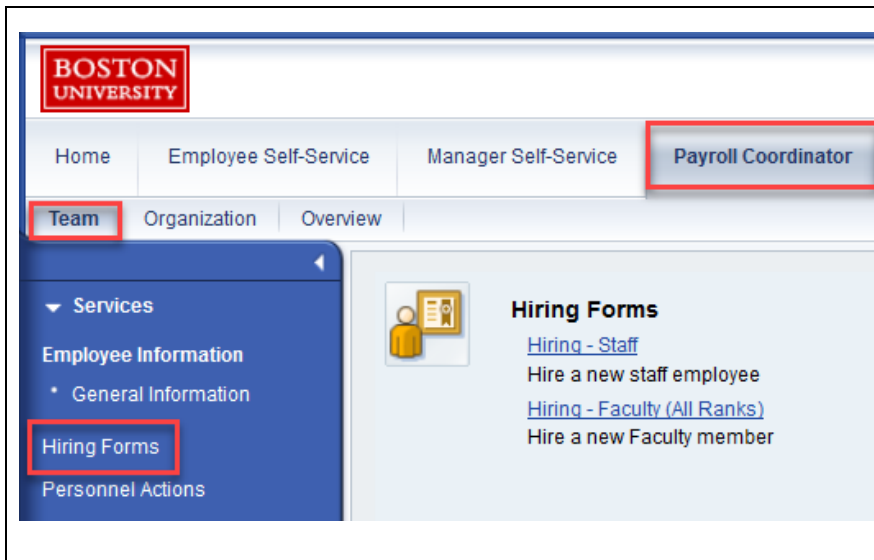
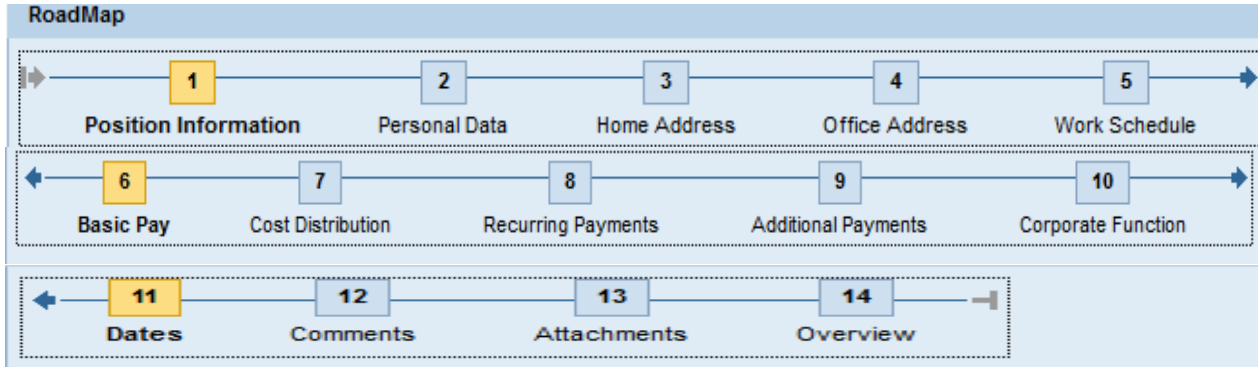


Hiring Staff-Quick Reference Guide

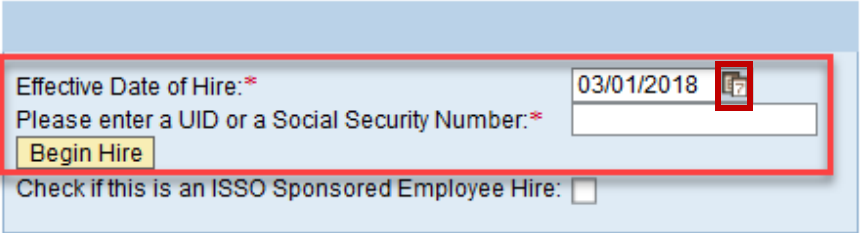
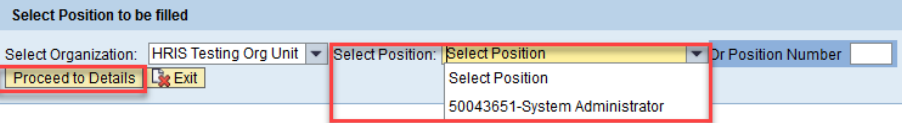
This 14 step procedure is used to hire/re-hire a Boston University (BU) staff into a vacant position. As a *pre-requisite*, a position needs to have been created and approved via the completion of an Organizational Management (OM) “[Create Position](#)” form.

