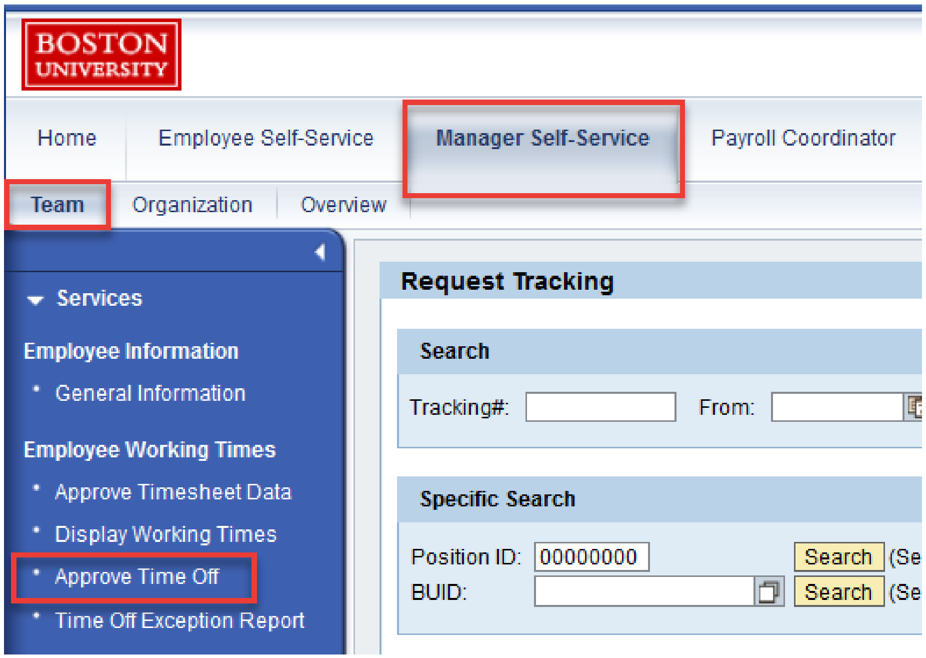
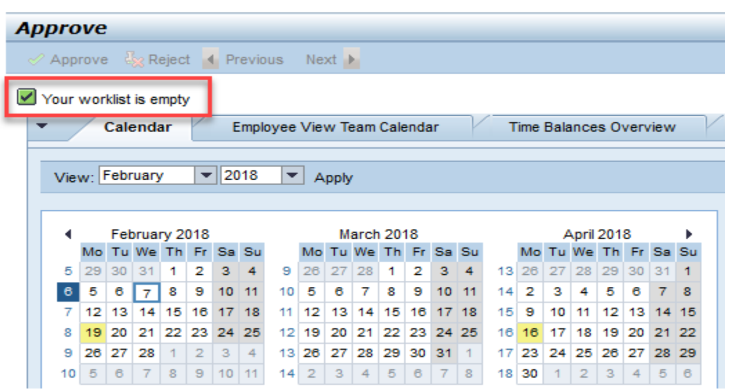
Employee Absence Approval by Manager–Quick Reference Guide

