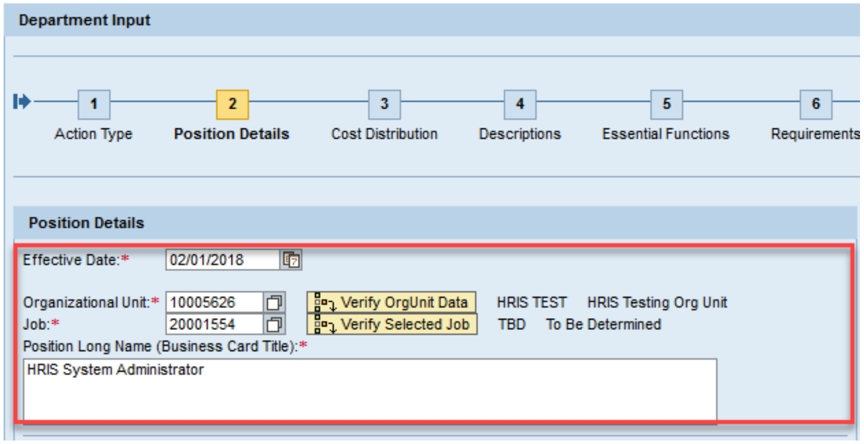
7. **Attachments -** Upload backup documentation from your computer with approval from the department authorizing creation of the position.

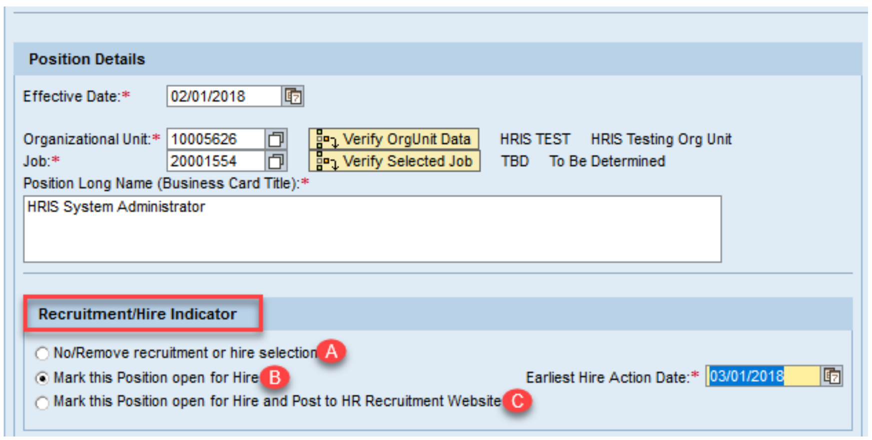
NOTE: *Do NOT attach documents containing sensitive, employee- specific information such as SSN*

8. **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 exchange with a Compensation Analyst or HR Business Partner with regard to the creation of this position

Click on **Continue**

Completing a Create Position Form-Quick Reference Guide





9. **Effective Date –** The earliest date the position can exist as an object in SAP & display within your org structure. (Keep in mind that the form needs to go through approvals successfully before the position appears in the Org. structure)

Tip: The Position Effective Date must precede Hire Date

10. **Organizational Unit** – Enter the **Org. Unit** where the position is to appear. Click on **Verify Org Unit Data**

11. **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.

12. **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

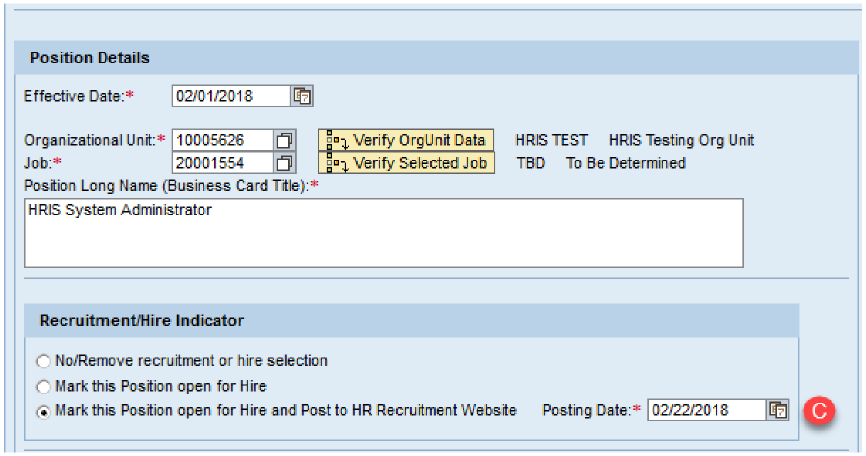
A. The No/Remove recruitment or hire selection (Default selection) is for updating a position without opening it for hire or positing it.

