

# Manager Timesheet Approval–Quick Reference Guide

As a Manager you are responsible for approving timesheets saved and released by your weekly paid direct reports in a timely manner every week.

	<ol style="list-style-type: none"> <li>1. Log on to <b>BUworks Central</b> <a href="https://ppo.buw.bu.edu">https://ppo.buw.bu.edu</a></li> <li>2. Click on <b>Manager Self Service</b>.</li> <li>3. Under Employee Working Times, Click on <b>Approve Timesheet Data</b></li> </ol>
	<ol style="list-style-type: none"> <li>4. On the “Approve Time Sheets page, you will see the names of all of your direct reports, the pay period in which hours were entered for, and the “recorded time” which are the total hours submitted for approval</li> <li>5. The hours that you see are an actual link. Click on them to view a detailed breakdown of the days and hours that the employee worked during the pay period</li> </ol>
	<ol style="list-style-type: none"> <li>6. Please pay attention to the “description” column that shows the type of attendance/absence type that the employee chose and also the total hours for that block of time. If the employee entered an incorrect att/absence type or the wrong number of hours, select “reject” in the drop down menu in the approval column along with a rejection reason. The employee will receive an email stating that the hours have been rejected and will need to resubmit the correct hours for approval.</li> </ol>

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<p><b>Individual Approval</b></p> <p>Save and Back Cancel</p> <p>Indiv. Approval for Employee 739, Period From 11/20/2016 To 12/04/2016 Recorded 35.500 H Target Time: 37.50</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Personnel</th> <th>Employee Name</th> <th>Type</th> <th>Description</th> <th>Start Time</th> <th>End Time</th> <th>Order Number</th> <th>Cost</th> <th>WBS Element</th> <th>Com</th> <th>Shift</th> <th>Recorded Time</th> <th>Approval</th> </tr> </thead> <tbody> <tr> <td>11/20/2016</td> <td>739</td> <td>TEST TIMESHEET</td> <td>1000</td> <td>Hours Worked</td> <td>09:00</td> <td>12:00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>3 H</td> <td>Approve</td> </tr> <tr> <td>11/20/2016</td> <td>739</td> <td>TEST TIMESHEET</td> <td>1000</td> <td>Hours Worked</td> <td>12:30</td> <td>17:00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>4.500 H</td> <td>Approve</td> </tr> <tr> <td>11/20/2016</td> <td>739</td> <td>TEST TIMESHEET</td> <td>1000</td> <td>Hours Worked</td> <td>09:00</td> <td>12:00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>3 H</td> <td>Approve</td> </tr> <tr> <td>11/20/2016</td> <td>739</td> <td>TEST TIMESHEET</td> <td>1000</td> <td>Hours Worked</td> <td>12:30</td> <td>17:00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>4.500 H</td> <td>Approve</td> </tr> <tr> <td>11/20/2016</td> <td>739</td> <td>TEST TIMESHEET</td> <td>1000</td> <td>Hours Worked</td> <td>09:00</td> <td>12:00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>3 H</td> <td>Approve</td> </tr> </tbody> </table>	Date	Personnel	Employee Name	Type	Description	Start Time	End Time	Order Number	Cost	WBS Element	Com	Shift	Recorded Time	Approval	11/20/2016	739	TEST TIMESHEET	1000	Hours Worked	09:00	12:00						3 H	Approve	11/20/2016	739	TEST TIMESHEET	1000	Hours Worked	12:30	17:00						4.500 H	Approve	11/20/2016	739	TEST TIMESHEET	1000	Hours Worked	09:00	12:00						3 H	Approve	11/20/2016	739	TEST TIMESHEET	1000	Hours Worked	12:30	17:00						4.500 H	Approve	11/20/2016	739	TEST TIMESHEET	1000	Hours Worked	09:00	12:00						3 H	Approve	<p>7. If all of the hours look correct, you may approve each individual block of time on this page, then click on the “save and back” button to complete the approval process</p> <p><b>NOTE:</b> You can approve AND/OR reject individual blocks of time on this screen</p>
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