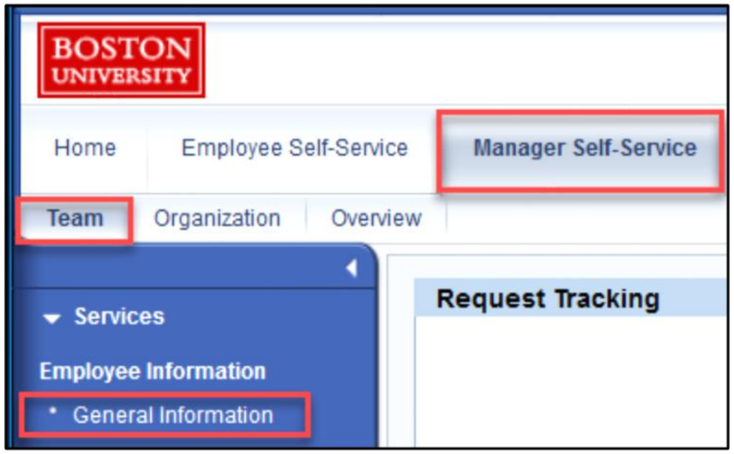
Entering/Releasing Hours on Behalf of Employee–Quick Reference Guide

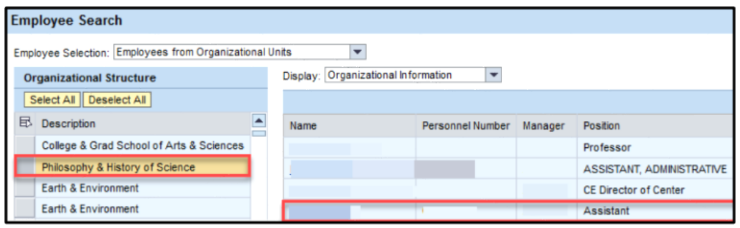
As a Manager you can record and/or release time on an employee's behalf. Once recorded and/or released, the time is automatically in the "Approved" status.



1. Log on to **BUworks Central** https://ppo.buw.bu.edu

2. Click on **Manager Self Service** tab

3. Click on **General Information** under Employee Information. This allows you to search for a specific employees in your Org. Unit(s)



4. From the list of Org. Units (departments), click on the appropriate **department** and then click on **Go**

5. From the list of employees shown, click on the **specific employee's name** whose time balances you wish to view

6. Click on **Record and Release Working Time** on the far right under Related Activities

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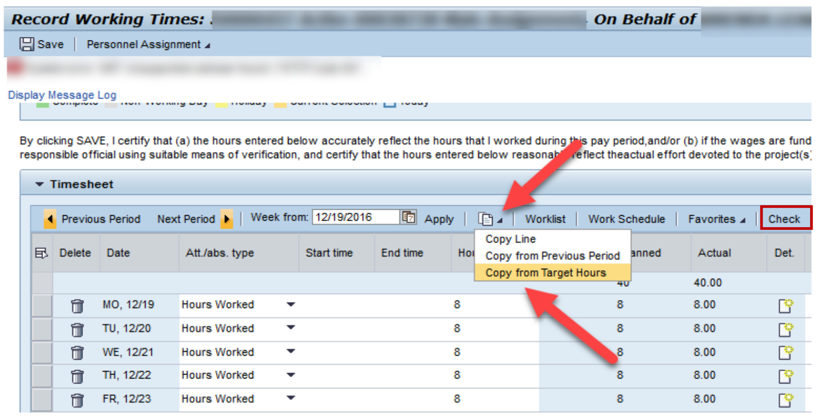
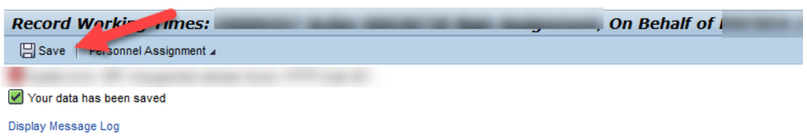


7. Select the appropriate “absence/attendance type” in the drop down menu for each day of the week and enter the total hours for that day in the “hours” column corresponding with each day of the week

Managers of salaried, overtime eligible employees have the option of inserting the normally scheduled, weekly hours for the employee by clicking on the **Copy** icon and selecting **Copy target hours** which will automatically populate the timesheet with the scheduled working hours.

8. Click on **Check** button and review the entries for accuracy



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).

NOTE: *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.*

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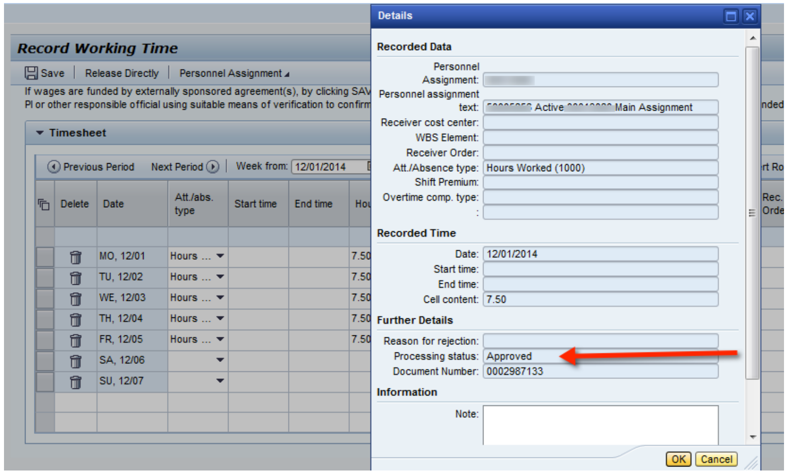

<u>Verifying Approval Status for Time Entry - Manager</u>

10. Access the employee timesheet via Manager Self Service. Under the column labeled Det. [for Detail], there is an icon the 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.