

Payroll Process

Introduction

Payroll is an integral part of any organization. It is not only responsible for producing an employee's compensation, but proper payroll processing also plays a vital role in ensuring legal compliance and mitigating risk.

Processing payroll can be a complex task, and proper processing varies depending on the payroll category. At Boston University, we run four different payroll classifications – Faculty, Staff, Student and Temp (temporary), and two different payroll cycles – weekly and monthly. Because of this, different payroll types are processed quite differently.

In this section of the Handbook, we will cover the following payroll process topics

1. Staff Payroll
 - a. New staff employees
 - b. Setting up direct deposit
 - c. Staff payroll changes
 - d. Non-exempt employees
2. Temporary Staff Payroll
 - a. Terrier Temps
3. Faculty (coming soon)
4. Student (coming soon)

Payroll Process

1a. New staff employees

All new staff employees at Boston University are hired into the University by the central Human Resources Talent Acquisition team. Salary for all new hires must be discussed with People Services prior to an offer being extended.

The following steps are completed by a member of the HR Talent Acquisition team when processing a new hire.

1. Talent Acquisition is responsible for hiring new employees using the offer details form provided by the hiring manager. This form includes the hours worked, annual salary for an exempt hire or hourly pay rate for non-exempt hire, and fund center or I/O number from which the new employee will be paid.
2. If the new hire is a former student, Talent Acquisition will submit request to the Student Employment Office (SEO) to terminate the former student from the student employment system.
3. If the position is grant funded, Talent Acquisition will update the I/O number using the information from the offer details form to ensure the position is funded appropriately. If the position is funded from a master cost center, then the information will carry over from the position. If there are multiple funding sources from which this employee's salary is to be paid, each funding source must be listed with the appropriate percentages.
4. New Hire documents must always be attached as a final step in the hiring process in SAP. These documents include conflict of interest, intellectual property and patent policy, and employment application. These are collected during the interview process by a member of the Talent Acquisition team.
5. Once the hiring form is completed and approved in SAP, Talent Acquisition sends onboarding information via Red Carpet to the new hire complete with instructions on how to set up direct deposit.

Helpful Links

[BU Payroll Office](#)

Payroll Process

1b. Setting up direct deposit

As an employee of Boston University, you are required to set up a direct deposit account for your paycheck. This can easily be done by accessing Employee Self-Service through BUWorks. Once you set up your direct deposit, you will be able to view your salary statement online. On your designated payday, employees will receive an email providing notification that you have been paid.

New employees to SPH will be able to set up direct deposit once their paperwork is processed and their account has been created with Human Resources.

Monthly paid exempt employees are paid on the last business day of every month. Weekly paid non-exempt employees are paid every Friday.

Paycheck discrepancies

Should there be a discrepancy with your paycheck, it is important to contact People Services (sphpeopleservices@bu.edu) immediately.



Helpful Links

[BUWorks](#)

[How to set up direct deposit](#)

Payroll Process

1c. Staff payroll changes

There are additional payroll transactions that are specific to staff members that can take place over the course of their tenure at Boston University. These include changes to an employee's position, salary, and/or funding sources. Included in this section is a description of each payroll transaction and how best to transact these in SAP.

TIP – You are responsible for submitting payroll changes in advance of deadlines to allow for processing time.

To request any staff payroll changes with the exception of changes to salary distributions, Department Administrators or Unit Managers must send a completed People Action form to People Services (sphpeopleservices@bu.edu) for approval prior to submitting the change.

Position reclassification

A position should be considered for reclassification when there are substantial and permanent changes made to required job duties, knowledge and/or skills. Please reference the Reclassification and Promotion section under Employee Transitions within Best Practices for more information.

The following steps should be followed when processing a position reclassification.

1. A Department Administrator, or Unit Manager, must submit a completed People Action form to People Services requesting a reclassification.
2. People Action form is reviewed by People Services, SPH Leadership and Compensation.
3. Once approved, Department Administrators' of Departments or People Services for Central Administration processes a maintain position form (OM) in SAP updating the approved position changes and/or salary.
4. Attach the approved People Action form and updated position description to the transaction in SAP.
5. Once OM form is approved in SAP, Department Administrator or People Services must process a Personnel Action (PA) form using the Employee Position Update form to make appropriate changes if the reclassification affected salary. For *exempt* employees, update monthly pay period amount to reflect the salary change and click "recalculate". For *non-exempt* employees, update the hourly rate to reflect the salary change and click "recalculate."

Overbase

An overbase is a form of additional compensation for work that is preapproved and is not part of an employee's regular position. Overbase requests are considered on a case by case basis. Non-exempt (hourly) employees are not eligible for overbase payments.

The following steps should be followed when processing an overbase for exempt staff.