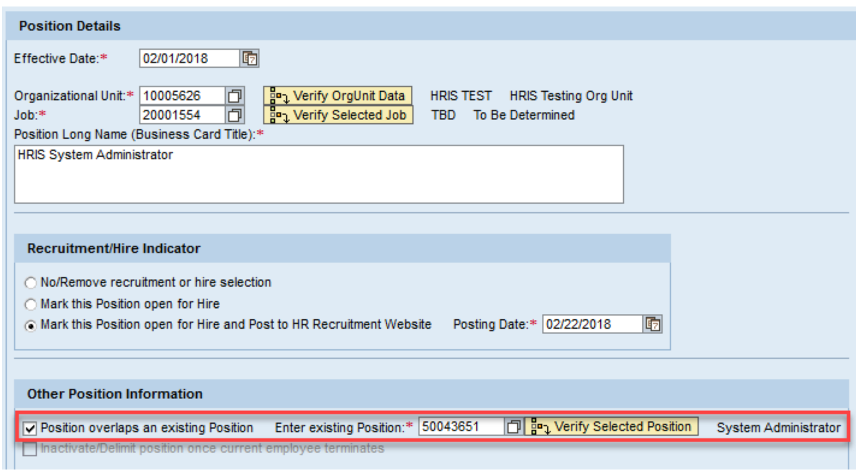
B. The second option “Mark this Position open for Hire” is for updating the position AND opening it for hire without posting it to the HR website. When this option is selected, a date field appears, labeled “Earliest Hire Action Date”. This is the <u>*actual hire date*</u> you expect to hire a candidate

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

BOSTON UNIVERSITY

Completing a Create Position Form-Quick Reference Guide





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

NOTE: *Once the position completes Workflow and has all of its approvals, a Recruiter will contact you to discuss the recruiting and posting process*

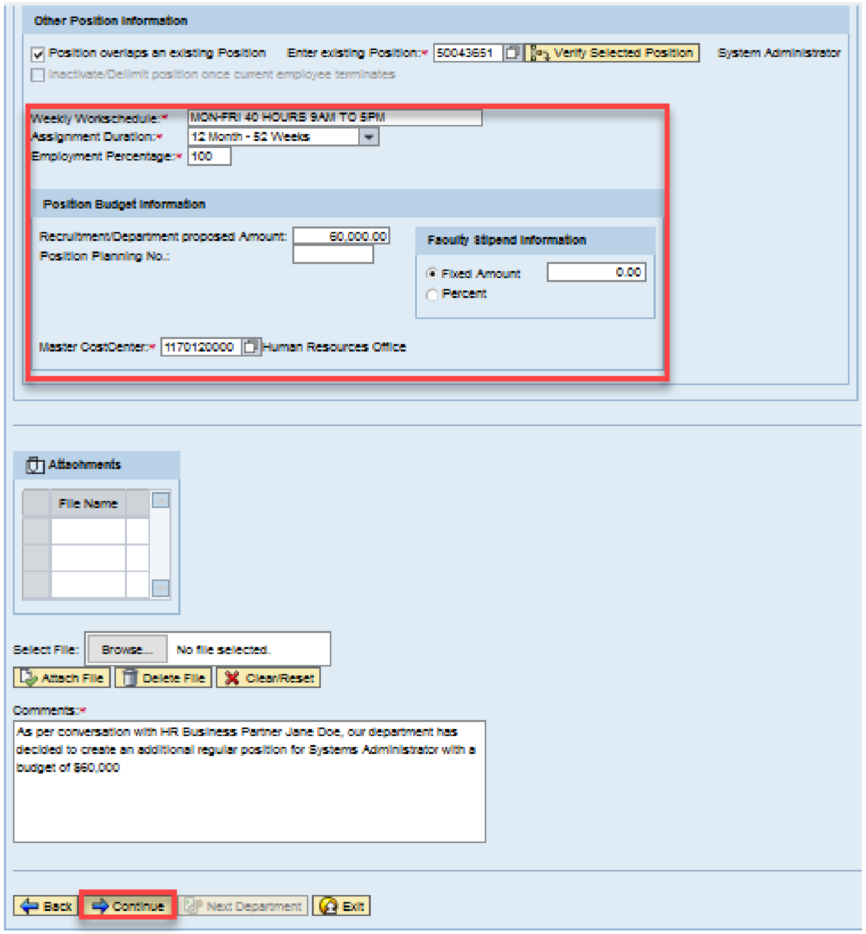
13. **Position Overlaps an Existing Position** - Select this check box only in a case of “overlap”- when the position being created is to ***move*** the current employee who may be leaving BU shortly into the overlap position.

