FOR MANAGERS – TIME MANAGEMENT RELATED FAQs

1. **What employee populations need to use the Time Off Request (TOR) form to request for absence? Should exempt employees fill out timesheets or are they only expected to report absences?**
   A. Monthly salaried, exempt employees do not fill out time sheets but they must request absences such as vacations and sick time through Time Off Request system via Employee Self Service (ESS) in BUworks. Monthly salaried exempt employees, part-time exempt/faculty, adjunct faculty and temporary exempt employees must use this form to request absences.

2. **I am unable to see any of my team members in the Employee View Calendar. Why is that?**
   A. If you have approved/rejected all the TORs submitted to you, and your worklist is empty, you will not be able to see your employees in the employee view calendar. Go to the **MSS tab** and scroll down to access the team calendar. The MSS team calendar offers two views. "Direct reports" view will allow you to see your direct reports that includes exempt as well as non-exempt employees. The "All employees" allows you to view calendar of employees reporting to the managers who report to you.

3. **Will I get an alert notification if one of my employees submits a time off request?**

   A. Yes. You will get an email. You will also receive a reminder email if you have not taken action on a TOR for five days.

4. **Can I indicate a member of my staff to substitute for me in my absence for the purpose of approving hours or absences? Does the employee have to be a manager?**
   A. Yes. The employee need not be a manager.

5. **Does my co-worker who is substituting for me need a MSS tab?**
   A. No. The co-worker does not need to be a manager with access to MSS tab. He/she can access approve/reject requests via his/her worklist.

6. **Can an employee substituting for a manager approve his/her own absence?**
   A. No.

7. **Can I enter an absence on behalf of an exempt employee who reports to me?**
   A. Yes. For instructions, click here

8. **I know how to enter time on behalf a weekly paid employee. Do I also need to release the hours?**
   A. No. As a manager, if you enter hours on behalf of an employee, they are automatically approved. You do not have to go through the extra step of releasing the hours.

9. **How does an employee on FMLA input/enter the time off?**
   A. Please contact your HR Business Partner for questions about regular or intermittent FMLA. All requests will be monitored by the Human Resources Department. Please contact 617-358-4817 if you need assistance with FMLA.

10. **Are vacation payouts paid out automatically to all employees who are terminating from BU?**
    A. While vacation payouts are automatically paid out to exempt employees, your department's timekeeper/payroll coordinator must use PA61 transaction to figure out unused vacation hours for weekly paid employee. Then they must terminate the employee using the Termination form in BUworks and contact the payroll department (bupay@bu.edu) to manually process vacation payout for weekly paid employee.

11. **When a manager approves a leave request through the worklist, what are the three remainder columns that are shown in employee's time balance overview?**

Acct	Time Account	Deductible from	Deductible to	Start Date	End Date	Entitlement	Used up to Today	Future Leave	Requested	Planned	Remainder	Remainder	Remainder
01	Vacation	2/1/2015	12/31/9999			468.00 HOURS	148.00 HOURS	0.00 HOURS	0.00 HOURS	0.00 HOURS	320.00 HOURS	320.00 HOURS	320.00 HOURS
02	Sick	2/1/2015	12/31/9999			1,040.00 HOURS	0.00 HOURS	0.00 HOURS	12.00 HOURS	12.00 HOURS	1,040.00 HOURS	1,040.00 HOURS	1,028.00 HOURS
11	Additional Sick	12/31/2015	12/31/9999	12/31/2015	12/31/2015	0.00 HOURS	0.00 HOURS	0.00 HOURS	0.00 HOURS	0.00 HOURS	0.00 HOURS	0.00 HOURS	0.00 HOURS

◄ Previous Step | Approve | Reject

- Used upto Today describes the total hours that have been used up until today
- Future leave describes only approved hours that will be used in the future
- Requested describes all unapproved hours that can either be dated in the past or in the future
- Planned describes unapproved hours as well as future approved hours.
- Remainder Column 1 describes "all prior approved requests" deducted from "entitlement" ("Entitlement" column minus "Used Up Until today" column)
- Remainder Column 2 describes all hours "Used up until today" including "future approved requests" deducted from "entitlement". ("Entitlement" column minus "Used Up Until today" plus "future approved leave" hours)
- Remainder Column 3 describes all hours used up until today including all unapproved requests deducted from entitlement. ("Entitlement" column minus "Used Up Until today" plus "planned" hours)