How To: Enter hours on timesheet for Intersession 2025

Purpose: How to create timesheet entries for Intersession 2025 (12/20/2025 - 01/04/2026): BU Holiday 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 of 12/01/25 - 12/07/25	12/05/25 (Friday)	12/12/25 (Friday)
Week of 12/08/23 - 12/14/25	12/10/25 (Wednesday)	12/19/25 (Friday)
Week of 12/15/23 - 12/21/25	12/16/25 (Tuesday)	12/26/25 (Friday)
Week of 12/22/23 - 12/28/25	12/18/25 (Thursday)	01/02/26 (Friday)

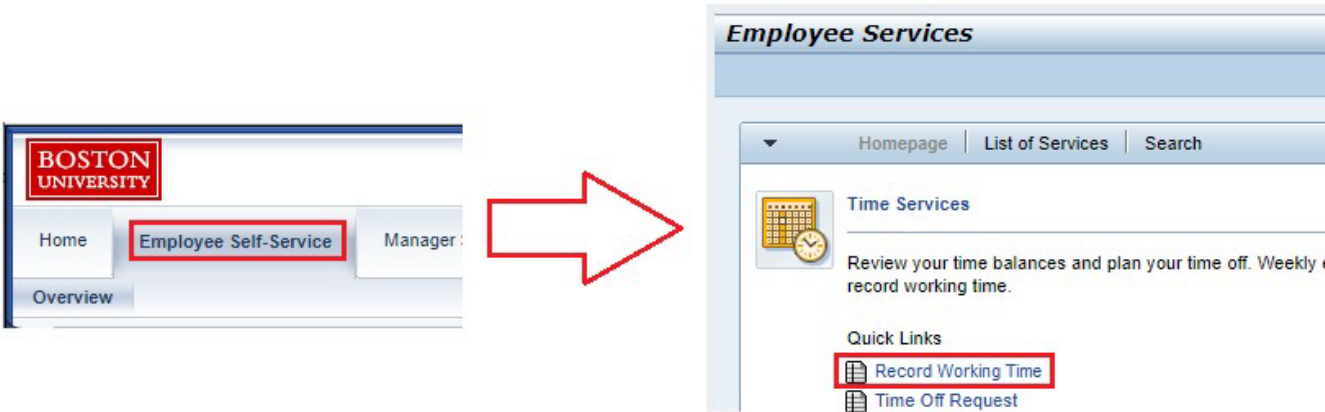Scenarios:
#1: Employee did not work at any point during Intersession or on a BU Paid Holiday
#2: Employee worked at some point during Intersession or on a BU Paid Holiday (Monday - Friday Schedule)
#3: Employee worked at some point during Intersession or on a BU Paid Holiday (Schedule other than Monday – Friday)

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). **In addition to early timesheet deadlines, please pay attention to the early form deadlines for December payroll.** The form deadlines can be found on the following page:
https://www.bu.edu/payroll/payroll-for-payroll-coordinators/calendar-dates-and-deadlines/

Begin:

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

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

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Scenario #1: Employee did not work at any point during Intersession or on a BU Paid Holiday

1. Enter your normal hours for the days leading up to 12/22/2025
2. In the "Att/abs. type" column select "BU Paid Holiday" (1012) for ONLY 12/25/2025 and 01/01/2026 (both Thursdays). Do NOT enter start and end times for those days; only enter your <u>total</u> normally scheduled hours for each day
3. In the "Att/abs. type" column select "Intersession" (2008) and enter your <u>total</u> normally scheduled hours for each day (no start and end times)

Please note the example to the right reflects hours for a non-exempt employee on a Monday – Friday work schedule. Please adjust accordingly based on your own work schedule.

Date	Att./Abs. type
12/22/2025	Intersession
12/23/2025	Intersession
12/24/2025	Intersession
12/25/2025	BU Paid Holiday
12/26/2025	Intersession
12/27/2025	Intersession
12/28/2025	Intersession
12/29/2025	Intersession
12/30/2025	Intersession
12/31/2025	Intersession
1/1/2026	BU Paid Holiday
1/2/2026	Intersession
1/3/2026	Intersession
1/4/2026	Intersession

	Delete	Date	Att./abs. type		Start time	End time	Hours	N...	Planned	Actual	Det.	Shift Prem	OT comp. type	
									168	37.50				
	🗑	MO, 12/22	Intersession	⌄			7.50		24	7.50	📄			
	🗑	TU, 12/23	Intersession	⌄			7.50		24	7.50	📄			
	🗑	WE, 12/24	Intersession	⌄			7.50		24	7.50	📄			
	🗑	TH, 12/25	BU Paid Holiday	⌄			7.50		24	7.50	📄			
	🗑	FR, 12/26	Intersession	⌄			7.50		24	7.50	📄			

⌄ Timesheet

◀ Previous Period | Next Period ▶ | Week From: 12/29/2025 📅 | Apply | 📄 | Worklist | Work Schedule | Favorites ▾ | Check | Insert Row

	Delete	Date	Att./abs. type		Start time	End time	Hours	N...	Planned	Actual	Det.	Shift Prem	OT comp. type
									168	37.50			
	🗑	MO, 12/29	Intersession	⌄			7.50		24	7.50	📄		
	🗑	TU, 12/30	Intersession	⌄			7.50		24	7.50	📄		
	🗑	WE, 12/31	Intersession	⌄			7.50		24	7.50	📄		
	🗑	TH, 01/01	BU Paid Holiday	⌄			7.50		24	7.50	📄		
	🗑	FR, 01/02	Intersession	⌄			7.50		24	7.50	📄		

***If the 25th or 1st have a '0' in the "Planned" field, and you want to make sure you typically work those days, click on the "Work Schedule" button, and make sure the "Daily Schedule" doesn't say OFF. If it does, please contact your payroll coordinator.

