

Managers and Payroll Coordinators have the ability to change work schedule rules through an Employee Position Update form. However, if work schedules in your department are changed on a frequent basis, Timekeepers can go through the "WebGUI" to change employee work schedules.

NOTE: Work schedule rule changes cannot be processed by Timekeepers retroactively and can only be changed if they are future dated. For retro changes, please email the Payroll Department at bupay@bu.edu

BOSTON UNIVERSITY Home Employee Self-Service Payroll Coordinator Organizational Chart Reporting Worklist WebGUI • Systems • ECC System	 Log on to BUworks Central <u>https://ppo.buw.bu.edu</u> Click on WebGUI Click on ECC System
▼ Maintain - L2324, NREP Timekeeper - Distributed ◇ TOR Exception Report ◇ Time Sheet: Maintain Times ◇ Time Sheet: Display Times ◇ Transfer External -> Time Management ◇ Time Sheet: Time Leveling ◇ Approve Working Times ◇ Display HR Master Data ◇ Maintain Time Data ◇ Travel Expense Manager	4. In your User Menu, click on the folder Maintain-L2324 , NREP Timekeeper – Distributed . From the options displayed, click on Maintain Time Data



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Working time	
Employment percent 114.29	
Daily working hours 8.00	
Weekly working hours 40.00	
Monthly working hrs 173.34	
Hit list Annual working hours 2080.08	
Weekly workdays 5.00	



Below is a breakdown of how work schedule rules are created and what each part means:

Code Breakdown:

A WSR code is composed of eight digits.

Code Key:

First digit: identifies the type of employee.

- F =full time, 12 month employee
- P = part time, 12 month employee
- C = casual or temporary employee, full or part time
- N = full time, nine month employee
- T = full time, ten month employee
- E = full time, eleven month employee
- Z =faculty only: 2, 3, 4, 5 and 8 month schedules (identified by last digit)
- Y = faculty only: two-month summer schedules

Second and third digits: identifies planned hours worked per day.

- 04 = four hour per day employee
- 05 = five hour per day employee
- 06 = six hour per day employee
- 07 = seven hour per day employee
- 75 = seven and a half hour per day employee
- 08 = eight hour per day employee
- 85 = eight and a half hour per day employee
- 09 = nine hour per day employee
- 10 = ten hour per day employee

Fourth and fifth digits: identifies the day of the week the schedule pattern begins.

- MO = Monday start
- TU = Tuesday start
- WE = Wednesday start



- TH = Thursday start
- FR = Friday start
- SA = Saturday start
- SU = Sunday start

Sixth digit: identifies the shift to be worked.

- 1 = day or first shift, generally starts between 3 a.m. and 1:59 p.m.
- 2 = evening or second shift, generally starts between 2 p.m. and 9:59 p.m.
- 3 = night or third shift, generally starts between 10 p.m. and 2:59 a.m.
- 4 = split shifts, employee works a combination of 2 day parts regularly

Seventh digit: identifies if the schedule has a rotating pattern or not.

- R = rotating shift, e.g., four days on and two days off or MO-TH and SU week 1 and MO-WE & SA,SU week 2, applies to less than 50 University employees
- N = non-rotating, planned work time stays the same each week, applies to over 99.55% of all University employees

Eighth digit: identifies the week of the rotation or a unique non-rotating pattern.

- Rotation sequence "R": at BU a rotating schedule may be as short as two weeks or as long as six. The number indicates the week of the rotation sequence. Select the week of the rotation the employee is in at the conversion date. Applies only to BUPD and one instance at Mugar Library.
- Non-rotation "N": Identifies work schedules that have similar patterns but deviate enough to require a separate WSR.
 - For example: The WSRs below are all ten month day shift positions that start on a Monday, work 7 hour days, 5 days per week and do not rotate. They are distinguished by the description and identified independently in SAP by the final digit.

