STEP 1: Login to BUworkscentral. Click on the ESS tab. Now, click on Time Services.

Click on Time Off Request. A variety of training resources such as Quick Reference Guides, Work Instructions and Videos can be found in the Related Links section.
**Step 2:** Review history of Time Off requests and view Time Balances. To create a new request, click on Create New Time Off Request.

**Step 3:** Enter your request as in steps 1 thru 6. In the example below, a vacation day is being requested for on Feb 12, 2015.
|   | Type of Time Off (According to your employee status and group, you may be eligible for other types of leave options) | Select the type of time off from the drop down list:  
- Comp Time  
- Floating Holiday  
- Jury Duty  
- Military Leave  
- Sick Unpaid  
- Sick pay  
- Sympathy – Bereavement  
- Unpaid Time Off  
- Vacation  
- Comp Time Earned (exempt) |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Start Date</td>
<td>Click the calendar icon on the far right of the <strong>Start Date</strong> field to select the start date of the time off request.</td>
</tr>
<tr>
<td>2</td>
<td>End Date</td>
<td>Click the calendar icon on the far right of the <strong>End Date</strong> field to select the date the time off request ends.</td>
</tr>
<tr>
<td>3</td>
<td>Absence Hours</td>
<td>The system will automatically calculate the number of hours based upon your planned work time when you click on the <strong>CHECK</strong> button. If you wish to take only a few hours (less than a full day) off, please enter the appropriate number of hours.</td>
</tr>
<tr>
<td>4</td>
<td>Note</td>
<td>Enter an explanation for the time off request for the approver.</td>
</tr>
<tr>
<td>5</td>
<td>Check</td>
<td>Click the <strong>CHECK</strong> button to validate the entries and save. If you have enough quota and if your request does not conflict with a previously made request, you will see a message as shown in screen below: “Check of Time Off Request was successful.” <strong>Please note that if you are a part-time employee, you will need to enter a request for each day that you intend to take as vacation AND indicate how many hours you will be taking per day.</strong></td>
</tr>
</tbody>
</table>
Time Off Request

Submit | Submit and Create Another Request | Cancel

Check of Time Off Request was successful

<table>
<thead>
<tr>
<th>Time Off Details</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Time Off</td>
<td>Vacation</td>
</tr>
<tr>
<td>Description</td>
<td>Vacation</td>
</tr>
</tbody>
</table>

General Data

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/12/2015</td>
<td>02/12/2015</td>
</tr>
</tbody>
</table>

Absence hours: 8.00
Approver Name: TEST EMP3
Note: Need a vacation day on Feb 12, 2015
Cancel
Click the **Cancel** button to return to the *Time Off Request screen* without saving your request.

Submit
Click the **Submit** button to send the request to the approver to review the request. You will be asked to confirm your requested absence. Review and click on **OK**. Click the **Submit and create another request** if you wish to enter a new request in the same session. On clicking **Submit**, you will see a message “Request sent successfully”.

**Step 4: Review Completed Time Off Request**

The screen below gives you a completed view of the time requested off.
**System Message**
Review the system message to confirm the request was sent successfully.

**Document Status**
Review the status of the request in the Document Status area of the screen. There are three different statuses for a leave:
- **Sent** – Requested by the employee
- **Approved** – The request has been approved
- **Rejected** – The leave request has been rejected by the manager
To EDIT or DELETE a previously submitted request:

**STEP 1:** Click on the ESS tab. Now, click on Time Off Request located under Quick Links in the Time Services section.

![Image of ESS interface](image.png)

**STEP 2:** Highlight the request you want to edit and click on the pencil to edit dates or on the trash can to delete the request. In the example below, hours are being edited from 8 hours to 4 hours for vacation day requested on April 2, 2015.

![Time Off Request interface](image.png)
STEP 3: Confirm the request by clicking on OK when confirmation box pops-up. Click on the Submit button on top of the screen to process the request and send it to your manager for approvals. You will see a message “Request sent successfully”. This request will now go through the manager approval process.

You have successfully edited/deleted your request.