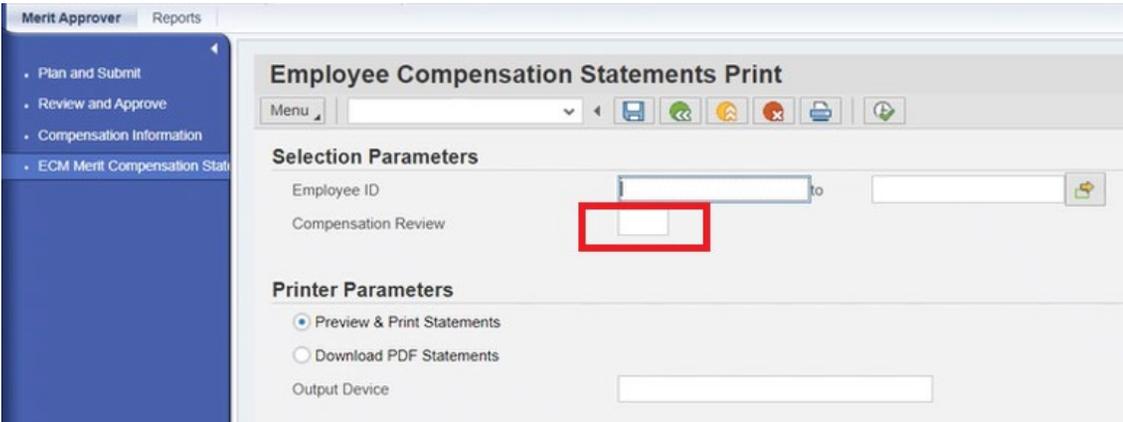


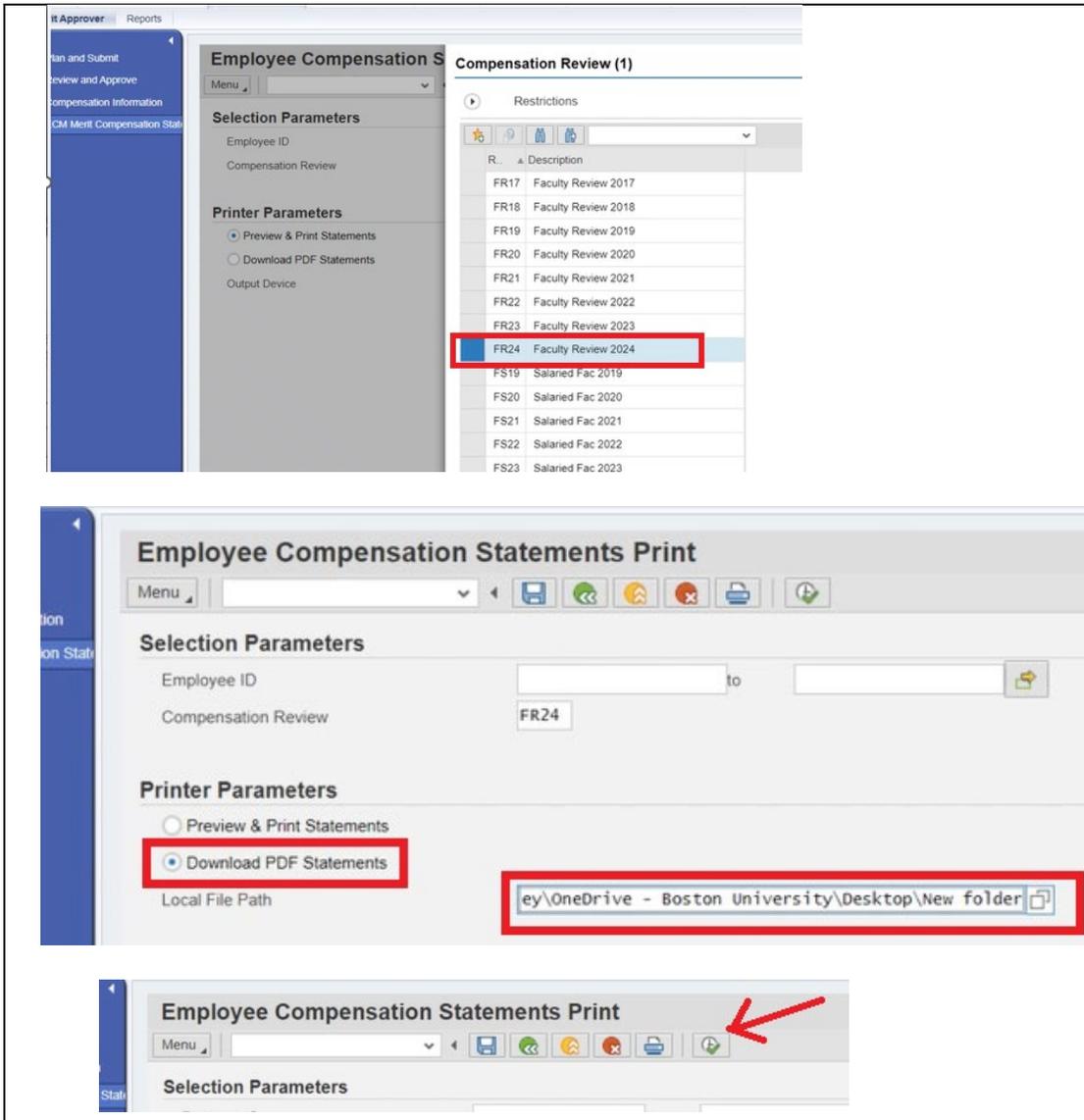
How to Download Multiple Compensation Statements

When the planning process has ended Managers, ECM Recommenders and Approvers have the ability to download Compensation Statements which summarize the increases that an employee might have received.

