



HCM Newsletter

January 2017

From the Editor

Organizational charts (Org Charts) graphically show the hierarchical authority, responsibilities and relationships in an organization. The focus of this issue of the HCM newsletter is the “Nakisa” tool which provides a visual display of BU’s organizational structure and gives a user the ability to search for any employee/position/department at BU.

For your employees to be paid on time, please familiarize yourself with monthly OM & PA forms cut-off dates for January and February 2017 payroll by visiting <http://www.bu.edu/payroll/resources/payroll-calendars>

Please keep in touch and feel free to email me at srao22@bu.edu with questions or comments. Your suggestions are much appreciated.

Shuchita Rao

(HCM Trainer)

NEWS about SAP Student Access Authorization

If you have a student working in your department that needs SAP access, the procedure for obtaining that access has recently changed to allow for timely and accurate set up of access. There are four steps in the process.

1. Department submits a “Create non-compensated position” request via the OM “Create Position” form in BUworks.
2. After the position is created, a webform needs to be filled out to request the HRIS department to enable the student’s record to have security roles requested for it.
3. HRIS notifies the submitter typically in 3 business days.
4. Contact your DSA (Data Security Administrator) to request the needed roles via the DSA security tool. **DSA must indicate in the notes field that this request is for a student employee.**

For detailed instructions and webforms, please refer to the instructions located at

<http://www.bu.edu/hr/manager-resources/hiring-temporary-personnel/sap-student-access-authorization/>

FAQs about Nakisa

1. What is Nakisa?

- A. Nakisa is an organizational charting tool that allows you to view the organization structure of Boston University in a visual format. It has a search feature that allows you to search for faculty as well as staff employees, positions, departments and their reporting hierarchy.
2. Is there another transaction called PPOSE that also serves the same purpose as Nakisa? What are the differences between Nakisa and PPOSE?
 - A. While Nakisa allows you to view the reporting hierarchy and details of “any” employee/position/department at BU, PPOSE gives you information only about the employees/departments/positions that you are “authorized” to view in BU (eg. Employees in your department). PPOSE gives you detailed information about employees/positions/departments such as their enterprise and personnel structure, historical information about movement/changes within a user specified period of time. Based on your role and privileges, it also allows you to access an employee’s master record in SAP.

3. What kind of information can I find about an employee is Nakisa?

A. You can find the employee’s department (Org Unit Id and name), their personnel number (PERNR), their position id and name and their reporting hierarchy.

4. Can one view an employee who no longer works at BU through Nakisa?

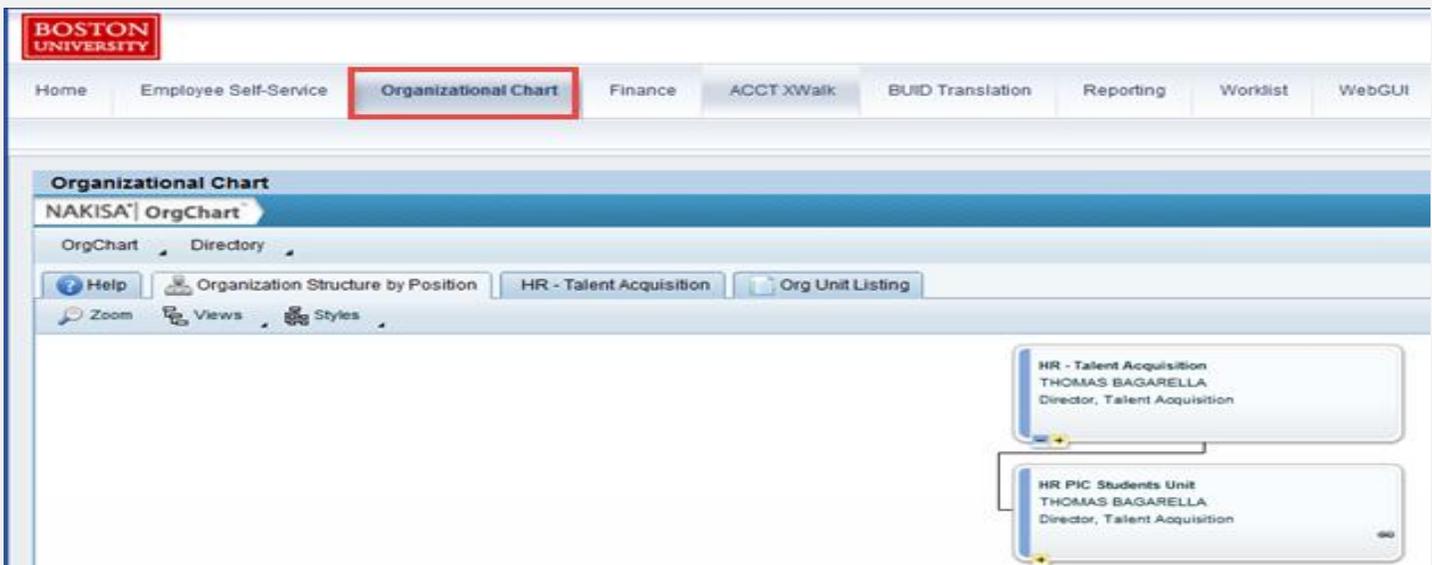
A. No. The tool allows you to see only active employees.

5. Can you see vacant positions in a department through Nakisa?

A. Yes. If a position is vacant in a department, “No Incumbent” is specified under the position.

6. How do you access Nakisa?

A. You would login to BUworkscentral at <http://www.bu.edu/buworkscentral> and click on the Organizational Chart tab. The default screen is your department’s positions listed in a chart.



