

## <u>Quick Reference Guide: Timesheet Entry for Salaried</u> <u>Overtime Eligible Employees</u>

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

- Once you navigate your web browser to <u>www.bu.edu/buworkscentral</u> 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.



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4. 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.

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5. 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.



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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).

6. 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.

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7. 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.

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Congratulations! You have completed your timesheet successfully.