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**

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<p>Hire Selection</p> 	<p>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</p> <p>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: <i>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 hrrsys@bu.edu</i></p> <p>If re-hiring an employee, enter the employee's BUID Do not check the ISSO box.</p>
	<p>7. Select an Org. Unit from the “Select Organization” drop-down</p> <p>8. Select a position from the “Select Position” drop-down Alternatively, you may directly enter Position Number.</p> <p>Click on Proceed to Details</p>

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<p>New Hire - Staff</p> <p>Date of Hire: 03/01/2018 Edit Hire Date</p> <p>Hire Reason:* New Position</p> <p>RoadMap</p> <p>Position Information Personal Data Home Address Office Address Work Schedule</p> <p>3 4 5</p> <p>Position Information</p> <table border="1"> <tr> <td>Position Text:</td> <td>System Administrator</td> <td>Position ID:</td> <td>50043651</td> </tr> <tr> <td>Org. Unit:</td> <td>HRIS Testing Org Unit</td> <td>Job:</td> <td>To Be Determined</td> </tr> <tr> <td>Personnel Area:</td> <td>Charles River Campus</td> <td>Employee Group:</td> <td>Staff-Exempt FT</td> </tr> <tr> <td>Personnel Subarea:</td> <td>NREP-Staff</td> <td>Employee Subgroup:</td> <td>Admin >SG</td> </tr> </table> <p>Prev Page Prev Step Next Step Next Page Exit</p>	Position Text:	System Administrator	Position ID:	50043651	Org. Unit:	HRIS Testing Org Unit	Job:	To Be Determined	Personnel Area:	Charles River Campus	Employee Group:	Staff-Exempt FT	Personnel Subarea:	NREP-Staff	Employee Subgroup:	Admin >SG	<p>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.</p> <p>10. Click on Next Step</p>
Position Text:	System Administrator	Position ID:	50043651														
Org. Unit:	HRIS Testing Org Unit	Job:	To Be Determined														
Personnel Area:	Charles River Campus	Employee Group:	Staff-Exempt FT														
Personnel Subarea:	NREP-Staff	Employee Subgroup:	Admin >SG														
<p>Personal Data</p> <p>First name:* Test Date of Birth:* 08/30/1966 </p> <p>Middle name: Gender: * <input checked="" type="radio"/> Male <input type="radio"/> Female</p> <p>Last name:* User Country of Citizenship:* US-USA</p> <p>Suffix: N/A Social Security Number:* ***-**-1212</p> <p>* - Required Field</p> <p>Prev Page Prev Step Next Step Next Page Exit</p>	<p>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</p> <p>12. Click on Next Step</p>																

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<div data-bbox="210 203 1102 511"> <p>Home Address</p> <p>House Number and Street:* 1 Main St</p> <p>City:* Sharon</p> <p>State:* MA - Massachusetts</p> <p>Zip Code:* 02067</p> <p>Country:* US-USA</p> <p>Home Telephone Number: ()</p> <p>Personal Email:* test.user@gmail.com</p> <p>* - Required Field</p> </div> <div data-bbox="210 535 871 576"> <p> <input type="button" value="Prev Page"/> <input type="button" value="Prev Step"/> <input type="button" value="Next Step"/> <input type="button" value="Next Page"/> <input type="button" value="Exit"/> </p> </div>	<p>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</p> <p>14. Click on Next Step</p>
<div data-bbox="210 660 1102 1055"> <p>Office Address</p> <p>Building:* 25 Buick St - Administrative Offices - Buick</p> <p>Street: 25 Buick St</p> <p>City: Boston</p> <p>State: MA</p> <p>Zip: 02215</p> <p>Country: US</p> <p>Room Number:</p> <p>Office Telephone Number: *(617) 9999999</p> <p>* - Required Field</p> </div> <div data-bbox="210 1079 976 1120"> <p> <input type="button" value="Prev Page"/> <input type="button" value="Prev Step"/> <input type="button" value="Next Step"/> <input type="button" value="Next Page"/> <input type="button" value="Exit"/> </p> </div>	<p>15. In the Office Address section, use the drop-down to select the Building address and enter the Office Telephone number</p> <p>16. Click on Next Step</p>

