HCM Newsletter

December 2016

From the Editor

Happy Holidays! The focus of this issue of the newsletter is the "Terminations". Voluntary terminations for reasons of resignation to leave BU and to move to another job are processed by managers in departments using the "Termination" personnel action. When terminating a faculty member or staff, please make sure you write a detailed comment in the comment section of the termination form. Also, if the employee is faculty, please contact your faculty actions manager to discuss the situation. A quick reference guide to processing terminations is located at http://www.bu.edu/tech/files/2015/12/termination_qrg.pdf

For your employees to be paid on time, please familiarize yourself with monthly cut-off dates for December 2016 payroll at http://www.bu.edu/payroll/files/2016/12/12-December-2016-Distributed.pdf

Please keep in touch and feel free to email me at srao22@bu.edu with questions or comments. Your suggestions are much appreciated.

Shuchita Rao

(HCM Trainer)

NEWS

The Christmas holiday will be observed at Boston University on Monday, December 26. Intersession for 2016 will start on Tuesday, December 27 and end on the midnight of January 2, 2017. Employees return to work on January 3, 2017. Instructions for timesheet entry for intersession can be found at http://www.bu.edu/tech/files/2016/12/HCM-Intersession-help-guide-2016.pdf

FAQs about Terminations

1. **What happens if a department forgets to terminate an employee?**
A. Unless an employee is terminated, the payroll department continues to pay the employee till the termination is processed via a "Personnel Action (PA) form in BUworks Central.

2. **Can an employee be terminated after they have left BU?**
A. It is advised that the employee be terminated on time. Retroactive terminations are possible in SAP but they may end up costing the university because salary paid to the employee will need to be recovered from them.

3. **Can the termination form be submitted ahead of time?**
A. Yes. You can specify the termination date to be effective on a future date. Please keep in mind that termination effective date is the last date the employee worked in the department.

Termination

Termination Date (Last Day Worked): * [ ] [icon]   [Continue Editing Form]

4. **What should I choose as termination reason?**

A.   "Voluntary resignation" is a fine choice for a termination action reason in case of resignations.

5. Where is the BUworks form to terminate an employee located?
A.   Termination is a PA (Personnel Administration) action. Once you login to BUworks Central,
   1.   Click on the Manager/Payroll Coordinator tab.
   2.   Click on the Team tab
   3.   Click on Personnel Actions
   4.   Click on the department where the employee who is to be terminated currently works
   5.   You can also enter BUID of the employee and click on Find Employee
   6.   Click on Select Form
   7.   From the list of Personnel Actions, choose Termination action
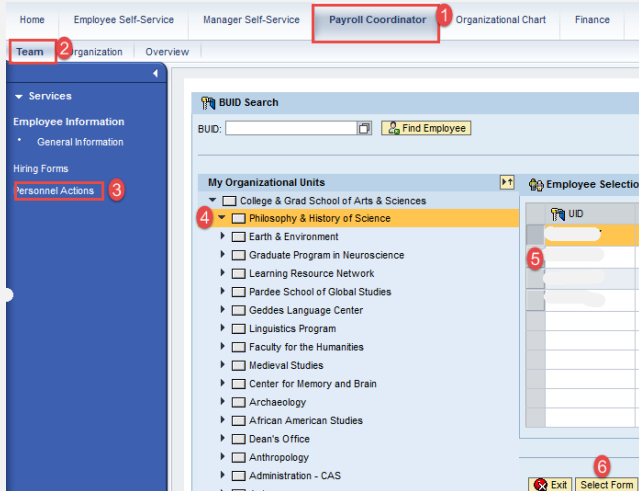
6. In case of faculty terminations, if a faculty member has concurrent employment, what happens to the additional assignments if the main assignment is terminated?
A.   Yes. If the main assignment for a faculty member is terminated, all additional assignments are terminated as well. If the additional assignment is not in your unit and should not be terminated, please contact the Faculty Actions Manager or Human resources department.

7. Is unused vacation paid out to exempt as well as non-exempt employees? When does the payout happen?
A.   Yes. Unused accrued vacation hours are automatically processed by the payroll system and takes place after the termination action has been processed. Employees get paid for these hours in the final paycheck. For non-exempt (weekly paid) employees, the vacation payout has to be manually processed by the department's

timekeeper. It happens after the final working hours have been approved and the termination action has been processed. On next run of time evaluation SAP will recognize the termination date, calculate and post any accrued vacation time due.

B. If the termination/retirement is on or after the fifteenth (15th) of the month the employee is entitled to the full month's quota accrual. L2324 members, regardless of the separation date, are entitled to a pro-rata portion of the month's accrual.

