

# Using Employee Self-Service

The Employee Self-Service page can be accessed through <https://ppo.buw.bu.edu/>

The overview page is the landing page for Employee Self-Service (ESS). It provides links to all of the functional areas and activities available in ESS.

The screenshot shows the 'Employee Services' overview page. At the top, there is a navigation bar with tabs for Home, Employee Self-Service (selected), Manager Self-Service, Finance, ACCT XWalk, Reporting, Worklist, WebGUI, and Procurement. Below the navigation bar is an 'Overview' section with a search bar and buttons for 'Homepage' and 'List of Services'. The main content area is divided into several service categories, each with an icon, a title, a brief description, and quick links:

- Time Services**: Review your time balances and plan your time off. Weekly employees can record working time. Quick Links: [Time Off Request](#)
- Benefits**: Display the plans in which you are currently enrolled and enroll in new benefit plans. Quick Links: [BU Benefits Center](#), [BU Total Rewards and myFITage](#)
- Pay**: Display your salary statement and your direct deposit information. Quick Links: [Salary Statement](#), [W-2 Election](#), [W-2 Display](#)
- Personal Information**: Manage your addresses, emergency contact, personal data, race/ethnicity/veteran status data. Display your family members and dependents.
- Work Environment**: Display the University property assigned to you.
- Travel and Expense Reimbursements**: Review the University's Travel Policy, apply for a Travel Credit Card, and manage Travel and Expense Reimbursements via Concur.
- Campus Services**: Access non-BUworks self-service functions, such as enrollment for FitRec, Parking Options and Terrier Convenience Plan.

## Working Time

You will only use this function if you are an hourly paid employee.

The screenshot shows the 'Working Time' section of the ESS system. It features a calendar icon and the following content:

**Working Time**

- [Record Working Time](#)  
You can access your timesheet and record daily work hours or time off.
- [Release Working Time](#)  
You need to release your timesheet in order for your manager to review your weekly work hours. Be sure to release your timesheet no later than midnight Sunday.

**Time Off**

- [Time Off Request](#)  
You can request time off in advance for vacation, sick, and other short term absences. Your manager will review and respond by email notification.
- [Quota Overview](#)  
View your quota balances for vacation, sick, personal, and comp time.

The time entry process varies by business unit. Some units require employees to enter their own time via ESS while others require employees to enter their time using paper-based sheets.

## Benefits

The Benefits section is where you can make updates to your benefits and find information regarding the benefits that BU offers.



### Benefits

Display the plans in which you are currently enrolled and enroll in new benefit plans.