Once the new position is created, move the existing employee into the newly created position via the **Position Change** Personnel Action PA form. On successfully moving the existing employee to the overlap position, maintain the vacated, existing position and open it for hire. The candidate replacing this current employee will be hired into this position.

Later, when it is time the existing employee needs to vacate their overlap position/leave BU, complete a Termination form for the departing employee and delimit the overlap position

BOSTON UNIVERSITY

Completing a Create Position Form-Quick Reference Guide



14. **Weekly Work schedule** – In the text box, enter the days, work schedule, and average# hours per week (i.e. Mon-Fri, 8:30am-5pm, 40 hours)

NOTE: *This field is to aid Recruitment in terms of the position posting to the BU Recruitment website). If the employee will be on a "non-standard" schedule (i.e. not Monday-Friday), provide a brief explanation.*

15. **Assignment Duration –** Via the dropdown menu, select the appropriate assignment duration.

NOTE: *Temporary positions are <= 8.8 months assignment duration*

16. **Employment Percentage -** Ranges between 100 to 0 (whole numbers)

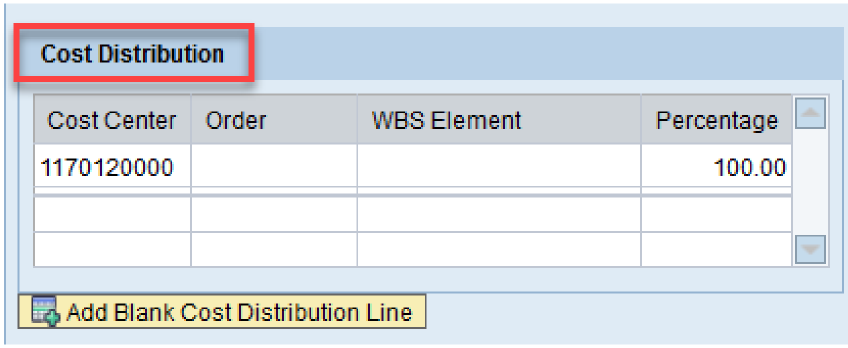
17. **Recruitment/Department proposed Amount –** Enter what you propose to pay the employee (The amount entered *may be greater* than the actual salary but cannot be higher than the approved grade for the position. This is determined by Compensation, whom you should contact with questions).

For exempt and non-exempt positions, enter the proposed annual salary (e.g. 65,000.00). For temporary positions, enter the proposed hourly pay (e.g. 15.00)

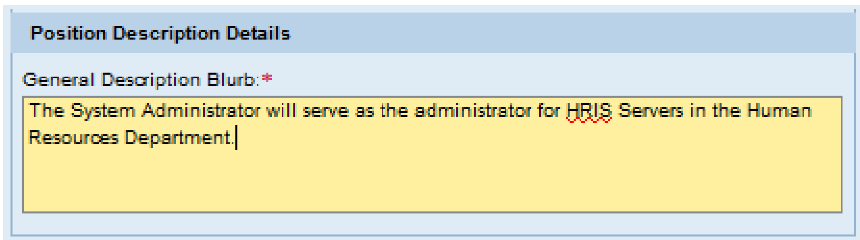
18. **Position Planning No** – Do NOT enter anything in this field.

