

MET Payroll Training

- *Entering and releasing work hours*
- *Requesting vacation and sick time*
- *Approving the timesheet*
- *Setting up Direct deposit*
- *Changing home address*
- *Completing/ Updating W-4*

Entering the work hours

- 1- Log on to BU works Central - <https://ppo.buw.bu.edu>
- 2 – Click on Employee Self-Service
- 3 – Click on Record Working Time

The BU work week starts on a Monday and ends on the following Sunday. To ensure that you are paid correctly, enter your hours worked and absences taken in a week. You must save and release hours in a timely manner so that your Supervisor/Manager can approve your timesheet before the weekly payroll deadline, which is Tuesdays at noon time. I strongly recommend you to save and release your timesheet by Friday evening, and your Supervisor/Manager will have Monday and Tuesday until noon time to review and then approve it.

Employee Services

▼ Homepage

List of Services

Search



Time Services

Review your time balances and plan your time off. Weekly employees can record working time.

Quick Links

Record Working Time

Time Off Request

Make sure you are in the appropriate pay period to record your working hours. Select the option Hours Worked from the drop-down menu.

Record Working Time

Save | Release Directly | Personnel Assignment ▾

Calendar | Quota Overview

August 2016 | September 2016 | October 2016

Complete (green) | Not Released (orange) | Rejected (red) | Non-Working Day (grey) | Holiday (yellow)
Approved (blue) | Current Selection (orange) | Today (blue)

If wages are funded by externally sponsored agreement(s), by clicking SAVE I certify that I am either the actual effort devoted to the project(s) funded by the sponsored agreement(s) during this pay period.

Timesheet

Previous Period | Next Period | Week from: 10/24/2016 | Apply | Work

Delete	Date	Att./abs. type	Start time	End time	Hours
	MO, 10/24	Hours Worked	09:00	12:00	3
	TU, 10/25	BU Paid Holiday	1012		
	WE, 10/26	Comp Time	2006		
	TH, 10/27	Emergency Closing	2009		
	FR, 10/28	Floating Holiday	2007		
	SA, 10/29	Hours Worked	1000		
	SU, 10/30	Hours Worked - Emer Close	1015		
		Hours Worked - Intersess	1016		
		Intersession	2008		
		Jury Duty	2011		

If you work on a standard Monday-Friday work schedule, at 7.5 hrs per day, with a half and hour unpaid lunch break, show the break by entering two rows of time for each day. (Enter 9 as start time and 12 as End Time) It is necessary to enter the time for the break. You will need to insert a new row to show the time that you took for your meal break. To insert a row, first highlight the row that you just completed entering time for by clicking on it. Then, click on the **Insert Row** button.

Record Working Time

Save | Release Directly | Personnel Assignment

Calendar | Quota Overview

August 2016 | September 2016 | October 2016

Completion Status
From: 06/01/2016
To: 10/13/2016
Incomplete Days: 34
Remark:
You can navigate from 09/12/2016 to 11/13/2016

Complete | Not Released | Rejected | Non-Working Day | Holiday
Approved | Current Selection | Today

If wages are funded by externally sponsored agreement(s), by clicking SAVE I certify that I am either the covered individual, PI or other responsible official using suitable means actual effort devoted to the project(s) funded by the sponsored agreement(s) during this pay period.

Timesheet

Previous Period | Next Period | Week from: 10/24/2016 | Apply | Worklist | Work Schedule | Favorites | Check | **Insert Row**