T07M01N1	7hr 5d 10m (1Aug-31May)	August 1 – May 31
T07M01N2	MO1N2 7hr 5d 10m (2MOAug- 2 nd MO in Aug2 nd SU in	
	2SUJn)	June
T07M01N3	7hr 5d 10m (3MOAug-	3 rd MO in Aug3 rd SU in
	3SUJn)	June



T07MO1N	7hr 5d 10m (4MOAug-	4 th MO in Aug4 th SU in
	4SUJn)	June

• Faculty "Y & Z schedules:

Work Schedule Rule	WSR Description	Effective Period
Z08MO1N1	8 hrs./5 days/4 months	January 1- April 30
Z08MO1N2	8 hrs./5 days/4 months	May 1 – August 31
Z08MO1N3	8 hrs./5 days/2months	January 1 – February 28
Z08MO1N4	8 hrs./5 days/4 months	September 1 - December 31
Z08MO1N5	8 hrs./5 days/5 months	January 1 – May 31
Z08MO1N6	8 hrs./5 days/2 months	March 1 – April 30
Z08MO1N7	8 hrs./5 days/2 months	September 1 – October 31
Z08MO1N8	8 hrs./5 days/4 months	September 1 – April 30
Z08MO1N9	8 hrs./5 days/2 months	November 1 - December 31
Y08MO1N1	8 hrs./5 days/2 months	May 1 – June 30
Y08MO1N1	8 hrs./5 days/2 months	July 1 – August 31

Part Time and Casual Employee Schedules

Employees in either of these classifications work such varied schedules it was not possible to identify individual schedules. Consequently an open 24 hour flexible schedule has been used. It is necessary to identify if the position is comparable to a full time eight, seven and one half or seven hour day.

WS rule [*]	Work schedule rule	WS rule [*]	Work schedule rule	PWS	5
P24FLEXA	7 Hour Flex Schedule	C24FLEXA	7 Hour Flex Schedule	PFLA I	C
P24FLEXB	7.5 Hour Flex Schedule	C24FLEXB	7.5 Hour Flex Schedule	PFLB	C
P24FLEXC	8 Hour Flex Schedule	C24FLEXC	8 Hour Flex Schedule	PFLC	C

Temporary (casual - c) employees:



WS rule ¹	Work schedule rule	PWS	ŝ
C24FLEXA	7 Hour Flex Schedule	PFLA	C
C24FLEXB	7.5 Hour Flex Schedule	PFLB	C
C24FLEXC	8 Hour Flex Schedule	PFLC	C



