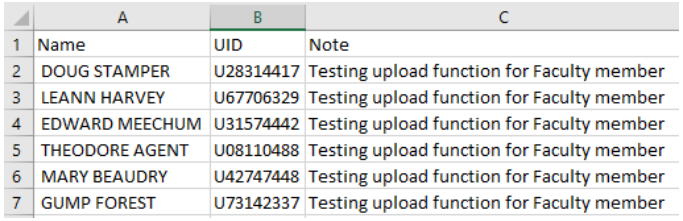
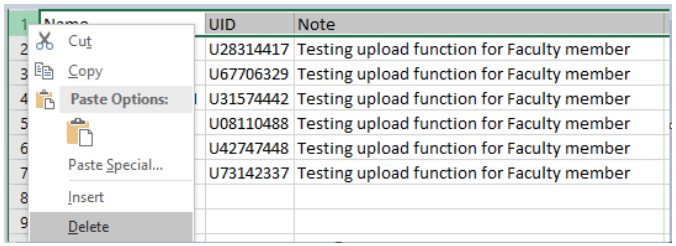
ECM Faculty Notes Upload

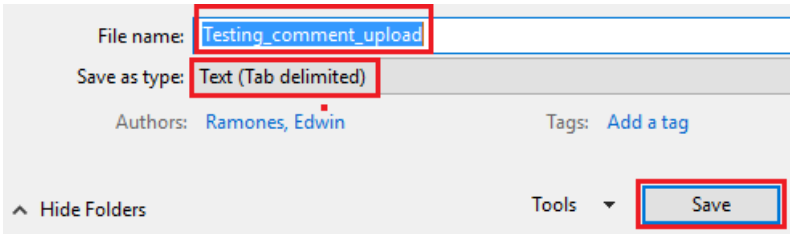
If you need to upload a set of dean's comments for faculty members you will need have the merit recommender/approver role or if you do not have one of those two roles you will need to request the "ECM Faculty Notes" role from your DSA.

The instructions below will show how an ECM Recommender or Approver can upload notes 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



	A	B	C
1	Name	UID	Note
2	DOUG STAMPER	U28314417	Testing upload function for Faculty member
3	LEANN HARVEY	U67706329	Testing upload function for Faculty member
4	EDWARD MEECHUM	U31574442	Testing upload function for Faculty member
5	THEODORE AGENT	U08110488	Testing upload function for Faculty member
6	MARY BEAUDRY	U42747448	Testing upload function for Faculty member
7	GUMP FOREST	U73142337	Testing upload function for Faculty member





How to create a faculty notes upload file:

1. Prior to upload, create a flat text file for faculty comments. You can do this in Excel. In your Excel doc you will need to use three columns. One for Name, UID and comments/notes. **Notes should be limited to 1500 characters.** Insert the details for each faculty member on a single row following the example to the left.

You may use the Excel template below and follow the rest of the instructions if you wish:

Deans_Comments.xlsx

2. When you are finished entering your information highlight the header row and delete.

3. After your header is deleted, save the file type as "**Text (Tab delimited)**" and name the file as you please. Remember where you save the file as you will need to point SAP to it for upload (steps below).

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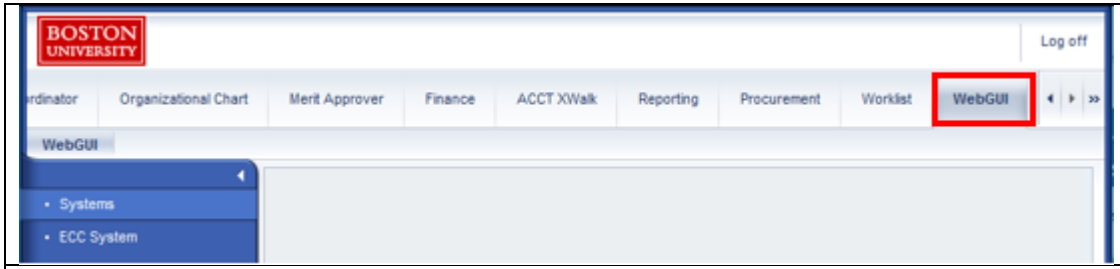
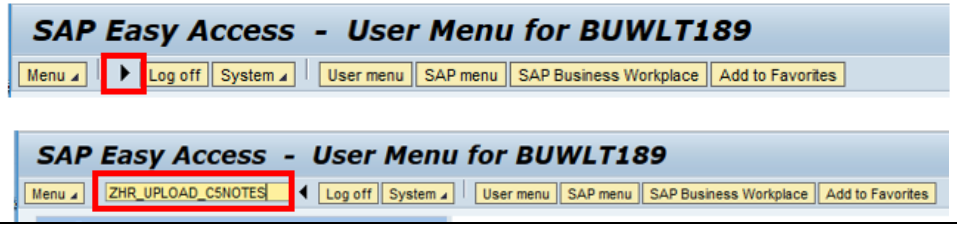


