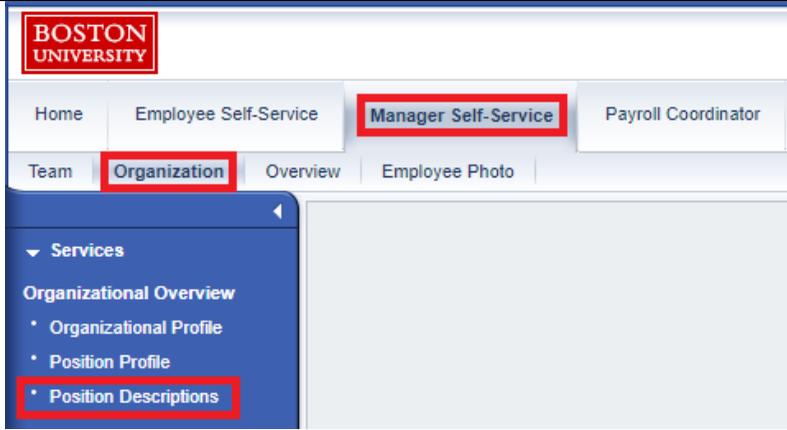
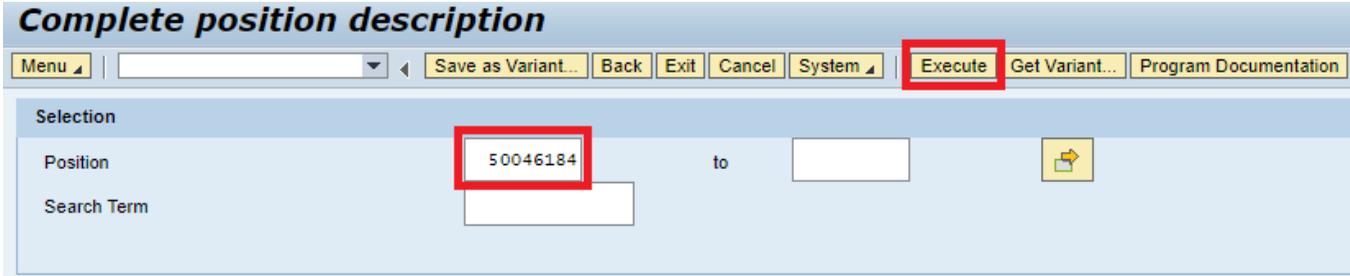
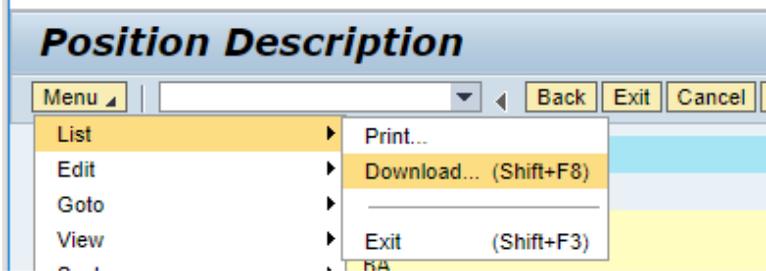


How to: Download/Print Position Descriptions



Purpose: To view and download or print a position description from SAP

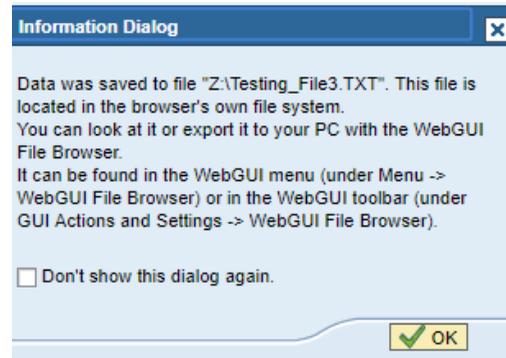
Requirements: Manager or payroll coordinator access to the BUworks Portal and position # of the position for review

<p><u>Navigation:</u></p> <ol style="list-style-type: none">1. Log onto the BUworks portal: www.bu.edu/buworkscentral2. Depending on your access click: Manager Self Service or Payroll Coordinator -> Organization sub tab -> Position Description	
<p><u>Using the Program:</u></p> <ol style="list-style-type: none">3. Enter the position # of the position for which you need to view/print the description for*4. Press Execute <p>*If you need to understand how to look up a position # click here: Position lookup</p>	
<p><u>Download the Description:</u></p> <ol style="list-style-type: none">5. To download a text/html of the description to your computer click Menu -> List -> Download	

