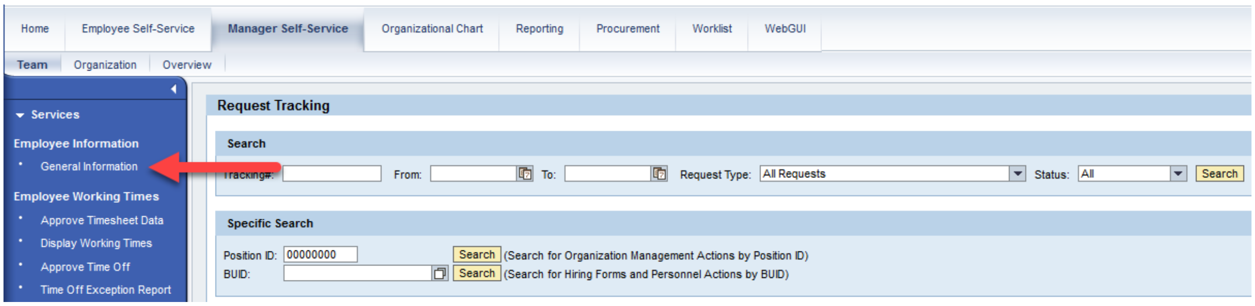
How to record and release hours on an employee's behalf (Manager):

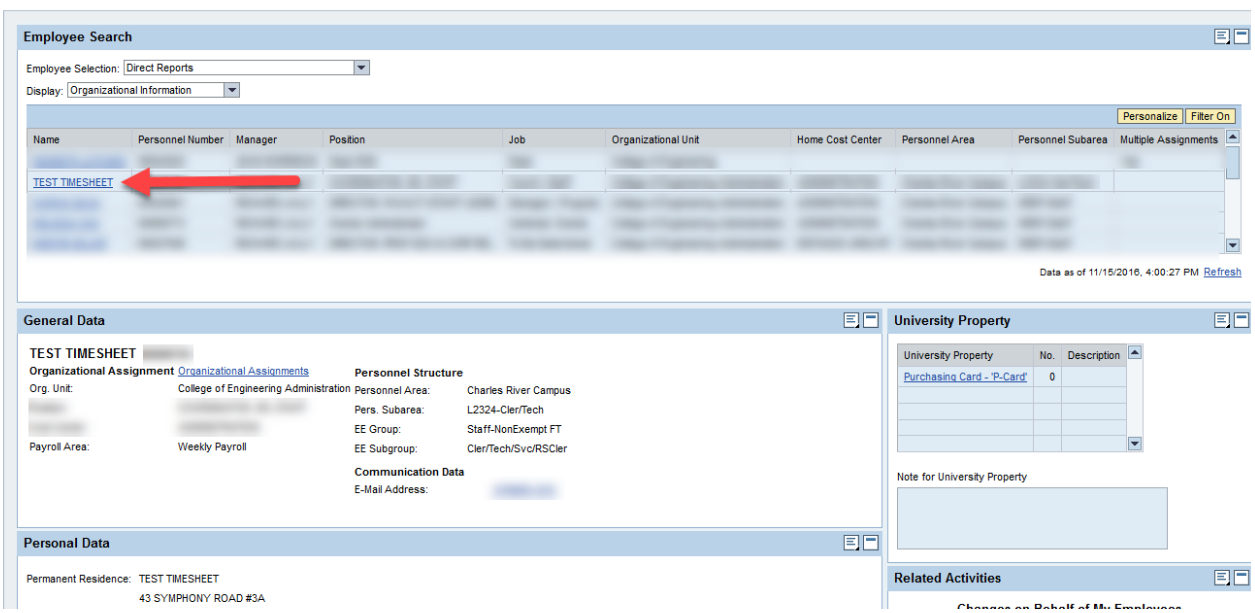
Please follow the instructions below if you are a Manager and need to record and/or release time on an employee's behalf. **Once time is recorded and/or released by a Manager, the time is automatically in "approved" status.**