7. What if I do not see the Organizational Chart tab when I login to BUworkscentral?

A. Your manager would request your department’s DSA (Data System Administrator) to add the tab to your role.

8. What are some of the main parts of the graphical user interface?



A. Here are five important features of the interface:

1. Directory allows you to search for a specific department (org. unit), position or person.
2. Actions allows you to export the chart to an image, a PDF document, to a powerpoint or to print it.

3. Zoom feature allows you to adjust the display view of the org chart.
4. Window feature extends the size of a display pane from one pane to a two-pane display
5. Navigation feature allows you to scroll and move up or down, left or right in the screen

9. How do you use the search feature in Nakisa?

- A. 1. Click on Directory. You can search by “Employee and Position” or by “Org Unit”.



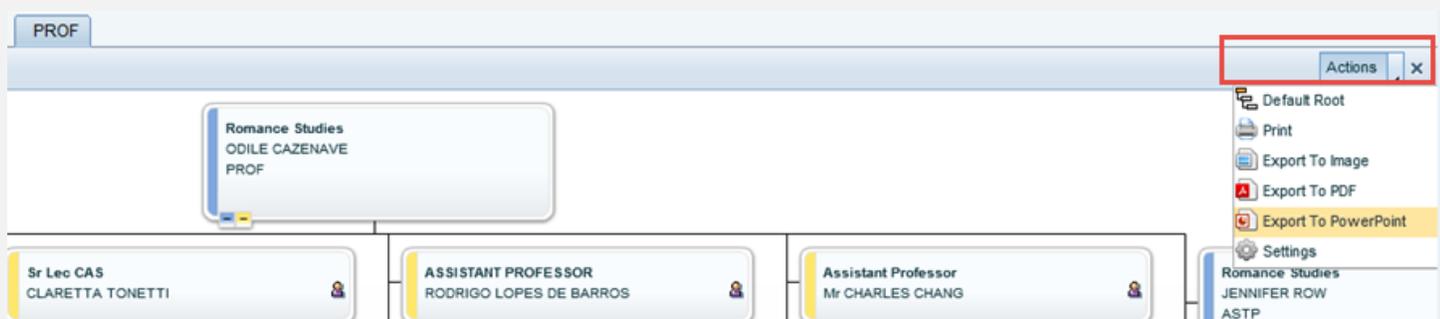
2. Select the field for the search, then select an operator type: Contains, Begins with..and specify a value (eg. Person name “contains” Smith)

Person Name	Personnel Number	Position Name
<input type="checkbox"/> ADRIENNE SMITH	00003669	ASSOC, DIR, CLINICAL & TRIA
<input type="checkbox"/> ALAN SMITH	00004125	ANIMAL CARE SUPERVISOR
<input type="checkbox"/> ALAN SMITH	00006836	PROF
<input type="checkbox"/> ANDREW SMITH	00000002	Lecturer
<input type="checkbox"/> BARBARA SMITH	00012082	Emeritus Professor
<input type="checkbox"/> BRIAN SMITH	00086813	Core Lab Tech

3. Highlight the row you need and right click on to see the details of the employee.
4. Use the advanced search if you know two variables: Org. Unit begins with “SPH” and Name “contains” Susan

10. How can I save and print the org chart?

- A. To save the file to your computer, you can export the chart to a PDF document, image or powerpoint by clicking on Actions. You can also print the chart.



11. Are there any training documents or instructor led trainings on Nakisa?

- A. Yes. There is a guide available at the HCM Help Website <http://www.bu.edu/tech/files/2015/12/Org-Chart-navigation-QRG.pdf>

Here is a table containing dates and times of upcoming instructor led trainings in January/February 2017. PPOSE/NAKISA trainings will be held on Feb 7 and Feb 9. If you would like to attend one or more sessions, please sign up at <http://www.bu.edu/tech/trainings>

Upcoming Trainings (Please register at <http://www.bu.edu/tech/training>)

Training Name	Date and Time	Location
OM & PA forms (Maintain Position form and Emp.Position Update (EPU)	Wednesday, Jan 25 (3PM to 4:30PM)	L1110 (11 th floor, Instructional Building, 72,E. Concord Ave, BUMC)
OM & PA forms (Maintain Position form and Emp.Position Update (EPU)	Thursday, Jan 26 (10AM to 11:30 AM)	Room HR244, 25 Buick St
HCM Overview Training	Wed, Feb 1 (9:30 AM to 11AM)	L1110 (11 th floor, Instructional Building, 72,E. Concord Ave, BUMC)
HCM Overview Training	Thursday, Feb 2 (2PM to 3:30PM)	Room HR244, 25 Buick St
Display Org. Chart with PPOSE/ Nakisa Org Chart tools	Tuesday, Feb 7 (9:30AM to 11AM)	L1110 (11 th floor, Instructional Building, 72,E. Concord Ave, BUMC)
Display Org. Chart with PPOSE/ Nakisa Org Chart tools	Thursday, Feb 9(9:30AM to 11:00AM)	Room HR244, 25 Buick St
Hiring Form	Tuesday Feb 14 (9:30 AM to 11AM)	L1110 (11 th floor, Instructional Building, 72,E. Concord Ave, BUMC)
Hiring Form	Thursday, Feb 16 (9:30AM to 11AM)	Room HR244, 25 Buick St
OM & PA forms (Maintain Position form and Emp.Position Update (EPU)	Tuesday, Feb 21 (3PM to 4:30PM)	L1110 (11 th floor, Instructional Building, 72,E. Concord Ave, BUMC)
OM & PA forms (Maintain Position form and Emp.Position Update (EPU)	Thursday, Feb 23(9:30AM to 11AM)	Room HR244, 25 Buick St