

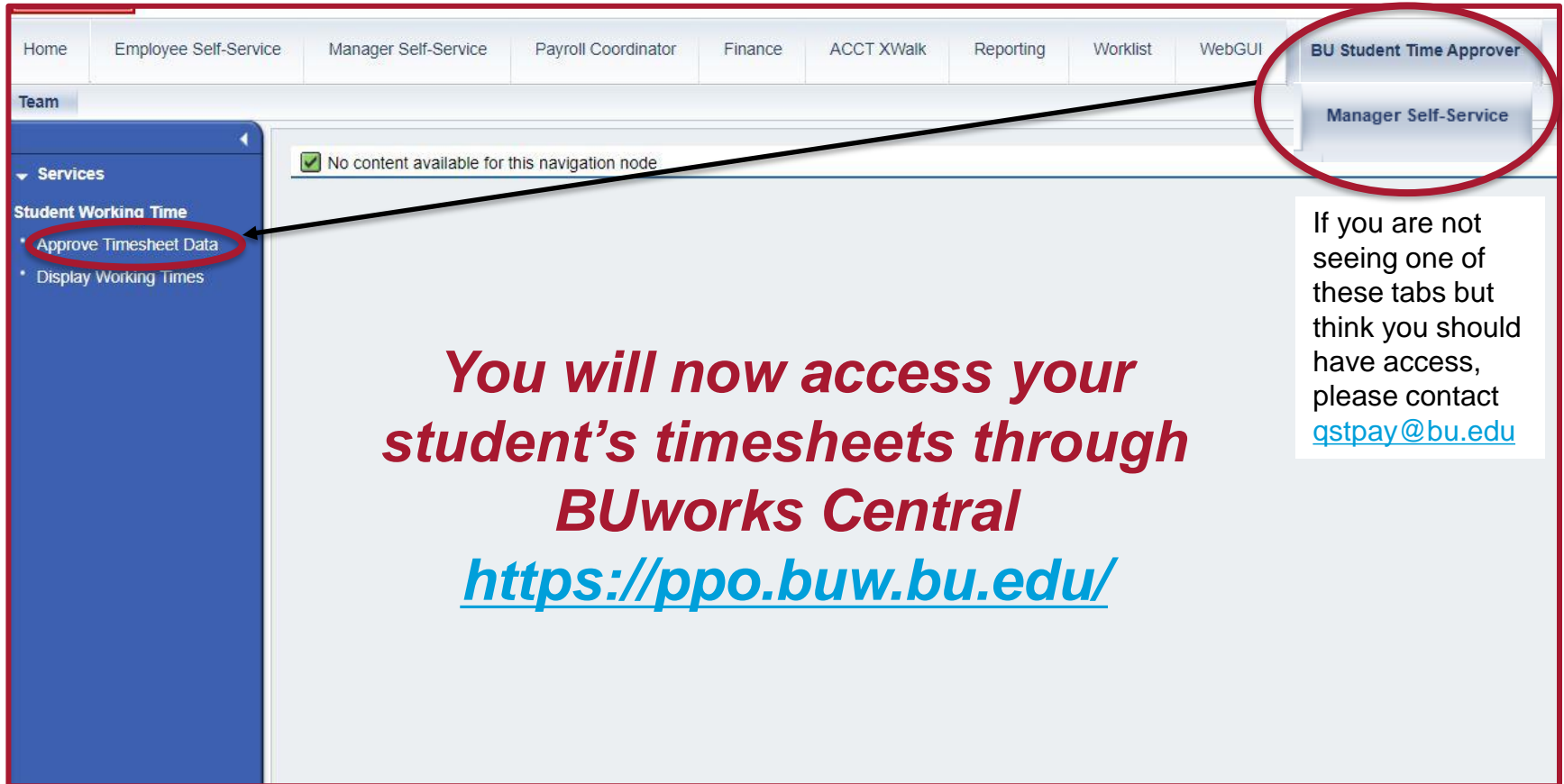
Payroll

Approving Student Timesheets
and Editing/Releasing Time

Student Timesheets in BUworks

- Student payroll has migrated from Business Link to BUworks (SAP) as of 06/24/24.
- All student records and timesheets are now in SAP.
- If you supervise students, you will monitor their timesheets through either the **BU Student Time Approver** or **Manager Self-Service (MSS)** tab.
 - **BU Student Time Approver** is for supervisors that ONLY supervise student workers.
 - **Manager Self Service** is for supervisors that also manage Non-Exempt (hourly) staff.

