Enter Time Off—Quick Reference Guide

The Time off Request screen allows employees to review their time balances and create new requests/edit or delete existing requests related to absence. Click here to understand the Time Balances section. Please note that if you are a part-time employee, you will need to enter a request separately for each day that you intend to take as vacation AND indicate how many hours you will be taking per day.

Even if an absence has already been submitted or approved by an employee’s manager, if needed, it can be edited or deleted. Click here for instructions on how to edit or delete a previously submitted absence request.

1. Log on to BUworks Central https://ppo.buw.bu.edu
2. Click on Employee Self-Service tab
3. Click on Time Off Request under Time Services
4. The Time Off Request screen opens in a new window

The screen is divided into two sections:

The upper half of the screen shows a history of Time Off Requests and allows the creation of a New Time Off Request

The lower half displays an overview of Time Balances and allows you to view entitlement, requested absences and remaining balances sorted by types of absences such as vacation time, sick time, comp time etc

5. To review a history of your requests, click on the calendar icon in the Show From: box and select a date. Click on Apply
6. All requested absences in the Sent, Approved or Rejected status are displayed from the chosen date
7. Click on **Create New Time off Request** to request an absence. In the upper half of the screen (labeled A), a color coded calendar is displayed showing absences, deletions requested, non-working days and holidays in the current month and the next two calendar months.

To view the three month calendar, starting in a different month, click on View and select another month. Click on **Apply**.

To view the team calendar showing absences requested by other employees in your Org. Unit, click on **Employee View Team Calendar**.

8. In the Time Off Details (labeled B), to request an absence, click on “**Type of Time off**” drop-down and select from.

9. Enter **Start and End Dates**, absence hours and a comment in the Note: box. Click on **Check** to validate the request.
A confirmation box is displayed on the screen. Note the header—it will specify the type of request “Leave Request: New”.

If the data is accurate, click on **OK** to confirm the requested absence.

10. If the “Check of Time Off Request was successful” message is displayed, click on **Submit** to submit the request. To enter another request, click on **Submit and Create Another Request**.

To exit the screen without saving any data, click on **Cancel**.

11. The message “**Request sent successfully**” confirms that the absence has been requested successfully.

12. The requested absence shows with status as “Sent” in the Time Off Request screen. Once the request is approved by your manager, the status will display as “Approved”. If the request is denied, the status will display as “Rejected”.
Editing/Deleting a prior request for absence:

1. Log on to BUworks Central [https://ppo.buw.bu.edu](https://ppo.buw.bu.edu)
2. Click on Employee Self-Service tab
3. Click on Time Off Request under Time Services

4. In the Time Off Request screen, **highlight the request that you want to edit**

5. To edit a request, Click on **pencil icon**. The Time Off Request screen is launched. You can change the date or the hours requested and add a note explaining the change

6. Click on **Check**

7. If the request is valid, click on **Submit**

8. A confirmation screen is displayed with the header **"Leave Request: Edit"** If the data is accurate, click on **OK**. To make changes, click on **Cancel**. The message **"Request sent successfully"** is displayed. The request will now go through the manager approval process
10. To delete a request, (whether or not approved by your manager), highlight the row containing the requested absence to select it. Click on the trash can in the Actions column in the Time Off Overview screen.

A confirmation screen with the header “Leave Request: Delete” asks if you want to delete the request. Click on OK. If the request was in the SENT status, not yet approved by your manager, you will see a message saying that your request is canceled.

If your request was previously approved, this new request for deletion is once again routed to your manager for approval.

Understanding Time Balances: The Time Balances Overview screen is located in the lower half of the Time Off Requests screen.

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence Type</td>
<td>Type of absence (Vacation, Time, Sick Time, Comp Time etc.)</td>
</tr>
<tr>
<td>Deductible From</td>
<td>Date the time system began to track the absences</td>
</tr>
<tr>
<td>Deductible To</td>
<td>A future date</td>
</tr>
<tr>
<td>Entitlement (earned)</td>
<td>Hours entitled to</td>
</tr>
<tr>
<td>Used (Past)</td>
<td>Used (Past) describes the total hours that have been used up until today</td>
</tr>
<tr>
<td>Planned (Future)</td>
<td>Future leave describes approved hours to be used in the future</td>
</tr>
<tr>
<td>Available</td>
<td>Remaining balance by absence type</td>
</tr>
</tbody>
</table>