BOSTON UNIVERSITY

Reviewing Time Off Balances in WebGUI (PT50)–Quick Reference Guide

The PT50 transaction available via WebGUI allows you to review quota balances including vacation, sick, personal days and comp time for an employee. This information is helpful in reviewing and calculating time quota compensation pay-out prior to an employee's separation from the university.

| BOSTON | 1. Log on to BUworks Central <u>https://ppo.buw.bu.edu</u> |
|---|---|
| UNIVERSITY | 2. Click on WebGUI |
| Home Employee Self-Service Organizational Chart Reporting Worklist WebGUI | 3. Click on ECC System |
| WebGUI | |
| Systems | |
| ECC System | |
| | |
| CAR Frank Assass | 4. Type PT50 in the transaction command window and |
| SAP Easy Access | press the Enter key. The Quota overview screen launches |
| Menu A PT50 | |
| 💌 🔂 Favorites | |
| * PO13 - Business Workflow -> Organizational Plan -> Exp | |
| S_AHR_61016511 - Info System -> Position -> Complete | |
| SAP Menu | |
| Oursets Oursenieurs | 5. Enter employee's BUID and press the Enter key. You |
| Menu / Back Exit Cancel System / Update display data Time evaluation | can also search for an employee by name/pernr by clicking |
| BUD U32150000 Pers Assan | on match code provided in the BUID box |
| | |



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| Quota Ov Menu BUD E Selection General Overvie Quota type Selection interv Deduction period Validity period Generation period | userview Usersonoo | Back Exit Cance Pers.Assg psence quotas | System ↓ Update d n | splay data | Time evaluation | | 6. The employee's details such as name, pernr, Org. unit, Enterprise structure details such as personnel area/subarea, Employee group/subgroup are displayed automatically. Also displayed are the Absence Quotas and the Accrual Information tabs which are the only two tabs you need to view |
|--|--|---|-------------------------------|------------|-----------------|-------------------------------------|--|
| E Solection dates | Image: Selection dates Absence quotas Accrual information Attendance quotas Totals Line AbduotaTyp Quot text Unit MultipL Belongs to Assignint Entitivit Rem. Requested Compens. 2 01 Vacation Hours 556 50000 42.0000 553.00000 0.00000 2 03 Personal day Hours 566.0000 16.00000 40.00000 0.00000 | | | | | s. 0.00000 0.00000 0.00000 | 7. Click on the Absence quotas tab to view the total earned (Entitlement), hours remaining (Remaining) and any approved requested time by absence quota types (Requested). Quotas are earned on the last day of a month 8. Click on Accrual information to view individual quotas and the date they were earned |
| E Selection d | 22 07 Comp Time-IntersessiHours C4.00000 16.00000 48.00000 0.00000 22 08 Comp Time-Emer Clos Hours C 72.50000 1.50000 71.00000 0.00000 22 11 Additional Sick Hours C 4.00000 0.00000 0.00000 23 11 Additional Sick Hours C Accrual information 4.00000 0.00000 | | | | | 0.00000 | |
| 🗈 Date 🛛 AbC | uotaTyp Quota text | Unit | Generated Accrue | d | Transferred | | |
| 06/27/2011 | 01 Vacation | Hours | 6.66000 | 0.00000 | 6.66000 | ĺ | |
| 06/27/2011 | 02 Sick | Hours | 23.00000 | 0.00000 | 23.00000 | | |
| 06/27/2011 | 03 Personal day | Hours | 8.00000 | 0.00000 | 8.00000 | [| |
| 06/27/2011 | 07 Comp Time-In | tersessiHours | 24.00000 | 0.00000 | 24.00000 | [| |
| 06/27/2011 | 08 Comp Time-E | mer Clos Hours | 9.00000 | 0.00000 | 9.00000 | l I | |
| 07/31/2011 | 01 Vacation | Hours | 3.33360 | 0.00000 | 3.33360 | [| |
| 07/31/2011 | 02 Sick | Hours | 4.00000 | 0.00000 | 4.00000 | [| |
| | | | | | | - | |