How to: Download/Print Position Descriptions

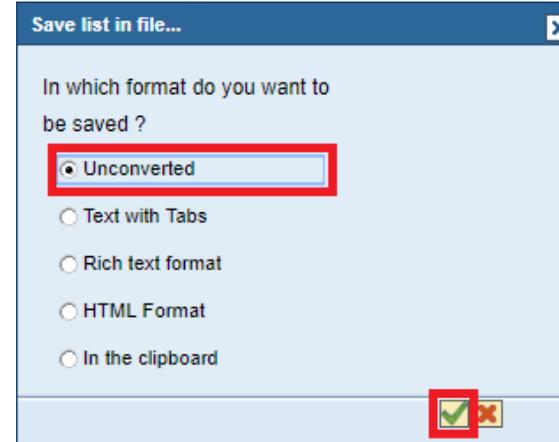
Download the Description:

- On the next screen, select the one of the following options then click the **Green Check**:
 - Unconverted:** simple .txt file
 - Text with Tabs:** excel file
 - Rich text format:** text file with formatting, opens in word
 - HTML format:** .html file opens in browser
 - In the clipboard:** No file download, copies to clipboard to paste into a doc of your choice
- After the **Green Check** you will be presented with save prompt, click the **search help box** to open the file save screen
- Once the file save screen opens: **input a file name**, click **“Save a Copy to the native file system”** and then click **Choose**
- You will be brought back to the position description screen as seen in step #7, click **Generate**. Once clicked you should see the message below, click **OK** and your browser should start to download your file*:

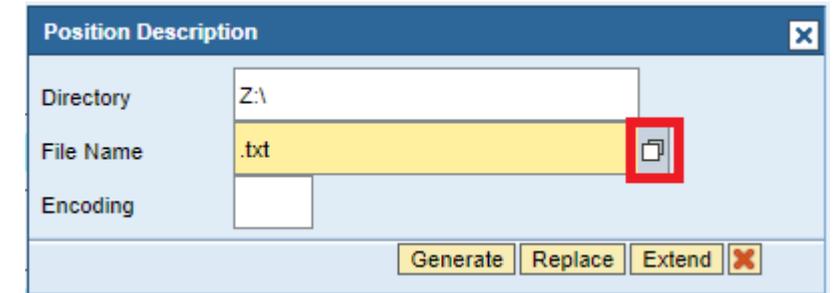


*If you did not see your file download, follow this path to get your file: Menu -> WEBGUI File Browser, a screen will open and you can 2x click your file to re-download

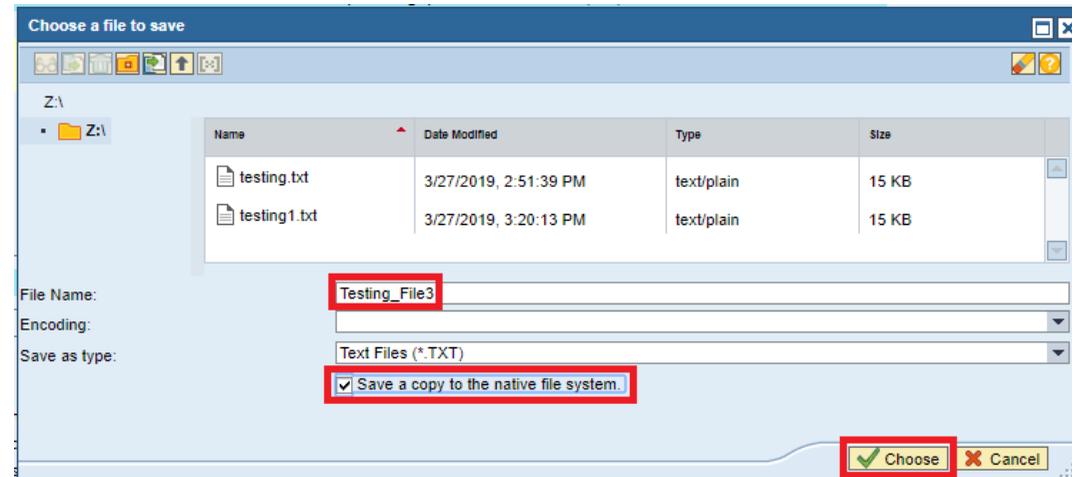
6: choose file type



7: click the search help box



8:



