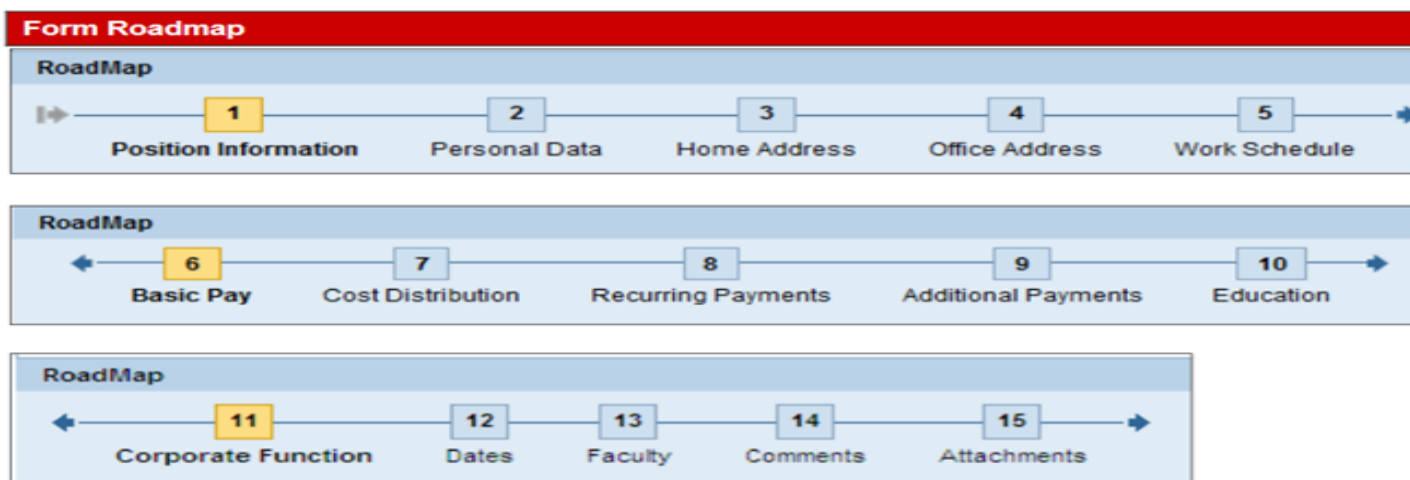


Hiring Faculty-Quick Reference Guide

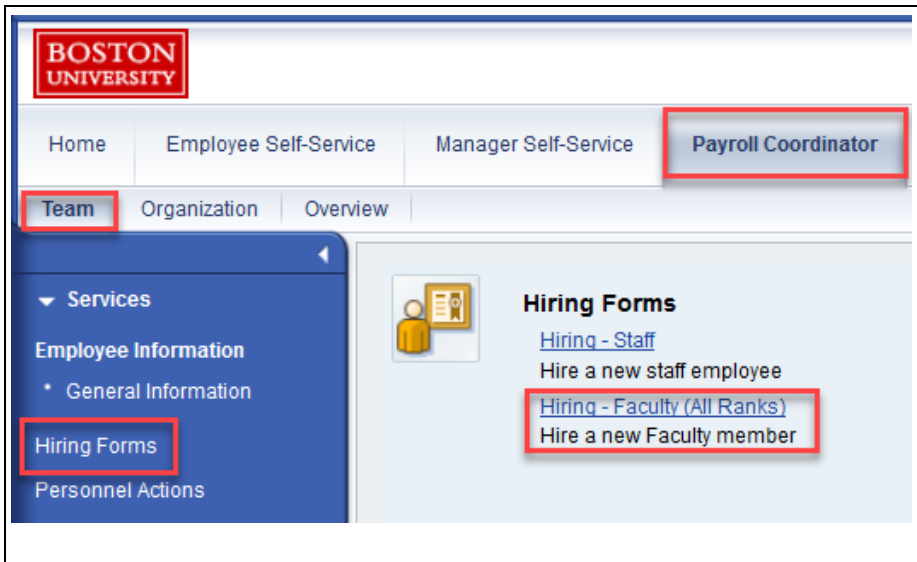

A Hire Faculty form is used to hire/re-hire a Boston University (BU) faculty into a vacant position. There are 15 steps required to complete the form. Please refer to the [glossary](#) at the end of this document for the definitions of each of the 15 steps in the roadmap.

