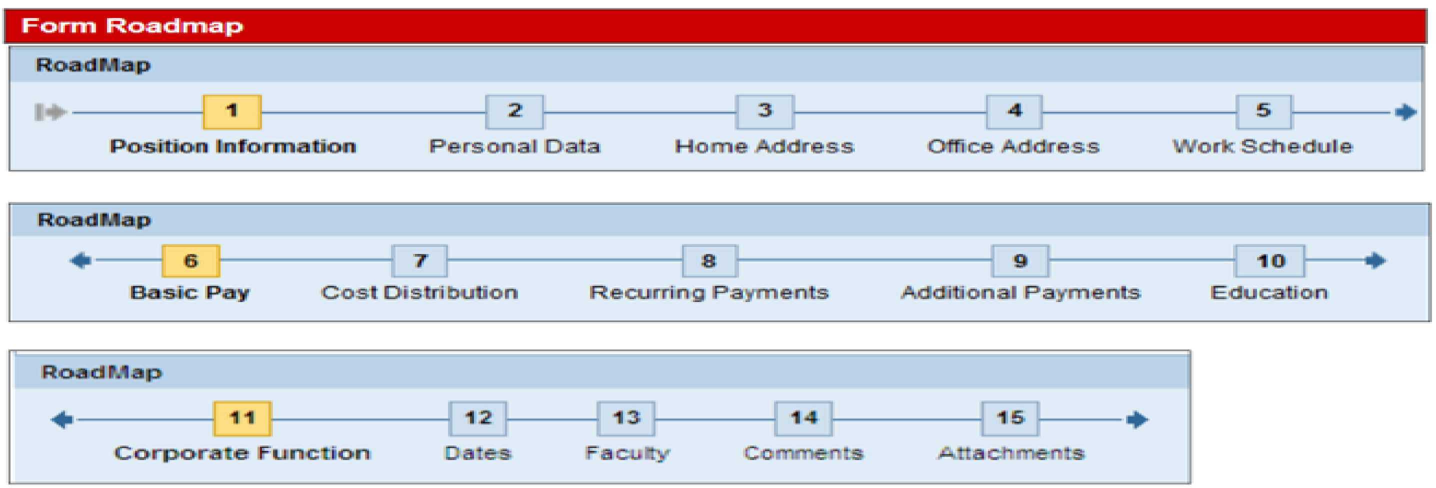
BOSTON UNIVERSITY

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.



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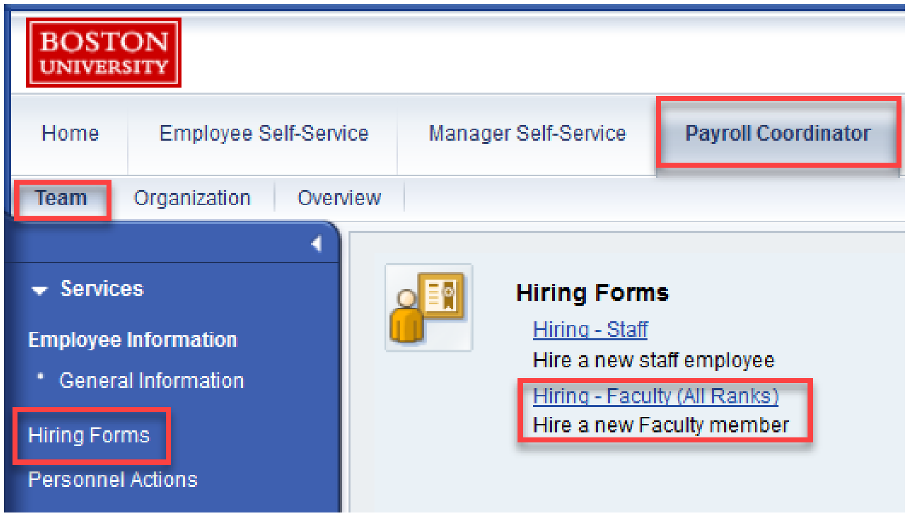
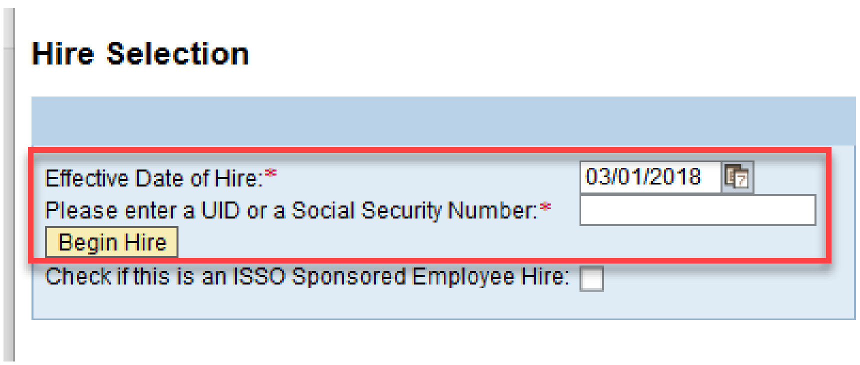


