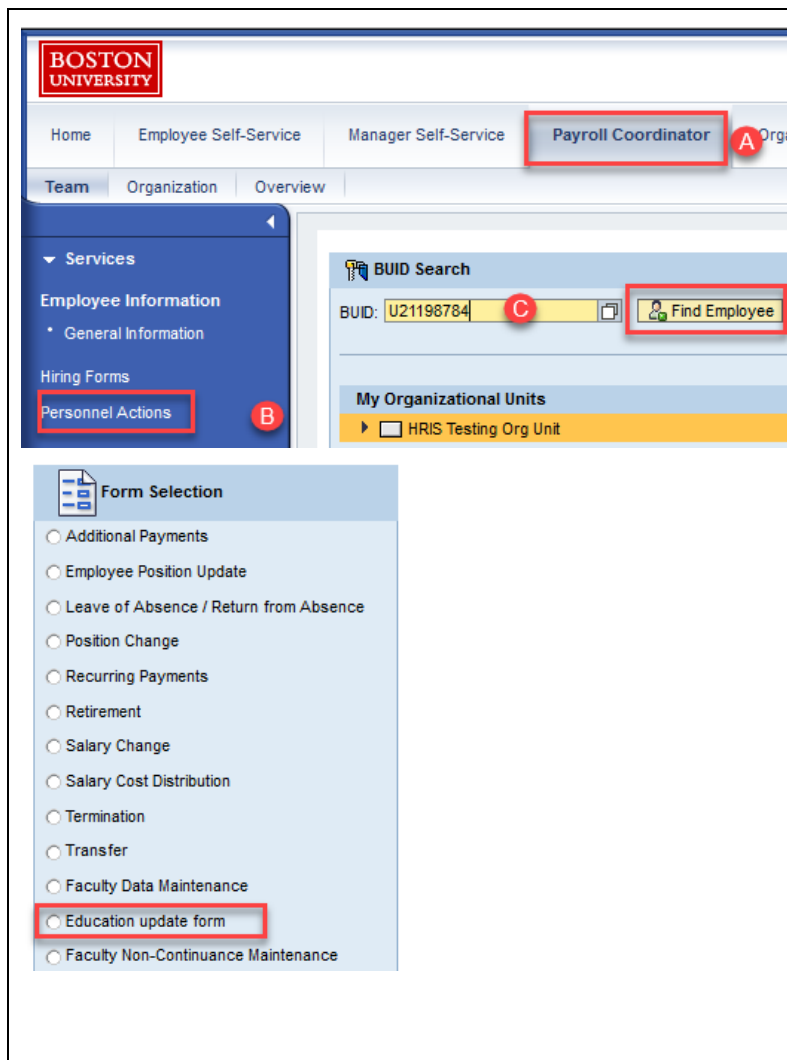


Completing Faculty Education Maintenance-Quick Reference Guide

Managers and Payroll Coordinators can use the Education Update form to add, delete or update information related to a faculty member's Education, CIP Codes, Membership and Accreditation. The form allows for education data to be maintained *only* for the faculty's primary assignment. There are no pre-requisite OM actions for this PA form which allows for multiple transactions to be saved within a single session.



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** the **Payroll Coordinator** tab. Click on the tab
3. Click on **Personnel Actions**
4. Enter a BUID and click on **Find Employee**. Alternatively, via the My Organizational Units area of the screen, click on the black arrow to expand the Org Units. Click on the specific Org. Unit the faculty belongs to
5. From the display of employees in the Org. Unit, click the specific faculty for whom you'll be updating education data. Note the row becomes yellow.
6. Click on **Select Form**.
7. Click on the **Education update form** radio button

