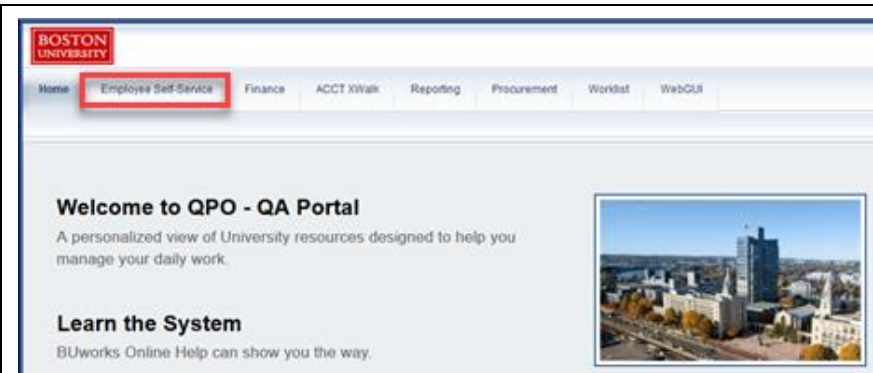
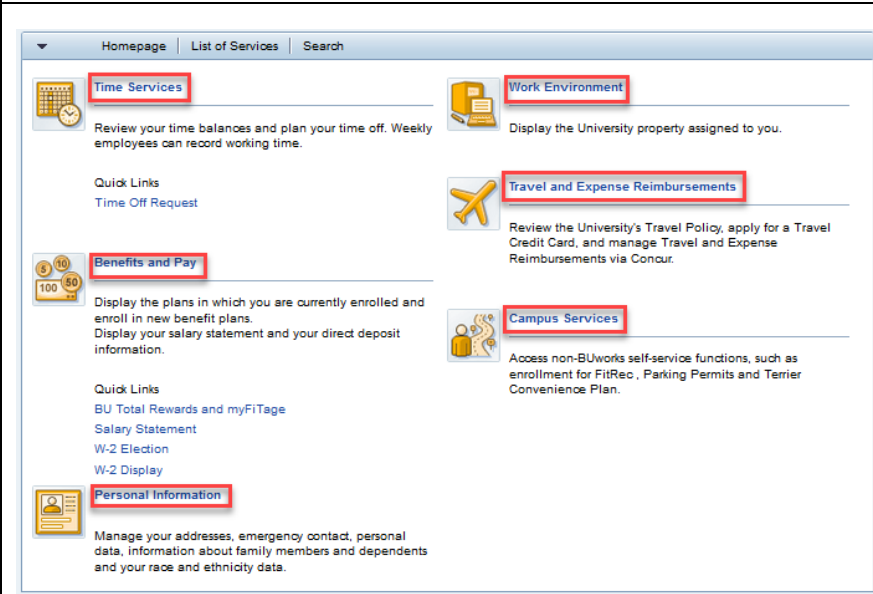
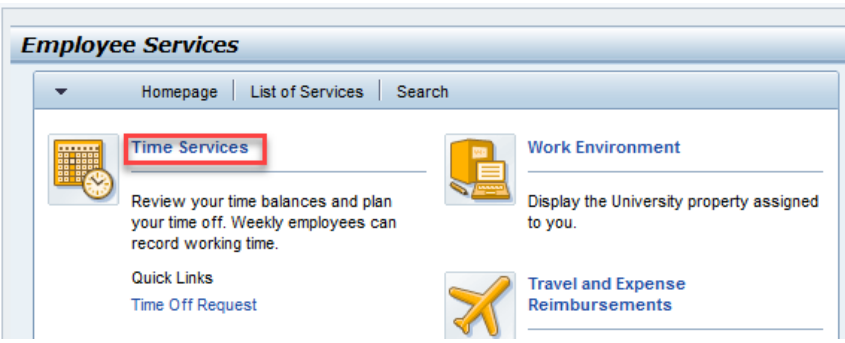
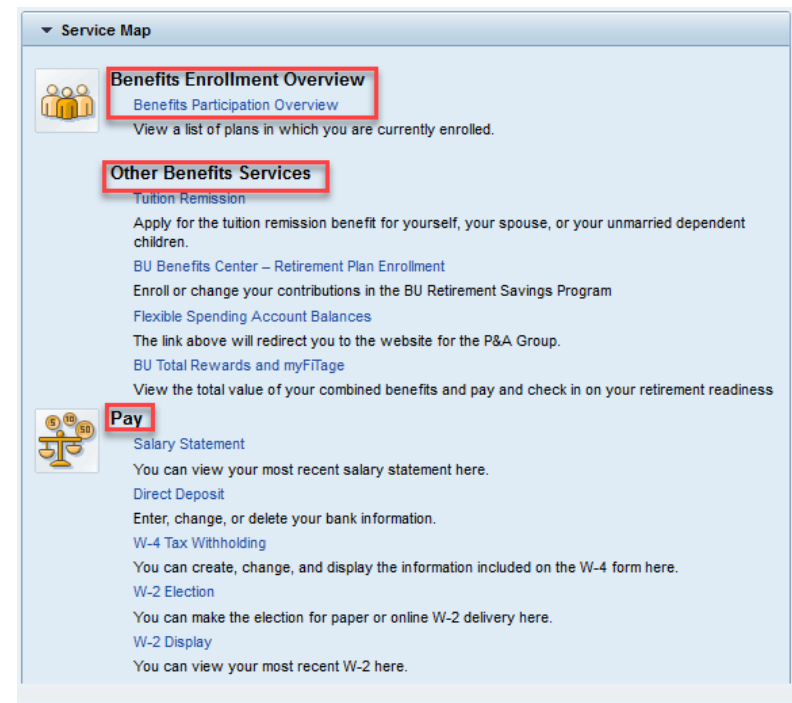


