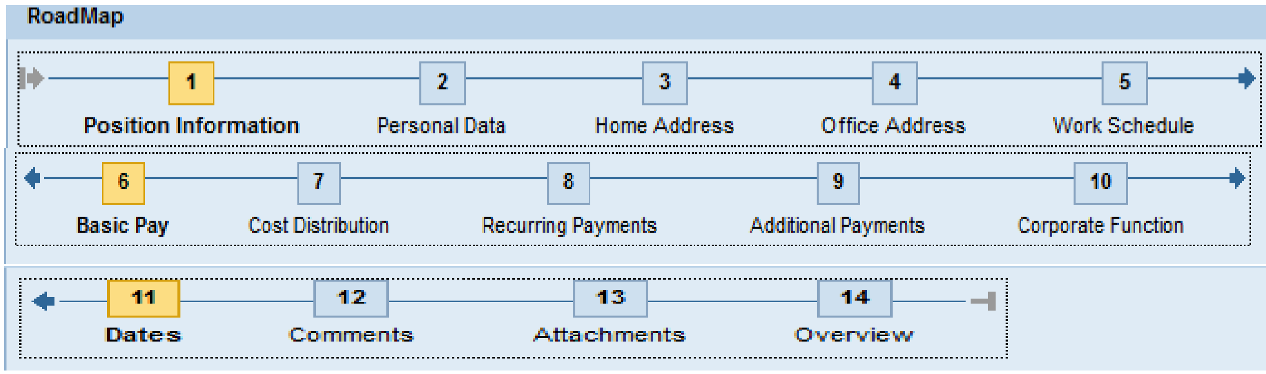
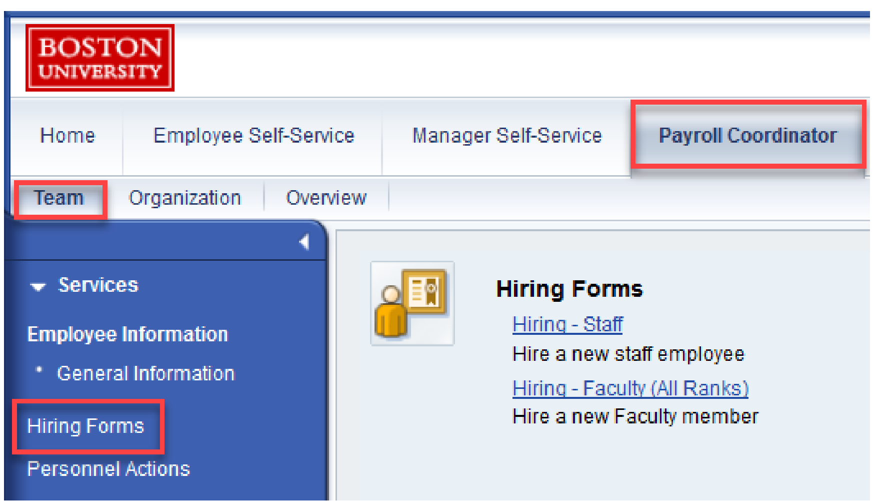
Hiring Staff-Quick Reference Guide

This 14 step procedure is used to hire/re-hire a Boston University (BU) staff into a vacant position. As a ***pre-requisite***, a position needs to have been created and approved via the completion of an Organizational Management (OM) "Create Position" form.

Alternatively, an existing position that has been vacated may need to be maintained, opened for hire and approved via the completion of an Organizational Management (OM) "Maintain Position" form.





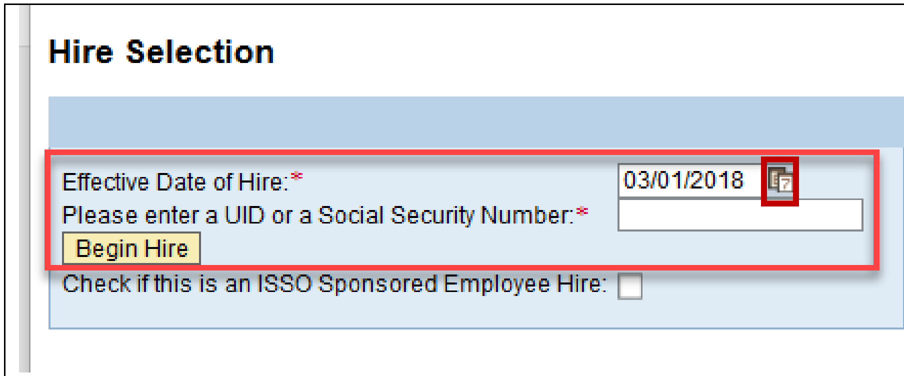
1. Log on to **BUworks Central** https://ppo.buw.bu.edu