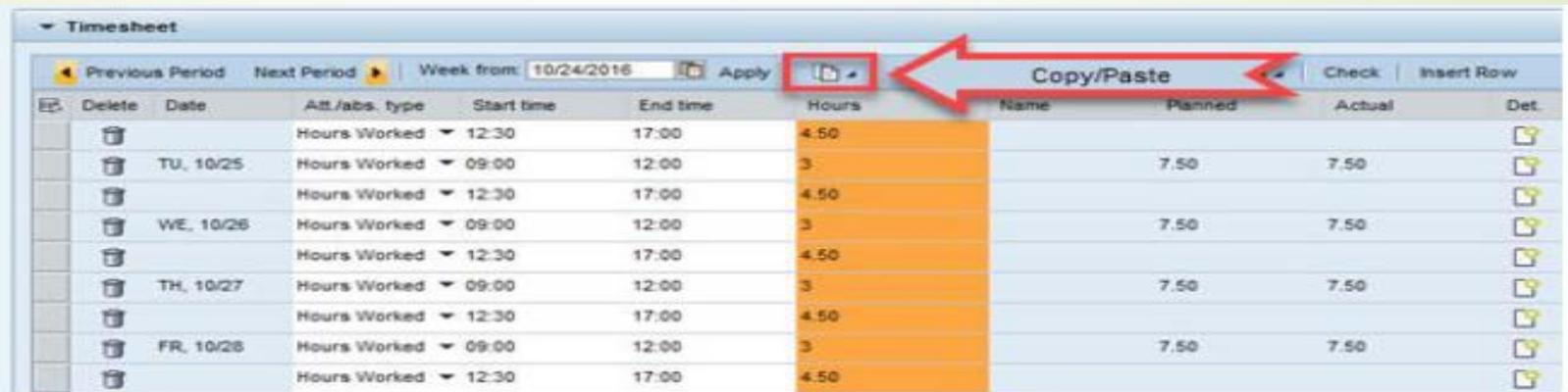
Delete	Date	Att./abs. type	Start time	End time	Hours	Name	Planned	Actual	Det.
	MO, 10/24	Hours Worked	09:00	12:00	3		7.50	3.00	
	TU, 10/25						7.50	0.00	
	WE, 10/26						7.50	0.00	
	TH, 10/27						7.50	0.00	
	FR, 10/28						7.50	0.00	

Timesheet

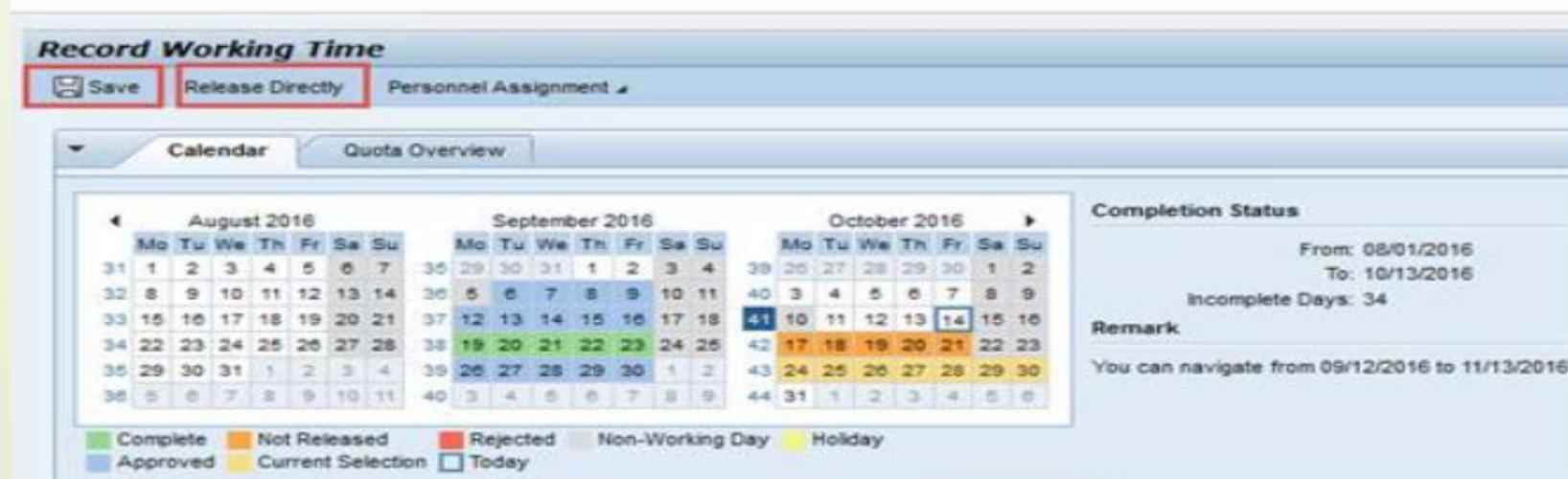
Previous Period | Next Period | Week from: 10/17/2016 | **Apply** | Worklist | Favorites | Check | Insert Row