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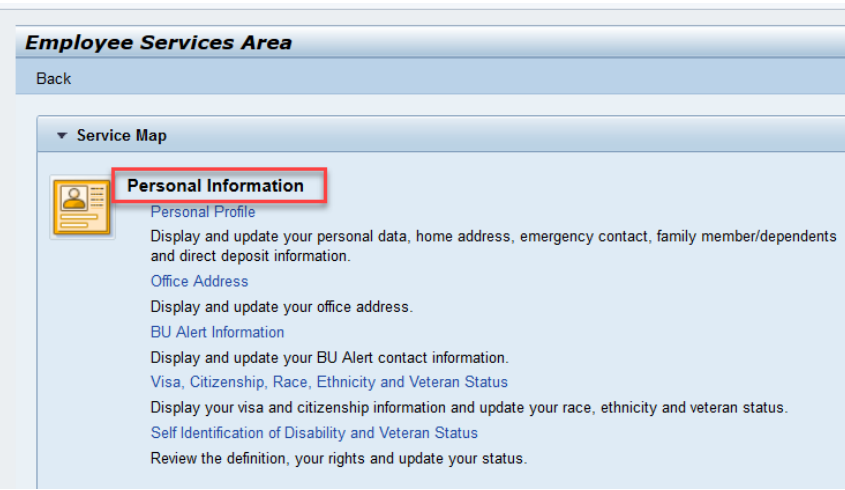
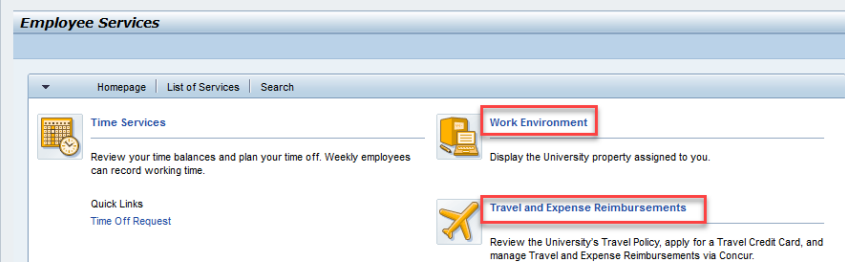
The *Employee Self-Service* (ESS) tab in the BUworks portal allows employees to display, add and maintain information about themselves, their families and/or dependents. It also gives them information about their enrollment in benefits plans, provides them with the ability to view pay related data such as salary statements, update bank related information and make W-2/W-4 elections.

