



HCM Newsletter

October 2017

From the Editor

In New England it's that time of year again to take in the beautiful foliage around us! The topic for this month's issue of the newsletter is "**Getting SAP Access for a Student**" using the BUworks portal. To start with, Student Employment Office (SEO) must hire a student into the Student Payroll to take care of paying the student. Please contact Student Employment Office located at 881 Comm Ave (email: seo@bu.edu phone: 617-353-3594) for hiring a student. Once the student is hired and setup on the student payroll, the next step is in providing the student access to SAP via *the creation of a non-compensated position in SAP* using the "Create Position" form in BUworks portal. After the position successfully completes approvals and is created, *fill out a webform* (<http://www.bu.edu/hr/manager-resources/hiring-temporary-personnel/sap-student-access-authorization/sap-student-access-authorization-form/>) **to request HRIS to assign the student employee to the non-compensated position.** HRIS will notify you/the submitter when the request completes in approximately three business days. Next, you must *contact your department's DSA to request the needed roles via the DSA security tool.* The DSA **MUST** indicate that the request is for a student employee. More information about getting a student authorized access to SAP is mentioned in the FAQs below.

For your position to be created in time, please familiarize yourself with monthly cut-off dates for submission of OM form by visiting <https://www.bu.edu/hr/manager-resources/employee-time-an/buworks-forms-deadlines/>

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 giving students authorization for SAP Access

1. Once the student is setup in Student Payroll how do I create a non-compensated position in SAP?

A. Creation of a non-compensated position grants an individual access to BUworks (SAP). You must be a payroll coordinator or manager to create a position.

1. Login to BUworksCentral (<http://ppo.buw.bu.edu>)
2. Click on the **Manager Self-Service** tab OR **Payroll Coordinator** tab.
3. Click on "Organization" sub-tab and
4. Click on "Create position" option.



Select the **Create from Job** option. Use **20002651** as the job code to create the non-compensated position.

2. What is meant by the “effective date” of a position? What should I enter in this field?

A. The effective date of a position is the date the position gets created within SAP. We suggest the first day of the current month to be the effective date for the position. **NOTE: The effective date of the position is very important because any updates to the student’s record in SAP can be made only after the position effective date. For example, if the effective date on a position is 11/1/2017, the student’s record can be processed only after the 11/1/2017 date.**

3. Should I click on the radio button “Mark this position for hire”?

A. **NO.** The default selection, the first option (*No/Remove recruitment or hire selection*) is the option to be selected as Student Employment would have already hired into the position.

4. 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: *

5. 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.

6. 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 that the position was being created to give a student SAP access and would specify BUID of student, Assignment duration and Percent time.

7. 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	Perrn 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	

8. What details are needed for the SAP Student Authorization form?

A. The Student's first and last name, BUID number, Non-Compensated position number (5xxxxxxx), start date of assignment, end date of assignment, manager’s name, manager’s mail code, requester’s name and email are the required fields. Click [here](#) for the link to the form.

9. What is a DSA and how do I find who the DSA for my department is?

A. The DSA (Department Security Administrator) is the liaison between the end user and Information Security. Click [here](#) to find an Excel spreadsheet that can help you locate your department's assigned DSA.

10. Is there any training documentation available on creating a non-comp position?

A. Yes. A Quick Reference Guide is available at <https://www.bu.edu/tech/files/2015/12/New-Create-Position-Non-Comp-Casual.pdf> **NOTE: Please remember to use Job Code 20002651 to create the position.**

Tips & Tricks

- Do not mark the position for hire. Let the default in Recruitment/Hire indicator box: No/Remove recruitment or hire selection remain AS IS.
- Position effective date can be backdated to a date prior to the current date.

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

Training Name	Date and Time	Location
HCM Overview Training	Friday, Nov 3 (11AM to 12 noon)	Room HR244, 25 Buick St
PPOSE/Nakisa Training	Wednesday, Nov 8 (11AM to 12 noon)	Room HR244, 25 Buick St
Hiring Form	Wednesday, Nov 15 (11AM to 12 noon)	Room HR244, 25 Buick St
OM & PA forms (Maintain Position form and Emp. Position Update (EPU))	Wednesday, Nov 22 (11AM to 12 noon)	Room HR244, 25 Buick St
ECM Merit Process Hands-On Assistance	Nov 2 thru Nov 16. To sign up click here	Room HR244, 25 Buick St and L1110, Med Campus