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



1. Log on to **BUworks Central** https://ppo.buw.bu.edu

2. Click on **Approve Time Off**



3. If there are no pending requests, you will see the message that your worklist is empty

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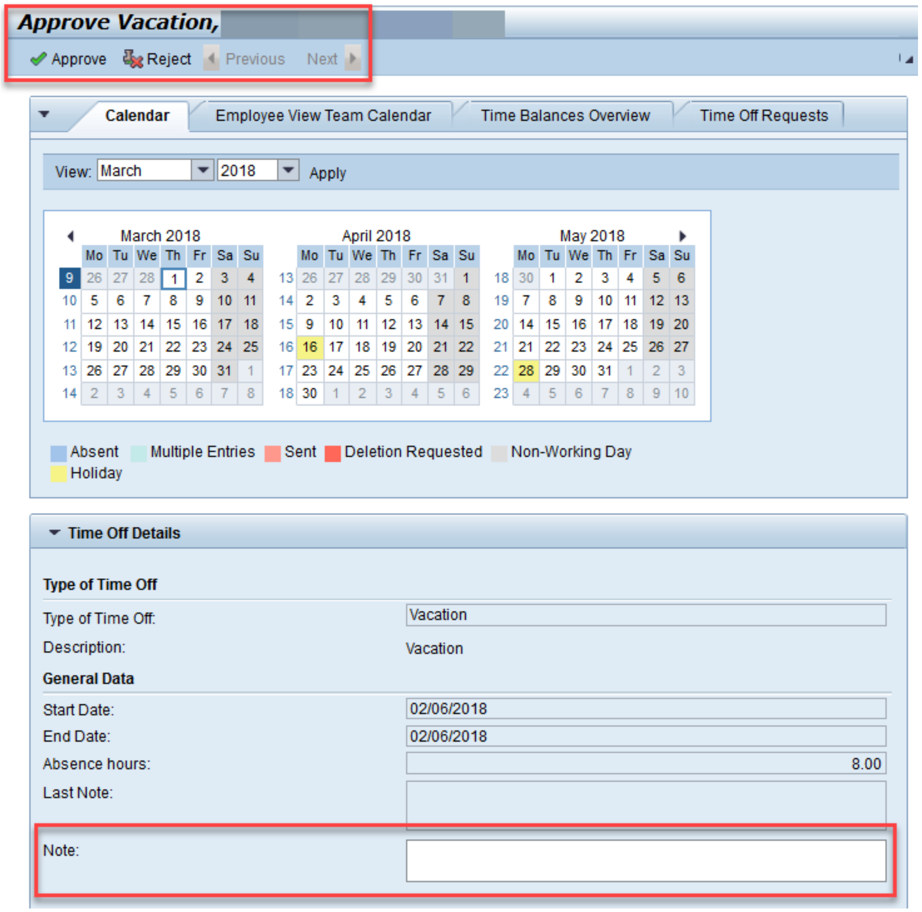

4. When you have requests waiting to be approved/rejected you will be able to see the request with the name of the employee requesting time off on the form header

5. Review the request. Click on **Approve** to approve the request. A message "Time Off Request was approved successfully" is displayed on the screen. Click on **Reject** if you need to reject the request. Provide a reason in the Note box if you are rejecting the request

6. Click on **Next** to move to the next request. If the Next button is greyed out, it means that you have no more requests to approve

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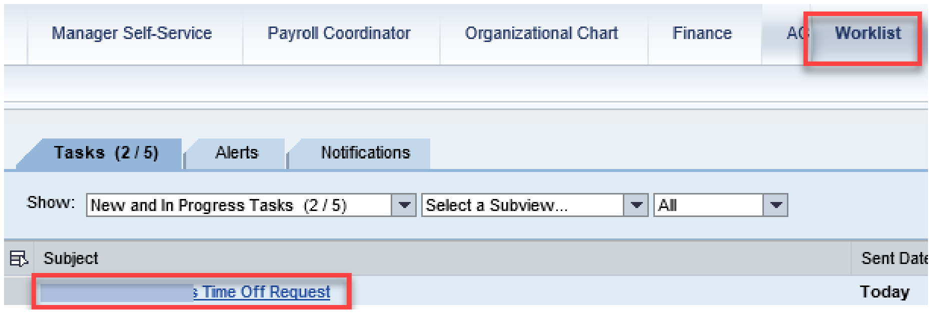
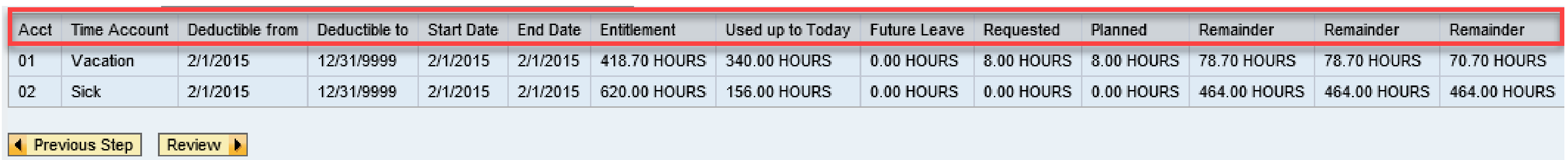


