



HCM Newsletter

December 2015

From the Editor

Happy Holidays! With intersession starting on the afternoon of Dec 24 and concluding on Jan 1, 2016, the focus of this newsletter issue is “Time”. You will soon receive an email from Jeff Small, (HRSC Time Admin Lead) about early deadlines related to approvals. Dec Payroll Calendar is at <http://www.bu.edu/cfo/files/2015/09/12-December-2015-Distributed.pdf>

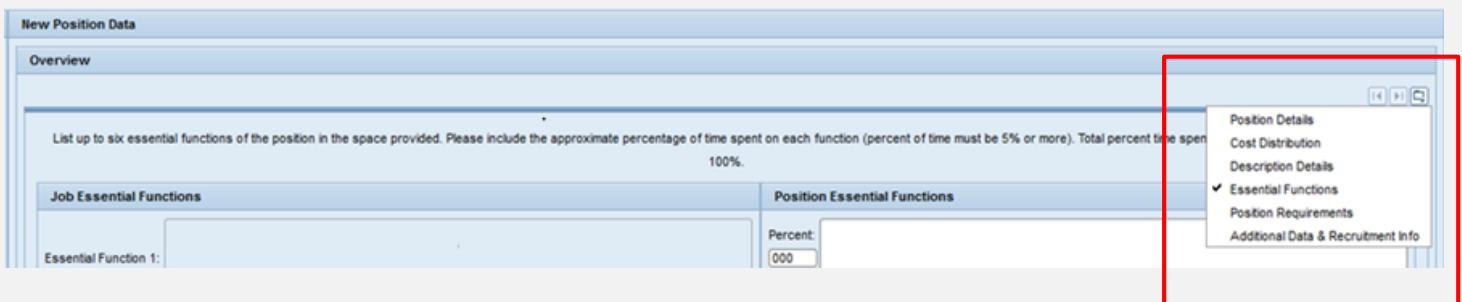
Feel free to email me at srao22@bu.edu with general comments. For time related issues, email Jeff Small at jsmall@bu.edu

Shuchita Rao

(HCM Trainer)

News

SAP Support Packs will be implemented by Dec 13. During support packs testing earlier this month, the BUworks team encountered an issue when the Firefox browser is used to launch BUworks to “Maintain Form” at the initiator, reviewer, approver level and for “Create Form” at the reviewer/approver level. Recall that while maintaining position, the existing set of position details appears on left half of column and new set of data on the right-side of the form. The issue is that the last set of tabs disappear on the new data side of the form. The workaround is that the “jump to” pull-down menu shows the remaining tabs as shown in the snapshot below. You can access the “jump to” tab by clicking on double arrows on the extreme right.



FAQs

1. As a non-exempt employee, how should I code the holidays Dec 25 and Jan 1 on my timesheet?
 - A. Please use BU Paid Holiday (Code 1012) for Dec 25 and Jan 1 on your timesheet.
2. How can I apply for half a day of sick/vacation time given that intersession begins on the afternoon of Dec 24?
 - A. If an exempt or non-exempt employee attempts to apply for a full day of sick/vacation time on Dec 24, it will be automatically corrected to half a day’s sick/vacation time.
3. If I plan to work during intersession, what is the procedure to apply for Comp time?
 - A. Exempt employees must apply for compensatory time by using Comp Time (Exempt) option from the drop-down list of absence types. Once it is approved by the manager, the available comp time can be used for a period of up to six months by using the “Comp Time” option from list of absence types. Non-exempt employees – please refer to Quick Reference Guide for instructions that can be found at <http://bu.edu/buworks/timeservices>
4. What are Org.Mgmt (OM)/Personnel Actions (PA) deadlines for making payroll changes this month?
 - A. 5pm on 12/14/2015 (OM form deadline) and 5pm on 12/16/15 (PA form deadline)

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

1. HCM/IAM Overview Training on Friday, Dec 11 at 11AM at BUworks office,1010 Comm Ave, on Thursday, Dec 17 at 11AM in HR244(HR Office, 25 Buick St, 2nd floor) and on Friday, Dec 18 10:30AM to noon at Talbot Founder’s Room, BUMC