1.Log on to **BUworks Central** https://ppo.buw.bu.edu

2. Based on your privileges, you will see ***either*** the **Manager Self Service OR Payroll Coordinator** tab. Click on the tab

3. Based on your privileges, you may see one/two options:
- Hiring – Staff and/or
- Hiring – Faculty (All Ranks)

4. Click on **Hiring – Faculty (All Ranks)**



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*:*** *If it is an ISSO sponsored employee, check the ISSO sponsored employee checkbox. If you are still prompted for a SSN, enter nine 9s*

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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
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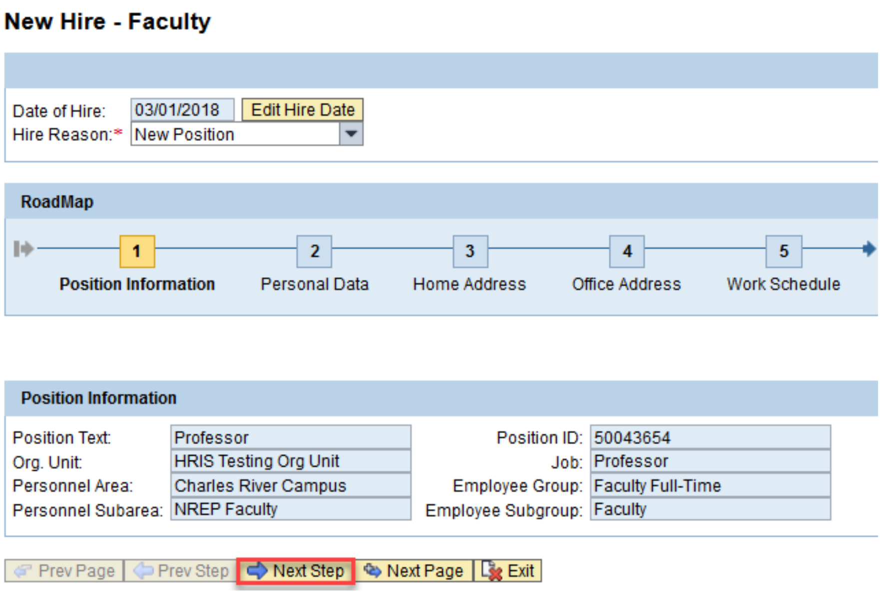

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8. The Position’s details are displayed in the Position Information section. Click on the “Hire Reason” drop-down to select the appropriate reason

