BU BUworks Online Help

Introduction

Process and Trigger

There are times when you may need to hire employees for a temorary period or for a particular short-term project. Complete the Create Position form when you want create a "casual or Non-Compensated" position which does not currently exist within your organizational structure.

Prerequisites.

- Each department has a different internal approval process for the creation of new positions, please check with your department administration to learn your process.

Menu Path

Use the following menu path to begin this transaction:

- BUworks Central Portal➜ Manager Self-Service or Payroll Coordinator➜ Organization➜ Create Position

Tips and Tricks

- A casual employee cannot be employed at the University for more than nine months.
- The department determines the casual employee's pay rate and the duration of employment
- All casual positions must have a position description in Organizational Management
- The department is responsible for setting up the employee in SAP and notifying HR prior to the employee's start date so that HR can notify the employee of the Form I-9 completion procedure
- At times you may need to use your scroll bar to view additional information.
- Casual Job Code: 20001551
- Non-Compensated Job Code: 20001553

Reports

[What, if any, reports are directly related to this process step?]

BU BUworks Online Help

Procedure

1. Start the transaction using the above menu path, portal path or transaction code.

Department Input

2. As required, complete/review the following fields:

Field	R/O/C	Description
Number of Positions:	Required	**Example:** 1

3. Click the **Create from Job** radio button ⊙ Create from Job.

You have 2 options for creating a position:

1. Create from Job: This option allows for a position to be created using a job code.

TIP: Job Code: Casual position,20001551 or Non-Compensated position, 20001553

2. Copy from Position: Use this option when the new position will be the same as an existing position currently in your org structure. Note: the position numbers for each position will be different.

4. As required, complete/review the following fields:

Field	R/O/C	Description
Create from Job	Required	**Example:** 20001551

5.   Click the **Select Job** button [Select Job].
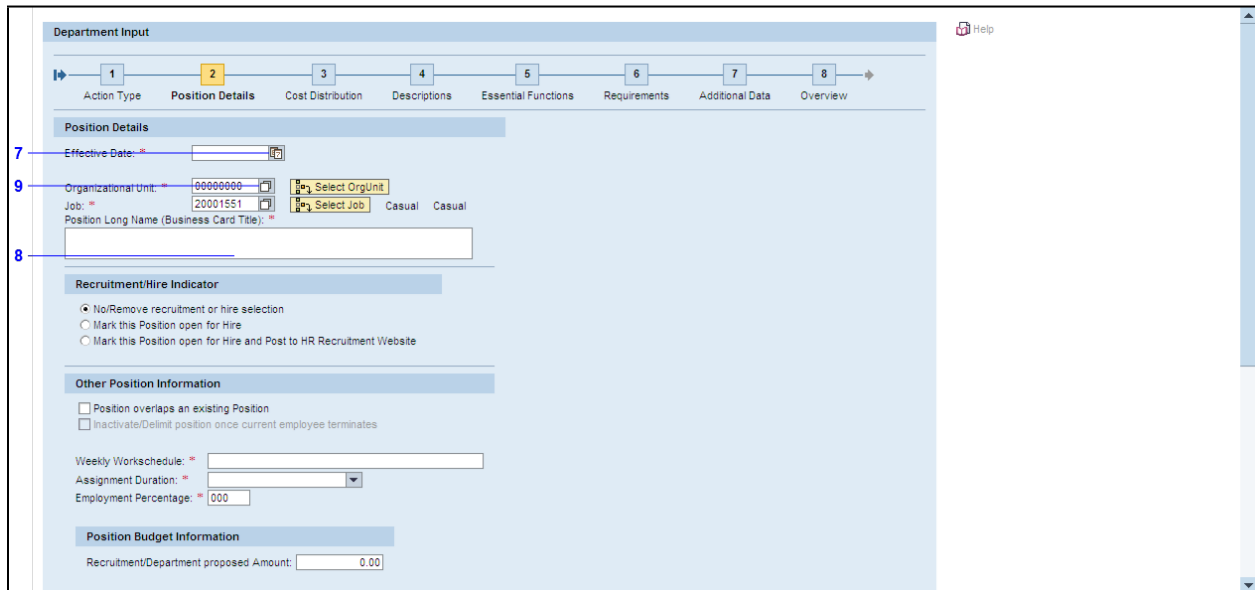
[Important] No matter if you found the specific job or position code or choose to enter a code, you must always select the button to the right. This action confirms your selection and actually displays the title on the screen, next to the button.