Hiring Staff-Quick Reference Guide

<div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #e6f2ff; padding: 2px;">Work Schedule</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Work Schedule Rule:*</td> <td style="width: 30%;">F08MO1N1 - 8 Hour 5 Day</td> <td style="width: 10%;">Hours per Month:*</td> <td style="width: 30%;">173.33</td> </tr> <tr> <td>Assignment Duration:*</td> <td>12 Month - 52 Weeks</td> <td>Percent Time Employed:*</td> <td>100.00</td> </tr> </table> <p style="font-size: small; color: red;">* - Required Field</p> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="Calculate Working Hours"/> </div> <div style="margin-top: 10px; font-size: small;"> Prev Page Prev Step Next Step Next Page Exit </div> </div>	Work Schedule Rule:*	F08MO1N1 - 8 Hour 5 Day	Hours per Month:*	173.33	Assignment Duration:*	12 Month - 52 Weeks	Percent Time Employed:*	100.00	<p>17. In the Work Schedule section, the position’s work schedule, hours per month, percent time and assignment duration are automatically displayed.</p> <p>If you want to edit the work schedule, choose the appropriate work schedule from the drop-down.</p> <p>Enter assignment duration by choosing the appropriate duration from the drop-down</p> <p>If you edit the percent time employed, click on Calculate Working Hours</p> <p>18. Click on Next Step</p>								
Work Schedule Rule:*	F08MO1N1 - 8 Hour 5 Day	Hours per Month:*	173.33														
Assignment Duration:*	12 Month - 52 Weeks	Percent Time Employed:*	100.00														
<div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #e6f2ff; padding: 2px;">Basic Pay</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Pay Scale Type:</td> <td style="width: 20%;">Staff Exempt</td> <td style="width: 10%;">Pay Scale Area:</td> <td style="width: 40%;">Boston</td> </tr> <tr> <td>Pay Scale Group:*</td> <td>AP74</td> <td>Pay Scale Level:*</td> <td>44,700.00</td> </tr> <tr> <td>Payroll Accounting Area:</td> <td>Monthly Payroll</td> <td></td> <td></td> </tr> <tr> <td>Monthly Per Pay Period Amount:*</td> <td>4,500.00</td> <td>Estimated Annual Salary:</td> <td>54,000.00</td> </tr> </table> <div style="margin-top: 5px;"> <input type="button" value="Calculate Annual Salary"/> </div> <div style="margin-top: 5px;"> Mail Code:*</div></div>	Pay Scale Type:	Staff Exempt	Pay Scale Area:	Boston	Pay Scale Group:*	AP74	Pay Scale Level:*	44,700.00	Payroll Accounting Area:	Monthly Payroll			Monthly Per Pay Period Amount:*	4,500.00	Estimated Annual Salary:	54,000.00	PERLV-HUMAN RESRCES
Pay Scale Type:	Staff Exempt	Pay Scale Area:	Boston														
Pay Scale Group:*	AP74	Pay Scale Level:*	44,700.00														
Payroll Accounting Area:	Monthly Payroll																
Monthly Per Pay Period Amount:*	4,500.00	Estimated Annual Salary:	54,000.00														

Prev Page Prev Step Next Step Next Page Exit

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Cost Distribution

Reason:

Delete Row

Cost Center	Order Number	WBS Element	Percentage	End Date
1170120000			100.00	12/31/9999
			0.00	
			0.00	

Total Percentage:

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**

Recurring Payments

Delete Row

Wage Type	Amount	Cost Center	Internal Order	WBS Element	EndDate
2029 Vehicle Allowance	200.00				05/31/2018
	0.00				12/31/9999
2007 Rental Allowance	0.00				12/31/9999
2019 Ad Interim Assignment	0.00				12/31/9999
2024 Pay in lieu of Rtrmt Cont	0.00				12/31/9999
2026 Teaching Academic Course	0.00				12/31/9999
2027 Teaching Non-Academic	0.00				12/31/9999
2028 Temporary Assignment	0.00				12/31/9999
2029 Vehicle Allowance	0.00				12/31/9999
2030 Wkg One-Time Assignment	0.00				12/31/9999
2031 Wkg rccrg ntch assignment					

