## **BOSTON** UNIVERSITY

## **Employee Time Balance Overview–Quick Reference Guide**

As a Manager you can view available sick/vacation balances for your employees via Manager Self Service tab in BUworks portal.

BOSTON	1. Log on to <b>BUworks Central</b> <u>https://ppo.buw.bu.edu</u>
UNIVERSITY	2. Click on Manager Self Service tab
Home Employee Self-Service Manager Self-Service	3. Click on General Information under Employee
Team Organization Overview	Information
Services  Employee Information  General Information	4. From the list of Org. Units (departments), click on the appropriate <b>department</b> and then click on "Go"
Employee Search	5. From the list of employees shown, click on the <b>specific</b> <b>Employee's name</b> whose time balances you wish to view
Employee Selection: Employees from Organizational Units	
Organizational Structure Display: Organizational Information	6 Click on "Time Balances Overview" on the far right under
Select All Deselect All	D. L. LA C. K.
Description     Name     Personnel Number     Manager     Position	Related Activities
College & Grad School of Arts & Sciences Professor	
Faith & Environment	7 The first column displays Absence Type (Sick Vacation)
Earth & Environment	7. The first column displays Absence Type (Slek, Vacation)
Aggiggin	and the last column to the right displays Available Balance in
Earth & Environment Charles River Campus NREP-Staff Yee	hours
Seneral Data University Property	
No data available     Organizational Assignment     Personnel Structure	
Drg. Unit: Philosophy & History of Science Personnel Area: Charles River Campus Pastor: Assistant Proceedings (Charles River Campus)	
Cost Center: PHLOSOPHY EE Group: Home Address and Emergency Contact	iees
Payrol Area: Weekly Payrol EE Subgroup: Cler/Tech/Svc/RSCler Office Address	
E-Mail Address: Record and Release Working Time	
Time Off Request Time Data Time Balances Overview	
Time Balances Overview	
Personnel Assignment: Al Personnel Assignments 💌 Absence Type Al Types Show on: 02/13/2018 🕅 Apply	
Absence Type Deductible from Deductible to Entitlement (Earned) Used (Past) Planned (Future) Availated	cie -