Delete	Date	Att./abs. type	Start time	End time	Hours	Planned	Actual	Det.
						37.50	7.50	
	MO, 10/17	Hours Worked	09:00	12:00	3	7.50	7.50	
		Hours Worked	12:30	17:00	4.50			

Click on the Save button at the top left corner of your screen. You will receive a message stating that your hours have been saved. Click on the Release Directly button. This is necessary so that your hours are released and sent to your manager for approval.



EP	Delete	Date	Att./abs. type	Start time	End time	Hours	Name	Planned	Actual	Det.
			Hours Worked ▾	12:30	17:00	4.50				
		TU, 10/25	Hours Worked ▾	09:00	12:00	3		7.50	7.50	
			Hours Worked ▾	12:30	17:00	4.50				
		WE, 10/26	Hours Worked ▾	09:00	12:00	3		7.50	7.50	
			Hours Worked ▾	12:30	17:00	4.50				
		TH, 10/27	Hours Worked ▾	09:00	12:00	3		7.50	7.50	
			Hours Worked ▾	12:30	17:00	4.50				
		FR, 10/28	Hours Worked ▾	09:00	12:00	3		7.50	7.50	
			Hours Worked ▾	12:30	17:00	4.50				



Record Working Time

Personnel Assignment ▾

Calendar | Quota Overview

August 2016 | September 2016 | October 2016

Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su			
31	1	2	3	4	5	6	7	35	29	30	31	1	2	3	4	39	26	27	28	29	30	1	2
32	8	9	10	11	12	13	14	36	5	6	7	8	9	10	11	40	3	4	5	6	7	8	9
33	15	16	17	18	19	20	21	37	12	13	14	15	16	17	18	41	10	11	12	13	14	15	16
34	22	23	24	25	26	27	28	38	19	20	21	22	23	24	25	42	17	18	19	20	21	22	23
35	29	30	31	1	2	3	4	39	26	27	28	29	30	1	2	43	24	25	26	27	28	29	30
36	5	6	7	8	9	10	11	40	3	4	5	6	7	8	9	44	31	1	2	3	4	5	6

Completion Status
From: 08/01/2016
To: 10/13/2016
Incomplete Days: 34

Remark
You can navigate from 09/12/2016 to 11/13/2016

Legend:
Complete (green) | Not Released (orange) | Rejected (red) | Non-Working Day (grey) | Holiday (yellow)
Approved (blue) | Current Selection (yellow) | Today (blue outline)

Winter Intersession – Time Entry

Employee does not work during the intersession

- ▶ *Select “BU Paid Holiday absence type for Christmas holiday.*
- ▶ *Select the “Intersession” absence type for the days during the intersession.*
- ▶ *Please note, that in both situation above, you do not have to enter the start and end time, just enter the total hours..e.g. 7 hr, 7.5 hr or 8hr.*

Employee works during the holiday and/or intersession

- ▶ *Enter your regular holiday and intersession hours per day.*
- ▶ *Insert another row below the holiday hours and enter the worked hours (you will be paid overtime for those hours)*
- ▶ *Insert another row below the intersession row and select “worked hours-intersession” and enter the total hours. Be sure enter “01” in OT comp type column so that you earn compensatory time.*

Entering hours during the holiday & intersession

Timesheet

Previous Period Next Period Week from 12/25/2017 Apply Worklist Work Schedule Favorites Check Insert Row

