



HCM Newsletter

March 2017

From the Editor

Spring is finally in the air! The topic for this month's issue of the newsletter is "Creating Positions" using the BUworks portal. This OM (Org. Management) action is the precursor for departments to hire/re-hire a candidate as a Boston university employee. A department must create a brand new position if the kind of position needed in the department does not already exist. If the position is a full-time/part-time, regular and exempt position, the Talent Acquisition team in Central Human Resources will assist departments in screening and hiring candidates. Faculty and Temporary positions (less than 9 months in duration) are created by BU departments independently, without the assistance of the Talent Acquisition Team.

All "Create Position" forms go through a workflow for the purpose of review and approval, making stops at departments within Central Human Resources as well as with other approvers internal to the department. The Create Position starts with a "Submitted" status when initiated by the department and moves through the "in-progress" status before acquiring the "Completed" status. Approvers can reject the form if they do not find supporting documentation attached to the form. The form must be re-submitted by correcting data or providing supporting documentation to the approvers. The form's status can be tracked via the Request Tracker after submission. Once the position is created, it acquires a title and an eight digit number beginning with the number "5". The initiator of the form receives a notification via email. More information about Create Position FAQs is mentioned below.

For your position to be created and employee to be hired as well as paid on time, please familiarize yourself with monthly cut-off dates for submission of forms 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)

FAQs about Position Creation

1. Who can access the Create Position form in BUworks portal?

A. Managers and Payroll Coordinators can access the "Create Position" form in the BUworks portal.

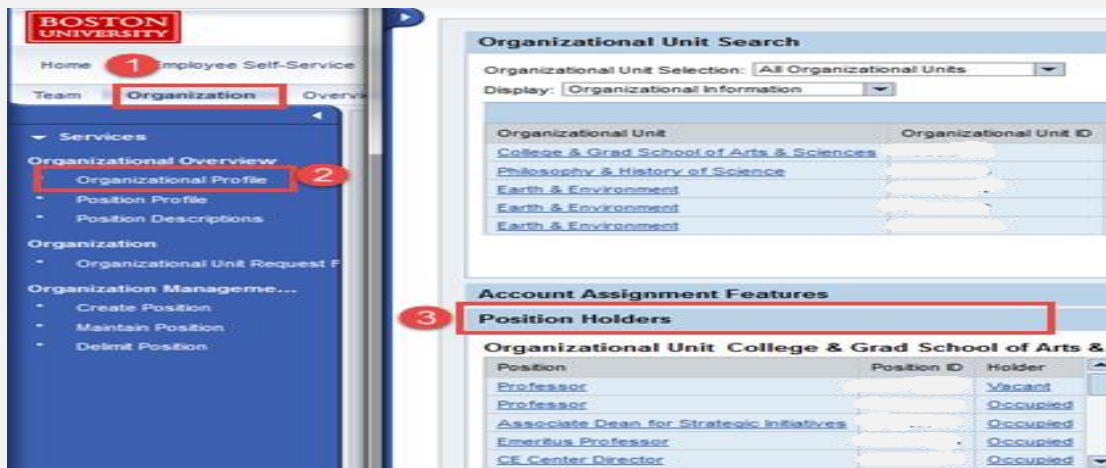
2. What should be the first step in terms of preparation for creating a position?

A. Give your HR Business Partner or Compensation Analyst a call to discuss your need for creating a position. If you are unsure who your HRBP/Compensation Analyst is, please find the information at <http://www.bu.edu/hr/home/contacts/>

Next, Check your Org. Structure to determine if a similar position to the one you want to create, already exists.

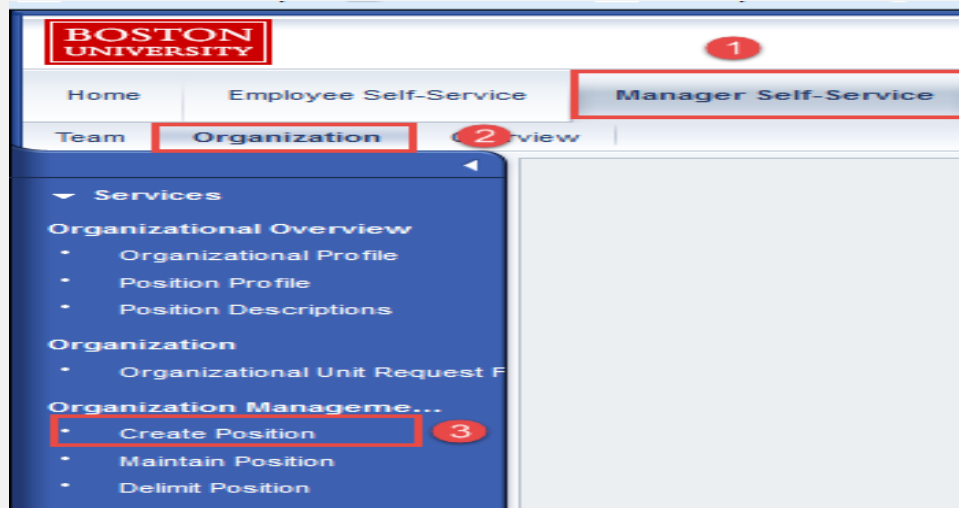
1. Login to BUworkscentral (<http://ppo.buw.bu.edu>)
2. Click on 2. Manager Self Service OR Payroll Coordinator tab
3. Click on Organization
4. Click on Organization Profile

