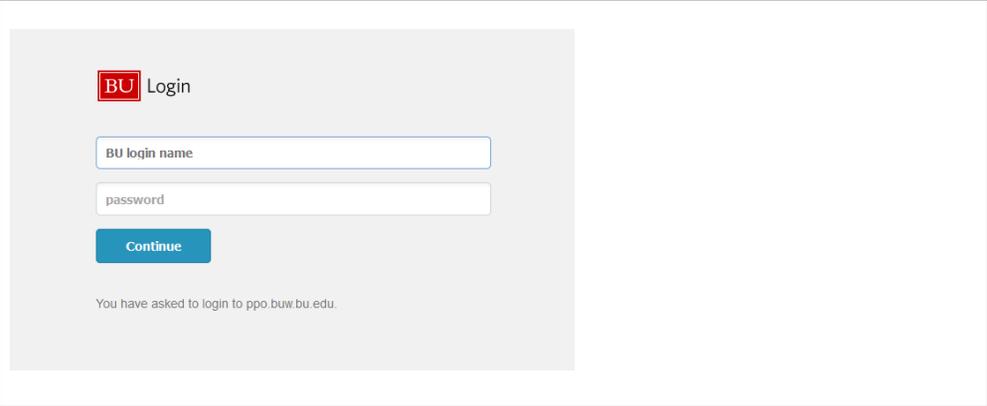
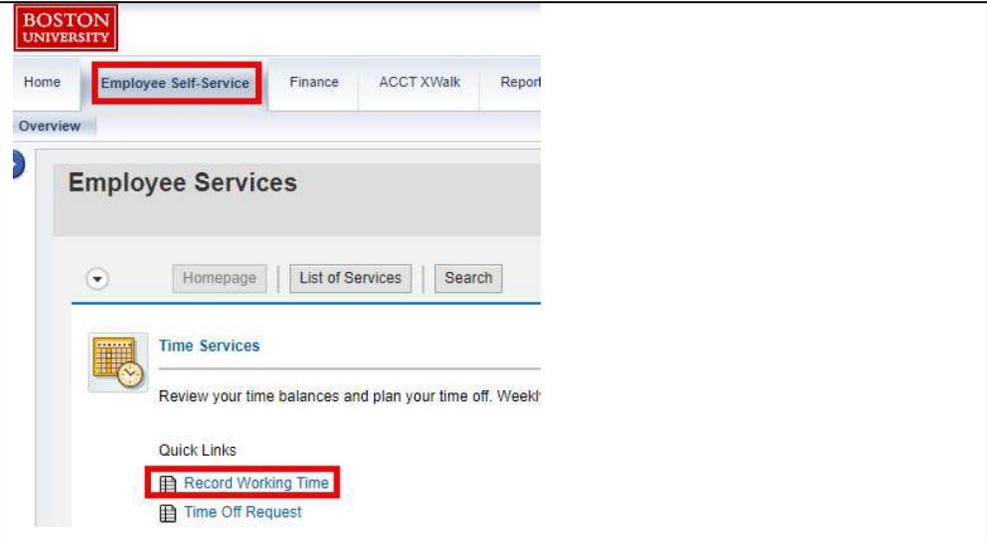


Timesheet Entry-Quick Reference Guide

Hourly paid students need to enter hours worked every week to get paid for that week. Time needs to be entered in 24-hour Military format. (e.g., 8:30 AM in Military Time is 08:30, 4:30PM is 16:30 and 5:00 PM is 17:00)

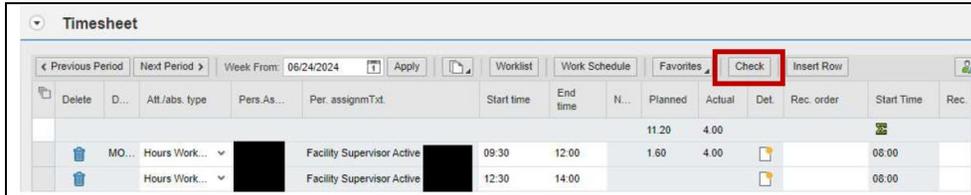
How to Enter Hours

 <p>The image shows the BU Login page. It features the BU logo, a 'Login' heading, a text input field for 'BU login name', a password input field, and a blue 'Continue' button. Below the fields, it says 'You have asked to login to ppo.buw.bu.edu.'</p>	<p>Step 1: Log on to BUworks Central https://ppo.buw.bu.edu</p> <p>Step 2: Log in with your BU login name and Kerberos password.</p>
 <p>The image shows the BUworks Central Employee Self-Service page. The 'Employee Self-Service' tab is highlighted with a red box. Under 'Employee Services', there are buttons for 'Homepage', 'List of Services', and 'Search'. Under 'Time Services', there is a section for 'Quick Links' with 'Record Working Time' and 'Time Off Request' links. 'Record Working Time' is highlighted with a red box.</p>	<p>Step 3: Click the Employee Self-Service tab.</p> <p>Step 4: Click on Record Working Time.</p>

Timesheet Entry-Quick Reference Guide

	<p>Students must open the “Personnel Assignment” drop-down to select the appropriate timesheet.</p>																																																																																																		
	<p>Step 5: Check to make sure that you are entering hours in the correct week. Click the Previous Period or Next Period buttons to change weeks.</p>																																																																																																		
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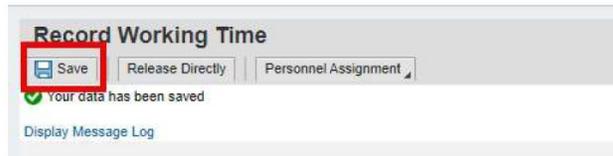
Timesheet Entry-Quick Reference Guide



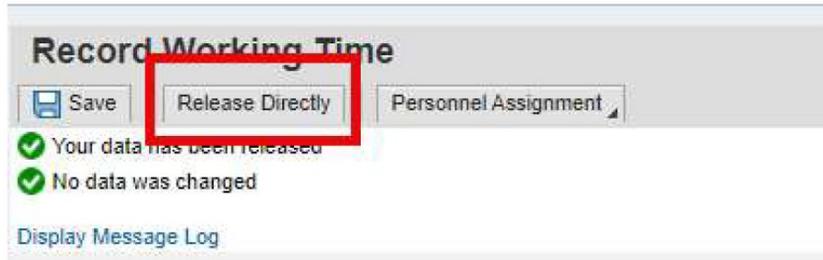
Start time	End time	Planned	Actual	Det.	Rec. order	Start Time	Rec.
09:30	12:00	11.20	4.00			08:00	
12:30	14:00	1.60	4.00			08:00	

Step 9: Once you have finished entering your hours click Check. If there is an issue with any entry, the hours will turn red. If all entries are complete, the hours will turn orange.

Saving time sheet as you go:



Releasing time sheet for approval:



Step 10:

If you will be entering more hours for the week at a later point, click Save.

If you have completed entering hours for the week, click Release Directly.

Releasing your time sheet is necessary so that your hours are sent to your manager for approval. You will receive a message saying that your hours have been released.

Failure to release your time sheet at the end of a work week will result a delay of payment.

Reminders for Hour Entry

- On any given day that you work more than six continuous hours, you must take an unpaid break of 30 minutes and indicate the break on your timesheet. Each day worked must have at least two lines of entry to reflect your break.
- You must account for all hours within your standard work schedule in your timesheet.
- If your schedule is Monday through Friday, you must enter and release your time each Friday by noon. If your schedule includes working weekends, you must enter and release your time by the end of your final shift for the week.
- Please note that the hours you work this week will be paid the following Friday; there is a one-week lag.