6.   Click the **Continue** button [Continue].

Department Input

7.   Click the button [7].

Effective Date: This will be the date the position will appear within your org structure. Given most positions are created because there is a need to hire, the Effective Date often is entered as today's date.
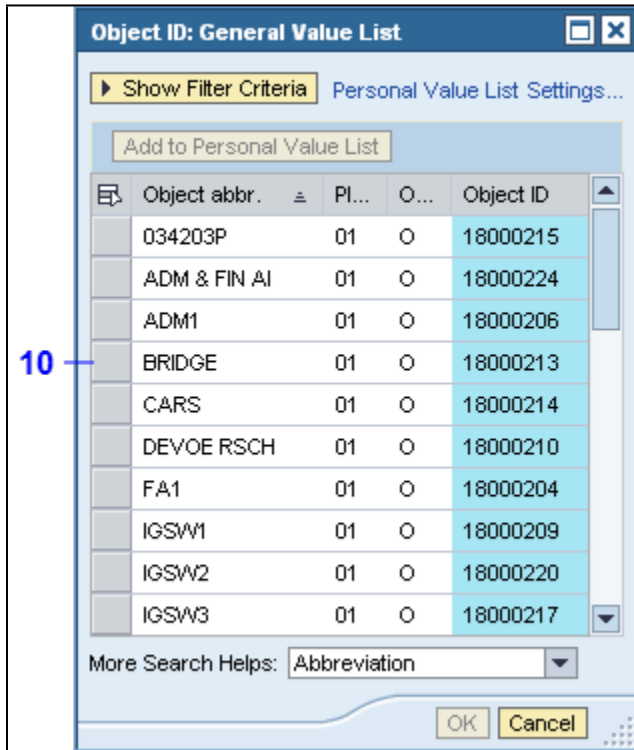
8.   Click the label [21].

9.   Click the button [ ].

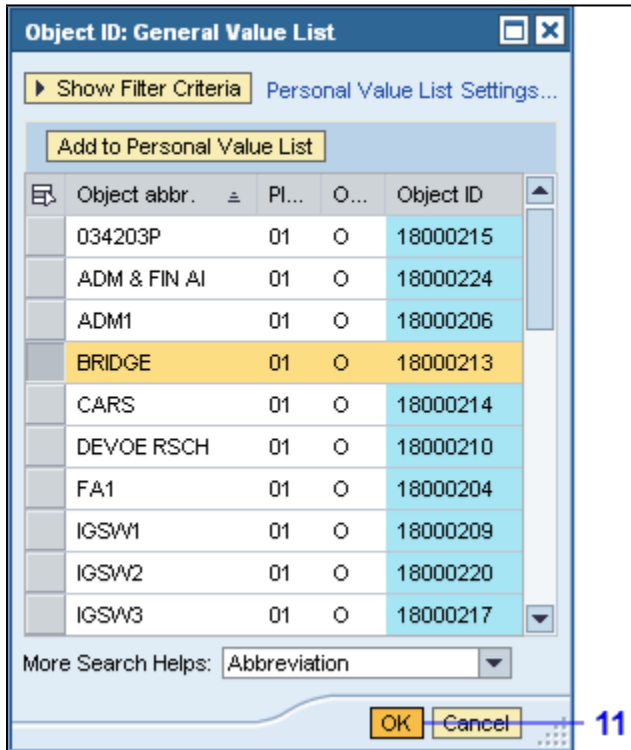You can enter your Org Unit code or Click the button to search for an Org Unit.

