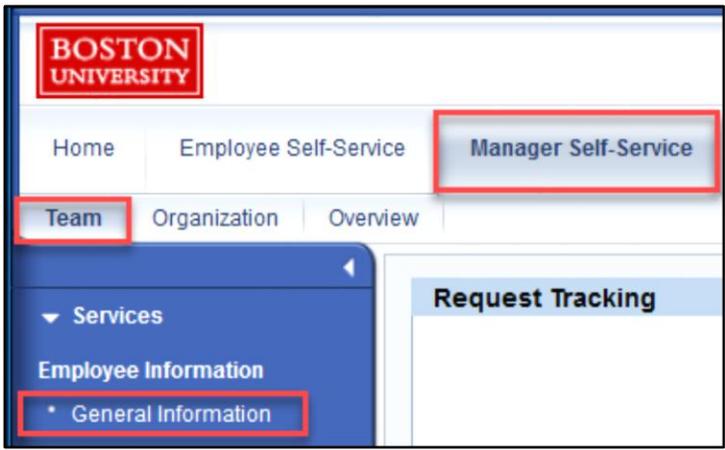
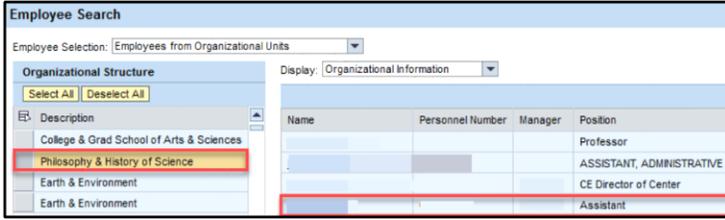
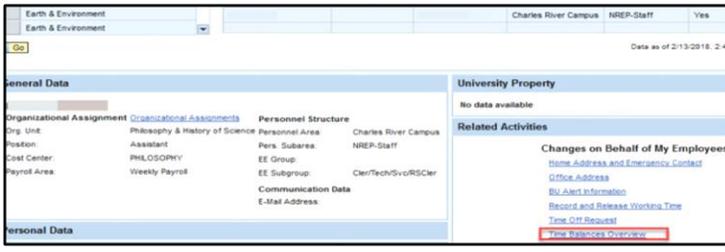


# Entering/Releasing Hours on Behalf of Employee—Quick Reference Guide

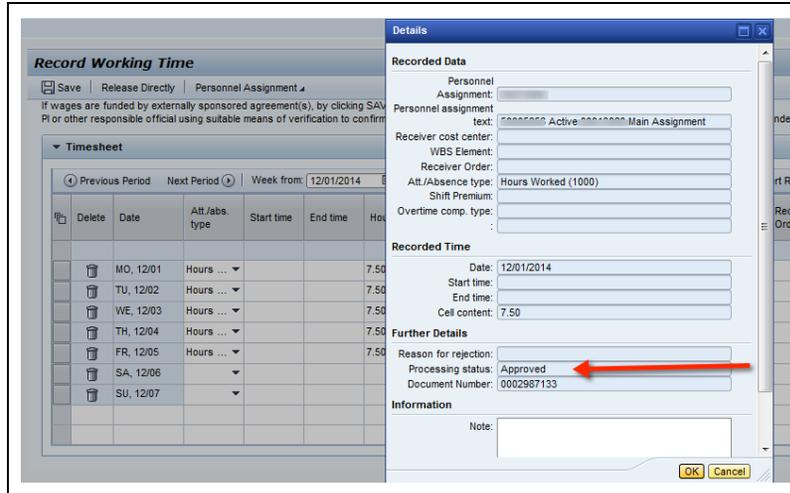
As a Manager you can record and/or release time on an employee’s behalf. Once recorded and/or released, the time is automatically in the “Approved” status.

