



HCM Newsletter

March 2016

From the Editor

The spring season has finally arrived in New England. This issue of the monthly HCM newsletter will focus on BUworks forms that enable employee movement to other open and vacant positions within BU. As a reminder, every business situation related to transfer/position change must first be discussed with your HR Business partner. Together, you and the HRBP can make an accurate assessment of the type of action that is needed as well as the forms that need to be submitted. Also, including comments on the (Org. Management)OM and (Personnel Actions)PA forms is very important.

To access this month's payroll related deadlines please visit

<http://www.bu.edu/cfo/comptroller/departments/payroll/resources/monthly-payroll-calendars/>

To access the archive of previous HCM newsletter issues please visit

<http://www.bu.edu/tech/support/buworks/newsletters/hcm-newsletter-archive/>

I thank Maria Canellos, Jennifer Cahill, Kristina Coraccio of the HRIS department and Susan Dixon (BUworks) for their contributions to this newsletter. Please feel free to email me at srao22@bu.edu with your comments or suggestions regarding this newsletter. Your feedback is always appreciated.

Shuchita Rao
(HCM Trainer)

FAQs

1. What is the difference between “position change” and “transfer”?
 - A. A position change is when an employee moves from one position to a different position within the same **Org Unit for which the Manager/Payroll Coordinator of that Org Unit has authorization**. For example, within the College of Engineering, if an Editor moves to a Communications Specialist position under the same Org Unit for which the manager/payroll coordinator has authorization to both positions, the PA form to use is “Position Change”. When an employee moves from one position to a different position outside the manager/payroll coordinator’s authorization (for example, if an Administrative Coordinator from College of Engineering moves to BUMC for the open position of a Grants Administrator), that action would be considered a “transfer” as the Manager/Payroll Coordinator does not have security access to the BUMC grants administrator position. The PA form for “transfer” would need to be initiated by the sending department which is in this case, the College of Engineering. Always make sure to include comments explaining the departments need on both the OM and PA forms.
2. How do you transfer an employee using the BUworks portal?
 - A. Transferring an employee is a two-step process.
 - First, a vacant position must exist in the department the employee is to be transferred to. The payroll coordinator of the receiving department must maintain an existing position(that currently has no incumbent in it) to make it vacant and also to update any appropriate information on the position, such as the title, assignment duration, work schedule, proposed budget, essential duties, building code and mail code. Please include comments explaining the department’s need. The form will then go through workflow for approvals by the Compensation/HR/Budget departments.

Alternatively, if the position that the employee is transferring to is a brand new position, the “Create Position” form would be used to create the new position.

- Second, once the request is completed, the PA action for “Transfer” must be initiated by the sending manager of the employee being transferred. The name of the manager/payroll coordinator in the receiving department must be specified in the transfer form. Once submitted, the receiving manager can see the request for transfer in his/her worklist, select the position the employee is moving into, enter all the new information such as work schedule, assignment duration, work location, salary, cost distribution and submit. The transfer form will then go through the necessary approvals in workflow by the slated approvers.

3. How long does it take for an employee to be transferred using BUworks forms?

- A. Once the request for maintenance of a position is submitted, it takes 3-5 business days for approval from the HR/Budget/Comp departments. The transfer action once submitted by the sending manager goes to the receiving manager to be updated with the new position information and then needs to be approved by all the slated approvers in workflow. That may also take 3-5 business days for approval.

4. What about a situation where the employee only needs to report to a different manager and his/her essential duties and other position attributes except for the work location (building/mail code), remain exactly identical to his/her current position?

- A. For such a situation, use the “Maintain Position” form for the employee’s position and update the existing org unit to reflect the org unit of the new manager. Once the form goes thru approvals in workflow, use an “Employee Position Update” form to update the new building and mail code for the employee. Once the form is approved, the employee record will reflect the attributes of the new Org Unit and the changed building/mail code. Remember to include comments on both the OM and PA form.

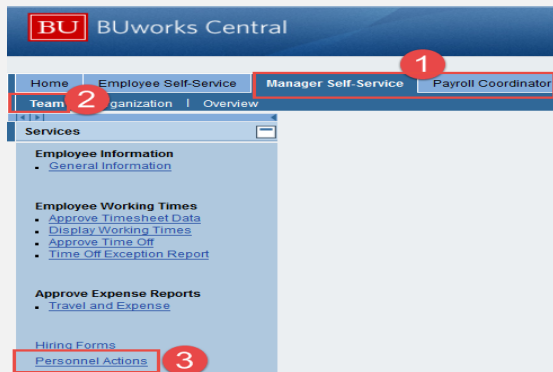
5. How does one access the “Maintain Position” OM form within BUworks?

- A. Once you have logged into BUworks (<http://www.bu.edu/buworkscentral>), for Maintaining Position, click on the tab (MSS or Payroll Coordinator) that you see on the menu bar.



6. How does one access the “Position Change” and “Transfer” PA forms within BUworks?

- A. Once you have logged into BUworks (<http://www.bu.edu/buworkscentral>), from the MSS/Payroll Coordinator tab, click on Team tab and then, on Personnel Actions. Once you identify the employee who you want to transfer, click on Select Forms and then either Position Change/Transfer.



7. Where can I find further training related documentation on PA actions related to employee transitions/movement?
- A. Please visit <http://www.bu.edu/tech/support/buworks/help/hcm/> to find Quick Reference Guides on
- [Position Change](#)
 - [Transfer](#)
 - [Retirement](#)
 - [Termination](#)

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

1. 90 minute HCM/IAM Training on Thursdays, March 17 and March 24 at 10AM in room HR244 at HR Office (25 Buick St, 2nd floor) that includes a walk thru of Maintaining Position and Nakisa/PPOSE org chart tools.
2. 90 minute HCM/IAM Training on Thursday, March 31 at 3pm in room L1110 (Instructional Building, 11th floor, 72 E. Concord Ave) that includes a walk thru of Maintaining Position and Nakisa/PPOSE org chart tools.