If a weekly paid non-exempt staff employee assumes additional duties, complete a Salary Change Form with Start and End Dates and Hourly Rate for the additional duties.

1. Log on to BUworks Central [https://ppo.buw.bu.edu](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 completing a Salary Change form.

5. In the Employee Selection screen, click the specific employee for whom you’ll be completing a Salary Change form. Note the row becomes yellow.

6. Click on Select Form.

7. Click on the Salary Change radio button.
<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Enter date temporary additional duties are to begin in</td>
<td>Salary Change Effective Date field</td>
</tr>
<tr>
<td>9. Click on Continue Editing Form</td>
<td></td>
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<tr>
<td>10. Select Commence Additional Duties from the drop-down for Action</td>
<td>Reason</td>
</tr>
<tr>
<td>11. Select “Yes” when prompted to confirm Additional Duties</td>
<td></td>
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</tbody>
</table>
12. Enter **End Date** for temporary duties

13. Enter **hourly rate** for the additional duties

14. Complete **Cost Distribution** if necessary
15. Attach documentation
16. Enter reason for temporary additional duties under Comments
17. Click on Review and if data is accurate, click on Submit
18. Track your request through Request Tracker