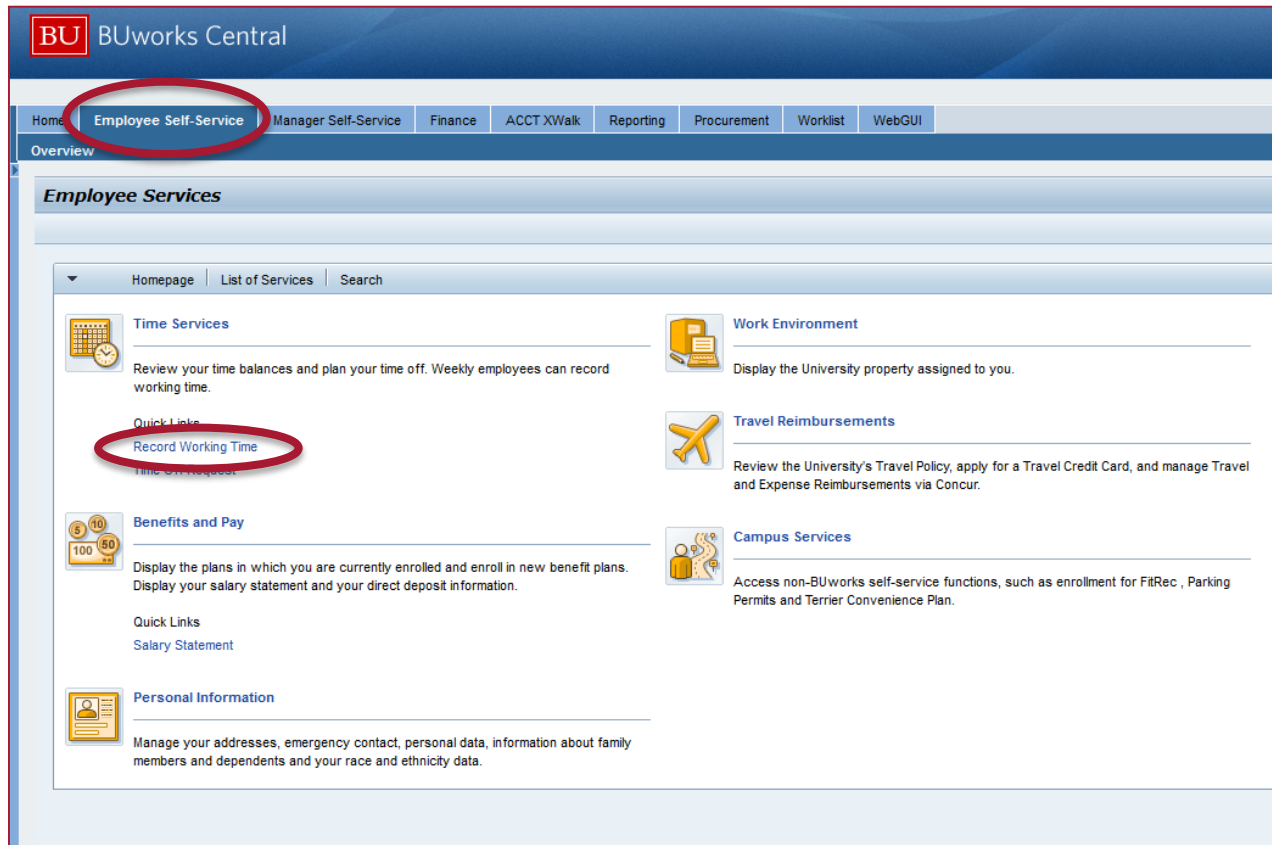


# Payroll

Input timesheets as  
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.



# 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 you 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

1 | 2 | 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

Complete Not Released Rejected Non-Working Day Holiday  
Approved Current Selection Today

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 of actual effort devoted to the project(s) funded by the sponsored agreement(s) during this pay period.

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
	MO, 02/16	6	7		8		32	0.00
	TU, 02/17						0	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:

1. Monday was a holiday. Selected “BU Paid Holiday” and input “8” as my hours.
2. Tuesday was a regular work day. Select “Hours Worked” from the drop down. Input your start time and end time as the time you went to lunch. These hours cannot exceed 6 hours.
3. Press “Check”. No errors occurred so the total hours input is highlighted in orange.
4. Highlight the Tuesday row by selecting the gray box next to the trash can. Then select “Insert Row”. A new row will appear.
5. 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.  
Note: Any time-off request submitted through BUworks and approved by your supervisor will be automatically added to your time sheet. You will not need to manually add the time.
6. Continue to input your hours for the remainder of the week. Press “Save”.
7. If it is the end of the week, select “Release Directly” for your supervisor to approve.

**Record Working Time**

Save | Release Directly | Personnel Assignment

6 7

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

Complete Not Released Rejected Non-Working Day Holiday  
Approved Current Selection Today

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 actual effort devoted to the project(s) funded by the sponsored agreement(s) during this pay period.

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	Hours ...	13:30	17:30	4						
🗑	TH, 02/19	BU Paid Holiday		10:12			8	0.00			
🗑	FR, 02/20	Comp Time		2006			8	0.00			
🗑	SA, 02/21	Emergency Closing		2009			0	0.00			
🗑	SU, 02/22	Floating Holiday		2007			0	0.00			
		Hours Worked		1000							
		Hours Worked - Emer Close		1015							
		Hours Worked - Intersess		1016							
		Intersession		2008							
		Jury Duty		2011							

# Time Off Request (non-exempt ONLY)

- Example shows an approved time off request.
- Time is automatically added to the timesheet once approved and cannot be manually adjusted or removed.
- Note that the trash can has been removed next to the request, there is no drop down box under “Att/abs. type”, “Hours” are input, and hours have been added to “Actual” column.
- To adjust or cancel the request, the employee must go back to Time Off Request in ESS.
- With unpredictable and time sensitive time off requests, such as sick time, they can manually be added into the timesheet for the week.

**Record Working Time**

Save | Release Directly | Personnel Assignment

Calendar | Quota Overview

January 2015 | February 2015 | March 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 my actual effort devoted to the project(s) funded by the sponsored agreement(s) during this pay period.

Timesheet

Previous Period | Next Period | Week from: 03/02/2015 | 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 con type
							28.00	12.00			
	MO, 03/02	Vacation			4.00		4	4.00			
🗑	TU, 03/03	▼					8	0.00			
🗑	WE, 03/04	▼					8	0.00			
🗑	TH, 03/05	▼					8	0.00			
	FR, 03/06	Vacation			8.00		0	8.00			
🗑	SA, 03/07	▼					0	0.00			
🗑	SU, 03/08	▼					0	0.00			