At Boston University, there are two types of faculty appointments: “Academic” and “Administrative”. To be hired as faculty, the candidate must have obtained an approved academic appointment. The appointment process is managed by the academic offices (Provosts and Deans) at Boston University who monitor the status of the appointment as it progresses through the various committees. The form must exist as an “Approved” status in FACTS (BU Faculty database). You must also contact the Faculty Actions Manager for the “IT9001 Data Sheet” so that you can complete the Faculty section (Step 13) of the hiring form. This procedure is also used for *assigning an additional assignment to an existing faculty member*. For instructions, click [here](#).

As a *pre-requisite to hiring/re-hiring*, a position needs to have been created and approved via the completion of an Organizational Management (OM) “[Create Position](#)” form. If an existing faculty member is leaving and a new faculty needs to fill the position as a replacement, the existing faculty must first be terminated/retired and their position marked “open” via a [Maintain Position](#) action.



Hiring Faculty-Quick Reference Guide

	<ol style="list-style-type: none"> 1. Log on to BUworks Central https://ppo.buw.bu.edu 2. Based on your privileges, you will see <i>either</i> the Manager Self Service OR Payroll Coordinator tab. Click on the tab 3. Based on your privileges, you may see one/two options: <ul style="list-style-type: none"> - Hiring – Staff and/or - Hiring – Faculty (All Ranks) 4. Click on Hiring – Faculty (All Ranks)
	<ol style="list-style-type: none"> 5. Enter the effective date of Hire (mm/dd/yyyy) format. You can also click on the calendar lookup and select the date of hire by clicking on a specific date 6. If re-hiring an employee, enter the employee BUID. If hiring a candidate who is brand new to working at BU, enter the candidate's Social Security number. Click on Begin Hire. NOTE: <i>If it is an ISSO sponsored employee, check the ISSO sponsored employee checkbox. If you are still prompted for a SSN, enter nine 9s</i>

Hiring Faculty-Quick Reference Guide

Select Position to be filled

Select Organization: Select Position: Or Position Number

[Proceed to Details](#) [Exit](#)

7. Select a **dept.** from the “Select Organization” drop-down and Select a **position** from the “Select Position” drop-down. Alternatively, you may directly enter **Position number**

Click on **Proceed to Details**

New Hire - Faculty

Date of Hire: [Edit Hire Date](#)

Hire Reason: *

RoadMap

```
graph LR; 1[1] --> 2[2] --> 3[3] --> 4[4] --> 5[5];
```

Position Information Personal Data Home Address Office Address Work Schedule

Position Information

Position Text:	<input type="text" value="Professor"/>	Position ID:	<input type="text" value="50043654"/>
Org. Unit:	<input type="text" value="HRIS Testing Org Unit"/>	Job:	<input type="text" value="Professor"/>
Personnel Area:	<input type="text" value="Charles River Campus"/>	Employee Group:	<input type="text" value="Faculty Full-Time"/>
Personnel Subarea:	<input type="text" value="NREP Faculty"/>	Employee Subgroup:	<input type="text" value="Faculty"/>

[Prev Page](#) [Prev Step](#) [Next Step](#) [Next Page](#) [Exit](#)