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

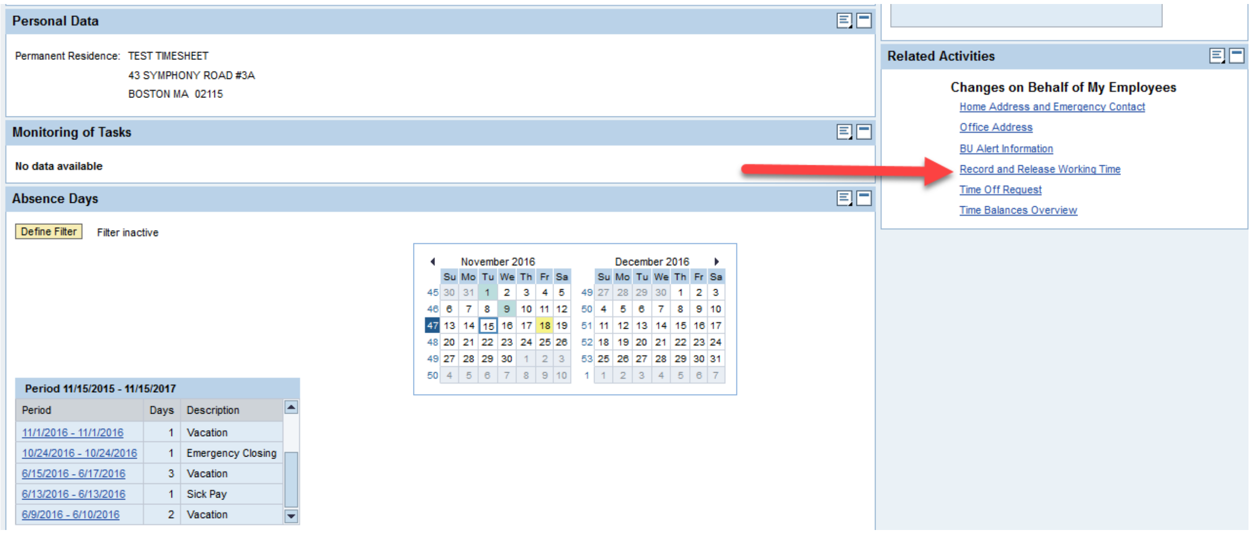
STEP 2: Click on the "General Information" link at the left margin (see below).



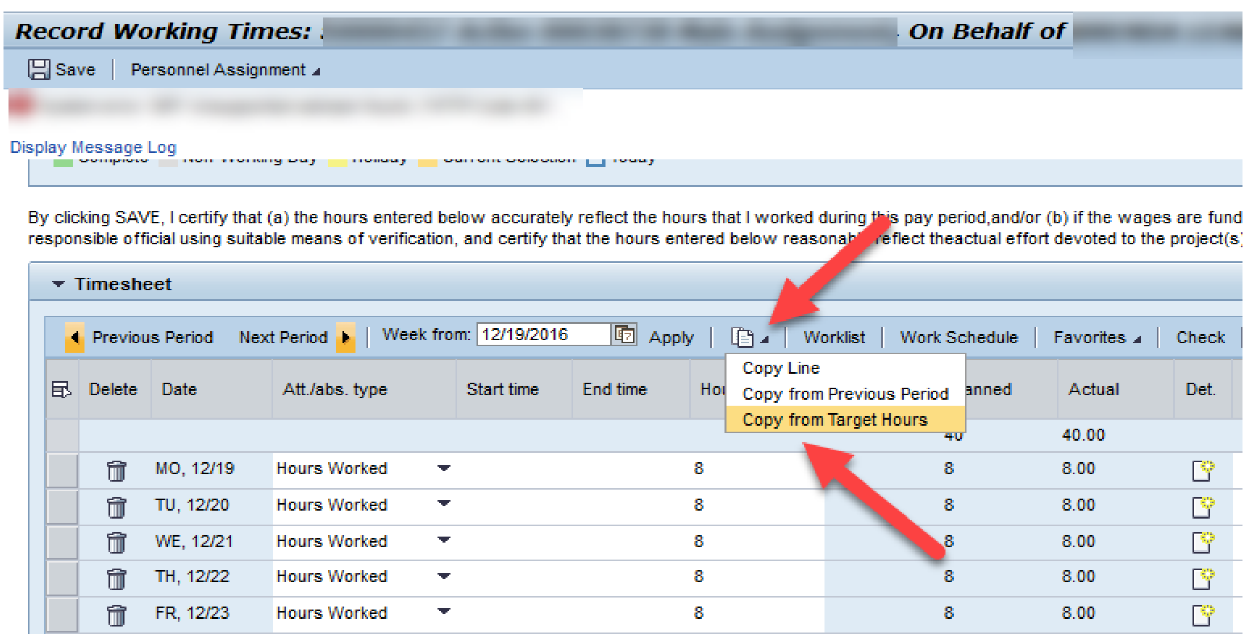
STEP 3: Click on the name of the employee who you would like to record or release time for. You should see his/her name and information under the "General Data" heading (see screenshot below).



