

How To: Enter hours on timesheet for the week of Thanksgiving

Purpose: How to create timesheet entries for the week of the Thanksgiving holiday: [BU Calendar](#)

Time Sensitivity: **High** – Please note, these deadlines are highly time sensitive AND are different than typical; pay careful attention to ensure you are paid on time. Departments may set earlier deadlines based on internal process. If your department has an internal deadline, follow that deadline.

Hours for:	Enter, release, and approve by:	Pay day:
Week prior to Thanksgiving holiday	Noon the Friday before Thanksgiving	Wednesday before Thanksgiving
Week of Thanksgiving holiday	Noon on the Tuesday following Thanksgiving (normal deadline)	Friday following the week of Thanksgiving

Scenarios:

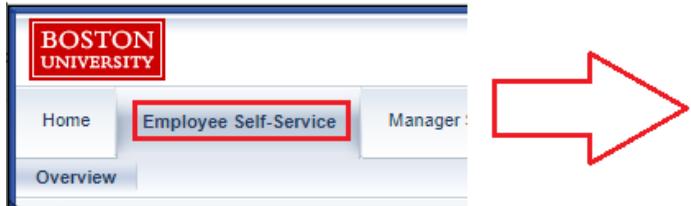
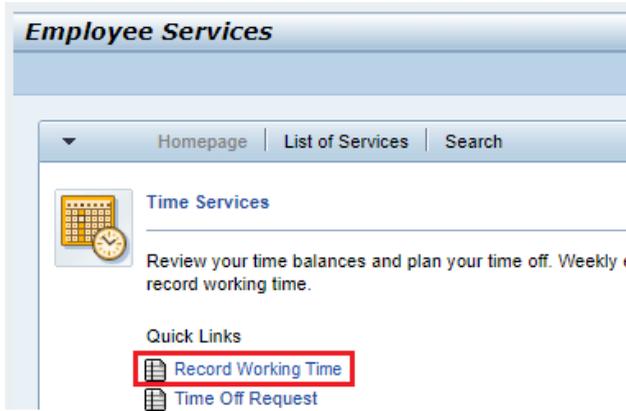
- [#1: Employee would normally work on Thursday \(Thanksgiving Day\) & Friday but DOES NOT work](#)
- [#2: Employee would normally work on Thursday \(Thanksgiving Day\) and/or Friday and is required to work on one or both days](#)
- [#3: Employee is NOT normally scheduled to work on Thursday \(Thanksgiving Day\) or Friday but is required to work on one or both days](#)
- [#4: Employee is NOT normally scheduled to work on Thursday \(Thanksgiving Day\) or Friday and DOES NOT work](#)

Note: In all scenarios below, “Thursday” and “Friday” refer to Thanksgiving Day and the day after Thanksgiving, respectively

To Start:

Log onto the BUworks portal: www.bu.edu/buworkscentral

Click: **Employee Self Service > Record Working Time**

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Scenario #1: Employee would normally work on Thursday & Friday but does not work:

1. Enter your normal hours for the days leading up to Thursday & Friday
2. In "Att/abs. type" section select "BU Paid Holiday" (1012) for both Thursday & Friday
3. Do NOT enter start and end times for Thursday & Friday, only enter your total normally scheduled hours for each day

Timesheet											
< Previous Period		Next Period >		Week From: <input type="text"/>		Apply	Worklist	Work Schedule	Favorites	Check	Insert Row
D...	Date	Att./abs. type	Start time	End time	Hours	Name	Planned	Actual	Det.	Shift Prem	OT comp. type
							22.50	37.50			
	MO,	Hours Worked	08:30	12:00	3.50		7.50	7.50			
		Hours Worked	12:30	16:30	4						
	TU,	Hours Worked	08:30	12:00	3.50		7.50	7.50			
		Hours Worked	12:30	16:30	4						
	WE	Hours Worked	08:30	12:00	3.50		7.50	7.50			
		Hours Worked	12:30	16:30	4						
	TH,	BU Paid Hol...			7.50		0	7.50			
	FR,	BU Paid Hol...			7.50		0	7.50			

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Scenario #2: Employee would normally work on Thursday and/or Friday and is required to work on one or both days:

1. Enter your normal hours for the days leading up to Thursday & Friday
2. In “Att/abs. type” section select “BU Paid Holiday” (1012) for both Thursday & Friday
3. To record time worked on either of the holidays (Thursday or Friday) do the following:
 - Highlight the row of the holiday you worked then click “Insert Row”
 - On the inserted row use code “Hours Worked” (1000)
 - Enter hours worked as normal on the inserted row

Note: For all hours worked on one, or both, of the holidays, you have the option of being paid at a rate of 1.5 hours per hour worked or earning Comp time at the same rate. If you want to earn Comp Time instead of Holiday Premium Pay, enter “01” in the “OT Comp Type” field on the inserted line where you added your hours worked.

