## **BOSTON** UNIVERSITY Requesting Comp Time – Non-Exempt Weekly Paid Staff

This instruction guide explains how a non-exempt employee can request for Compensatory (Comp) time on a timesheet. When a nonexempt employee works on a day that they are not supposed to work on, *they can request to be paid for the hours worked OR request Compensatory (Comp) Time in lieu of payment for the work performed*. For example, if their work schedule falls on a holiday and they work on that day OR if the employee works during a University Emergency closing, OR if they work during intersession they can request for Comp time. An earned Comp day is valid to be used only for six months from the day it was earned on. L2324 employees must use up earned Comp time before the end of the fiscal year.

Home       Employee Self-Service       Payroll Coordinator       Organizations         Overview       Employee Services       Homepage       List of Services       Search         Image: Time Services       Review your time balances and plan your time off. Weekly employees can record working time.       Quick Links         Quick Links       Record Working Time       Imme Off Recuest	<ol> <li>Log on to BUworks Central <u>https://ppo.buw.bu.edu</u></li> <li>Click on Employee Self-Service tab</li> <li>Click on Record Working Time under Time Services</li> </ol>
Record Working Time         Save       Release Directly       Personnel Assignment #         Calendar       Quota Overview       August 2018       August 2018       Mo         4       June 2018       July 2018       August 2018       >         22       28       29       31       3       31       30       1       2       3       4       5         24       14       15       17       29       10       11       12       3       13       30       1       2       3       4       5         24       14       15       16       7       8       9       10       11       12       3       14       15       16       17       18       19       21       14       15       16       17       18       19       21       12       3       4       10       11       12       13       14       15       16       17       18       19       25       18       20       21       22       24       25       27       28       20       21       23       45       6       7       8       30       31       12	<ul> <li>4. A three-month calendar is displayed in the upper half of the screen. The timesheet shown in the lower half of the screen allows you to record your hours and request for Comp time.</li> <li>Make sure you are in the appropriate pay period to record your working hours (note the dates in the "Week From" box). If you are not in the correct pay period, you can toggle to future or previous weeks by clicking on the "Previous period" and "Next period" buttons.</li> </ul>



## **Requesting Comp Time – Non-Exempt Weekly Paid Staff**

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BOSTON UNIVERSITY

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Save Delesse Directly Demonsel Assignment	release the hours.
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Calendar Quota Overview	<b>Congratulations!</b> You now know how to request Com
	time in lieu of hours worked during a BU Paid
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