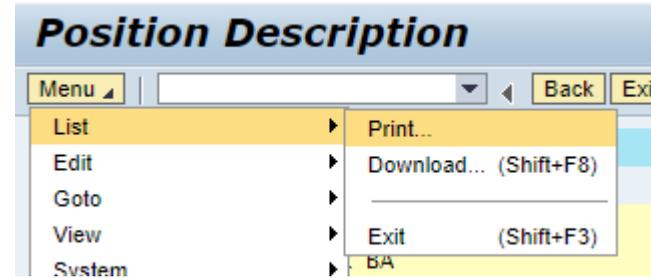
How to: Download/Print Position Descriptions

Print the Description:

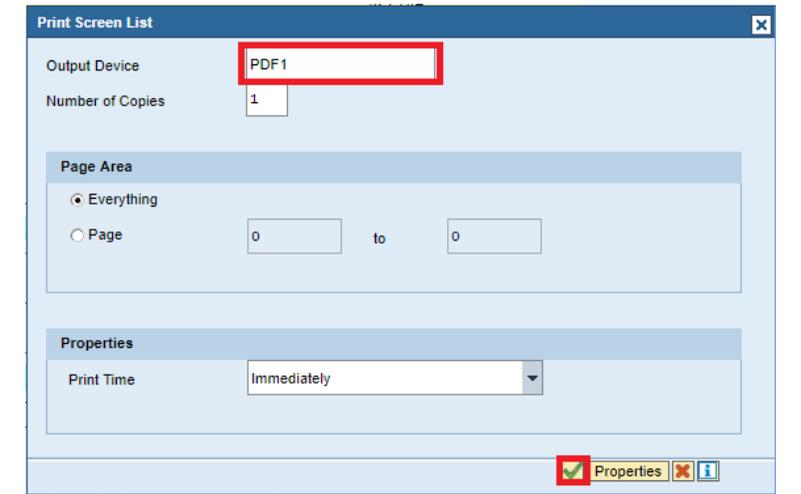
10. If you want to “print” the description to a .pdf follow this path:
Menu -> List -> Print
11. Once the Print Screen List pops up type: **PDF1** into the **Output Device box** and click the **Green Check**.

From there a new browser window should open and you will have the open to save the position description as a .pdf to your desktop or to print to a local printer via the standard browser options

10:



11:

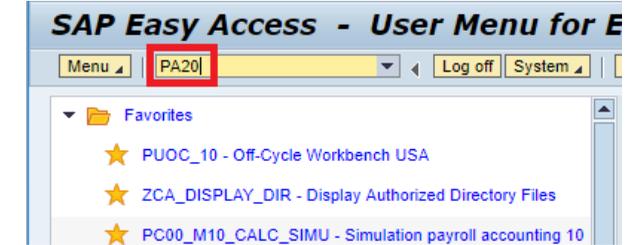


How to: Download/Print Position Descriptions

How to Lookup a Position # via SAP WEBGUI:

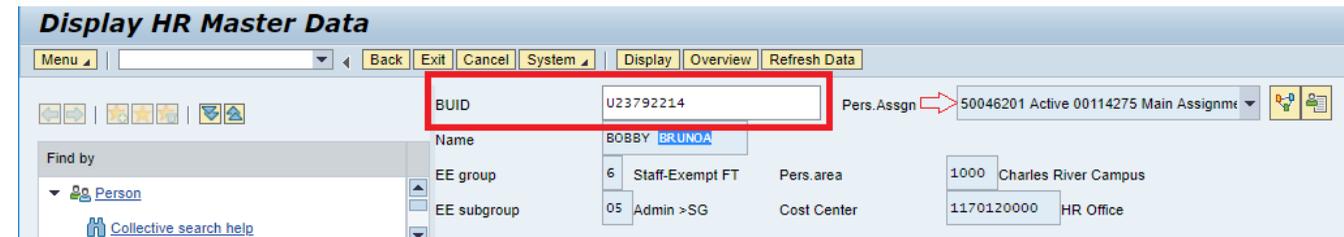
If you want to look up a position based off the holder's UID:

1. Click **WEBGUI** and select **ECC**, on the next screen that loads type **PA20** into the transaction code box and hit Enter

