

Introduction

Process and Trigger

Perform this procedure to hire a Boston University (BU) Temporary (Casual) or Non-Compensated employee into a position that has already been created and approved via an Organizational Management (OM) action.

Prerequisites

- All employees at BU are hired and assigned into positions.
- Complete the [Create Position Form](#) to create and fill a position which doesn't currently exist within your organizational structure.
- Complete the Maintain Position Form if you plan on backfilling an existing position vacated by a departed BU employee. This flags the position as “available for hire”, so that another employee can be hired into it.
- There is a Workflow approval process for OM Forms. Keep the timing of your request in mind as you cannot perform the Hire Action via Personnel Administration (PA) until the OM Form is approved. Refer to the OM Quick Reference Guides for instructions on creating and maintaining positions.
- The position for the hire must be created and vacant prior to the new hire being assigned into the position.
- Before starting the Hire transaction, confirm that no employee is currently assigned into the position in OM.

Menu Path


Use the following menu path to begin this transaction:

BUworks Central ➔ Manager Self-Service or Payroll Coordinator ➔ Team ➔ Hiring Forms ➔ Hiring-Staff

Transaction

None

Tips and Tricks

- At times you may need to use your scroll bar to view additional information.
- Prior to completing the Hire Form, determine the Organizational Unit the new hire will be hired into.
- The forms do not have a "Save" function that allows you to leave the form and complete it at a later time. Best practice is that once you start the form, you need to complete the form or the work you have completed will be lost.
- If you are unsure of what Job Code to enter into the form, use 20001554 (To Be Determined, TBD). Compensation will assign the correct Job Code when they review the Maintain Position Form via Workflow approval.
- You can use the Drop-down button  located to the right of the entry fields to select the appropriate data needed for that field.

When completing a Hire Form, the headers display how the employee is being entered into SAP as a hire. For example, depending on the Hire type selected, the headers will display as follows:

New Hire – Staff Temporary: This header displays when an employee is hired for the first time into SAP. You will see New Hire – followed by the description of type of employee, such as “BU Temporary” (also known as Casual)

Re-Hire – Staff: This header displays when you rehire an employee who already has a record and Personnel Number in SAP. You will see Rehire – followed by the description of type of employee, such as Staff.

Additional Assignment – Staff: This header displays when adding an Additional Assignment to an employee. Additional Assignments are primarily used for Faculty employees that have more than one position/appointment (also known as Concurrent Employment). **IF “ADDITIONAL ASSIGNMENT” APPEARS WHEN HIRING A CASUAL OR NON-COMPENSATED STAFF EMPLOYEE, CLOSE OUT OF THE HIRE FORM AND CONTACT CENTRAL HR IMMEDIATELY.**

Procedure

Start the transaction using the above menu path.

Hire Selection

Please enter a UID or a Social Security Number:
585132356

From the **Hire Selection** screen, enter a **UID** or **Social Security Number** and click the **Begin Here** button .

Hire Selection

Please enter a UID or a Social Security Number:
585132356

Select Position to be filled

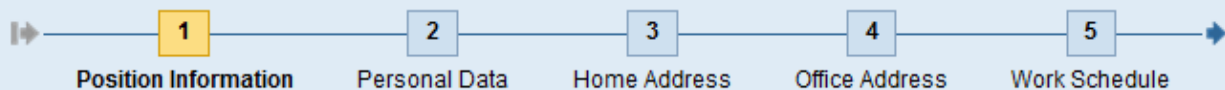
Select Organization: CARS Select Position: 50026021-Administrator Coordinator, Casual Or Position Number

From the **Selection Position to be filled** area, select an **Organization** and **Position** to hire the employee into. Use the **Drop-down** button to make your selection.

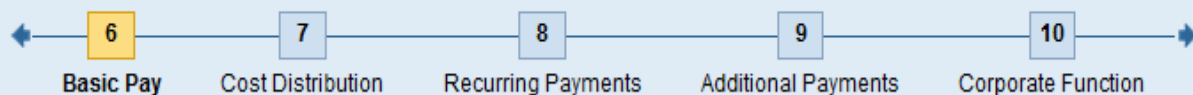
Review the **Form Roadmap** below for the **Hire** process.