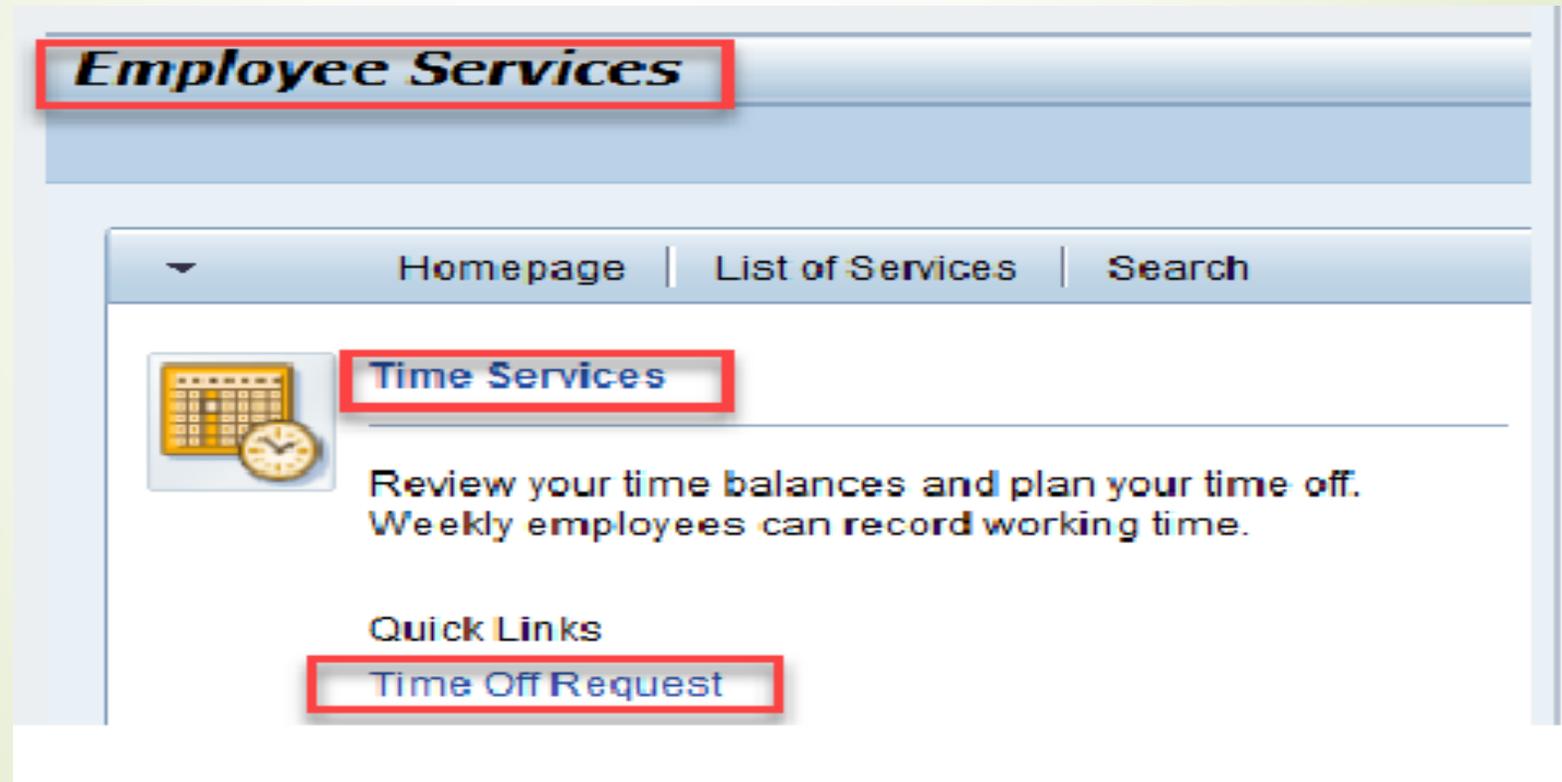
Delete	Date	Att./abs. type	Start time	End time	Hours	Name	Planned	Actual
							30	37.50
🗑	MO, 12/25	BU Paid Holiday			7.50		0	7.50
🗑	TU, 12/26	Intersession			7.50		7.50	7.50
🗑	WE, 12/27	Intersession			7.50		7.50	7.50
🗑	TH, 12/28	Intersession			7.50		7.50	7.50
🗑	FR, 12/29	Intersession			7.50		7.50	7.50
🗑	SA, 12/30						0	0.00
🗑	SU, 12/31						0	0.00

Please note, if you work during the winter intersession, you will not be paid as over time, instead, you will earn “compensatory time” for those hours worked which you can use for time off for up to six months after the date they were earned.

