



HCM Newsletter

May 2017

From the Editor

Warm weather and colorful flowers are here to bring us joy and happiness. To add to the happiness of your employees, pay them on time by familiarizing yourself with this ****NEW**** calendar for OM & PA form submission cutoff dates. <http://www.bu.edu/hr/manager-resources/employee-time-an/buworks-forms-deadlines/>

The topic for this month's issue of the newsletter is the "Creation of *Overlap Positions*" for STAFF who will be terminating/leaving. If the employee is going on leave of absence, please contact Human Resources in case of STAFF and the Provost's office in case of FACULTY. An overlap position is a brand new position with the exact same duties and duration as an existing position. Typically, it is created to accommodate an employee who may be leaving his/her current position but is staying back till a new incumbent is hired into the position that he/she is vacating.

Please keep in touch and let me know if this newsletter has helped you in any way by emailing me at srao22@bu.edu. Your questions, comments and suggestions are much appreciated.

Shuchita Rao
(HCM Trainer)

NEWS about Secure Mail Service "DataMotion" and Google Chrome browser

A. To send sensitive information (example: employee's salary) via email use **DataMotion**, a secure mail service. Everyone at BU is eligible to make an account for Datamotion: <https://ssl.datamotion.com/> IS&T at BU supports this service. <https://www.bu.edu/tech/services/cccs/email/datamotion/>

"Microsoft Outlook Plugin" and "Contact Me" link are two useful DataMotion features.



1. Microsoft Outlook plugin: Desktop services (ithelp@bu.edu) can help you turn this on. You can use it to send any email out of Outlook securely, or read emails securely within Outlook.
2. Contact me link: If you want people not part of BU to send you secure emails, you can login to DataMotion and get a link to include in your signature. Screenshots of two steps are shown below.

SecureContact.me

SecureContact.me provides a simple way for someone to send you a secure message. Simply follow the instructions below to add this capability to your signature in your standard email client.

For more information, go to [SecureContact.me](#).

To add SecureContact.me to your email signature, follow these steps:

- 1. Copy the following personalized hyperlink to your clipboard:

[Send me a secure message](#)

- 2. From your email client (e.g. Outlook, Gmail, etc), edit your email signature and paste the copied line in the appropriate location. For example:

John Doe
Auditor
(cell) +1 (234) 567-8901
(fax) +1 (234) 567-8902
[Send me a secure message](#)

If copying the above hyperlink does not work for you, your direct SecureContact.me URL is:

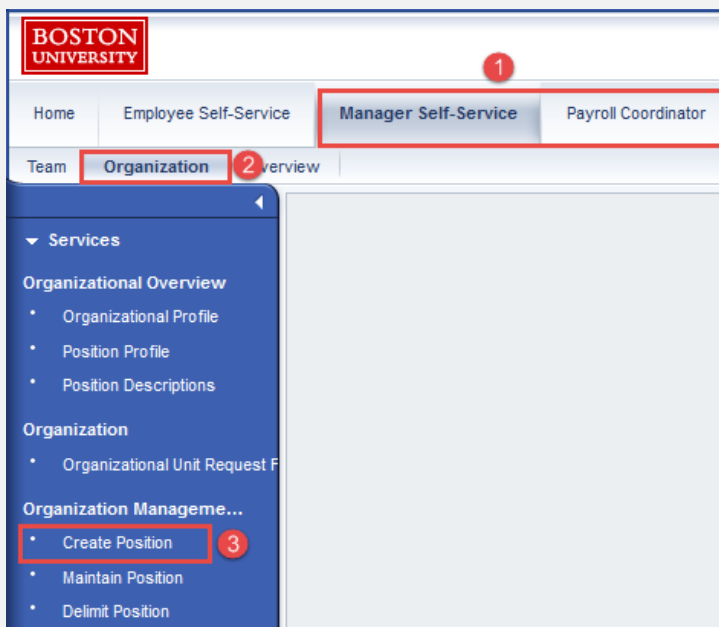
<https://securecontact.me/dhkw@bu.edu>

B. Google Chrome version 58 has been tested and is working fine with BUworks (SAP) forms. For assistance, contact ithelp@bu.edu or call 617-353-4357(HELP)

FAQs about Creating Overlap Positions

1. What is an overlap position? How do I create it?

- A. An overlap position is identical to an existing position in terms of duties. Login to BUworks Central (<https://www.bu.edu/buworkscentral>) Overlap positions should be used when two employees must occupy the same assignment for a temporary period of time. An example would be a terminating employee who will stay on to train his/her replacement. From either the Manager Self Service or the Payroll Coordinator tab, click on the Organization tab. Click on ‘Create Position’.



