Completing a Faculty Contract Update Form—Quick Reference Guide

Managers and Payroll Coordinators can use the Faculty Data Maintenance form to update information related to a faculty member’s contract. There are no pre-requisite OM actions for this PA form.

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

5. From the display of employees in the Org. Unit, click the specific employee for whom you’ll be completing a Faculty Contract Update. Note the row becomes yellow

6. Click on

7. Click on the Faculty Data Maintenance radio button
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<table>
<thead>
<tr>
<th>Faculty Data Maintenance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee Information as of 02/05/2018</strong></td>
</tr>
<tr>
<td><strong>Employee Information</strong></td>
</tr>
<tr>
<td>UName</td>
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</tbody>
</table>

8. The Faculty Data Maintenance Form opens in a new window. Employee Information such as BUID, Main Assignment, Job, Org. Unit, Current Employment Date, Personnel Number, % time employed, Status, Personnel Area and Sub Area, Employee Group and Subgroup, Multiple Assignments (Yes/No), Assignment Duration, Base Rate Amount and Salary are displayed in non-editable fields.

9. Actions associated with the employee’s record are displayed in the Actions section with Start and End Dates, Action Type (such as Salary Adjustment) with Reason (such as Equity Adjustment) and Leave Pay Status (such as Active) are displayed in the Actions Section as non-editable fields.

10. Current Faculty Contract Information is displayed with Start and End Dates, Position Effective Date, Appointment level, Contract Start and End Dates. To correct the data, click on the box to the far right of the screen. Click on **Correction** and edit the details of the existing contract.

If **Create New** option is selected, the form expands to show New Faculty Contract where you can enter information about the new contract.
11. In the New Faculty Contract Information, enter **Record Effective Date** (labeled A) *(Date from which changes will take effect)*

12. Enter contract details *(labeled B)* such as **date of Initial Academic Appointment**, **Position Rank Effective Date**, **Full time hire date**, **Appointment type** *(academic or administrative)*, **Appointment level** *(Primary or Secondary)*, **Covered by** *(FPP-Faculty NTT-Clinical/Practice/Research/Teaching Tracks)*, **Joint**, **Contract Start and End Dates**, **Contract Length**, **Active Status** and **Decision Date** details

13. If all the data entered is accurate, Click on **Submit** *(labeled C)*. If you would like to exit the form without saving the details, click on **Exit**