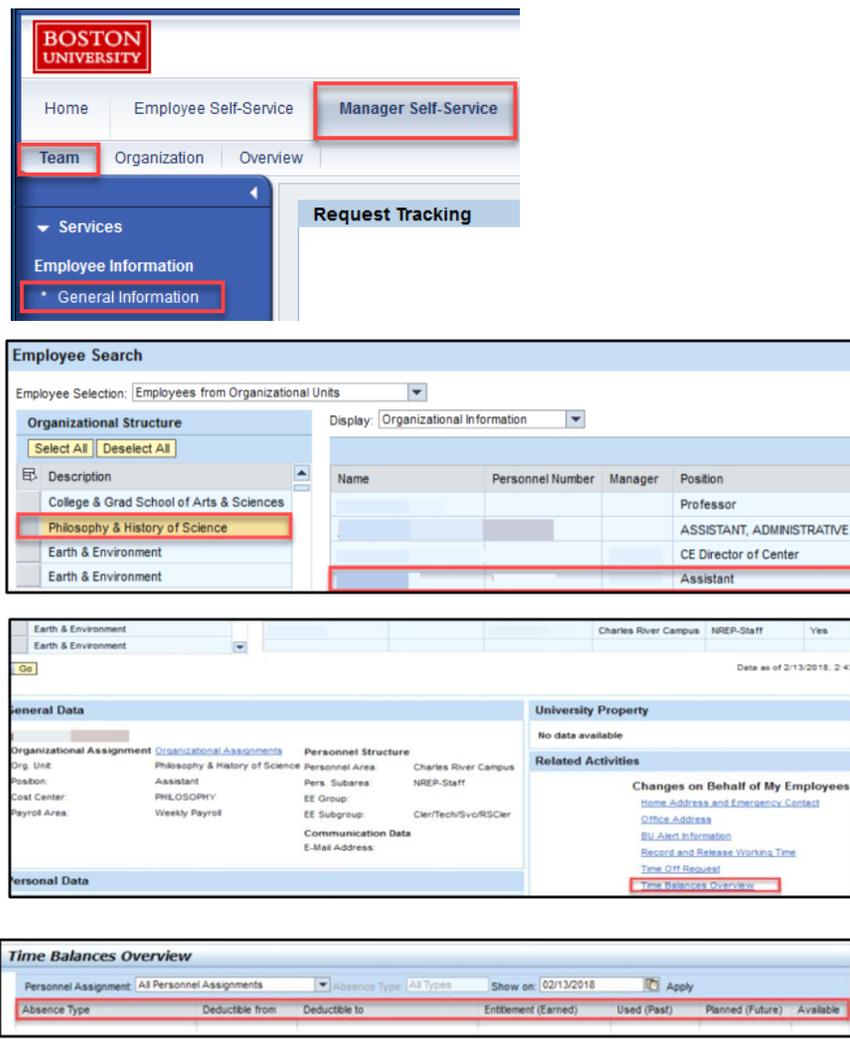


Employee Time Balance Overview–Quick Reference Guide

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



The screenshot shows the BUworks Manager Self Service interface. Key elements include:

- Navigation:** Manager Self-Service tab is selected. Under 'Team', 'General Information' is highlighted.
- Employee Search:** 'Philosophy & History of Science' is selected in the organizational structure. A table lists employees with columns for Name, Personnel Number, Manager, and Position.
- Employee Details:** The 'Time Balances Overview' link is highlighted in the 'Related Activities' section.
- Time Balances Overview:** A table with columns: Absence Type, Deductible from, Deductible to, Entitlement (Earned), Used (Past), Planned (Future), and Available.

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
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 “**Time Balances Overview**” on the far right under Related Activities
7. The first column displays Absence Type (Sick, Vacation) and the last column to the right displays **Available Balance** in hours