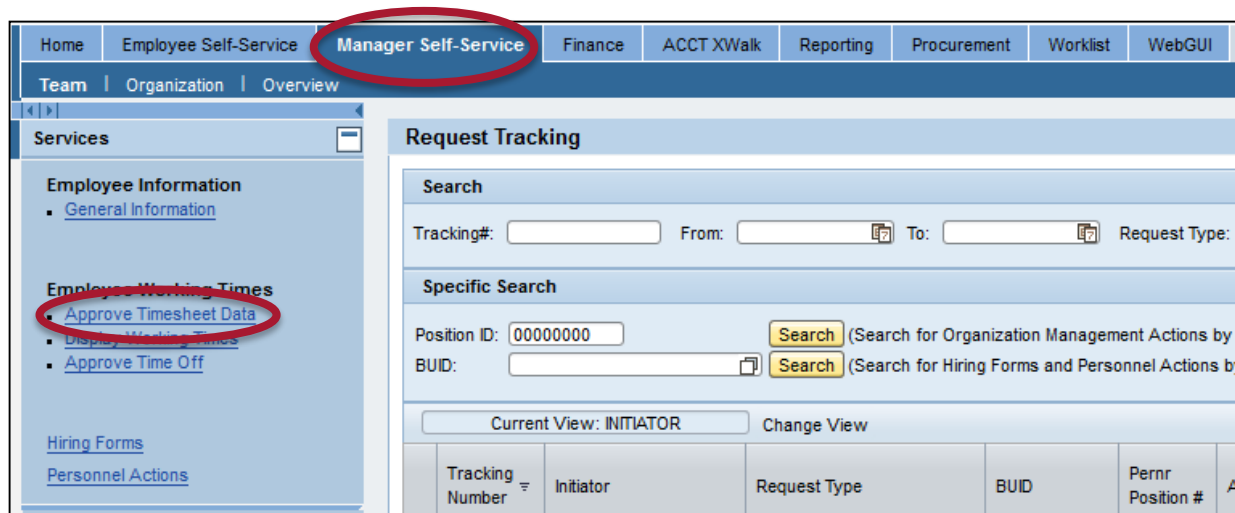


Payroll

Supervisor Timesheet Approval

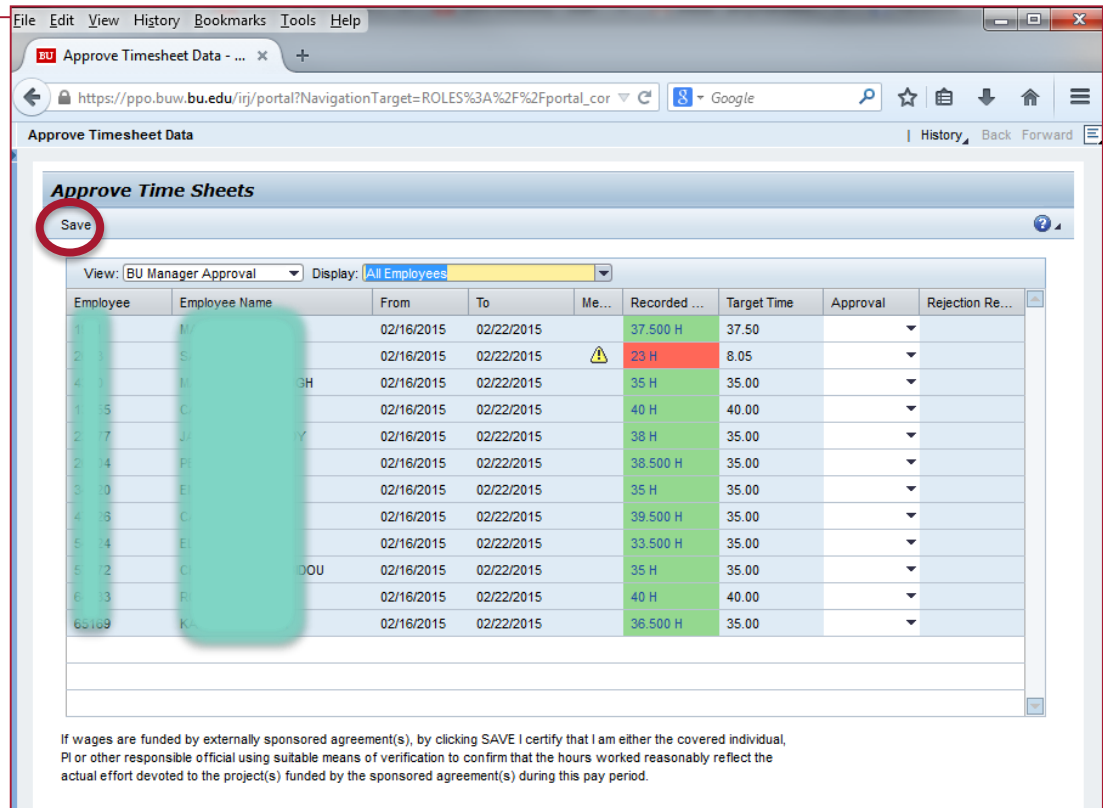
https://ppo.buw.bu.edu

- Enter the BUworks portal using the website listed above.
- In Manager Self-Service, select “Approve Timesheet Data”.



Approve Timesheet Data

- A new window will appear that shows all the employees you supervise.
- If the employee did not release their hours, they will not appear.
- Because they have already been approved, any time off requests submitted through BUworks, will not be calculated as part of these total hours. Only the hours manually input on the timesheet will appear.
- If you are unsure a time off request was approved, have the employee check their timesheet or contact the Senior Payroll Coordinator in the SMG Dean's Office.
- "Target Time" shows their scheduled number of hours. "Recorded Hours" shows how many hours they input for the week. If Recorded Hours exceeds Target Time, Recorded Hours will be highlighted in red.
- You can view the employee's timesheet by clicking the hours in the "Recorded" column.
- In the "Approval" column, select if you approve or reject the hours. Press "Save". A final window will appear to confirm you would like to save. If you rejected the hours, the employee can adjust their timesheet and rerelease their hours for approval.



Approve Timesheet Data

Approve Time Sheets

View: BU Manager Approval Display: All Employees

Employee	Employee Name	From	To	Me...	Recorded ...	Target Time	Approval	Rejection Re...
1	M	02/16/2015	02/22/2015		37.500 H	37.50		
2	S	02/16/2015	02/22/2015	⚠	23 H	8.05		
4	L	02/16/2015	02/22/2015		35 H	35.00		
1 5	C	02/16/2015	02/22/2015		40 H	40.00		
2 7	J	02/16/2015	02/22/2015		38 H	35.00		
2 4	P	02/16/2015	02/22/2015		38.500 H	35.00		