7. To approve a Time Off request from the worklist, click on the **Worklist** tab. Highlight the row with the employee whose time you want to approve

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 Review

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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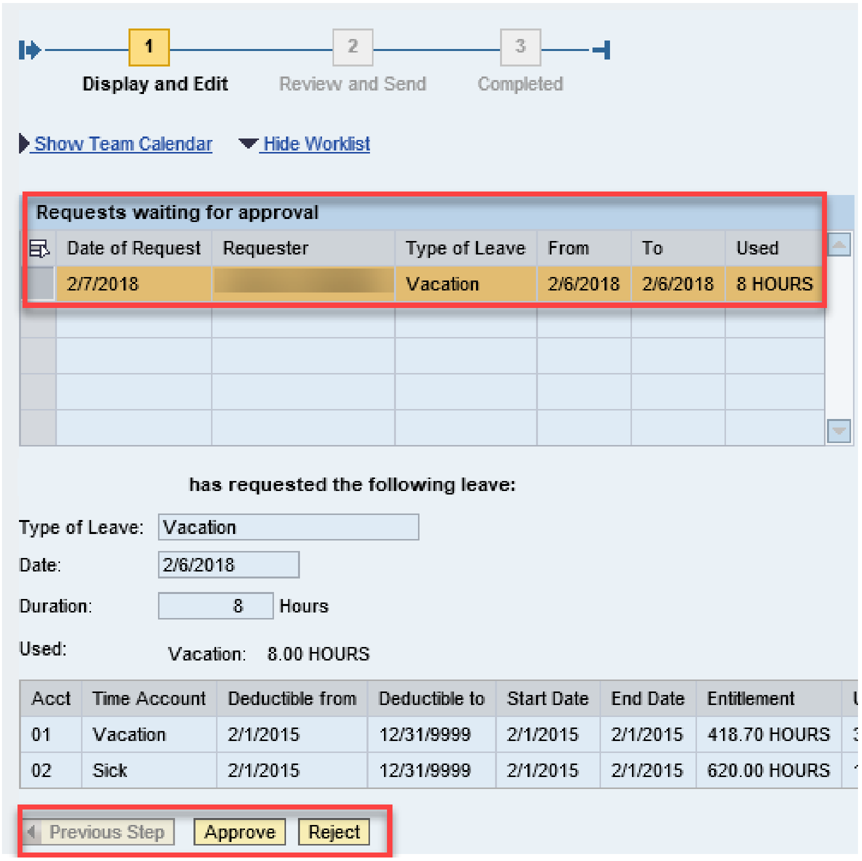
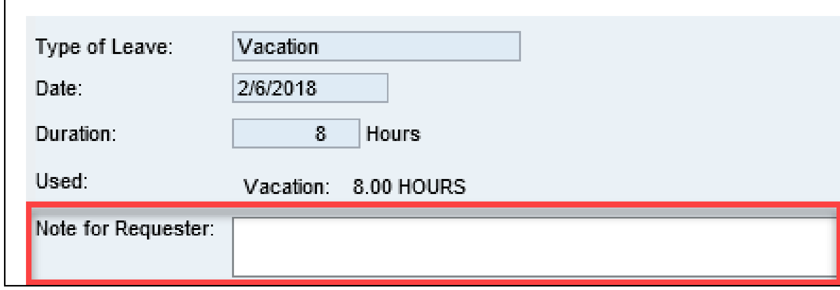


9. Click on **Approve** to approve the request. You are returned to the worklist



10. Click on **Reject** 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

Congratulations! You have successfully approved or rejected an employee's request for absence