	<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> tab</li> <li>3. Click on <b>General Information</b> under Employee Information. This allows you to search for a specific employees in your Org. Unit(s)</li> </ol>																				
 <table border="1" data-bbox="472 909 924 1023"> <thead> <tr> <th>Name</th> <th>Personnel Number</th> <th>Manager</th> <th>Position</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>Professor</td> </tr> <tr> <td></td> <td></td> <td></td> <td>ASSISTANT, ADMINISTRATIVE</td> </tr> <tr> <td></td> <td></td> <td></td> <td>CE Director of Center</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Assistant</td> </tr> </tbody> </table>	Name	Personnel Number	Manager	Position				Professor				ASSISTANT, ADMINISTRATIVE				CE Director of Center				Assistant	<ol style="list-style-type: none"> <li>4. From the list of Org. Units (departments), click on the appropriate <b>department</b> and then click on <b>Go</b></li> <li>5. From the list of employees shown, click on the <b>specific employee’s name</b> whose time balances you wish to view</li> </ol>
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	<ol style="list-style-type: none"> <li>6. Click on <b>Record and Release Working Time</b> on the far right under Related Activities</li> </ol>																				

## Entering/Releasing Hours on Behalf of Employee—Quick Reference Guide

<p><b>Record Working Times:</b> [Save] Personnel Assignment [On Behalf of]</p> <p>Display Message Log</p> <p>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 fund responsible official using suitable means of verification, and certify that the hours entered below reasonably reflect the actual effort devoted to the project(s).</p> <p>Timesheet</p> <p>Week from: 12/19/2016 [Apply] [Worklist] [Work Schedule] [Favorites] [Check]</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Delete</th> <th>Date</th> <th>Att./abs. type</th> <th>Start time</th> <th>End time</th> <th>Hours</th> <th>Planned</th> <th>Actual</th> <th>Det.</th> </tr> </thead> <tbody> <tr> <td></td> <td>MO, 12/19</td> <td>Hours Worked</td> <td></td> <td></td> <td>8</td> <td>8</td> <td>8.00</td> <td></td> </tr> <tr> <td></td> <td>TU, 12/20</td> <td>Hours Worked</td> <td></td> <td></td> <td>8</td> <td>8</td> <td>8.00</td> <td></td> </tr> <tr> <td></td> <td>WE, 12/21</td> <td>Hours Worked</td> <td></td> <td></td> <td>8</td> <td>8</td> <td>8.00</td> <td></td> </tr> <tr> <td></td> <td>TH, 12/22</td> <td>Hours Worked</td> <td></td> <td></td> <td>8</td> <td>8</td> <td>8.00</td> <td></td> </tr> <tr> <td></td> <td>FR, 12/23</td> <td>Hours Worked</td> <td></td> <td></td> <td>8</td> <td>8</td> <td>8.00</td> <td></td> </tr> </tbody> </table>	Delete	Date	Att./abs. type	Start time	End time	Hours	Planned	Actual	Det.		MO, 12/19	Hours Worked			8	8	8.00			TU, 12/20	Hours Worked			8	8	8.00			WE, 12/21	Hours Worked			8	8	8.00			TH, 12/22	Hours Worked			8	8	8.00			FR, 12/23	Hours Worked			8	8	8.00		<p>7. Select the appropriate “absence/attendance type” in the drop down menu for each day of the week and enter the total hours for that day in the “hours” column corresponding with each day of the week</p> <p>Managers of salaried, overtime eligible employees have the option of inserting the normally scheduled, weekly hours for the employee by clicking on the <b>Copy</b> icon and selecting <b>Copy target hours</b> which will automatically populate the timesheet with the scheduled working hours.</p> <p>8. Click on <b>Check</b> button and review the entries for accuracy</p>
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<p><b>Record Working Times:</b> [Save] Personnel Assignment [On Behalf of]</p> <p>✓ Your data has been saved</p> <p>Display Message Log</p>	<p>9. Click the “Save” button at the top left of the screen. You should see a confirmation message stating that the hours you entered and/or released have been saved (approved).</p> <p><b>NOTE:</b> <i>Any hours entered by a Manager and/or the employee for that pay period have been automatically released and approved upon clicking the “save” button and no other actions are necessary.</i></p>																																																						

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### Verifying Approval Status for Time Entry - Manager

10. Access the employee timesheet via Manager Self Service. Under the column labeled Det. [for Detail], there is an icon that looks like a piece of paper with a star burst in the corner. This is where an employee would enter a note if necessary.

If you open an icon, two thirds of the way down the page, it gives the Processing status of that line's entry, i.e. Approved, Not Released or Waiting for Approval. There is no need to check all the entries. Just check the first and last and you will know if the approval took place.