B. Use the "Copy from the existing position" option and enter the current employee's position Id.

Department Input

1 Action Type 2 Position Details 3 Cost Distribution 4 Descriptions 5 Essential Functions

Type of Action

Refresh

Number of Positions:

Create from Job

Copy from Position PRG ANLYT I Programmer Analyst I

2. How do you indicate that the position is an "overlap" position?

A. In the Recruitment/Hire indicator section, the "Overlap position" box needs to be checked. Enter the existing position id that the new position will overlap with. Make sure you mark the position open for hire. The earliest hire cation date should be the date the existing employee will be moved into this overlap position.

Department Input

1 Action Type 2 Position Details 3 Cost Distribution 4 Descriptions 5 Essential Functions 6 Requirements

Position Details

Effective Date: *

Organizational Unit: * Biology Biology

Job: *

Position Long Name (Business Card Title): *

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

Other Position Information

Position overlaps an existing Position Enter existing Position: * Programmer Analyst I

Inactivate/Delimit position once current employee terminates

3. What should the assignment duration be for the position?

A. The duration should be the same as the existing position.

4. Can the employment percentage change?

A. Employment percentage can be the usual 100% if the employee is going to be working 40 hours a week, or, it can be lesser if the employee will only work part-time (example: 20 hours a week would mean 50% time). Benefits may be affected if percentage is below 100%. Talk to a representative from HR Service Center (617)-353-2380 to understand how benefits will be impacted.

5. What about the Proposed Recruitment Amount for the position?

A. It is best to talk with a Compensation Analyst in the Human Resources department for a recommendation.

The screenshot shows a web form with the following sections:

- Position Budget Information:** Includes fields for "Recruitment/Department proposed Amount" (35.00), "Position Planning No.:", and "Master CostCenter: * 1202020000 CAS BIOLOGY". A "Faculty Stipend Info" section has radio buttons for "Fixed Amount" (selected) and "Percent".
- Attachments:** A table with "File Name" header and a "Select File:" section with a "Browse..." button and "No file selected." text. Below are "Attach File", "Delete File", and "Clear/Reset" buttons.
- Previous Comments:** A text area for previous comments.
- Comments: *** A text area containing the text: "Overlap position being created for moving the current Programmer Analyst into the position for a duration of less than two months. The salary will be \$35 an hour."

6. Can the overlap position be a non-compensated position?

A. Ideally, the position should be compensated. Please contact Human Resources to discuss if the position is going to be non-compensated.

7. What attachments are advised during submission?

A. A letter indicating department approval for the overlap position with assignment duration and proposed compensation is needed as an attachment.

8. Does the creation of overlap position go through a work approval process?

A. Yes, the position creation form go through a workflow approval process which can be tracked via the Request tracker. The status will change from "submitted" to "completed" over a period of time. You can click on "Current Agent" to see where the form is currently in the workflow.

9. What is the next step once the overlap position is successfully created?

A. The PA action of **Position Change** must be used to move the current employee from the position they are holding to the overlap position. Once that action completes successfully, you will need to **maintain the position** the employee is vacating and mark it open for hire (posting date effective day after the last day of work of current employee in that position) so that a new candidate can be hired into the position. *Do not*

forget to delimit the overlap position once you have terminated the current employee. Here is a [Quick Reference Guide to terminating employees](http://www.bu.edu/tech/files/2015/12/termination_qrg.pdf). http://www.bu.edu/tech/files/2015/12/termination_qrg.pdf

10. Is a training document on the Create Position and Position Change available?

- A. Yes. There are instruction guides available at the HCM Help Website [Create-Position-Form.pdf](#) and [Position_change_qrg.pdf](#)

Upcoming Instructor Led 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, 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, "L" Instructional Building, 72 E. Concord Ave, Boston
HCM Overview Training	Wednesday, June 7 (9:30AM to 11AM)	Room HR244, 25 Buick St and Webinar for Med Campus Employees
PPOSE/Nakisa Training	Thursday, June 8 (9:30AM to 11AM)	Room HR244, 25 Buick St and Webinar for Med Campus Employees
Hiring Form Training	Wednesday, June 28 (9:30AM to 11AM)	Room HR244, 25 Buick St and Webinar for Med Campus Employees
OM & PA forms (Maintain Position form and Emp.Position Update (EPU)	Friday, June 30 (9:30AM to 11AM)	Room HR244, 25 Buick St and Webinar for Med Campus Employees