HCM Newsletter

September 2017

Greetings!

The topics for this month's newsletter are the salary change form and timekeeper duties. The salary change form, available thought the BUworks portal, will only adjust an employee's hourly rate or salary. It will not change or update an employee's % time, assignment duration or other personnel or position information. If any personnel or position attributes need to change you will need to process the appropriate OM and/or PA forms. As always, if you have any questions on the appropriate actions to take you are requested to first discuss your need with your HR Business Partner (HRBP) or Compensation Analyst. Contact information for the appropriate HRBP or Compensation Analyst can be found here: http://www.bu.edu/hr/home/contacts/

All salary change forms go through workflow for review and approval. Workflow stops include department level approvers, Human Resources (Compensation) and if necessary PAFO, Faculty Practice Foundation and/or the Provost's office. Department authorization and approval for the salary change must be attached to the submitted form, insufficient documentation, or incorrect data, may result in a form being returned to an initiator. If returned, the form must be re-submitted with corrected data or previously missing documentation. The form's status can be tracked via the Request Tracker (Request tracker instructions) after submission. For salary changes, form submission and approval timing is critical, please familiarize yourself with monthly cut-off dates for OM & PA submissions by visiting http://www.bu.edu/hr/manager-resources/employee-time-an/buworks-forms-deadlines/.

More information about salary changes are mentioned in the FAQs below.

One of the greatest duties for a timekeeper is to ensure that non-exempt staff hours are entered, released and approved on a regular basis so an employee is paid on time. While an individual employee should be entering their own time via the SAP timesheet a timekeeper has the ability to enter or approve time on the employee's behalf. Pay periods run from Monday to Sunday and it is critical that timekeepers oversee the timesheet entry, release and approval process from beginning to end.

Click here to see a timeline of weekly duties for timekeepers along with applicable quick reference guides.

I wish to thank my colleagues in HRIS for their contributions to this newsletter. 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
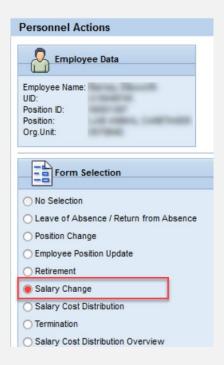

FAQs about Salary Changes

1. **Can salary adjustments be made to the hourly rate of weekly employees as well as to monthly salary for exempt staff/faculty?**

A. Yes. Salary adjustments can be made to employees in both, the exempt and non-exempt categories.

2. **What are some of the common reasons for processing a salary change form?**

A. Equity/market adjustment, off-cycle merit and temporary hourly rate increases are common action reasons to use the salary change form. Please contact your Compensation Analyst to discuss. It is important to note, a salary change form should NOT be used if there are any related changes to personnel or position info which include things like employee group, % time, assignment duration or position title.

3. Should a position be maintained before processing a salary change form?

A. Be sure to increase your position budget prior to initiating the salary change. Once the maintain goes through approvals you can process the salary change form. If you have any questions prior to maintain contact your budget analyst.

4. How do I access the salary change form?

A. Only a payroll coordinator or manager has access to the salary change form. Once logged onto the BUworks portal at (www.bu.edu/buworkscentral), click on the **Manager Self-Service** OR **Payroll Coordinator** tab, and then click on "Personnel Actions" at the bottom of the Team tab. Next enter the employee's BUID and select employee. Once the employee is selected select the radio button next to the salary change option.
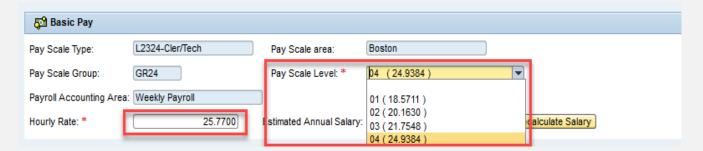

5. What purpose does the salary change effective date serve on the salary change form?

A. It is the date from which the newly adjusted salary will take effect for the employee.
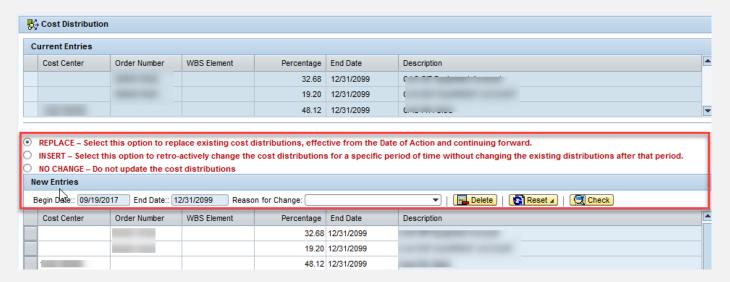
6. What is to be entered in the Basic Pay section?