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	F08TU1N1	8 Hour 5 Day TuesSat.	P08S	01/01/1900	12/31/9999		
	F08WE1N1	8 Hour 5 Day Wed - Sun	P08P	01/01/1900	12/31/9999		
	F08WE2N1	8 hour 5 day 2nd shift	P08Q	01/01/1900	12/31/9999		
	F10MO1N1	10 hr 4 day MonThurs.	P10A	01/01/1900	12/31/9999		
	F10MO1N2	10 hr 4 day M, T, Th, F	P10B	01/01/1900	12/31/9999		
	F10MO1N3	10 hr 4 day M, W, Th, F	P10C	01/01/1900	12/31/9999		
h	F85MO1R1	8.5 hr 5 day	P85A	01/01/1900	12/31/9999		
1	F85MO1R2	8.5 hr 5 day	P85A	01/01/1900	12/31/9999		
1	F85MO1R3	8.5 hr 5 day	P85A	01/01/1900	12/31/9999		
	F85MO1R4	8.5 hr 5 day	P85A	01/01/1900	12/31/9999		
	F85MO1R5	8.5 hr 5 day	P85A	01/01/1900	12/31/9999		
	F85M01R6	8.5 hr 5 day	P85A	01/01/1900	12/31/9999		
	F85MO2R1	8.5 hr 5 day 2nd shift	P85B	01/01/1900	12/31/9999		
	F85MO2R2	8.5 hr 5 day 2nd shift	P85B	01/01/1900	12/31/9999		
	F85MO2R3	8.5 hr 5 day 2nd shift	P85B	01/01/1900	12/31/9999		
	F85MO2R4	8.5 hr 5 day 2nd shift	P85B	01/01/1900	12/31/9999		
	F85MO2R5	8.5 hr 5 day 2nd shift	P85B	01/01/1900	12/31/9999		
	F85MO2R6	8.5 hr 5 day 2nd shift	P85B	01/01/1900	12/31/9999		
	F85MO3R1	8.5 hr 5 day 3rd shift	P85C	01/01/1900	12/31/9999		L
	F85MO3R2	8.5 hr 5 day 3rd shift	P85C	01/01/1900	12/31/9999		
	F85MO3R3	8.5 nr 5 day 3rd snift	P85C	01/01/1900	12/31/9999		
	F85MO3R4	8.5 hr 5 day 3rd shift	P85C	01/01/1900	12/31/9999		
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	P08TU1N1	8 Hour 4 Day Tue-Fri	P08\/	01/01/1900	12/31/0000		
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F08FR1N1	8 hour 5 day	P08J	11/01/2014	12/31/9999	•
F08FR2N1	8 hour 5 day 2nd shift	P08K	11/01/2014	12/31/9999	
F08MO1N1	8 hour 5 day	P08A	11/01/2014	12/31/9999	
F08MO1N2	8 hr M-W, 7 hr TH, 9 hr F	P08Z	11/01/2014	12/31/9999	
F08MO1N3	8 hr M9T8W7.5tTH8F7.5	P08Y	11/01/2014	12/31/9999	
F08MO1N4	8 hr M9T85W55TH85F85	P08X	11/01/2014	12/31/9999	
F08SA1N1	8 hour 5 day	P08G	11/01/2014	12/31/9999	
F08SU1N1	8 hour 5 day	P08D	11/01/2014	12/31/9999	
F08TH1N1	8 hour 5 day	P08M	11/01/2014	12/31/9999	
F08TU1N1	8 hour 5 day	P08S	11/01/2014	12/31/9999	
F08WE1N1	8 hour 5 day	P08P	11/01/2014	12/31/9999	
F09MO1N2	9 hr/4 dy-4 hr Fri	P09D	11/01/2014	12/31/9999	
F09MO1N3	7.5 MoFr 8 TuTh 9 We	P09E	01/01/1900	12/31/9999	
F09MO1N4	9 M, 8 TTH, 10W, 5F	P09F	11/01/2014	12/31/9999	
F10MO1N1	10 hr./4 day Mon-Thurs	P10A	11/01/2014	12/31/9999	
F10MO1N2	10/8-3/6 DHC DA1	P10E	11/01/2014	12/31/9999	
F10MO1N3	10 hr./4 day Mon-Thurs	P10B	11/01/2014	12/31/9999	
F10MO1N4	10 MW, 8TTH, 4FR	P10G	11/01/2014	12/31/9999	
F10MO1N5	10 hr./3 day MWF	P10H	11/01/2014	12/31/9999	
F10TU1N1	10 hr./4 day TuesFri.	P10F	11/01/2014	12/31/9999	
F11MO1N1	11 hr Mo-We 7 hr Fr	P11A	01/01/1900	12/31/9999	
F11MO1N2	9Mo 8Tu 11We 4Th 8Fr	P11B	01/01/1900	12/31/9999	
F11MO1N3	11 hr Mo-We 7 hr THr	P11C	01/01/1900	12/31/9999	
F12SU4N1	12hr/4d- split shift	P12B	11/01/2014	12/31/9999	
F12SU4N2	12hr/4d- split shift	P12A	11/01/2014	12/31/9999	
F12TU4N1	12hr/4d- split shift	P12D	11/01/2014	12/31/9999	
F12WE4N1	12hr/4d- split shift	P12E	11/01/2014	12/31/9999	L
F55MO1N1	8MoTh 5.5Tu 10We 8.5	P55A	01/01/1900	12/31/9999	
F65MO1N1	8/8.5/6.5/8.75/8.25	P65A	01/01/1900	12/31/9999	
F75MO1N1	7.5 hr 5 day	P75A	11/01/2014	12/31/9999	
F75M01N2	7.5MF,8TTH,9W	P75V	11/01/2014	12/31/9999	
F77MO1N2	7.75-3d varied DHC H2	P77D	11/01/2014	12/31/9999	
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