All regular, exempt employees who are required to work on an observed BU holiday, an intersession closing day, or during an Emergency closing are eligible for Compensatory Time Off. First, the employee's manager must request the employee to work on any of those occasions. Then, the employee requests "Comp Time Earned (Exempt)" for the hours worked during the BU holiday/Emergency closing/Intersession closing via Employee Self Service \rightarrow Time Off Request system. Once the manager approves the request, *the employee has six months to use the time* (use or lose) starting from the day the compensatory time was earned.

To *use* the "Comp time" that has been earned, the employee selects the "Comp Time" option from the list of absence types atleast a week before the absence is to begin. For further details, refer to the Employee Handbook.

	1. Log on to BUworks Central <u>https://ppo.buw.bu.edu</u>		
Employee Services	2. Click on Employee Self-Service tab		
	3. Click on Time Off Request under Time Services		
✓ Homepage List of Services Search	4. The Time Off Request screen opens in a new window		
Time Services	The screen is divided into two sections:		
Review your time balances and plan your time off. Weekly employees can record working time.	The upper half of the screen shows a history of Time Off Requests and allows the creation of a New Time Off Request		
Quick Links Time Off Request	The lower half displays an overview of Time Balances and allows you to view entitlement, requested absences and remaining balances sorted by types of absences such as vacation and sick time and if eligible, Comp time.		
Time Off Request	5. To review a history of your requests, click on the calendar icon		
▼ Time Off Overview Create New Time off Request	In the Show From. box and select a date. Click on Apply		
Show from: 01/06/2018 C Apply Actions Type of Time Off Start Date End Date Status Absence hours Used	6. All requested absences in the Sent, Approved or Rejected status		
Image: Sick Pay 01/23/2018 01/23/2018 Approved 4.00 4 Hours	are displayed from the chosen date		
Vacation 01/08/2018 01/12/2018 Approved 40.00 40 Hours			

Submit	ancel	7. Click on Create New Time off Request to request an absence. In the upper half of the screen (labeled A), a color coded calendar is displayed showing absences deletions requested non working					
Calendar Employee View Team Calendar Time Balances Overview			days and holidays in the current month and the next two calendar				
View: July 2018 Apply A Image: State of the sta	September 2018 Mo Tu We Th Fr Sa Su 35 27 28 29 30 31 1 2 36 3 4 5 6 7 8 9 37 10 11 12 13 14 15 16 38 17 18 19 20 21 22 23 39 24 25 26 27 28 29 30 40 1 2 3 4 5 6 7		 HOW TO REQUEST "COMP TIME" 8. In the Time Off Details (labeled B), to request an absence, click on "Type of Time off" drop-down and select "Comp Time Earned" from the list of absence types. 9. Enter Start and End Dates, hours and a comment in the Note: box. A confirmation box is displayed on the screen. Note the header – it will specify the type of request "Leave Request: New". 				
▼ Time Off Details Check			If the data is accurate, click on OK to confirm the requested absence				
Type of Time Off:* Description: General Data Start Date:* End Date:*	Vacation Jury Duty Military Leave Personal Day Personal Day (Conv Sick) Sick - Unpaid Sick Pay	~	 10. If the "Check of Time Off Request was successful" message is displayed, click on Submit to submit the request. To enter another request, click on Submit and Create Another Request To exit the screen without saving any data, click on Cancel 				
Absence hours: Approver Name: Note: B	Sympathy - Bereavement Unpaid Time Off Vacation Comp Time Earned (Exempt)	~					

