

Subject: Non-Exempt Time Off Request Changes

Date: Thursday, July 1, 2021 at 10:04:18 AM Eastern Daylight Time

From: bupay@bu.edu

To: Hudson, Courtney A

Boston University Payroll & Payment Services and Human Resources



Dear Weekly-Paid (Non-Exempt) Employees, Managers, Payroll Coordinators, and Timekeepers:

In order to ensure all weekly-paid (non-exempt) employees are being paid correctly each week, Boston University is changing the process for their time off entries.

Starting August 2, 2021, non-exempt employees must enter absences directly onto their timesheet. Requests made in the time off request system for non-exempt employees will no longer result in payment. Exempt employees should continue to use the time off request system.

How do non-exempt employees enter absences on their timesheet?

Non-exempt employees should follow the time off entry guide found [here](#). Please follow these directions to ensure you are paid for your time off accurately and on time.

Should non-exempt employees still use the time off request system?

Yes, to plan future absences and communicate their intended time off with their manager. However, non-exempt employees must also enter the absence onto their timesheet in order to receive a payment. Approvals made in the time off request system will no longer result in paid absences for weekly paid employees.

How does this change effect the quota balance I see in ESS?

Your quota balance in ESS will be updated after absences have been

entered and approved on your timesheet. Absences requested via the time off request system will not be reflected in your ESS quota balance.

How will this effect vacation/sick time taken in 2021 but requested prior to the system change?

You will not be able to edit or delete absences that were requested prior to the system change, both used or yet to be used. The accrual balances will still be the same. If there are changes required, the Payroll Office will assist in correcting these absences.

How do managers/timekeepers approve absences on the timesheet?

Working hours and absences are recorded and approved on the timesheet. Managers and timekeepers approve absences when they approve their employees' weekly timesheets.

A guide for managers to approve timesheets through Manager Self Service can be found [here](#).

A guide for timekeepers to approve timesheets through WebGUI can be found [here](#).

Does this effect monthly paid (exempt) employees?

No, exempt employees should continue to request their time off through the time off request system.

If you have additional questions or need assistance, please contact BU Payroll at bupay@bu.edu.

Thank you,
Boston University Payroll Office
Boston University Human Resources



Boston University Payroll Office and Human Resources
25 Buick Street
Boston, MA 02215
www.bu.edu/payroll