Form Roadmap

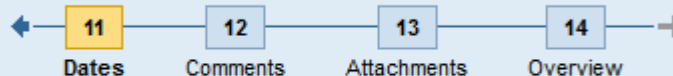
RoadMap



RoadMap



RoadMap





Dates

There are 14 steps to the **Staff Hire Form**. To navigate to the desired step in the Work Instruction, click on the Step Name link below.

| # | Step Name | Description |
|----|---|--|
| 1 | <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. |
| 2 | <u>Personal Data</u> | The Personal Data section provides details about the new hire such as Name, Birthdate and Gender data. |
| 3 | <u>Home Address</u> | The Home Address section provides input data about the employee's residence and contact information. |
| 4 | <u>Office Address</u> | The Office Address section provides work location details and contact information. |
| 5 | <u>Work Schedule</u> | The Work Schedule section allows for the selection of work schedule rules and calculates employee working time and assignment duration. |
| 6 | <u>Basic Pay</u> | The Basic Pay section allows for Pay Scale assignments and hourly rate calculation. |
| 7 | <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. |
| 8 | <u>Recurring Payments</u> | The Recurring Payments section provides an area to assign payroll deductions for a variety of reasons. |
| 9 | <u>Additional Payments</u> | The Additional Payments section provides an area to add additional salary and compensation items. |
| 10 | <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. |
| 11 | <u>Dates</u> | The Dates section provides an area to enter date specific details about the employee's service. |
| 12 | <u>Comments</u> | The Comments section provides a free text area to enter non-personal details about the new hire. |
| 13 | <u>Attachments</u> | The Attachments section can be used to upload and attach relevant documents to the new hire form. |
| 14 | <u>Overview</u> | The Overview section provides a tabbed view of the form attributes which can be reviewed prior to submission. |

1 Position Information

New Hire - Staff Temporary

Date of Hire: * 05/18/2012 
Hire Reason: * New Position 






RoadMap



1 2 3 4 5

Position Information Personal Data Home Address Office Address Work Schedule

Position Information

| | | | |
|--------------------|-----------------------------------|--------------------|--------------------|
| Position Text: | Administrator Coordinator, Casual | Position ID: | 50026021 |
| Org. Unit: | CARS | Job: | Casual |
| Personnel Area: | Charles River Campus | Employee Group: | Staff-NonExempt FT |
| Personnel Subarea: | NREP-Staff | Employee Subgroup: | Temporary Employee |



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| Action | Field | R/O/C | Description |
|---|--------------|-------|---|
| Select | Date of Hire | R | The date when the employee begins work at Boston University (BU). |
| Select | Hire Reason | R | The reason for the new hire. Click the Drop-down  in the Hire Reason: field. |
| Click  Next Step to proceed. | | | |

Return to [Form Roadmap](#) above

2 Personal Data




New Hire - Staff Temporary

Date of Hire: * 05/18/2012 
Hire Reason: * New Position 






RoadMap



1 2 3 4 5
Position Information Personal Data Home Address Office Address Work Schedule

Personal Data

First name: * James
Middle name:
Last name: * Coleman
Suffix: N/A 
Date of Birth: * 07/01/1980 
Gender: * ☒ Male ☐ Female
Country of Citizenship: * US-USA 
Social Security Number: * ***-**-2356

* - Required Field



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| Action | Field | R/O/C | Description |
|---|------------------------|-------|--|
| Enter | First Name | R | Employee first name. |
| Enter | Last Name | R | Employee last name. |
| Enter | Date of Birth | R | Employee date of birth. |
| Select | Gender | R | Employee gender. Select the radio button <input type="radio"/> to designate the employee's Gender. |
| Select | Country of Citizenship | R | Employee country of citizenship. Click the Drop-down  in the Country of Citizenship: field. |
| Click  Next Step to proceed. | | | |

Return to [Form Roadmap](#) above

3 Home Address



New Hire - Staff Temporary






Date of Hire: * 05/18/2012 
Hire Reason: * New Position 




RoadMap

1 2 3 4 5
Position Information Personal Data **Home Address** Office Address Work Schedule

Home Address

House Number and Street: * 1234 Cherry Ln.
City: * Boston
State: * MA - Massachusetts 
Zip Code: * 02215
Country: * US-USA 
Home Telephone Number: (617) 933-3456
Personal Email:
* - Required Field