A. For weekly paid employees, if there is a change in the payscale level, select the appropriate option from the pay scale drop-down menu. For a few represented members of unions, when a payscale level is changed, the associated hourly rate for the pay-scale level is auto-populated. For non-represented weekly paid employees, change the hourly rate and for monthly paid employees (exempt), update the amount manually and click on re-calculate salary button so that the annual amount is updated.

7. What is to be entered in the Cost Distribution section?

A. In the current entries section of cost distribution, the existing distribution is displayed and cannot be modified. If there are no further changes to the existing distribution, select the "NO CHANGE" radio button and proceed to the next section of the form. If the current cost distributions are to be changed, select the "Replace" radio button, select a reason for the change from the drop-down (i.e. Funding changes) and change the distributions so that they add up to 100% and add an end date to each line. If a new grant/cost center is to be inserted in addition to existing distribution, select the "Insert" option and add the new grant/cost center information in the appropriate columns and add an end date to each line.

8. What kind of documentation is to be provided with the salary change form?

A. A department approval for the salary adjustment as well as any recommendation from the Compensation department must be submitted with this form.

9. What should be entered in Comments section?

A. Comments help expedite the approval process. A useful comment would describe the discussion with HRBP or Compensation Analyst along with their name and recommendation.

10. Once I have submitted the form, how long does it take for the form to be approved? How can I see contact details of the current agent reviewing the form?

A. Depending on documentation and levels of prior review, a salary change form could be approved in 2 - 5 business days. To view the current status of your submission use the request tracker on the BUworks portal. Upon clicking the current agent on any specific request (such as Level 2 approver in the example below), you can see the employee/ a list of the employees associated with the department reviewing the form.

11. Is there any training documentation available on maintaining positions, salary change actions as well as timekeeper functions?

A. Yes, process guides and quick reference guides on Maintaining Positions and Salary Change forms are available in the manager self-service tab located at http://www.bu.edu/tech/support/buworks/help/hcm. Timekeeper instructions are also available through the same URL under a section titled "Time Related Instructions".

Timekeeper Weekly Timeline:

A Timekeeper ensures that non-exempt weekly paid staff enters and releases hours on a regular basis so that they can be paid on time. They also have the ability to enter or approve time on employee's behalf *if necessary*. Pay periods run from Monday to Sunday and it is critical that timekeepers oversee the timesheet entry, release and approval process from beginning to end. For assistance with time related inquiries/questions please write to bupay@bu.edu

Friday	Sat	Sun	Monday	Tuesday	Wed	Thu
<u>Morning:</u> Start to check your group's time entries for the current period. You should see hours entered *and* released for employees who worked during the week. You can review hours and their status through CATS_DA If an employee's time is missing or is unreleased contact the employee with instruction to enter or release their time. <u>Afternoon:</u> Re-run CATS_DA. Re-review for completed and released time entries. At this point you should also review for manager approval of released hours.			<u>Morning and Afternoon:</u> Re-run CATS_DA. Re-review for completed and released time entries. Make sure to review for approval of released hours. If you notice unapproved hours contact managers to approve released hours. IMPORTANT: If there are any employees who worked the previous week with NO time entries you must make sure to contact the employee to enter their hours. If you know an employee is not available (i.e. on vacation or sick), enter or release applicable time on behalf of employee using CAT2 (Enter Time on Behalf of Employee/ (Releasing time on behalf of employee).	While payroll will send a last and final warning for any unreleased or unapproved hours a, Timekeeper should still do the following: Tuesday morning: Run CATS_DA transaction before 10:00AM to make sure that all hours are approved for payroll. If any hours are still awaiting approval, contact the employee/manager and inform that hours must be approved immediately. If you know a manager is not available you can approve applicable hours on their behalf of employee using CATS_APPR_LITE (approve time). Tuesday Afternoon: All hours for the previous week must be entered, released AND approved prior to close of business.	Weekly Payroll is processed. Any time entered at this point will pay next cycle.	

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

Training Name	Date and Time	Location
HCM Overview Training	Monday, October 2 at 2pm	Room 244, 25 Buick St/ Skype webinar for Med Campus employees
OM & PA forms (Maintain Position & Employee Position Update)	Wednesday, October 11 at 9:00AM	Room 244, 25 Buick St/ Skype Webinar for Med Campus employees
Hiring Staff & Faculty	Wednesday, October 18 at 9:30AM	Room 244, 25 Buick St/ Skype Webinar for Med Campus employees
PPOSE & NAKISA (Display Organizational Chart)	Wednesday, October 25 at 9:30AM	Room 244, 25 Buick St/ Skype Webinar for Med Campus employees