

Introduction

Process and Trigger

Execute this report to view a roster of faculty within a specified Master Cost Center or an entire school/college. Alternatively, the report can be run for an individual faculty member. Data returned includes primary/secondary appointment, position, contact email, and many other fields identified and defined below.

Access to this report is limited to Faculty Action Managers

Prerequisites

- [Introduction to BW Reporting at Boston University](#) (video)
- [Working with BW Reporting](#) (video)

Menu Path

BUworks Central portal → Reporting → Human Capital Management (HCM) → Faculty Data → Faculty Roster Report

Transaction

None

Tips and Tricks

- Beyond the security required to access this report, no data restrictions have been applied. As a result, Faculty Action Managers can view faculty appointments outside their primary Funds Center. For that reason, this report is useful for viewing all faculty primary and secondary appointments – both academic and administrative – regardless of the department in which the appointment is made.
- The report enables a Faculty Action Manager to answer a variety of other questions, including these examples: how many full-time or part-time faculty are employed in this department? Do all members of the faculty in department X appear in the report? Are their ranks correct?
- The report allows you to view faculty individually or in groups - departments, schools/colleges, full- or part time, etc.
- To view contract, tenure or position information, use the PA9001 report instead of the Faculty Roster report.
- The report contains three **Unit Contact** Characteristics, which may or may not contain data. Here are scenarios to help understand the data displayed:
 - If the Provost contact is in the first **Unit Contact** column, then there is no Faculty Action Manager (FAM) for that unit
 - If there are two names listed, then the unit has an assigned FAM and an alternate (in this instance the Provost Office would be the third in case FAM 1 and 2 are out)
 - If there is only 1 FAM for the unit, then they are listed in the first contact column and the Provost Office would be listed as the second contact as a backup contact
- At times you may need to use your scrollbar to view additional information.

How-to guides useful when executing a BW report

- [BW How to Run - Award Activity – Sponsored Program \(Distributed\) report](#)
- [BW How to - Use the Matchcode or Search Box](#)
- [How to - Specify Report Dates](#)
- [How to Save and Use a View](#)
- [How to Filter Report Data](#)
- [How to Add a Result-Subtotal Line](#)
- [How to Export BW Report Data to Excel](#)
- [How to Save and Use a Variant](#)

Procedure

Executing the Report

Enter selection criteria via the displayed *Variable Entry* screen (optional)

| General Variables | |
|-------------------------|----------------------|
| Variable | Current Selection |
| Employee | <input type="text"/> |
| BU ID | <input type="text"/> |
| Last Name (Upper Case) | <input type="text"/> |
| First Name (Upper Case) | <input type="text"/> |
| School / College | <input type="text"/> |
| Master Cost Center | <input type="text"/> |

OK Check

This report does not have any required variables. If nothing is entered when running the report, data returned will be restricted to the permissions of the person running the report.

Alternatively, variable values can be entered to narrow the data returned:

Variable Definitions

Employee: the SAP Personnel Number (PERNR) of an individual faculty member. If you don't know the PERNR of the employee you wish to view, use the search function available by clicking on the small white matchcode box to the right of the **Employee** text box. If you need help with searching, refer to the document [BW How to - Use the Matchcode or Search Box](#).



Some faculty members have more than one PERNR due to their having multiple assignments, e.g., professor *and* department chairman. Be sure you specify the correct number of PERNRs when using the **Employee** field to specify an individual.

BU ID: use this variable to identify one or more personnel by specifying their BU identification numbers

Last Name: the last name (in upper case) of the faculty member you wish to examine. Recommended: use the matchcode box to search for and select the last name of the individual you seek.

First Name: the faculty member's first name (upper case). In cases for which the last name is unique, entering first name is not necessary.

School/College: for faculty action coordinators with access to more than one school/college, entering a value in this field will limit data returned to that unit (or units). Note: values used to indicate schools/colleges are not intuitive. Use the matchcode box to search for and select one or more schools/colleges.

Master Cost Center: specifying one (or more) master cost center(s) will select all faculty members within the cost center(s) entered.

Characteristic Definitions

| Characteristic | Description |
|-----------------------|---|
| Appointment Level | Identifies the primary or secondary appointment. |
| Appointment Type | Identifies whether an appointment is academic or administrative |
| College/School | The name of the school or college of the faculty member(s) under examination |
| First Name | First name of faculty member being examined |
| Last Name | Last name of faculty member being examined |
| Main Indicator | <p>An indicator of "X" indicates that this position is the main assignment for the employee. This is important to use for faculty selections, to eliminate duplicate employees' counts. All salary and budget information should be connected to this assignment/position.</p> <p>Notes:</p> <p>1) At present, only faculty should have concurrent employment, but students who need security roles are set up with Non-Comp and student positions.</p> <p>2) Currently this is usually the primary academic assignment. For a handful of faculty (executives and center directors) this will reflect their primary administrative assignment</p> |
| Master Cost Center | Master Cost Center is the finance cost object that is maintained on the position and syncs to the employee from the position. It is required for successful payroll processing and is used to pay the employee if there is an error with pay distribution (Infotype 0027). It represents the department associated with an employee's position |
| Middle Name | Middle name of faculty member being examined |
| Position | This field displays the position of an employee. A position is assigned the characteristics and attributes of a job. Positions are assigned to organizational units and are linked one to the other |
| Position Extension | For position titles longer than 60 characters, this field contains the portion of the title that could not be contained in the Position Characteristic |
| Retired with Emeritus | For faculty who retired with the Emeritus distinction, this flag is set to indicate that he/she has emeritus status. It is important to note that some faculty return to teach part-time with the Emeritus rank. |
| Unit Contact | <p>There may be up to three Unit Contacts listed:</p> <ul style="list-style-type: none"> The School/College Unit Contact is the employee identified as the contact person for faculty actions within a given Master Cost Center (up to two contacts may be listed) The Provost Office Unit Contact is the employee identified as the contact in the Provost's Office |
| Unit Contact Email | Email addresses of the associated School/College or Provost's Office Unit Contacts |

| Free Characteristic | Description |
|---------------------|---|
| BU ID | Boston University ID number |
| Campus | Campus associated with employee's master cost center. If first character of MCC is 1=CRC; 2=MED; 3=NEIDL |
| Employee | The SAP Personnel Number (PERNR) associated with each employee listed in the report |
| Employee Subgroup | A subdivision of an Employee Group which is used to complete the BU personnel structure maintained within SAP |
| Organizational Unit | Unit of an enterprise that has managerial potential, such as department, group, subgroup, or project |
| Rank & Job | Usually the faculty member's 6-character rank abbreviation. Since it is taken from the short text of the employee's job, when the job is not a rank the results could show as "chair" or "actdir" |

Results and Next Steps

None