Delete	Date	Att./abs. type	Start time	End time	Hours	Name	Planned	Actual	Det.	Shift Prem	OT comp. type
							30	52.50			
	MO, 12/25	BU Paid Holiday			7.50		0	15.00			
		Hours Worked	08:30	12:00	3.50						
		Hours Worked	01:00	05:00	4						
	TU, 12/26	Intersession			7.50		7.50	7.50			
	WE, 12/27	Intersession			7.50		7.50	15.00			
		Hours Worked - Intersess	08:30	12:00	3.50	Comp					01
		Hours Worked - Intersess	01:00	05:00	4	Comp					01
	TH, 12/28	Intersession			7.50		7.50	7.50			
	FR, 12/29	Intersession			7.50		7.50	7.50			

Requesting Time Off

Log on to Buworks Central <https://ppo.buw.bu.edu>
Click on Employee Self-Service tab
Click on Time Off Request under the Time Services
The time Off Request screen opens in a new window



The screenshot displays the 'Employee Services' web application. At the top, a blue header bar contains the text 'Employee Services'. Below this is a navigation menu with three items: 'Homepage', 'List of Services', and 'Search'. The main content area features a 'Time Services' section, which includes an icon of a calendar and a clock. To the right of the icon, the text reads: 'Review your time balances and plan your time off. Weekly employees can record working time.' Below this section is a 'Quick Links' area, which contains a link labeled 'Time Off Request'.

Time Off Request

Calendar Employee View Team Calendar Time Balances Overview

View: February 2018 Apply

February 2018							March 2018							April 2018									
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su			
6	29	30	31	1	2	3	4	9	26	27	28	1	2	3	4	13	20	27	28	29	30	31	1
5	6	7	8	9	10	11	10	5	6	7	8	9	10	11	14	2	3	4	5	6	7	8	
7	12	13	14	15	16	17	18	11	12	13	14	15	16	17	18	15	9	10	11	12	13	14	15
8	19	20	21	22	23	24	25	12	19	20	21	22	23	24	25	16	16	17	18	19	20	21	22
9	26	27	28	1	2	3	4	13	26	27	28	29	30	31	1	17	23	24	25	26	27	28	29
10	5	6	7	8	9	10	11	14	2	3	4	5	6	7	8	18	30	1	2	3	4	5	6

Absent Multiple Entries Sent Deletion Requested Non-Working Day
 Holiday

Time Off Details

Type of Time Off

Type of Time Off:

Description:

General Data

Start Date:

End Date:

Absence hours:

Approver Name:

Note:

A Confirmation box is displayed on the screen. Note the header it will specify the type of request. "Leave Request:New". If the data is accurate, click on OK to confirm the requested absence.

Leave Request: New

Type of Time Off
Type of Time Off: Vacation

General Data
Start Date: 02/12/2015
End Date: 02/12/2015
Absence hours: 8.00
Approver: TEST EMP3
Note: Need a vacation day on Feb 12, 2015
Used: Vacation: 8.00 Hours

Additional Data
FMLA Related:

OK Cancel

Time Off Request

Time Off Request was sent successfully

Manager/Supervisor Approval

Log on to Buworks Central <https://ppo.buw.bu.edu>

Click on Manager Self Service

Under Employee Working Times, Click on Approve Timesheet Data

The screenshot displays the Boston University Buworks Central interface. At the top left is the Boston University logo. Below it is a navigation bar with three tabs: 'Home', 'Employee Self-Service', and 'Manager Self-Service', with the latter highlighted by a red box. Underneath this is a secondary navigation bar with 'Team', 'Organization', and 'Overview' tabs. A 'Services' dropdown menu is open on the left, listing 'Employee Information', 'Employee Working Times', and 'Approve Timesheet Data', with the last option highlighted by a red box. On the right side of the page, there is a 'Request Tracking' section containing a search bar and a 'Tracking#' input field.



