EXEMPT EMPLOYEE ABSENCE TRACKING PROJECT FAQs

1. As an exempt employee, if I do not have enough quota/balance and I still need time off what happens if I submit a request?
   A. First, look at your Time Balances overview to see how much time you can request and then request time that is less than or equal to the available balance. You can submit a second request for unpaid time for the extra time you require. The decision for approval will depend on your manager. If at a date in the future, you accrue enough time to convert the unpaid absence to a paid absence, you will receive an email informing you that you have unpaid absence. It is your responsibility to edit the Time Off Request(TOR) to change the absence type from unpaid absence to paid absence once you have accrued enough time.
   B. 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 are taking per day.

2. Will I be able to see my current balances by category (sick, vacation, comp time earned, etc.)
   A. Yes. You can see your balances divided by category in the Time Balances Overview tab within the Time Off Request(TOR) form.

3. Where can I find how much time I am entitled to?
   A. (Please refer to Employee Handbook for further details)

| Eligible employees accrue Vacation Leave for each full calendar month of service completed at Boston University. Accruals are credited to employees on the first day of the month following each full calendar month of completed service. The following accrual rates are based on a regular, full-time workstation and a twelve-month assignment duration. They apply on a pro-rata basis to regular, part-time employees and other assignment durations. |
|----------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                                  | Vacation Days    | Vacation Hours   | Time Balances    | Vacation Days    | Vacation Hours   | Time Balances    | Vacation Days    | Vacation Hours   |
|                                  | Accrued Per Year | Accrued Monthly  | Overview         | Accrued Per Year | Accrued Monthly  | Overview         | Accrued Per Year | Accrued Monthly  |
| 1. Full-Time, Non-Exempt Employees (paid weekly) | Per Year         | Per Month        |                   | Per Year         | Per Month        |                   | Per Year         | Per Month        |
| a. First twenty-four (24) months of service | 10               | 5/6              |                   | 6.6 hours        |                   |                   |                   |                   |
| b. Beginning third (3rd) year – ninth (9th) year | 15               | 1 1/4            |                   | 10 hours         |                   |                   |                   |                   |
| c. Beginning tenth (10th) year | 20               | 1 2/3            |                   | 13.3 hours        |                   |                   |                   |                   |
| 2. Full-Time, Exempt Employees (Paid Monthly) in Salary Grades 51 and 52, and 71 and 72. |                   |                   |                   |                   |                   |                   |                   |                   |
| a. First twenty-four (24) months of service | 15               | 1 1/4            |                   |                   |                   |                   |                   |                   |
| b. Beginning third (3rd) year – fourteenth (14th) year | 20               | 1 2/3           |                   |                   |                   |                   |                   |                   |
| c. Beginning fifteenth (15th) year | 25               | 2 1/12           |                   |                   |                   |                   |                   |                   |
| 3. Full-Time, Exempt Employees (Paid Monthly) in Salary Grades 53 through 60, and 73 and above. |                   |                   |                   |                   |                   |                   |                   |                   |
| a. First year – fourteenth (14th) year | 20               | 1 2/3           |                   |                   |                   |                   |                   |                   |
| b. Beginning fifteenth (15th) year | 25               | 2 1/12           |                   |                   |                   |                   |                   |                   |
| 4. Regular, part-time employees accrue Vacation Leave as their full-time counterparts (see above) but on a pro-rata basis in accordance with their scheduled workweek and assignment duration. |                   |                   |                   |                   |                   |                   |                   |                   |
4. When are vacation/sick time accruals updated?
   A. Past month accruals are added to the “available” column displayed in the time balances overview section on the TOR form at the beginning of a calendar month.

5. What employee populations need to use the Time Off Request (TOR) form to request for absence?
   A. Monthly salaried exempt employees, part-time exempt/faculty as well as adjunct faculty and temporary employees must use this form to request absences.