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**


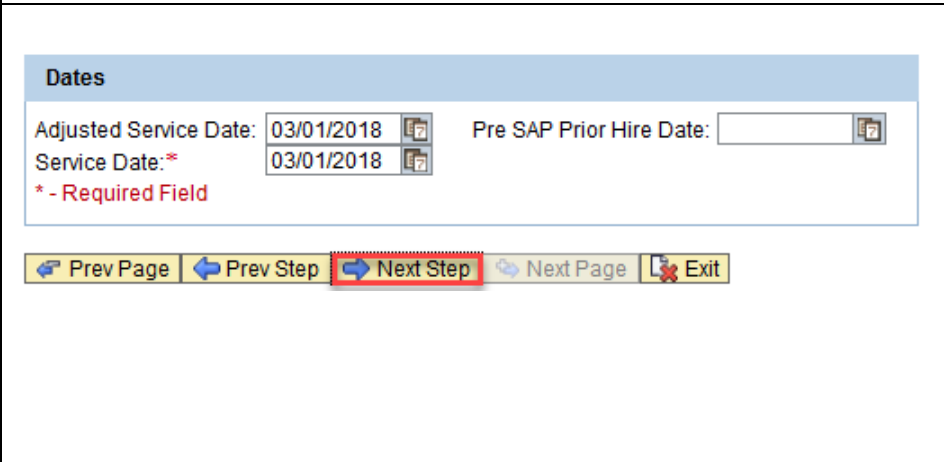
32. Enter **End Date**

33. Click on **Next Step**

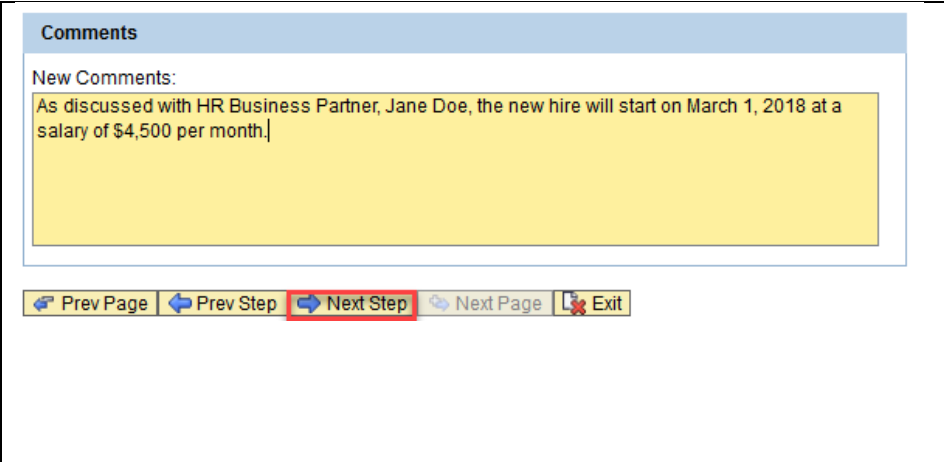
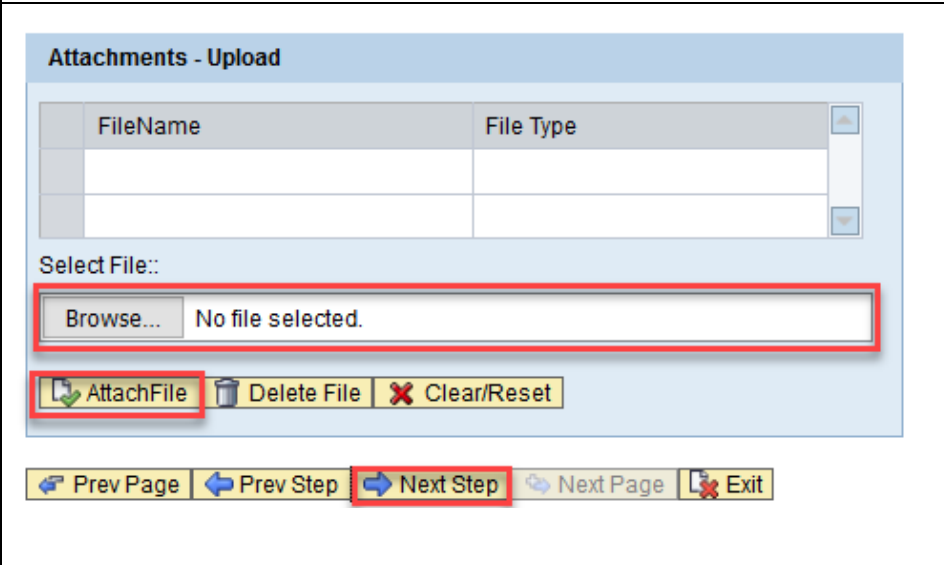
Hiring Staff-Quick Reference Guide

