

Action	When to Use	Org Mgmt Form Required?	Personnel Admin Form	Timekeeper
Additional Payment	For making a one-time, additional, over base payment within a single pay period	No	<i>Additional Payment</i> form	N/A
Faculty Contract Update	To update or renew faculty contract dates	No	<i>Faculty Contract Update</i> form	N/A
Leave of Absence	To place an employee on a leave of absence (including a sabbatical)	No However, if you are going to temporarily hire another employee to cover the employee who is on leave, you will need to set up a temporary, “overlap” position using the <i>Create Position</i> form.	<i>Leave of Absence/Return from Leave of Absence</i> form	Must process pay status: full pay, no pay, or ½ pay (last option for faculty sabbaticals only) for both weekly and monthly employees for the period they are out on leave.
Return from Leave of Absence	To return an employee from a leave of absence (this includes a sabbatical)	No However, if you had made any adjustments to the position using the <i>Maintain Position</i> form (as stated in the “Leave of Absence” row above) then you may need to return the modified position back to its original state. Do so by completing another <i>Maintain Position</i> form.	<i>Leave of Absence/Return from Leave of Absence</i> form	No, unless employee is on either a No Pay or ½ Pay and returns early. Otherwise, if the employee returns on the scheduled return date, pay will resume at full pay automatically.
New Hire	<ul style="list-style-type: none"> <li>Person is brand new to the BU and does not have a record in SAP that’s currently “active” (other than a student)</li> <li>Person worked previously at BU and had termination date prior to 1/1/ 2011</li> <li>Employee has termination record in SAP (Upon initiation of the Hire form, it will automatically change to become a <b>Rehire</b> form)</li> </ul> <p>Note: If the employee is active in SAP (even as a temporary or volunteer), then it means they already have a record in SAP, and would therefore require a <b>Position Change</b> or <b>Transfer</b> form. Note: if you see a header on the form labeled “Additional Assignment”, this is an indication that the employee already has an active record in SAP. While concurrent employment is common for Faculty, should you see this header when hiring any non-Faculty employees, close the form and contact Central HR immediately.</p>	<p>Yes, prior to the Personnel Administration action of New Hire, there must be a vacant/open position for the employee to be hired into.</p> <ul style="list-style-type: none"> <li>If no such position exists, complete a <i>Create Position</i> form for approval via Workflow</li> <li>If someone has left the position that the replacement is being hired into, check to see if any changes are required (such as a change to the Employee Group, Employee Subgroup, or Salary). If so, then complete and submit a <i>Maintain Position</i> form for approval via Workflow.</li> </ul>	<p>Upon approval of the Create (or Maintain Position) form, based upon the type of employee to be hired, click the link labeled:</p> <ul style="list-style-type: none"> <li><b>Hiring-Faculty</b> (Note: Central HR/Provost user enters a retired BU employee who is returning to work).</li> <li><b>Hiring-Staff</b> (Note: Central HR enters Staff regular full and part-time hires into SAP).</li> <li><b>Hiring-CRC Lecturer</b></li> </ul>	Timesheets must be maintained and approved for weekly staff employees.

