



# HCM Newsletter

Volume 4 - 2018

From the HCM Trainer:

This HCM newsletter addresses the topic of Work Schedule Rules (WSRs) and provides important reminders for the upcoming Summer Term.

One of the most important elements of SAP is an employee's Work Schedule Rule (WSR). The WSR is used to set your employees' planned working times in SAP, helps to turn on and off monthly pay for exempt employees and allows non-exempt employees to enter their attendance and absence hours on the correct and appropriate days. It is vital that an employee's WSR is accurate, an incorrectly used WSR could result in exempt pay not shutting off in the proper month thus resulting in an overpayment or pay not turning on resulting in an employee not being paid. An improper WSR can also keep a non-exempt employee from being able to enter their time on their timesheets or could also result in shift differential pay from being correctly paid.

WSRs are found in two places, the position (OM) and the personnel administration (PA):

For OM, when you submit a Create or Maintain Position form through the BUworks portal a proposed weekly schedule for the position is assigned by the Compensation department. This WSR is influenced by what you write in the: **Weekly Workschedule** field (located on the Position Detail tab) and in the comments section of the form. The **Weekly Workschedule** field should be a short description of the intended working time of an employee: "Monday – Friday 9-5" is a valid description, the comments section could be used to contain more detailed info if necessary. The **Weekly Workschedule** field entry and form comment you write give the information to the Compensation department to assign a unique, eight digit work schedule rule (WSR) to that position. For example, the comment "Monday – Friday 9-5" would result in the F08MO1N1 ( 8 hour 5 day Monday-Friday non-rotating) work schedule being saved to the position.

The processing of PA forms such as Hire, EPU, Position Change and Transfer will assign a WSR to an employee's personnel record. For example, if you are hiring or re-hiring a candidate for an open position, the Hire form will allow you to choose an applicable work schedule rule to assign to the employee. While on Step 5, the "Work Schedule" step, you will use the Work Schedule Rule drop down to select the appropriate WSR. Each WSR choice contains a WSR key and descriptive text.

Payroll Coordinators and Managers can also update work schedules for an employee via the Employee Position Update form. Please keep in mind that the position may need to be maintained if this work schedule change results in an employee going from full time to part time or vice versa. If you need to process a Maintain Position please make sure that it completes workflow before you submit an Employee Position Update form. In some scenarios of % time change, such Part-time to Part-time (80% to 60%), just submitting an Employee Position Update (EPU) with the WSR change is sufficient. The WSR will be updated through the "Work Schedule" section of the EPU form which is located ½ way down the page. Something important to remember is for faculty who may not be teaching for a semester but are expected to return to teach, the work schedule can be adjusted simply via the Employee Position Update (EPU) form (without a preceding maintain position action) with "Work Schedule Change" as the action reason.

For further guidance on when OM actions are pre-requisites to PA actions, click [here](#) to refer to the OM/PA Form Letter Matrix. For employees that frequently change WSRs, such as shift/day changes for non-exempt employees, your department's Timekeeper has the ability to update WSRs via WebGUI. Click [here](#) for instructions on how to update through PA61. **NOTE: You would only use this transaction if ONLY the employee's WSR is changing.**

### Keeping up to date on WSRs and other PA info:

At the start of every month, you should run the Employee Master Data Snapshot report through Business Warehouse (BW). You will want to run this early in the month in case you need to make any data updates to an employee's record. OM and PA actions will need to be completed before the monthly form deadlines:

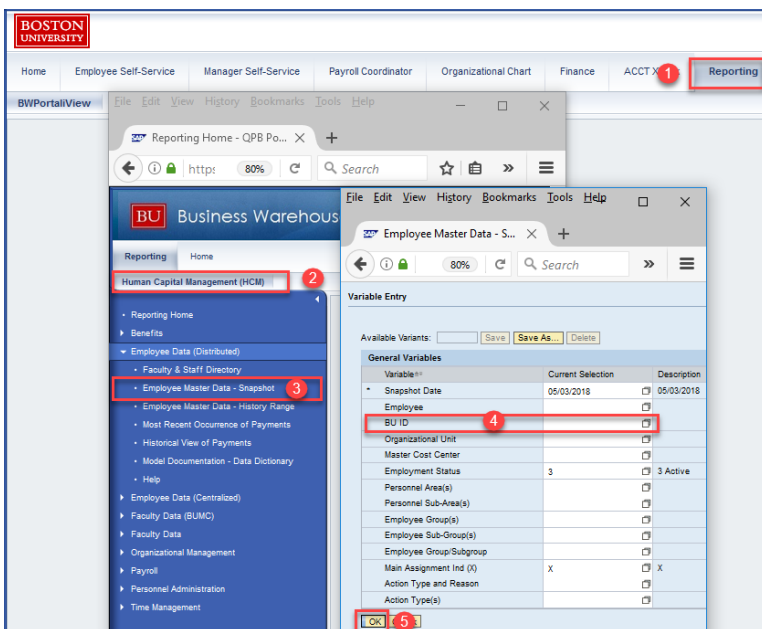
### BUworks Form Deadlines

To run the report follow these instructions:

Log onto the BUworks portal: [www.bu.edu/buworkscentral](http://www.bu.edu/buworkscentral) and then click on the reporting tab (1). You will find the report under the Human Capital Management (2) section of the reporting tab, once you see that section, expand the Employee Data (Distributed) section and click on Employee Master Data – Snapshot (3).

