

Entering/Releasing Hours on Behalf of Employee–Quick Reference Guide

As a Manager you can record and/or release time on an employee's behalf. Once recorded and/or released, the time is automatically in the "Approved" status.

BOSTON UNIVERSITY Home Employee Self-Service Manager Self-Service Team Organization Overview	 Log on to BUworks Central <u>https://ppo.buw.bu.edu</u> Click on Manager Self Service tab Click on General Information under Employee Information. This allows you to search for a specific employees in your Org. Unit(s)
Services Employee Information General Information	
Employee Search Employee Selecton: Employees from Organizational Units Organizational Structure Display: Organizational Information Select All Deselect All	4. From the list of Org. Units (departments), click on the appropriate department and then click on Go
Bit Description Name Personnel Number Nanger Postion College & Grad School of Arts & Sciences Philosophy & History of Science Professor Professor Earth & Environment CE Director of Center CE Director of Center Earth & Environment Manager Assistant	5. From the list of employees shown, click on the specific employee's name whose time balances you wish to view
Earth & Environment Charles River Campus NREF-Staff Yes Earth & Environment Image: Charles River Campus Data so of 2/13/2018, 2.42	6. Click on Record and Release Working Time on the far right under Related Activities
Reneral Data University Property Organizational Assignment Organizational Assignment Scattoria Organizational Assignment Scattoria Personnel Structure Personnel Assignment Scattoria Personnel Structure Personnel Assignment Scattoria Related Activities Optimizational Assignment Scattoria Personnel Structure Personnel Assignment Scattoria Personnel Structure Personnel Assignment Scattoria Related Activities Scattoria Personnel Structure E Bolognuto Centres Elver Campus Assignment Scattoria Centres Elver Campus Scattoria Related Activities Communication Base E Adat Address Centres Scattoria Centres Scattoria Centres Scattoria Ersonal Data The Babalos Drenomer Drenomer The Babalos Drenomer	



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Record Working Times: . Save Personnel Assignment 4 Display Message Log By clicking SAVE, I certify that (a) the hours en responsible official using suitable means of ve	ered below accurately reflect the hours fication, and certify that the hours enter	On Behalf that I worked during his pay period, and/o d below reasonation effect the actual effor	of r (b) if the wag	les are fund he project(s)	7. Select the appropriate "absence/attendance type" in the drop down menu for each day of the week and enter the total hours for that day in the "hours" column corresponding with each day of the week
Timesheet	(eek from: 12/19/2016 🕞 Apply)	The WarkEnt Wark Schedule	Favoritor	Check	Managers of salaried, overtime eligible employees have the
E Delete Date Att./abs. type	Start time End time H	Copy Line Copy from Previous Period Copy from Target Hours	Actual 40.00	Det.	the employee by clicking on the Copy icon and selecting Copy target hours which will automatically populate the timesheet
MO, 12/19 Hours Worked Im TU, 12/20 Hours Worked Im WE, 12/21 Hours Worked	 ✓ 8 ✓ 8 	8 8 8	8.00 8.00 8.00	2 2 2	with the scheduled working hours.
TH, 12/22 Hours Worked	 ✓ 8 ✓ 8 	8	8.00	9 9	8. Click on Check button and review the entries for accuracy
Record Working Interest Save Pressonnel Assignment a Your data has been saved Display Message Log		, On Beha	nlf of I		9. Click the "Save" button at the top left of the screen. You should see a confirmation message stating that the hours you entered and/or released have been saved (approved).
					NOTE: Any hours entered by a Manager and/or the employee for that pay period have been automatically released and approved upon clicking the "save" button and no other actions are necessary.



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cord Working Time							Recorded Data		
Save Release Directly Personnel Assignment							Personnel		
wages are funded by externally sponsored agreement(s), by clicking SAV) SAV	Personnel assignment		
or other responsible official using suitable means of verification to confirm						onfirm	text: 50005050 Active 00010000 Main Assignment		nded
Timesheet							Receiver cost center:		
Timesheet							Receiver Order:	-	
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							Shift Premium:		
ħ	Delete	Date	Att./abs.	Start time	End time	Hou	Overtime comp. type:		Rec.
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	1	SA. 12/06	-				Processing status: Approved	<u> </u>	
		SIL 12/07	-				Document Number: 0002987133		
		00, 12/01					Information		
							Note:		

Verifying Approval Status for Time Entry - Manager

10. Access the employee timesheet via Manager Self Service. Under the column labeled Det. [for Detail], there is an icon the looks like a piece of paper with a star burst in the corner. This is where an employee would enter a note if necessary.

If you open an icon, two thirds of the way down the page, it gives the Processing status of that line's entry, i.e. Approved, Not Released or Waiting for Approval. There is no need to check all the entries. Just check the first and last and you will know if the approval took place.