Click on Position Holders section to view existing positions in your department. Identify the position that resembles the position you intend to create. Make a note of the Position Id (5xxxxxxx). Proceed to creating the brand new position using the "Copy from Position" option.



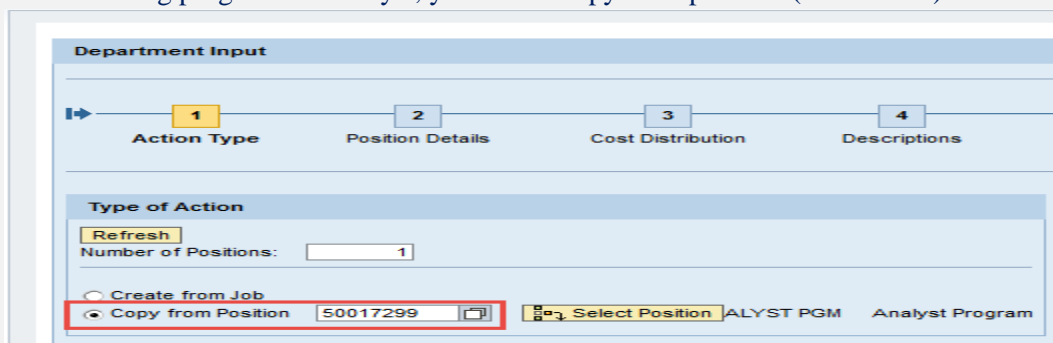
3. How do I access the “Create Position” form?

- A. Once you login to BUworks portal at (<http://ppo.buw.bu.edu>), 1. Click on the **Manager Self-Service** tab OR **Payroll Coordinator** tab. 2. Click on “Organization” sub-tab and 3. “Create position” option.



4. There seem to be two ways to create a position. What is the difference between the “Copy from Position” and “Create from Job” options?

- A. If you want to create an **IDENTICAL** position to another position in your Org. Unit (Department), you would choose “Copy from Position” option. For example, if your department already has a programmer analyst (5xxxxxxx) and needs a second programmer analyst who will need to perform exactly the same type of work as the existing programmer analyst, you would copy from position (5xxxxxxx).



If the duties on the new position differ from that of an existing position, you would select the **Create from Job** option. You may use the following job codes to create the position.

Job Code	Position Type
20001551	Creation of a Temporary position
20001552	Creation of a non-compensated faculty position
20001553	Creation of a non-compensated staff position
20001554	Creation of a compensated staff position

5. What is meant by the “effective date” of a position? Should it be the same as the “Hire Date”?

- A. The effective date of a position **MUST pre-date the hire date**. In other words, a position must be created and come into existence before the date an employee is to be hired. If an employee is to be hired on the first of a month, we suggest that the effective date of the position be a week or two before the hire date.

6. Is there a naming convention for the Title?

- A. Use Proper case when entering the title (Example: Administrative Coordinator)

7. How can a department post a position details to the HR website?

- A. You would select the third option in the recruitment/hire indicator section. Additionally, there is a recruitment section in the Create position form where you can specify the content for the position to be posted to the HR website and communicate with a Talent Acquisition representative via a comment.

8. What does the “Mark this position for hire” indicate?

- A. If the position is to be opened for hire but not be posted to the HR website (example: a non-compensated staff/faculty position), the “Mark this Position for Hire” is to be selected. **NOTE: If the first option (No/Remove recruitment or hire selection) is chosen, you will not be able to hire into the position).**

9. What is to be entered into the work schedule, assignment duration and employment % fields?

- A. Enter a general overview of which days of the week and how many hours a day the employee will work for the workschedule. If it is a flexible schedule, be sure to mention it and add how many hours a week the employee is expected to work. When the assignment duration is less than 9 months, the position does not carry benefits. To calculate employment percentage, consider full time work to be 40 hours a week.

10. What kind of documentation is to be provided with the form?

- A. A department approval letter for the creation of the position as well as a position description document are required to be submitted with this form.

