How to Serve as Proxy/Substitute Recommender/Approver

A substitute can act on behalf of a manager to either recommend or approve merit increases. To become a substitute merit recommender or approver, you would submit a request to your department’s Data Security Administrator (DSA). Once the request is approved, you will be able to access the merit recommender or approver tab upon logging into BUworks Central portal.

In the example below, the user who logs into ECM System as a merit approver (e.g.: Butch Cassidy) serves as substitute for a different manager (Francis Underwood). In doing so Butch can review/approve recommendations for Francis Underwood’s eligible reports.

<table>
<thead>
<tr>
<th>Log on to BUworks Central:</th>
<th><a href="https://ppo.buw.bu.edu">https://ppo.buw.bu.edu</a></th>
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1. Click on the Merit Approver (or the Merit Recommender tab).
2. Click on Review and Approve (or plan and submit if a recommender).
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To search for and substitute to a manager you can do either of two things:

- enter the PERNR of the manager (in this example 92686) directly into the box the red arrow is pointing to then hit enter
- use the search feature to find a manager by clicking on the double boxes the purple arrow is pointing to and then follow the directions below

1. Click on **Show Search Criteria**. To search by a manager’s name, enter at least the first few letters of the manager’s first name and/or last name followed by a wildcard asterisk: * (example to search for Frank use: FRA*)

2. Click on **Start Search**. Results will load into the results list, select the row with the name of the manager you want to substitute for and click OK. You will now be able to approve (or recommend) merit increases for this manager’s prevue.

Congratulations! You now know how to act on behalf of a manager to make recommendations or approve recommendations for merit increases for eligible employees.