2. Based on your privileges, you will see ***either*** the **Manager Self Service OR Payroll Coordinator** tab. Click on the tab

3. Based on your privileges, you may see one/two options: -
- Hiring – Staff and/or
- Hiring – Faculty (All Ranks)

4. Click on **Hiring – Staff**

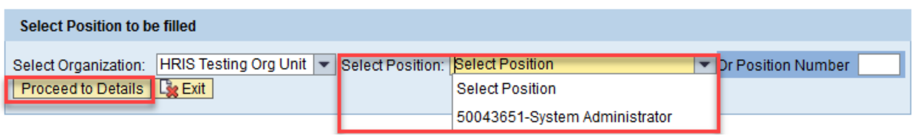
Hiring Staff-Quick Reference Guide



5. Enter the **effective date of Hire (mm/dd/yyyy) format.** You can also click on the **calendar lookup** and select the date of hire by clicking on a specific date

6. **UID or Social Security Number** - If hiring a candidate who is brand new to working at BU, enter the candidate's **Social Security Number**. Click on **Begin Hire.** **NOTE:** *If it is a foreign national without SSN and an ISSO sponsored employee, enter the BUID assigned to the employee by the ISSO office. Also, check the ISSO sponsored employee checkbox. If you are still prompted for a SSN, enter nine 9s. If you encounter further issues, email hrsys@bu.edu*

If **re-hiring** an employee, enter **the employee's BUID**
Do not check the ISSO box.

