



HCM Newsletter

September 2016

From the Editor

Hope you are enjoying the last few weeks of summer. The focus of this issue of the newsletter is the “Hiring/Re-Hiring of BU employees”. While departments hire/re-hire *faculty* as well as *temporary* and *non-compensated* staff, the Talent Acquisition team in Central Human Resources assists departments in hiring *regular*, *monthly-paid exempt* and *weekly-paid non-exempt* staff. They also submit the BUworks form for hiring/re-hiring regular staff. More details can be found on the HR website <http://www.bu.edu/hr/manager-resources/hiring-recruiting/>

When you are considering hiring/re-hiring prospective employees, it is important to understand that OM (Org. Management) actions such as Create/Maintain positions precede the hire/re-hire action. For instance, if an employee has left your department and you are trying to fill the newly vacated position, you will need to MAINTAIN POSITION and open it up for hiring. If there are no vacant positions available in your department, you will need to create the position via an OM action CREATE POSITION, before you can hire/re-hire someone into the position.

Ask your prospective candidate if they already have a BUID because of a current or past association with BU. Please make sure you enter the BUID in the Hire/Re-Hire form in the very first section of the form which asks for UID/Social Security Number.

Process Guides and Work Instructions on Creating/Maintaining Positions as well as Hiring are available at <http://www.bu.edu/tech/support/buworks/help/hcm/>

Monthly payroll calendars for 2016 can be accessed at <http://www.bu.edu/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 keep in touch and feel free to email me at srao22@bu.edu with your comments or suggestions.

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(HCM Trainer)

FAQs on Hiring/Re-Hiring

1. Can I create a position several weeks before the actual hiring is to begin?
 - A. Absolutely. You can create a position ahead of time and begin hiring at a later point in time. Make sure the effective date of the newly created position is PRIOR to the effective date of HIRE/RE-HIRE, this will allow entry of a future hire/re-hire.
2. What is the typical lead time for hiring/re-hiring an employee into SAP?
 - A. Once the request for creation/maintenance of a position is submitted, it takes 3-5 business days for approval. If a position exists and is vacant, the process of hiring can begin right-away. Hiring form takes an additional 3-5 business days for approval after being submitted.
3. What category of employees does the Talent-Acquisition team help in hiring?
 - A. The talent-acquisition team posts positions for all regular salaried, monthly-paid, exempt staff and weekly-paid non-exempt staff on the BU’s HR recruitment website and assist your department in screening resumes and hiring the right candidate. Faculty positions can be posted on request but the subsequent process of screening resumes and hiring is handled by departments. Find more details at <http://www.bu.edu/hr/manager-resources/hiring-recruiting/>
4. I am proposing to hire international staff/faculty and I do not have SSN or the BUID. What do I do?

- A. You need to click on “Check if employee has no SSN - Enter name for lookup:”

Hire Selection

Effective Date of Hire: *

Please enter a UID or a Social Security Number:

Begin Hire

Check if employee has no SSN - Enter name for lookup:

First Name:

Last Name:

5. What are some common errors that are encountered while using the BUworks hiring/re-hiring form?
- A. Three common errors encountered while processing the hiring form are:

1. **“Position not open for hire action”**: This error message indicates that the position used for the hire action was not marked “open” via the maintain position. To resolve this, you must verify that the position is not occupied by an existing employee. The position should be marked open in “Maintain Position” form. **NOTE: PLEASE DO NOT MARK THE POSITION FOR HIRE IF AN EMPLOYEE IS OCCUPYING THE POSITION!**

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

2. **“Invalid BUID/SSN Number”**: This error occurs when there’s a mismatch between SAP and Legacy. If you see this error you need to contact HRIS (hrom@bu.edu) and so that they can investigate to see if there’s a difference between the information on Legacy/SAP such as the name fields, date of birth, gender, and SSN. HRIS will need to correct this data once they are provided with the information, and then the error should clear. The hire form is used when an employee does not exist in SAP yet. *If the employee worked here before BU implemented SAP in July 2011 and already has a BUID#, please make a note of that in the comments section.

3. Names are often not specified correctly in the hiring form. You must put the first middle and last name in the right fields. For example, if the name is Kayla Marie Bruccoleri, the names should be input as follows:

First Name: Kayla

Middle Name: Marie

Last Name: Bruccoleri

AND NOT First Name: Kayla Marie (unless this is the legal first name)

Middle Name:

Last Name: Bruccoleri

Tips & Tricks

1. Please enter Comments...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. Consider that you are re-hiring a person into a vacant position and they have a past association with BU and possess a BUID number. If for any reason, the BUID number does not work in the re-hire form, use the Social Security number to re-hire the person but please mention that BUID number in the comments section. This will reduce the problem of temporary or duplicate BUIDs being created. Also, if you have discussed compensation details with a compensation analyst, mention the name of the analyst and their recommendation in the comments section.

2. If you find that the recruitment department information is not populating correctly while creating a position that needs to be posted on HR recruitment website, email HROM@bu.edu . A member of HRIS staff will circle back to you once they have setup a relationship needed to be established in SAP.
3. When working with HCM forms and reports, sometimes, pop-up blockers can create problems. Here is how you make adjustments to pop-up blocker settings in your favorite browser.

Internet Explorer versions 9-11

1. Click Tools > Internet Options > Security > Local intranet > Sites
2. Uncheck “Automatically detect intranet network”
3. Click “Advanced” - Uncheck “Require server verification (https:) for all sites in this zone”
4. Under “Add this website to the zone” type in: *.bu.edu
5. Click Add > Close > OK > OK

Firefox 45 ESR for Windows

1. Click the Open Menu icon at the extreme right of the Address Bar.
2. In the menu that appears, click the “Options” icon.
3. Click the “Content” icon.
4. If you have “Block pop-up windows” checked, to the right of “Block pop-up windows” choose Exceptions
5. Add address of web site: ppo.buw.bu.edu
6. Click Allow > Close > OK

Firefox 45 ESR for MAC

1. Click Firefox > Preferences > Content >
2. Under “Block pop-up windows” choose Exceptions.
3. Add address of web site: ppo.buw.bu.edu
4. Click Allow > Close > OK

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

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