

Entering Holiday Time-Quick Reference Guide

This instruction guide explains how an employee should enter time when the employee's regular schedule falls on a holiday and the employee either does not work and is paid for the holiday OR, works on the holiday and is paid/given compensatory time.

											1. Log on to BUworks Central <u>https://ppo.buw.bu.edu</u>	
	BOS	TON									2. Click on Employee Self Service	
	Home Dvervi	Emp	oloyee Se	lf-Service	Req	iest Tra	cking	Finance	e		3. Click on Record Working Time	
ľ	Employee Services											
L	Homepage List of Services Search											
			Time Review employ Quick Recor Time C	Services w your time yees can re Links d Working [*] Off Request	e balances a ecord work Time t	nd plan ng time.	your time	off. Week	ly			
• T) Previou	et s Perind Nex	rt Period (a)	Week from	11/11/2013	P Ann		Worklist	Favorites 4	L Check	Scenario 1: Employee's work schedule falls on a holiday (e.g. Veteran's Day, November 11) and the employee does not work on that day.	
6	Delete	Date	Att./abs. type	Start time	End time	Content	Name	Planned	Actual	Det.	4. Select BU Paid Holiday (1012 code) and the hours in the hours field for the holiday (<i>labeled</i> 1)	
	1 1 1	MO, 11/11 TU, 11/12	BU Pai ¥ Hours ¥	8:00 12:00	7 11:00 16:00	← 1		7 7	0.00	?	5. Enter all other times for the week as you would normally	



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 e.g. Veteran's Day, November 11) and the employee works on that day. 5. Select BU Paid Holiday (1012 code) and the hours in the hours field for the holiday (<i>labeled</i> 1) 7. Insert a row and enter the Hours Worked (1000) code are hours worked for the holiday (<i>labeled</i> 2) 8. Enter all other times for the week as you would normall do 6. Optional: Enter 01 Comp time in the OT comp. type field for all holiday hours worked
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all on a holiday (e.g. Veteran's Day, November 11) and
he employee does not work on that day.
9. Make NO ENTRY for the holiday (<i>labeled</i> 1)
0 Enter all other times as you would normalize de (1-t-1-
10. Enter all other times as you would normally do (<i>labele</i>
NOTE. If the employee is a remananted employee (LO224
NOTE: If the employee is a represented employee (L2324
he system will automatically credit with a floating holiday
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Entering Holiday Time-Quick Reference Guide

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												fall on a holiday (e.g. Veteran's Day, November 11) BUT	
) Previo	us Period N	lext Period 🕑	Week from:	11/11/2013	C Apply	y ⊡ - _	Worklist I	Favorites a	Check	Insert Ro	w	the employee works on that day.
÷.	Delete	Date	Att./abs. type	Start time	End time	Content	Name	Planned	Actual	Det.	Shift Prem	OT comp.	
					1		22	35	0.00			type	11. Enter the Hours Worked (1000) code and the hours with
	Ũ	MO, 11/11	Hours 🔻	8:00	11:00	1	_	0	0.00				the Start time and End time for the holiday
	Û		Hours 💌	12:00	16:00								5
	Ĩ	TU, 11/12	Hours 🔻	08:00	11:00	2		7	0.00				12. Enter all other times as more than $1 + 1 + 1 + 1 = 1 + 1 + 1 + 1 = 1 + 1 + $
		105 1110	Hours •	12:00	16:00	-		-	0.00				12. Enter all other times as you would normally do (<i>labeled</i>
	10 11	TH 11/14						7	0.00				2)
	ñ	FR, 11/15	-					7	0.00				
	Û	SA, 11/16	•					7	0.00				13 Ontional: Enter 01 Comp time in the OT comp. Type
	Ũ	SU, 11/17						0	0.00				
													field for all holiday hours worked (labeled A)
													The system recognizes Monday as a holiday and that these
													hours are to be paid at the one and half time rate. If the
													amplexies is represented (a.g. I 2224), the system will
													employee is represented (e.g. L2524), the system will
													automatically credit with a floating holiday