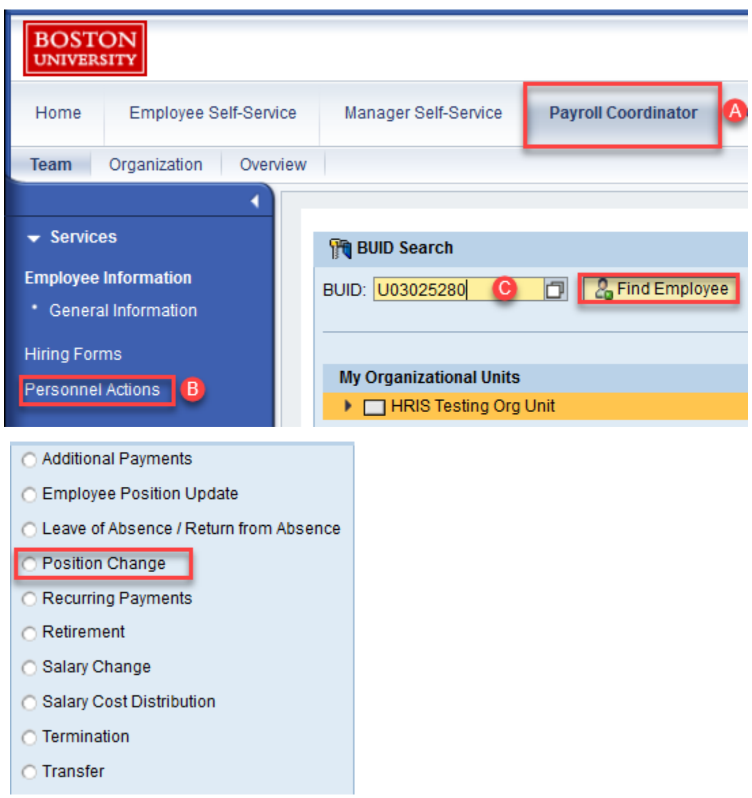
Completing a Position Change–Quick Reference Guide

Complete a Position Change form when an employee moves from one position to a different position *within the same Org Unit* for which the Manager/Payroll Coordinator of that Org. Unit has authorization.

The position that the employee is moving to must be created or maintained in Org Management (OM), through completion of a Create Position form (if the position doesn't yet exist) or Maintain Position form (if the position already exists) by the employee's receiving manager.

For Faculty Position changes, contact the Faculty Actions Manager for the IT9001 Data Sheet to enter the correct values in the Faculty Contract Information section. Additionally, if the position title is amended, then the new position title (rank) must first be in an approved status within FACTS.



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

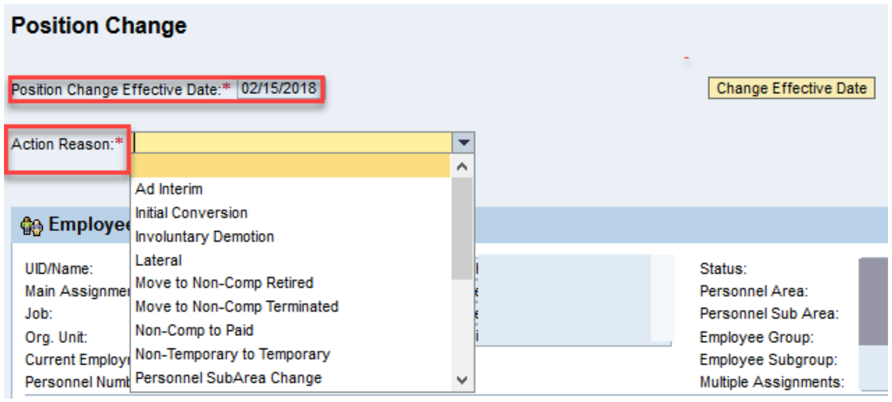
2. Based on your privileges, you will see ***either*** the **Manager Self Service OR** the **Payroll Coordinator** tab. Click on the tab

3. Click on **Personnel Actions**

4. Enter a BUID and click on **Find Employee.** Alternatively, via the My Organizational Units area of the screen, click on the black arrow to expand the Org Units. Click on the specific Org. Unit of the employee for whom you'll be initiating the Position Change. Click on the specific employee. The row gets highlighted in yellow. Click on Select Form located at the bottom of the screen