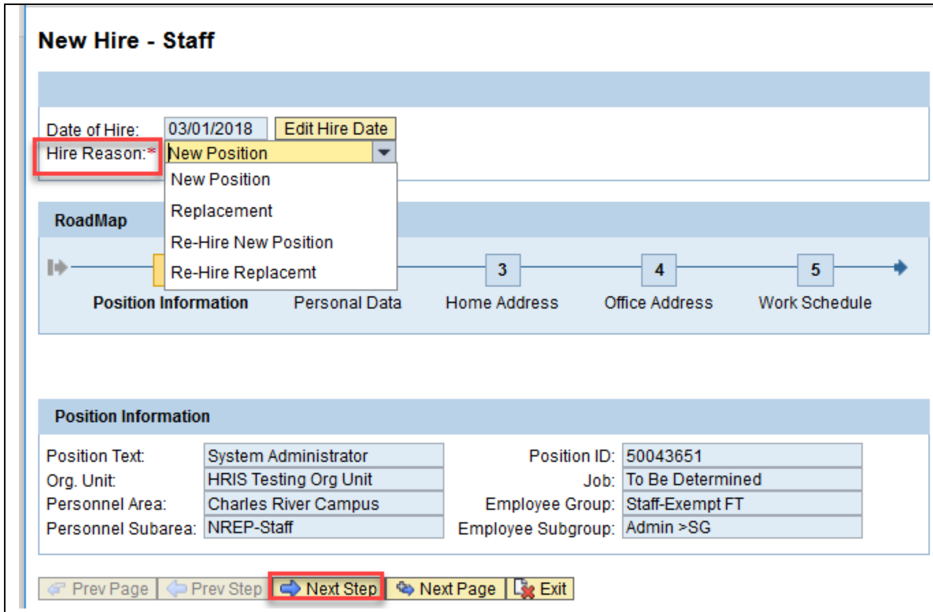


7. Select an Org. Unit from the "Select Organization" drop-down

8. Select a **position** from the "Select Position" drop-down
Alternatively, you may directly enter **Position Number**.

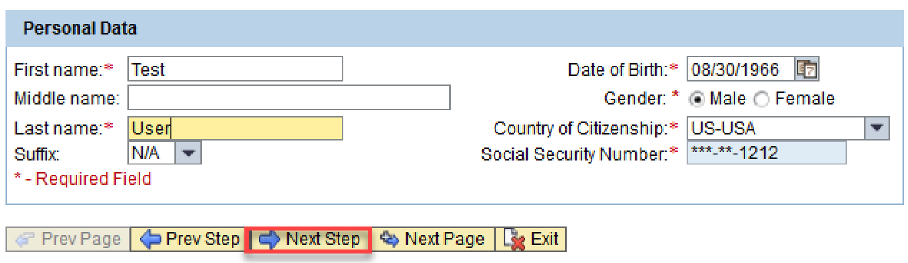
Click on **Proceed to Details**

Hiring Staff-Quick Reference Guide



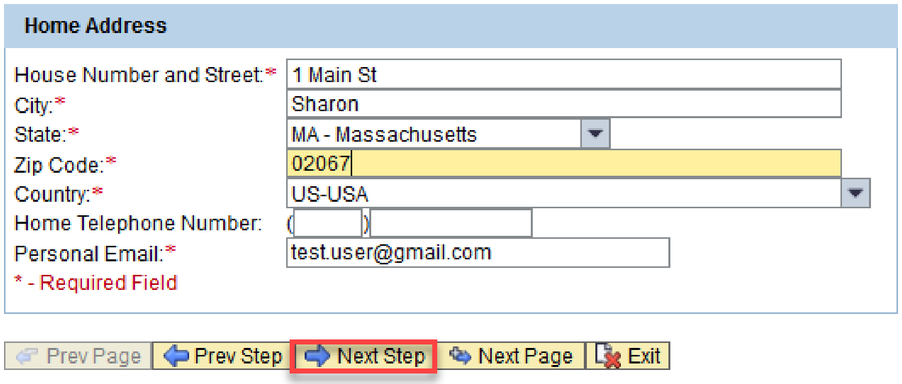
9. The Position's details are displayed in the **Position Information** section. Click on the **Hire Reason drop-down** to select the appropriate reason. The position's details appear automatically and cannot be edited.

10. Click on **Next Step**



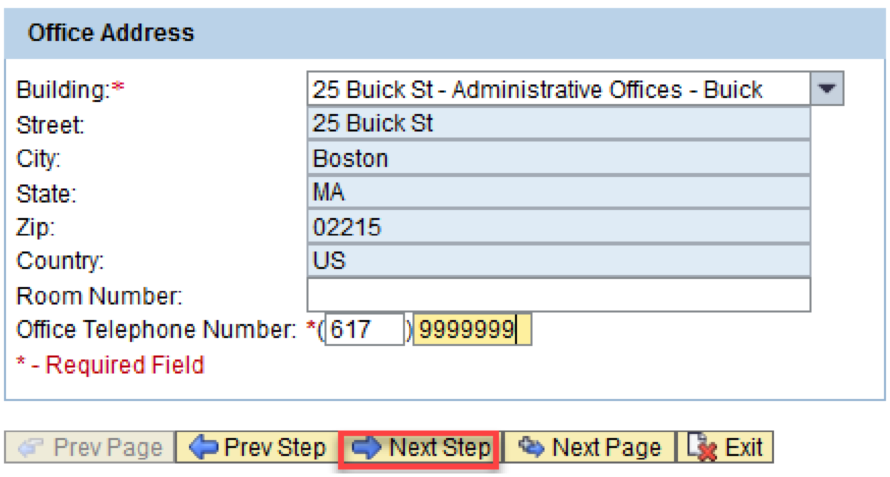
11. In the **Personal Data** section, all the fields marked with a red asterisk are required fields. Enter **First name, Date of Birth (mm/dd/yyyy format), Gender, Last name, Country of Citizenship**

12. Click on **Next Step**



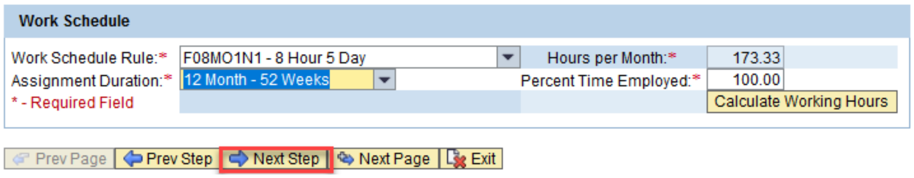
13. In the **Home Address** section, enter the House Number and Street, City, State, Zip Code, Country and Personal Email. **NOTE:** *For employees with foreign addresses, enter the US address and submit a request to hrsys@bu.edu to update the address in SAP*

14. Click on **Next Step**



15. In the **Office Address** section, use the drop-down to select the Building address and enter the Office Telephone number

16. Click on **Next Step**



17. In the **Work Schedule** section, the position's work schedule, hours per month, percent time and assignment duration are automatically displayed.

