Mandatory Information You Need BEFORE you process the HIRING FORM in BUworks

1. Effective Date for Hire
2. Hire Reason
3. Social Security Number
4. Position number to be filled
5. Personal data (First name, last name, Date of Birth, Gender, Country of Citizenship, Personal Email)
6. Home Address(House #, Street, City, State, Zip Code, Country)
7. Office Address(Building Number, Office Phone number)
8. Work Schedule Rule
9. Assignment Duration
10. Percent Time
11. Basic Pay (Payscale Group & Payscale Level, Monthly Per pay period amount)
12. Mail Code
13. Service Date (Effective Hire Date if person is being hired afresh or hired from non-comp to comp position. If the person has worked earlier at Boston University for 5 years, the previous hire date)
14. Cost Distribution if it is different from what will be automatically populated