

Payroll

Timesheet Entry for
Hourly Student Employees

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 'BU' logo and 'BUworks Central' text are visible. Below this is a navigation bar with tabs for 'Home', 'Employee Self-Service', 'Manager Self-Service', 'Finance', 'ACCT XWalk', 'Reporting', 'Procurement', 'Worklist', and 'WebGUI'. The 'Employee Self-Service' tab is highlighted and circled in red. Below the navigation bar is an 'Overview' section with the heading 'Employee Services'. Underneath, there are several service categories: 'Time Services', 'Work Environment', 'Travel Reimbursements', 'Benefits and Pay', and 'Personal Information'. The 'Time Services' section includes a 'Quick Links' area where 'Record Working Time' is circled in red. Other links in this section include 'Time Off Request'. The 'Benefits and Pay' section includes a 'Quick Links' area with 'Salary Statement'. The 'Personal Information' section includes a description: 'Manage your addresses, emergency contact, personal data, information about family members and dependents and your race and ethnicity data.'

Record Working Time

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

- Personnel Assignment:** If you have more than one job, use the drop-down to select which position for hours entry.
- Save:** As you input your hours, save them so that you do not lose your work.
- Release Directly:** On the last day of your work week, release your hours. If you do not release, they will not appear for your supervisor to approve.
- Previous/Next Pay Period:** The system defaults to the current week. **You can now view and edit previous or future weeks.**
- Check:** Once hours are entered, this function allows you to see any errors.
- Insert Row:** Used to input various start/end times.
- Att./abs type:** Select "Hours Worked."
- Start/End Time:** Hours are entered in military time and are in 5-minute increments.
- Hours:** States summary of Start/End Time.
- Planned:** Hours based on work schedule.
- Actual:** Summary of hours input on timesheet for the week.

Record Working Time

■ Example below on recording hours worked:

- If you have more than one job, use the **Personnel Assignment** drop-down in the top left corner to choose which job where you want to enter time.
- Select **Hours Worked** from the “Att./abs. type” drop-down and then input the start/end time of your work. **You cannot exceed 6 hours without a half-hour break time.**
- If you are working more than 6 hours, you will need to add an additional row for the second block of time. Highlight the row by selecting the gray box next to the trash can. Then select **Insert Row**. A new row will appear. You can then enter your second set of hours.
- Continue inputting hours worked for the rest of the week, adding rows as needed. Press **Save** to ensure hours aren’t lost.
- Press **Check**. If no errors occurred, the total hours input will update to reflect the time entry.
- If all your hours have been entered, select **Release Directly** for your supervisor to approve. **They will not be able to see your timesheet if you have not submitted it for approval.**

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

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 | | | | | | 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 |

Tips & Troubleshooting

- Timesheets can be entered for past weeks by changing the “*Week From*” drop-down. ***You do not need to send a Retro Time Entry form to Payroll.***
- BUWorks timesheet functions will be easiest to navigate on a laptop, rather than a phone.
- If you encounter an error that says “*Personnel number is currently locked*” – please completely close all active browsers (not just the open tabs) and try again in ~30 minutes.

Questions?
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