Approve Time Sheets

View: **By Manager Approval** | Display: **Directly Subordinate Employees**

Employee	Employee Name	From	To	Message	Recorded Time	Target Time	Approval	Rejection Reason
T38	JOSEPH RECOPPO	08/18/2016	08/20/2016		17:00 H	17:50		

Individual Approval

Individual Approval for Employee T38, Period from 08/18/2016 to 08/20/2016 Recorded: 17:00 H Target Time: 17:50

Date	Person	Employee Name	Type	Description	Start Time	End Time	Order Number	Cost	Bill Status	Cost ID#	Recorded Time	Approval	Rejection Reason	View
08/18/2016	T38	JOSEPH RECOPPO	100	Hour Worked	08:00	12:00					5 H			
08/19/2016	T38	JOSEPH RECOPPO	100	Hour Worked	12:30	17:00					4:30 H			
08/20/2016	T38	JOSEPH RECOPPO	100	Hour Worked	12:30	17:00					4:30 H			
08/20/2016	T38	JOSEPH RECOPPO	100	Hour Worked	08:00	12:00					5 H			
08/21/2016	T38	JOSEPH RECOPPO	100	Hour Worked	08:00	12:00					5 H			

If all of the hours look correct, you may approve each individual block of time, then click on the “save and back” button to complete the approval process.

NOTE: You can approve AND/OR reject individual hours.

Click on the Save button. A confirmation message will be displayed. Click on OK to confirm your approval.

The screenshot displays two parts of a software interface. The top part is titled "Individual Approval" and shows a table of time blocks for Employee 728. The bottom part is titled "Approve Time Sheets" and shows a summary table for the same employee with an approval dropdown menu.

Individual Approval

Save and Back Cancel

Indiv. Approval for Employee 728, Period From 11/26/2016 To 12/04/2016 Recorded: 28.500 P Target Time: 27.50

Date	Personnel	Employee Name	Type	Description	Start Time	End Time	Order Number	Cost - VBS Benefit	Com. Shift	Recorded Time	Approval
11/26/2016	728	TEST TIME-SHEET	1000	Hours Worked	09:00	12:00				3.00	Approve
11/26/2016	728	TEST TIME-SHEET	1000	Hours Worked	12:30	17:00				4.500 h	Approve
11/26/2016	728	TEST TIME-SHEET	1000	Hours Worked	09:00	12:00				3.00	Approve
11/26/2016	728	TEST TIME-SHEET	1000	Hours Worked	17:30	17:00				4.000 h	Approve
11/26/2016	728	TEST TIME-SHEET	1000	Hours Worked	09:00	12:00				3.00	Approve

Approve Time Sheets

Save

View: To Manager Approval Display: Directly Subordinate Employees

Employee	Employee Name	From	To	Message	Recorded Time	Target Time	Approval	Rejection Reason
728	JOSEPH RECORO	09/19/2016	06/25/2016		27.500 h	27.50	Approve	

