



Henry M. Goldman School of Dental Medicine

Monthly Accrued Time Tracking & Reporting System (Time *MATTeRS!*)

Implementation and Usage Guide

September 2010



INTRODUCTION

Beginning in October 2010, all GSDM Exempt employees will be required to submit a monthly timesheet to verify their sick and vacation time usage. Only sick and vacation time usage will be recorded – *an employee's regularly scheduled hours will not be recorded and maintained.*

Similar to Non-exempt staff, University policy requires that departments track sick and vacation time accruals and usage for Exempt employees. Benefits based time is considered a liability (monies owed to an employee) by the University and consequently for accounting purposes the University needs to be able to record the extent of its benefits related liability.

Per University policy, each employee is responsible for working with his or her supervisor to maintain accurate records in relation to sick and vacation time usage. This includes requesting time off in advance, receiving approval and then recording the actual time which was taken (which may be different than the amount of time originally requested).

Department managers are expected to understand the accrual structure for the different levels of Exempt employment which vary by position grade and employee length of service. Managers are expected to maintain honest and accurate records and to ensure that employee requests for leave comply with all applicable School, University and federal policies and protocols.

FOR ALL EXEMPT EMPLOYEES

Beginning on October 1, 2010, all Exempt staff at GSDM will be required to submit a monthly timesheet verifying their use of sick and vacation hours for the month just ended. Exempt staff will be asked to interface with an electronic system (described in detail below) to report and to verify any time off they took in a particular month. The system will also allow employees to input any future anticipated time off. This is an important feature of the system because it will allow department managers to see at a glance staff coverage patterns in their area for any time in the future.

HOW IT WORKS

As per Boston University policy, all employees are required to request time off from their immediate supervisor. This must be done in writing either in the form of a memo or an email which should be dated and signed. Managers will then inform their employees in writing when their requests have been approved. Once approval has been received, employees should enter their anticipated future time off into the MATTeRS electronic system.

The MATTeRS system may be accessed via the Dental School Website at:

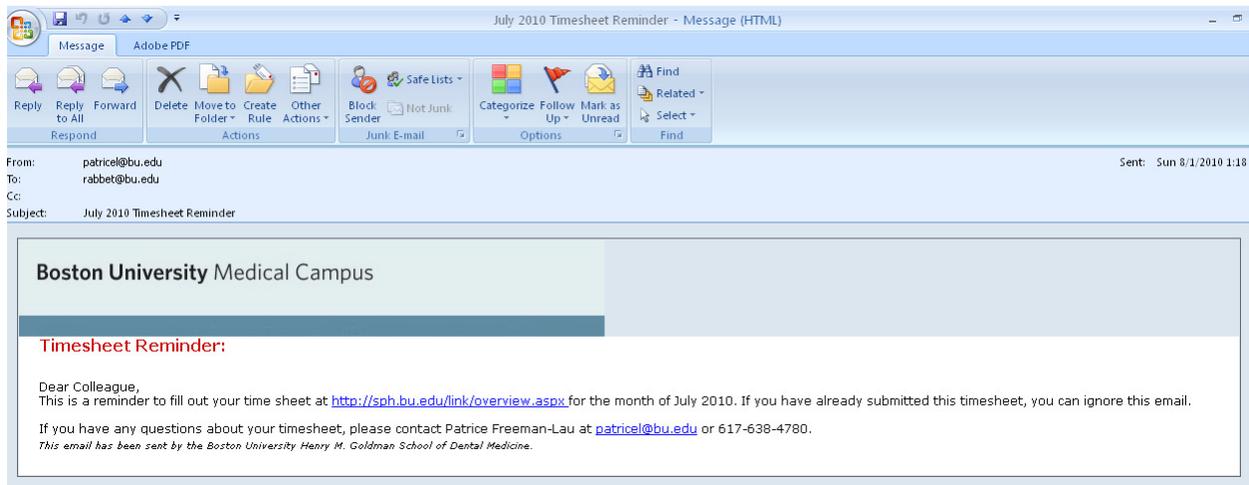
<http://dentalschool.bu.edu/resources/staff.htm>. Simply select the link next to the clock icon  on the top of the page. You may bookmark this in Microsoft *Internet Explorer* for future access. Please note that this system was developed for use with Microsoft *Internet Explorer*. Other Web browsers may not display the information properly.