Approve Time for Employee



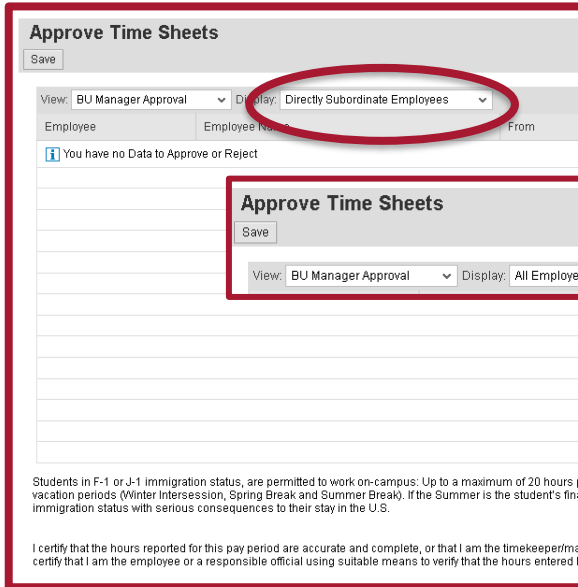
The screenshot shows the BUworks Central interface. At the top, there is a navigation bar with tabs: Home, Employee Self-Service, Manager Self-Service, Payroll Coordinator, Finance, ACCT XWalk, Reporting, Worklist, WebGUI, and BU Student Time Approver. The BU Student Time Approver tab is circled in red. Below the navigation bar, there is a 'Team' section with a message: 'No content available for this navigation node'. On the left side, there is a sidebar menu with a 'Services' section. Under 'Services', there is a 'Student Working Time' section with two items: 'Approve Timesheet Data' (circled in red) and 'Display Working Times'. A black arrow points from the 'Approve Timesheet Data' item to the 'BU Student Time Approver' tab. In the center of the main content area, there is a large text block: 'You will now access your student's timesheets through BUworks Central https://ppo.buw.bu.edu/'. On the right side, there is a text box: 'If you are not seeing one of these tabs but think you should have access, please contact gstpay@bu.edu'.

You will now access your student's timesheets through BUworks Central

<https://ppo.buw.bu.edu/>

If you are not seeing one of these tabs but think you should have access, please contact gstpay@bu.edu

Approve Time for Employee



Approve Time Sheets
Save

View: BU Manager Approval | Display: Directly Subordinate Employees

Employee | Employee Name | From

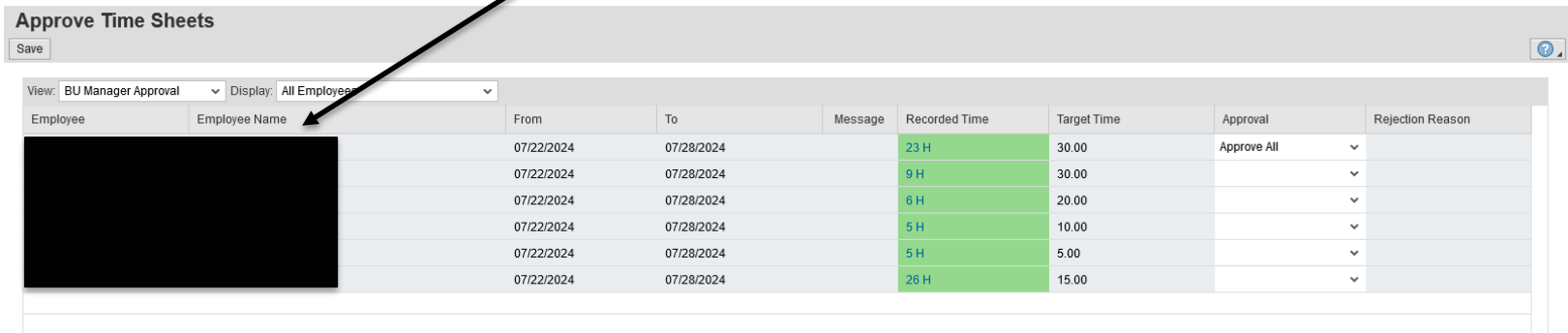
You have no Data to Approve or Reject

Students in F-1 or J-1 immigration status, are permitted to work on-campus: Up to a maximum of 20 hours vacation periods (Winter Intersession, Spring Break and Summer Break). If the Summer is the student's final immigration status with serious consequences to their stay in the U.S.

I certify that the hours reported for this pay period are accurate and complete, or that I am the timekeeper/manager and certify that I am the employee or a responsible official using suitable means to verify that the hours entered

If you are not seeing your students in this list, change the drop-down display to **All Employees**.

When students release their timesheets for approval, their names will show up here.