 Prev Page  Prev Step  Next Step  Next Page  Exit

| Action | Field | R/O/C | Description |
|---|--------------------------|-------|---|
| Enter | House Number and Street: | R | Employee street address of residence. |
| Enter | City | R | Employee city of residence. |
| Select | State | R | Employee state of residence. Click the Drop-down  in the State: field. |
| Enter | Zip Code: | R | Employee zip code of residence. |
| Enter | Country | R | Employee country of residence. Click the Drop-down  in the Country: field. |
| Select | Home Telephone Number: | R | Employee home phone number. |
| Click  Next Step to proceed. | | | |

Return to [Form Roadmap](#) above

4 Office Address


New Hire - Staff Temporary

Date of Hire: * 05/18/2012 
Hire Reason: * New Position 






RoadMap




1 2 3 4 5
Position Information Personal Data Home Address **Office Address** Work Schedule

Office Address

Building: * 120 Ashford St - Facilities Mgnt, Mail Services 
Street: 120 Ashford St
City: Boston
State: MA
Zip: 02215
Country: US
Room Number:
Office Telephone Number: * (617) 933-1234

* - Required Field



 Prev Page  Prev Step  Next Step  Next Page  Exit

| Action | Field | R/O/C | Description |
|---|--------------------------|-------|---|
| Select | Building | R | Work location building. Click the Drop-down  in the Building: field. |
| Select | Office Telephone Number: | R | <p>Telephone number of the employee work location.</p> <p> It is required to enter an office telephone number for an employee. If the employee does not have an assigned office telephone number, then enter the Department's office telephone number.</p> |
| Click  Next Step to proceed. | | | |

Return to [Form Roadmap](#) above

5 Work Schedule



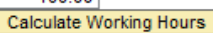
New Hire - Staff Temporary



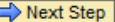
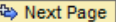

Date of Hire: * 05/18/2012 
Hire Reason: * New Position 


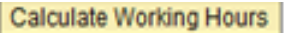
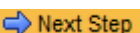
RoadMap

1 2 3 4 5
Position Information Personal Data Home Address Office Address **Work Schedule**

Work Schedule

Work Schedule Rule: * C24FLEX - 8 Hour Flex Schedule  Hours per Week: * 40.00
Assignment Duration: * 2.1 Month - 9 Weeks  Percent Time Employed: * 100.00
* - Required Field 



    

| Action | Field | R/O/C | Description |
|---|---|-------|--|
| Select | Assignment Duration | R | Time that the employee will be in the assignment. Click the Drop-down  in the Assignment Duration: field. |
| Enter | Percent Time Employed | R | Click in the Percent Time Employed: field and highlight 100.00 to override the percentage. |
| Click |  | | Calculates the Hours per Week based on the Percent Time Employed entry. |
| Click  to proceed. | | | |

Return to [Form Roadmap](#) above

6 Basic Pay



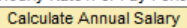

New Hire - Staff Temporary

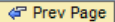
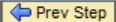
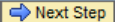
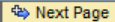

Date of Hire: * 05/18/2012 
Hire Reason: * New Position 

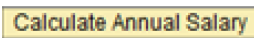

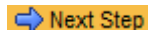
RoadMap

← **6** 7 8 9 10 →
Basic Pay Cost Distribution Recurring Payments Additional Payments Corporate Function

Basic Pay

Pay Scale Type: Staff Non-exempt Pay Scale Area: Boston
Pay Scale Group: * GR26  Pay Scale Level: * L01 18.10 
Payroll Accounting Area: Weekly Payroll
Hourly Rate /Per Pay Period Amount: * 15.0000 Estimated Annual Salary: 5,400.00

Mail Code: * ACDMY-BU ACADEMY 



    

| Action | Field | R/O/C | Description |
|---|--|-------|--|
| Enter | Hourly Rate / Per Pay Period Amount: | R | Recommended hourly salary. |
| Click |  | | The Calculate Annual Salary on New Hire Forms calculates the regular hours based on the work schedule selected and percent time input and provides an Estimated Annual Salary. |
| Select | Mail Code | R | Mail code designates where the employee's check will be sent. Click the Drop-down  in the Mail Code: field. |
| Click  to proceed. | | | |