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<p>Education Maintenance</p> <p>Employee Information as of 02/15/2018</p> <table border="1"> <tr> <td>UIDName:</td> <td></td> <td>Status:</td> <td>Active</td> </tr> <tr> <td>Main Assignment:</td> <td>50000012</td> <td>Personnel Area:</td> <td>Charles River Campus</td> </tr> <tr> <td>Job:</td> <td>20000352 Asst Provost, Academic Servs</td> <td>Personnel Sub Area:</td> <td>NREP-Staff</td> </tr> <tr> <td>Org. Unit:</td> <td>10001195 University Provost Office</td> <td>Employee Group:</td> <td>Staff-Exempt FT</td> </tr> <tr> <td>Current Employment Date:</td> <td>07/29/2002</td> <td>Employee Subgroup:</td> <td>Admin >SG</td> </tr> <tr> <td>Personnel Number:</td> <td></td> <td>Multiple Assignments:</td> <td>No</td> </tr> <tr> <td>% Time Employed:</td> <td>100.00</td> <td>Assignment Duration:</td> <td>12 Month - 52 Weeks</td> </tr> <tr> <td>Work Schedule:</td> <td>F08MO1N1 8 Hour 5 Day</td> <td>Regular Hours per Period:</td> <td>173.33</td> </tr> <tr> <td>Monthly Salary:</td> <td></td> <td>Base Rate Amount:</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Salary:</td> <td></td> </tr> </table> <p>Please select the type of data to update:</p> <p>Select One</p> <ul style="list-style-type: none"> Select One Education/Awards CIPcodes Memberships Accreditation 	UIDName:		Status:	Active	Main Assignment:	50000012	Personnel Area:	Charles River Campus	Job:	20000352 Asst Provost, Academic Servs	Personnel Sub Area:	NREP-Staff	Org. Unit:	10001195 University Provost Office	Employee Group:	Staff-Exempt FT	Current Employment Date:	07/29/2002	Employee Subgroup:	Admin >SG	Personnel Number:		Multiple Assignments:	No	% Time Employed:	100.00	Assignment Duration:	12 Month - 52 Weeks	Work Schedule:	F08MO1N1 8 Hour 5 Day	Regular Hours per Period:	173.33	Monthly Salary:		Base Rate Amount:				Salary:		<p>8. The faculty member’s information shows in the top half of the form screen. The bottom half of the form’s screen shows current data related to Education/CIP codes/Membership/Accreditation for the faculty member as of today’s date</p> <p>9. Select an option from the “Please select the type of data to update:” drop-down</p>
UIDName:		Status:	Active																																						
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<p>Create Change Delete Restore</p> <table border="1"> <thead> <tr> <th colspan="8">Current Education/Awards</th> </tr> <tr> <th>Educational Estab.</th> <th>Degree/Award</th> <th>Branch of study 1</th> <th>Branch of study 2</th> <th>Inst. Country/State</th> <th>Inst. Name</th> <th>Inst. Code</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>University/College</td> <td>MA</td> <td>Urban Studies</td> <td></td> <td></td> <td>YALE UNIVERSITY</td> <td></td> <td>05/01/1969</td> </tr> </tbody> </table>	Current Education/Awards								Educational Estab.	Degree/Award	Branch of study 1	Branch of study 2	Inst. Country/State	Inst. Name	Inst. Code	Date	University/College	MA	Urban Studies			YALE UNIVERSITY		05/01/1969	<p>To Add an Education related record:</p> <p>A. Click on Create button (blank sheet icon next to it)</p> <p>B. Click on dropdown for Educational Establishment, Degree/Award, Branch of Study 1, Branch of Study 2 (if applicable), Inst. Country/State, Inst. Name. The Inst. Code will populate automatically in the corresponding fields. Enter the Date the degree was obtained in the Date column</p> <p>C. You may create additional records for education or awards by clicking on the Create button. Once, you have completed adding the needed information, click on Review button.</p> <p>D. If you need to continue working on the form, click on Submit and Return. You will get a confirmation that your changes have been submitted and you will be able to view the newly added record. If you need to exit the form, click on Submit and Exit</p>																
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The **Back** button allows you to go back to the Review Step. The **Exit** button allows you exit the form without saving any information

E. To delete information about Education, highlight the row to be deleted and click on **DELETE** button (Trash can icon next to it is just for information that this is a DELETE action. Clicking on it will serve no purpose)

F. To **change** education related data, click on **Change** button (with a pencil icon next to it) and highlight the record needing change. Update the needed information

10. Click on **Review**. Click on **Submit and Return** to add other types of records OR **Submit and Exit** if you have want to exit the form