9. Click on Next Step
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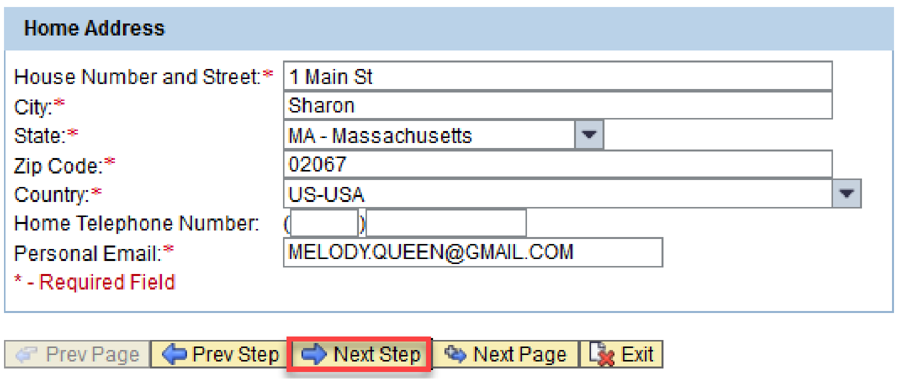
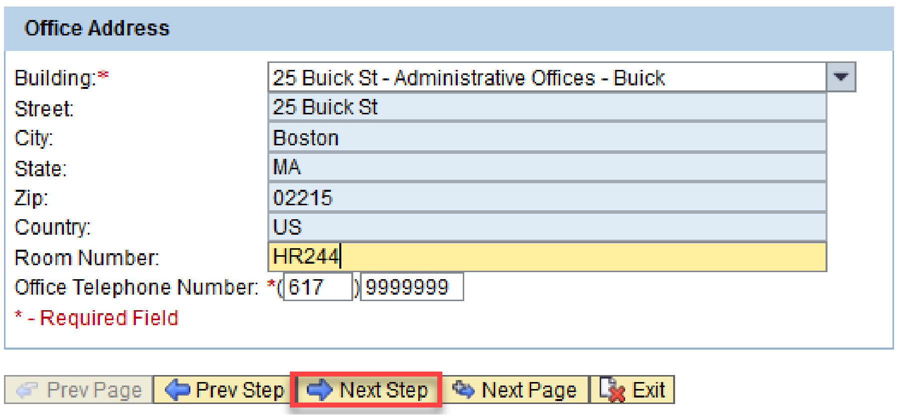
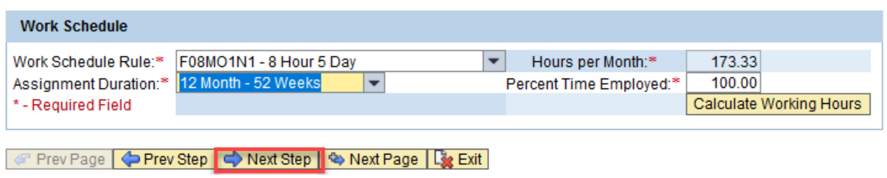
	10. In the **Personal Data** section, all the fields marked with a red asterisk are required fields. Enter **First name, Date of Birth (mm/dd/yyyy format), Gender, Last name and Country of Citizenship** 11. Click on **Next Step**
	12. In the **Home Address** section, enter information in all the fields marked with a red asterisk such as the **House Number** and **Street, City, State, Zip Code, Country** and **Personal Email**. **NOTE:** For employees with foreign addresses, enter the US address and submit a request to hrsys@bu.edu to update the address in SAP 13. Click on **Next Step**



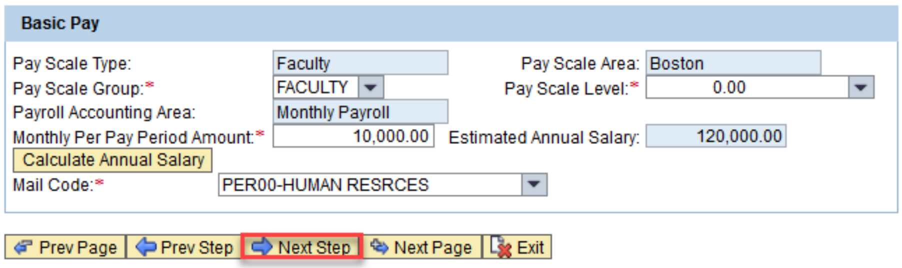
14. In the **Office Address** section, use the drop-down to select the **Building address** and enter the **Office Telephone number**

