# Scenario: Maintain Posted Position

**When to use**

This guide is intended for regular staff positions only. For changes to faculty or academic research positions posted on the HR Careers page, contact Talent Recruitment Services directly.

There may be circumstances under which a position posted on the HR Careers page needs to be maintained. Common situations include, but are not limited to:

- Change the position title
- Change the position description
- Update the posting language
- Increase the salary amount

***Note:*** If changes to the position will significantly change the responsibilities of the position, the changes may require HR Compensation to review the position. If you are unsure whether an evaluation by HR Compensation is necessary, contact hrcomp@bu.edu.

The **Maintain Position** form is used to make changes to a position. Changes that also need to be made to an employee must be processed via PA (Personnel Action) form.

***Warning:*** If a corresponding PA form needs to be completed, the PA form must be completed *after* the maintain position form successfully completes workflow. **OM and PA forms cannot be completed simultaneously.**

**Before you begin**

Collect all information needed to complete the form. The in-progress form cannot be saved and must be completed in a single session. You will need the information you intend to change.

Incorrect information will result in longer processing times and may cause your form to be rejected. OM forms can only be rejected by HR Compensation and Budget; they cannot be returned.

To prevent late payment to an employee, pay careful attention to the form deadlines and plan accordingly.

**References**

- Click here for the OM and PA form deadlines
- Click here for the Data Dictionary
- Click here for instructions to initiate a PA form

# Scenario: Maintain Posted Position: Step-by-Step

| Step | Action |
|---|---|
| 1 | Log into BUworks using your BU login and Kerberos password at the following URL: [https://ppo.buw.bu.edu](https://ppo.buw.bu.edu) |
| 2 | <table><tr><th>IF your role is…</th><th>THEN click the…</th></tr><tr><td>Manager</td><td>Manager Self Service tab.</td></tr><tr><td>Payroll Coordinator</td><td>Payroll Coordinator tab.</td></tr></table> |
| 3 | Click the **Organization tab** on the ribbon directly below your tabs. |
| 4 | Click on **Maintain Position**<br><br>***Result:*** The Maintain Position selection page launches.<br><br>***Warning:*** Forms must be completed one at a time; do not open multiple forms in multiple tabs. |
| 5 | Enter the **position number** (example 500xxxxx) or lookup the position number by clicking on the search help box. Click select position.<br><br>***Result:*** The maintain position window opens up. The data shown on the left side of the maintain position form is **Current Position Data** and is display only**.** The data on the right side is **New Position Data**, which is editable. |
| 6 | Enter the **Effective Date** or click on the search help box and select the effective date.<br><br>***Note:*** The effective date should be the date the changes to the posted position are effective. The effective date used cannot be the same as the effective date used to initially post the position. A different effective date is one of the components necessary to ensure the position changes proceed to Talent Recruitment Services. |
| 7 | Confirm or modify the 8-digit **Organizational Unit** number (example 100xxxxx). Click 'Verify Selected Org Unit Data'.<br><br>***Note:*** The organizational unit will automatically populate based on the current position information. |
| 8 | If needed, revise the **Job.** Click 'Verify Selected Job'. If no change is needed, proceed to the next step.<br><br>***Note:*** If you are unsure what job code to use, please email Compensation at [hrcomp@bu.edu](mailto:hrcomp@bu.edu) |

