



## How to Run Compensation Statements

When the planning process has ended Managers, ECM Recommenders and Approvers have the ability to print out 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 load and view the 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](mailto:hrcomp@bu.edu)

The screenshot shows the BUworks Central interface. The top navigation bar includes 'Home', 'Employee Self-Service', 'Manager Self-Service', 'Payroll Coordinator', 'Organizational Chart', and 'Merit Approver'. The 'Merit Approver' tab is highlighted with a red box. Below the navigation bar, the 'Merit Approver' section is active, and the left sidebar menu has 'Compensation Information' highlighted with a red box.

The second screenshot shows the 'Manager Self-Service' tab highlighted with a red box. The left sidebar menu has 'Employee Compensation' expanded, and 'Compensation Information' is highlighted with a red box. A red arrow points from this menu item to a table of data.

Employee Compensation			
• Compensation Information			EDWIN R
Hiring Forms			EDWIN R
Personnel Actions			EDWIN R

How to load the ECM Compensation Statements for ECM:

### For ECM Recommenders and Approvers

1. Log on to **BUworks Central**: [www.bu.edu/buworkscentral](http://www.bu.edu/buworkscentral)
2. Depending on your access, click the **Merit Approver** or **Merit Recommender** tab (in this example, the Merit Approver Tab is displayed)
3. Click on **Compensation Information**

### For Managers

1. Log on to **BUworks Central**: [www.bu.edu/buworkscentral](http://www.bu.edu/buworkscentral)
2. Click on the **Manager Self-Service** tab
3. On the left side menu under the **Employee Compensation** header, click on **Compensation Information**

## How to Run Compensation Statements

**Compensation Information**

Compensation Review: Faculty Review 2017

Employee Selection: [E] Units via Merit

Organizational Units: L2324 Review 2017, L2324 Review 2018

All Comp.Review Statement

Manager Org Unit Title Job

**Compensation Information**

Compensation Review: Staff Review 2018

Employee Selection: Employees from Organizational Units via Merit

Organizational Units: [Select All] [Deselect All] [Comp]

### Loading Compensation Statements:

#### **For ECM Recommenders, Approvers and Managers**

1. Select the **review type and year** you want to look at statements for
2. Then select the org structure view you want to use to select employees
  - **Employees from Org Units via Merit** will load a list of the orgs you have access to
  - **Employees from Org Structure via Merit** will load a hierarchy view of the orgs you have access to

#### **For Managers only**

- **Eligible Direct Reports** will auto-load and will select all employees that report directly to you as manager

## How to Run Compensation Statements

**Compensation Information**

Compensation Review:

Employee Selection:

Organizational Units		Select All Deselect All <b>Comp.Review Statement</b>			
Select All	Deselect All	Employee	BU ID	Manager	Org Unit
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SHUMAK HOUSTON	U47978546	EDWIN RAMONES	HR - Systems
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
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<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				

**Compensation Information**

Compensation Review:

Employee Selection:

Organizational Structure		Select All Deselect All <b>Comp.Review Statement</b>			
Boston University		Employee	BU ID	Manager	Org Unit
Operations		SHUMAK HOUSTON	U47978546	EDWIN RAMONES	HR - Systems
Budget, Planning & Institutional Research					
Human Resources					
HR - Ops, Comp, HRIS					
HR - Compensation					
HR - Operations, HRIS					
HR - Information Systems					
<b>HR - Systems</b>					
HR - Service Center					

### How to Select Employees:

#### For ECM Recommenders, Approvers and Managers

1. If you selected **Employees from Org Units via Merit** find and click on the org name you want to load and then click **Start**. That will load the employees that are in that org. To view that employee's comp statement click the line with their name and then click **Comp Review Statement**

OR

2. If you selected **Employees from Org Structure via Merit** navigate the hierarchy to the org name you want to load and then click **Start**. That will load the employees that are in that org. To view that employee's comp statement click the line with their name and then click **Comp Review Statement**

#### For Managers Only:

If you are a manager and used the **Direct Reports** option the names of your direct reports will load, to select the comp statements highlight their name and click **Comp Review Statement**.



## How to Run Compensation Statements



### Compensation Statement

**Houston, Shumak**  
HCM Admin  
AP75  
U99999999  
Increase Effective: 01/01/2018

Linking your pay and performance

Boston University's staff compensation program is intended to provide market competitive salaries that will enable the University to attract, retain, and engage highly qualified administrators and staff. The principles of this program are intended to cover all non-faculty, non-unionized positions.

Your annual cycle cash compensation for the 2017 performance year are summarized in the table below.  
Off-cycle pay activity is not reflected in this statement.

<b>Performance Rating</b>	Excellent - 0004
<b>Base Salary</b>	\$50,000.00
Merit Increase	\$2,000.00    4.00%
Adjustment	\$0.00    0.00%
Total Increase	\$2,000.00    4.00%
<b>New Salary</b>	\$52,000.00

Once the Compensation Statement loads they can be saved or printed through the Browser.