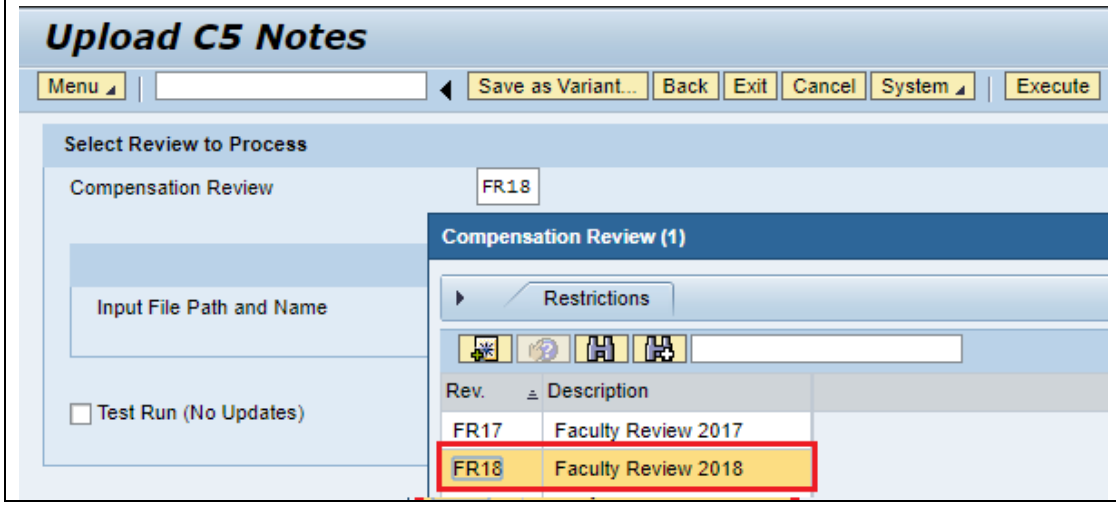
<u>How to upload your faculty notes file:</u>

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

1. Click the **WebGUI** tab
2. Click on **ECC System**



1. When the SAP GUI loads, make sure to expand the transaction text field by clicking the **black arrow**.
2. In the text field type: **ZHR_UPLOAD_C5NOTES** and hit enter



1. When the program loads, click on the selection box and select the "**Faculty Review 2018"** compensation review type or enter **FR18**.

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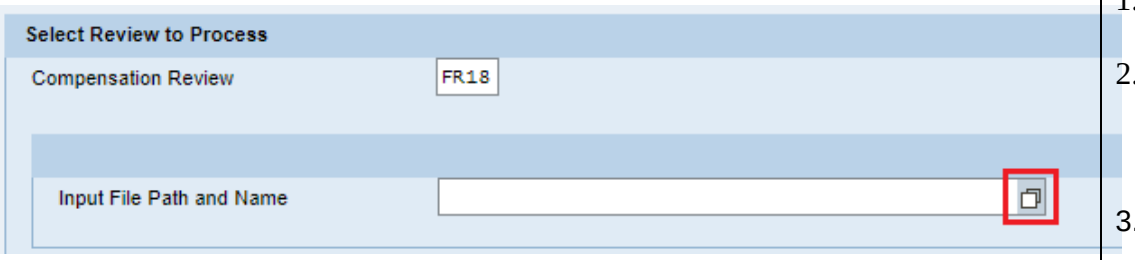
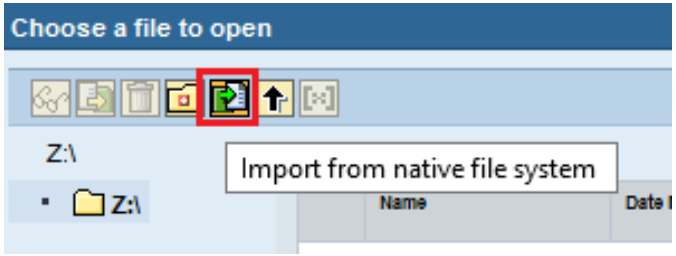
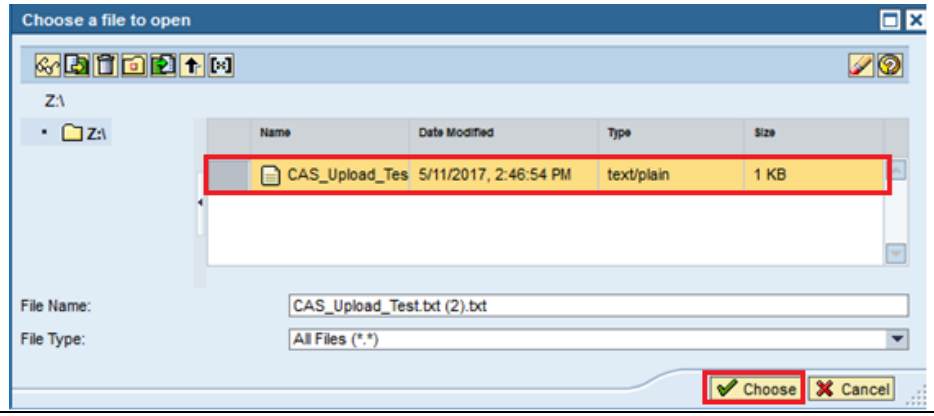