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>9</td><td>If needed, revise the Position Long Name (Business Card Title). The position title entered here will be the basis of the Medium Position Title entered by Compensation (this is the public display name). If no change is needed, proceed to the next step.</td></tr>
<tr><td>10</td><td>Select the recruitment/hire indicator. In most instances, “Mark this Position Open for Hire and Post to the HR Recruitment Website” will already be selected. If this is the case, leave this indicator selected but change the Posting Date to the same effective date entered in Step 6. This changed date is one of the components necessary to ensure the position changes proceed to Talent Recruitment Services.<br><br>Note: If the recruitment indicator is not currently “Mark this Position Open for Hire and Post to the HR Recruitment Website”, change the current indicator to this one and proceed as noted above.</td></tr>
<tr><td>11</td><td>If needed, revise the Weekly Work Schedule. If no change is needed, proceed to the next step.<br><br>Note: The days and hours in this section will dictate the work schedule rule set by Compensation.</td></tr>
<tr><td>12</td><td>If needed, revise the Assignment Duration via dropdown. If no change is needed, proceed to the next step.</td></tr>
<tr><td>13</td><td>If needed, revise the Percent Time. If no change is needed, proceed to the next step.</td></tr>
<tr><td>14</td><td>If needed, revise the Proposed Compensation Amount. This is the amount you intend to pay the employee. This amount will be validated by HR Compensation to ensure compliance with state and federal law.
<table>
<tr><th>IF the incumbent is…</th><th>THEN…</th></tr>
<tr><td>Paid monthly</td><td>Enter an annual dollar amount (e.g., $50,000).<br><br>Note: If the employee is under 12 months and/or 100% time, the department must include the FTE in the comments.</td></tr>
<tr><td>Paid weekly</td><td>Enter the hourly amount (e.g., $15.00)</td></tr>
</table>
If no change is needed, proceed to the next step.</td></tr>
<tr><td>15</td><td>Leave the Position Planning No. as is.</td></tr>
<tr><td>16</td><td>The Recurring Position Budget should match the Proposed Compensation Amount unless otherwise directed by your Budget Analyst.</td></tr>
<tr><td>17</td><td>Faculty Stipend Information should be blank since only staff positions can be posted to the HR Careers page through the Maintain Position form. If you are looking to maintain a posted faculty position, contact your assigned Talent Recruitment Services team member directly.</td></tr>
<tr><td>18</td><td>The Master Cost Center will automatically populate based on the organizational unit selected. Adjust as needed.</td></tr>
</table>

| Step | Action |
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| 19 | Upload relevant documentation in the **Attachments** section. This is most commonly posting language. If the posting language you are looking to use has bullets or URLs, include an attachment with this formatting. If this formatting is entered directly into the Maintain Position form, the form can fail to move to Talent Recruitment Services.<br><br><table><tr><th>IF…</th><th>THEN…</th></tr><tr><td>There are documents to attach</td><td>Proceed to the next step</td></tr><tr><td>There are no documents to attach</td><td>Proceed to Step 26</td></tr></table><br>***Warning:*** do not include attachments containing sensitive information such as social security number, date of birth, etc. |
| 20 | Click the **Choose File** button in the **Attachments** section.<br><br>***Result:*** The **Open** window appears. |
| 21 | Navigate to the appropriate file on your computer. |
| 22 | Click the title of the file. |
| 23 | Click the **Open** button.<br><br>***Result:*** The filename appears in the **Select File:** field. |
| 24 | Click the **Attach File** button.<br><br>***Result:*** The file now appears in the **Attachments** table. |
| 25 | Repeat steps 20–24 for each attachment. |
| 26 | Enter information in the **Comments** section (150 characters or less) including information about what changes are being made to this position and the fields changed. ***This is a required field.***<br><br>***Note:*** HR Talent Recruitment Services does not have access to this field. If you need to communicate with Talent Recruitment Services, use the **Recruitment Comments** field noted in Step 39. |
| 27 | Click **Continue** and then scroll to the top of the page, or scroll to the top of the form and click on the **Cost Distributions** tab. |
| 28 | If needed, revise the **Cost Distribution** fields. The Cost Distribution dictates how the position budget is allocated**.** In cases where the position is grant-funded, the generic grant number 9559999990 must be entered under the Order column. The PA will allow entry of the applicable grant account number(s).<br><br>***Warning:*** The cost distribution percentage must equal 100%. In addition, if the Proposed Compensation Amount is not filled in under the Position Details tab you will be unable to enter the cost distribution. |

