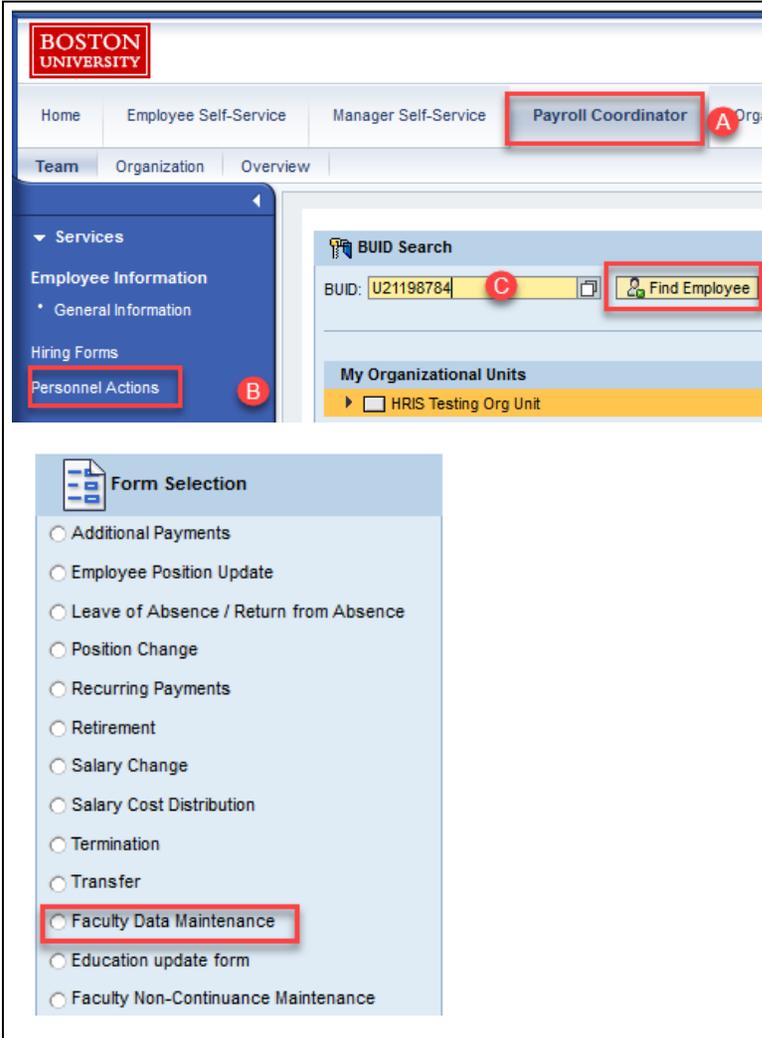


Completing a Faculty Contract Update Form-Quick Reference Guide

Managers and Payroll Coordinators can use the Faculty Data Maintenance form to update information related to a faculty member's contract. There are no pre-requisite OM actions for this PA form.



1. Log on to **BUworks Central** <https://ppo.buw.bu.edu>
2. Based on your privileges, you will see *either* the **Manager Self Service OR the Payroll Coordinator** tab. Click on the tab
3. Click on **Personnel Actions**
4. Enter a BUID and click on **Find Employee**. Alternatively, via the My Organizational Units area of the screen, click on the black arrow to expand the Org Units. Click on the specific Org. Unit the employee belongs to
5. From the display of employees in the Org. Unit, click the specific employee for whom you'll be completing a Faculty Contract Update. Note the row becomes yellow
6. Click on **Select Form**.
7. Click on the Faculty Data Maintenance radio button

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<p>Faculty Data Maintenance</p> <p>Employee Information as of 02/05/2018</p> <p>UID/Name: [] Status: Active Main Assignment: 50008012 Asst Provost Academic Space Planning Personnel Area: Charles River Campus Job: 20000352 Asst Provost, Academic Servs Personnel Sub Area: NREP-Staff Org. Unit: 10001195 University Provost Office Employee Group: Staff-Exempt FT Current Employment Date: 07/29/2002 Employee Subgroup: Admin >SG Personnel Number: [] Multiple Assignments: No % Time Employed: 100.00 Assignment Duration: 12 Month - 52 Weeks Work Schedule: F08MO1N1 8 Hour 5 Day Regular Hours per Period: 173.33 Monthly Salary: [] Base Rate Amount: [] Salary: []</p>	<p>8. The Faculty Data Maintenance Form opens in a new window. Employee Information such as BUID, Main Assignment, Job, Org. Unit, Current Employment Date, Personnel Number, % time employed, Status, Personnel Area and Sub Area, Employee Group and Subgroup, Multiple Assignments (Yes/No), Assignment Duration, Base Rate Amount and Salary are displayed in non-editable fields</p>																									
<p>Actions</p> <table border="1"> <thead> <tr> <th>Start Date</th> <th>End Date</th> <th>Action Type</th> <th>Reason for action</th> <th>Lv Pay Status</th> </tr> </thead> <tbody> <tr> <td>08/01/2015</td> <td>12/31/9999</td> <td>Salary Change</td> <td>Equity Adjustment</td> <td></td> </tr> <tr> <td>08/01/2011</td> <td>07/31/2015</td> <td>Employee Position Update</td> <td>Revision w/Promotion-Same Pos.</td> <td>Active</td> </tr> <tr> <td>01/01/2011</td> <td>07/31/2011</td> <td>Position Change - Conversion</td> <td>Initial Conversion</td> <td>Active</td> </tr> <tr> <td>07/29/2002</td> <td>12/31/2010</td> <td>Initial Conversion</td> <td>New Position</td> <td>Active</td> </tr> </tbody> </table>	Start Date	End Date	Action Type	Reason for action	Lv Pay Status	08/01/2015	12/31/9999	Salary Change	Equity Adjustment		08/01/2011	07/31/2015	Employee Position Update	Revision w/Promotion-Same Pos.	Active	01/01/2011	07/31/2011	Position Change - Conversion	Initial Conversion	Active	07/29/2002	12/31/2010	Initial Conversion	New Position	Active	<p>9. Actions associated with the employee's record are displayed in the Actions section with Start and End Dates, Action Type (such as Salary Adjustment) with Reason (such as Equity Adjustment) and Leave Pay Status (such as Active) are displayed in the Actions Section as non-editable fields</p>
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07/29/2002	12/31/2010	Initial Conversion	New Position	Active																						
<p>Actions</p> <p>Current Faculty Contract Information</p> <p>Correction Create New</p>	<p>10. Current Faculty Contract Information is displayed with Start and End Dates, Position Effective Date, Appointment level, Contract Start and End Dates. To correct the data, click on the box to the far right of the screen. Click on Correction and edit the details of the existing contract</p> <p>If Create New option is selected, the form expands to show New Faculty Contract where you can enter information about the new contract</p>																									

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11. In the New Faculty Contract Information, enter **Record Effective Date** (*labeled A*) (*Date from which changes will take effect*)

12. Enter contract details (*labeled B*) such as **date of Initial Academic Appointment, Position Rank Effective Date, Full time hire date, Appointment type (academic or administrative), Appointment level (Primary or Secondary), Covered by (FPP-Faculty NTT-Clinical/Practice/Research/Teaching Tracks), Joint, Contract Start and End Dates, Contract Length, Active Status and Decision Date** details

13. If all the data entered is accurate, Click on **Submit** (*labeled C*). If you would like to exit the form without saving the details, click on **Exit**