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HIRING STAFF Best Practices

Background and Purpose

On a sponsored project, a most important aspect of getting underway is hiring Staff members. Boston University faculty and staff carrying out research regularly collaborate with individuals who are not Boston University employees but are experts in their field that work at other institutions. The process to use when entering into an agreement for services depends on the nature of the services, and the size and duration of the engagement.

- Staff members are hired using the Payroll Coordinator Tab in BU Works.
- For international scholars, they need to work with BU's ISSO office to attend the new J-1 Scholar Orientation as soon as possible. The ISSO office emails the staff member directly with instructions.

Abbreviations

Abbreviations	Meaning
CV	Curriculum Vitae
DA	Department Administrator
ISSO	International Students & Scholars Office
NRSA	Ruth L. Kirschstein National Research Service Award
PI	Principal Investigator
SA	School Administrator

Process Flow

1. The PI connects the DA/SA with information on the staff member to hire:
 1. funding source (grant information)
 2. start and end date of appointment
 3. salary information
 - If Post Doc will be paid by NIH grant, Post Doc must be hired at the Ruth L. Kirschstein National Research Service Award (NRSA) minimum rate
2. The DA/SA corresponds with the candidate to gather information required by the human resources office

Key things to know

- If Part time employee, please provide all the above except the letters of recommendation
- If re-appointing a staff member, only provide an updated CV, new salary with raise if applicable, start and end date of appointment, and funding source.
- Submit a Salary Change in BU works if applicable on a re-appointment. Attach re-appointment letter.
- While the responsibility to maintain immigration status and employment eligibility falls largely on the foreign national, the ISSO provides [regular reminders](#) based on the data provided. The staff member will reach out to the DA/SA will any help in processing a new visa application.



Roles and Responsibilities

Role	Responsibility
DA/SA	DA/SA corresponds with the candidate to gather required information, processes internal paperwork required to hire staff member.
PI	Alert DA/SA of the need to hire a staff position under a specific grant. Provide start/end date and salary expectations.

Reference Documents

- BU International Students & Scholars Office (ISSO): <http://www.bu.edu/isso/employment-internships/scholar-employment/>
- BU Accounts Payable: <http://www.bu.edu/ap/resources/research-related-payments/>
- Human Resources: <https://www.bu.edu/hr/manager-resources/hiring-recruiting/job-offersnew-hire-setupentry/>
- Human Capital Management: <https://www.bu.edu/tech/support/buworks/help/hcm/>