Approve Time Sheets
Save

View: BU Manager Approval | Display: All Employees

Employee	Employee Name	From	To	Message	Recorded Time	Target Time	Approval	Rejection Reason
		07/22/2024	07/28/2024		23 H	30.00	Approve All	
		07/22/2024	07/28/2024		9 H	30.00		
		07/22/2024	07/28/2024		6 H	20.00		
		07/22/2024	07/28/2024		5 H	10.00		
		07/22/2024	07/28/2024		5 H	5.00		
		07/22/2024	07/28/2024		26 H	15.00		

Approve Time for Employee

From	To	Message	Recorded Time	Approval	Rejection Reason
07/22/2024	07/28/2024		23 H	Approve All	
07/22/2024	07/28/2024		9 H	Reject All	Incorrect Hours Entered
07/22/2024	07/28/2024		6 H		
07/22/2024	07/28/2024		5 H		
07/22/2024	07/28/2024		5 H		

Click on Recorded Time to see the timesheet entry for each student.

07/22/2024 To 07/28/2024 Recorded 23 H Target Time: 30.00

Type	Description	Start Time	End Time	Order...	Cost...	WBS...	C...	Sh...	Re...	Ap...	Rej...	Me...
100i	Hours Worked	10:45	15:00						4.250	↑	↓	
100i	Hours Worked	15:15	19:30						4.250	↑	↓	
100i	Hours Worked	10:45	15:00						4.250	↑	↓	
100i	Hours Worked	15:15	19:30						4.250	↑	↓	
100i	Hours Worked	11:00	17:00						6 H		↓	

If the timesheet is correct, click APPROVE ALL.

If the timesheet is not right and the student needs to adjust, click REJECT and select reason. You will need to alert the student to correct and resubmit.

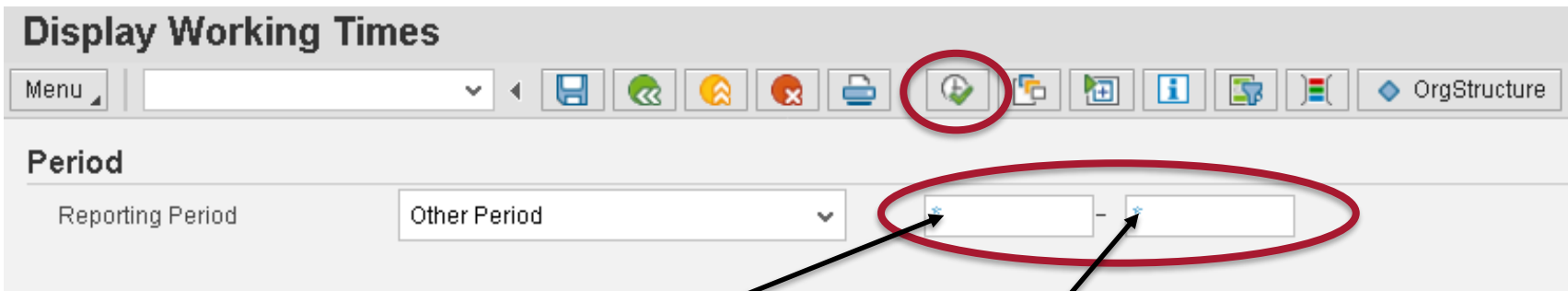
- You can approve or reject individual days or entries, or the entire timesheet at once.
- Make sure to hit Save** after you've approved or rejected your timesheets.
 - The timesheet will disappear from your list once it has been approved and saved.
 - If you want to confirm approval, you will use the Display Working Times function.



Display Working Times

This report is used to see all student timesheets in your org unit(s) for a specific pay period, even if they have not yet been released for approval.

- In the **BU Student Timesheet Approver** or **MSS** tab of BUworks, Select **Display Working Times**.











A screenshot of the "Display Working Times" report interface. The title "Display Working Times" is at the top left. Below it is a "Menu" dropdown and a toolbar with various icons. One icon, a clock with a green checkmark, is circled in red. Below the toolbar is a "Period" section with a "Reporting Period" label and a "Other Period" dropdown. To the right of the dropdown are two date input fields separated by a hyphen, which are also circled in red. Two black arrows point from the text below to these date fields.

- Enter the start (Monday) and end date (Sunday) of the payroll week.
- Click the Execute Button (clock with green check) to run report.
 - *It may take a few moments for the report to load!*


Display Working Times

The report shows all active students in your org unit(s) that have entered time into their timesheets for the week.