15. Click on **Next Step**



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**

17. Click on **Next Step**

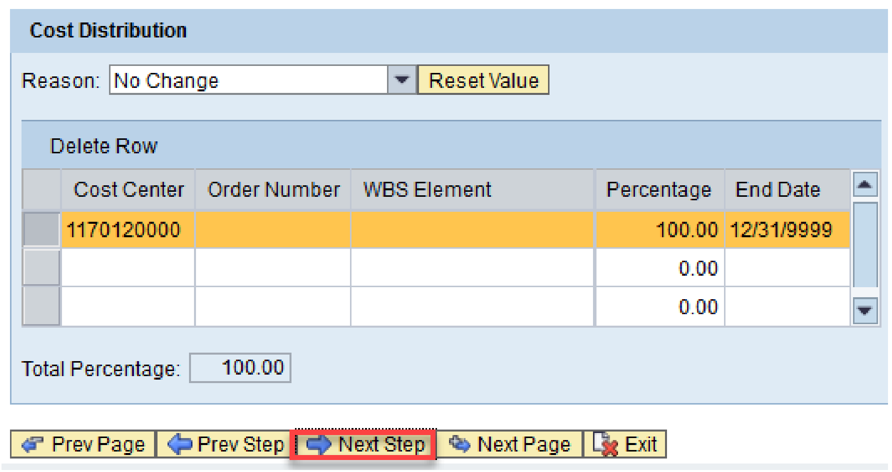


18. In the **Basic Pay** section, the **pay scale** type, **pay scale area, pay scale group**, **pay scale level and payroll accounting area** are automatically displayed. Enter the **recommended hourly salary or monthly pay per period amount**

19. Click on **Calculate Annual Salary**

20. Enter (the 5 characters long) **Mail Code** by selecting from drop-down

21. Click on **Next Step**



22. In the **Cost Distribution** section, the **Cost center**, **Order number, WBS element, percentage** and **end dates** are displayed.

To change the cost distribution:

23. Select an appropriate **reason** from the reason drop-down

24. Enter a **cost center** in the cost center column

25. If the position is grant-funded, enter a **grant number(s) in the Order number** column, with a percentage and **end date** for each entry. The distributions must add to 100%

26. Click on **Next Step**

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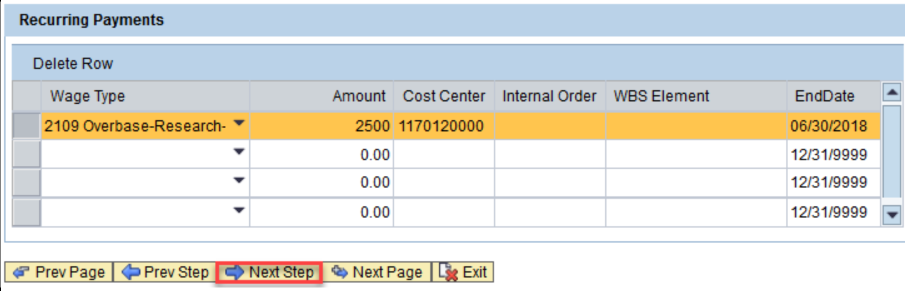


27. In the **Recurring Payments** section, enter any approved payments to be paid over more than one pay period

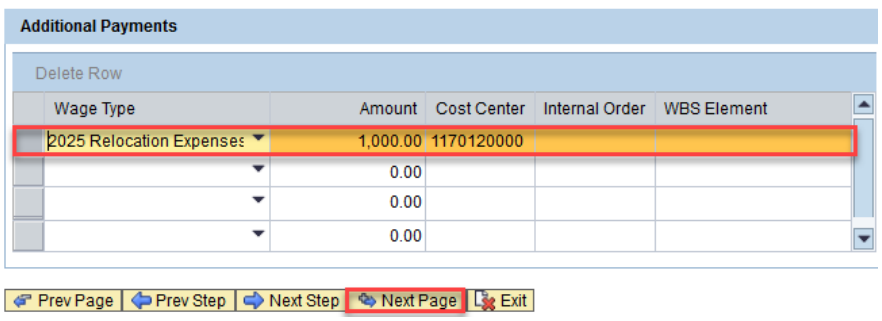
28. Click on **Wage Type** drop-down to select the appropriate wage type (e.g. Syllabus Creation)