<table>
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<tr><td>29</td><td>Click Continue and then scroll to the top of the page, or scroll to the top of the form and click on the Description Details tab. The Description Details will automatically fill in based on what is currently listed on the position. This is a blurb of the position description. Review and/or update this summary if needed.</td></tr>
<tr><td>30</td><td>Click Continue and then scroll to the top of the page or scroll to the top of the form and click on the Essential Functions tab. Update as needed. Please do not include bullets or hyperlinks.<br><br>Warning: the percentages must equal 100% and are a minimum of 5%.</td></tr>
<tr><td>31</td><td>Click Continue and then scroll to the top of the page, or scroll to the top of the form and click on the Position Requirements tab. The Position Requirements will automatically fill in based on what is currently listed on the position. Edit the existing requirements as needed.<br><br>Note: Make sure any changes to the position requirements are also reflected in the Posting Description for HR Website (Step 38).<br><br>Reference: Position requirements need to be selected both by highlighting the row and selecting the dropdowns in a particular order; otherwise, the position requirements will not successfully stick to the position. See Scenario: Add, Edit, or Remove Position Requirements for further guidance.</td></tr>
<tr><td>32</td><td>Click Continue and then scroll to the top of the page, or scroll to the top of the form and click on the Additional Data & Recruitment Info tab. In the additional data tab, make changes as needed in the Additional Position Information:<ul><li>Building – select the building where the employee/position will work. If this is an off-campus position enter the departmental address and note the position is ‘Off Campus’ in the Comments section.</li><li>Mail code – select mail code from the dropdown</li><li>Office phone – enter the position phone number. If the phone number is unknown, enter the department main line phone number.</li></ul></td></tr>
<tr><td>33</td><td>If needed, revise the Hiring Manager by clicking on the box called Get Hiring Manager Info. Search for the hiring manager by first and last name. If no changes are needed, proceed to the next step.</td></tr>
<tr><td>34</td><td>If needed, re-select the Recruiting Department via the dropdown menu. This field will only need to be re-selected if the org unit of the position was changed in Step 7. If the field is blank or the information is incorrect cease processing and email hrsys@bu.edu for assistance.</td></tr>
<tr><td>35</td><td>The information under Planned Work Schedule Info automatically populates based on the information listed on the tab in Position Details. Edit if needed (this will change the information on the Position Details tab).<ul><li>Assignment Duration</li><li>Weekly Work Schedule</li><li>Weekly Work Hours</li><li>Employment Percent</li></ul></td></tr>
</table>

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<tr><th>Step</th><th>Action</th></tr>
<tr><td>36</td><td>Under Additional Info:<ol><li>Leave the New/Existing Position field as is.</li><li>Specify if grant funded by selecting yes, no, or partially (depending on the amount of salary covered by grant funding). Change if needed relative to changes on the Cost Distribution tab.</li></ol></td></tr>
<tr><td>37</td><td>Update the Recruitment Posting Information section as needed. If no changes are needed, proceed to the next step.<br><br>Posting Description for HR Website (first section) should include a description of 5-8 sentences about the primary purpose of this position. This section is viewable by applicants.<br><br>Format:<ul><li>General opening statement about the position</li><li>Use present tense</li><li>Each statement should start with an action word that is linked to a value, product, outcome, service, or objective</li><li>There should be an emphasis on connecting the position to the mission of the department</li></ul>Note: The position’s General Description Blurb may be a helpful starting point for this description.</td></tr>
<tr><td>38</td><td>Update the Posting Description for HR Website section as needed. If no changes are needed, proceed to the next step.<br><br>Posting Description for HR Website (second section) is a list of requirements and qualifications needed to perform the position. This section is viewable by applicants.<br><br>Format:<ul><li>First requirement is education requirements. Use abbreviation of B.A. or B.S. for bachelor’s degree and include the specific area of study if necessary.</li><li>Second requirement is years of experience. Include specific experience if necessary (e.g., one to three years administrative experience working in academic environment.</li><li>Remaining requirements then follow (e.g., excellent communication, problem solving, analytical skills, etc.).</li><li>Include any additional information related to the position that a candidate should know about (e.g., some travel required, must be available to work on weekends, etc.).</li></ul>Note: The information on the Position Requirements should be consistent with the information on the Posting Requirements for HR Website.</td></tr>
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| Step | Action |
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| 39 | Update the **Recruitment Comments** section. This information is communicated to Talent Recruitment Services. In this field, state the position is already posted and include the tracking code of the existing posting (if available). Include an overview of the changes made so Talent Recruitment Services is aware of what to update on the posting. If the revised posting language is attached to the form as a PDF or Word document, include a note that Talent should see the attached documentation for the updated language.<br><br>***Note:*** The information entered here is not posted on the HR website. This section is only intended for communicating directly with Talent Recruitment Services. |
| 40 | Review data to ensure it is correct. Approvers do not have an option to return this form, only reject. |
| 41 | Review data again, if needed; otherwise, click **Validate Form Data** > **Next Department > Exit.** Depending on the computer or browser you are using, you may need to scroll down to see the green checkmark to confirm the submission was successful.<br><br>***Note:*** There is currently no option to save information entered on this form. To exit without saving, click on Exit. To change any information, click **Back** to return to the previous step or click the appropriate tab at the top of the screen (*e.g.*, Cost Distributions).<br><br>***Result:*** The form is submitted for approval via workflow. You can track the form progress through Request Tracker. You will receive an email notification when the form is approved. |