1. A Department Administrator, or Unit Manager, submits a completed Overbase/Secondary Payment Request form to People Services prior to starting any work or promise of payment.
2. Overbase/Secondary Payment Request form is reviewed by People Service and SPH Leadership for approval.
3. Once approved, Department Administrators' of Departments or People Services for Central Administration processes a Personnel Action (PA) using the Additional Payment form. Select the date for the payment, the payment amount, and the fund center or I/O number the payment will be charged to.
4. Attach the approved Overbase/Secondary Work Payment Request form to the transaction in SAP.
5. Once the PA form is approved in SAP, the overbase will be paid out in the employee's regular monthly pay cycle.

Secondary work payment

A secondary work payment form is used to compensate weekly paid, non-exempt employees for additional work they perform outside of their home department. The form must be submitted each week by the payroll coordinator of the home department. An example of a secondary work payment would be a non-exempt employee who is hired as a Teaching Assistant for a semester.

The following steps should be followed when processing a secondary work payment for non-exempt staff.

1. A Department Administrator, or Unit Manager, submits a completed Overbase/Secondary Payment Request form to People Services prior to starting any work or promise of payment.
2. Overbase Request form is reviewed by People Service and SPH Leadership for approval.
3. Once approved, Department Administrators of Departments or People Services for Central Administration processes a Personnel Action (PA) using the Secondary Work Payment form. Enter the effective/start date of payment and the hours the employee worked in their primary position.
4. Under secondary work payment information, enter the additional hours worked, hourly rate, and funding source.

5. Enter the responsible department and org unit number where additional work is done.
6. Enter the email address of the payroll coordinator of the secondary department.
7. Attach the approved Overbase/Secondary Work Payment Request form to the transaction in SAP.
8. Once the PA form is approved in SAP, the secondary work payment will be paid out in the employee's regular pay cycle.

Changes in percent effort

Changes in an employee's percent effort must be discussed with the Department Chair or Unit Manager, and People Services in advance. Please note that changes in an employee's percent effort has an impact on benefits should the employee drop below 75% effort.

The following steps should be followed to update an employee's percent effort.

1. A Department Administrator, or Unit Manager, submits a People Action form to People Services.
2. People Action form is reviewed by People Service and SPH Leadership for approval.
3. Once approved, Department Administrators of Departments or People Services for Central Administration processes a maintain position form (OM) in SAP updating the percent effort change in the employment percentage field.
4. Calculate the recruitment/department proposed budget amount based on the percent effort change. For example, if a full time employee is working 40 hours a week, then the percent effort is 100%. To calculate an employee's percent effort, divide the number of hours they will work by 40 and multiple by 100. This will calculate the new percent effort.
5. Attach the approved People Action form to the transaction in SAP.
6. Once OM form is approved in SAP, Department Administrator or People Services must process a Personnel Action (PA) form using the Employee Position Update form.
7. Enter the effective date of the percent effort change, reason code for the change, and update the percent time employed to reflect the new percent effort. If the employee is a current full time employee, the code you select is "full time/change in hours". If the employee is part time, the code you select is "percent time change PT only."
8. For *exempt* employees, update monthly pay period amount to reflect the percent effort change and click recalculate. For *non-exempt* employees, update the percent time employed to reflect the new hours and click recalculate.

Changes in salary distribution

There are times that salary distribution changes must occur, especially as new funding sources are identified and other funding sources expire. It is important to make these changes in advance whenever possible.

Important notes

1. Fractional percentages cannot be processed in SAP due to system limitations
2. We will not approve salary distribution changes less than 5%.

The following steps should be followed to update an employee's salary distribution.

1. A Department Administrator must process a Personnel Action (PA) using the Salary Cost Distribution form. Enter the effective date of the salary cost distribution change, reason code for the change, and updates to the founding sources (fund center and/or I/O number percentages).
2. Department Administrator determines whether they are replacing or inserting a fund center or I/O number. Select "replace" if you are replacing existing cost distributions, effective from the date of action and continuing forward. Select "insert" to retroactively change the cost distribution for a specific period without changing the existing distributions after that period.
3. Enter in either the percentage or amount as a method of entry for the change. Total percentages should always add up to 100%.
4. Once submitted, the Salary Cost Distribution form will go through SAP workflow for approval.

Helpful Links

[Processing a Secondary Work Payment](#)
[Processing an Overbase Payment](#)
[BUworks Forms Deadline Calendar](#)
[Overbase/Secondary Work Payment Form](#)
[People Action Form](#)



Payroll Process

1d. Non-exempt employees

A non-exempt employee at Boston University is paid on an hourly basis weekly, and is eligible for overtime compensation for all hours worked in excess of 40 hours within the payroll week. Overtime pay is calculated at one and one-half times the employee's regular hourly rate. Non-exempt (hourly) employees are required by law to complete and submit weekly timesheets.

How to complete a timesheet

Non-exempt employees must enter their hours through the Employee Self Service (ESS) tab in BUWorks. It is important to accurately document hours worked and meal breaks. Non-exempt employees must enter their hours by midnight on Sunday in order to be paid on Friday.