When you click the clock icon , you will be directed to the standard BU Kerberos login screen:

Alternately, on the first day of every month, all Exempt employees will receive an automated email reminder asking them to submit their timesheet for the previous month.

An embedded link within this email will also take you to the MATTeRS system entry page:

SCREENSHOT3

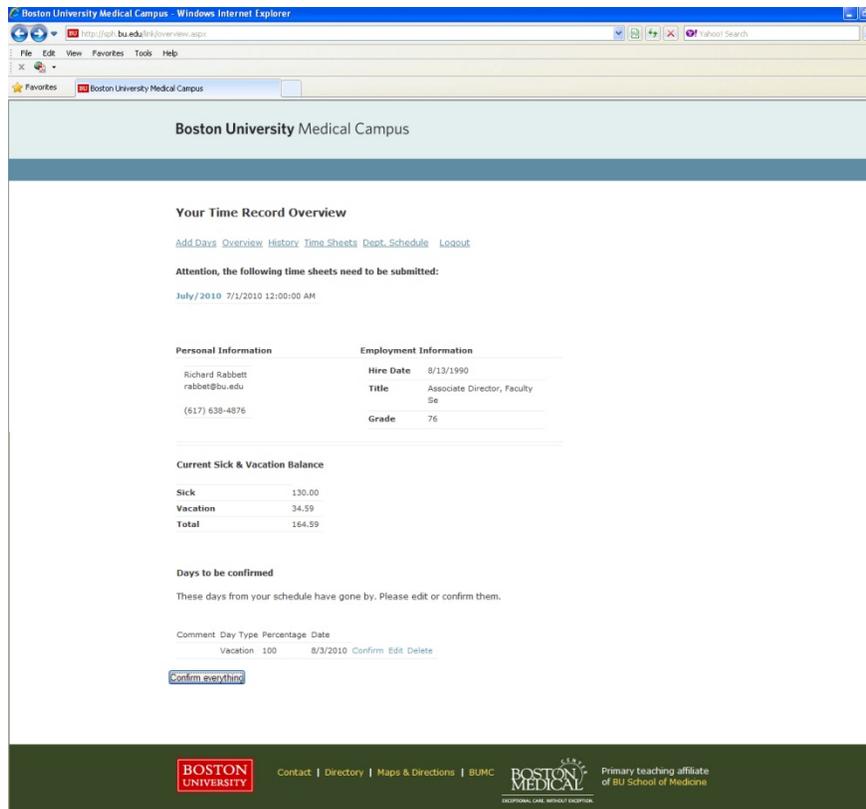


Once you've logged in, you will be in your active time record.

RECORDING APPROVED TIME

When employees have received approval for vacation time from their supervisors, they should enter it in the MATTeRS system by accessing the system as described on the previous page. The entry screen will look as follows:

SCREENSHOT4



The entry screen displays the employee’s name, current title & job grade, location, contact information and current sick & vacation balances. If a timesheet for a previous month needs to be submitted, that information will also be displayed at the top of the page as noted on the Screenshot4 above.

ENTERING FUTURE TIME OFF – SINGLE DAY

To enter future approved time off, simply click the add days link at the top of the screen.

The page below will be displayed:

SCREENSHOT5

The screenshot shows a web browser window titled "Boston University Medical Campus - Windows Internet Explorer". The address bar shows the URL "http://sph.bu.edu/link/AddDay.aspx". The page content includes a header for "Boston University Medical Campus" and a section titled "Add Days".

Navigation links: [Add Days](#), [Overview](#), [History](#), [Time Sheets](#), [Dept. Schedule](#), [Logout](#)

How would you like to add days?

Select the day(s) you want to add then press the **Add Days** Button. Future days will be added to your schedule for future editing. You are automatically stopped from adding holidays and weekends.

Remember that you can edit things in the future as much as you like but you can't edit anything in the past.

