



HCM Newsletter

June 2017

From the Editor

Summer brings sunshine and fun! To pay your employees on time, please submit OM (Organization Management actions such as Create/Maintain/Delimit Positions) and PA (Personnel Actions related to changes in employee details such as title, percent time, assignment duration, salary, salary cost distributions, terminations, position changes, transfers and retirement) forms well before the deadlines. Here is the calendar for OM & PA form submission cutoff dates for the next three months: <http://www.bu.edu/hr/manager-resources/employee-time-an/buworks-forms-deadlines/>

The topic for this month’s issue of the newsletter is an important PA form known as “**Employee Position Update**”, which allows you to make one or more changes to an individual **employee’s record** in SAP. Typical scenarios for doing an Employee position update, commonly known as **EPU** are changes in title, assignment duration, percent time along with changes in salary or salary cost distributions. It is important to understand that in some scenarios the employee’s position must be first maintained via the OM (Org. Management) action “Maintain Position.”

Please keep in touch and let me know if this newsletter has helped you in any way by emailing me at srao22@bu.edu. Please visit the [HCM Training Resources Webpage](#) and send me your questions, comments and suggestions.

Shuchita Rao
(HCM Trainer)

FAQs about Employee Position Update

1. Does the Employee Position Update (EPU) require the position to be maintained via an OM action before the EPU is submitted?
 - A. A “Maintain Position” OM action is often required as a pre-requisite to EPU but there are a few exceptions. Please refer to the following matrix for understanding when to maintain a position before initiating an EPU.

| Assignment Duration, Percent Time, Salary Status, Exempt/Non-Exempt Status Variables | Scenario | Maintain Position needed before EPU? |
|--|---|--|
| Only Assignment Duration Changes with employee still maintaining a TEMPORARY status or alternatively, if employee is REGULAR, the assignment duration changes but he/she continues to work between 9 and 12 months. | Scenario 1: Part-Time Instructor was setup for 4 month assignment and is now moving to 2 month assignment duration or VICE-VERSA | NO ; Just change the work schedule on Employee Position Update (EPU) |
| Only Percent time changes but <i>Assignment Duration does not change</i> | Scenario 1: Employee moves from 75% to 25% effort or vice-versa; Assignment duration not changing Scenario 2: Employee moves from being Full-Time to being Part-Time (100 % to 50%) or vice-versa (PT to FT) | NO ; Just EPU is good as it is PT to PT and assignment duration is not changing YES ; Maintain Position is required before EPU is processed |
| Both Assignment Duration AND Percent Time Change | Scenario 1: Employee moves from 8 months to 12 months or vice-versa and from 50% to 75% or from 50% to FT or vice-versa | YES ; Maintain Position is required before EPU is processed |
| Salary status change (Non-compensated to paid or Paid to non-compensated) | Scenario 1: Non-Compensated employee is now going to be paid Scenario 2: Paid employee cannot be compensated anymore | YES ; Maintain Position is required before EPU is processed |

| | | |
|--|---|---|
| Non-Exempt (Weekly Paid, Overtime eligible) to Exempt (Monthly paid, overtime not-eligible) or vice-versa | Scenario 1: Non-Exempt (weekly paid, overtime eligible) moves to Exempt (monthly salaried) position Scenario 2: Exempt employee becomes a weekly paid employee | YES; Maintain Position is required before EPU is processed |
|--|---|---|

2. What is the meaning of “assignment duration”?

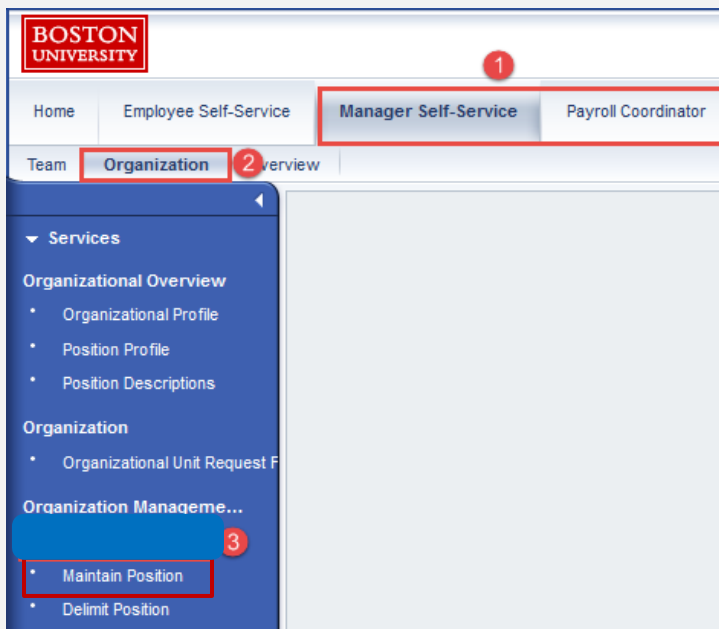
A. Assignment Duration determines if the employee will be temporary or permanent. If the position is setup for a duration between 9 months and 12 months, it is considered as a “regular or permanent” position. If it is for a duration less than 9 months (in other words, less than or equal to 8.8 months), the position is a temporary or casual position. Benefits vary for regular positions vs temporary positions.