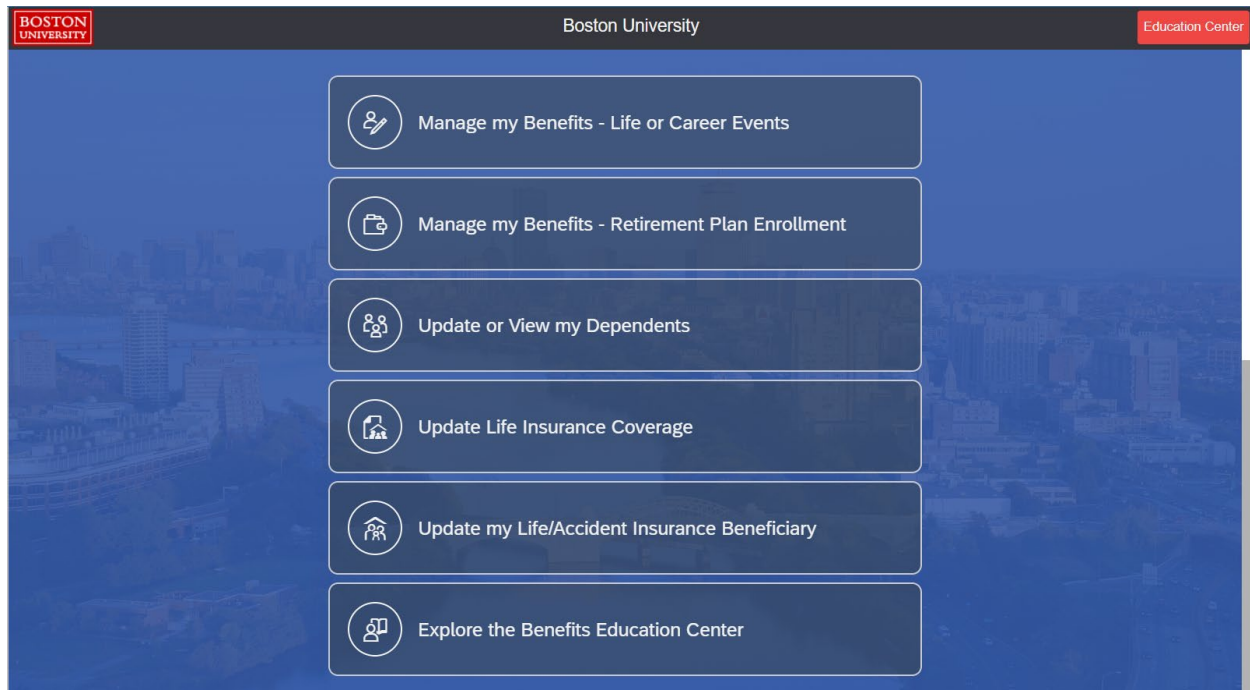
#### Quick Links

- [BU Benefits Center](#)
- [BU Total Rewards and myFiTage](#)

Clicking on the benefits title will bring you to the page below.

The screenshot shows the 'Benefits' page within the 'Employee Self-Service' section. The navigation bar includes 'Home', 'Employee Self-Service', 'Manager Self-Service', 'Finance', 'ACCT XWalk', 'Reporting', 'Worklist', 'WebGUI', and 'Procurement'. The 'Overview' tab is selected. The main content area is titled 'Benefits' and includes a 'Back' button. Below this is a 'Service Map' section with a dropdown arrow. Under 'Other Benefits Services', there are four links with descriptions: 'Tuition Remission' (Apply for the tuition remission benefit for yourself, your spouse, or your unmarried dependent children.), 'BU Benefits Center' (For all your Benefit changes and Retirement contributions.), 'Flexible Spending Account Balances' (The link above will redirect you to the website for the P&A Group.), and 'BU Total Rewards and myFiTage' (View the total value of your combined benefits and pay and check in on your retirement readiness). A 'Related Links' section is also present, featuring an icon of a person with a path and four links: 'Benefits Homepage', 'P&A Group Website', 'Long Term Disability Plan Waiver Form', and 'All Benefits Forms'.

The BU Benefits Center link will bring you to the page shown below where users can manage their benefits.



For questions regarding benefits and the enrollment process, you can email [hrben@bu.edu](mailto:hrben@bu.edu).

## Enrolling in Benefits



Contact the Benefits Office at [HRBEN@bu.edu](mailto:HRBEN@bu.edu)

The All Benefits Forms link will bring you to a page with a list of the forms and documents that you might need.

## Forms & Documents

Benefits Administrative Information

# Forms & Documents

Our forms and documents can be searched by keyword or filtered by category:

SEARCH BY KEYWORD      FILTER BY CATEGORY

*Search by Keyword*

Forms Documents

## Careers

- Application for Clerical or Technical Promotion or Transfer
- Background Check Form: CORI Acknowledgment
- Background Check Form: Disclosure and Acknowledgment
- Background Check Form: Release and Authorization
- Background Check Form: Transmittal
- Background Check: California Credit Notice
- Background Check: California Notice
- Background Check: CORI Correcting Criminal Record
- Background Check: Fair Credit Reporting Act Summary of Rights

Life & Career Events

### Quick Links

- Contact HR
- Compensation
- Employee Resources
- Forms & Documents
- HR COVID-19 Resources
- HR Systems
- Labor Relations
- Manager Resources
- Part-Time Employee Perks
- Policies
- Protecting Minors
- Retirees
- Verify Employment

## Pay

The Pay section is where you can view the amount in your paycheck each period along with the amount of taxes taken out.



