

Weekly paid employees need to enter hours worked every week to get paid for that week. Time needs to be entered in 24 hour Military format.(e.g. 8:30 AM in Military Time is 08:30, 4:30PM is 16:30 and 5:00 PM is 17:00)

BOSTON UNIVERSITY Home Employee Self-Service Overview Employee Services	 Log on to BUworks Central <u>https://ppo.buw.bu.edu</u> Click on Employee Self Service Click on Record Working Time NOTE: The BU work week starts on a Monday and ends on the following Sunday. To ensure that you are paid correctly, onter hours worked and absences taken in a week. You must
Homepage List of Services Search Time Services Review your time balances and plan your time off. Weekly employees can record working time. Quick Links Record Working Time Time Off Request	save and release hours in a timely manner so that your manager/time administrator can approve your timesheet before the weekly payroll deadline
Calendar Guota Overview • Calendar Guota Overview • August 2016 * Sey September 2016 • Mol Tor We Thi Fr Se Sey Mol Tor We Thi Fr Se Sey • Jo 12 0 11 12 13 14 50 6 7 7 8 9 101 11 Set Tor Ve Thi Fr Se Sey • Jo 15 10 11 12 13 14 30 6 6 7 7 8 9 Set Tor Ve Thi Fr Se Sey	4. A three month color coded calendar is displayed in the upper half of the screen showing current and past time entry history. The timesheet is shown in the lower half of the screen and allows you to record your hours for the week
34 22 23 24 26 20 27 28 30 21 21 24 26 20 21 22 23 23 24 26 20 21 22 23 23 23 23 23 21 21 21 22 23 24 26 20 27 28 23 24 25 24 25 24 25 24 25 24 25 24 25 26 26 20 27 28 23 24 25 44 31 1 2 34 5 6 6 75 16 44 31 1 2 5 45 6 6 75 16 44 31 1 2 5 45 6 6 75 16 44 31 1 <	Make sure you are in the appropriate pay period to record your working hours (note the dates in the "Week From" box). If you are not in the correct pay period, you can toggle to future or previous weeks by clicking on the "Previous period" and "Next period" buttons.
Image: Molecular control in the second sec	Select the option Hours Worked from the Att/Abs.Type drop-down menu



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