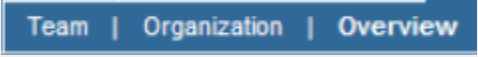# HCM Newsletter

November, 2015

From the Editor

In the month of Thanksgiving, it is time to acknowledge the diligence and hard work of the BUworks user community at our university. The focus of this issue of the newsletter is "Maintaining Positions" by managers and payroll coordinators. This is an important Organization Management (OM) function as first and foremost, it serves the purpose of maintaining an accurate description of duties associated with a specific position in your department. The "Maintain Position" form allows you to open an existing position for hiring/re-hiring an employee and also to update existing positions in your department by changing attributes such as the title, description of duties, assignment duration, percentage of time worked, org unit assignment, cost center assignment as well as distribution and changes to compensation. Feel free to email me at srao22@bu.edu with your questions, comments or suggestions.

Shuchita Rao

(HCM Trainer)

News

OM & PA payroll calendar for November: http://www.bu.edu/cfo/files/2014/11/11-November-2015-Distributed.pdf

FAQs

1. How does one access Maintain Position form?
    A. Login to http://bu.edu/buworkscentral. Depending on your role in your department, (for instance, if you are a Manager, you will see Manager Self-Service tab or if you are a Payroll Coordinator, you will see a Payroll Coordinator tab) you will see the relevant tab. Once you click on it, you will see three more tabs under it. **Team | Organization | Overview** Click on Organization tab and then on the option to Maintain Position located in the left column. You will need to know the POSITION NUMBER in advance.
2. Should the "Maintain Position" Org Management (OM) action be followed up with a Personnel action (PA) to complete the process?
    A. If the position is occupied by an employee, you would need to perform a Personnel Action (PA) such as "Employee Position Update" to update the relevant changes on the employee's personal record.
3. How long does it typically take for a "Maintain position" form submitted into SAP to be approved?
    A. Once the request for maintenance of a position is submitted, it goes into workflow and takes 3-5 business days for approval by HR/Budget/Comp departments. The PA action can be initiated ONLY after that.

Tips

1. Before you start to use the maintain position form, make sure you have the position number handy. You can get the position number you want to maintain by either clicking on Organizational Profile in Organization tab OR by using Nakisa tool in Organization Chart tab or the PPOSE SAP transaction accessed via WEBgui (ECC system).

Upcoming Training Sessions (Sign up at http://bu.edu/tech/training)

1. HCM/IAM Overview Training on Thursday Nov, 5 and Thursday Nov 12 at 3pm in HR244 (HR Office, 25 Buick St, 2nd floor) and Tuesday Nov 17 at 10AM at L1110 in BUMC(11th floor Instructional Building).
2. Nakisa Org Chart/PPOSE Training on at 3pm on Thursday, Nov 19 in HR244 (HR Office, 25 Buick St, 2nd floor) and on Tuesday, Nov 24 at 10AM at L1110 in BUMC (11th floor Instructional Building).