Type of day taken off:

Calendar for August 2010:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Day (mm-dd-yy):

Percentage of day Taken off:

Comments:

From the dropdown box “How Would You Like to Add Days?” you may select “Enter a Single Day” or “Enter Multiple Days”. If multiple days are chosen, a second calendar box will appear as in the example below. To enter a single day, choose “Enter Single Day” from the dropdown list. Next, from the dropdown list

labeled **“Type of Day Taken Off”** select the appropriate category of leave: **Sick, Vacation, Jury Duty, Military Leave, Sympathy Leave** or **Other**. Next, click on the appropriate date on the calendar which will auto-fill the empty date box below the calendar. Alternately, you may simply type the date into the blank box adhering to the date format shown. Next, choose what percentage of the day you plan to take off. Please note that you can only select ¼ day increments, or blocks of 2 hours:

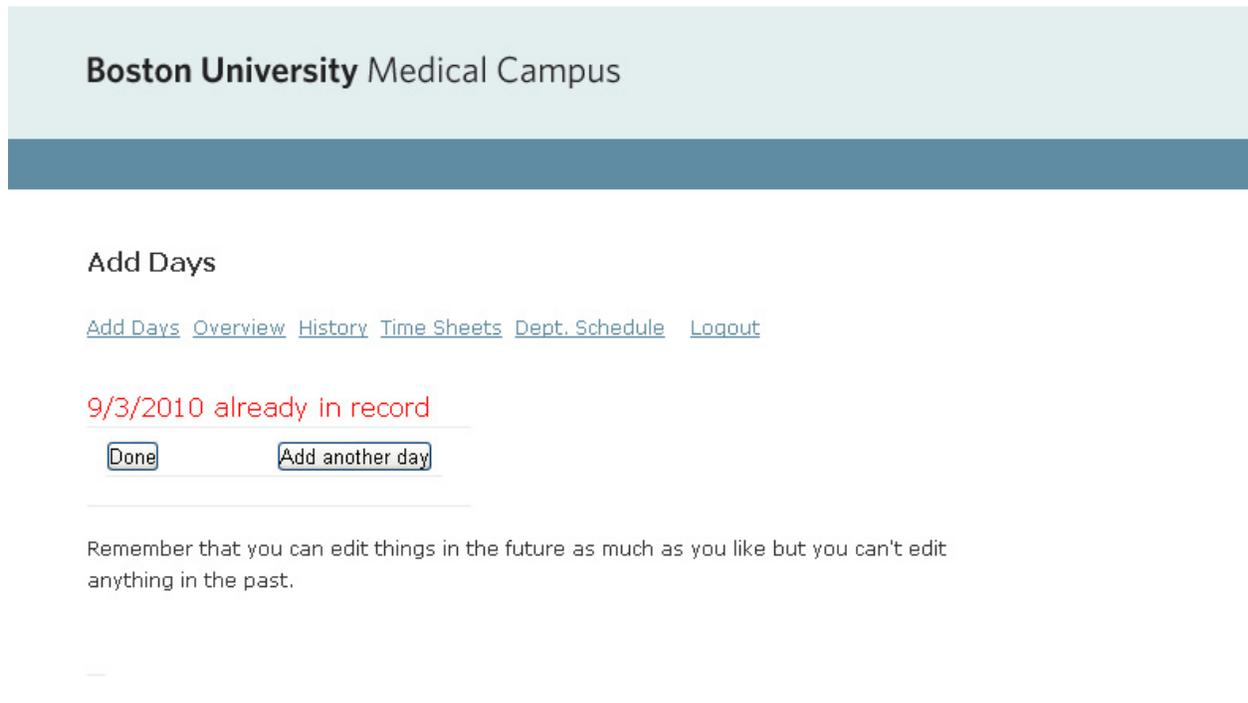
- 25% = 2 hours (1/4 day)
- 50%=4 hours (1/2 day)
- 75%=6 hours (3/4 day)
- 100%=8 hours (full day)

In the **“Comments”** field at the bottom, you may enter a short note about the time off. This is required if the type of leave you selected was **“Other”**. The comment field is sometimes helpful when looking back to recall exactly what occurred on a particular date. You may enter anything you like but be aware that this information is visible to system administrators and will also print out next to the associated date on your month-end timesheet.

To finish, click **“Add Day”**.