6. How do I enter one and half days of absence (example 12 hours)?
   A. You will need to enter two requests – one for a full day of absence (8 hours) and submit the request. You will then need to enter another request for four hours of absence separately and submit that request too.

7. Is my leave balance updated automatically as soon as my manager approves my time off request (TOR)?
   A. For non-exempt employees, the hours do not IMMEDIATELY show up on the employee timesheet. After TOR approval, the balances are updated every ten minutes when an SAP transaction is run at the backend. For exempt employees, the leave balance is updated as soon as the request is made. If a request is rejected by the manager, requested hours are added back to available balance.

8. What is the minimum number of vacation/sick hours to be deducted from accrued time for an exempt level employee?
   A. With the exception of *FMLA (Family Medical Leave Act) leave, the minimum number of vacation/sick hours to be deducted from accrued time for an exempt level employee is two (2) hours.

   *The designated FMLA leave hours may be deducted and tracked in any hourly increments as they occur.

9. Can I submit a request for two different types of time off (example: Sick & Vacation) in one single request?
   A. Yes, but you will need to create two separate requests. After you finish one request, you can press Submit and Create New to create a new request. For example, you have a doctor’s appointment in the morning and are taking the rest of the day off as vacation. Submit a Time Off Request (TOR) for 4 hours of sick time and an additional request for 4 hours of vacation. Keep in mind that if you need to submit a request for less than a full day, say, for example, for four hours following two full days of requested absence (as in Dec 22 and Dec 23 and four hours on Dec 24, 2014), you will need to submit two requests – the first one for 16 hours of vacation (Dec 22 and 23) and an additional request for 4 hours on Dec 24, 2014.

10. What is my deadline for requesting time off?
    A. Employee must request time off for scheduled medical or dental appointments, in writing, from their immediate supervisor at least three (3) workdays in advance of the desired time off. Longer medical leaves (like FMLA) must be requested 30 days in advance if possible. Planned vacations can be requested 2 weeks in advance.

11. Can I request time off for a sick/vacation day taken in the past?
    A. Yes, but you cannot use any balance earned after that date. In other words, you cannot use balance earned on August 1 for an absence in July. You may apply in the past as far back as when the Exempt Employee absence project went live for your department.(Example: Feb 1, 2015 for CRC and July 1, 2015 for BUMC)
12. Can I modify or delete an approved request?  
   A. You can modify or delete a submitted but unapproved request by accessing the Time Off Overview tab in the TOR form. If the request is already approved, you can edit/delete it, but it will need to go through the approval process by your manager once again. Once you edit a request by clicking on pencil (change date or absence type, absence hours) or click on trash can to cancel the request, you MUST click on the SUBMIT button to submit the change request to your manager for approval.

13. If I request unpaid vacation in advance, can I go back and modify the request once I have accrued enough vacation to make it paid vacation?  
   A. Yes. Once you have accrued enough vacation, to make it a paid vacation, you may delete the request for unpaid vacation approved by your manager and then either put in a new request for a paid vacation for the dates that were earlier requested as unpaid OR change the dates on the request for paid vacation request submitted earlier to include the dates of the unpaid vacation.

14. What is the maximum vacation time I can accrue?  
   A. As a general rule, you can carry vacation up to the amount you could accrue in two years at your current accrual rate.

15. What is the meaning of Comp Time Earned (Exempt) and Comp Time absence types? How should I use them?  
   A. All regular, exempt employees who are required to work on an observed BU Holiday, an Intersession Closing day, or during an Emergency University Closing will be eligible for Compensatory Time Off. First, your manager must approve you to work on any of those occasions. You would request “Comp time Earned (Exempt)” for the hours you worked on a BU holiday/Emergency closing/Intersession Closing. Once your manager approves, you have 6 months in which to use the comp time earned. To use the comp time you earned, request the “Comp time” option from the list of absence types at least a week before the date you intend to use it. Please refer to the Employee Handbook or consult your HR Business Partner for further details.

16. How will I know if my request for time off was approved/rejected?  
   A. You will get an email letting you know the status of your request with dates of absence and type of absence.