D...	Date	Att/abs. type	Start time	End time	Hours	Name	Planned	Actual	Det	Shift Prem	OT comp. type
							22.50	41.00			
MO,		Hours Worked	08:30	12:00	3.50		7.50	7.50			
		Hours Worked	12:30	16:30	4						
TU,		Hours Worked	08:30	12:00	3.50		7.50	7.50			
		Hours Worked	12:30	16:30	4						
WE,		Hours Worked	08:30	12:00	3.50		7.50	7.50			
		Hours Worked	12:30	16:30	4						
TH,		BU Paid Hol...			7.50		0	7.50			
FR,		BU Paid Hol...			7.50		0	11.00			
		Hours Worked			3.50	Comp					01

In the example above, the employee worked 3.5 hours on Friday and elected to receive Comp Time instead of Holiday Premium Pay.

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Scenario #3: Employee is NOT normally scheduled to work on Thursday or Friday but is required to work on one or both days:

1. Enter your normal hours for the days leading up to Thursday & Friday
2. If you worked Thursday and/or Friday, use the code "Hours Worked" (1000) and enter your hours worked for either or both days.

Note: For all hours worked on one, or both, of the holidays, you have the option of being paid at a rate of 1.5 hours per hour worked or earning Comp time at the same rate. If you want to earn Comp Time instead of Holiday Premium Pay, enter "01" in the "OT Comp Type" field on the inserted line where you added your hours worked.

Timesheet												
< Previous Period		Next Period >		Week From: <input type="text"/>		Apply	Worklist	Work Schedule	Favorites	Check	Insert Row	
D...	Date	Att./abs. type	Start time	End time	Hours	Name	Planned	Actual	Det.	Shift Prem	OT comp. type	
							22.50	37.50				
MO,		Hours Worked	08:30	12:00	3.50		7.50	7.50				
		Hours Worked	12:30	16:30	4							
TU,		Hours Worked	08:30	12:00	3.50		7.50	7.50				
		Hours Worked	12:30	16:30	4							
WE,		Hours Worked	08:30	12:00	3.50		7.50	7.50				
		Hours Worked	12:30	16:30	4							
TH,		Hours Worked	08:30	12:00	3.50	Comp	0	7.50			01	
		Hours Worked	12:30	16:30	4	Comp					01	
FR,		Hours Worked	08:30	12:00	3.50	Comp	0	7.50			01	
		Hours Worked	12:30	16:30	4	Comp					01	

In the example above, the employee worked 8 hours on Thursday & Friday and elected to receive Comp Time instead of Holiday Premium Pay.

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Scenario #4: Employee is NOT normally scheduled to work on Thursday or Friday and does not work

1. Enter your normal hours for the days leading up to Thursday & Friday
2. Do not make any entries on Thursday & Friday

Timesheet												
< Previous Period		Next Period >		Week From: <input type="text"/>		Apply	Worklist	Work Schedule	Favorites	Check	Insert Row	
D...	Date	Att./abs. type	Start time	End time	Hours	Name	Planned	Actual	Det.	Shift Prem	OT comp. type	
							22.50	22.50				
	MO,	Hours Worked	08:30	12:00	3.50		7.50	7.50				
		Hours Worked	12:30	16:30	4							
	TU,	Hours Worked	08:30	12:00	3.50		7.50	7.50				
		Hours Worked	12:30	16:30	4							
	WE,	Hours Worked	08:30	12:00	3.50		7.50	7.50				
		Hours Worked	12:30	16:30	4							
	TH,						0	0.00				
	FR,						0	0.00				

Questions? Ask your direct supervisor or department payroll coordinator. If additional assistance is needed, email BUpay@bu.edu (include your BU ID number and screenshots of your issue, if applicable).