You will then be prompted to add another day or you may select **“Done”** with adding days:

SCREENSHOT6



ENTERING FUTURE TIME OFF – MULTIPLE DAYS

When requesting multiple days off, a second calendar box will appear to the right of the first. This second box will be for the same month. Should your anticipated time off span multiple months, use the scroll arrows on the calendar box to the right to advance the month forward:

SCREENSHOT7

Boston University Medical Campus

Add Days

[Add Days](#) [Overview](#) [History](#) [Time Sheets](#) [Dept. Schedule](#) [Logout](#)

How would you like to add days?

Select the day(s) you want to add then press the **Add Days** Button. Future days will be added to your schedule for future editing. You are automatically stopped from adding holidays and weekends.

Remember that you can't edit anything in the past. You can edit the future as much as you like but you can't edit anything in the past.

Type of day taken off: Sick, Vacation, Jury Duty, Military Leave, Sympathy Leave, Other

Begin Date: End Date:
(mm-dd-yy) (mm-dd-yy)

Percentage of day Taken off: 100%, 75%, 50%, 25%

Use right arrow to advance month

Similar to the single day example on the preceding page, after you've selected your range of dates, from the dropdown list labeled "**Type of Day Taken Off**" select the appropriate category of leave: **Sick**, **Vacation**, **Jury Duty**, **Military Leave**, **Sympathy Leave** or **Other**. Next, choose what percentage of the day you plan to take off. In the "**Comments**" field at the bottom, you may enter a short note about the time off. This is required if the type of leave you selected was "**Other**".

To finish, click "**Add Days**".

When adding days, please remember that you cannot request days for time that has already passed. After you've added your anticipated days off, if you click on the "Overview" link at the top of the page, you will

notice that the time you entered has not been deducted from your accrued time. This will only happen when you have verified your used time at the beginning of the next month.

VERIFYING TIME USED

On the first day of every month, employees will receive an automated email from the system asking them to verify their sick and vacation accruals for the previous month. While you may already have entered days off in the previous month for Vacation, Jury Duty, or Military Time, you also may have taken unanticipated Sick time or Bereavement leave. This time now needs to be recorded. Begin by logging into the MATTeRs system as described on Page 2. At the top of the screen (as seen in Screenshot4 above) you will see a note indicating that an outstanding timesheet awaits your review.

If a timesheet is due, the system will prompt you to confirm that you actually used any days you had entered into the system in advance of taking them off:

SCREENSHOT8

Boston University Medical Campus

Your Time Record Overview

[Add Days](#) [Overview](#) [History](#) [Time Sheets](#) [Dept. Schedule](#) [Logout](#)

Attention, the following time sheets need to be submitted:

August/2010 8/1/2010 12:00:00 AM

Days to be confirmed

These days from your schedule have gone by. Please edit or confirm them.

Comment	Day Type	Percentage	Date	
	Sick	100	9/10/2010	Confirm Edit Delete

[Confirm everything](#)

Scheduled Days

You have scheduled the following days to take off (these have not been applied to your balance yet)