- *NOTE: Students that have not yet entered any time will not show up.*

Name of employee or applicant	Pers.No.	Date	Status	Correct/Indicat.	Number (unit)	Unit	A/A time	Created on	Time of entry	Created by	Last Change	Changed At	Changed By	Approved by	Approval date
[REDACTED]	[REDACTED]	07/26/2024			4	H	1000	07/22/2024	08:15:26	[REDACTED]	07/22/2024	11:59:55	[REDACTED]	[REDACTED]	07/22/2024
[REDACTED]	[REDACTED]	07/25/2024			3	H	1000	07/22/2024	08:15:26	[REDACTED]	07/22/2024	11:59:55	[REDACTED]	[REDACTED]	07/22/2024
[REDACTED]	[REDACTED]	07/25/2024			4	H	1000	07/22/2024	08:15:26	[REDACTED]	07/22/2024	11:59:55	[REDACTED]	[REDACTED]	07/22/2024
[REDACTED]	[REDACTED]	07/24/2024			3	H	1000	07/22/2024	08:15:26	[REDACTED]	07/22/2024	11:59:55	[REDACTED]	[REDACTED]	07/22/2024
[REDACTED]	[REDACTED]	07/24/2024			4	H	1000	07/22/2024	08:15:26	[REDACTED]	07/22/2024	11:59:55	[REDACTED]	[REDACTED]	07/22/2024
[REDACTED]	[REDACTED]	07/24/2024			3	H	1000	07/22/2024	08:15:26	[REDACTED]	07/22/2024	11:59:55	[REDACTED]	[REDACTED]	07/22/2024
[REDACTED]	[REDACTED]	07/23/2024			4	H	1000	07/22/2024	08:15:26	[REDACTED]	07/22/2024	11:59:55	[REDACTED]	[REDACTED]	07/22/2024
[REDACTED]	[REDACTED]	07/23/2024			3	H	1000	07/22/2024	08:15:26	[REDACTED]	07/22/2024	11:59:55	[REDACTED]	[REDACTED]	07/22/2024
[REDACTED]	[REDACTED]	07/22/2024			4	H	1000	07/22/2024	08:15:26	[REDACTED]	07/22/2024	11:59:55	[REDACTED]	[REDACTED]	07/22/2024
[REDACTED]	[REDACTED]	07/22/2024			3	H	1000	07/22/2024	08:15:26	[REDACTED]	07/22/2024	11:59:55	[REDACTED]	[REDACTED]	07/22/2024
					35	H									

You can use this report to see who has entered or released time, and who is still pending approval.

- It will also show timesheet entries that have been adjusted after initial release, indicated by this symbol. 

Status

- Timesheets that have been APPROVED will have the Green Check 
- Timesheets that have been RELEASED for approval will have the Yellow Triangle 
- Timesheets that have been ENTERED but not released will have the Blue Lock 

MSS ONLY: Edit or Release Time

In the **Manager Self-Service** tab, select **General Information**

The screenshot displays the Manager Self-Service interface. The top navigation bar includes tabs for Home, Employee Self-Service, **Manager Self-Service** (circled in red), Payroll Coordinator, Finance, ACCT XWalk, Reporting, Worklist, and WebGUI. Below this, a secondary navigation bar shows Team, Organization, and Overview. On the left, a blue sidebar menu lists Services, Team Overview, Employee Information, and Employee Working Times. Under Employee Information, **General Information** is circled in red. The main content area is titled 'Request Tracking' and contains a 'Search' section with fields for Tracking#, From, To, and Request Type. Below this is a 'Specific Search' section with fields for Position ID (containing '00000000') and BUID, each with a 'Search' button and a descriptive tooltip. At the bottom, there is a 'Current View: INITIATOR' label and a 'Change View' button.

MSS ONLY: General Information

- A separate window will appear that lists all the employees you supervise.
 - If no one is appearing under Direct Reports, you may need to search for your org unit using the drop-down menu.
- Select the employee's name and their information will appear under **Personal Data**.
- On the right side of the screen, click **Record and Release Working Time**

The screenshot displays the 'Employee Search' interface. At the top, there are dropdown menus for 'Direct Reports' and 'Organizational Information'. Below these is a table of employees with columns for Name, Personnel Number, Manager, Position, Job, Organizational Unit, Home Cost Center, Personnel Area, Personnel Subarea, and Multiple Assignments. A black box redacts the names and personnel numbers of the first three employees. The table lists several employees, including Research Assistants, Teaching Assistants, and Career Coaches, with various organizational units and cost centers. Below the table, there is a 'Data as of 7/25/2024, 10:49:15 AM Refresh' link. On the right side of the interface, there are several sections: 'General Data' (with a message 'You are not authorized to read this data'), 'Personal Data' (with a 'Permanent Residence:' field), 'Monitoring of Tasks' (with 'No data available'), 'Absence Days' (with 'No data available'), 'University Property' (with a table of properties including 'US Bank Travel Card'), and 'Related Activities' (with links for 'Home Address and Emergency Contact', 'Office Address', 'BU Alert Information', and 'Record and Release Working Time'). A red circle highlights the 'Record and Release Working Time' link, and a black arrow points from the 'Personal Data' section to this link.