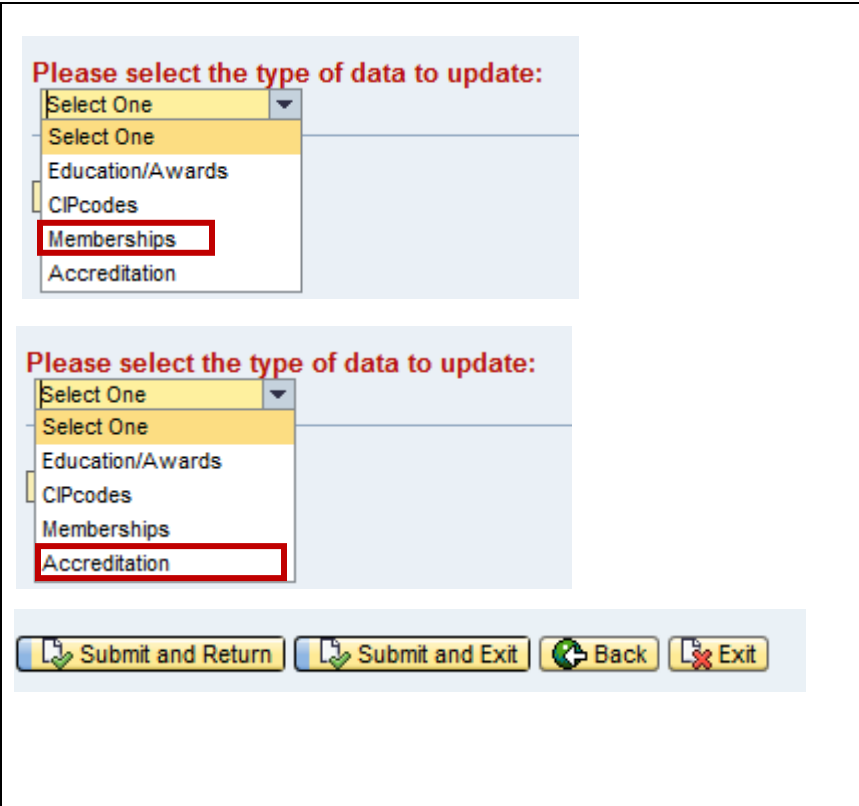
To Add CIP Codes:

11. For adding/maintaining CIP Code related data through this form, click on CIP Codes in the drop down list next to “Please select the type of data to update”

Two entries are allowed for CIP Codes: a primary and secondary entry. The Primary Code must be entered before entering the CIP secondary code. To add a CIP primary code, select the primary code from the CIP code dropdown. Select the CIP code family and the Group/Subgroup/Title appear automatically in the corresponding fields. Enter the Valid From date. If you do not have a Valid To date, the form defaults it to 12/31/9999

12. Click on **Review** and **Submit and Return** or **Submit and Exit**. Follow steps A. thru F. to add additional CIP Code/delete/change CIP Code related information

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 <p>Please select the type of data to update:</p> <p>Select One</p> <p>Select One</p> <p>Education/Awards</p> <p>CIPcodes</p> <p>Memberships</p> <p>Accreditation</p> <p>Please select the type of data to update:</p> <p>Select One</p> <p>Select One</p> <p>Education/Awards</p> <p>CIPcodes</p> <p>Memberships</p> <p>Accreditation</p> <p>Submit and Return Submit and Exit Back Exit</p>	<p>To Add Memberships:</p> <p>13. To add a membership record, click on Create and choose a Center Name from the drop down list. The Center Code will appear automatically</p> <p>Enter Valid From and Valid To Dates. If you do not see valid membership option, contact HRIS (HROM@bu.edu) and request for data to be added. Follow steps A. thru F. to add additional memberships/delete/change membership related information</p> <p>Click on Review. Click on Submit and Return OR Submit & Exit</p> <p>To Add Accreditation Records:</p> <p>14. To add accreditation record, click on Create and choose a school/college from the dropdown list</p> <p>The Accreditation Inst. Class and Specialty appear automatically in the corresponding fields</p> <p>Enter Valid From and Valid To Dates. Follow steps A. thru F. to add/change/delete information</p> <p>Click on Review. Click on Submit and Return OR Submit & Exit</p>
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