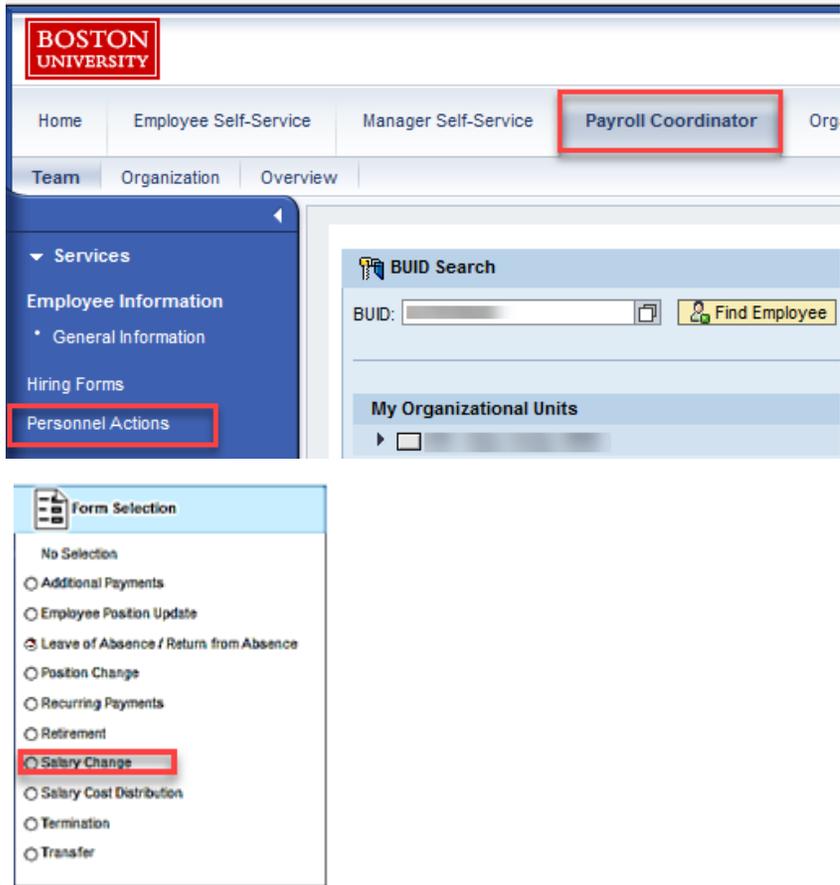


Temporary Additional Duties Quick Reference Guide

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.

 <p>The screenshot shows the BUworks Central interface. At the top, there are navigation tabs: Home, Employee Self-Service, Manager Self-Service, Payroll Coordinator (highlighted with a red box), and Org. 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). Below the menu is a 'Form Selection' panel with a list of options: No Selection, 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 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 <input type="radio"/>
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 <p>Salary Change</p> <p>Salary Change Effective Date: * 02/06/2014</p> <p>Action Reason: *</p> <ul style="list-style-type: none"> Employee I Adjust to Midpoint Adjust to Minimum Adjust to Quartile Annual Merit Annual Merit & Adjustment Apprentice Adjustment L615 Commence Additional Duties Contract Adjustment Contract Incr, Merit & Adjust 	<p>8. Enter date temporary additional duties are to begin in Salary Change Effective Date field</p> <p>9. Click on Continue Editing Form</p> <p>10. Select Commence Additional Duties from the drop-down for Action Reason</p>
 <p>Confirm Temporary Additio...</p> <p>Are these Temporary Additional Duties?</p> <p>Yes No</p>	<p>11. Select “Yes” when prompted to confirm Additional Duties</p>

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<p>Attachments</p> <table border="1"><thead><tr><th>File Name</th><th>File Type</th></tr></thead><tbody><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr></tbody></table> <p>Select File: <input type="button" value="Browse..."/> No file selected.</p> <p><input type="button" value="Attach File"/> <input type="button" value="Delete File"/> <input type="button" value="Clear/Reset"/></p> <p>Comments</p> <p>New Comments</p> <div style="border: 1px solid gray; height: 60px;"></div> <p>A completed Salary Adjustment Request Form must be attached when retroactive changes to <u>sponsored programs</u> are submitted</p> <p><input type="button" value="Review"/> <input type="button" value="Exit"/></p>	File Name	File Type					<p>15. Attach documentation</p> <p>16. Enter reason for temporary additional duties under Comments</p> <p>17. Click on Review and if data is accurate, click on Submit</p> <p>18. Track your request through Request Tracker</p>
File Name	File Type						