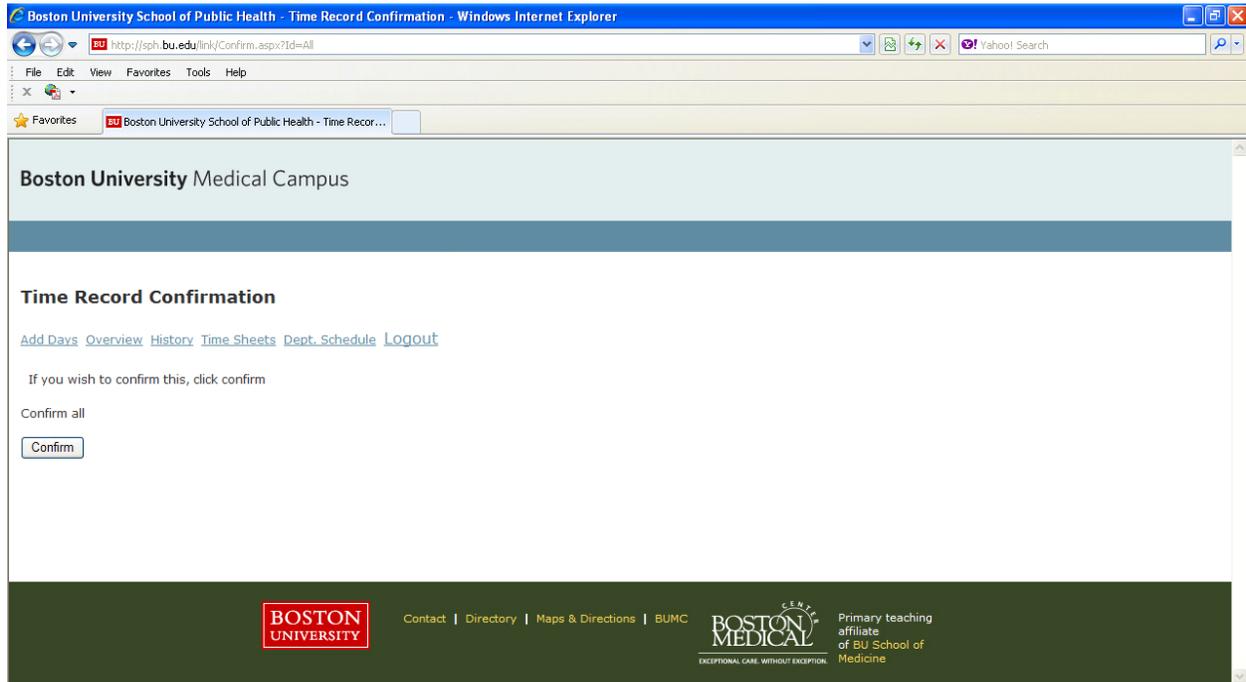
Comment	Day Type	Percentage	Date	
	Vacation	100	11/4/2010	Edit Delete Add to Outlook
	Vacation	100	11/5/2010	Edit Delete Add to Outlook

[Clear everything in schedule](#)

Do so by reviewing the dates and either clicking “Confirm” on a date-by-date basis, or if all dates are appropriate, click on “Confirm Everything”. Click “Add Days” if you need to record any additional Sick or Bereavement time (as shown above in SCREENSHOTS 5,6,7). You can also review and change any dates you have placed into your schedule, but which have not yet occurred.

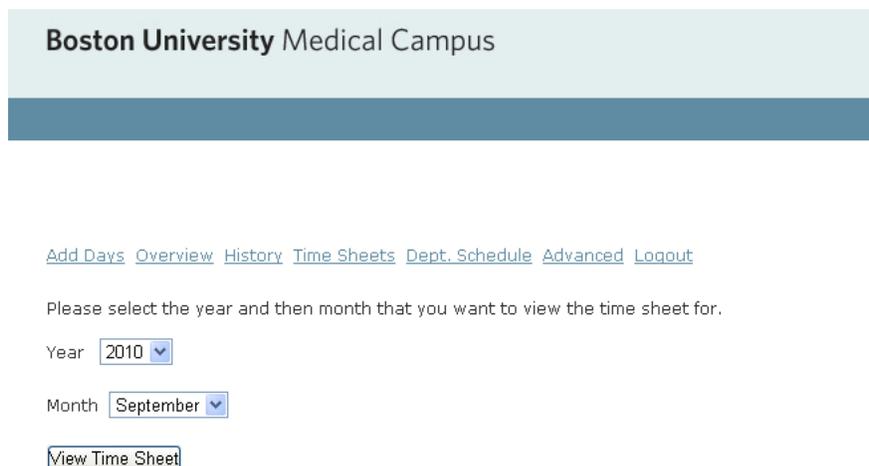
If you have reviewed the time and nothing needs to be changed, after you have been prompted to confirm individual past days, you will be asked to confirm the timesheet for the month you are in:

SCREENSHOT9



At this point you should have made all the necessary modifications to your time for the previous month. You should then click the “Time Sheets” link which will display a summary of your time for the previous month including the days you took off, how they were categorized, how many hours you took off in a particular day, and any comments you may have included. If everything looks correct, please print this page, sign and date, and submit it to your supervisor or mailcode coordinator. You can always look back in the system to view a copy of the timesheet you submitted for any past month. By clicking the “History” link, the system will also display a chronological list of all time you have taken off since you first accessed the system.