Approve All
Reject All

Setting Up Direct Deposit & Taxes (W-4) updating

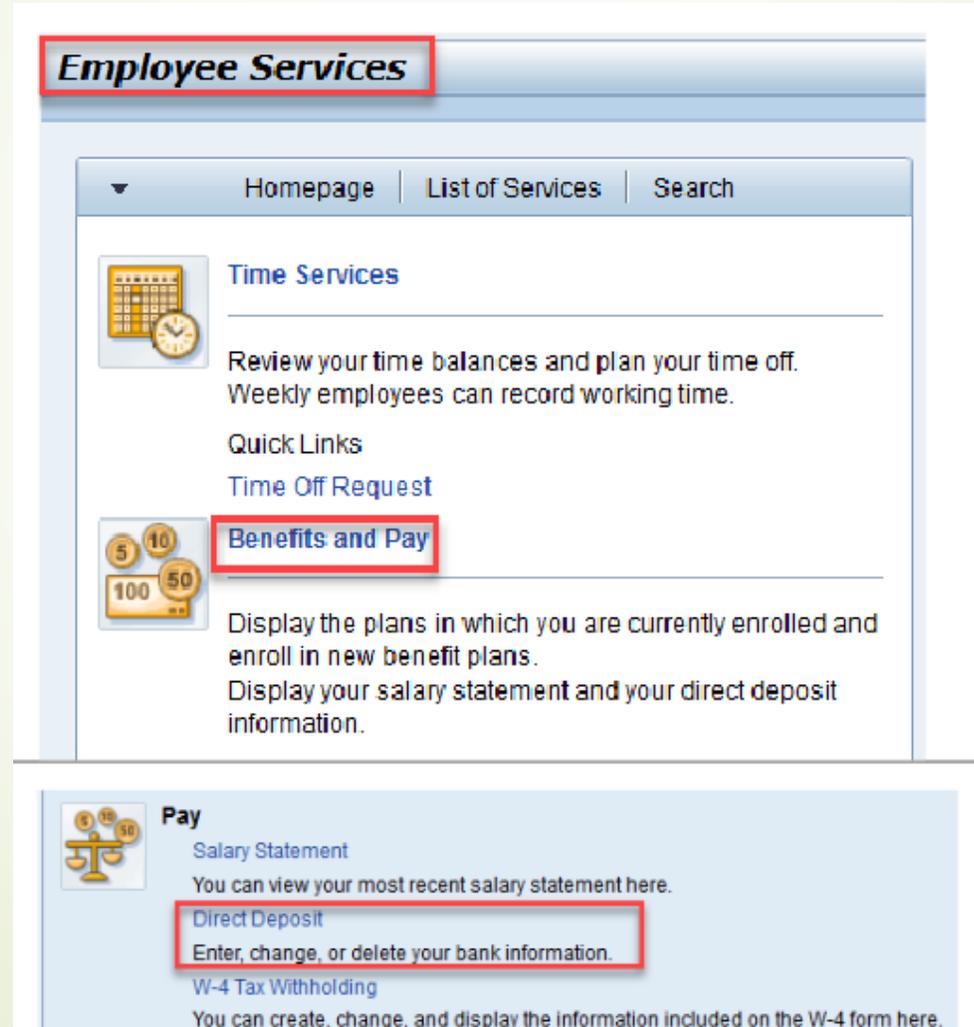
Through Employee Service in Buworks Portal, you can choose to enable the payroll department to directly deposit your paycheck to your bank account.

Log on to Buworks Central <https://ppo.buw.bu.edu>

Click on Employee Self Service

Click on Benefits and Pay

Click on Direct Deposit in the Pay Section



Employee Services

Homepage | List of Services | Search

Time Services

Review your time balances and plan your time off. Weekly employees can record working time.

Quick Links

[Time Off Request](#)

Benefits and Pay

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

Display your salary statement and your direct deposit information.