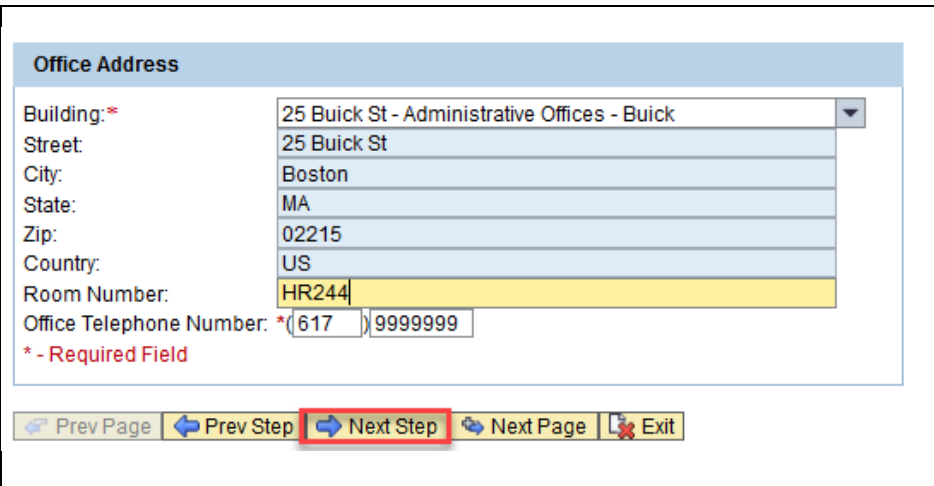
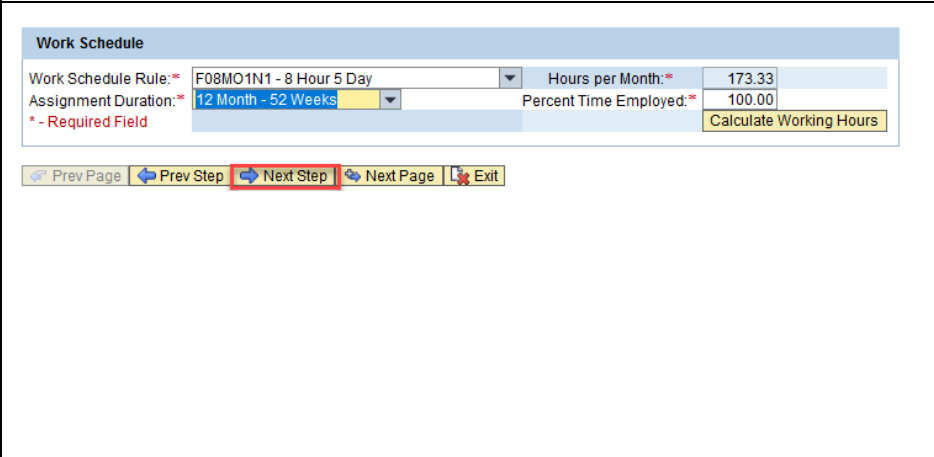
8. The Position’s details are displayed in the **Position Information** section. Click on the “**Hire Reason**” drop-down to select the appropriate reason

9. Click on **Next Step**

Hiring Faculty-Quick Reference Guide

<div> <div>Personal Data</div> <div> <div>First name:* MELODY</div> <div>Middle name:</div> <div>Last name:* QUEEN</div> <div>Suffix: N/A</div> </div> <div> <div>Date of Birth:* 08/30/1960</div> <div>Gender: * <input type="radio"/> Male <input checked="" type="radio"/> Female</div> <div>Country of Citizenship:* US-USA</div> <div>Social Security Number:* ***-**-4578</div> </div> <div>* - Required Field</div> <div> <div>Prev Page</div> <div>Prev Step</div> <div>Next Step</div> <div>Next Page</div> <div>Exit</div> </div> </div>	<p>10. In the Personal Data section, all the fields marked with a red asterisk are required fields. Enter First name, Date of Birth (mm/dd/yyyy format), Gender, Last name and Country of Citizenship</p> <p>11. Click on Next Step</p>
<div> <div>Home Address</div> <div> <div>House Number and Street:* 1 Main St</div> <div>City:* Sharon</div> <div>State:* MA - Massachusetts</div> <div>Zip Code:* 02067</div> <div>Country:* US-USA</div> <div>Home Telephone Number: ()</div> <div>Personal Email:* MELODY.QUEEN@GMAIL.COM</div> </div> <div>* - Required Field</div> <div> <div>Prev Page</div> <div>Prev Step</div> <div>Next Step</div> <div>Next Page</div> <div>Exit</div> </div> </div>	<p>12. In the Home Address section, enter information in all the fields marked with a red asterisk such as the House Number and Street, City, State, Zip Code, Country and Personal Email.</p> <p>NOTE: For employees with foreign addresses, enter the US address and submit a request to hrrsys@bu.edu to update the address in SAP</p> <p>13. Click on Next Step</p>

