



HCM Newsletter

April 2017

From the Editor

Warm weather is finally here! The topic for this month's issue of the newsletter is "Creating Non-Compensated Positions" using the BUworks portal. The first step in creating any new position is a consultation with a HR Business Partner or Faculty Actions Manager who will be able to determine and advise you if a non-compensated position needs to be created in SAP. If a BUID and email or a terrier card is sufficient for the volunteer, ***a non-compensated position need not be created in SAP.***

Creation of a non-compensated position grants the worker access to BUworks(SAP). It is the precursor for departments to hire/re-hire a candidate into the SAP system. 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 to the form if they do not find supporting documentation (such as department approval for the position) 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" found on the position ID column in the Request Tracker. The initiator of the form receives a notification via email. More information about creating Non-compensated position is mentioned in the FAQs below.

For your position to be created in time, please familiarize yourself with May monthly cut-off dates for submission of OM & PA 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 Non-Compensated Position Creation

1. Is a document explaining the policy on recruiting volunteers available somewhere?

- A. Yes. The use of volunteers must occur within the requirements imposed by the federal and state laws regulating employment and immigration and must be consistent with the University's risk management objectives. Please study the policy meant for recruiting volunteers carefully, located at <http://www.bu.edu/hr/manager-resources/volunteers/>
- B. Note that if your volunteer needs **just a Terrier Card** (for building access), [this form](#) must be completed and brought to HR at 25 Buick Street (2nd Floor). If your volunteer needs **just a BUID#** and BU email, you may request them by completing this form: www.bu.edu/tech/services/support/iam/authentication/kerberos/kerberos
- C. If your volunteer is **not a US Citizen or Permanent Resident**, the person must register with the International Students & Scholars Office (ISSO) before you complete any additional steps.

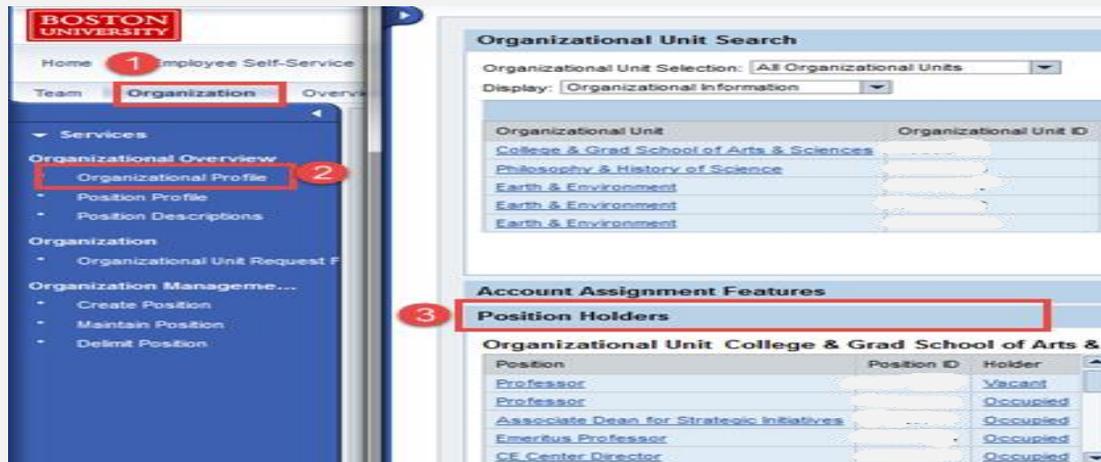
2. What should be the first step in terms of preparation for creating a non-compensated position?

- A. Creation of a non-compensated position grants a worker access to BUworks(SAP). Give your HR Business Partner (HRBP) or Faculty Actions Manager at the Provost's office a call to discuss your need for creating a non-compensated position. If you are unsure who your HRBP is, please find the information at <http://www.bu.edu/hr/home/contacts/> NOTE that approval must be obtained from the Dean's office before creating positions for non-compensated volunteers meant to work for faculty members.

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 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 if any non-compensated positions already exist and if they are vacant or occupied. If the position is occupied, make a note of the Position Id (5xxxxxx). Proceed to creating the brand new position using the “Copy from Position” option.



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

- A. You must be a payroll coordinator or manager to create a position. 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.



Select the **Create from Job** option. Use 20001553 as the job code to create a non-compensated position.

4. 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.

5. 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).**

6. 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 department. If it is a flexible schedule, be sure to mention it and add how many hours a week the employee is expected to work. To calculate employment percentage, consider full time work to be 40 hours a week.

Weekly Workschedule: *

Assignment Duration: *

Employment Percentage: *

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

- A. A department approval letter for the creation of the position is required to be submitted with this form.

8. What should be entered in Comments section?

- A. Comments are mandatory and guide the Compensation department in assigning a suitable employee group/sub-group to the position. A useful comment would describe the name of HRBP who advised creation of non-comp position and would specify Assignment duration and Percent time.

9. 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	Perrr 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	

10. Is there any training documentation available on creating positions and hiring actions?

- A. Yes. Process Guides and Quick Reference Guides on Creating/Maintaining Positions as well as Hiring action are available at <http://www.bu.edu/tech/support/buworks/help/hcm>

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.
- When the volunteer/non-compensated employee leaves, please terminate them from SAP by using the Terminate PA action. This can be done ahead of time if the proposed last day of work becomes available.

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

Training Name	Date and Time	Location
HCM Overview Training	Wednesday, May 3 (9:30AM to 11AM)	Room HR244, 25 Buick St
HCM Overview Training	Tuesday, May 9 (9AM to 10:30AM)	L1110 (11 th floor, Instructional Building, 72,E. Concord Ave, BUMC)
PPOSE/Nakisa Training	Wednesday, May 10 (9:30AM to 11AM)	Room HR244, 25 Buick St
PPOSE/Nakisa Training	Tuesday, May 16(3PM to 4:30PM)	L1110 (11 th floor, Instructional Building, 72,E. Concord Ave, BUMC)
Hiring Form	Wednesday, May 17 (9:30AM to 11AM)	Room HR244, 25 Buick St
Hiring Form	Tuesday, May 23 (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)	Wednesday, May 24 (9:30AM to 11AM)	Room HR244, 25 Buick St
OM & PA forms (Maintain Position form and Emp. Position Update (EPU)	Tuesday, May 30 (9AM to 10:30AM)	L1110 (11 th floor, Instructional Building, 72,E. Concord Ave, BUMC)