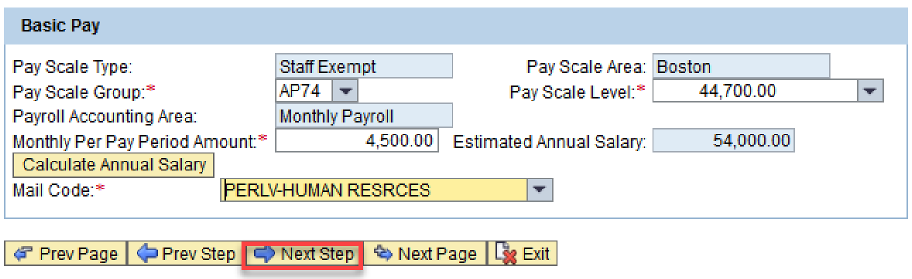
If you want to edit the work schedule, choose the appropriate work schedule from the drop-down.

Enter assignment duration by choosing the appropriate duration from the drop-down

.

If you edit the percent time employed, click on **Calculate Working Hours**

18. Click on **Next Step**



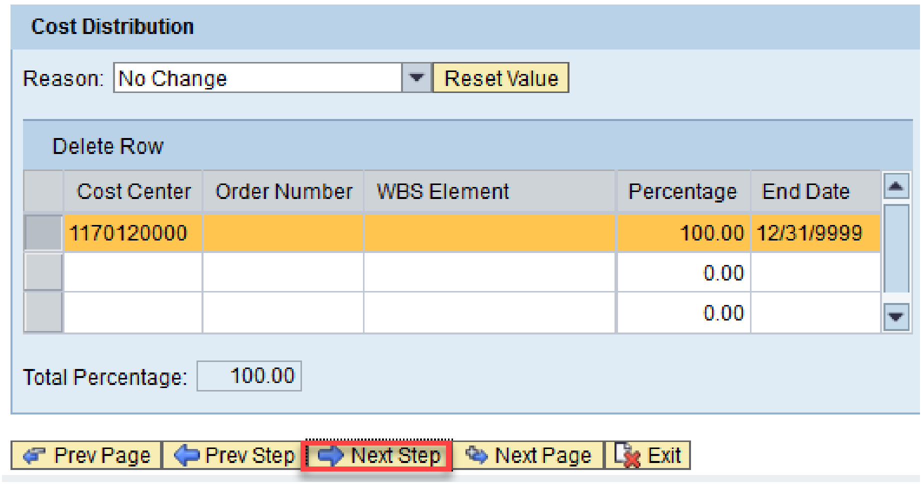
19. In the **Basic Pay** section, the pay scale type, pay scale area, pay scale group, pay scale level and payroll accounting area are automatically displayed. Enter the **recommended hourly salary or monthly pay per period amount**

20. Click on **Calculate Annual Salary**

21**.** Enter **Mail Code** by selecting from mail code drop-down

22. Click on **Next Step**

Hiring Staff-Quick Reference Guide



23. In the **Cost Distribution** section, the Cost center, Order number, WBS element, percentage and end dates are displayed.

