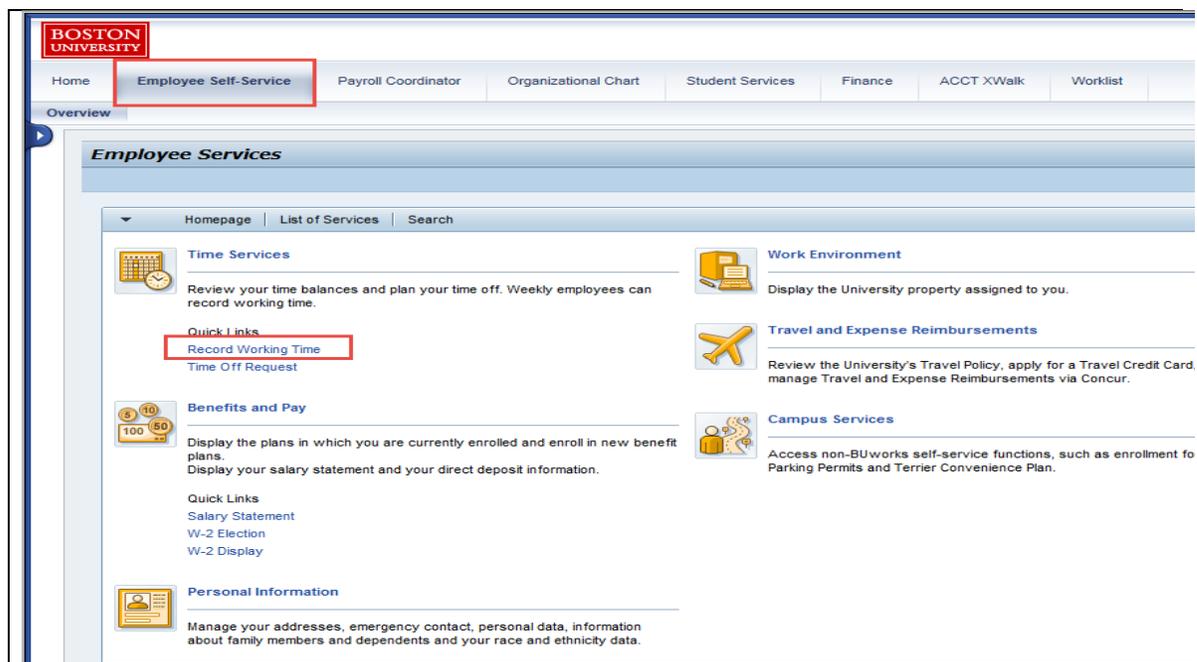


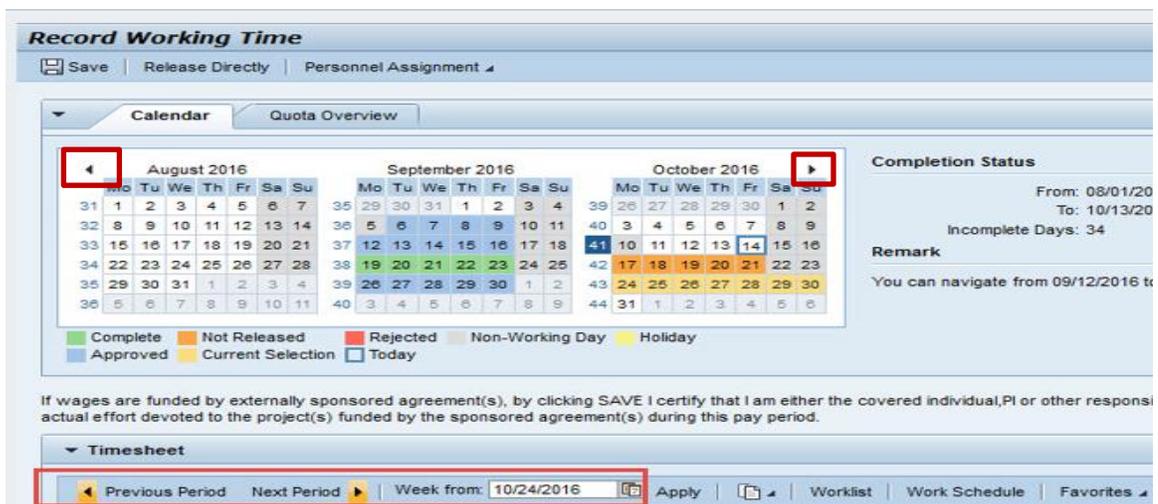
Quick Reference Guide: Timesheet Entry for Salaried Overtime Eligible Employees

Here are instructions on how to enter your weekly hours using online timesheets.