3 0	E	02/16/2015	02/22/2015		35 H	35.00		
4 6	C	02/16/2015	02/22/2015		39.500 H	35.00		
5 4	E	02/16/2015	02/22/2015		33.500 H	35.00		
5 2	C	02/16/2015	02/22/2015		35 H	35.00		
6 3	P	02/16/2015	02/22/2015		40 H	40.00		
63109	K	02/16/2015	02/22/2015		36.500 H	35.00		

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 verification to confirm that the hours worked reasonably reflect the actual effort devoted to the project(s) funded by the sponsored agreement(s) during this pay period.

Individual Approval

- After clicking the employee's hours, you are brought to their individual timesheet for the week.
- Double check they have input the appropriate hours. In this example, 2/16 was a holiday. Be sure to scroll for down to view all the hours for the week.
- You will still be unable to view any Time-Off Requests submitted through BUworks.
- In the "Approval" column, select if you approve or reject the hours. If you reject any specific hours, contact the employee to make the correction.
- If all hours are correct you can select "Save and Back" to return to the general screen and approve all hours at once.

File Edit View History Bookmarks Tools Help

BU Approve Timesheet Data - ... x

https://ppo.buw.bu.edu/irj/portal?NavigationTarget

Approve Timesheet Data | History Back Forward

Individual Approval

Save and Back Cancel

Indiv. Approval for Employee 64633, Period From 02/16/2015 To 02/22/2015 Recorded 40 H Target Time: 40.00

Date	Per	Employee N...	Typ	Descript...	St...	E...	Oi	Ct	W	Ct	St	Rei	Apj	Rej	Me...
02/16/2...	6	3	R	1012 BU Paid...								8 H	▼		
02/17/2...	6	3	R	1000 Hours ...	0...	1...						3 H	▼		
02/17/2...	6	3	R	1000 Hours ...	1...	1...						6 H	▼		
02/18/2...	6	3	R	1000 Hours ...	0...	1...						3 H	▼		
02/18/2...	6	3	R	1000 Hours ...	1...	1...						5 H	▼		

