

Boston University Human Resources Service Center

The Boston University Human Resources Service Center is a one stop shop destination and this team is available to answer your questions on a variety of topics, including, but not limited to:

- Accident insurance
- Beneficiary designations
- Benefit plans
- Benefits enrollment
- Claim issues
- COBRA coverage
- Dental plan
- Dependent care flexible spending account
- Disability claims
- Domestic violence leave of absence
- Eligibility for benefits and leaves
- Health care flexible spending account
- Health plan enrollment
- Employee handbook
- Employee records
- Employee self-service (ESS) for HR transactions (time off, open enrollment, salary statement, personal information)
- Faculty medical leave
- Family status changes
- Flexible spending account
- health care or dependent care
- Health plans
- Human resources policies (staff)
- I-9's for faculty and staff
- Leaves of absence
- Life Insurance
- Long-term disability
- Maternity leave
- Medical coverage
- Medical leave of absence
- Name changes
- New employee orientation
- New England Eye care benefits
- Open enrollment
- Retirement plan resources, contributions, withdrawals, and loans
- Retirement plan transfer questions
- Salary statement deductions
- SAP Personnel Administration (PA) transactions
- SAP timekeeping
- Short-term disability
- Sick and vacation leave
- Social security
- Supplemental retirement & savings plan
- Survivor insurance
- Tuition exchange
- Tuition remission

You can reach the Human Resources Service Center team between 8:00 a.m. and 6 p.m. EST at:

Phone: 617-353-2380

Fax: 617-353-6704

Email: HR@bu.edu

Website: <http://www.bu.edu/hr/>

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