The instructions below will show how a Manager, ECM Recommender or Approver can download and save multiple comp statements for the areas they might have access to. If you have any questions on this or any other ECM process please contact hrcomp@bu.edu

 <p>The screenshot shows the BUworks Central navigation menu. The 'ECM Merit Compensation St...' option is highlighted with a red box.</p>  <p>The screenshot shows the 'Employee Compensation Statements Print' form. The 'Compensation Review' dropdown menu is highlighted with a red box.</p>	<p>For ECM Recommenders and Approvers</p> <ol style="list-style-type: none">1. Log on to BUworks Central: www.bu.edu/buworkscentral2. Depending on your access, click the Merit Approver or Merit Recommender tab (in this example, the Merit Approver Tab is displayed)3. Click on 'ECM Merit Compensation Statement'4. Click into the 'Compensation Review' field and select the 'search' <p>This will bring up the merit review cycles to choose from.</p>
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How to Download Multiple Compensation Statements



5. In this example we will be selecting the current NREP Faculty review which is FR24 (in future years it will be 'FR' and the last 2 digits of that current year).

Please note that you can only process 1 review at a time.

Once selected it will go back to the prior screen.

6. Select the 2nd radial 'Download PDF Statements'

7. Copy and paste the location of where you want the PDFs to download into the 'Local File Path' field.

(Note: the search function does not always work as expected. You can use your 'Download' folder location or save to your Desktop. Still unsure: copy a blank word doc to your desktop, go to it and copy the location address and enter into this field)

8. Execute (by clicking on the Execute button: )

The orgs that you have access to will then display.

How to Download Multiple Compensation Statements

Organizational Structure	Object abbr.	Object type	Extended object ID
<input type="checkbox"/> College of Communication	037040	O	10000273
<input type="checkbox"/> College of Fine Arts	035040	O	10000369
<input type="checkbox"/> Mellon Professorship	PROV	O	10000427
<input type="checkbox"/> Wheelock - Office of the Dean	Wheelock	O	10000521
<input type="checkbox"/> Office of Dean of Students	052050	O	10000543
<input checked="" type="checkbox"/> College & Grad School of Arts & Sciences	020040	O	10000593
<input type="checkbox"/> Philosophy & History of Science	Centr Phil	O	10002196
<input type="checkbox"/> Earth & Environment	Earth Env	O	10003951
<input type="checkbox"/> Center for Innovation in Social Science	CISS	O	10004727
<input type="checkbox"/> Geddes Language Center	GED LANG	O	10004855

<input checked="" type="checkbox"/> College & Grad School of Arts & Sciences	020040	O	10000593	01/01/1900	12/31/999
<input checked="" type="checkbox"/> Philosophy & History of Science	Centr Phil	O	10002196	01/01/1900	12/31/999
<input checked="" type="checkbox"/> Earth & Environment	Earth Env	O	10003951	07/01/2012	12/31/999
<input checked="" type="checkbox"/> Center for Innovation in Social Science	CISS	O	10004727	01/01/2015	12/31/999
<input checked="" type="checkbox"/> Geddes Language Center	GED LANG	O	10004855	06/01/2015	12/31/999
<input checked="" type="checkbox"/> Invisidline Department	LING DEPT	O	10004859	07/01/2015	12/31/999

name	date modified	type	size
Today			
ALICE_BENAI_CompensationStatement_20240711132948_FR24	7/11/2024 1:30 PM	Microsoft Edge PDF ...	27 KB
ARIANNE_CHERNOCK_CompensationStatement_20240711132948_FR24	7/11/2024 1:30 PM	Microsoft Edge PDF ...	27 KB
BARON_L_PMAH_CompensationStatement_20240711132948_FR24	7/11/2024 1:30 PM	Microsoft Edge PDF ...	27 KB
JOSEPH_BIZUP_CompensationStatement_20240711132948_FR24	7/11/2024 1:30 PM	Microsoft Edge PDF ...	27 KB
SEAN_MALLEN_CompensationStatement_20240711132948_FR24	7/11/2024 1:30 PM	Microsoft Edge PDF ...	27 KB
MAURA_BERRIES-EL_CompensationStatement_20240711132950_FR24	7/11/2024 1:29 PM	Microsoft Edge PDF ...	27 KB
1 - Education - 1 - Microsoft Teams - Letter 2024 PDF	7/11/2024 1:31 PM	Microsoft Word Doc	16 KB

9. If you want to download all of them then highlight the top level and click on the 'Select Block' button
10. This will then auto include all the sub-units that fall under the highlighted org
11. Click the 'Save' button at the top
12. If applicable: Click the 'Allow' button if you see a popup asking you to 'Allow' (note: this does not show for everyone)

When it stops (flashing or showing downloads), check the location you entered for the download, and you will see them listed there.