Time Off Request Image: Time Off Request was sent successfully	 11. The message "Time Off Request sent successfully" confirms that the absence has been requested successfully 12. The requested absence shows with status as "Sent" in the Time Off Request" screen. Once the request is approved by your manager, the status will display as "Approved". If the request is denied, the status will display as "Rejected" 				
Time Off Request Submit Submit and Create Another Request Cancel Calendar Employee View Team Calendar Time Balances Overview Time Off Requests View: July 2018 Apply A Mo Tu We Th Fr. Sa Su Mo Tu We Th Fr. Sa Su 28 26 27 28 29 31 1 2 3 4 5 6 7 8 9 29 26 27 28 29 31 1 2 3 4 5 6 7 8 9 29 10 11 12 33 14 16 17 18 9 10 11 12 33 4 5 7 10 11 12 13 14 16 17 18 9 10 11 12 13 14 15 10 11 12 13 14 16 11 10 11 12 13 14 10 11 12 13 14	 HOW TO REQUEST USE OF "EARNED COMP TIME" 13. In the Time Off Details (labeled B), to request an absence, click on "Type of Time off" drop-down and select "Comp Time" from the list of absence types. 14. Enter Start and End Dates, hours and a comment in the Note: box. A confirmation box is displayed on the screen. Note the header – it will specify the type of request "Leave Request: New". If the data is accurate, click on OK to confirm the requested absence 15. If the "Check of Time Off Request was successful" message is displayed click on Submit to submit the request. To enter another 				
Type of Time Off Comp Time Image:	 displayed, click on Submit to submit the request. To enter another request, click on Submit and Create Another Request. To exit the screen without saving any data, click on Cancel 16. The message "Request sent successfully" confirms that the absence has been requested successfully. Once your manager approves the request, the status will display as "Approved". If the request is denied, the status will display as 				



Employee Services	Editing/Deleting a prior request for absence:			
Employee bervices	1. Log on to BUworks Central <u>https://ppo.buw.bu.edu</u>			
	2. Click on Employee Self-Service tab			
✓ Homepage List of Services Search	3. Click on Time Off Request under Time Services			
Time Services Review your time balances and plan your time off. Weekly employees can record working time. Quick Links Time Off Request				
Time Off Request Time Off Overview Show from: 01/06/2018 Apply	4. In the Time Off Request screen, highlight the request that you want to edit			
Accents type of time off Start Date End Date Startus Absence nous Osed P I Sick Pay 01/23/2018 01/23/2018 01/23/2018 4pproved 4.00 4 Hours Vacation 01/08/2018 01/12/2018 Approved 40.00 40 Hours	5. To edit a request, Click on pencil icon . The Time Off Request screen is launched. You can change the date or the hours requested and add a note explaining the change			
Type of Time Off Type of Time Off Sick Pay General Data	6. Click on Check			
Start Date: 04/02/2015 End Date: 04/02/2015	7. If the request is valid, click on Submit			
Approver: TEST EMP3 Note: Used: Sick: 4.00 Hours	8 A confirmation screen is displayed with the header "Leave Request: Edit" If the data is accurate, click on OK. To make			
Additional Data FMLA Related OK Cancel	changes, click on Cancel. The message " Request sent successfully " is displayed. The request will now go through the manager approval process			

▼ Time	Off Overview Create Ne	w Time off Request				
Show from	x 01/06/2018	pply				
Actions	Type of Time Off	Start Date	End Date	Status	Absence hours	Used
/ î	Sick Pay	01/23/2018	01/23/2018	Approved	4.00	4 Hours
	-			Annen		

Time Off Request

Vour leave request is canceled

10. To delete a request, (whether or not approved by your manager), highlight the row containing the requested absence to select it. Click on the **trash can** in the **Actions column** (on the extreme left) in the Time Off Overview screen

A confirmation screen with the header "Leave Request: Delete" asks if you want to delete the request. Click on **OK**. If the request was in the SENT status, not yet approved by your manager, you will see a message saying that your request is canceled

If your request was previously approved, this new request for deletion is once again routed to your manager for approval

Understanding Time Balances: The Time Balances overview screen is located in the lower half of the Time Off Requests screen.

▼ Time Balances Overview							
Absence Type: All Types		Show on: 02/07/2018	C Apply				
Absence Type		Deductible from	Deductible to	Entitlement (Earned)	Used (Past)	Planned (Future)	Available
Vacation	10/01/2014 12/31/9999 560.64 Hours 270.00 Hours 0.00 Hours				290.64 Hours		
Sick	10/01/2014 12/31/9999 794.00 Hours 286.00 Hours 0.00 Hours				0.00 Hours	508.00 Hours	
Column Name	Dese	Description					
Absence Type	Type of absence (Vacation, Time, Sick Time, Comp Time etc.)						
Deductible From	Date	Date the time system began to track the absences					
Deductible To	A future date						
Entitlement (earned)	Hours entitled to						
Used (Past)	Used (Past) describes the total hours that have been used up until today						
Planned (Future)	Future leave describes approved hours to be used in the future						
Available	Remaining balance by absence type						