Approve or Reject an Employee Time Off Request (TOR)

1. Login to Buworks Central. For a general review of all pending approvals, click on the Manager Self Service (MSS) tab.

2. You will see a link labeled Approve Time Off in the column to the left. Click on it.

3. If your worklist is empty, you will see a message with a green check mark "Your worklist is empty." This means that you have no pending requests.
4. When you have requests waiting to be approved/rejected you will be able to see the request with the name of the employee requesting time off on the form header. You can verify that the employee has enough leave balance by clicking on the **Time Balances Overview** tab. Click on the **Approve** or **Reject** buttons to process the request. You can optionally add a note on the request before approving/rejecting it (example: if rejecting, use the note box to explain why the TOR was rejected).

**NOTE:** If a Manager needs to approve a TOR that has been edited or deleted by a direct report and is now an entry in the worklist, the Manager should approve the edit/deletion by clicking on the **Approve** button. A message “Time Off request was approved successfully” is displayed.
5. Click on the **NEXT>** button on the header to proceed to next request for approval. If the **NEXT>** button is greyed out, it implies that there are no more requests. You may close the window by clicking on red X on top right corner.

### Approving Time Off from Worklist

1. Click on the **Worklist** tab to review requests waiting for your approval/rejection. Click on a specific row to highlight an absence request made by one of the employees who reports to you.

2. Click on an absence request needing approval.

3. Notice the columns in the time balances overview.

   - **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
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- 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)

Step 4: Click on “Approve” or “Reject” buttons at the bottom of the screen. (Note: If you are rejecting a request, please provide a reason for rejection in the Note to Requestor box.)
Step 5: Click on “Approve Request” button as shown below.

Step 6: The approval is now complete. You are returned to the worklist.

Manager Substitution

Step 1: Click on the Worklist tab to review requests waiting for your approval/rejection. If your worklist has one or more requests waiting to be approved, click on Manager Substitution.
Step 2: If your worklist is empty, click on the drop down on the farthest right corner, under or next to the Refresh button. Click on Manage Substitution Rules.

Step 3: You first need to define a rule for substitution and then activate the rule. Click on Create Rule.
Step 4: Type the name of the person you want to substitute in your absence. When a pop-up box appears asking you to confirm your choice of nominee, click on **Apply**. Choose one among the two options: **Receive my tasks** or **Fill in For Me** (If you are unexpectedly absent, and you have indicated your absence through a TOR, the nominee takes over your tasks immediately). Click on **NEXT** button.

Step 5: In this step, you activate the rule and save it. You can specify the rule to take effect at once or on a future date. For the substitution to begin on a specific date in the future, choose **ON** and use the calendar tool on the right side of the date box to choose a specific date when the substitution will begin. Now, click on **Save**. Your substitution settings are now saved. You may close the window and exit the screen.
Step 6: When you return from your absence, you can turn off the substitution rule by clicking on the **Turn Off** button on the **Manager Substitution** rules screen.

### Requesting for Time Off on Behalf of an Employee

Step 1: Click on the **Manager Self Service (MSS)** tab. On the column farthest to the left, click on **General Information**.
Step 2: Click on Employee Name that you want to enter time request for. Now, click on the **Time Off Request** link on the bottom right corner of screen. The Time Off Request screen comes up with the header displaying the name of the employee for whom you are requesting time off. Proceeding forward, follow the same instructions as you would to request time off for yourself.

**Accessing the Worklist as a Substitute**

Step 1: Click on the **Worklist** tab. You can choose the option **Items on Behalf** of and choose a name from the drop-down list or you can choose the option **All Items**.