The Employee Master Data - Snapshot BW report can give you very detailed information on the employees in your department. There are 180 free characteristics including work schedule, percent time and assignment duration that can be displayed as columns in the report.

Once you select the report you will see the initial selection screen (4). If you leave the UID field blank all employees under your purview will load, you will want to make sure you replicate the selections below and change the snapshot date to the date you want to review as of. Once your selections are made click OK (5).



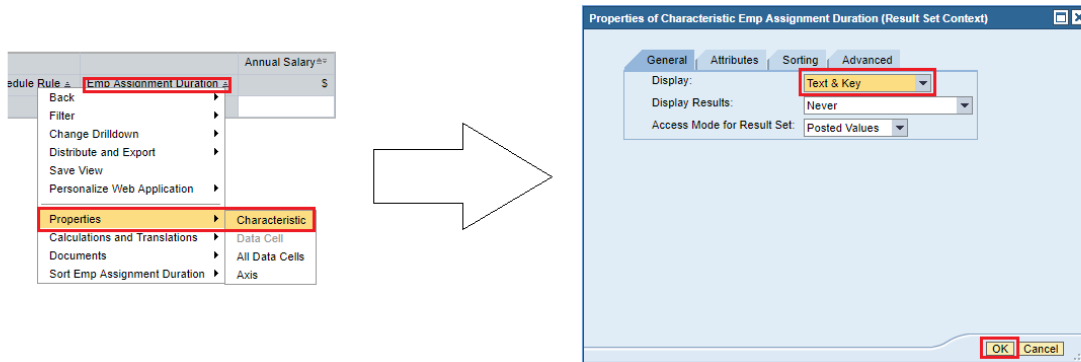
Once your report loads drag in the following characteristics from the left side menu:

- Emp Percent Time
- Emp Work Schedule Rule
- Emp Assignment Duration

Tip: if the displayed Emp. Assignment Duration only displays a set of digits like below:

Emp Percent Time	Emp Work Schedule Rule	Emp Assignment Duration
100	8 Hour 5 Day	55

You can add the text to the field by right clicking within the “Emp. Assignment Duration” cell and going to: Properties -> Characteristic. Once the menu loads select “Text and Key” then click OK.



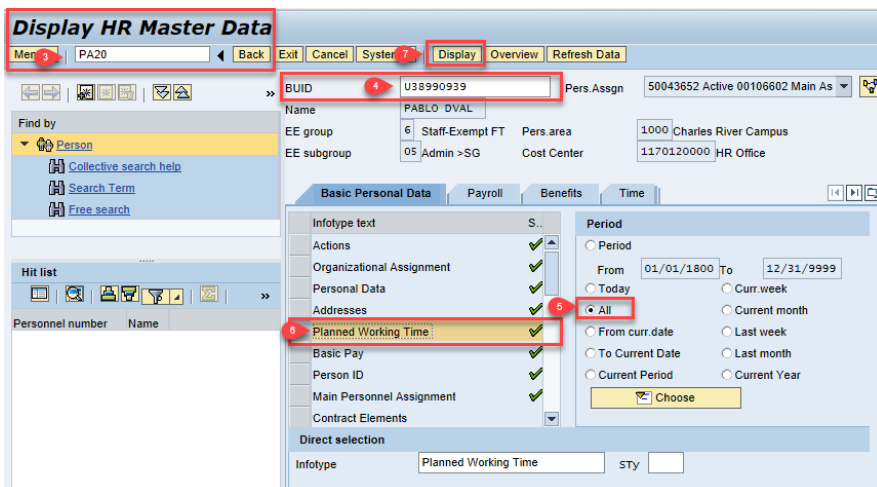
Once changed the field should now display the text values for the employee’s assignment duration:

Emp Percent Time	Emp Work Schedule Rule	Emp Assignment Duration	
100	8 Hour 5 Day	12 Month - 52 Weeks	55

Additional tip, if you want to review only one employee’s assignment duration you can also load PA20 through the SAP WEBGUI:

Here’s how you would load the Employee Master Data display:

1. Logon to the **BUworks Central Portal** at <https://www.bu.edu/buworkscentral>
2. Click on the **WebGUI** tab and then, click on **ECC System**
3. Enter **PA20 (Display HR Master)** as the transaction code
4. Enter **BUID** of the employee
5. Click on All and press the Enter Key
6. Click on Planned Working Time
7. Click on Display



The following screen will display when you select “Display Planned Working Times” and click on “Display” on the menu header (Step 7 in screenshot displayed above). Note the Work Schedule box shows you the work schedule for the start and end dates mentioned in the header section.

