

# Initiate a Personnel Administration (PA) Form

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**When to use** Use this procedure to initiate all personnel administration (PA) actions (actions that impact an employee), such as hiring, transferring, or terminating an employee. Personnel actions are also used to sync some position changes with an employee's record. See the [BUworks Form Decision Guide](#) for a complete list of forms necessary for each action type.

**Before you begin** Ensure any necessary organization management (OM) forms have been submitted and approved before submitting the personnel administration forms. See the [BUworks Form Decision Guide](#) for a complete list of forms necessary for each action type.

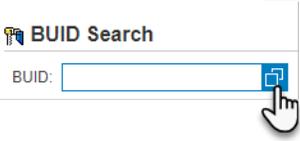
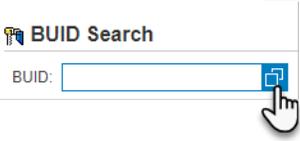
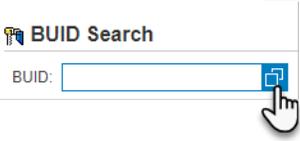
 **Warning:** Forms must be completed one at a time; do not open multiple forms in multiple tabs.

To prevent late payment to an employee, pay careful attention to the [form deadlines](#) and plan accordingly.

 **References**

- Click [here](#) for the Data Dictionary

# Initiate a Personnel Administration (PA) Form: Step-by-Step

Step	Action						
1	Log into BUWorks using your BU login and Kerberos password at the following URL: <a href="https://ppo.buw.bu.edu">https://ppo.buw.bu.edu</a>						
2	Once you are logged in, click on the tab relevant for your role in SAP: <table border="1" data-bbox="289 548 1133 705"> <thead> <tr> <th>IF your role is...</th> <th>THEN click the...</th> </tr> </thead> <tbody> <tr> <td>Manager</td> <td><b>Manager Self-Service</b> tab</td> </tr> <tr> <td>Payroll Coordinator</td> <td><b>Payroll Coordinator</b> tab</td> </tr> </tbody> </table> <p> <b>Note:</b> If you are both a manager and a payroll coordinator, select the <b>Manager Self-Service</b> tab if you are taking action for a direct report. Otherwise, use the <b>Payroll Coordinator</b> tab.</p>	IF your role is...	THEN click the...	Manager	<b>Manager Self-Service</b> tab	Payroll Coordinator	<b>Payroll Coordinator</b> tab
IF your role is...	THEN click the...						
Manager	<b>Manager Self-Service</b> tab						
Payroll Coordinator	<b>Payroll Coordinator</b> tab						
3	Click <b>Personnel Actions</b> in the left side menu.   <b>Result:</b> the <b>BUID Search</b> screen opens as well as an overview of your organizational structure.						
4	There are two ways to select the employee for whom an action is required:  <u>Option 1:</u> <table border="1" data-bbox="289 1108 1445 1528"> <thead> <tr> <th>IF...</th> <th>THEN...</th> </tr> </thead> <tbody> <tr> <td>You know the employee's <b>BUID</b></td> <td>Type the employee's <b>BUID</b> in the <b>BUID</b> field</td> </tr> <tr> <td>You do not know the employee's <b>BUID</b></td> <td> <ul style="list-style-type: none"> <li>Click the button in the <b>BUID</b> field</li> </ul>  <ul style="list-style-type: none"> <li>Search for the employee by name as it appears in SAP</li> <li>Select the employee from the search results</li> </ul> </td> </tr> </tbody> </table> <p>Click the <b>Find Employee</b> button.</p> <p> <b>Result:</b> Employees matching your search terms appear in the <b>Employee Selection</b> table.</p> <p><u>Option 2:</u> Browse for the employee's department in the <b>My Organizational Units</b> section. Clicking on an organizational unit will populate the <b>Employee Selection</b> table with all members of that unit. This method is most convenient if you need to initiate PA actions for multiple employees in the same org unit.</p>	IF...	THEN...	You know the employee's <b>BUID</b>	Type the employee's <b>BUID</b> in the <b>BUID</b> field	You do not know the employee's <b>BUID</b>	<ul style="list-style-type: none"> <li>Click the button in the <b>BUID</b> field</li> </ul>  <ul style="list-style-type: none"> <li>Search for the employee by name as it appears in SAP</li> <li>Select the employee from the search results</li> </ul>
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Step	Action
5	In the <b>Employee Selection</b> table, highlight the row where the employee is listed by clicking the box on the left hand side of the Employee Selection table.
6	Click the <b>Select Form</b> button.
7	<p>Select the radio button next to the appropriate form.</p> <p> <b>Result:</b> The selected form opens in a new window.</p> <p> <b>Information:</b> If you select the wrong form, scroll to the bottom of the page and click the <b>Exit</b> button. This will return you to the Employee Selection table (step 5).</p>