Click on **Continue** at the bottom of the page

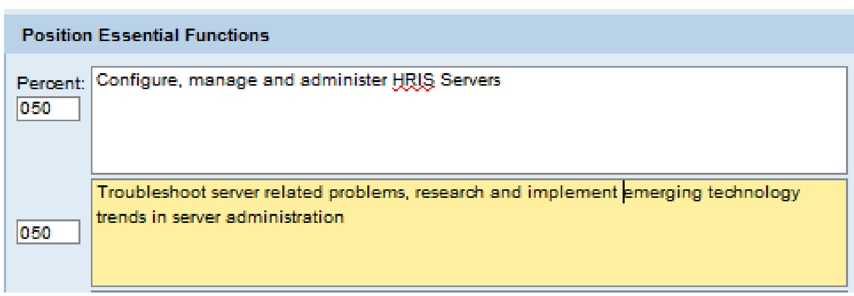
Completing a Create Position Form-Quick Reference Guide



19. **Cost Distributions** - The Master Cost Center will be auto-populated and copied over from the previous screen. To indicate that the position is to be paid via grants, insert generic code 9559999990 in the Order column. Add blank Cost distribution lines as needed. Cost distributions must add up to 100%



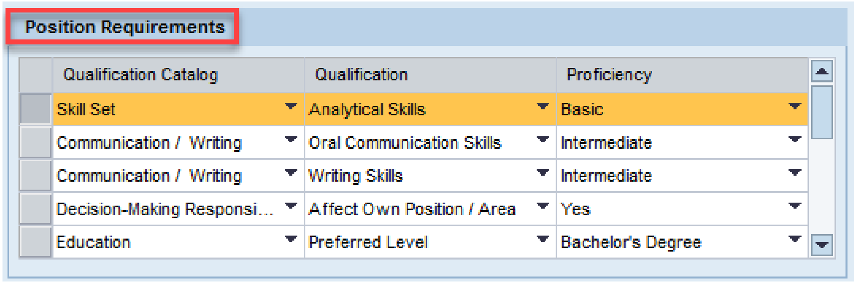
20. **Position Description Details** – If copying from an existing position, a summary will automatically appear as a blurb. You may make minor edits if needed. If creating from a Job, you will need to enter a summary of position

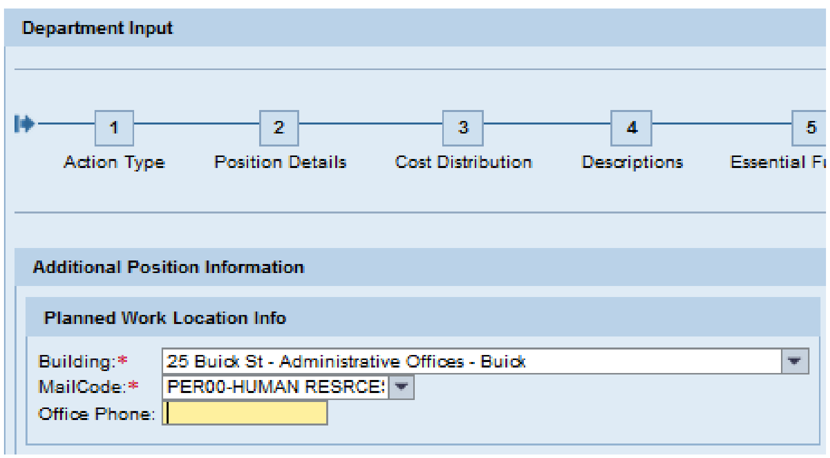


21**. Essential Duties –** If creating the position from a Job, list up to six essential functions of the position in the space provided with approximate percentage of time spent on each function. The minimum % is 5 and total percent spent on all functions must equal 100%. If creating a position by copying from an existing position, the essential duties will appear automatically but the percentage effort will need to be updated