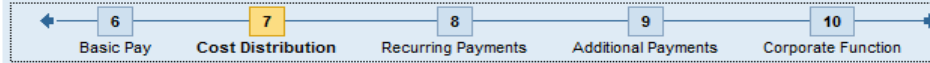
Return to [Form Roadmap](#) above

7 Cost Distribution

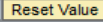
New Hire - Staff Temporary

Date of Hire: * 05/18/2012 
Hire Reason: * New Position 

RoadMap


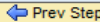









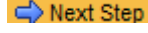
Cost Distribution

Reason: No Change  

|  | | | | |
|---|--------------|-------------|------------|------------|
| Cost Center | Order Number | WBS Element | Percentage | End Date |
| 1128880000 | | | 100.00 | 12/31/9999 |
| | | | 0.00 | |
| | | | 0.00 | |
| | | | 0.00 | |
| | | | 0.00 | |
| | | | 0.00 | |
| | | | 0.00 | |
| | | | 0.00 | |
| | | | 0.00 | |
| | | | 0.00 | |

Total Percentage: 100.00

| Action | Field | R/O/C | Description |
|---|-------------|-------|---|
| Select | Reason | O | Reason for changing the cost distribution. Click the Drop-down  and select the reason for the Cost Center change.  The Cost Distribution (Cost Center) will automatically populate into the Cost Center field based on the Organizational Unit/Position that was selected. |
| Enter | Cost Center | O | An organizational unit or activity within a controlling area that represents a clearly delimited location where revenue and costs occur. Select the Row and enter the appropriate information in the Cost Center.  Additionally, costs can be distributed to an Internal Order or WBS Element. |
| Enter | Percentage | O | Percentage of cost distribution. The total percentage must equal 100  In addition, you must enter an End Date for each Cost Distribution entered. |
| Click  to proceed. | | | |

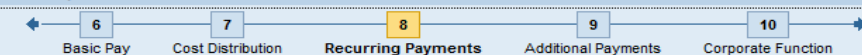
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8 Recurring Payments










New Hire - Staff Temporary




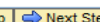


Date of Hire: * 05/18/2012 
Hire Reason: * New Position 



RoadMap



Recurring Payments

| Wage Type | Amount | Cost Center | Internal Order | WBS Element | EndDate |
|---|--------|-------------|----------------|-------------|------------|
|  | 0.00 | | | | 12/31/9999 |
|  | 0.00 | | | | 12/31/9999 |
|  | 0.00 | | | | 12/31/9999 |
|  | 0.00 | | | | 12/31/9999 |
|  | 0.00 | | | | 12/31/9999 |
|  | 0.00 | | | | 12/31/9999 |
|  | 0.00 | | | | 12/31/9999 |
|  | 0.00 | | | | 12/31/9999 |
|  | 0.00 | | | | 12/31/9999 |

| Action | Field | R/O/C | Description |
|---|--------------------|-------|--|
| Select | Recurring Payments | O | <p>Recurring payments are wage elements which are paid or deducted in every payroll period.</p> <p> Examples of recurring payments include rental allowance, teaching an academic course, temporary assignment or vehicle allowance, etc. Recurring payments are paid or deducted within a defined periodicity.</p> |
| Click  to proceed. | | | |

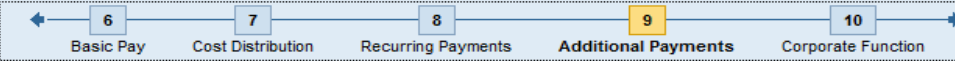
Return to [Form Roadmap](#) above

9 Additional Payments

New Hire - Staff Temporary






Date of Hire: * 05/18/2012 
Hire Reason: * New Position 


RoadMap



Additional Payments

| Delete Row | | | | | |
|------------|--------|-------------|----------------|-------------|--|
| Wage Type | Amount | Cost Center | Internal Order | WBS Element | |
| | 0.00 | | | | |
| | 0.00 | | | | |
| | 0.00 | | | | |
| | 0.00 | | | | |
| | 0.00 | | | | |
| | 0.00 | | | | |
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| | 0.00 | | | | |
| | 0.00 | | | | |