17. My current balances appear to be wrong.  
   A. Please talk to your manager or refer to the employee handbook for maximum time off.

18. What if my manager is out on vacation? Who approves my request?  
   A. Your manager can set up a substitute who can approve your request in his/her absence. The nominee will need to go to Manage Substitution Rules in the Worklist tab and click on Take Over tasks.

19. What if my manager recently quit and the position is vacant. Who approves my request?  
   A. If your manager’s position is vacant, a TOR will be rolled up to the manager at a higher level. A timekeeper can directly enter the absence or a manager doing time entry on your behalf can also enter your absence for you. Please contact the timekeeper or the manager you are reporting to in the interim. They will be able to submit your time off request for you.

20. I am unhappy that my request for time off was not approved. What can I do?  
   A. Please talk to your manager. If you are still unhappy, talk to your HR Business Partner.

21. I am a manager. Will I get an alert notification if one of my employees submits a time off request?
A. Yes. You will get an email. You will also receive a reminder email if you have not taken action on a TOR for five days.

22. What reports can timekeepers/payroll coordinators expect to see regarding my employee vacation balances or time off requests?
   A. Timekeepers and payroll coordinators can generate a group report titled “Employee Absence Tracking” in Time Management Reports under Reporting tab that tracks absences for an individual or a group of individuals. The ZHR_TIMEOFFREQUEST transaction allows them to query absences and also approve/reject them.

23. I am a manager. I am unable to see any of my team members in the Employee View Calendar. Why is that?
   A. If you have approved/rejected all the TORs submitted to you, and your worklist is empty, you will not be able to see your employees in the employee view calendar. Go to the MSS tab and scroll down to access the team calendar. The MSS team calendar offers two views. “Direct reports” view will allow you to see your direct reports that includes exempt as well as non-exempt employees. The “All employees” allows you to view calendar of employees reporting to the managers who report to you.

24. I am a manager who wants to substitute a co-worker to fill-in for me for the purpose of approving/rejecting time requests. Does my co-worker need to have access to MSS tab?
   A. No. The co-worker does not need to be a manager with access to MSS tab. He/she can access approve/reject requests via his/her worklist.

25. Can an employee substituting for a manager approve his/her own absence?
   A. No. The employee must forward their request for absence(s) to the supervisor of their manager who has assigned them to be the nominee. The timekeeper/Payroll coordinator of the department can also approve the substitute’s absence thru ZHR_TIMEOFFREQUEST transaction in ECC system available thru WebGUI.

26. I am on FMLA. How do I input/enter the time off?
   A. Please contact your HR Business Partner for questions about regular or intermittent FMLA. All requests will be monitored by the Human Resources Department. Please contact 617-358-4817 if you need assistance with FMLA.

27. I am clicking on Time Services/ Time Off Request link and nothing seems to be happening. What do I do?
   A. If you are using Firefox as your browser, it may be blocking the website. Click on Options on upper right corner, then click on Edit Pop-Ups and then click on Allow bu.edu website. Finally, click on Close button. You should be able to see the TOR form now.

28. When a manager approves a leave request through the worklist, what are the three remainder columns that are shown in employee’s time balance overview?

   - Used upto Today describes the total hours that have been used up until today
   - Future leave describes only approved hours that will be used in the future
   - Requested describes all unapproved hours that can either be dated in the past or in the future
   - Planned describes unapproved hours as well as future approved hours.
   - Remainder Column 1 describes “all prior approved requests” deducted from “entitlement” (“Entitlement” column minus “Used Up Until today” column)
• Remainder Column 2 describes all hours “Used up until today” including “future approved requests” deducted from “entitlement”. (“Entitlement” column minus “Used Up Until today” plus “future approved leave” hours)
• Remainder Column 3 describes all hours used up until today including all unapproved requests deducted from entitlement. (“Entitlement” column minus “Used Up Until today” plus “planned” hours)