Hiring Faculty-Quick Reference Guide

 <p>Office Address</p> <p>Building:* 25 Buick St - Administrative Offices - Buick</p> <p>Street: 25 Buick St</p> <p>City: Boston</p> <p>State: MA</p> <p>Zip: 02215</p> <p>Country: US</p> <p>Room Number: HR244</p> <p>Office Telephone Number: *(617) 9999999</p> <p>* - Required Field</p> <p>Prev Page Prev Step Next Step Next Page Exit</p>	<p>14. In the Office Address section, use the drop-down to select the Building address and enter the Office Telephone number</p> <p>15. Click on Next Step</p>
 <p>Work Schedule</p> <p>Work Schedule Rule:* F08MO1N1 - 8 Hour 5 Day Hours per Month:* 173.33</p> <p>Assignment Duration:* 12 Month - 52 Weeks Percent Time Employed:* 100.00</p> <p>* - Required Field</p> <p>Calculate Working Hours</p> <p>Prev Page Prev Step Next Step Next Page Exit</p>	<p>16. In the Work Schedule section, the work schedule, hours per month, percent time employed and assignment duration are automatically displayed. To change the work schedule, choose the appropriate work schedule from the drop-down and enter assignment duration by choosing the appropriate duration from the drop-down. If you change the percent time employed, click on Calculate Working Hours</p> <p>17. Click on Next Step</p>

Hiring Faculty-Quick Reference Guide

Basic Pay

Pay Scale Type: Faculty

Pay Scale Area: Boston

Pay Scale Group: FACULTY

Pay Scale Level: 0.00

Payroll Accounting Area: Monthly Payroll

Monthly Per Pay Period Amount: 10,000.00

Estimated Annual Salary: 120,000.00

Calculate Annual Salary

Mail Code: PER00-HUMAN RESRCES

Prev Page

Prev Step

Next Step

Next Page

Exit

Cost Distribution

Reason: No Change

Reset Value

Delete Row

Cost Center	Order Number	WBS Element	Percentage	End Date
1170120000			100.00	12/31/9999
			0.00	
			0.00	

Total Percentage: 100.00

Prev Page

Prev Step

Next Step

Next Page

Exit

Hiring Faculty-Quick Reference Guide

Recurring Payments

Wage Type	Amount	Cost Center	Internal Order	WBS Element	EndDate
2109 Overbase-Research-	2500	1170120000			06/30/2018
	0.00				12/31/9999
	0.00				12/31/9999
	0.00				12/31/9999

Prev Page Prev Step **Next Step** Next Page Exit

27. In the **Recurring Payments** section, enter any approved payments to be paid over more than one pay period

28. Click on **Wage Type** drop-down to select the appropriate wage type (e.g. Syllabus Creation)

29. Enter **amount** per pay period

30. Enter **Cost Center/Internal Order Number/WBS Element**

31. Enter **End Date**

32. Click on **Next Step**

Additional Payments

Wage Type	Amount	Cost Center	Internal Order	WBS Element
2025 Relocation Expenses	1,000.00	1170120000		
	0.00			
	0.00			
	0.00			