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| Action | Field | R/O/C | Description |
|---|---------------------|-------|--|
| Select | Additional Payments | R | Additional payments can be created at any time for multiple reasons, such as bonus payments or a one-time deduction. |
| Click  Next Step to proceed. | | | |

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10 Corporate Function





New Hire - Staff Temporary






Date of Hire: * 05/18/2012 
Hire Reason: * New Position 




RoadMap

← 6 Basic Pay → 7 Cost Distribution → 8 Recurring Payments → 9 Additional Payments → 10 Corporate Function →

Corporate Function

Corporate Function 1: Patent Policy Agreement  Corporate Function 2: Select an Entry 
Acquired On 1: 05/18/2012  Acquired On 2: 



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| Action | Field | R/O/C | Description |
|---|------------------------|-------|--|
| Select | Corporate Function 1/2 | R | It is not required to enter a Corporate Function; however, it is encouraged that all BU employees sign and date the Patent Policy Agreement and it be stored in the employee's personnel file. Click the Drop-down  in the Corporate Function field.  You may also select other Corporate Functions related to the type of work the employee will be performing. |
| Select | Acquired On 1/2 | O | The date on which the function / role was acquired. |
| Click  Next Step to proceed. | | | |

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11 Dates




New Hire - Staff Temporary

Date of Hire: * 05/18/2012 
Hire Reason: * New Position 

RoadMap

← **11** 12 13 14 →
Dates Comments Attachments Overview

Dates

Adjusted Service Date: 05/18/2012  Pre SAP Prior Hire Date: 
Service Date: * 05/18/2012 
* - Required Field



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| Action | Field | R/O/C | Description |
|--------------------------------------|--------------|-------|--|
| Select | Service Date | R | Date will be used by Time Management for vacation/sick accruals and merit increases. If an employee moves from a non-compensated or temporary position to a regular position, this date should reflect the new BU position date. |
| Click → Next Step to proceed. | | | |

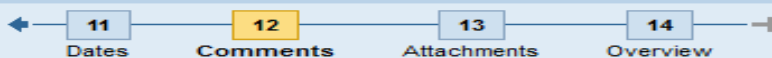
Return to [Form Roadmap](#) above

12 Comments

New Hire - Staff Temporary






Date of Hire: * 05/18/2012 
Hire Reason: * New Position 


RoadMap



Comments

New Comments:



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| Action | Field | R/O/C | Description |
|---|--------------|-------|---|
| Select | New Comments | O | You may enter a comment(s) in the New Comments section. Comments should be clear and business related. Refrain from entering personal and sensitive personnel information. |
| Click  Next Step to proceed. | | | |

Return to [Form Roadmap](#) above

13 Attachments

New Hire - Staff Temporary

Date of Hire: * 05/18/2012 
Hire Reason: * New Position 

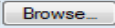
RoadMap

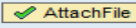

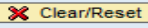
← 11 Dates 12 Comments 13 **Attachments** 14 Overview →


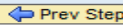
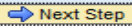
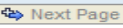

Attachments - Upload


| FileName | File Type |
|----------|-----------|
| | |
| | |
| | |
| | |
| | |

Select File::



| Action | Field | R/O/C | Description |
|---|---------------------------|-------|--|
| Select | Attachments – Select File | O | Attachments are not required; however, attachments such as an employee's resume or other relevant documentation can be added if desired. |
| Click  to proceed. | | | |

Return to [Form Roadmap](#) above

14 Overview

New Hire - Staff Temporary

Overview

Date of Hire: 05/18/2012
Hire Reason: New Position

Position Information | Personal Data | Home Address | Office Address | Work Schedule | Basic Pay | Cost Distribution | Recurring Payments | Additional Payments | Corporate Function | Dates

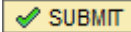
Position Information

Position Text: Administrator Coordinator, Casual Position ID: 50026021
Org. Unit: CARS Job: Casual
Personnel Area: Charles River Campus Employee Group: Staff-NonExempt FT
Personnel Subarea: NREP-Staff Employee Subgroup: Temporary Employee

Comments

New Comments

✓ SUBMIT ✎ Edit ✕ Cancel

The **Overview** Page provides you with a tabbed view of form entries. Click  to complete the form.

Return to [Form Roadmap](#) above

Results and Next Steps

You have hired a BU Boston University (BU) Temporary (Casual) or Non-Compensated employee into a position.