Click on **Continue** at the bottom of the page

Completing a Create Position Form-Quick Reference Guide





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 the position is located and/or where the employee will work

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

26. **Office Phone** - Enter the employee's phone number, if known. If not known, enter the general building phone

NOTE: *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, scroll to the bottom of the form*

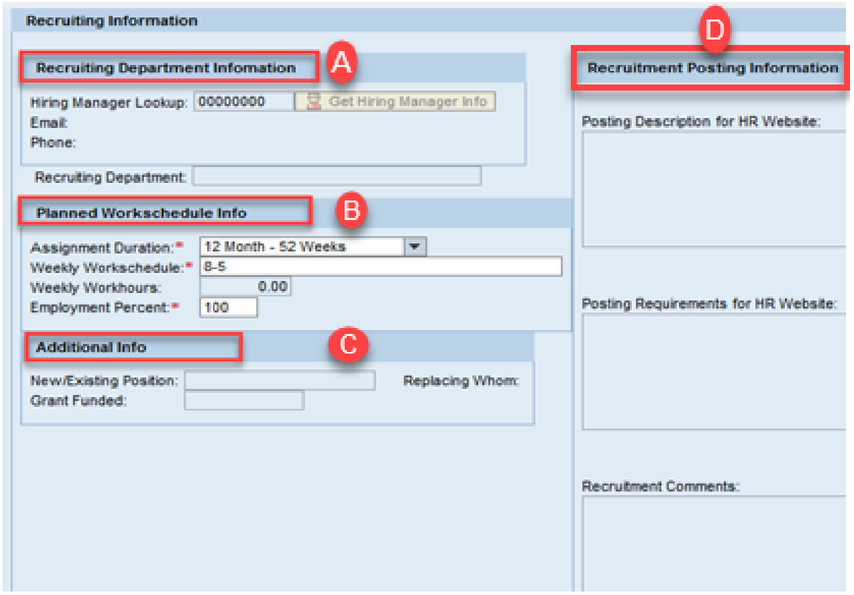
Click on **Review** to review the information. If all the data is correct and there are no errors, click on **Next Department** to submit the form.

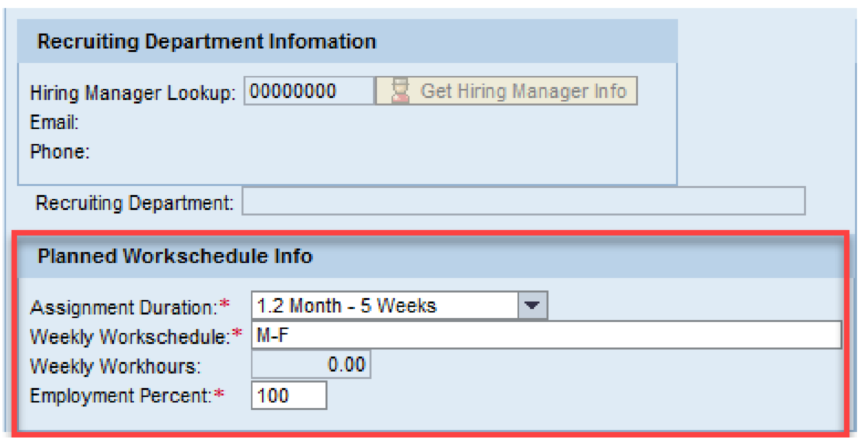
Track the submitted request via **Request Tracker**

NOTE: For positions to be posted to HR Recruitment website, follow the next set of instructions

BOSTON UNIVERSITY

Completing a Create Position Form-Quick Reference Guide





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**

Recruiting Department - Via the drop-down menu, select the Recruiting Department. If you do not find any value in the drop-down, please email HRSYS@BU.EDU

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

29. **Assignment Duration** - This pre-populates, based upon data entered on the Position Details tab

