How to Run Compensation Statements

When the planning process has ended Managers, ECM Recommenders and Approvers have the ability to print out Compensation Statements which summarize the increases that an employee might have received.

The instructions below will show how a Manager, ECM Recommender or Approver can load and view the comp statements for the areas they might have access to. If you have any questions on this or any other ECM process please contact hrcomp@bu.edu

How to load the ECM Compensation Statements for ECM:

For ECM Recommenders and Approvers
1. Log on to BUworks Central: www.bu.edu/buworkscentral
2. Depending on your access, click the Merit Approver or Merit Recommender tab (in this example, the Merit Approver Tab is displayed)
3. Click on Compensation Information

For Managers
1. Log on to BUworks Central: www.bu.edu/buworkscentral
2. Click on the Manager Self-Service tab
3. On the left side menu under the Employee Compensation header, click on Compensation Information

Please e-mail hrcomp@bu.edu if you have any process questions.
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How to Select Employees:

For ECM Recommenders, Approvers and Managers

1. If you selected Employees from Org Units via Merit find and click on the org name you want to load and then click **Start**. That will load the employees that are in that org. To view that employee’s comp statement click the line with their name and then click **Comp Review Statement**

   OR

2. If you selected Employees from Org Structure via Merit navigate the hierarchy to the org name you want to load and then click **Start**. That will load the employees that are in that org. To view that employee’s comp statement click the line with their name and then click **Comp Review Statement**

For Managers Only:

If you are a manager and used the Direct Reports option the names of your direct reports will load, to select the comp statements highlight their name and click **Comp Review Statement**.

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Compensation Statement

Houston, Shumak
HCM Admin
AP75
U999999999
Increase Effective: 01/01/2018

Linking your pay and performance

Boston University's staff compensation program is intended to provide market competitive salaries that will enable the University to attract, retain, and engage highly qualified administrators and staff. The principles of this program are intended to cover all non-faculty, non-unionized positions.

Your annual cycle cash compensation for the 2017 performance year are summarized in the table below.
Off-cycle pay activity is not reflected in this statement.

<table>
<thead>
<tr>
<th>Performance Rating</th>
<th>Excellent - 0004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Salary</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>Merit Increase</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Adjustment</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Increase</td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>

New Salary

$52,000.00

Once the Compensation Statement loads they can be saved or printed through the Browser.

Please e-mail hrcomp@bu.edu if you have any process questions.