Note: This field will pre-populate if you used Copy from Position.
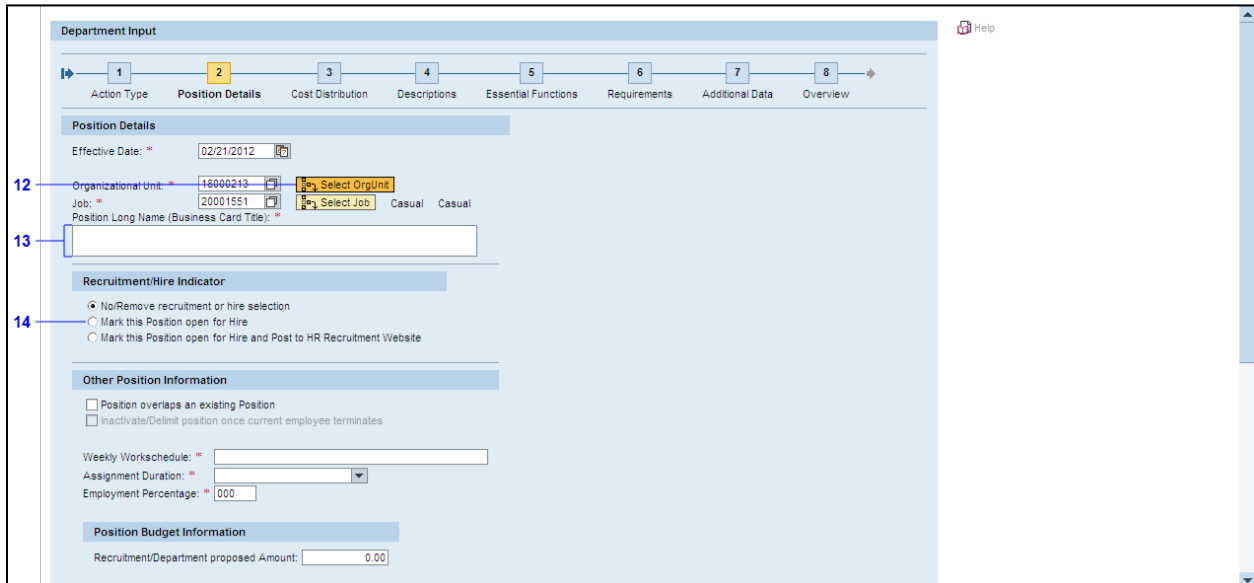
Object ID: General Value List

10. Click the button ☐ .

Object ID: General Value List

11. Click the **OK** button OK .

Department Input

12. Click the **Select OrgUnit** button Select OrgUnit .

Make sure to click the "Select OrgUnit" button after you enter your Org Unit.

13. As required, complete/review the following fields:

Field	R/O/C	Description
Position Long Name (Business Card Title):	Required	**Example:**
Position Long Name (Business Card Title):	Required	**Example:** Program Coordinator (Casual)

14. Click the **Mark this Position open for Hire** radio button ○ Mark this Position open for Hire.

Department Input

15. Click the button.

16. Click the label 21.

17. As required, complete/review the following fields:

Field	R/O/C	Description
Weekly Workschedule:	Required	**Example:** m-f 9-5 35hrs per week

18. Press "Tab".

19. Click the list item [ ].

20. Click the **Assignment Duration:** combo box [ ].

21. Click the list item [ ].

22.

0 Month/ Weeks
0.2 Month - 1 Week
0.5 Month - 2 Weeks
0.7 Month - 3 Weeks
0.9 Month - 4 Weeks
1 Month
1.2 Month - 5 Weeks
1.4 Month - 6 Weeks
1.6 Month - 7 Weeks

Double-click the label .

23.

0.2 Month - 1 Week
0.5 Month - 2 Weeks
0.7 Month - 3 Weeks
0.9 Month - 4 Weeks
1 Month
1.2 Month - 5 Weeks
1.4 Month - 6 Weeks
1.6 Month - 7 Weeks
1.8 Month - 8 Weeks
10 Month - 43 Weeks
10.2 Month - 44 weeks

Double-click the label .

24.

0.9 Month - 4 Weeks
1 Month
1.2 Month - 5 Weeks
1.4 Month - 6 Weeks
1.6 Month - 7 Weeks
1.8 Month - 8 Weeks
10 Month - 43 Weeks
10.2 Month - 44 weeks
10.4 Month - 45 Weeks
10.5 Month - 45.5 Weeks

Double-click the label .

25.

1.2 Month - 5 Weeks
1.4 Month - 6 Weeks
1.6 Month - 7 Weeks
1.8 Month - 8 Weeks
10 Month - 43 Weeks
10.2 Month - 44 weeks
10.4 Month - 45 Weeks
10.5 Month - 45.5 Weeks
10.6 Month - 46 Weeks
10.8 Month - 47 Weeks
11 Month - 48 Weeks

Click the label .

Department Input

26.

Drag 11.3 Month - 49 Weeks to 5.8 Month - 25 Weeks .

27. Click the **6 Month - 26 Weeks** list item 6 Month - 26 Weeks .

28. As required, complete/review the following fields:

Field	R/O/C	Description
*	Required	**Example:** 100

29.

Click the control .

