



How to record and release hours on an employee's behalf (Manager):

Please follow the instructions below if you are a Manager and need to record and/or release time on an employee's behalf. **Once time is recorded and/or released by a Manager, the time is automatically in "approved" status.**

STEP 1: Login to BUworks central and click on your Manager Self Service tab.

STEP 2: Click on the "General Information" link at the left margin (see below).

The screenshot shows the Manager Self-Service interface. At the top, there are tabs for Home, Employee Self-Service, Manager Self-Service, Organizational Chart, Reporting, Procurement, Worklist, and WebGUI. Below these are sub-tabs for Team, Organization, and Overview. On the left, a navigation menu is expanded to show 'Services', 'Employee Information', 'Employee Working Times', and 'Time Off Exception Report'. A red arrow points to the 'General Information' link under 'Employee Information'. The main content area is titled 'Request Tracking' and contains search filters for Tracking#, From, To, Request Type, and Status, along with a 'Search' button. Below this is a 'Specific Search' section with fields for Position ID and BUID, each with a 'Search' button.

STEP 3: Click on the name of the employee who you would like to record or release time for. You should see his/her name and information under the "General Data" heading (see screenshot below).

The screenshot shows the Employee Search results page. At the top, there are dropdowns for 'Employee Selection' (set to 'Direct Reports') and 'Display' (set to 'Organizational Information'). Below these are 'Personalize' and 'Filter On' buttons. A table lists search results with columns for Name, Personnel Number, Manager, Position, Job, Organizational Unit, Home Cost Center, Personnel Area, Personnel Subarea, and Multiple Assignments. A red arrow points to the name 'TEST TIMESHEET' in the first row. Below the table, the 'General Data' section is expanded to show employee information for 'TEST TIMESHEET'. This section includes 'Organizational Assignment' (College of Engineering Administration), 'Personnel Structure' (Charles River Campus, L2324-Cler/Tech, Staff-NonExempt FT, Cler/Tech/Svc/RSCler), and 'Communication Data' (E-Mail Address). To the right, the 'University Property' section is also expanded, showing a table with columns for University Property, No., and Description, with one entry: 'Purchasing Card - P-Card' with No. '0'. Below this is a 'Note for University Property' field. At the bottom, the 'Personal Data' section is expanded to show 'Permanent Residence: TEST TIMESHEET, 43 SYMPHONY ROAD #3A'. The 'Related Activities' section is also visible at the bottom right.

STEP 4: Scroll down and click on the “Record and Release Working Time” link at the far right which will direct you to the employee timesheet.

The screenshot shows an employee profile page with several sections: Personal Data, Monitoring of Tasks, and Absence Days. On the right side, there is a 'Related Activities' panel with a list of links. A red arrow points to the 'Record and Release Working Time' link in this panel.

Personal Data
 Permanent Residence: TEST TIMESHEET
 43 SYMPHONY ROAD #3A
 BOSTON MA 02115

Monitoring of Tasks
 No data available

Absence Days
 Define Filter Filter inactive

Related Activities
 Changes on Behalf of My Employees
[Home Address and Emergency Contact](#)
[Office Address](#)
[BV Alert Information](#)
[Record and Release Working Time](#)
[Time Off Request](#)
[Time Balances Overview](#)

Period 11/15/2015 - 11/15/2017

Period	Days	Description
11/1/2016 - 11/1/2016	1	Vacation
10/24/2016 - 10/24/2016	1	Emergency Closing
6/15/2016 - 6/17/2016	3	Vacation
6/13/2016 - 6/13/2016	1	Sick Pay
6/9/2016 - 6/10/2016	2	Vacation

STEP 5: Select the appropriate “absence/attendance type” in the drop down menu for each day of the week and enter the total hours for that day in the “hours” column corresponding with each day of the week. **Managers of salaried, overtime eligible employees have the option of inserting the normally scheduled, weekly hours for the employee by clicking on the “copy” icon and selecting “copy target hours” which will automatically populate the timesheet with the scheduled working hours.**

The screenshot shows the header of the 'Record Working Times' form. It includes a 'Save' button, a 'Personnel Assignment' dropdown, and a 'Copy' icon. A red arrow points to the 'Copy' icon.

Record Working Times: [Personnel Assignment] **On Behalf of** [Employee Name]

Save | Personnel Assignment | Copy

By clicking SAVE, I certify that (a) the hours entered below accurately reflect the hours that I worked during this pay period, and/or (b) if the wages are fund responsible official using suitable means of verification, and certify that the hours entered below reasonably reflect the actual effort devoted to the project(s).

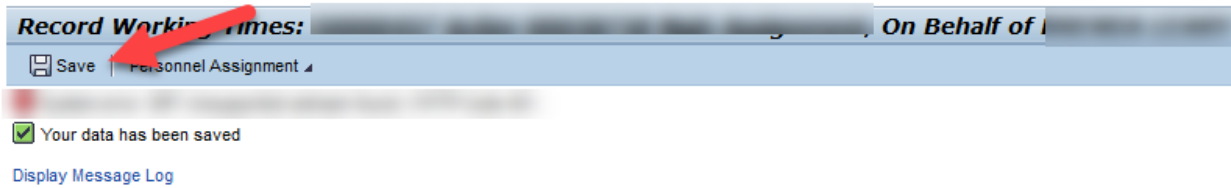
The screenshot shows the 'Timesheet' table with a dropdown menu open over the 'Hours' column. A red arrow points to the 'Copy from Target Hours' option in the menu.

Timesheet
 Previous Period | Next Period | Week from: 12/19/2016 | Apply | Worklist | Work Schedule | Favorites | Check

Delete	Date	Att./abs. type	Start time	End time	Hours	Planned	Actual	Det.
						40	40.00	
🗑️	MO, 12/19	Hours Worked ▼			8	8	8.00	🔗
🗑️	TU, 12/20	Hours Worked ▼			8	8	8.00	🔗
🗑️	WE, 12/21	Hours Worked ▼			8	8	8.00	🔗
🗑️	TH, 12/22	Hours Worked ▼			8	8	8.00	🔗
🗑️	FR, 12/23	Hours Worked ▼			8	8	8.00	🔗

STEP 6: Click the “Check” button and review the entries to make sure they are correct.

STEP 7: Click the “Save” button at the top left of the screen and you should see a confirmation message stating that the hours you entered and/or released have been saved (approved). Any hours entered by a Manager and/or the employee for that pay period have been automatically released and approved upon clicking the “save” button and no other actions are necessary. Just simply logout of Manager Self Service.



***** IF YOU WANT TO DOUBLE-CHECK THAT THE HOURS ARE APPROVED, SEE THE INSTRUCTIONS BELOW:**

Verifying Approval Status for Time Entry - Manager

Access the employee timesheet via Manager Self Service. Under the column labeled **Det.** [for Detail], there is an icon that looks like a piece of paper with a star burst in the corner. This is where an employee would enter a note if necessary. If you open an icon, two thirds of the way down the page, it gives the **Processing status** of that line’s entry, i.e. **Approved, Not Released** or **Waiting for Approval**. No need to check all the entries, usually the first and last let you know the approval took place.

