

Payroll

Timesheet Entry for
Non-Exempt or Temporary Staff

https://ppo.buw.bu.edu

- Enter the BUworks portal using the link listed above.
- In Employee Self-Service and Time Services, select Record Working Time.

The screenshot shows the BUworks Central portal interface. At the top, the 'BUworks Central' logo is visible. Below it, a navigation bar contains several tabs: 'Home', 'Employee Self-Service', 'Manager Self-Service', 'Finance', 'ACCT XWalk', 'Reporting', 'Procurement', 'Worklist', and 'WebGUI'. The 'Employee Self-Service' tab is circled in red. Below the navigation bar, the 'Employee Services' section is displayed. Underneath, there are sub-sections: 'Time Services', 'Work Environment', 'Travel Reimbursements', 'Benefits and Pay', and 'Campus Services'. The 'Time Services' section includes a description and a 'Quick Links' area where 'Record Working Time' is circled in red. Other sections provide information on work environment, travel reimbursements, benefits and pay, and campus services.

Record Working Time

- A new window will appear showing your timesheet.
- It defaults to the current pay week.

1. **Save:** As you input your hours, save them so that you do not lose your work.
2. **Release Directly:** On the last day of your work week, release your hours. If you do not release, it will not appear for your supervisor to approve.
3. **Previous/Next Pay Period:** The system defaults to the current week. You can view previous or future weeks.
4. **Check:** Once hours are input, this allows you to see if there any errors.
5. **Insert Row:** Used to input various start/end times.
6. **Att./abs type:** A drop box, listing various options to select.
7. **Start/End Time:** Hours are entered in military time and are in 5 minute increments.
8. **Hours:** States summary of Start/End Time. With any Time off, BU holiday, Emergency Closing, or Intersession, the total number of scheduled hours for the day are entered. No start/end time needs to be recorded.
9. **Planned:** Hours based on work schedule.
10. **Actual:** Summary of hours input on timesheet for the week.

Record Working Time

Save | Release Directly | Personnel Assignment

Calendar | Quota Overview

December 2014 | January 2015 | February 2015

Completion Status
From: 12/01/2014
To: 02/17/2015
Incomplete Days: 51

Remark
You can navigate from 01/19/2015 to 03/22/2015

If wages are funded by externally sponsored agreement(s), by clicking SAVE I certify that I am either the covered individual, PI or other responsible official using suitable means or actual effort devoted to the project(s) funded by the sponsored agreement(s) during this pay period.

Timesheet

Delete	Date	Att./abs. type	Start time	End time	Hours	Name	Planned	Actual
	MO, 02/16						32	0.00
	TU, 02/17						8	0.00
	WE, 02/18						8	0.00
	TH, 02/19						8	0.00
	FR, 02/20						8	0.00
	SA, 02/21						0	0.00
	SU, 02/22						0	0.00

Record Working Time

■ Example below on recording hours worked:

- Monday was a holiday. Selected “BU Paid Holiday” and input “8” as my hours.
- Tuesday was a regular workday. Select “Hours Worked” from the drop-down. Input your time you went to lunch. These hours cannot exceed 6 hours.
- Highlight the Tuesday row by selecting the gray box next to the trash can. Then select “Insert Row”. A new row will appear.
- Using the drop-down box, select “Hours Worked”. Input the end of your lunch as your start time and the end time is the time you are done working for the day.
- If instead, Tuesday was Vacation or Sick Leave, you would select the corresponding prompt from the drop-down. Input your total time off each day.
- Press “Check”. No errors occurred so the total hours input is highlighted in orange.
- Continue to input your hours for the remainder of the week. Press “Save”.
- If it is the end of the week, select “Release Directly” for your supervisor to approve.

Record Working Time

Save Release Directly Personnel Assignment

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Legend:
Complete (green) Not Released (orange) Rejected (red) Non-Working Day (gray) Holiday (yellow)
Approved (blue) Current Selection (yellow) Today (blue)

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Timesheet

Previous Period Next Period Week from: 02/16/2015 Apply Worklist Work Schedule Favorites Check Insert Row

Delete	Date	Att./abs. type	Start time	End time	Hours	Name	Planned	Actual	Det.	Shift Prem	OT com type
							32	12.00			
🗑	MO, 02/16	BU Paid ...			8		0	8.00			
🗑	TU, 02/17	Hours ...	09:00	13:00	4		8	4.00			
🗑	WE, 02/18	BU Paid Holiday	13:30	17:30			8	0.00			
🗑	TH, 02/19	Comp Time		1012			8	0.00			
🗑	FR, 02/20	Emergency Closing		2006			8	0.00			
🗑	SA, 02/21	Floating Holiday		2007			0	0.00			
🗑	SU, 02/22	Hours Worked		1000			0	0.00			
		Hours Worked - Emer Close		1015							
		Hours Worked - Intersess		1016							
		Intersession		2008							
		Jury Duty		2011							