Steps on how to enter your weekly hours on your timesheet:

1. Login to BUWorks.
2. Click on Employee Self Service (ESS).
3. Under Time Services, click "Record Working Time" to access your timesheet.
4. Enter the hours worked for each day. Add a new row to show the time that was taken for a meal break.
5. Once you have entered your time for the week successfully, click "save".
6. Click "release directly" to send your timesheet to your manager for approval. You will receive a confirmation message once your time has been released.



TIP – Enter your hours before you leave on Fridays' to avoid any delays in your receiving your paycheck.

How managers approve non-exempt employee timesheets

Managers are required to review and approve non-exempt (hourly) employees' timesheets on a weekly basis through Manager Self-Service (MSS) in BUWorks. Managers must approve non-exempt employee timesheets by 12pm on Tuesday in order for the employee to be paid on Friday.

Steps on how to approve timesheets for non-exempt employees (hourly):

1. Login to BUWorks.
2. Click on Manager Self Service.
3. Click Approve Timesheet Data in the left margin.
4. On the Approve Timesheets page, you will see all of your direct reports names, the pay period in which hours were entered, and the total hours submitted for approval. To see a detailed breakdown of the days and hours the employee worked during that pay period, click on the number of hours.
5. If the hours look correct, select "approved" from the drop down menu in the approval column and then click "save". If the hours do not look correct, select "reject" from the drop down menu. The employee will receive an email stating that those hours have been rejected and will need to resubmit the correct hours for approval.
6. Upon clicking the save button, a confirmation message will be displayed. Click "OK" to confirm your approval, or rejection.
7. A confirmation message will be displayed as "Data Processed."

Helpful Links

[Timesheet Reference Guide](#)
[Time Related Instructions](#)



Payroll Process

2. Temporary staff payroll

Temporary employees are individuals who work in either full-time or part-time positions with an assignment lasting less than nine months. If there is a need to employ a temporary employee for a period of nine months or more, the employee needs to be hired into a regular full-time or part-time position. It is important to ensure the position is create appropriately in SAP. This includes ensuring the length of assignment, work schedule rule, percent effort, and salary accurately reflects the position you need to fill.



The following steps are completed by Department Administrators for Departments or People Services for Central Administration when processing a new temporary hire.

- Completed hiring forms collected from final candidate. These include Conflict of Interest (COI), Intellectual Property and Patent Policy (IPP) and employment application.
- If the new hire is a former student, Department Administrator or People Services must submit request to the Student Employment Office (SEO) to terminate the former student from the student employment system.
- Hiring form is processed in SAP. Please note that assignment duration cannot be longer than 8.8 months.
- Enter basic pay information from the offer details form provided by the hiring manager. Enter monthly pay per period amount for exempt temporary hires and hourly rate per pay period for non-exempt temporary hires
- If the position is grant funded, the Department Administrator or People Services will update the I/O number using the information from the offer details form to ensure the position is funded appropriately. If the position is funded from a master cost center, then

the information will carry over from the position. If there are multiple funding sources from which this employee's salary is to be paid, be sure to list each funding source with the appropriate percentages.

- Hiring forms must always be attached as a final step in the hiring process in SAP. These include COI, IPP and the employment application.
- Once the hiring form is completed and approved in SAP, the Department Administrator or People Services will email the temporary employee with information on I-9, Employee Self Service (ESS), and timesheet instructions if this is a non-exempt temporary employee.
- HR will send an email to the new hire with instructions on how to complete the second half of the I-9.

Helpful Links

[Temporary Employees - BUHR](#)



Payroll Process

2a. Setting up Terrier Temps

There are instances when a Department or Unit may need to use a contingent workforce for short-term work assignments. For these types of assignments, we work with Terrier Temps. Terrier Temps is Boston University's contingent workforce management program that places temporary help across the University. Terrier Temps has a pool of talented and trained candidates readily available and interested in opportunities across the University. SPH has had much success working with Terrier Temps to quickly fill short-term project based assignments as well as converting temporary employees into regular administrative staff positions. To request a Terrier Temp, please submit a completed People Action form to People Services (sphpeopleservices@bu.edu).



Onboarding a Terrier Temp

Terrier Temps does not have access to BU Systems, therefore, any request for a BUID card, email address, or access to other internal systems must be requested directly from the Department Administrator or Unit Manager. A BUID card (Terrier card) can be obtained by visiting the Public Safety Department after the Terrier Temp has been hired.

Once a candidate accepts an assignment at SPH with Terrier Temps, Terrier Temps will send instructions on time and expense approval to the manager. It is critical that the Terrier Temp employees submit their timesheets in Fieldglass by midnight on Sunday following the end of the workweek. Once hours are submitted, the timesheet will be in pending approval status. Hiring managers will receive an email stating there is a timesheet ready for approval in Fieldglass. Hiring managers must review and approve timesheets by the close of business Monday. Timesheets not approved on Monday by close of business will result in a delay in invoicing, payment to the Terrier Temp employee and payment to supplier.

Helpful Links

[Terrier Temps](#)