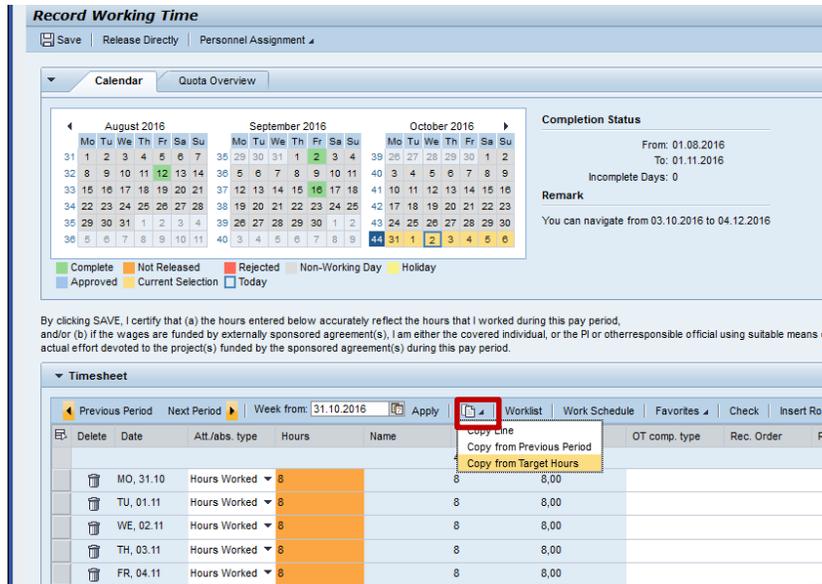
1. Once you navigate your web browser to www.bu.edu/buworkscentral and complete the DUO authentication login procedure, please click on the “Employee Self Service” tab.
2. Click on the “Record Working Time” link to access your timesheet.



NOTE: It is important to note that your work week in BUworks **starts on Monday and ends on the following Sunday**. The color-coded calendar gives you a view of your current and past time entry history over a span of three months. To move between future and past months, use the left and right arrows. In the example, the calendar is showing the current week in a light orange background. To ensure that you are paid correctly, make sure that you are in the appropriate pay period while entering your hours. If you are not in the correct pay period, you can toggle to future or previous weeks by clicking on the “previous period” and “next period” buttons. This is important to realize when you are entering your attendance times to ensure that you are paid correctly.



3. If you work on a standard Monday – Friday work schedule, your planned hours will reflect 8 hours on the five days of the week (Monday – Friday), for a total of 40 hours (*or other scheduled hours*) for the week. Click on the “Copy” menu icon and the “Targeted Hours” option. Your timesheet will be automatically populated with 8 hours a day from Monday to Friday.



Record Working Time

Save Release Directly Personnel Assignment

Calendar Quota Overview

Completion Status
From: 01.08.2016
To: 01.11.2016
Incomplete Days: 0

Remark
You can navigate from 03.10.2016 to 04.12.2016

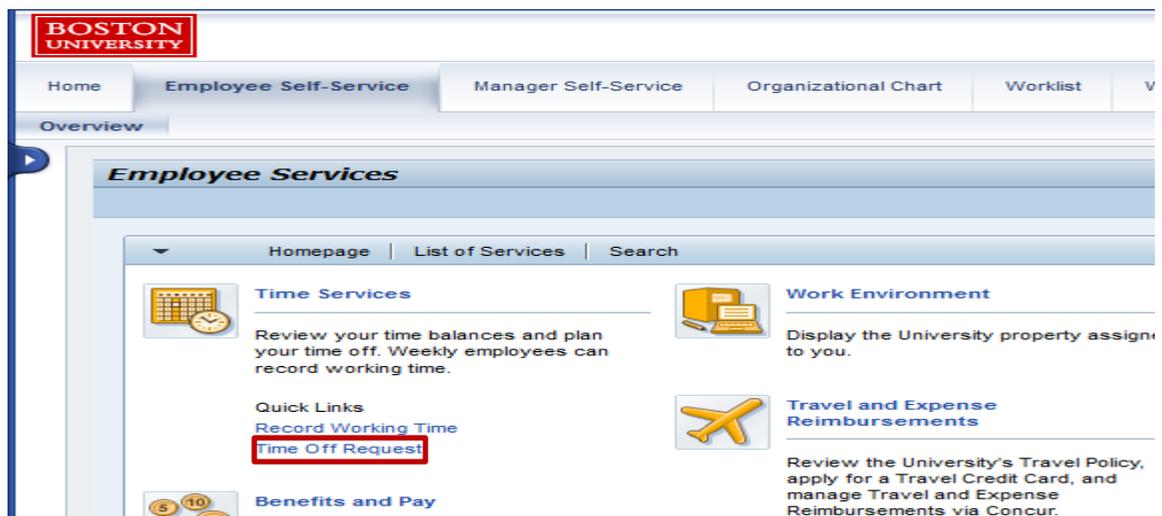
By clicking SAVE, I certify that (a) the hours entered below accurately reflect the hours that I worked during this pay period, and/or (b) if the wages are funded by externally sponsored agreement(s), I am either the covered individual, or the PI or other responsible official using suitable means of actual effort devoted to the project(s) funded by the sponsored agreement(s) during this pay period.

