

# 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

[Getting Started](#)

[Getting Around](#)

## Human Resources Policies, Procedures, Processes

[Recruiting and Hiring](#)

[PeopleSoft/HR Resources](#)

## 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](#)

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## 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.

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## 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](#)

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## 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](#)

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*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](#)

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**Onboarding Your Staff**

- [A Supervisor's 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

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**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 6 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.

[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

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### 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 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 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

[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 [Employee Handbook](#) 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

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