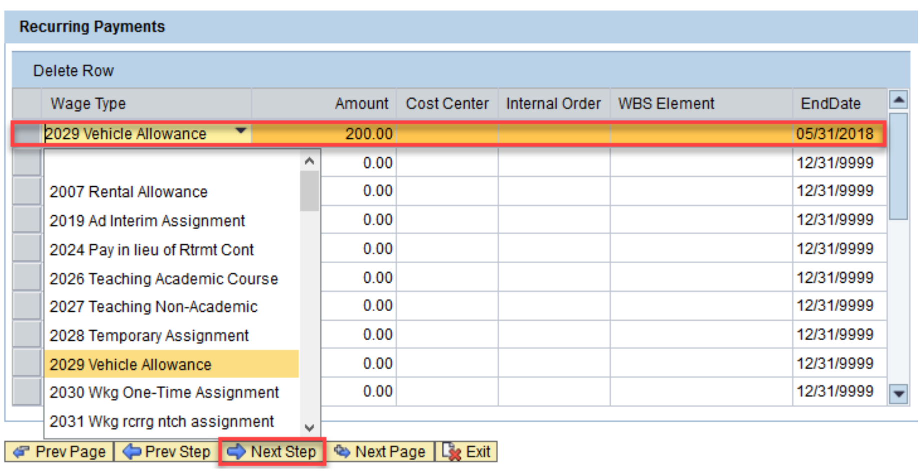
If you want to edit the cost distributions:

24. Select an appropriate **reason** for changing cost distribution from the drop-down

25. Enter a **cost center** in the cost center column

26. If the position is grant-funded, enter a **grant number(s) in the Order number** column, with a percentage and end date for each entry. The distributions must add to 100%

27.Click on **Next Step**



28. In the **Recurring Payments** section, enter any approved payments to be paid over more than one pay period

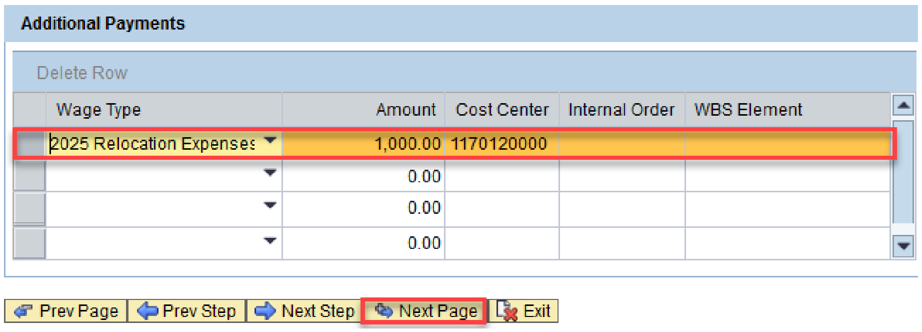
29. Click on **Wage Type** drop-down to select the appropriate wage type

30. Enter **amount** per pay period

31. Enter **Cost Center/Internal Order Number/WBS Element**

32. Enter **End Date**

33. Click on **Next Step**



34. In the **Additional Payments** Section, enter an approved **one-time payment** to be made within a single pay-period

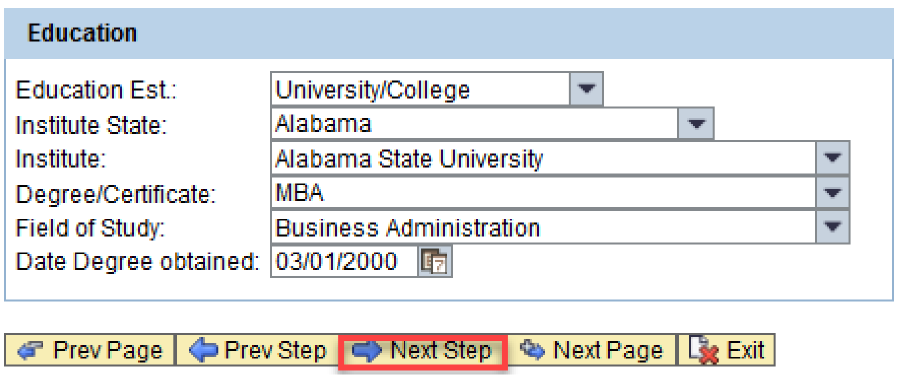
35. Click on Wage Type drop-down to select the appropriate **wage type**

36. Enter **amount per pay period**

37. Enter **Cost Center/Internal Order #/WBS Element**

38. Enter **End Date**

39. Click on **Next Step**



40. The **Education** Section may or may not be visible depending on the position. If visible, it is optional to enter details about the candidate’s educational background

41. Click on **Education Est**. drop-down and select the appropriate college/university

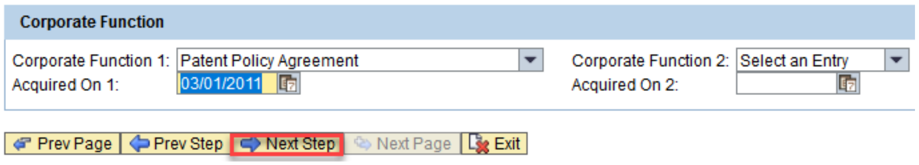
42. Click on **Institute State** drop-down and select the state in which the institute is located