	<ol style="list-style-type: none"> 1. Log on to BUworks Central https://ppo.buw.bu.edu 2. Click on the Employee Self Service (ESS) tab
	<ol style="list-style-type: none"> 3. There are six options available via the ESS tab: <ul style="list-style-type: none"> - Time Services - Benefits and Pay - Personal Information - Work Environment - Travel and Expense Reimbursements - Campus Services

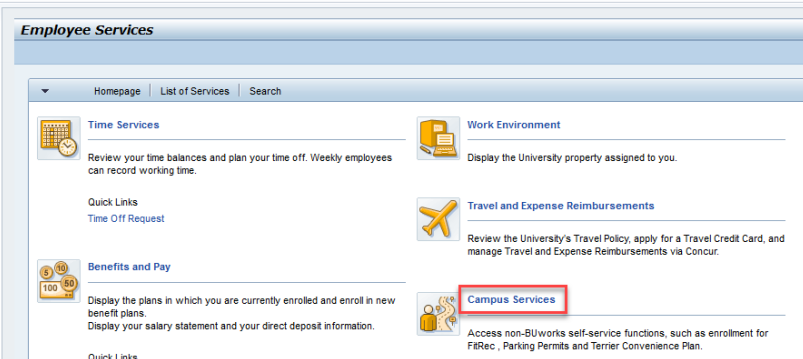

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	<p>4. The Time Services section allows weekly paid employees to record time by filling out timesheets and exempt employees to request for absences. Depending on whether the employee is weekly paid or monthly paid the Time Services section will show or hide the Record Working Time entry.</p> <p>For instructions, visit the Time Related Instructions tab on the HCM Help Resources webpage.</p>
	<p>5. The Benefits and Pay section allows employees to information about current enrollment in benefits plans.</p> <p>For instructions on viewing the salary statement click here</p> <p>For instructions on adding/changing/deleting bank related information related click here</p>

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 <p>Employee Services Area</p> <p>Back</p> <p>▼ Service Map</p> <p>Personal Information</p> <p>Personal Profile Display and update your personal data, home address, emergency contact, family member/dependents and direct deposit information.</p> <p>Office Address Display and update your office address.</p> <p>BU Alert Information Display and update your BU Alert contact information.</p> <p>Visa, Citizenship, Race, Ethnicity and Veteran Status Display your visa and citizenship information and update your race, ethnicity and veteran status.</p> <p>Self Identification of Disability and Veteran Status Review the definition, your rights and update your status.</p>	<p>6. The Personal Information section allows employees to display/change personal profile and information related to family members & dependents.</p> <p>It also allows employees to display/edit office address, BU alert information, Visa/Citizenship/Race/Ethnicity/Veteran Status Information. For instructions, click here</p>
 <p>Employee Services</p> <p>Homepage List of Services Search</p> <p>Time Services Review your time balances and plan your time off. Weekly employees can record working time.</p> <p>Quick Links Time Off Request</p> <p>Work Environment Display the University property assigned to you.</p> <p>Travel and Expense Reimbursements Review the University's Travel Policy, apply for a Travel Credit Card, and manage Travel and Expense Reimbursements via Concur.</p>	<p>7. The Work Environment section displays university property assigned to you (e.g. Computer)</p> <p>8. The Travel and Expense Reimbursements section allows employees to review the University's travel policy and to manage travel and expense reimbursements</p>

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	<p>9. The Campus Services section allows employees to access non-BUworks self service functions such as enrollment in FitRec, apply for Parking Permits, Transportation related benefits as well as the Terrier Convenience Plan</p>
	<p>10. Under Campus Services, employees can apply/manage MBTA pass and Campus parking, Bicycle Commuter reimbursement benefits as well enroll in Terrier Convenience plan or enroll as a member/manage membership to the Fitness Recreation Center, FitRec.</p>