29. Enter **amount** per pay period

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

31. Enter **End Date**

32. Click on **Next Step**



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**

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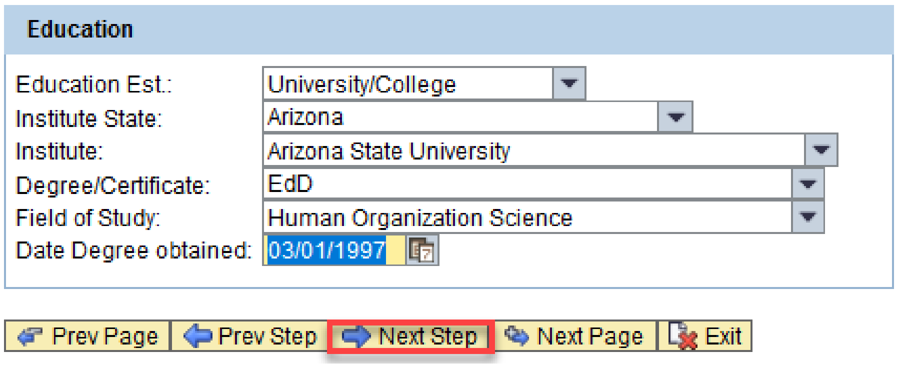
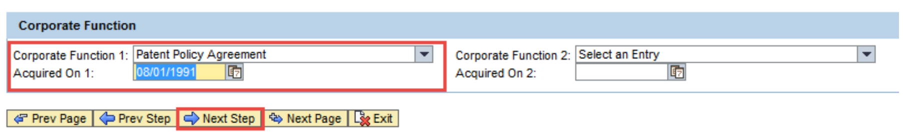
	39. In the **Education** Section, enter details about the candidate's educational background 40. Click on **Education Est**. drop-down and select the appropriate college/university 41. Click on **Institute State** drop-down and select the state in which the institute is located 42. Click on **Degree/Certification**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

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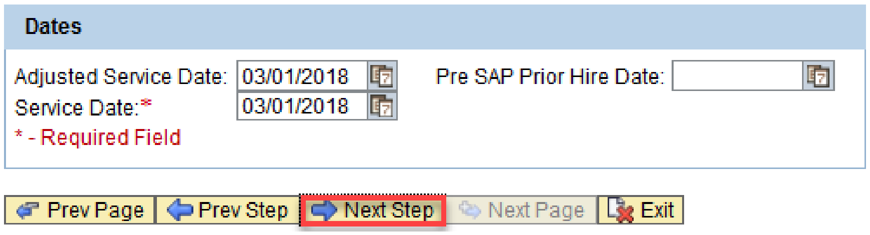

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51. In the **Dates** section, click on **Adjusted Service Date** to enter the **original date of hire of an employee** who may have worked at BU earlier and is being re-hired after a break in continuous service

52. Click on **Next Step**

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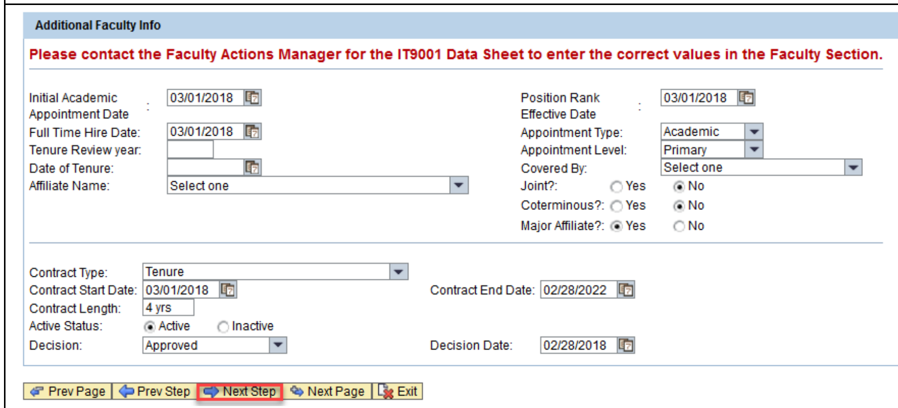

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53. In the **Additional Faculty Info** section, enter details of the faculty contract such as **Initial Academic Appointment Date, Full-time Hire Date, Position Rank Effective Date, Appointment Type and Level, Tenure Review Year, Date of Tenure, Affiliate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