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.

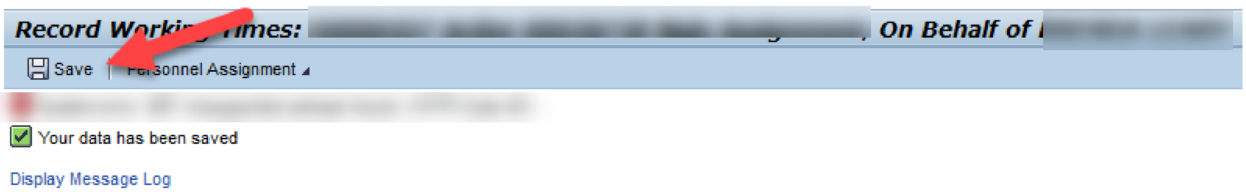


STEP 5: Select the appropriate "absence/attendance type" in the drop down menu for each day of the week and enter the total hours for that day in the "hours" column corresponding with each day of the week. Managers of salaried, overtime eligible employees have the option of inserting the normally scheduled, 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.



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

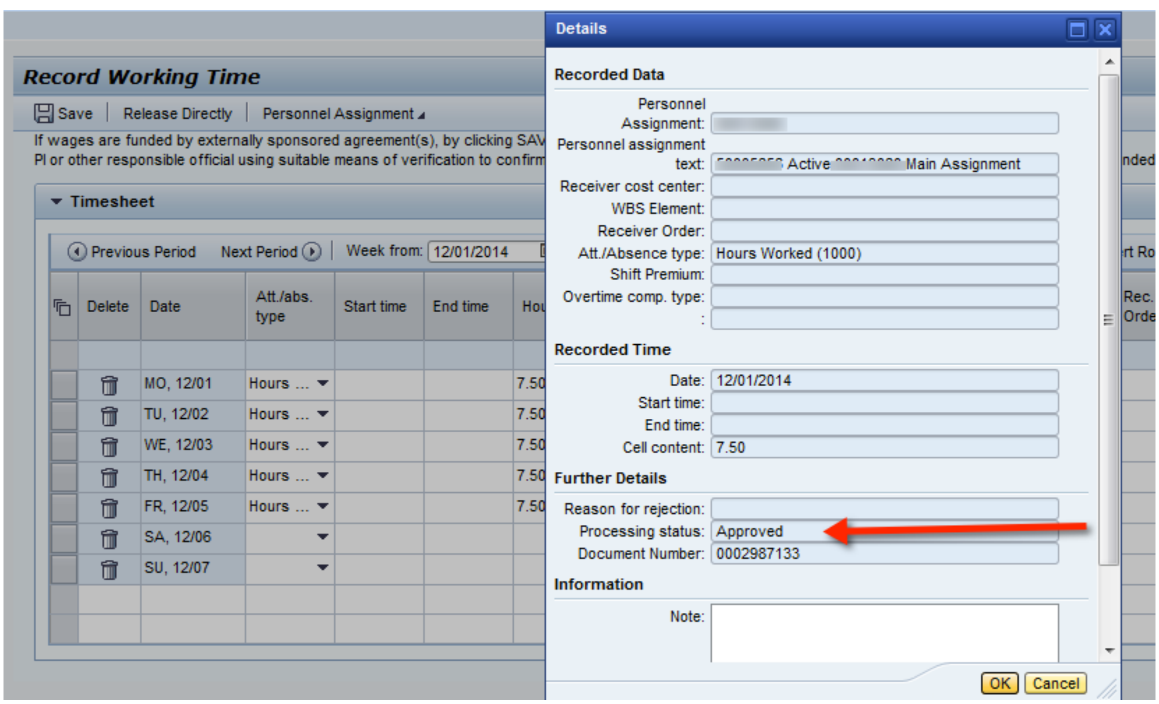
STEP 7: Click the "Save" button at the top left of the screen and you should see a confirmation message stating that the hours you entered and/or released have been saved (approved). **<u>Any hours entered by a Manager and/or the employee for that pay period have been automatically released and approved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



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

<u>Verifying Approval Status for Time Entry - Manager</u>

Access the employee timesheet via Manager Self Service. Under the column labeled **Det.** [for Detail], there is an icon the 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.



Updated 11/16/16