Timesheet

Previous Period Next Period Week from: 31.10.2016 Apply Worklist Work Schedule Favorites Check Insert Row

EP	Delete	Date	Alt./abs. type	Hours	Name	OT comp. type	Rec. Order	Re
		MO, 31.10	Hours Worked	8	8	8,00		
		TU, 01.11	Hours Worked	8	8	8,00		
		WE, 02.11	Hours Worked	8	8	8,00		
		TH, 03.11	Hours Worked	8	8	8,00		
		FR, 04.11	Hours Worked	8	8	8,00		

- To report a sick day (for instance, 8 hours on Thursday), please enter the request using the Time Off Request (TOR) system and get it approved by your manager – the link is located in ESS under Time Services.



BOSTON UNIVERSITY

Home Employee Self-Service Manager Self-Service Organizational Chart Worklist

Overview

Employee Services

Homepage List of Services Search

Time Services
Review your time balances and plan your time off. Weekly employees can record working time.

Work Environment
Display the University property assigned to you.

Quick Links
Record Working Time
Time Off Request

Travel and Expense Reimbursements
Review the University's Travel Policy, apply for a Travel Credit Card, and manage Travel and Expense Reimbursements via Concur.

- When you open your timesheet and click on “Target hours”, the sick time is automatically imported from the Time Off Request (TOR) system into your timesheet. (For example, 8 hours on Thursday, November 3rd). The same rule applies to vacation or any other absence type entered in TOR.

Record Working Time

Save | Release Directly | Personnel Assignment

Calendar | Quota Overview

August 2016 | September 2016 | October 2016

Completion Status
From: 01.08.2016
To: 30.10.2016
Incomplete Days: 0

Remark
You can navigate from 03.10.2016 to 04.12.2016

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 funded responsible official using suitable means of verification, and certify that the hours entered below reasonably reflect the actual effort devoted to the project(s)

Timesheet

Previous Period | Next Period | Week from: 31.10.2016 | Apply | Worklist | Work Schedule | Favorites | Check

Delete	Date	Att./abs. type	Hours	Name	Planned	Actual
	MO, 31.10	Hours Worked	8		8	8,00
	TU, 01.11	Hours Worked	8		8	8,00
	WE, 02.11	Hours Worked	8		8	8,00
	TH, 03.11	Sick Pay	8		8	8,00
	FR, 04.11	Hours Worked	8		8	8,00

NOTE: If you report an absence for less than 8 hours through the Time Off Request (TOR) system (for example, 3 hours sick time), the sick time shows up as 3 and the remaining 5 hours show as hours worked).

- If you work extra hours on one or more days, you can edit the hours on the appropriate days by clicking on the hours and changing them. For instance, if you worked 9 hours on Wednesday and 10 hours on Friday, you can edit the hours for Wednesday and Friday. Click on "Check" to update the actual hours.

Record Working Time

Save | Release Directly | Personnel Assignment

Calendar | Quota Overview

August 2016 | September 2016 | October 2016

Completion Status
From: 01.08.2016
To: 30.10.2016
Incomplete Days: 0

Remark
You can navigate from 03.10.2016 to 04.12.2016

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 funded responsible official using suitable means of verification, and certify that the hours entered below reasonably reflect the actual effort devoted to the project(s)

Timesheet

Previous Period | Next Period | Week from: 31.10.2016 | Apply | Worklist | Work Schedule | Favorites | **Check**

Delete	Date	Att./abs. type	Hours	Name	Planned	Actual
	MO, 31.10	Hours Worked	8		8	43,00
	TU, 01.11	Hours Worked	8		8	8,00
	WE, 02.11	Hours Worked	9		8	9,00
	TH, 03.11	Hours Worked	8		8	8,00
	FR, 04.11	Hours Worked	10		8	10,00

- Click the “Apply” button, then click on the “Save” button located at the top left corner of your screen. You will receive a message stating that your hours have been saved. Now, Click on the “Release directly” button. This is necessary so that your hours are “released” and “sent” to your manager for approval. You will receive a message saying that your hours have been released.

Record Working Time

Save Release Directly Personnel Assignment

Calendar Quota Overview

August 2016 September 2016 October 2016

Completion Status
From: 01.08.2016
To: 30.10.2016
Incomplete Days: 0

Remark
You can navigate from 03.10.2016 to 04.12.2016

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 funded responsible official using suitable means of verification, and certify that the hours entered below reasonably reflect the actual effort devoted to the project(s) for

Timesheet

Previous Period Next Period Week from: 31.10.2016 Apply

Delete	Date	Att./abs. type	Hours	Name	Planned	Actual
	MO, 31.10	Hours Worked	8		40	43,00
	TU, 01.11	Hours Worked	8		8	8,00
	WE, 02.11	Hours Worked	9		8	9,00
	TH, 03.11	Hours Worked	8		8	8,00
	FR, 04.11	Hours Worked	10		8	10,00

Congratulations! You have completed your timesheet successfully.