54. Click on **Next Step**

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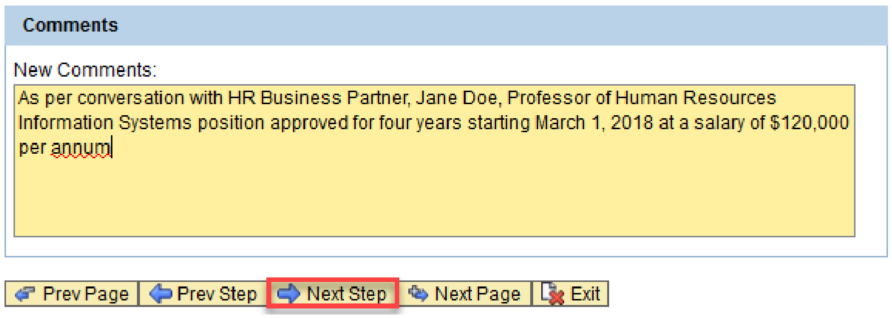
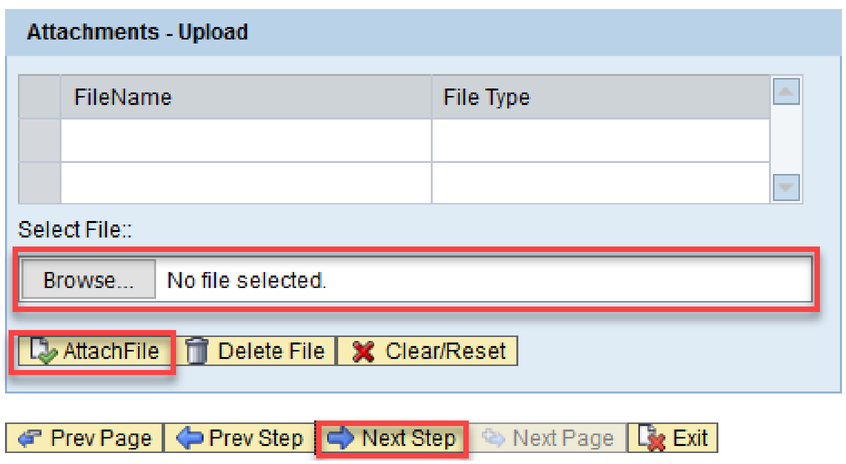


55. In the **Comments** section, enter **comments** about any discussion related to the position with a HR Business partner/ Compensation Analyst or Faculty Actions Manager

56. Click on **Next Step**



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

- Signed Offer Letter
- Resume/CV
- Signed No Conflict of Interest document
- Signed Patent Policy agreement
- Appointment Letter (if finalized)
- Amendment letter (if applicable)

If FPF, all of the above plus:

- Salary Letter
- Practice Agreement

58. Click on **Next Step**

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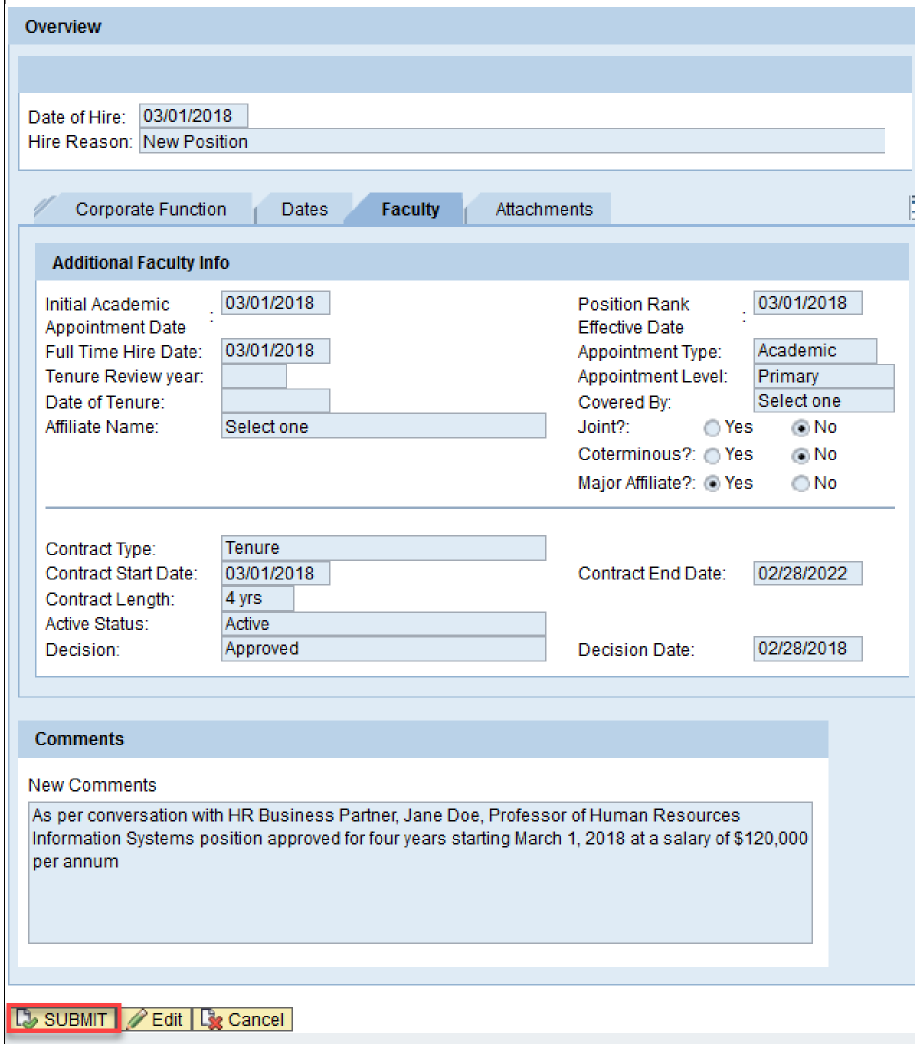

59. The **Overview** page provides you with several tabs to review the data that you entered. Click on each tab to review/edit the data before you submit the form

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.

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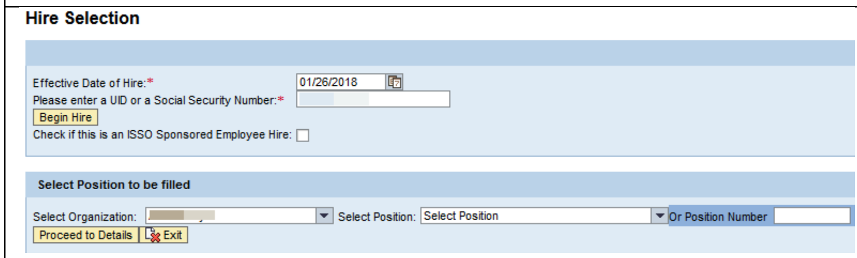
<u>Creating Additional Assignment for an Existing Faculty member</u>:

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)**



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**

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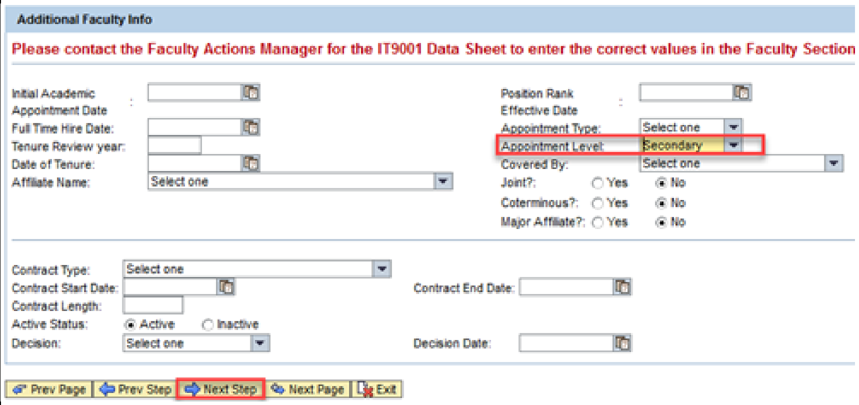
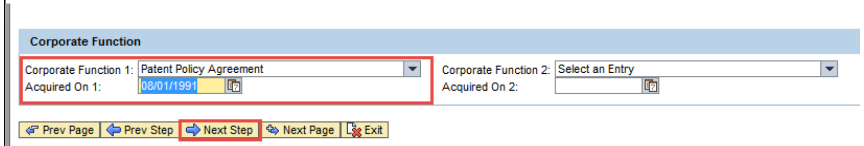
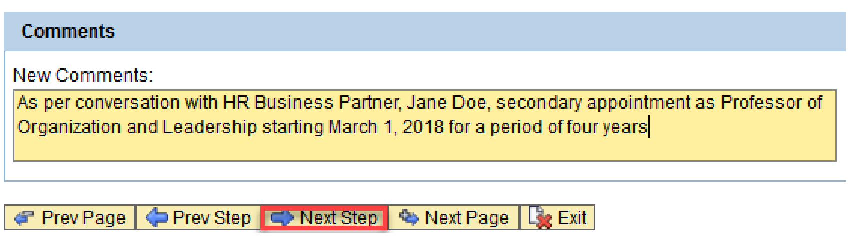
	8. The **Additional faculty info** section is displayed. Enter details of the faculty contract such as **Initial Academic Appointment Date, Full-time Hire Date, Position Rank Effective Date, Appointment Type** (Academic or Administrative) **and Level** (Choose secondary from drop-down list)**, Tenure 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**
	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**
	13. In the **Comments** section, enter comments about any discussion with HR Business partner or Faculty Actions Manager in the New Comments section.