30. As required, complete/review the following fields:

Field	R/O/C	Description

Field	R/O/C	Description
Recruitment/Department proposed Amount:	Required	**Example:**

Department Input

31. Click the **Continue** button [→ Continue].

32. As required, complete/review the following fields:

Field	R/O/C	Description
Cost Center	Required	An organizational unit or activity within a controlling area that represents a clearly delimited location where revenue and costs occur. Organizational divisions can be based on functional requirements, allocation criteria, physical location and/or responsibility for costs. **Example:**
Percentage	Required	The percentage used to distribute to the selected account. **Example:** 0.00
Percentage	Required	The percentage used to distribute to the selected account. **Example:** 0.00

Department Input

33. Click the **Continue** button ⇨ Continue .

Department Input

34. As required, complete/review the following fields:

Field	R/O/C	Description
General Description Blurb:	Required	**Example:**

Department Input

35.   Click the **Continue** button [Continue].

Department Input

36.   As required, complete/review the following fields:

Field	R/O/C	Description
Position Essential Functions	Required	**Example:** Answer Phone 25%

Field	R/O/C	Description
Position Essential Functions	Required	**Example:** Front Desk responsibiltiies 25%
Position Essential Functions	Required	**Example:** Respond to all inquiries for graduate admission information. Create files and coordinate applications with admission department 25%
Position Essential Functions	Required	**Example:**

Department Input

37. Click the **Continue** button ![Continue].

38. Click the **Qualification Catalog** combo box ![combo box].

39. Click the **Communication / Writing** list item Communication / Writing .

40. Click the **Qualification** combo box ![combo box].

41. Click the **Oral Communication Skills** list item Oral Communication Skills .

42. Click the **Proficiency** combo box ![combo box].

43. Click the **Intermediate** list item Intermediate .

44. Click the **Qualification Catalog** combo box ![combo box].

45. Click the **Education** list item Education .

46. Click the **Qualification** combo box .

47. Click the **Preferred Level** list item Preferred Level .

48. Click the **Proficiency** combo box .

49. Click the **High School Diploma/GED** list item High School Diploma/GED .

Department Input

50. Click the **Continue** button Continue .

Department Input

51. Click the **Building:** combo box [▼].

52. Click the **1010 Commonwealth Ave - BU Offices - 1010 Comm** list item
1010 Commonwealth Ave - BU Offices - 1010 Comm .

53. Click the **MailCode:** combo box [▼].

54. Click the **BUWKS-BU WORKS** list item BUWKS-BU WORKS .

55. As required, complete/review the following fields:

Field	R/O/C	Description
Office Phone:	Required	**Example:** 6173589866
Office Phone:	Required	**Example:** 6173589866

Department Input

56. Click the **Continue** button ⇨ Continue .

Department Input

57.   Click the **Next Department** button .

Create Position - DPO - Windows Internet Explorer

58.   Click the **Team** tab .

Tracking version 3

| Tracking # | From | To | Request Type | All Requests | Search |

Request Tracking

	Tracking Number ��	Initiator	Request Type	Affected Person/Object	Request Date	Status	Current Agent	Last Action Date	Date Completed
59 —	600017927	James Dukes	Create Position	New Position, Name TBD	02/21/2012	Submitted	Compensation	02/21/2012	
	600017924	James Dukes	New Hire – Staff Temporary	ANTHONY CAPUTO	02/21/2012	Submitted	Budget Office	02/21/2012	
	600017923	James Dukes	Create Position	New Position, Name TBD	02/21/2012	Completed		02/21/2012	02/21/2012
	600017885	James Dukes	Create Position	New Position, Name TBD	02/13/2012	Submitted	Compensation	02/13/2012	
	600017879	James Dukes	Create Position	New Position, Name TBD	02/10/2012	Submitted	Compensation	02/10/2012	
	600017870	James Dukes	Maintain Position	18000091 -DIRECTOR, FINANCE & ADMIN	02/09/2012	In Process	OM	02/09/2012	
	600017869	James Dukes	Maintain Position	18000091 -DIRECTOR, FINANCE & ADMIN	02/09/2012	Rejected		02/09/2012	
	600017868	James Dukes	Create Position	New Position, Name TBD	02/09/2012	In Process	OM	02/09/2012	
	600017867	James Dukes	Create Position	New Position, Name TBD	02/09/2012	In Process	OM	02/09/2012	
	600017865	James Dukes	Create Position	New Position, Name TBD	02/09/2012	In Process	OM	02/09/2012	

| Display History | Display Form | Display Approvers | Refresh |

59. Click the button [ ].

Results and Next Steps

You have xxxx.