



HCM Newsletter

August 2016

From the Editor

Hope you have been enjoying the warm summer. The focus of this newsletter issue is on “Positions” and provides answers to popular queries received by HR. This month’s payroll calendar can be accessed at <http://www.bu.edu/payroll/resources/monthly-payroll-calendars/>

To access a help guide for Create/Maintain Position please visit the OM (Org. Management) section in 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 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: BUworks portal upgrade

Earlier this month, the BUworks portal was successfully upgraded towards the end of the first week of August. There is a change on what managers see with respect to accrual balances of their employees ***when they approve time off requests by exempt employees through their worklist***. A video explaining the changed time balances screen is available at the HCM Help training website at <http://www.bu.edu/tech/files/2016/08/TOR-Manager-Tasks-v2.mp4>. A Quick Reference Guide for Manager tasks is available at <http://www.bu.edu/tech/files/2016/08/Manager-Tasks-Exempt-Employee-Absence-MSS-QRG-v2.pdf>

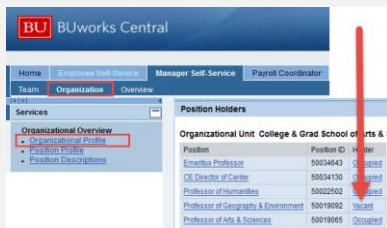
Position FAQs

- 1. I can't see my position but I created it and this person needed to be hired three weeks ago HELP!!" How is the effective date for creating a position different from the effective date for hiring ?**
 - A. The effective date for a position is the day it becomes active in SAP. This date must precede the hire effective date. The position must first be CREATED BEFORE you can hire into it. Same goes if you are MAINTAINING a position to make it vacant and open it up for hiring. The effective date of maintain must pre-date the effective date for hire/re-hire.
- 2. How do you distinguish between a casual/temporary position and a regular position?**
 - A. When the assignment duration is 8.8 months or lesser than that the position is considered casual/temporary. Regular positions have assignment duration 9 months to 12 months(52 weeks).
- 3. What is the most important consideration when it comes to creating a position?**
 - A. Consult a compensation analyst in Human Resources and explain the time frame in which you want to create the position. Departments must ensure that a position accurately describes the

duties the employee will be responsible for. Develop the position profile carefully in a word document and share it with a compensation analyst ahead of time to ensure that the position can be properly classified and graded.

4. I want to hire an instructor for a semester. What forms do I use in BUworkscentral for hiring?

- A. First, you must identify a vacant position to maintain and open it up before the hiring process. (*You cannot hire someone into a position that is already occupied!*). To find vacant positions, login to BUworkscentral, click on the Manager Self-Service or Payroll Coordinator option, then on the “Organization” tab between Team and Overview tabs. Click on the “Organization Profile” option and scroll down to the position holders section. You can see which positions are vacant and which positions are already assigned to employees.



Make a note of a vacant faculty position number that starts with digit “5”. Now, you must maintain that position by choosing the “Maintain Position” form. Enter effective date as today. To make it open for hire without posting it on HR website, choose the 2nd option.

Recruitment/Hire Indicator

No/Remove recruitment or hire selection

Mark this Position open for Hire

Mark this Position open for Hire and Post to HR Recruitment website

If departments want to be proactive and maintain/create a position ahead of time (because there is a budget for the position) and will eventually hire an employee into that position, they can choose the first option. If the position must be posted to the HR recruitment website, click on the 3rd option.

Change the position description, essential duties, work hours, budget/salary information, assignment duration, % time, building and mail code as needed and submit the form. The form will go through a workflow process and take 3-5 business days to complete. Once completed, you may use the Hire Staff/Faculty form.

If you do not find a suitable vacant position within your department, you must create a position. Have your department id (Org Unit Id), assignment duration, % time, budget, position description, essential duties, office building address, mail code handy before you begin to create the position. Access the “Create Position” form from Organization tab in MSS. Once the position is created after workflow process is completed, you can hire a person into the position.

5. When do I delimit a position?

- A. When a position is no longer needed and no employee is occupying it, the position can be delimited or in other words, removed from SAP. Delimiting happens on the effective date mentioned on the “Delimit Position” form.

Tips & Tricks

Comments...Comments...Comments please! The **comments** section in all the Org. Management (OM) and Personnel Actions (PA) forms *serves a very important purpose*. It establishes a context for the appropriate departments responsible for approving the forms to understand what is being accomplished thru using the form. Mention the name of the Compensation Analyst you have spoken to about the position and details of the discussion and specify if it is a Regular or Part-Time position.

Training Sessions in August 2016 (Sign up at <http://www.bu.edu/tech/training>)

HCM/IAM Overview 90 minute (1.5 hour) Training that includes a discussion on creating and maintaining positions and Nakisa Org. Chart/PPOSE transaction on Tuesdays, August 2 and August 16, September 13 and 27 at 10AM in HR244(HR Office, 25 Buick St, 2nd floor) and on Tuesdays, August 9 and August 23, September 6 and 20 at 3pm at L1110 (11th floor, "L" Building, 72 E. Concord Ave, BU Medical Campus).