Name	Personnel Number	Manager	Position	Job	Organizational Unit	Home Cost Center	Personnel Area	Personnel Subarea	Multiple Assignments
[Redacted]	[Redacted]	[Redacted]	Research Assistant	Temp-Research Non-Ex	QST Payroll & Casuals	INFORMATION SYS	Charles River Campus	NREP-Staff	
[Redacted]	[Redacted]	[Redacted]	Research Assistant	Temp-Admin Supp Non-Ex	QST Payroll & Casuals	QST Mgmt & Org	Charles River Campus	NREP-Staff	
[Redacted]	[Redacted]	[Redacted]	Research Assistant	Temp-Research Non-Ex	QST Payroll & Casuals	ACCOUNTING	Charles River Campus	NREP-Staff	
[Redacted]	[Redacted]	[Redacted]	Teaching Assistant	Temp-Admin Supp Non-Ex	QST Payroll & Casuals	INFORMATION SYS	Charles River Campus	NREP-Staff	
[Redacted]	[Redacted]	[Redacted]	Career Coach	Temp-Admin Supp Non-Ex	QST Payroll & Casuals	MATH FINANCE	Charles River Campus	NREP-Staff	

MSS ONLY: Enter Working Time

- Example below on entering student hours worked

- Select **Hours Worked** from the “Att./abs. type” drop-down and then input the start/end time of their work. **They cannot exceed 6 hours without a half-hour break time.**
- If they 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 the second set of hours.
- Continue inputting hours worked for the rest of the week, adding rows as needed.
- Press **Check**. If no errors occurred, the total hours input will update to reflect the time entry.
- When all the hours are entered for your student, press **Save**. Hours will be automatically approved for payment when you save them.

Record Working Times: Office Assistant Active 00129751

Save Personnel Assignment

May 2024 June 2024 July 2024

Completion Status
From: 05/01/2024
To: 07/24/2024
Incomplete Days: 0

Remark
You can navigate from 03/04/2024 to 12/15/2024

Students in F-1 or J-1 immigration status, are permitted to work on-campus: Up to a maximum of 20 hours per week during academic semesters (Fall, and Spring) and Summer if it is a vacation period; (Winter Intersession, Spring Break and Summer Break). If the Summer is the student's final term they are limited to 20 hours per week during the Summer. Working on-campus with serious consequences to their stay in the U.S.

I certify that the hours reported for this pay period are accurate and complete, or that I am the timekeeper/manager for this employee and the hours reported for this period are accurate, or that I am the employee or a responsible official using suitable means to verify that the hours entered below reasonably reflect the employee's actual effort devoted to the grant during this period.

Timesheet

Previous Period Next Period > Week From: 07/22/2024 Apply Worklist Work Schedule Favorites Check Insert Row

Delete	D.	Att./abs. type	Start time	End time	Hours	Nam	Planned	Actual	Det.	Shift Prem	OT comp. type	Rec. order
	MO...	Hours Wor...	13:00	17:00	4		4	4.00				
	TU...	Hours Wor...	09:00	13:00	4		4	7.00				
	WE...	Hours Wor...	14:00	17:00	3							
	WE...	Hours Wor...	14:30	15:30	1		4	1.00				
	TH...	Hours Wor...	09:00	13:00	4		4	7.00				
	FR...	Hours Wor...	14:00	17:00	3							
	FR...	Hours Wor...	09:00	13:00	4		4	7.00				
	FR...	Hours Wor...	14:00	17:00	3							

The cutoff for Timesheet Entry is Monday by Noon (12pm) each week, unless there is an early payroll deadline!

Tips & Troubleshooting

- Timesheets can be entered for past weeks by changing the **Week From** drop-down. **You or your students do not need to send a Retro Time Entry form to Payroll.**
- If you or your student encounters 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.
- Student employees are no longer organized by *mail code*, but instead **assigned to org units**. If your students have submitted timesheets but they aren’t showing up in your queue, they are likely in the wrong unit and will need to be corrected by payroll.

Questions?
qstpay@bu.edu