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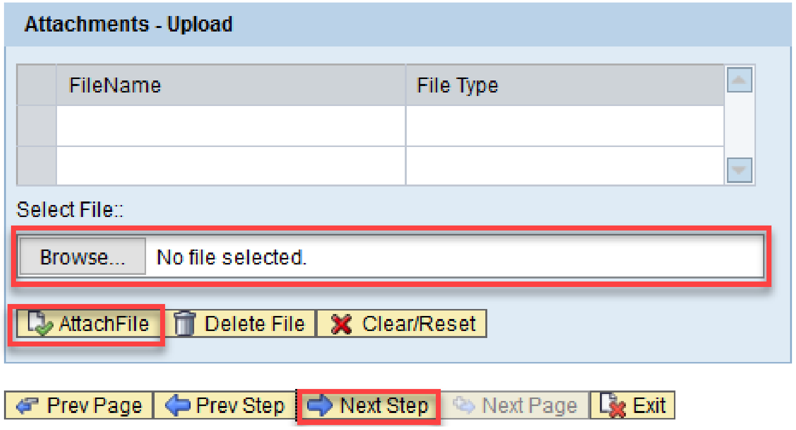
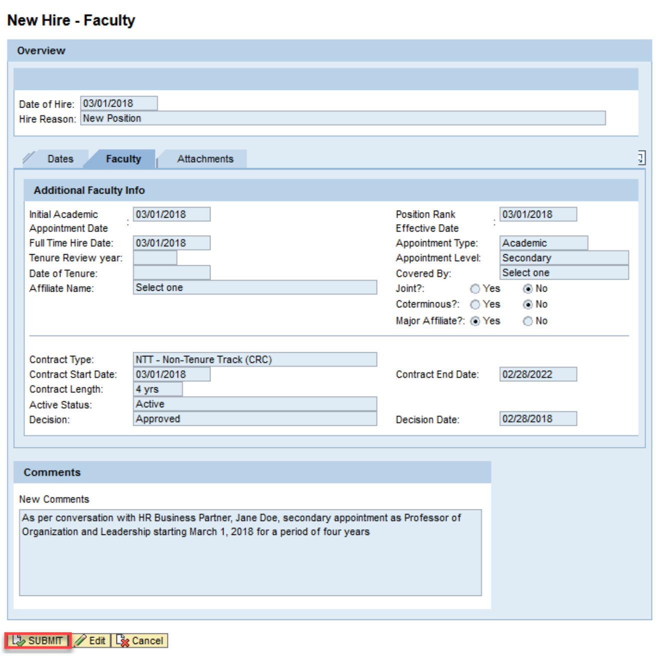


14. In the **Attachments** section, browse your computer to select relevant files and attach

- Signed Offer Letter
- Appointment Letter

15.Click on **Next Step**



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.

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Roadmap Step Definitions:

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