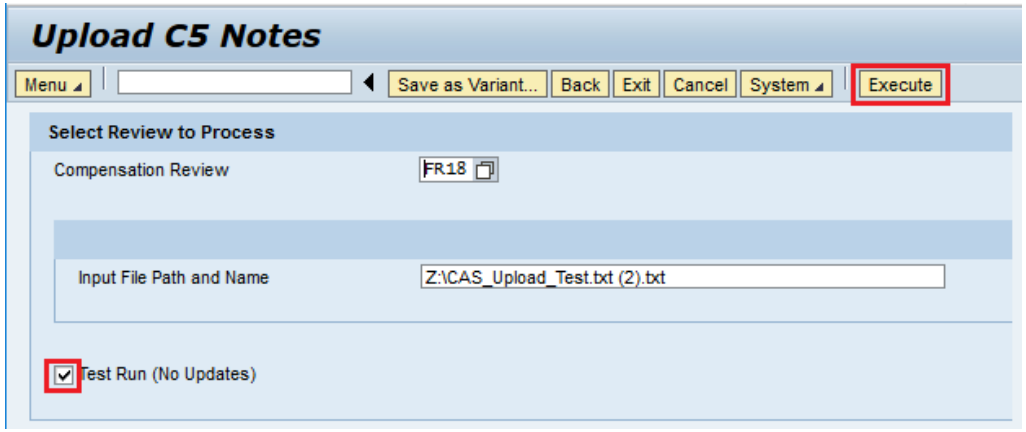




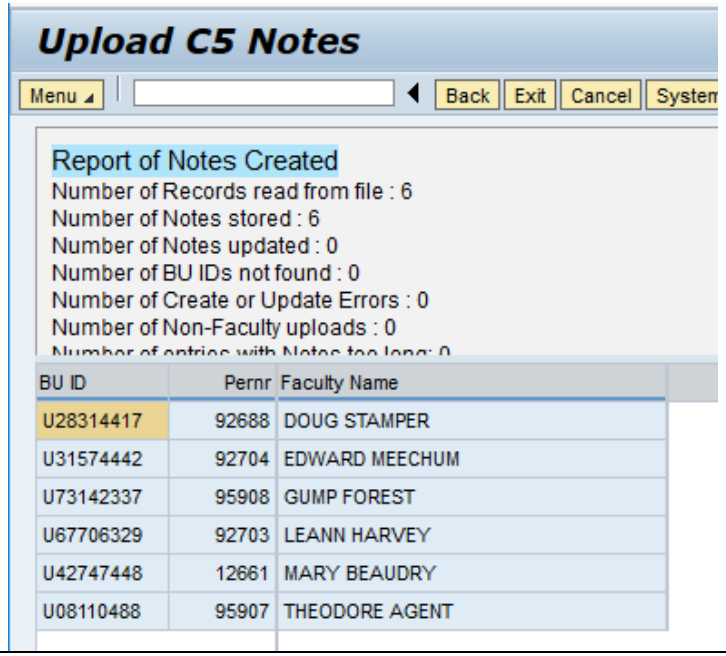
1. To load the comment file, click on the selection box
2. When the next screen pops up, click on the "**Import from native file system**" icon and when the following screen pops up select your file from your local drive.
3. When the file you selected is displayed on the "**Choose a file to open**" screen highlight the file and click **Choose**.

BOSTON UNIVERSITY

ECM Faculty Notes Upload



Example of 6 successful uploaded records:



1. After the file is selected you can complete a test run of the file by checking off the **Test Run** check box then clicking **Execute** at the top of the page.

2. After the test run, you will receive applicable error messaging such as incorrect UIDs. If you see any errors, make sure to review your file, update your data on the excel sheet, re-save the file and re-test the upload.

3. If you ran a test and are OK with the results click **Back** at the top of the screen, unclick **Test Run** and click **Execute** again. At the end of the run you will again be presented with the same summary screen showing how many records were updated. Once complete, and there are no unexpected errors, you can close out of the transaction.

4. Please note, if you re-upload a comment for any faculty members after the initial upload the latest upload will completely overwrite the previous upload. The system does not add to the previous file.