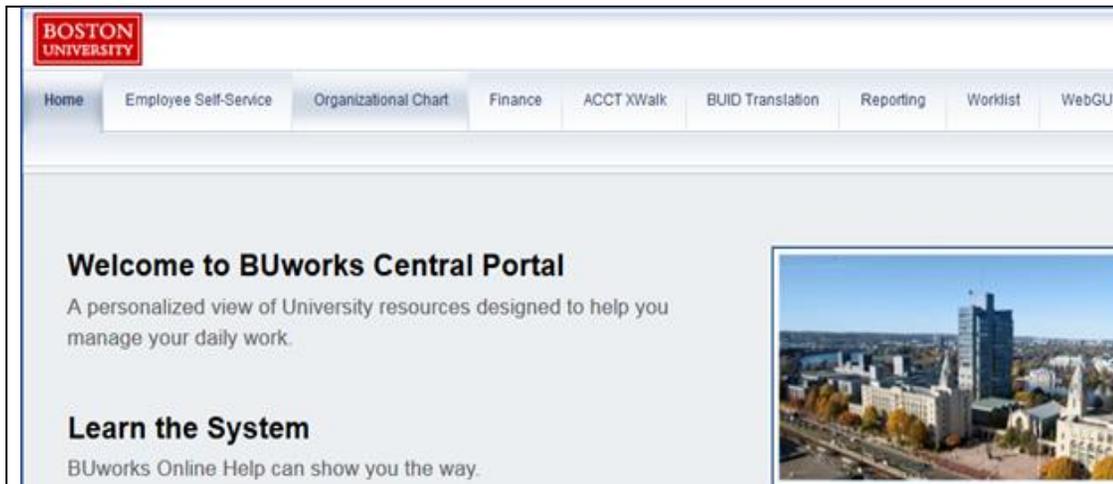




How to Serve as Proxy/Substitute Recommender/Approver

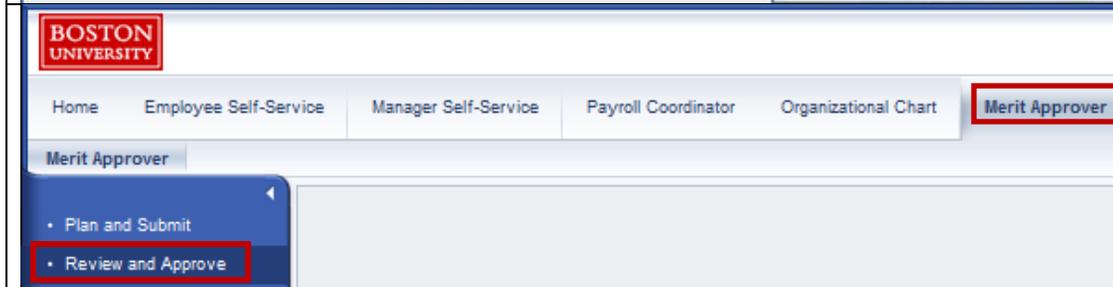
A substitute can act on behalf of a manager to either recommend or approve merit increases. To become a substitute merit recommender or approver, you would submit a request to your department's Data Security Administrator (DSA). Once the request is approved, you will be able to access the merit recommender or approver tab upon logging into BUworks Central portal.

In the example below, the user who logs into ECM System as a merit approver (e.g.: Butch Cassidy) serves as substitute for a different manager (Francis Underwood). In doing so Butch can review/approve recommendations for Francis Underwood's eligible reports.