Prev Page Prev Step Next Step **Next Page** Exit

33. In the **Additional Payments** Section, enter an approved **one-time payment** to be made within a single pay-period

34. Click on Wage Type drop-down to select the appropriate **wage type**

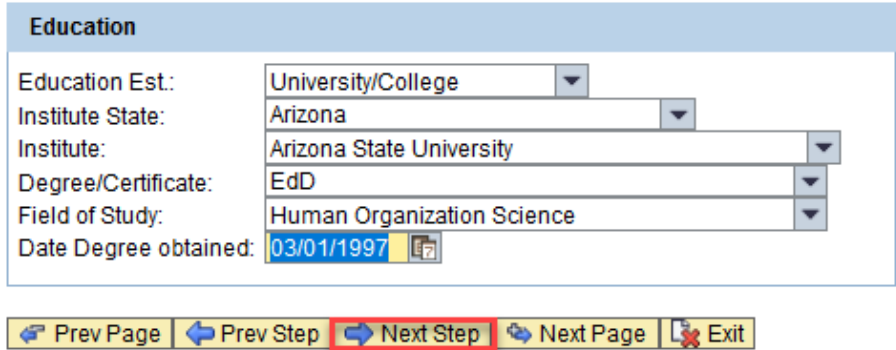
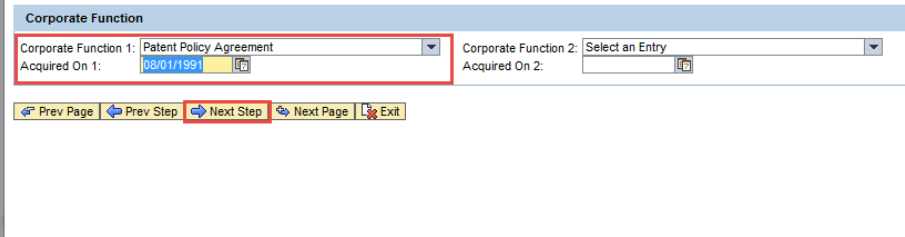
35. Enter **amount** per pay period

36. Enter **Cost Center/Internal Order #/WBS Element**

37. Enter **End Date**



38. Click on **Next Step**


Hiring Faculty-Quick Reference Guide

	<p>39. In the Education Section, enter details about the candidate's educational background</p> <p>40. Click on Education Est. drop-down and select the appropriate college/university</p> <p>41. Click on Institute State drop-down and select the state in which the institute is located</p> <p>42. Click on Degree/Certification drop-down and select the type of degree</p> <p>43. Click on Field of Study drop-down and select the field of study</p> <p>44. Enter date the degree was obtained</p> <p>45. Click on Next Step</p>
	<p>46. In the Corporate Function section, enter details about a faculty's patent policy agreement</p> <p>47. Click on Corporate Function drop-down to select the appropriate option</p> <p>48. Enter the date the patent was acquired on</p> <p>49. Repeat steps 2 and 3 if there is a second corporate function</p> <p>50. Click on Next Step</p>






Hiring Faculty-Quick Reference Guide

Dates

Adjusted Service Date: 03/01/2018  Pre SAP Prior Hire Date: 

Service Date*: 03/01/2018 

* - Required Field



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51. In the **Dates** section, click on **Adjusted Service Date** to enter the **original date of hire of an employee** who may have worked at BU earlier and is being re-hired after a break in continuous service



52. Click on **Next Step**



Additional Faculty Info


Please contact the Faculty Actions Manager for the IT9001 Data Sheet to enter the correct values in the Faculty Section.

Initial Academic Appointment Date: 03/01/2018  Position Rank Effective Date: 03/01/2018 