5. Click on the Position Change radio button

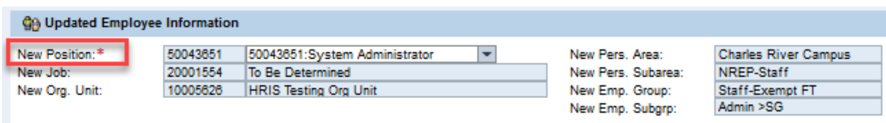
Completing a Position Change–Quick Reference Guide



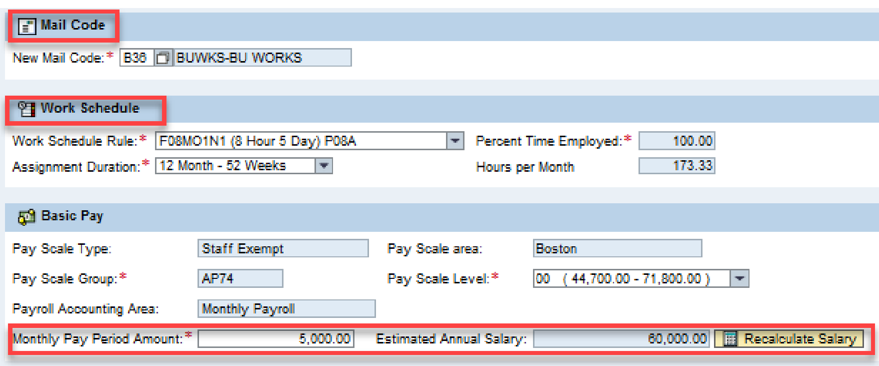
6. **Position Effective Date** – Enter the start date in new position

7. Click on **Continue Editing Form.** The form automatically expands to show details of the employee such as BUID, Personnel area, sub-area, employee group, employee sub group, employment date, status, % time employed, salary, etc.

8. **Action Reason** - Select a suitable reason for position change from the drop-down (e.g: Lateral)



9. **Updated Employee Information** - Select the vacant position the employee is moving into, using the dropdown menu in **New Position.** The form expands and related position details are filled in automatically



10. **Mail Code -** Select the new mail code from the drop-down

11. **Percent Time** - Using a 2-decimal entry, enter the **percent time** of employment (e.g. 100.00)

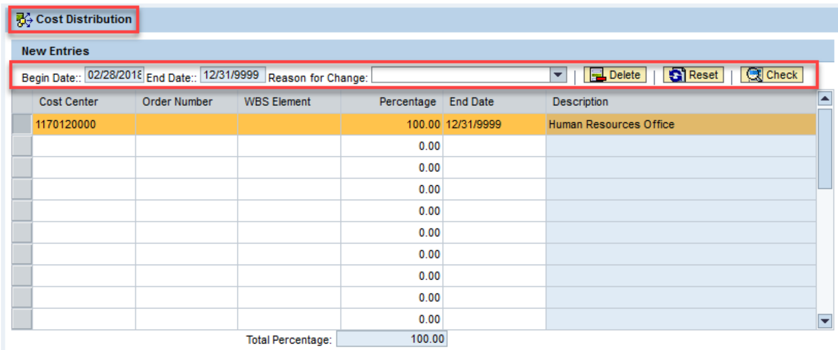
12. **Assignment duration** – Enter the duration of assignment (e.g. 9 Month – 39 weeks) from the drop-down

13. **Pay Scale Level** - Select the appropriate **Pay Scale Level** from the drop-down. Click on **Recalculate Salary** to see how the changes impact salary

14. The **Monthly Pay Period Amount (or Hourly Rate)** is pre-populated. Confirm the value is accurate

BOSTON UNIVERSITY

Completing a Position Change–Quick Reference Guide



15. **Cost Distribution** - If there are any changes to be made for cost distributions, select the appropriate reason via the **Reason For Change** drop-down (e.g. *Funding Changes*). As always, distributions must total to 100%

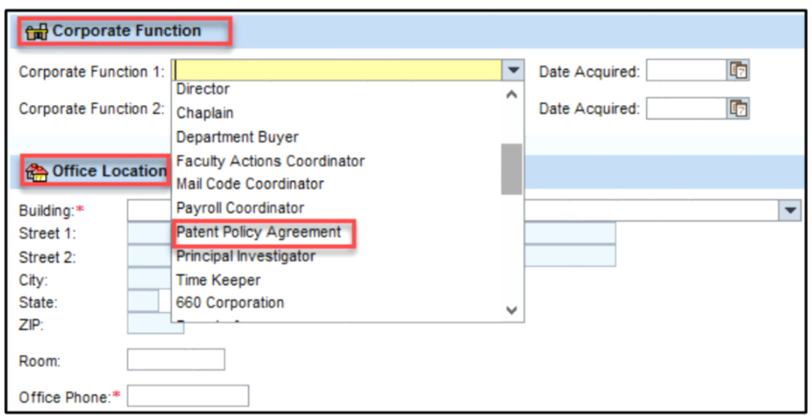
The **Begin Date** is driven by the Date of Action of the Position Change that you entered as the **Effective Date**

