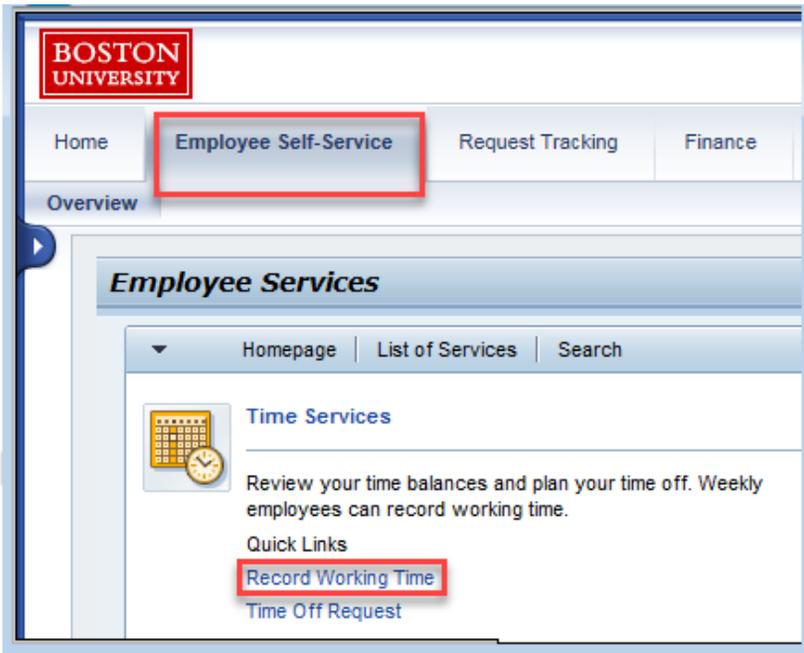


Entering Holiday Time-Quick Reference Guide

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** <https://ppo.buw.bu.edu>
2. Click on **Employee Self Service**
3. Click on **Record Working Time**

Timesheet

Previous Period Next Period Week from: 11/11/2013 Apply Worklist Favorites Check

Delete	Date	Att./abs. type	Start time	End time	Content	Name	Planned	Actual	Det.
							35	0.00	
	MO, 11/11	BU Pai...			7 ← 1		7	0.00	
	TU, 11/12	Hours ...	8:00	11:00			7	0.00	
		Hours ...	12:00	16:00					

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.

4. Select BU Paid Holiday (1012 code) and the hours in the hours field for the holiday (*labeled 1*)
5. Enter all other times for the week as you would normally do

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Delete	Date	Att./abs. type	Start time	End time	Content	Name	Planned	Actual	Det.	Shift Prem	OT comp. type
	MO, 11/11	BU Paid			7		7	14.00			
		Hours ...	08:00	11:00	3						
		Hours ...	12:00	16:00	4						
	TU, 11/12				3		7	7.00			
		Hours ...	08:00	11:00	3						
		Hours ...	12:00	16:00	4						
	WE, 11/13						7	0.00			
	TH, 11/14						7	0.00			
	FR, 11/15						7	0.00			
	SA, 11/16						0	0.00			
	SU, 11/17						0	0.00			

Scenario 2: Employee’s work schedule falls on a holiday (e.g. Veteran’s Day, November 11) and the employee works on that day.

6. Select BU Paid Holiday (1012 code) and the hours in the hours field for the holiday (*labeled 1*)
7. Insert a row and enter the Hours Worked (1000) code and hours worked for the holiday (*labeled 2*)

8. Enter all other times for the week as you would normally do

Optional: Enter 01 Comp time in the OT comp. type field for all holiday hours worked

Delete	Date	Att./abs. type	Start time	End time	Content	Name	Planned	Actual	Det.
							35	0.00	
	MO, 11/11				No Entry		0	0.00	
	TU, 11/12	Hours ...	8:00	11:00			7	0.00	
		Hours ...	12:00	16:00					
	WE, 11/13						7	0.00	
	TH, 11/14						7	0.00	
	FR, 11/15						7	0.00	
	SA, 11/16						7	0.00	
	SU, 11/17						0	0.00	

Scenario 3: Employee’s regular work schedule does not fall on a holiday (e.g. Veteran’s Day, November 11) and the employee does not work on that day.

9. Make NO ENTRY for the holiday (*labeled 1*)
10. Enter all other times as you would normally do (*labeled 2*)

NOTE: If the employee is a represented employee (L2324), the system will automatically credit with a floating holiday

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Timesheet															
Previous Period		Next Period		Week from: 11/11/2013		Apply		Worklist		Favorites		Check		Insert Row	
Delete	Date	Alt./Abs. type	Start time	End time	Content	Name	Planned	Actual	Det.	Shift Prem	OT comp. type				
							35	0.00							
	MO, 11/11	Hours ...	8:00	11:00			0	0.00			A				
		Hours ...	12:00	16:00											
	TU, 11/12	Hours ...	08:00	11:00			7	0.00							
		Hours ...	12:00	16:00											
	WE, 11/13						7	0.00							
	TH, 11/14						7	0.00							
	FR, 11/15						7	0.00							
	SA, 11/16						7	0.00							
	SU, 11/17						0	0.00							

Scenario 4: Employee's regular work schedule does not fall on a holiday (e.g. Veteran's Day, November 11) BUT the employee works on that day.

11. Enter the Hours Worked (1000) code and the hours with the Start time and End time for the holiday
12. Enter all other times as you would normally do (*labeled 2*)
13. **Optional:** Enter 01 Comp time in the OT comp. Type 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 employee is represented (e.g. L2324), the system will automatically credit with a floating holiday