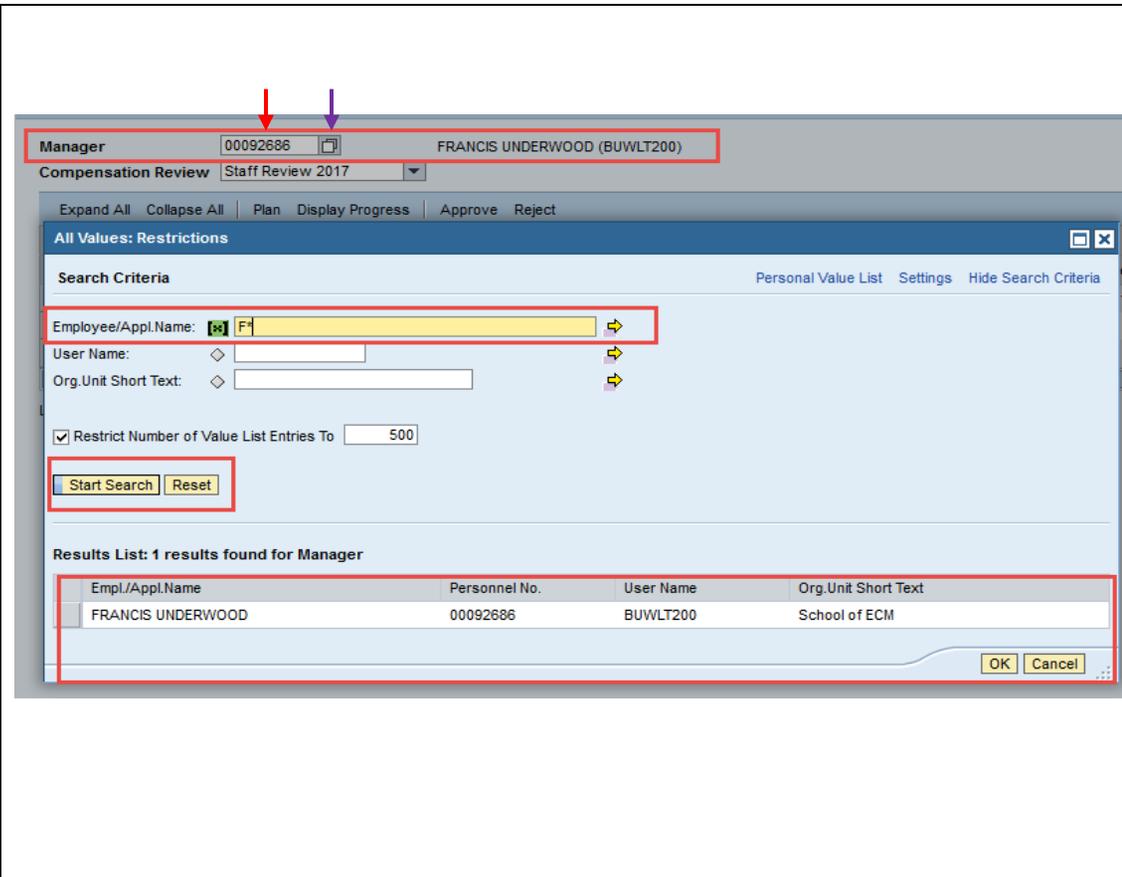
Log on to **BUworks Central**:

<https://ppo.buw.bu.edu>



1. Click on the **Merit Approver (or the Merit Recommender)** tab).
2. Click on **Review and Approve** (or plan and submit if a recommender).

How to Serve as Proxy/Substitute Recommender/Approver



Manager: 00092686 FRANCIS UNDERWOOD (BUWLT200)

Compensation Review | Staff Review 2017

Expand All Collapse All Plan Display Progress Approve Reject

All Values: Restrictions

Search Criteria

Employee/App'l Name: F*

User Name:

Org.Unit Short Text:

Restrict Number of Value List Entries To 500

Start Search Reset

Results List: 1 results found for Manager

Empl./App'l Name	Personnel No.	User Name	Org.Unit Short Text
FRANCIS UNDERWOOD	00092686	BUWLT200	School of ECM

OK Cancel

To search for and substitute to a manager you can do either of two things:

- enter the PERNR of the manager (in this example 92686) directly into the box the red arrow is pointing to then hit enter
- OR
- use the search feature to find a manager by clicking on the double boxes the purple arrow is pointing to and then follow the directions below

1. Click on **Show Search Criteria**. To search by a manager's name, enter at least the first few letters of the manager's first name and/or last name followed by a wildcard asterisk: * (example to search for Frank use: FRA*)

2. Click on **Start Search**. Results will load into the results list, select the row with the name of the manager you want to substitute for and click OK. You will now be able to approve (or recommend) merit increases for this manager's prevue.

Congratulations! You now know how to act on behalf of a manager to make recommendations or approve recommendations for merit increases for eligible employees.