

## Checklist for On-Boarding Temporary Employees

### Payroll:

- Once a new hire is processed through SAP, they will receive an auto-generated email to set up their BU email and Kerberos. They will also be instructed to complete their form I-9. This step must be completed within 3 days of payroll start date. As of 9/16/21, I-9s are still being processed remotely, new hires should follow the instructions provided via the auto-generated email about filling out and submitting the form and supplemental documents.
- Aprille O'Neill will reach out to the new hire to explain timekeeping and other payroll procedures.
- For temporary employees hired via TerrierTemps:
  - If your Terrier Temp needs just a BUID# and BU email: request a BU email address by completing this form: [www.bu.edu/tech/services/support/iam/authentication/kerberos/kerberos](http://www.bu.edu/tech/services/support/iam/authentication/kerberos/kerberos)
  - If your Terrier Temp needs access to BUWorks/SAP, do not complete step above until temp is hired into a "Non-Compendated" position in SAP. Complete the **Temporary Employee New Hire Form** found in the Questrom Administrators Toolkit and submit to [gstpay@bu.edu](mailto:gstpay@bu.edu) to initiate this process (be sure to indicate that this is for a Terrier Temp employee)

### Building Access and Office Keys:

- Departments are responsible for providing workspace for temporary hires within their assigned office space. If you have any concerns with accommodating your temporary hire, reach out to Hannah Sutton ([suttonhm@bu.edu](mailto:suttonhm@bu.edu)) to discuss options.
- Prior to the new hire's arrival, submit a ticket through QuestromFixit ([QuestromFixit.bu.edu](http://QuestromFixit.bu.edu)) with the employee's name, office assignment and BUID#. An office key will be available for pick-up from Cam Phillip on the employee's first day and swipe card access will be granted where applicable.

### IT:

- Reach out to the Questrom IT help desk ([questromhelp@bu.edu](mailto:questromhelp@bu.edu)) prior to the new hire's arrival to request any IT related needs and schedule an IT orientation, if applicable.

### BU ID Card:

- Temporary employees are eligible to receive a BU ID Card. As of 9/16/21, cards can be requested online here: <https://www.bu.edu/hr/employee-resources/bu-identification-card-terrier-card/terrier-cards-during-covid/>.

### COVID policies and procedures:

- Be sure to inform your new hire of COVID related policies and procedures. Temporary employees who are working on campus in any capacity will be required to adhere to testing, health screening, and vaccine requirements.
- Prior to the new hire's first day, reach out to Courtney Hudson ([hudsonc@bu.edu](mailto:hudsonc@bu.edu)) to discuss and assign appropriate testing category.

- **Where to test:** Faculty and staff will self-test at home or in a private area in your office (such as a private office or single-person bathroom) and drop the test off at one of four staffed Collection Kiosks for collection (there is a pick up/drop off kiosk in the lobby of One Silber Way which is in the same building as Questrom). No appointment is necessary to pick up a self-testing kit, including picking up a test kit for the first time.
- **For those testing for the first time:** When coming to campus for the first time, new staff will need to make an appointment for their first day on campus via the [Healthway](#), take the test in a private indoor area, and return the kit to the kiosk the same day.
- **How frequently to test:** New staff in testing category 1 must schedule a COVID-19 on the first day they come to campus and once within every seven days thereafter. New staff in testing category 3 must schedule a COVID-19 on the first day they come to campus and every week they are on campus thereafter. New staff in testing category 4 are expected to never be on campus in any capacity and therefore will not have access to testing.
- **Symptom Screening compliance:** Faculty and staff complete the health survey via the [Healthway](#) portal. Revised guidance on health screening requirements specifies that all faculty and staff in testing categories 1, 2, and 3 must complete a health screening on days you are coming to campus. Screening is not mandatory when working remotely or when not working, unless you will be on campus for any reason on those days.
- **COVID vaccine compliance:** Boston University will require all students, faculty, and staff on our campuses to be vaccinated before the start of classes on September 2, 2021. New staff are required to upload vaccination records onto the [Healthway](#) portal. As BU does for other required vaccinations, there is a process for accommodating medical and religious exemptions. *New staff will have 4 weeks after their first day to upload their documentation.*
- **For additional questions new staff are encouraged to utilize the following resources:**
  - Go to [Healthway](#) for videos and tutorials on how to do your required symptom check, schedule your test, and much more.
  - Healthway Line: 617-353-0550 - For all faculty and staff who are symptomatic, have tested positive, or to speak with a healthcare provider or contact tracer. If employees press 4, they are re-routed to the COVID-19 support line.
  - COVID-19 Support Line: [covidhelp@bu.edu](mailto:covidhelp@bu.edu) or 617-358-4990 - For all faculty and staff who have nonmedical questions related to COVID-19.
  - [Back2BU](#) for the latest information on workplace and medical guidance and University policies designed to mitigate the spread of COVID-19.