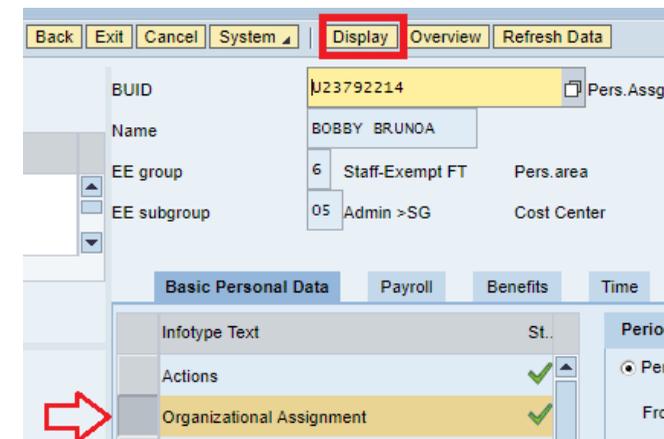


2. Once the next screen loads enter the employee's **UID** into the **BUID** field and press enter. After you press enter the employee's information will load*

*From this screen you can actually see the position # on the right side of the screen. Take this # and type it into the position description program



3. If you want to view a screen with more position info before running the Position Description program: Highlight the line **“Organizational Assignment”** and then click **Display**
4. Doing this will bring you to the employee's “Organizational Assignment” screen where you can view things like employee groupings, assignment duration and % times. You'll also see employee's position #, you can cut and paste the # from the field on this screen:



How to: Download/Print Position Descriptions

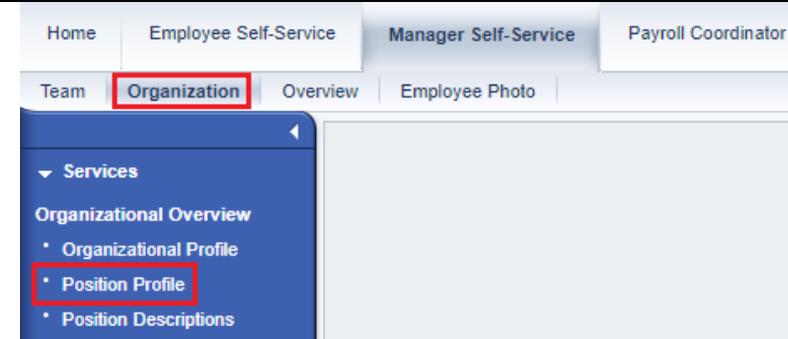


How to Lookup Position # via PYC/MSS Org Tab:

1. When on the BUworks Central Portal, depending on your access, click: **Manager Self Service** or **Payroll Coordinator** -> **Organization** sub tab -> **Position Profile**

After the next screen loads you will see all the positions and the holders of those positions under your purview. From here you can copy the position # it into the Position Description program.

Depending on the position you are looking for and who it reports to you might have to change the position selection option from "Directly Subordinate Positions" to one of the other options.



Position Search

Position Selection:

[Personalize](#) [Filter On](#)

Position	Position ID	Organizational Unit	Home Cost Center	Position Holder	Posted On
HCM TRAINER	50014408	HR - Systems	HR Office		
HR OPS Analyst	50010528	HR - Systems	HR Office		
Senior Global HR Business Partner	50023000	HR - Systems	HR Office		
HR Business Trainer II	50046201	HR - Systems	HR Office	BOBBY BRUNOA	
Professor-Human Resources	50046202	HR - Systems	HR Office		

Data as of 3/27/2019, 5:14:06 PM [Refresh](#)

Compensation

Position: HR Business Trainer II

Pay Grade Type: Staff Exempt

Pay Grade Area: Boston

Pay Grade: AP75

Pay Grade Level: 00 To: 00

Amount: 52,000.00 To: 93,600.00

Midpoint: 72,800.00

Time Unit: Annually

Currency: USD

Position Cost Distribution

Position	Controlling Area	Cost Center	Order	WBS Element	Percentage
HR Business Trainer II	Trustees of Boston Univ	Human Resources Office			100

Position Holders

Position: HR Business Trainer II

Holders
BOBBY BRUNOA

Employee Group

Position: HR Business Trainer II

Employee Group: Staff-Exempt FT

Employee Subgroup: Admin >SG

Account Assignment Features

Position: HR Business Trainer II

Company Code: Trustees of Boston Univ

Business Area: Charles River Campus

Personnel Area: Charles River Campus

Personnel Subarea: NREP-Staff

Controlling Area: Trustees of Boston Univ