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Scenario #2: Employee worked at some point during Intersession or on a BU Paid Holiday: (Monday – Friday Schedule)

1. Enter your normal hours for the days leading up to 12/22/2025
2. To record time worked on an Intersession day (see table above for dates):
   - In the "Att/abs. type" column select "Intersession" (2008) and enter your total normally scheduled hours for the day
   - Highlight the row of the Intersession day you worked and click "Insert Row"
   - On the inserted row use code "Hours Worked - Intersess" (1016)
   - Enter hours worked as normal on the inserted row
3. To record time worked on either of the BU Paid Holidays (12/25/25 and 01/01/26) do the following:
   - In the "Att/abs. type" column select "BU Paid Holiday" (1012) for ONLY 12/25/2025 and 01/01/2026 (both Thursdays).
   - 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

*Eligibility for earning Comp time in lieu of regular pay is dependent on representation status. Please refer to the applicable union contract or the employee handbook for full policy details.

Non-Represented Employees only:

Day worked	Rate of Pay	Rate of Comp time earned (if elected)
Intersession	Regular hourly rate	1.5 hours per hour worked
BU Paid Holiday	1.5 hours pay per hour worked	1.5 hours per hour worked

Delete	Date	Att./abs. type		Start time	End time	Hours	N...	Planned	Actual	Det.	Shift Prem	OT comp. type
								168	45.00			
🗑	MO, 12/22	Intersession	⌄			7.50		24	7.50	📄		
🗑	TU, 12/23	Intersession	⌄			7.50		24	15.00	📄		
🗑		Hours Worked - Intersess	⌄	08:30	12:00	3.50	Co...			📄		01
🗑		Hours Worked - Intersess	⌄	12:30	16:30	4	Co...			📄		01
🗑	WE, 12/24	Intersession	⌄			7.50		24	7.50	📄		
🗑	TH, 12/25	BU Paid Holiday	⌄			7.50		24	7.50	📄		
🗑	FR, 12/26	Intersession	⌄			7.50		24	7.50	📄		

Note: For all hours worked on one, or both, of the BU Paid Holidays, or Intersession, non-represented employees have the option of being paid or earning comp time. See the table to the left for rate comparisons. Represented employees should refer to the applicable union contract.

If you want to earn Comp Time instead of straight pay, enter "01" in the "OT Comp Type" field on the inserted line where you added your hours worked (see red box in screenshot above for example).

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Scenario #3: Employee worked at some point during Intersession or on a BU Paid Holiday

(Schedule other than Monday – Friday)

1. Enter your normal hours for the days leading up to 12/22/2025
2. To record time worked on an Intersession Day (see table above for dates):
   - In the "Att/abs. type" column select "Intersession" (2008) and enter your total normally scheduled hours for the day
   - Highlight the row of the Intersession Day you worked and click "Insert Row"
   - On the inserted row use code "Hours Worked - Intersess" (1016)
   - Enter hours worked as normal on the inserted row
3. To record time worked on either of the BU Paid Holidays (12/25/25 and 01/01/26) do the following:
   - In the "Att/abs. type" column select "BU Paid Holiday" (1012) for ONLY 12/25/2025 and 01/01/2026 (both Thursdays).
   - 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

*Eligibility for earning Comp time in lieu of regular pay is dependent on representation status. Please refer to the applicable union contract or the employee handbook for full policy details.

Non-Represented Employees only:

Day worked	Rate of Pay	Rate of Comp time earned (if elected)
Intersession	Regular hourly rate	1.5 hours per hour worked
BU Paid Holiday	1.5 hours pay per hour worked	1.5 hours per hour worked

	Delete	Date	Att./abs. type	Start time	End time	Hours	N...	Planned	Actual	Det.	Shift Prem	OT comp. type	Rec. order	Start Time	Rec. C
								168	45.00					Σ	
	🗑	MO, 12/22	⌄					24	0.00					00:00	
	🗑	TU, 12/23	⌄					24	0.00					00:00	
	🗑	WE, 12/24	Intersession ⌄			7.50		24	7.50	📄				00:00	
	🗑	TH, 12/25	BU Paid Holiday ⌄			7.50		24	7.50	📄				00:00	
	🗑	FR, 12/26	Intersession ⌄			7.50		24	7.50	📄				00:00	
	🗑	SA, 12/27	Intersession ⌄			7.50		24	15.00	📄				00:00	
	🗑		Hours Worked - Intersess ⌄	04:00	08:00	4	Co...			📄		01		00:00	
	🗑		Hours Worked - Intersess ⌄	08:30	12:00	3.50	Co...			📄		01		00:00	
	🗑	SU, 12/28	Intersession ⌄			7.50		24	7.50	📄				00:00	

Note: For all hours worked on one, or both, of the BU Paid Holidays, or Intersession, non-represented employees have the option of being paid or earning comp time. See the table to the left for rate comparisons. Represented employees should refer to the applicable union contract.

If you want to earn Comp Time instead of straight pay, enter "01" in the "OT Comp Type" field on the inserted line where you added your hours worked (see red box in screenshot above for example)