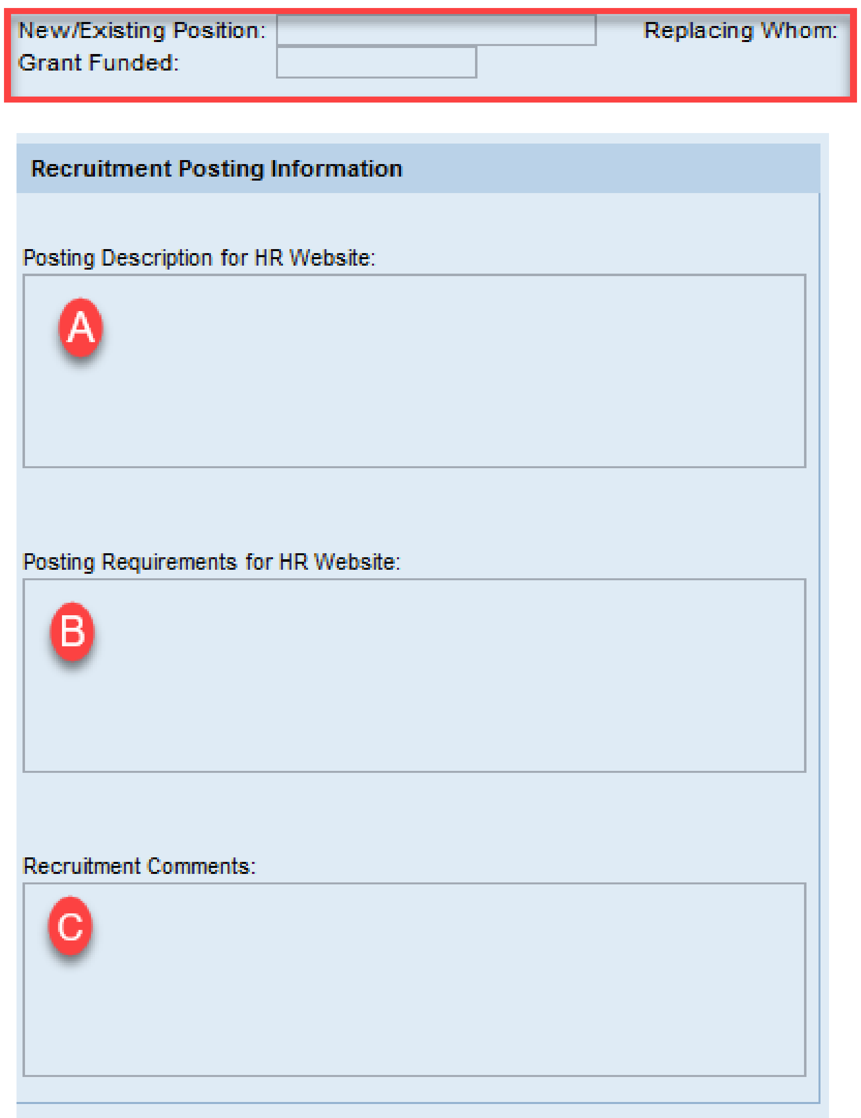
30. **Weekly Work Schedule** – This non-editable pre-populates, based upon data entered on the Position Details tab

31. **Weekly Work Hours** - This non-editable field is entered later, by Compensation

32. **Employment Percent -** This pre-populates, based upon data entered on the Position Details tab

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

Completing a Create Position Form-Quick Reference Guide



34. **Grant Funded** – Select No, Yes, or Partially

NOTE: *This information is solely to help the Recruitment team and your selection DOES NOT impact/drive actual funding of the position.*

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

36. **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" provides a starting point for the description. Essential Functions tab provides the main position functions to highlight in the description

37. **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

BOSTON UNIVERSITY

Completing a Create Position Form-Quick Reference Guide

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, experience developing front-end/server side applications using HTML*)
- *Include any additional, specific info related to the position that a candidate should know about (i.e. position requires travel etc.)*

Tip: Info within the "Position Requirements" tab of the Position should be consistent with info in the "Posting Requirements for HR website"

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

39. Click on **Continue** and review info on each tab

Tip: To change any info, click **BACK** to return to the previous steps *or* click on the appropriate tab number at the top of the screen

40. Click on **Next Department** to submit the request. Track your submission via **Request Tracker**. If you indicated that the position is to be posted on HR website, a recruiter will contact you once the form completes Workflow to discuss the posting of the position