8. How can we know how much vacation the employee to be terminated has accrued?

A. If the employee is an exempt employee, the termination form displays approximately how many vacation hours will be paid out to him/her. The actual hours at payout time may be different if the employee takes vacation between the time the termination action was initiated and the last day of work. The Employee Absence Verification report is another source of finding what absences were taken by the employee within a dated period of time. Refer to http://www.bu.edu/tech/files/2016/05/BW-How-to-Run-HCM-Employee-Absence-Tracking-report-Historical-View.pdf

B. For non-exempt employees (weekly paid workers), begin the steps in the ECC system (BUworks → WEBGUI→ ECC System) below the morning following the final timesheet approval or posting of the termination action, whichever one occurs last.

1. Type transaction PT50 in the command area
2. Enter employee's UID
3. Select ALL button in bottom right
4. Select Absence quotas
5. Write down the vacation hours under the Rem. (remaining) column
6. Go to transaction PA61
7. Enter employee UID
8. Highlight Time Quota Compensation (or enter IT416)
9. Select Create
10. Select Z001 Vacation Comp
11. Enter the last active date in the "Start" field, same as last day worked
12. Next to No. to compensate enter the hours to be paid out
13. Select Enter until message "Save your entries" appears
14. Select SAVE

9. Are unused "sick" hours compensated on termination?

A. No. Unused "sick" hours are not eligible for compensation except for L615 employees who have an exception within their contract.

10. Is an OM (Org. Management) action such as Maintain Position needed as a pre-requisite to termination action?

A. No. There is no pre-requisite to doing a termination action. Once an exempt monthly salaried employee is terminated from a position, you can then use Maintain position to open it up for hire. If the employee is a temporary employee (working for an assignment duration of less than 9 months), upon termination the position becomes automatically available for hiring.

11. What is the recommended procedure when a department has an exempt employee leaving in the current week, and wants to hire a temporary employee to fill for him/her until a replacement is hired?

A. The department is advised to create an "overlap" position through "Create Position" form. This position can be a temporary position for the duration needed to find a permanent replacement for the position that will be vacated. Once the employee who is leaving is terminated, that position will need to be maintained to open it up for hire and a new employee will need to be hired into it. The employee in the overlap position should be terminated and can be re-hired into the regular position. If the overlap position is no longer needed, it can be delimited.

12. **If an employee moves from a paid position to a "non-compensated" position through an "Employee Position Update" or "Position Change" or "Transfer" PA action rather than a termination, how is the vacation payout handled?**
    A. A department may email a request for the vacation payout to be handled through SAP's backend by writing to HROM@bu.edu

13. **After a "termination" action has been approved in the system, what if a department wants to change the termination effective date?**
    A. The department will need to email a request for this action through SAP's backend by writing to HROM@bu.edu

14. **Are there any instructor led trainings to understand how to process terminations and other OM & PA actions?**
    A. Yes. Here is a table containing dates and times of upcoming instructor led trainings in Dec 2016 and January 2017. OM & PA forms training is the session where "Termination" is addressed. You can sign up at http://www.bu.edu/tech/trainings

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

Training Name	Date and Time	Location
OM & PA forms (Maintain Position form and Emp.Position Update (EPU)	Thursday, Dec 22(10AM to 11:30AM)	Room HR244, 25 Buick St
OM & PA forms (Maintain Position form and Emp.Position Update (EPU)	Tuesday, Dec 20 (3PM to 4:30PM)	L1110 (11th floor, Instructional Building, 72,E. Concord Ave, BUMC)
HCM Overview Training	Wed, Jan 4 (3PM to 4:30PM)	L1110 (11th floor, Instructional Building, 72,E. Concord Ave, BUMC)
HCM Overview Training	Thursday, Jan 5 (10AM to 11:30AM)	Room HR244, 25 Buick St
Display Org. Chart with PPOSE/ Nakisa Org Chart tools	Wednesday, Jan 11 (9:30AM to 11AM)	L1110 (11th floor, Instructional Building, 72,E. Concord Ave, BUMC)
Display Org. Chart with PPOSE/ Nakisa Org Chart tools	Thursday, Jan 12 (9:30AM to 11:00AM)	Room HR244, 25 Buick St
Hiring Forms	Wednesday Jan 18 (9:30AM to 11AM)	L1110 (11th floor, Instructional Building, 72,E. Concord Ave, BUMC)
Hiring Forms	Thursday, Jan 19 (10AM to 11:30AM)	Room HR244, 25 Buick St
OM & PA forms (Maintain Position form and Emp.Position Update (EPU)	Wednesday, Jan 25 (3PM to 4:30PM)	L1110 (11th floor, Instructional Building, 72,E. Concord Ave, BUMC)
OM & PA forms (Maintain Position form and Emp.Position Update (EPU)	Thursday, Jan 26(10AM to 11:30AM)	Room HR244, 25 Buick St