3. What does the term “employment percentage” mean?

A. If an employee works for >=40 hours or greater than or equal to the hours per week mandated by the department he/she works for, he/she is considered a “full-time” employee. If the hours worked are lesser than that, the employee is considered a “part-time” employee. (For instance, 20 hours of work in a department that expects employees to work for 40 hours per week, equates to 50% FTE (Full-time-equivalent)).

4. How does one access Maintain Position?

A. Login to BUworks Central (<https://www.bu.edu/buworkscentral>). From either the Manager Self Service or the Payroll Coordinator tab, click on the Organization tab. Click on ‘Maintain Position’.



5. How long does it take for the Maintain Position form to be approved?

A. The Maintain Position form typically takes between 3-5 business days to be approved by Central Human Resources and Internal approvers. The Employee Position Update action can only be initiated after the Maintain Position completes.

6. How does one access the Employee Position Update form?

A. Login to BUworks Central (<https://www.bu.edu/buworkscentral>). From either the Manager Self Service or the Payroll Coordinator tab, click on the “Team” tab and then on Personnel Actions. Enter the BUID of the employee and click on Find Employee.

BOSTON UNIVERSITY

Home | Employee Self-Service | **Manager Self-Service** | Payroll Coordinator | Orga

Team | Organization | Overview

Services

- Employee Information
 - General Information
- Employee Working Times
 - Approve Timesheet Data
 - Display Working Times
 - Approve Time Off
 - Time Off Exception Report
- Approve Expense Reports
 - Travel and Expense
- Employee Compensation
 - Compensation Information
- Hiring Forms
- Personnel Actions**

BUID Search

BUID: **Find Employee**

My Organizational Units

Click on the row containing the employee's record from the Employee Selection window. Click on Select Form.

Employee Selection

| UID | Name | Position ID | Position |
|-----|------|-------------|-------------------------|
| 1 | | | Manager, Administrative |
| | | | Director |
| | | | |
| | | | |
| | | | |
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| | | | |
| | | | |
| | | | |

Exit **Select Form**

Form Selection

- No Selection
- Additional Payments
- Employee Position Update**
- Leave of Absence / Return from Absence
- Position Change
- Recurring Payments
- Retirement
- Salary Change
- Salary Cost Distribution
- Termination
- Transfer

7. All I want to make is a salary change. Should I use EPU form to accomplish that?

- A. No. If all you want to change is the salary, you need to use the “Salary Change” PA form. Instructions are located at <http://www.bu.edu/tech/files/2016/01/QRG-Personnel-Admin-Completing-a-Salary-Change-Form.pdf>

Similarly, if all you want to do is change the cost distribution, you need not do an EPU. Use the “Salary Cost Distribution” form to change distributions. Instructions are located at <http://www.bu.edu/tech/files/2015/12/QRG-Personnel-Admin-Completing-a-Salary-Cost-Distribution.pdf>

8. Are there any special things to keep in mind for employees moving from exempt to non-exempt status?

- A. Employees moving to non-exempt status will need to start filling out time sheets to be paid every week. If they are moving from non-exempt to exempt status, they will only need to complete the last time-sheet as a non-exempt and in the future, request for absences through the Time off Request link available in Employee Self Service.

9. What kind of documentation is expected to be attached to the EPU form?

- A. Approvals from department heads for the changes being made on employee record must be provided with the EPU form. If retroactive changes are made on the salary or cost distribution related to a sponsored program, a completed salary change form must be submitted for review by PAFO (Post-Award Financial Operations).

10. Are instructions on how to use the Maintain Position and Employee Position Update available?

- A. The Maintain Position Guide is located at <http://www.bu.edu/tech/files/2016/01/Maintain-Position-QRG.pdf> and the EPU guide is located at http://www.bu.edu/tech/files/2015/12/employee_position_update_qrg.pdf

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

| Training Name | Date and Time | Location |
|--|-------------------------------------|--|
| HCM Overview Training | Wednesday, June 7 (9:30AM to 11AM) | Room HR244, 25 Buick St and Webinar for Med Campus Employees |
| PPOSE/Nakisa Training | Thursday, June 8 (9AM to 9:50AM) | Room HR244, 25 Buick St and Webinar for Med Campus Employees |
| Hiring Form Training | Wednesday, June 28 (9:30AM to 11AM) | Room HR244, 25 Buick St and Webinar for Med Campus Employees |
| OM & PA forms (Maintain Position form and Emp.Position Update (EPU)) | Friday, June 30 (9:30AM to 11AM) | Room HR244, 25 Buick St and Webinar for Med Campus Employees |