Person ID: U38990939      Pers. Assgn: 50043652 Active 00106602 Main As

Personnel No: 106602      Name: PABLO DVAL

EE group: 6 Staff-Exempt FT      Personnel ar: 1000 Charles River Campus

EE subgroup: 05 Admin >SG      Status: Active

Start: 01/01/2018      To: 12/31/9999      Chg.: 02/21/2018 SRA022

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**Work schedule rule**

Work schedule rule: F08M01N1 8 Hour 5 Day

Time Mgmt status: 9 - Time evaluation of planned times

Working week: Working week Monday

Part-time employee

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**Working time**

Employment percent	100.00
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	173.33
Annual working hours	2080.00
Weekly workdays	5.00

To view assignment duration, click on the Organizational Assignment Type and click on Display

Basic Personal Data    Payroll    Benefits    Time

Infotype text: S..

**Actions**

- Organizational Assignment ✓
- Personal Data ✓
- Addresses ✓
- Planned Working Time ✓
- Basic Pay ✓
- Person ID ✓
- Main Personnel Assignment ✓
- Contract Elements

**Period**

From: 01/01/1800 To: 12/31/9999

Today       Curr. week  
 All       Current month  
 From curr. date       Last week  
 To Current Date       Last month  
 Current Period       Current Year

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**Direct selection**

Infotype: Organizational Assignment      STY:

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**Additional fields**

Assignment Duration: 12 Month - 52 Weeks      % Time: 100

For a detailed guide of how to use PA20 with screenshots for each step, please follow this link: <http://www.bu.edu/tech/files/2017/12/PA20-View-Employee-Master-Data-ORG.pdf>

Important Reminders for the Summer Term:

- To process pay for a FT/PT Regular Staff Employee who is teaching a class at the university:
  - Process a Recurring Payment (for the semester duration which it is being taught)
  - Be sure to use Wage Type: 2125 - Course Pymt for Staff Emp
- When a FT/PT Faculty Employee requires payment for an additional Administrative Appointment:
  - Process a Recurring Payment (for the duration of the appointment)
  - Be sure to use Wage Type: 2124 – CE Admin Pay for Faculty
- Open Enrollment for CRC Faculty Accrual is May-June effective July 1, 2018. This is to either:
  - Move faculty onto accrual
  - Or to remove them from accrual (i.e.: if you know that they will be terminating/retiring mid-year)
- Termination/Retirement forms should only be processed when an employee is leaving/ending their relationship/employment with the university. In the case of faculty, if they are:
  - Being approved with the modifier of Emeritus, then:
    - Create a Faculty Non-Compensated position with the JOB & Position titles correlating to the approved Emeritus rank.
    - Upon Completion, process a Position Change form to move the employee into it.
  - Moving to another school/unit/department, then it would be a Transfer:
    - Receiving school/unit/department to create or maintain a vacant position for the employee to move into.
    - Upon completion:
      - the receiving PYC needs to notify the current PYC to initiate the Transfer form
      - the (now prior) PYC needs to notify the receiving PYC to pick up the Transfer form in their worklist to complete. This will move the employee into the new position.
- LOA forms are not to be utilized to stop and start pay. For semester/temp faculty or staff employees if it is known that they:
  - Are not returning, then process a Termination form
  - Will be teaching again, then process an EPU with the reason of ‘Work Schedule Change’ to update to the next semester (effective date, assignment duration, work schedule and pay)
  - May be teaching but unsure of course or upcoming assignment, then process EPU with the reason of ‘Work Schedule Change’ and update Work Schedule to ‘Off All Months’.  
[\*NOTE: This is only for employees that teach. Employees can only be on this for up to 2 concurrent semesters at which time they either need to be teaching in the next semester and updated to the appropriate work schedule *or* terminated.]
- When processing a Work Schedule change on Semester/Temp Faculty or Staff (JOB = Educator), then a Maintain form is not necessary. It only requires an EPU with the Action Reason of ‘Work Schedule Change’.
- For L509 Adjunct Faculty, be sure to do the following:
  - Update the Registrar system with them as the ‘Instructor of record’ for the courses they are teaching
  - Attach the Checklists to the forms when updating their pay and/or work schedules
  - Identify any faculty in the L509 Adj Fac Union that will
    - Only be teaching online for the upcoming semester and process forms to move them into the ‘NREP Faculty’ PSA:
    - Going back to teaching in the classroom, move back into PSA: L509 Adj Fac

Both of the above scenarios would be completed by processing:

  - Maintain Form\*
  - Upon completion of Maintain Form: EPU\* with the reason of ‘Personnel SubArea Change’

[\* Note: for both of the above be sure to include descriptive comments and attach checklist]

- Check 'Post-Probationary' status through the BW Faculty Audit Report. If any updates are needed email 'hrsyst@bu.edu' with the subject of 'L509 Adj Fac Post-Probationary Updates'. Be sure to include an excel spreadsheet with the following:
  - Employee Name
  - BUID
  - Department
  - Start Date of Post-Probation status
- Validate against union contract minimums to ensure that they are being paid the appropriate amounts for their current status (i.e.: increasing any that are going to Post-probationary status to the Post-probationary amounts)