



HCM Newsletter

June 2016

From the Editor:

The warm weather continues on, leading us to the summer season. This month's newsletter addresses the topic of Additional and Secondary payments for **BU STAFF** (stipends and other payments for faculty will be addressed in a separate newsletter). An additional payment is a one-time payment for a single pay-period made to a **monthly salaried, exempt staff member** for a service offered to a different department (example: \$500 for an employee working for Human Resources conducting an Irish music workshop for students in the school of music). Additional payments are also known as over-base payments. A Secondary Payment is a payment made to a **non-exempt weekly paid staff member** working part-time for another department for a short period of time (example: a temporary employee from Dermatology department works as a rowing instructor working 10 hours a week for four weeks at FitRec). Both are examples of Personnel Actions (PA forms) that pay staff employees for a service rendered outside of his/her essential work duties and for which approval needs to be granted by the employee's supervisor before the payment can be initiated.

Here is a separate scenario. If an **exempt salaried employee** takes on additional duties for a short period of time **within the SAME department** as his/her work and needs to be compensated for it, the Salary Change form can be used with Action reason as "Commence Additional Duties" (example: BU academy Vice Principal works as a writing instructor for a specific period of time).

To access a help guide for Additional/Secondary Payment please visit the MSS (Manager Self Service) tab on the HCM training resources page located at <http://www.bu.edu/tech/support/buworks/help/hcm>

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/>

Please feel free to email me at srao22@bu.edu with your comments or suggestions regarding this newsletter.

Shuchita Rao
(HCM Trainer)

News (Personnel Action: Termination form)

1. The **Termination form** (PA form) has been modified to consolidate six separate reason codes into a single reason code. 1. Leaving the job market 2. Not returning from LOA 3. Other job 4. Relocation 5. Return to school and 6. Salary dissatisfaction have been consolidated to the reason code "Voluntary Resignation".

FAQs on Additional and Secondary Work Payment for Staff

1. **What is the procedure for creating an additional payment for a monthly paid staff member?**
 - A. You will need the contact information of the employee's supervisor and email him/her to inform and ensure that the work performed by the employee is approved. Once you have obtained approval from the supervisor and you have determined the source of funds to pay the employee for the service rendered, enter BUID, Cost Center or Internal Order number, pay period and amount in the Additional Payment form.
2. **How do I access the Additional payment/Secondary payment forms?**

- A. The appropriate form can be accessed through Personnel Actions in Manager Self-Service/Payroll Coordinator tab in BUworkscentral. If you choose a weekly paid employee, you will see the Secondary payment option and if you choose a monthly paid employee, you will see the Additional Payment option in the list of PA forms.

- 3. **I cannot see the employee to whom my department needs to pay the additional payment? What do I do?**
 - A. If the employee is not from one of the Org. Units which you have access to, you will not be able to see the name of the employee to whom the payment needs to be made. You will need to email the payment details to the manager/payroll coordinator for the employee and request that they initiate the additional/secondary payment form from the BUworks portal. You will need to send the dates when the work was performed, the amount and the cost center/order number information to the employee's payroll coordinator.

- 4. **For weekly paid employees, what details should be entered into the secondary payment form?**
 - A. You will need to enter the employee's regular CATS hours, additional hours worked, hourly rate and the cost object to which the money will be charged. If the hours are in excess of 40 hours, the form will calculate a blended hourly rate and display the secondary work payment amount. The responsible department and email recipient shown in the picture below will be that of the administrator of the department where the additional work was performed.

Secondary Work Payment Information			
Additional Hours Worked: *	<input type="text" value="10.00"/>	Hourly Rate: *	<input type="text" value="25.00"/>
Cost Object: *	<input type="text" value="1417000000"/>	PERD FITREC FACILITY RENTALS	
<input type="button" value="Calculate Payment"/>			
<input type="text" value="2094"/>	Secondary Wrk Regular Pay:	<input type="text" value="0.00"/>	
<input type="text" value="2093"/>	Secondary Wrk Blended OT:	<input type="text" value="374.80"/>	
Blended OT Pay Rate:		<input type="text" value="37.48"/>	Secondary Work Payment: <input type="text" value="374.80"/>
Responsible Department Info			
Responsible Department: *		<input type="text" value="10001714"/>	<input type="button" value=""/>
Email Recipient:		<input type="text" value="SWPTEST@BU.EDU"/>	

- 5. **How is blended rate calculated by the secondary payment form?**
 - A. If an employee works 40 hours in his regular position, and 4 hours overtime for a different department, the regular rate of pay and the secondary work rate of pay are blended to generate overtime at the proper hourly rate. Overtime hours worked in his/her regular position are paid at the home Cost center overtime rate of pay. If CATS hours are less than 40 but additional secondary work hours cause total hours to exceed 40 hours, a blended overtime rate is calculated on the proportional hours for each work area.

- 6. **What is a recurring payment and how is it different from an additional payment?**
 - A. A recurring payment is a payment that needs to be made to an employee more than once over two or more contiguous months. For example, a temporary housing allowance of \$1,000 for two continuous months is an example of a recurring payment.

- 7. **If an employee assumes additional temporary duties in his/her department, can a start and end date be specified in the salary change form?**
 - A. Yes, an effective date and end date can be specified for temporary additional duties taken up by an employee in his/her department.

Salary Change Effective Date: *	<input type="text" value="02/06/2014"/>
Temporary Additional Duties End Date: *	<input type="text" value="02/26/2014"/>
Action Reason: *	<input type="text" value="Commence Additional Duties"/>

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

1. Nakisa Org Chart/PPOSE transaction Training on Tuesday, June 21 at 10AM in Room HR244 (25 Buick St, 2nd floor) and at 9:30AM on Tuesday, June 28 in Room L1110 in BUMC(11th floor Instructional Building, 72 E. Concord Ave). This training provides an introduction to two tools that provide a graphic display of BU's Organizational and Staffing plan and show reporting hierarchies as well as detailed information about Org Units/Positions and Persons.
2. HCM Overview training on Friday, July 1 between 9:30AM and 11AM in Room HR244 (25 Buick St, 2nd floor) and OM (Create Position)/Hiring Employee training on Tuesday, July 19 between 9:30AM and 11AM in Room HR244 (25 Buick St, 2nd floor).