43. Click on **Degree/Certification** drop-down and select the type of degree

44. Click on **Field of Study** drop-down and select the field of study

45. Enter **date the degree** was obtained

46. Click on **Next Step**

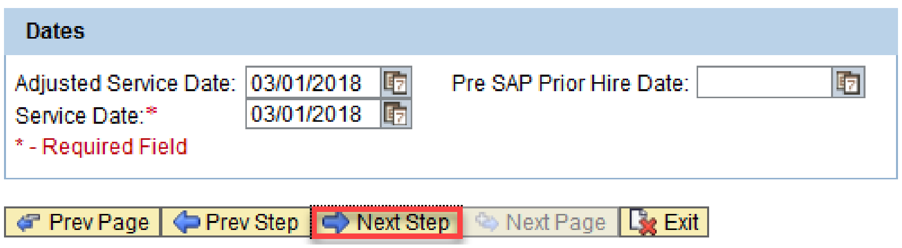
<table>
<tr>
<td>


</td>
<td>
47. The Corporate Function section is optional. Enter details about a staff's patent policy agreement

48. Click on Corporate Function drop-down to select the appropriate option

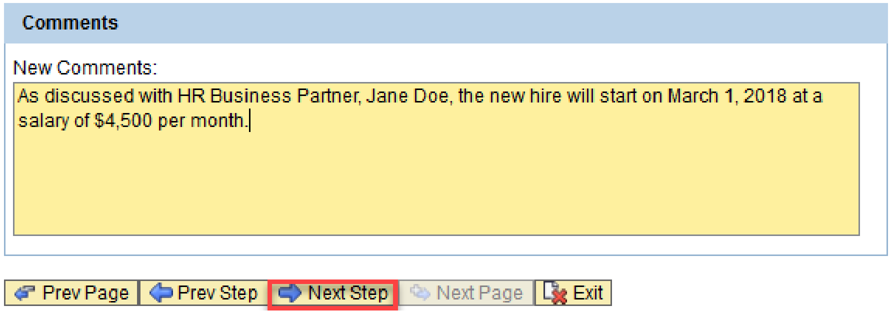
49. Enter the date the patent was acquired on

50. Repeat steps 2 and 3 if there is a second corporate function

51. Click on Next Step
</td>
</tr>
<tr>
<td>


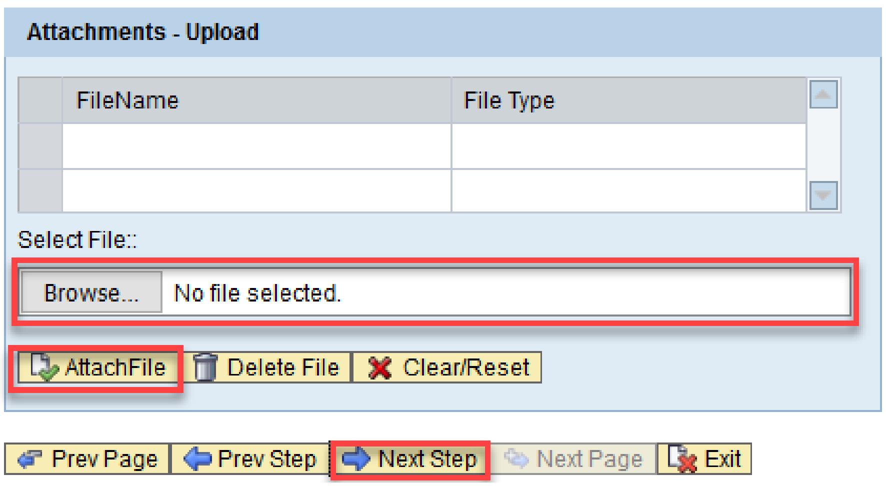
</td>
<td>
52. In the Dates section, click on Adjusted Service Date to enter the original date of hire of an employee who may have worked at BU earlier and is being re-hired after a break in continuous service