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Position Change	When an employee is moving/changing from one position to another, but <b>remaining within the same org unit</b> (i.e. remaining in their same department).	Yes. Prior to completing a Position Change form on the Personnel Administration side, you must complete a Maintain Position form on the Org Management side to prepare the position the employee is changing over to.	Upon Approval of the Maintain Position form, complete the Position Change form.	If the employee is changing to a weekly staff paid position, will need to maintain and approve timesheets.
Employee Position Update – <i>Position Title</i> change	When an employee has a change to their existing position's title.	Yes. Prior to completing a Position Revision form on the Personnel Administration side, you must complete a Maintain Position form on the Org Management side.	Upon Approval of the Maintain Position form, use the Employee Position Update form.	N/A
Employee Position Update – <i>PA (Personnel Area)</i> change	When an employee is changing campuses (i.e. CRC to BUMC).	Yes. Prior to completing a Position Revision form on the Personnel Administration side, you must complete a Maintain Position form on the Org Management side. Enter a brief <i>Comment</i> requesting the change to the Personnel Area.	Upon Approval of the Maintain Position form, use the Employee Position Update form.	TBD
Employee Position Update - <i>PSA (Personnel SubArea)</i> change	When an employee is changing between Faculty, Staff, Union, or Student Employment.	Yes. Prior to completing a Position Revision form on the Personnel Administration side, you must complete a Maintain Position form on the Org Management side. Enter a brief <i>Comment</i> requesting the change to the Personnel SubArea.	Upon Approval of the Maintain Position form, use the Employee Position Update form.	TBD
Employee Position Update – <i>EG (Employee Group)</i> change	When an employee is changing between Full-Time, Part-Time, Volunteer or Retiree	Yes. Prior to completing a Position Revision form on the Personnel Administration side, you must complete a Maintain Position form on the Org Management side. Enter a brief <i>Comment</i> requesting the change to Employee Group.	Upon Approval of the Maintain Position form, use the Employee Position Update form.	TBD
Employee Position Update – <i>ESG (Employee Subgroup)</i> change	When an employee is changing from one employee subgroup to another.	Yes. Prior to completing a Position Revision form on the Personnel Administration side, you must complete a Maintain Position form on the Org Management side. Enter a brief <i>Comment</i> requesting the change to Employee Subgroup.	Upon Approval of the Maintain Position form, use the Employee Position Update form.	TBD
Employee Position Update - <i>% Time</i> change	When an employee is changing their <i>percent time only</i> ; when it does not affect the Employee Group they are in (i.e. going from 75% to 60%).	No. However, if changing from 100% to less than 100%, or less than 100% up to 100%, then YES, it would require a change to the <i>Employee Group</i> field on the Position, done through completion of a Maintain Position form on the Org Management side.	Employee Position Update form	
Employee Position Update – <i>Assignment Duration</i> change	When an employee is changing their assignment duration; when it does not affect the Employee Group they are in (i.e. 9 months to 12 months).	No. However, if changing from 9 months to less than 9 months, or less than 9 months to over 9 months, and it affects the Employee Group, then YES - you would need to use the Maintain Position form on the Org Management side.	Employee Position Update form	

**Quick Reference Guide – Personnel Admin**  
**Personnel Administration Processes and Org Management Form Prerequisites (pg 3 of 3)**

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Recurring Payments	For over base payments to be paid out over multiple pay periods.	No	Recurring Payments form	N/A
Retirement	For eligible employees (10+ years of service after age 45).	No	Retirement form	Will need to pay out vacation pay. Currently, for weekly employees; will need to expand to eligible monthly employees during later stage of SAP implementation.
Salary Change	When there is a need to increase/decrease an employee's salary.	Yes, a Maintain Position form on the Org Management side will need to be completed and approved (i.e. the budget will be approved on Org Mgmt Position form), prior to completing a Salary Change form on the Personnel Administration side.	Upon Approval of the Maintain Position form, complete a Salary Change form on the Personnel Administration side.	N/A
Salary Cost Distribution	When cost distribution changes are needed to: <ul style="list-style-type: none"> <li>Add/Remove/Replace a distribution</li> <li>Adjust Percentages</li> <li>Extend End Dates</li> </ul>	No	Salary Cost Distribution form on the Personnel Administration side.	TBD
Termination	When an employee is leaving BU (and who is not retirement eligible).	No, not for the termination to be processed. However, you may want to make adjustments to the position before posting. This would be achieved through the completion of a Maintain position form on the Org Management side.	<i>Termination</i> form on the Personnel Administration side.	N/A
Transfer	When an employee is <u>transferring from one org unit to another</u> (i.e. one department - and in most cases, one manager - to another. Note: "most cases" because in most cases, managers don't typically manage more than one department.)	Yes, prior to the Personnel Administration action of Transfer, there must be a vacant/open position for the employee to move/transfer into: <ul style="list-style-type: none"> <li>If none exists, complete Create Position form on the Org Management side</li> <li>If someone left the position the employee is transferring into, check if any changes are required (i.e. Employee Group, Salary, etc). If so, then complete a Maintain Position form on the Org Management side</li> </ul>	Upon approval of the Create (or Maintain) Position form on the Org Management side, the current manager completes the Transfer form on the Personnel Administration side, which is routed to the new manager via their Worklist for completion.	TBD
Work Schedule Change	Only if the employee's work schedule is changing.	N/A	N/A	Timekeeper will adjust