11. What should be entered in Comments section?

- A. Comments are mandatory and guide the Compensation department in assigning a suitable employee group/sub-group and pay grade to the position. A useful comment would describe the position to include
- the title,
 - the work schedule,
 - the grade (mention the name of the Compensation Analyst with whom you discussed this)
 - the location(campus)
 - Assignment duration
 - Percent time

12. If the position is grant funded, should the actual grant number be provided in the Cost Distribution tab?

- A. No. A dummy grant number 9559999990 is what is required when submitting this form. The actual grant numbers can be provided in the “hire” form.

13. Can I search for a hiring manager if I cannot remember the manager’s name?

- A. Yes. You can search by the manager’s last name or first name. If you use the wild card “*” after the first letter of a name, all the names that start with that letter are returned in the search results. In the example below, we are searching for a Hiring Manager whose last name starts with “F”. **NOTE: Name search is not case sensitive for Hiring Manager lookup.**

The screenshot displays the SAP HR hiring manager lookup interface. It is divided into three main sections: Recruiting Department Information, Search Criteria, and Results List.

Recruiting Department Information: This section contains a 'Hiring Manager Lookup' field with the value '00000000' and a 'Get Hiring Manager Info' button. Below this are fields for 'Email:', 'Phone:', and 'Recruiting Department:'.

Search Criteria: This section has a 'Last name:' field containing 'F*' (highlighted with a red box), a 'First name:' field, and a 'Name at Birth:' field. Each field has a search icon to its right. Below the search criteria are 'Start Search' and 'Reset' buttons (the 'Start Search' button is highlighted with a red box).

Results List: The results list shows '173 results found for Hiring Manager Lookup'. The table below lists the results:

Personn...	First name	Last name	Name at
		FRIED	
		FRIED	
		FREDERICK	

14. What should I do if I cannot find a suitable hiring manager in the hiring manager lookup?

- A. A relationship will need to be setup in SAP between your department and a hiring manager. You may write to HROM@bu.edu to request this.

15. Once I have submitted the form, how can I see contact details of the current agent reviewing the form?

A. Click on the “Team” sub-tab, and see your request in the request tracker. Upon clicking the current agent on any specific request (such as Level 2 approver in the example below), you can see the employee/ a list of the employees associated with the department reviewing the form.

Tracking Number	Initiator	Request Type	BUID	Pemr Position #	Affected Person/Object	Request Date	Status	Current Agent	Last Action Date	Date Completed
600278814							Submitted	Boston Medical Center	02/15/2017	
600278813							Submitted	Level 2 Approver	02/15/2017	
600278812							Submitted	Level 2 Approver	02/15/2017	
600278811							Submitted	Level 2 Approver	02/15/2017	
600278810							Submitted	Boston Medical Center	02/15/2017	
600278809							Completed		02/15/2017	02/15/2017
600278808							Submitted	Financial Affairs	02/15/2017	
600278807							Submitted	Financial Affairs	02/15/2017	

16. Is a training document on Create Position available?

A. Yes. There are Quick Reference guides available for Creating Positions at the HCM Help Website: <http://bu.edu/tech/support/buworks/help/hcm> under Manager Self Service (OM actions). To gather all the data you need to create a position, you may want to print out a checklist: <http://www.bu.edu/tech/files/2015/12/Mandatory-Information-You-Need-BEFORE-you-process-the-HIRING-FORM-in-BUworks.pdf>

Tips & Tricks

- Effective Date for Create Position can be backdated. Ideally, date it to a few weeks before the current date.
- If you intend to hire into the position, do not forget to mark the position for Hire.
- Posting Date for HR website must be BEFORE the Hire effective date.

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

Training Name	Date and Time	Location
HCM Overview Training	Tuesday, April 4 (9:30AM to 11AM)	Room HR244, 25 Buick St
HCM Overview Training	Monday, April 3(9AM to 10:30AM)	L1110 (11 th floor, Instructional Building, 72,E. Concord Ave, BUMC)
PPOSE/Nakisa Training	Tuesday, April 11(9:30AM to 11AM)	Room HR244, 25 Buick St
PPOSE/Nakisa Training	Thursday, April 13(9AM to 10:30AM)	L1110 (11 th floor, Instructional Building, 72,E. Concord Ave, BUMC)
Hiring Form	Tuesday, April 18 (9:30AM to 11AM)	Room HR244, 25 Buick St
Hiring Form	Wednesday, April 19(9AM to 10:30AM)	L1110 (11 th floor, Instructional Building, 72,E. Concord Ave, BUMC)
OM & PA forms (Maintain Position form and Emp.Position Update (EPU))	Tuesday, April 25 (9:30AM to 11AM)	Room HR244, 25 Buick St
OM & PA forms (Maintain Position form and Emp. Position Update (EPU))	Thursday, April 27 (9AM to 10:30AM)	L1110 (11 th floor, Instructional Building, 72,E. Concord Ave, BUMC)