BOSTON UNIVERSITY

Scenario: Payment for Additional Duties (hourly paid employee)

When to use	Use this guide when a non-exempt (hourly paid) employee will be performing additional duties outside the scope of their position on a temporary basis. No OM form is required prior to the submission of this form. ***Warning:*** If the employee's position is represented, review the relevant union contract prior to submission of this form to ensure all contract requirements are satisfied. ***Information:*** Changing an employee's salary may have benefits-related impacts. Prior to submitting the **Salary Change** form, contact your **HR Business Partner** with any questions you may have.
Before you begin	Ensure the employee was informed of the additional duties and you have documentation regarding the additional duties and their duration. You will need to attach this documentation to the Salary Change form.
References	If an exempt employee is temporarily assuming additional duties, use the Additional Payment or Recurring Payment form.

Payment for Additional Duties (hourly paid): Step-by-Step

Step	Action
1	Initiate the **Salary Change** form. ***Reference:*** Initiating Personnel Actions
2	Enter the effective date for the payment in the **Salary Change Effective Date** field in mm/dd/yyyy format. If preferred, click the **Calendar Lookup** icon to select the effective date of hire from the calendar. ***Note:*** The salary will be pro-rated based on the effective date used. If the salary needs to be paid for the full month, use the first Monday of the month as the effective date. ***Warning:*** To avoid potential delays in payment to the employee, take note of the assigned PA deadline for the intended pay period and plan accordingly.
3	Click the **Continue Editing Form** button. ***Result:*** The following sections of the form will appear: • **Employee Information as of [Salary Change Effective Date]**, • **Basic Pay**, • **Cost Distribution (Current Entries and New Entries)**, • **Attachments**, and • **Comments** ***Information:*** This step will make the **Effective Date/Start Date** field become read only. Click the **Change Effective Date** button to change the effective date, if needed.
4	Review the existing data in **Current Employee Information** to ensure the information is as expected. If it is not as expected, cease processing and contact HR Compensation (hrcomp@bu.edu) for advice on next steps.
5	Select "Commence Additional Duties" from the **Action Reason** dropdown menu. ***Warning:*** It is important to select the correct action reason for this update; otherwise, the form will not prompt you for Additional Duties steps and there is a risk the employee will be paid incorrectly.
6	A pop up window will appear with a message asking to confirm if these are **temporary additional duties**, select Yes.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>7</td><td>The temporary Additional Duties End Date field will appear directly below the Salary Change Effective Date. Enter the End Date of the Temporary Additional Duties.

Note: If you select “No” the form will not prompt you to enter an end date and will unselect the Reason for Action field, the field will reset to blank.

Warning: The end date is critical for this action in order to prevent the employee from being overpaid.</td></tr>
<tr><td>8</td><td>In the Basic Pay section, enter the employee’s temporary hourly rate.</td></tr>
<tr><td>9</td><td>Click the Recalculate Salary button.

Result: the Estimated Annual Salary field updates with the annual salary based on the temporary hourly rate.</td></tr>
<tr><td>10</td><td>Review the cost distribution section. The Cost Distribution area is divided into two sections, Current Entries and New Entries:
The Current Entries section displays all existing/active salary cost distributions as of the Salary Change Effective Date entered.
The New Entries section is where you can add or make edits to an existing cost distribution.
<table><tr><th>IF…</th><th>THEN…</th></tr><tr><td>Changes are needed</td><td>Proceed to the next step</td></tr><tr><td>No changes are needed</td><td>Select the No Change radio button and skip to Step 15</td></tr></table></td></tr>
<tr><td>11</td><td>If the Current Entries need to be changed, select the Insert radio button.

Information: While REPLACE appears on the Salary Change form, it is not an allowable option when an employee commences additional duties.</td></tr>
<tr><td>12</td><td>The Begin Date and End Date will default. Select the Reason for Change from the dropdown menu.</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>13</td><td>Complete the cost distribution fields in the New Entries section:

Cost Center
Information: If you don't know the cost center, click the button in the Cost Center field to search for the cost center.
Order Number, as applicable
WBS Element, as applicable
Percentage
Warning: The Total Percentage field must equal 100%.
End Date
Information: If the end date is invalid, it will be highlighted in red and must be changed. This is typically due to the end date entered on the form not matching the end date of the account to be charged.

Note: The following buttons allow you to edit input in the New Entries section:
<table>
<tr><th>Option</th><th>Description</th></tr>
<tr><td>Delete</td><td>Delete a line of the distribution</td></tr>
<tr><td>Reset</td><td>Restore the distribution settings to how they initially appeared on the form prior to the changes you made</td></tr>
<tr><td>Check</td><td>Perform a check for formatting of the percent time entries up to two decimal places and populate the Description field.</td></tr>
</table>
</td></tr>
<tr><td>14</td><td>Click the Check button to review percentages and populate the Description field of the New Entries section. Confirm the cost distribution is correct based on the Description.</td></tr>
<tr><td>15</td><td>Upload documentation regarding the additional duties and their duration as communicated to the employee.
<table>
<tr><th>IF…</th><th>THEN…</th></tr>
<tr><td>There are documents to attach</td><td>Proceed to the next step</td></tr>
<tr><td>There are no documents to attach</td><td>Proceed to Step 22</td></tr>
</table>
Warning: do not include attachments containing sensitive information such as social security number, date of birth, etc.</td></tr>
<tr><td>16</td><td>Click the Browse button in the Attachments section.

Result: The Open window appears.</td></tr>
<tr><td>17</td><td>Navigate to the appropriate file on your computer.</td></tr>
<tr><td>18</td><td>Click the title of the file.</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>19</td><td>Click the Open button.

Result: The filename appears in the Select File: field.</td></tr>
<tr><td>20</td><td>Click the Attach File button.

Result: The file now appears in the Attachments table.</td></tr>
<tr><td>21</td><td>Repeat steps 16-20 for each attachment.</td></tr>
<tr><td>22</td><td>Enter additional information in the Comments section for both future reference and to provide additional details to the approvers. This may include reason for the salary change, department approver of the increase, etc.</td></tr>
<tr><td>23</td><td>Click the Review button at the bottom of the page. This will check for errors on the form.

Result: Error messages appear at the top of the form.</td></tr>
<tr><td>24</td><td>Review the form for accuracy.</td></tr>
<tr><td>25</td><td><table>
<tr><th>IF the form…</th><th>THEN…</th></tr>
<tr><td>Is accurate</td><td>Click the Submit button</td></tr>
<tr><td>Requires updates</td><td>• Click the Back button
• Make any necessary updates
• Return to step 23</td></tr>
</table></td></tr>
</table>

Reference: Track the status of the form using Request Tracker.