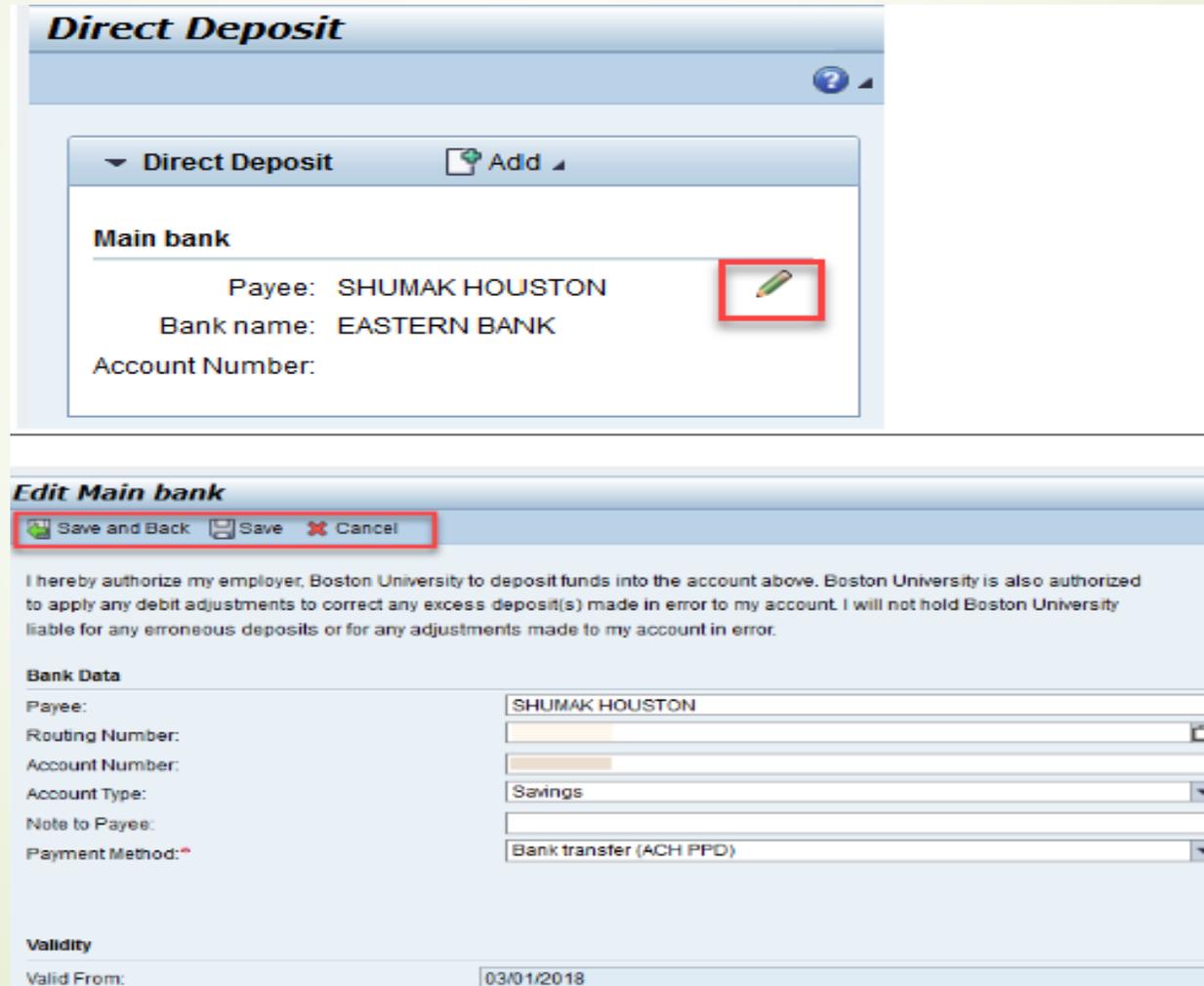
Pay

[Salary Statement](#)
You can view your most recent salary statement here.

[Direct Deposit](#)
Enter, change, or delete your bank information.

[W-4 Tax Withholding](#)
You can create, change, and display the information included on the W-4 form here.

Click on the pencil to access the screen where you can enter the information regarding your bank account.
Enter your bank routing number (9 digit bank identification number)
Enter your bank account, plus the account type (checking or saving)
Enter note to payee (e.g. Primary Bank)
Select the payment method as "Bank Transfer ACH PPD"
Click on Valid From and enter the date the direct deposit should start , or, click on the option "Valid as of today"



Direct Deposit

Direct Deposit

Main bank

Payee: SHUMAK HOUSTON 

Bank name: EASTERN BANK

Account Number:

Edit Main bank

I hereby authorize my employer, Boston University to deposit funds into the account above. Boston University is also authorized to apply any debit adjustments to correct any excess deposit(s) made in error to my account. I will not hold Boston University liable for any erroneous deposits or for any adjustments made to my account in error.

Bank Data

Payee:	<input type="text" value="SHUMAK HOUSTON"/>
Routing Number:	<input type="text"/>
Account Number:	<input type="text"/>
Account Type:	<input type="text" value="Savings"/>
Note to Payee:	<input type="text"/>
Payment Method:	<input type="text" value="Bank transfer (ACH PPD)"/>

Validity

Valid From: