HCM Newsletter

July 2016

From the Editor:

Hope you are enjoying the warm summer. This month's newsletter addresses the topic of "Work Schedules". The central element in time management and payment of salary is an employee's work schedule. Your comments regarding assignment duration and proposed working hours for the position you want to create or maintain play a very important part in the assignment of the appropriate work schedule to the position. A special 8 digit code work schedule rule is assigned by the Compensation Department during the process of creation of a brand new position or during the maintenance of an existing position. Please note that in the case of a pre-existing position which is occupied by an employee, once the maintain position action to alter the existing work schedule completes, you will additionally need to change the work schedule for the person occupying the position by submitting an Employee Position Update form. To enable the employee to be paid on time, the actions will need to be completed before the PA monthly deadline.

To access this month's payroll related deadlines please visit
http://www.bu.edu/cfo/comptroller/departments/payroll/resources/monthly-payroll-calendars/

To access a help guide for Create/Maintain Position please visit the OM (Org. Management) section in MSS (Manager Self Service) tab on the HCM training resources page located at http://www.bu.edu/tech/support/buworks/help/hcm

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 (Identity Access Management Project)

The IAM (Identity Access Management) project will be implementing release 2 of Phase I of **the Identity Access Management** (IAM) on Monday, July 25. This release of IAM project focuses on improving processes that allow for new staff/faculty hires to be productive from Day 1 of employment. These improvements ensure efficiency and provide a positive on-boarding experience. It is also about keeping university resources safe upon the termination of an employee from BU. Please refer to February's HCM newsletter http://www.bu.edu/buworks/files/2016/02/HCM-Newsletter-Feb-2016.pdf for details about release 2 of IAM project.

FAQs on Work Schedules

1. **What is a work schedule? Who creates it?**
A. An employee's work schedule dictates when an employee will be paid and is central to time management. A work schedule rule is assigned by the Compensation Department during the process of creation of a brand new position. Users specify the duration of the assignment (such as 52 weeks) with proposed work schedule (such as Mon-Fri 40 hours). A 12 week assignment with (Mon-Fri 40 hours) would indicate a full time employee. Any percent time less than 35 hours a week (or employment percentage less than 100%) would qualify the position as part-time. As for assignment duration, anything less than 9 months is considered temporary. For example, A 12 week assignment with (Mon-Fri 20 hours) would indicate a part-time regular position. Once the Create/Maintain position request is submitted, the form makes a stop at the Compensation department in the workflow for approval of the request. The Compensation department assigns one of several eight digit work-schedule code (WSR code) such as

"F08M01N1" (Full time, 8 hours a day, Monday start, First shift, Non rotating, first week of rotation) to the employee. This forms the basis for the evaluation of time data and salary for the employee.

2. **Where do I specify the assignment duration, weekly work schedule and percentage time for a position?**
A. This action is done in Create position form that can be accessed through the "Organization Management" option in the Manager Self-Service/Payroll Coordinator tab in BUworkscentral. Make sure that you consult the faculty actions manager and determine the correct assignment duration for faculty members. Please note that if a faculty member is put on a September thru May schedule, the faculty member will not be paid in June, July and August. Last minute changes cause a problem for the faculty member, department and the human resources department.
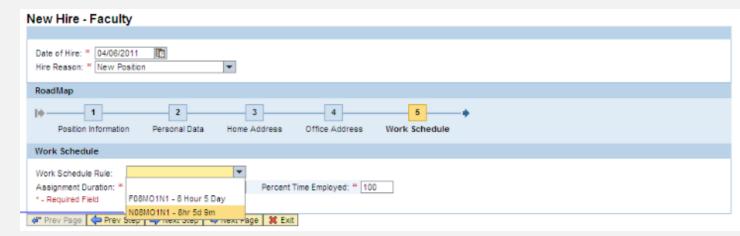

3. **What happens to the work schedule when an existing position's hours are reduced or increased?**
A. You will need to maintain the position through an Org. Management action. The existing work schedule and assignment duration will appear on the left side of the form. You will be able to edit the work schedule and the assignment duration on the right side of the form. In the work schedule field, you are not required to put a eight digit special work schedule code – you can just specify general working hours during the week. In the example below, a temporary employee on a two month long assignment at 100% assignment is being changed to a full-time position at 100% with a higher salary. Please note *that if an employee is already occupying the position*, once the "Maintain Position" action completes, you will need to change the assignment duration and work schedule in the "Employee Position Update" form to enable the employee to be paid properly.

4. **Is the work schedule assigned on any other form?**

A. The work schedule code is also assigned in two other forms: A. Hiring an employee and B. Updating an employee's record in Employee Position Update. The dropdown list provides several options for work schedules. For example, for a faculty member not on accrual, the work schedule code below N0801N1 will imply that his/her salary will be shut off on May 31 and re-started on Sep 1. Please contact HR/Comp departments if you need assistance with choosing the correct work schedule code.
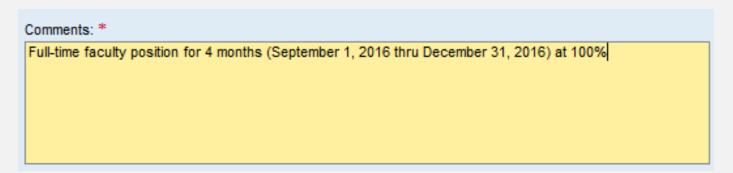
New Hire - Faculty

Date of Hire: * 04/06/2011
Hire Reason: * New Position

RoadMap

```
1              2              3              4              5
Position Information   Personal Data   Home Address   Office Address   Work Schedule
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Work Schedule

Work Schedule Rule: [ ]
Assignment Duration: *   Percent Time Employed: * 100
* - Required Field   F08MO1N1 - 8 Hour 5 Day
                      N08MO1N1 - 8hr 5d 9m

Prev Page | Prev Step | Next Step | Next Page | Exit

5. **Once the OM form is completely approved is the employee all set?**

A. No. The OM form only a prerequisite to the PA form. The PA form updates the employee record so once the OM form is complete and the new work schedule rule, percent time and assignment duration are updated then you can fill out a PA form. Once the PA form completes, you will see the updated work schedule rule on the employee record.

Tips & Tricks

1. A comment serves to explain the purpose of the request. Please make sure that regardless of what you are requesting: a new position to be created, an existing position to be maintained or changing a position from full-time to part-time status you provide a detailed comment. Please specify the assignment duration and work hours as accurately as possible. For example, mention if the position is a represented or non-represented position, if it is flex-time or regular time, if the employee works on a particular shift and if the days off in the week are days other than Saturday or Sunday.

Comments: *

Full-time faculty position for 4 months (September 1, 2016 thru December 31, 2016) at 100%

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

1. Nakisa Org Chart/PPOSE transaction 90 minute long training on Tuesday, July 19 at 10AM in Room HR244 (25 Buick St, 2nd floor) and at 3pm on Tuesday, August 9 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/OM & PA forms training on Tuesdays, August 2 and August 16 between 10AM and 11:30AM in Room HR244 (25 Buick St, 2nd floor) and Tuesdays July 26 and August 23 at 3pm in Room L1110 in BUMC(11th floor Instructional Building, 72 E. Concord Ave)

An End User's perspective on training:

	As a new employee to BU I found the Nakisa Org chart/PPOSE tool training session extremely helpful. These tools help me to quickly understand how my client departments and schools are structured and to see where the individuals I am working with fit into that structure. I am also able to quickly view staffing needs and to track an employee's career movement within the university over time. I highly recommend this training to all Managers and Payroll Coordinators, especially those who are new BU or to working in an SAP environment. Please feel free to contact me at laraidy@bu.edu or Shuchita Rao at srao22@bu.edu with any questions about the training.
HR Business Partner, Boston University Medical Center	