SCREENSHOT10



The actual time sheet will look like:

SCREENSHOT11

BOSTON UNIVERSITY MEDICAL CAMPUS
EXEMPT EMPLOYEE MONTHLY TIME RECORD
SPH: To be submitted to Melanie Gilreath Chaisson, Talbot 401 C, 617-414-8421
GSDM: To be submitted to Patrice Freeman-Lau, 617-638-4780



Name: Richard Rabbett
Department: DEAN'S OFFICE
Phone: (617) 638-4876

MONTH/YEAR: **September-2010**

Date	Type	Amount	Comments
9/3/2010	Sick	-1.00	
9/15/2010	Accrual-Sick	0.00	
9/15/2010	Accrual-Vacation	2.08	

Comments: _____

Employee's Signature

Supervisor's Signature

Date

Please note your current time balances as of **9/30/2010** are **Sick= 129.00** and **Vacation**= 33.17**. If you disagree with these figures please contact

SPH: Melanie Gilreath Chaisson at gilreath@bu.edu or 617-414-8421
GSDM: Patrice Freeman-Lau at patrice@bu.edu or 617-638-4780

*This leave must be requested and approved in advance.

** Employees who have no outstanding obligations to the University will be compensated for unused Vacation Leave at the time their employment with Boston University terminates, up to a maximum of the number of days that they would accrue over a two (2) year period. Terminating employees who have completed three (3) months or more of continuous service will be paid for their unused Vacation Leave. Payment will be computed using the employee's base rate of pay at the time of termination.

CORRECTING ACCRUAL DISCREPANCIES FOLLOWING TIMESHEET SUBMISSION

Prior to the submission of your timesheet for the month that just closed, you will have the ability to review and change any information you had entered in advance for that particular month. If you took more (or less) time off than you originally had anticipated, you may access the system and make the appropriate changes. Once you have reviewed and verified your time for the previous month, and printed and submitted your timesheet, you will no longer be able to make adjustments to your time for the month that just passed. The period will be officially closed. However, if at some point after you have submitted your timesheet you should recognize that you made an error in recording your time off, please consult with your supervisor. He or she can submit a **Time Exception Request** (see below) to the Office of the Dean which will review your request and can modify your electronic record accordingly. When that has occurred, you will be asked to print and sign a new timesheet for the month(s) in question.

CALENDAR FEATURE

Individuals or department administrators have the option to have their personal vacation and sick information or that of their employees automatically entered into a series of separate calendars in Outlook. This requires Microsoft Office 7 or higher. To set up the calendars, click "Department Schedule" at the top of the MATTeRs main page. A new and separate Sick and Vacation calendar will automatically be set up in Outlook. This calendar will be updated automatically as employees change their time information in the MATTeRs system. This calendar will remain separate from any existing Outlook calendars you may have and

will not impact existing calendar data. Supervisors will be able to see an overview of all anticipated employee time off in their area.

HOW THE PROCESS WORKS

Your supervisor or mailcode coordinator will work with you in the weeks ahead to determine what your accrued sick and vacation totals will be as of September 30. These figures will be the baseline for **all** calculations going forward so please make every effort to ensure the accuracy of your sick and vacation time as of the close of business on September 30. During the first week of October your time record will be set up in the MATTeRs system which will be set to begin accruing time for you beginning on October 1. The system is programmed to add the accruals due for the prior month's service on the 15th of the following month, so on October 16 you will see your September accruals added to whatever balances you may have had available to you as of September 30.

The system is designed to track accruals based on an employee's date of hire, grade level and years of service. It also contains information regarding the University's official holiday calendar. If your planned vacation spans an official university holiday or closure (Intersession), these days will not be deducted from your accruals. Please note: *Boston University policy explicitly states that no employee may accrue more than 130 sick days or more than 2 years worth of vacation time. There are no exceptions to this policy.* The MATTeRs system will automatically cap employees at their appropriate accrual levels.

EMPLOYEE RESPONSIBILITIES

It is the responsibility of every employee to understand and adhere to Boston University policies governing the use and recording of accrued sick and vacation time. Going forward, should an employee have two or more timesheets outstanding, continually refuse to submit timesheets in the proscribed manner, or willfully tamper with their electronic record in MATTeRS, the School reserves the right to refuse future employee vacation leave or initiate disciplinary action, including but not limited to suspension or termination.