Full Time Hire Date: 03/01/2018  Appointment Type: Academic 

Tenure Review year:  Appointment Level: Primary 


Date of Tenure:  Covered By: Select one 



Affiliate Name: Select one 

Joint?: ☐ Yes ☒ No

Coterminous?: ☐ Yes ☒ No



Major Affiliate?: ☒ Yes ☐ No






Contract Type: Tenure 

Contract Start Date: 03/01/2018  Contract End Date: 02/28/2022 

Contract Length: 4 yrs

Active Status: ☒ Active ☐ Inactive

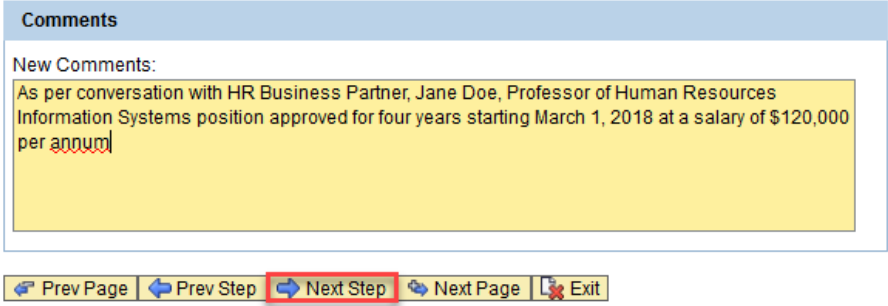
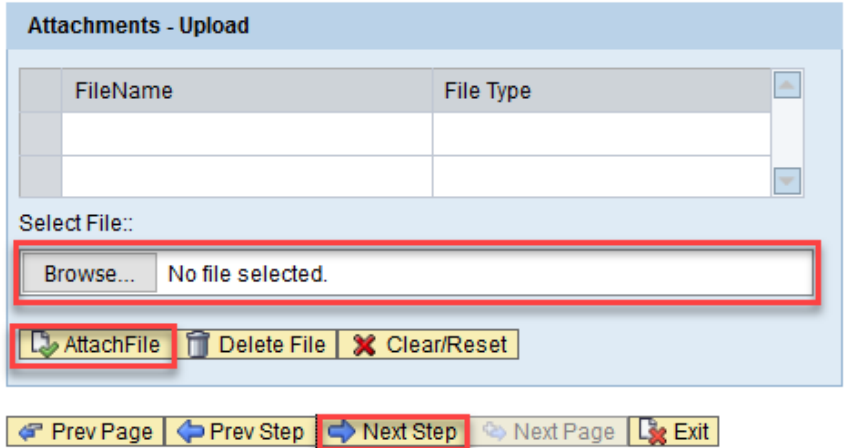
Decision: Approved  Decision Date: 02/28/2018 

 Prev Page  Prev Step  Next Step  Next Page  Exit

53. In the **Additional Faculty Info** section, enter details of the faculty contract such as **Initial Academic Appointment Date, Full-time Hire Date, Position Rank Effective Date, Appointment Type and Level, Tenure Review Year, Date of Tenure, Affiliate Name, Contract Type, Contract Start and End Date, Contract Length, Active Status, Decision and Decision Date**

54. Click on **Next Step**

Hiring Faculty-Quick Reference Guide

	<p>55. In the Comments section, enter comments about any discussion related to the position with a HR Business partner/ Compensation Analyst or Faculty Actions Manager</p> <p>56. Click on Next Step</p>
	<p>57. In the Attachments section, browse your computer to select relevant files and attach</p> <ul style="list-style-type: none"> • Signed Offer Letter • Resume/CV • Signed No Conflict of Interest document • Signed Patent Policy agreement • Appointment Letter (if finalized) • Amendment letter (if applicable) <p>If FPF, all of the above plus:</p> <ul style="list-style-type: none"> • Salary Letter • Practice Agreement <p>58. Click on Next Step</p>

Hiring Faculty-Quick Reference Guide

Overview

Date of Hire: 03/01/2018
Hire Reason: New Position

Corporate Function | Dates | **Faculty** | Attachments

Additional Faculty Info

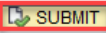


Initial Academic Appointment Date: 03/01/2018	Position Rank Effective Date: 03/01/2018
Full Time Hire Date: 03/01/2018	Appointment Type: Academic
Tenure Review year: []	Appointment Level: Primary
Date of Tenure: []	Covered By: Select one
Affiliate Name: Select one	Joint?: <input type="radio"/> Yes <input checked="" type="radio"/> No
	Coterminous?: <input type="radio"/> Yes <input checked="" type="radio"/> No
	Major Affiliate?: <input checked="" type="radio"/> Yes <input type="radio"/> No

Contract Type: Tenure	
Contract Start Date: 03/01/2018	Contract End Date: 02/28/2022
Contract Length: 4 yrs	
Active Status: Active	
Decision: Approved	Decision Date: 02/28/2018

Comments

New Comments

As per conversation with HR Business Partner, Jane Doe, Professor of Human Resources Information Systems position approved for four years starting March 1, 2018 at a salary of \$120,000 per annum