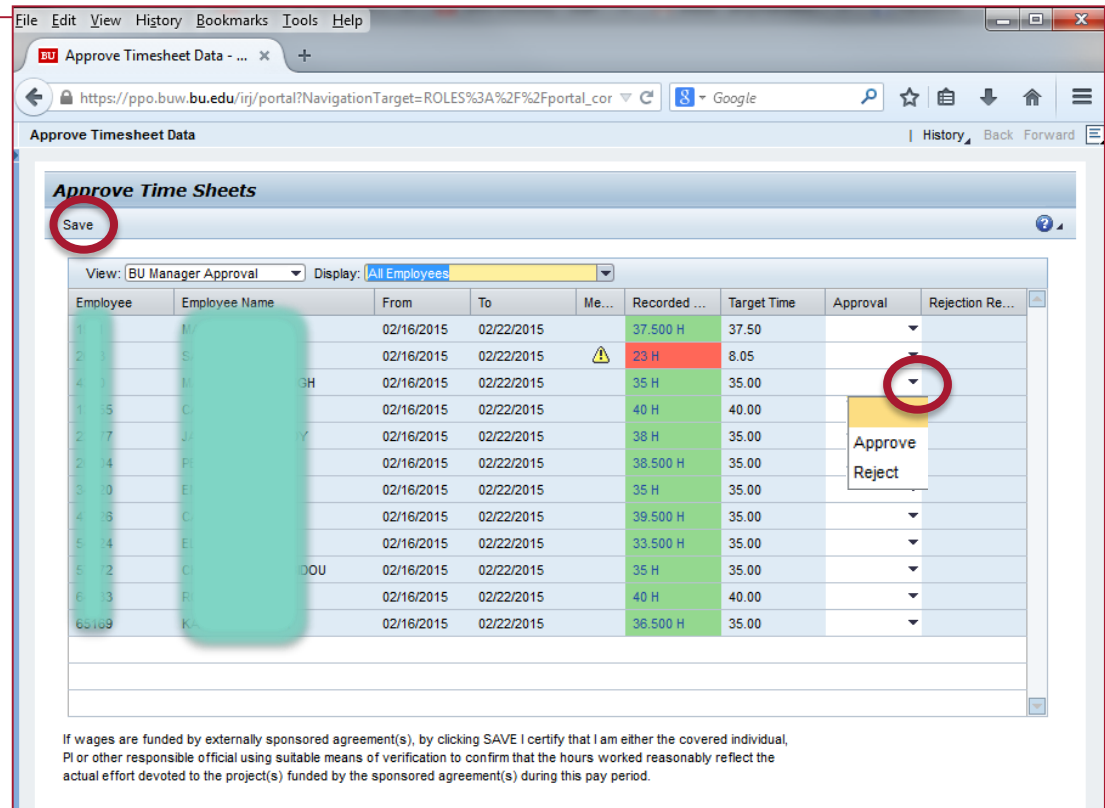
Show Approved Working Times

Period from: 02/16/2015 To: 02/22/2015 Apply

Date	P...	Employee Name	1	Des...	St...	E...	Order N...	Cost Cen...	WBS El...	Hours
There are no approved times for this period										

Approve Timesheet Data

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- You can view the employee's timesheet by clicking the hours in the "Recorded" column.
- In the "Approval" column, select if you approve or reject the hours. Press "Save". A final window will appear to confirm you would like to save. If you rejected the hours, the employee can adjust their timesheet and rerelease their hours for approval.



View: BU Manager Approval Display: All Employees

Employee	Employee Name	From	To	Me...	Recorded ...	Target Time	Approval	Rejection Re...
1	M	02/16/2015	02/22/2015		37.500 H	37.50		
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2 7	J	02/16/2015	02/22/2015		38 H	35.00		
2 4	P	02/16/2015	02/22/2015		38.500 H	35.00		
3 0	E	02/16/2015	02/22/2015		35 H	35.00		
4 6	C	02/16/2015	02/22/2015		39.500 H	35.00		
5 4	E	02/16/2015	02/22/2015		33.500 H	35.00		
5 2	C	02/16/2015	02/22/2015		35 H	35.00		
6 3	P	02/16/2015	02/22/2015		40 H	40.00		
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