### **BOSTON** UNIVERSITY Employee Absence Approval by Manager–Quick Reference Guide

Managers can access and approve absence requests from employees either from the Manager Self Service tab or from their Worklist.

DOSTON		1. Log on to <b>BUworks Central</b> <u>https://ppo.buw.bu.edu</u>
UNIVERSITY		2. Click on Approve Time Off
Home Employee Self-Service	Manager Self-Service Payroll Coordinator	
Team Organization Overview		
✓ Services	Request Tracking	
Employee Information	Search	
General Information	Tracking#: From:	
Employee Working Times <ul> <li>Approve Timesheet Data</li> <li>Display Working Timesh</li> </ul>	Specific Search	
Approve Time Off     Time Off Exception Report	Position ID: 00000000 Search (Se BUID: Search (Se	
Approve Reject Previous Next	Calendar Time Balances Overview	3. If there are no pending requests, you will see the message that your worklist is empty
View: February View: Apply		
Image: Non-Stress of the stress of	A prime       A prime $A$ prime       A prime       A prime<	



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Approve Vacation	4. When you have requests waiting to be approved/rejected				
Approve Factorians Next N	you will be able to see the request with the name of the				
Approve Sig Reject M Previous Next Z	employee requesting time off on the form header				
<ul> <li>Calendar Employee View Team Calendar Time Balances Overview Time Off Requests</li> <li>View: March 2018 Apply</li> <li>March 2018 April 2018 May 2018</li> <li>Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su</li> </ul>	5. Review the request. Click on <b>Approve</b> to approve the request. A message "Time Off Request was approved successfully" is displayed on the screen. Click on <b>Reject</b> if				
9       26       27       28       1       2       3       4       13       28       27       28       29       30       31       1       18       30       1       2       3       4       5       6         10       5       6       7       8       9       10       11       14       2       3       4       5       6       7       8       9       10       11       12       13         11       12       13       14       15       16       17       18       15       10       17       18       10       11       12       13       14       15       16       17       18       10       10       11       12       13       14       15       16       17       18       10       10       11       12       13       14       15       10       11       12       13       14       15       16       17       18       19       10       11       12       13       14       15       16       17       18       19       10       14       15       16       17       18       19       10       12 </th <th>box if you are rejecting the request</th>	box if you are rejecting the request				
13       26       27       28       29       30       31       1       17       23       24       25       26       27       28       29       30       31       1       2       3         14       2       3       4       5       6       7       8       9       10         Absent Multiple Entries       Sent Deletion Requested       Non-Working Day	6. Click on <b>Next</b> to move to the next request. If the Next button is greyed out, it means that you have no more requests to approve				
✓ Time Off Details					
Type of Time Off					
Type of Time Off: Vacation					
General Data					
Start Date: 02/06/2018					
End Date: 02/06/2018					
Absence hours: 8.00					
Last Note:					
Note:					

#### **BOSTON** UNIVERSITY

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Manager Self-Service	Payroll Coordinator	Organizational Chart	Finance .	AC: Worklist O
Tasks (2 / 5) Aler	ts Notifications			
Show: New and In Progress	Tasks (2 / 5) 💌 Se	elect a Subview	All	
🗈 Subject				Sent Date
3 Time	Off Request			Today

7. To approve a Time Off request from the worklist, click on the **Worklist** tab. Highlight the row with the employee whose time you want to approve

8. Review Time Balances for the employee. The explanations of column descriptions are provided below:

Acct	Time Account	Deductible from	Deductible to	Start Date	End Date	Entitlement	Used up to Today	Future Leave	Requested	Planned	Remainder	Remainder	Remainder
01	Vacation	2/1/2015	12/31/9999	2/1/2015	2/1/2015	418.70 HOURS	340.00 HOURS	0.00 HOURS	8.00 HOURS	8.00 HOURS	78.70 HOURS	78.70 HOURS	70.70 HOURS
02	Sick	2/1/2015	12/31/9999	2/1/2015	2/1/2015	620.00 HOURS	156.00 HOURS	0.00 HOURS	0.00 HOURS	0.00 HOURS	464.00 HOURS	464.00 HOURS	464.00 HOURS

#### Previous Step

Time Account describes the absence type (vacation, sick, jury duty etc).

Deductible from and to columns indicate the period of validity. For instance, Comp time is valid six months.

Entitlement describes the amount of hours you have earned as an employee since the day you joined BU

Used upto Today describes the total hours that have been used up until today

Future leave describes only approved hours that will be used in the future

Requested describes all unapproved hours that can either be dated in the past or in the future

Planned describes unapproved hours as well as future approved hours.

Remainder Column 1 describes "all prior approved requests" deducted from "entitlement" ("Entitlement" column minus "Used Up Until today" column)

Remainder Column 2 describes all hours "Used up until today" including "future approved requests" deducted from "entitlement". ("Entitlement" column minus "Used Up Until today" plus "future approved leave" hours)

Remainder Column 3 describes all hours used up until today including all unapproved requests deducted from entitlement.

("Entitlement" column minus "Used Up Until today" plus "planned" hours)



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D	1 )isplay and Edi Team Calendar	t Review an ▼ <u>Hide Worklist</u>	d Send Comp	leted				9. Click on <b>Approve</b> to approve the request. You are returned to the worklist
Reque	ests waiting fo	or approval						
🚯 Dat	te of Request	Requester	Type of Leave	From	То	Used	-	
2/7	/2018		Vacation	2/6/2018	2/6/2018	8 HOURS		
							-	
Juration: Jsed: Acct	Vacat	8 Hours ion: 8.00 HOURS Deductible from	Deductible to St	art Date E	ind Date E	ntitlement	l	
01	Vacation	2/1/2015	12/31/9999 2/	1/2015 2	2/1/2015 4	18.70 HOURS	-	
02	Sick	2/1/2015	12/31/9999 2/	1/2015 2	2/1/2015 6	20.00 HOURS		
Previous Step Approve Reject								
Type of Date:	Leave:	Vacation 2/6/2018	]					10. Click on <b>Reject</b> to reject the request. Enter a reason in the Note section as to why you are rejecting the request. You are returned to your worklist
Duration: 8 Hours Used: Vacation: 8.00 HOURS							<b>Congratulations</b> ! You have successfully approved or rejected an employee's request for absence	
Note for	Requester:							