## Pay

Display your salary statement and your direct deposit information.

### Quick Links

- Salary Statement
- W-2 Election
- W-2 Display

## Personal Information



### Personal Information

Manage your addresses, emergency contact, personal data, race/ethnicity/veteran status data. Display your family members and dependents.

Home Employee Self-Service Manager Self-Service Finance ACCT XWalk Reporting Worklist WebGUI Procurement

Overview

### Personal Information

Back

Service Map

- Personal Information**  
Personal Profile  
Display and update your personal data, home address, emergency contact. Display your family members and dependents.
- Office Address**  
Display and update your office address.
- BU Alert Information**  
Display and update your BU Alert contact information.
- Visa, Citizenship, Race, Ethnicity and Veteran Status**  
Display your visa and citizenship information and update your race, ethnicity and veteran status.
- Self Identification of Disability and Veteran Status**  
Review the definition, your rights and update your status.

## Work Environment

The Work Environment section shows you what University property has been assigned to you.

### Work Environment

Back

Service Map

- Work Environment**
- University Property**  
Display the University property assigned to you.


## Travel and Expense Reimbursements


### Travel and Expense Reimbursements

[Back](#)



▼ **Service Map**

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 **University Travel Card**

-  [Read Travel Card Policy](#)

**Policies and Procedures**

-  [Review Travel Policy Page](#)
-  [Access a List of Travel Office Contacts](#)

**Concur Travel and Expense Reporting**

-  [Manage Business Travel Arrangements and Reimbursements](#)

## Campus Services


The Campus Services section will provide you with information regarding parking, the Terrier Convenience Plan, and the Fitness and Recreation Center.





### Campus Services

[Back](#)





▼ **Service Map**

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


 **Charles River Parking and Transportation Services**

-  [Apply/Manage MBTA Pass and MBTA Parking Benefits](#)
-  [Apply for Parking Permit or Daily Parking Program](#)
-  [Apply for Bicycle Commuter Reimbursement](#)
-  [Parking and Transportation Information](#)


**Medical Campus Parking and Transportation Services**

-  [Apply/Manage MBTA Pass and MBTA Parking Benefits](#)
-  [Apply for Campus Parking Permit](#)
-  [Apply for Bicycle Commuter Reimbursement](#)
-  [Parking and Transportation Information](#)

**Terrier Convenience Plan**

-  [Enroll](#)
-  [Change Spending Limit](#)
-  [View Your Statement](#)
-  [Terms and Conditions](#)
-  [Terrier Convenience Plan FAQs](#)

**Fitness and Recreation Center**

-  [Membership Enrollment](#)

## Other Tabs on BUworks

You might not have all of the tabs mentioned below. The tabs that you will have depends on your authorization.

# High-Level Overview of Tabs

Tab	Description
<b>Employee Self Service</b>	Provides easy access to information and services for employees.
<b>Manager Self Service</b>	Provides access to human resource functions related to areas and staff for which a person is responsible.
<b>Finance</b>	Provides access to Finance portal functions. Most are restricted to Central users and ISR Providers. The only distributed function is Asset Relocation.
<b>ACCTX Walk</b>	Provides a translator to convert account information from legacy ACK to SAP and from SAP to legacy ACK.
<b>Reporting</b>	Provides access to Business Warehouse (BW) reports for each of the BUworks functional areas which includes: Finance, Human Capital Management (HR), and Supplier Relationship Management (purchasing).
<b>Procurement</b>	Provides access to procurement functions.
<b>Worklist</b>	Shows Tasks, Alerts, Notifications, and Tracking for workflow items have been sent to a person.
<b>WebGUI</b>	Provides direct access to SAP ECC.