 **SUBMIT**  Edit  Cancel

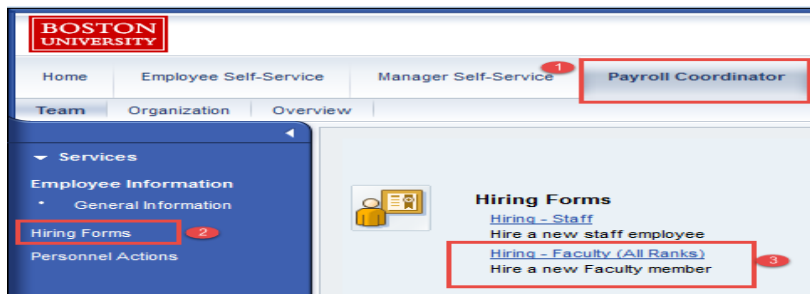
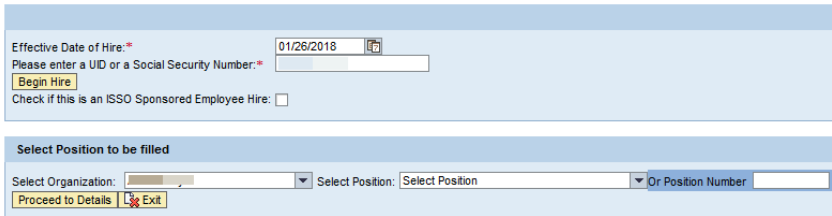
59. The **Overview** page provides you with several tabs to review the data that you entered. Click on each tab to review/edit the data before you submit the form

60. Click on **Submit** to submit the form for approval via workflow. Track your submission via a Request tracker. You will receive a notification when the form completes approvals in the workflow

Congratulations! You have successfully submitted a faculty hire/re-hire form. If the submitted form completes approvals successfully, the status changes to “Completed” and the employee is hired into the faculty position.

Hiring Faculty-Quick Reference Guide

Creating Additional Assignment for an Existing Faculty member:

	<ol style="list-style-type: none"> 1. Log on to BUworks Central https://ppo.buw.bu.edu 2. Select the Manager Self Service OR Payroll Coordinator tab depending on your privileges 3. Click on Hiring Forms 4. Click on Hiring – Faculty (All Ranks)
<p>Hire Selection</p> 	<ol style="list-style-type: none"> 5. Enter the Effective date of hire for additional assignment and BUID of an existing faculty member and click on Begin Hire 6. Select a Department from the “Select Organization” drop-down. Select a position from the “Select Position” drop-down. You may also directly enter Position number 7. Click on Proceed to Details

Hiring Faculty-Quick Reference Guide

Additional Faculty Info

Please contact the Faculty Actions Manager for the IT9001 Data Sheet to enter the correct values in the Faculty Section

Initial Academic Appointment Date:
 Full Time Hire Date:
 Tenure Review year:
 Date of Tenure:
 Affiliate Name:

Position Rank:
 Effective Date:
 Appointment Type:
 Appointment Level:
 Covered By:
 Joint?: ☐ Yes ☒ No
 Coterminous?: ☐ Yes ☒ No
 Major Affiliate?: ☐ Yes ☒ No

Contract Type:
 Contract Start Date:
 Contract Length:
 Active Status: ☒ Active ☐ Inactive
 Decision:
 Decision Date:

[Prev Page](#) [Prev Step](#) [Next Step](#) [Next Page](#) [Exit](#)

8. The **Additional faculty info** section is displayed. Enter details of the faculty contract such as **Initial Academic Appointment Date, Full-time Hire Date, Position Rank Effective Date, Appointment Type** (Academic or Administrative) **and Level** (Choose secondary from drop-down list), **Tenure Review Year, Date of Tenure, Affiliate Name, Contract Type, Contract Start and End Date, Contract Length, Active Status, Decision and Decision Date.**

9. Click on **Next Step**

Corporate Function

Corporate Function 1:
 Acquired On 1:
 Corporate Function 2:
 Acquired On 2:

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10. In the **Corporate Function** section, enter details about a faculty's **patent policy agreement**. Click on Corporate Function drop-down to select the appropriate option

11. Enter the **date the patent was acquired on**

12. Repeat steps 2 and 3 if there is a second corporate function. Click on **Next Step**

Comments

New Comments:

As per conversation with HR Business Partner, Jane Doe, secondary appointment as Professor of Organization and Leadership starting March 1, 2018 for a period of four years

[Prev Page](#) [Prev Step](#) [Next Step](#) [Next Page](#) [Exit](#)

13. In the **Comments** section, enter comments about any discussion with HR Business partner or Faculty Actions Manager in the New Comments section.

Hiring Faculty-Quick Reference Guide

Attachments - Upload

FileName	File Type

Select File::

No file selected.

14. In the **Attachments** section, browse your computer to select relevant files and attach

- Signed Offer Letter
- Appointment Letter

15. Click on **Next Step**

New Hire - Faculty

Overview

Date of Hire: 03/01/2018
Hire Reason: New Position

Dates **Faculty** **Attachments**

Additional Faculty Info

Initial Academic Appointment Date: 03/01/2018
Full Time Hire Date: 03/01/2018
Tenure Review year:
Date of Tenure:
Affiliate Name: Select one

Position Rank:
Effective Date: 03/01/2018
Appointment Type: Academic
Appointment Level: Secondary
Covered By: Select one
Joint?: ☐ Yes ☒ No
Coterminous?: ☐ Yes ☒ No
Major Affiliate?: ☒ Yes ☐ No

Contract Type: NTT - Non-Tenure Track (CRC)
Contract Start Date: 03/01/2018
Contract Length: 4 yrs
Active Status: Active
Decision: Approved

Contract End Date: 02/28/2022
Decision Date: 02/28/2018

Comments

New Comments

As per conversation with HR Business Partner, Jane Doe, secondary appointment as Professor of Organization and Leadership starting March 1, 2018 for a period of four years

16. The **Overview** page provides you with several tabs to review the data that you entered. Click on **Submit** to submit the form for approval via workflow. Track your submission via **Request tracker**. You will receive a notification when the form completes approvals.

Congratulations! You have successfully submitted an **additional assignment** for an existing faculty using the hire/re-hire form. When the form completes approvals successfully, the faculty acquires the additional assignment as of the specified effective hire date.

Hiring Faculty-Quick Reference Guide

Roadmap Step Definitions:

Step Name	Description
<u>Position Information</u>	The Position Information section is used to display the details about the position the employee is being hired into. This section allows for entry of the hire date and reason.
<u>Personal Data</u>	The Personal Data section provides details about the new hire such as Name, Birthdate and Gender data.
<u>Home Address</u>	The Home Address section provides input data about the employee's residence and contact information.
<u>Office Address</u>	The Office Address section provides work location details and contact information.
<u>Work Schedule</u>	The Work Schedule section allows for the selection of work schedule rules and calculates employee working time and assignment duration.
<u>Basic Pay</u>	The Basic Pay section allows for Pay Scale assignments and hourly rate calculation.
<u>Cost Distribution</u>	The Cost Distribution section allows for the cost of the new employee salary to be distributed between Cost Centers, Orders and WBS Elements.
<u>Recurring Payments</u>	The Recurring Payments section provides an area to assign payroll deductions for a variety of reasons.
<u>Additional Payments</u>	The Additional Payments section provides an area to add additional salary and compensation items.
<u>Corporate Function</u>	The Corporate Function provides an area to enter details about the function the employee performs and the date the function is assumed by the employee.
<u>Dates</u>	The Dates section provides an area to enter date specific details about the employee's service.
<u>Comments</u>	The Comments section provides a free text area to enter non-personal details about the new hire.
<u>Attachments</u>	The Attachments section can be used to upload and attach relevant documents to the new hire form.
<u>Overview</u>	The Overview section provides a tabbed view of the form attributes which can be reviewed prior to submission.