53. Click on Next Step
</td>
</tr>
</table>



54. In the **Comments** section, enter **comments** related to any discussion with your HR Business partner or Compensation Analyst about the position

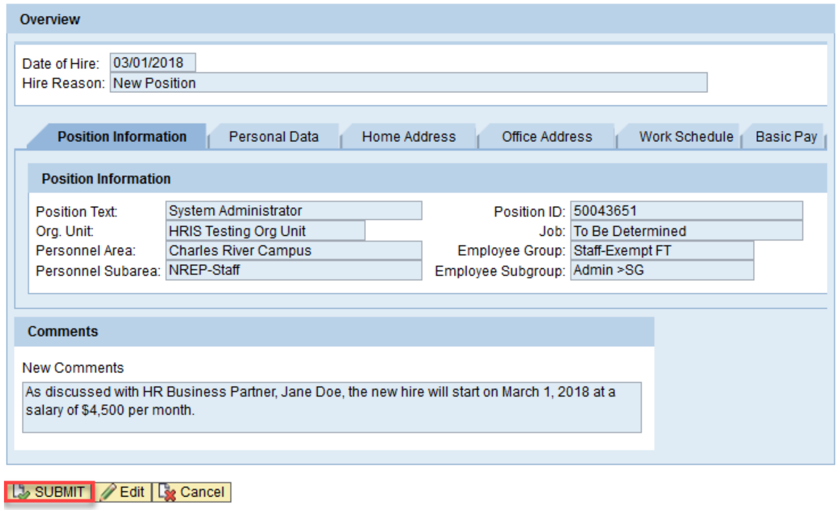
55. Click on **Next Step**



56. In the **Attachments** section, browse your computer to select relevant files and attach

- Signed Offer Letter
- Resume/CV
- Signed No Conflict of Interest document

57. Click on **Next Step**


Overview

Date of Hire: 03/01/2018
Hire Reason: New Position

Position Information | Personal Data | Home Address | Office Address | Work Schedule | Basic Pay

Position Information

Position Text: System Administrator
Org. Unit: HRIS Testing Org Unit
Personnel Area: Charles River Campus
Personnel Subarea: NREP-Staff
Position ID: 50043651
Job: To Be Determined
Employee Group: Staff-Exempt FT
Employee Subgroup: Admin >SG

Comments

New Comments
As discussed with HR Business Partner, Jane Doe, the new hire will start on March 1, 2018 at a salary of $4,500 per month.

SUBMIT | Edit | Cancel

-

58. The **Overview** page provides you with the ability to review and edit the data you entered across several tabs

Click on **Submit** to submit the form for approval via workflow. Track your submission via **Request tracker**

You will receive a notification when the form completes approvals.

Congratulations! You have successfully submitted a staff hire form. When it completes approvals successfully, the employee is hired into the staff position.

BOSTON UNIVERSITY

Hiring Staff-Quick Reference Guide

Roadmap Step Definitions:

Step Name	Description
Position Information	The **Position Information** section is used to display the details about the position the employee is being hired into. This section allows for entry of the hire date and reason.
Personal Data	The **Personal Data** section provides details about the new hire such as Name, Birthdate and Gender data.
Home Address	The **Home Address** section provides input data about the employee's residence and contact information.
Office Address	The **Office Address** section provides work location details and contact information.
Work Schedule	The **Work Schedule** section allows for the selection of work schedule rules and calculates employee working time and assignment duration.
Basic Pay	The **Basic Pay** section allows for Pay Scale assignments and hourly rate calculation.
Cost Distribution	The **Cost Distribution** section allows for the cost of the new employee salary to be distributed between Cost Centers, Orders and WBS Elements.
Recurring Payments	The **Recurring Payments** section provides an area to assign payroll deductions for a variety of reasons.
Additional Payments	The **Additional Payments** section provides an area to add additional salary and compensation items.
Corporate Function	The **Corporate Function** provides an area to enter details about the function the employee performs and the date the function is assumed by the employee.
Dates	The **Dates** section provides an area to enter date specific details about the employee's service.
Comments	The **Comments** section provides a free text area to enter non-personal details about the new hire.
Attachments	The **Attachments** section can be used to upload and attach relevant documents to the new hire form.
Overview	The **Overview** section provides a tabbed view of the form attributes which can be reviewed prior to submission.