<div style="border: 1px solid black; padding: 5px;"> <p>Additional Payments</p> <p>Delete Row</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Wage Type</th> <th style="width: 15%;">Amount</th> <th style="width: 15%;">Cost Center</th> <th style="width: 15%;">Internal Order</th> <th style="width: 25%;">WBS Element</th> </tr> </thead> <tbody> <tr style="background-color: #ffffcc;"> <td>2025 Relocation Expenses</td> <td style="text-align: right;">1,000.00</td> <td>1170120000</td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">0.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">0.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">0.00</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="font-size: small; margin-top: 5px;"> Prev Page Prev Step Next Step Next Page Exit </p> </div>	Wage Type	Amount	Cost Center	Internal Order	WBS Element	2025 Relocation Expenses	1,000.00	1170120000				0.00					0.00					0.00				<p>34. In the Additional Payments Section, enter an approved one-time payment to be made within a single pay-period</p> <p>35. Click on Wage Type drop-down to select the appropriate wage type</p> <p>36. Enter amount per pay period</p> <p>37. Enter Cost Center/Internal Order #/WBS Element</p> <p>38. Enter End Date</p> <p>39. Click on Next Step</p>
Wage Type	Amount	Cost Center	Internal Order	WBS Element																						
2025 Relocation Expenses	1,000.00	1170120000																								
	0.00																									
	0.00																									
	0.00																									
<div style="border: 1px solid black; padding: 5px;"> <p>Education</p> <p>Education Est.: <input type="text" value="University/College"/></p> <p>Institute State: <input type="text" value="Alabama"/></p> <p>Institute: <input type="text" value="Alabama State University"/></p> <p>Degree/Certificate: <input type="text" value="MBA"/></p> <p>Field of Study: <input type="text" value="Business Administration"/></p> <p>Date Degree obtained: <input type="text" value="03/01/2000"/></p> <p style="font-size: small; margin-top: 5px;"> Prev Page Prev Step Next Step Next Page Exit </p> </div>	<p>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</p> <p>41. Click on Education Est. drop-down and select the appropriate college/university</p> <p>42. Click on Institute State drop-down and select the state in which the institute is located</p> <p>43. Click on Degree/Certification drop-down and select the type of degree</p> <p>44. Click on Field of Study drop-down and select the field of study</p> <p>45. Enter date the degree was obtained</p> <p>46. Click on Next Step</p>																									

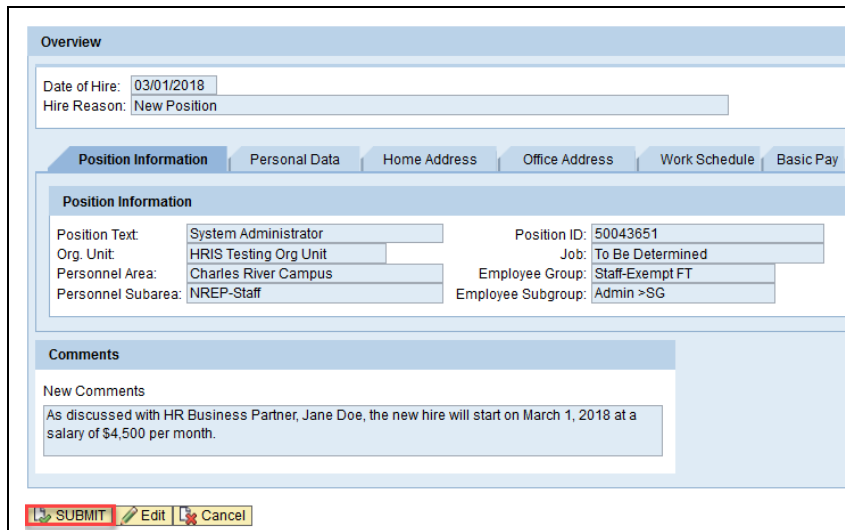
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	<p>47. The Corporate Function section is optional. Enter details about a staff's patent policy agreement</p> <p>48. Click on Corporate Function drop-down to select the appropriate option</p> <p>49. Enter the date the patent was acquired on</p> <p>50. Repeat steps 2 and 3 if there is a second corporate function</p> <p>51. Click on Next Step</p>
	<p>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</p> <p>53. Click on Next Step</p>

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	<p>54. In the Comments section, enter comments related to any discussion with your HR Business partner or Compensation Analyst about the position</p> <p>55. Click on Next Step</p>
	<p>56. In the Attachments section, browse your computer to select relevant files and attach</p> <ul style="list-style-type: none">• Signed Offer Letter• Resume/CV• Signed No Conflict of Interest document <p>57. Click on Next Step</p>

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The screenshot shows the 'Overview' page of a hiring form. At the top, there are fields for 'Date of Hire' (03/01/2018) and 'Hire Reason' (New Position). Below this is a tabbed interface with 'Position Information' selected. The 'Position Information' section contains fields for Position Text (System Administrator), Position ID (50043651), Org. Unit (HRIS Testing Org Unit), Job (To Be Determined), Personnel Area (Charles River Campus), Employee Group (Staff-Exempt FT), Personnel Subarea (NREP-Staff), and Employee Subgroup (Admin > SG). A 'Comments' section contains a text box with the following text: '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.' At the bottom, there are three buttons: 'SUBMIT', 'Edit', and '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.

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Roadmap Step Definitions:

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