The **Delete** button allows you to delete a distribution

The **Reset** button allows you to restore the distribution settings to how they initially appeared on the form prior to changes you made

The **Check** button allows you to check for formatting of entries (*e.g. it will insert .00 if you entered a percentage as simply 25, so that it's updated to a correct format of 25.00*)

To take the above actions, Click the Selection button for the distribution line you wish to take action on and then click on one of the three buttons **Delete, Reset or Check**



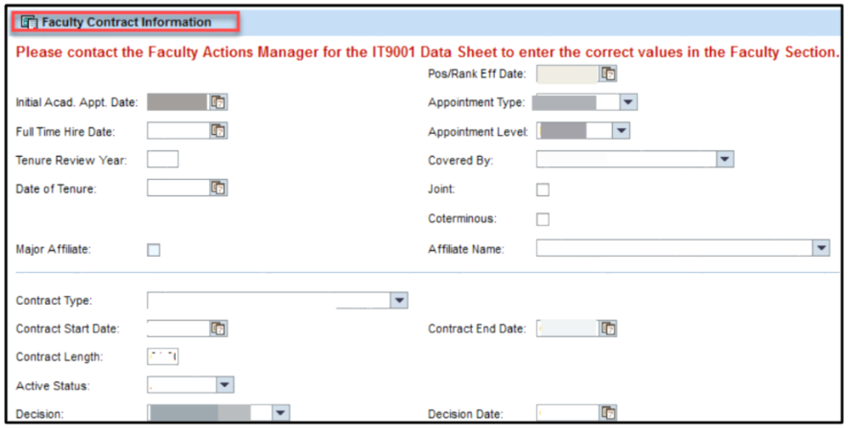
16. **Corporate Function 1** – (Optional) Select the option labeled Patent Policy Agreement from the drop-down

17. **Date Acquired** – (Optional) Select the date that the Patent Policy Agreement was received from the employee.

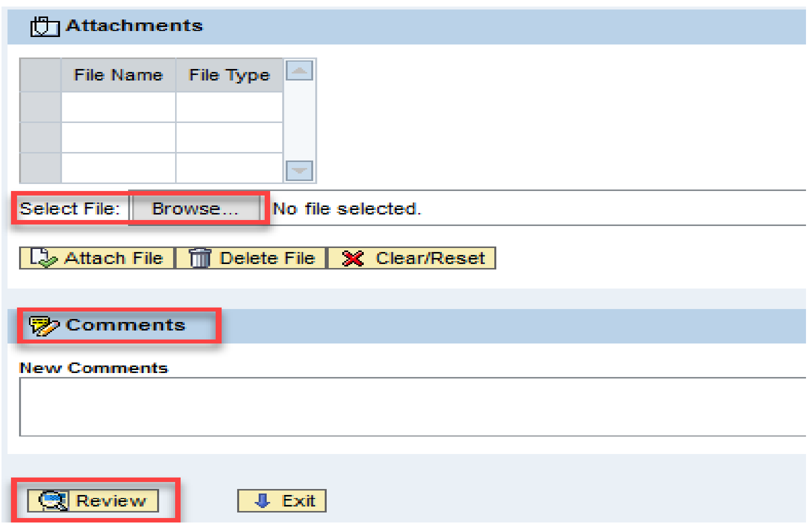
NOTE: If there is additional corporate function information to enter, enter it in the **Corporate Function 2** field

18. **Office Location** - Enter the appropriate building address and office phone for work location

Completing a Position Change–Quick Reference Guide



19. For Faculty members, you must contact the Faculty Actions Manager for the IT9001 Data Sheet. This will allow you to enter the correct values in the **Faculty Contract Information** section of the form



20. **Attachments** - Attach relevant backup documentation such as offer letter

21. **Comments** - Provide a meaningful comment about the position change in the Comments section

22. Click on **Review** to review entries.

23. If the data is accurate and there are no errors, click on **Submit.** Track your submission via the **Request Tracker**