The Supervisor's Info-Pipeline

Entry Points to Policies, Procedures, and Processes

As a supervisor or manager, new to Boston College or currently in that role, you need particular information and may be not quite sure where to find it. To guide you through the vast amount of resources available on the Human Resources website, we have compiled specific policies, procedures, and processes you should know about to be effective in your job and to help you and your employees thrive at Boston College.

Information to Help You in Your Transition	Human Resources Policies, Procedures, Processes
Getting Started	Recruiting and Hiring
Getting Around	PeopleSoft/HR Resources

1

Getting Around

Boston College Home Page

Boston College Info Page/Agora Portal

Campus Directory

Campus Maps (Main, Brighton and Law School Campuses)

Frequently Requested BC Phone Numbers and E-mail Addresses

A Guide for New Employees

Top of page

Specific University Services

Work Order Center || Part of Facilities Management Support Systems to place a request for routine and non routine maintenance requests.

Bureau of Conferences and Catering || How to reserve a room and order food for any event or meeting.

Student Services Office || University academic policies, registration and course descriptions

Online services for BC community

Emergency Closings

Emergency Preparedness || Contains extensive information about existing campus safety procedures, guidelines for responding to and staying informed in the event of an emergency, links to on- and off-campus resources, and general tips for making safe choices.

Boston College Police Department || Offers a variety of resources in areas ranging from traffic and parking issues to lost property on campus.

Top of page

PeopleSoft Financials

PeopleSoft Financials is how Boston College does business and its modules contain many features. You and/or a member of your staff may be responsible for its functions. For an overview, go to PeopleSoft Financials Homepage.

Specific PeopleSoft Financial Modules

PeopleSoft Financial Queries || Types and Listing of Reporting Options.

Financials and HR Reports, Inquiries and Queries

PeopleSoft Financial Glossary of Terms

PeopleSoft User Departmental Roles

Related Fiscal and Business Information

Procurement Services || Details on the Purchasing Card or American Express Card as well as travel information

Office of the Controller || Covers business and accounting services. See also specific policies and procedures

Top of page

2

HUMAN RESOURCES POLICIES, PROCEDURES, AND PROCESSES

As a supervisor, you need to be aware of workplace policies and procedures. By becoming familiar with them will enable you to make an informed decision as certain situations, issues, or questions arise. See the Employee Handbook and Human Resources Website for additional resources and more details.

Recruiting and Hiring

Legal Interviewing Guidelines for Managers Summary of Federal laws pertaining to the

ECR Automation - Leaves

ECR Leave of Absence Documentation

ECR Short Term Disability with Pay Documentation

ECR Long Term Disability Documentation

ECR Automation - Pay Rate Change/Job Earning Distributions

ECR Automation- Short Work Break Date Revisions

ECR Automation ±Terminations

ECR Termination Documentation

User Tips

ECR Termination Presentation

Leave Accrual Manager Self Service Time Approval Documentation

Top of page

Kronos

Kronos 6.1 Workforce Central || Web-based timekeeper application used by employees to input hours worked, and used by managers to review and approve employee hours. It is accessed through Agora. Kronos contains the Workforce Central features, to which your system administrator has granted you access rights. See also Kronos Frequently Asked Questions for Managers

Top of page

Onboarding Your Staff

A Supervisor's Guide to Orienting a New Employee || Suggestions to make your new employee feel welcome and help ease transition to Boston College

Probationary Period || For exempt and non exempt staff

Hours of Work For exempt and non exempt staff. Includes information regarding flexible work schedule requests

Top of page

Professional Development for You and Your Staff

Employee Development || The Office of Employee Development offers open registration workshops, and provides resources, and services intended to improve employee success and job effectiveness.

Faculty/Staff Assistance Program || Provides professional counseling, information, and referral services to faculty, staff, and their families. See also F/SAP webpage.

Well-Practice Manager || Quarterly online newsletter

Action Steps to Support Your Employee's Learning || See also QA Guide for Supervisors of Employees [username and password required]

University Affiliates Program || Provides black, Hispanic, Asian and Native American professional staff with opportunities to broaden their management experiences and to study critical issues in higher education.

4

[Environmental Health & Safety Office](#) || Contains health and safety training, information, or compliance assistance.

[Information Technology Service Training](#) || Core business and office software applications used at the University for both Windows and Mac computers.

[Other learning opportunities](#) || Lists scheduled workshops, information on role-specific functions and processes, and credit and non-credit courses, as well as off-campus training opportunities

[Top of page](#)

Employment Policies

This section contains some of the employment policies and procedures applicable to Boston College employees. As a supervisor, you are expected to be familiar with them so that you may to be able to respond accurately and impartially to questions regarding these policies and procedures. For more detailed information, please see [University's Policies and Procedures.](#)

[Equal Employment Opportunity and Affirmative Action](#) || Notice of Non Discrimination to comply

Z L W K   D Q G   F D U U \   R X W   % R V W R Q   & R O O H J H ¶ V   U H V S R Q V L E L O

with state and federal laws,

[Individuals with Disabilities](#) || Extends civil-rights protection to persons with disabilities and prohibit employment discrimination on the basis of disability.

[Psychiatric Disabilities and the ADA](#) || Provides psychiatric disability guidelines that address legal

L V V X H V   I D F H G   E \   H P S O R \ H U V   7 R S L F V   L Q F O X G H   G H I L Q L W L

d

5

Drug-Free Workplace || Complies with the requirements of the Drug-Free Workplace Act of 1988. Contains information on prohibition of controlled substances, certain disclosures upon employment, and where to seek confidential counseling on drug use/abuse-related problems

Grievance Procedures || What to do if any employment-related grievances cannot be resolved informally. Provides details on what issues are subject or not subject to grievance and levels of the formal review procedure

Compensation and Salary Administration

The Boston College compensation program uses a classification system in which each job is reviewed based on information provided in a role description. For in-depth details and more information see the   and the relevant section in the Employee Handbook.

Market Pricing Broad Band Compensation System || Overview of broad band system and its salary structure

General Compensation Practices FAQ

Job Classification Overview || Provides criteria in which each job is reviewed based on information provided in a role description

Overtime || Guidelines regarding overtime eligibility

Top of page