SUPERVISOR RESPONSIBILITIES

Similar to Non-exempt weekly timesheets, it is the responsibility of supervisors to review and approve all requests for leave for Exempt staff. This includes providing written acknowledgement of requests for leave and subsequent written approval or denial notifications. Supervisors are responsible for collecting timesheets for all Exempt employees in their department and submitting them to the Office of the Dean by the end of the second week of each month.

IMPLEMENTATION TIMEFRAME

October 1 – Accrual records for all Exempt staff shall be submitted to the Office of the Dean. **The sick and accrual figures should NOT take into effect accruals due for the month of September.** These will be calculated by the system automatically and added to everyone's records at midnight on October 15.

October 1-14 – Office of the Dean sets up electronic records in the system for all Exempt employees using baseline accruals through September 30 provided by departments.

October 15 – System will automatically update employee accruals with earned time for September.

October 25 – 31 – Workshops will be provided to Exempt employees providing an overview of the new time recording process.

November 1 – All Exempt employees will receive a system-generated email asking them to update their timesheets for the month of October.

November 14 – All Exempt timesheets for October due to the Office of the Dean.

GLOSSARY

Accrual – amount of sick or vacation time earned on a monthly basis as determined by an employee’s date of hire, grade level or years of service.

Exempt employee – an employee at grade 71 or higher who is paid on a monthly or salaried basis.

MATTeRS – Acronym for Monthly Accrued Time Tracking and Reporting System, or the online system in which employees will record their sick and vacation time usage.

Non-exempt employee – an employee at a grade level less than 71 who is paid on a weekly, or non-salaried basis.

SYSTEM MENU OVERVIEW

Once an employee logs into the MATTeRS system, they will be on the main system entry page. The following menu choices will always be displayed at the top of the screen:

[Add Days](#) [Overview](#) [History](#) [Time Sheets](#) [Dept. Schedule](#) [Logout](#)

Add Days – Select to populate days or ranges of dates into your schedule. You may do this for months in the future or for the previous month prior to printing and submitting your timesheet.

Overview – The main viewing screen for the MATTeRS system. This will display information about your position and how much sick and vacation time you have available to you.

History - Provides a chronological list of every adjustment made to your sick and vacation days back to October 1, 2010.

Timesheets – After you have verified the time you took off for the month that just closed, you should print your timesheet and sign and submit it to your supervisor. This timesheet will be the official record of all days taken off each month and will be reviewed and co-signed by your supervisor. A copy will be kept in your permanent GSDM employee record.

Department Schedule – Select this option if you have Microsoft Office 7 or higher and would like the MATTeRS system to populate sick and vacation information automatically into your Outlook calendar.

Logout – Logs you out of the MATTeRS time system. Will not log you out of other University systems you may also be in at the same time.

ADDITIONAL RESOURCES

For complete details of Boston University's policies on employee attendance and leave accruals please reference the Boston University Employee Handbook at: <http://www.bu.edu/hr/files/documents/employee-handbook.pdf>.

CONTACTS

For questions related to employee leave policy or sick & vacation accruals in general:

Patrice Freeman-Lau
Assistant Director for Staff Administration & Operations
Suite 317 / 638-4792 / patricel@bu.edu

For questions related to systems issues including access:

Richard Rabbett
Associate Director for Faculty Services & Operations
Suite 317 / 638-4876 / rabbet@bu.edu



Henry M. Goldman School of Dental Medicine

MATTeRs Exception Request

Name: _____ BUID: _____

Title: _____ Mailcode: _____

I request that the number of days/hours indicated below be credited back to my sick or vacation accrual:

Period: Month: _____ Year: _____

Check all that apply and indicate number of days/hours owed

Vacation accrual _____ days _____ hours
Please indicate reason for requesting credit

Sick accrual _____ days _____ hours
Please indicate reason for requesting credit

Other _____ days _____ hours Jury Duty Sympathy Leave
 Military Leave Other
Please indicate reason for requesting credit

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____

Request is: Approved Not approved

If not approved:

Dean's Office: _____

When notified that your request has been approved, please log in to the MATTeRs system and reprint the timesheet for the month above, sign and return to your supervisor.