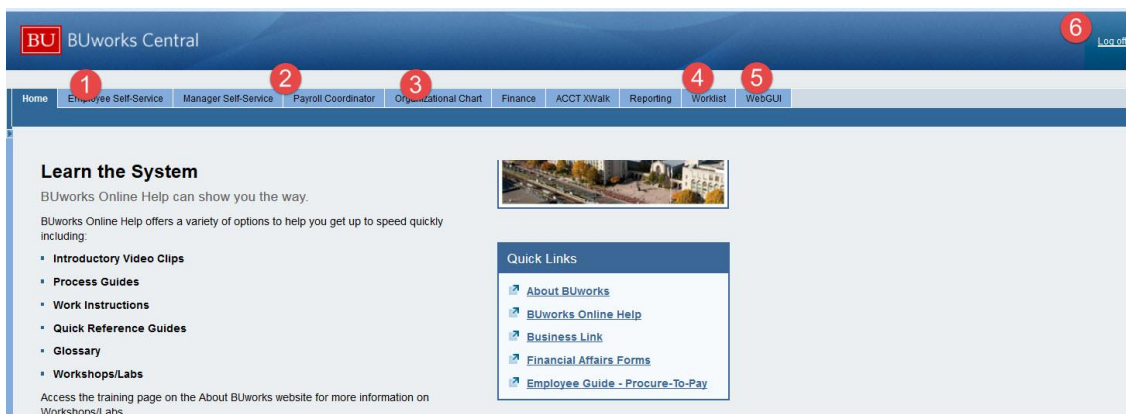


BUworks Central Overview

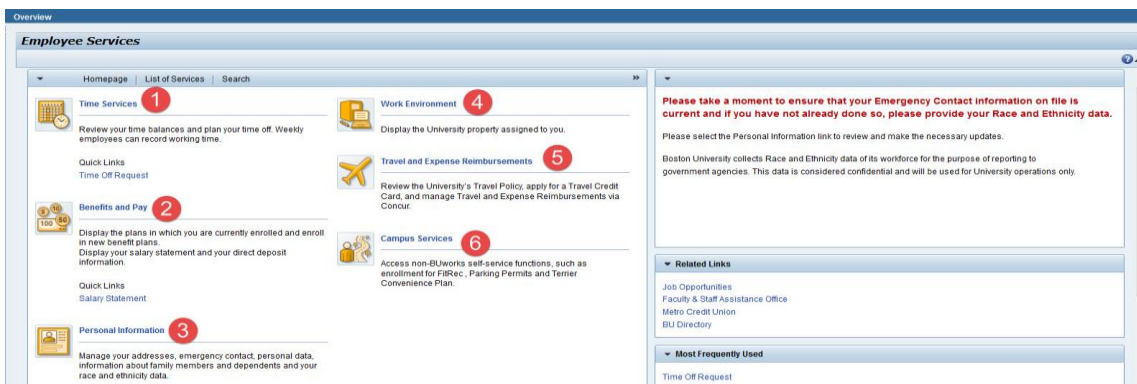
BUworks Central Portal can be accessed at <http://bu.edu/buworkscentral>. It gives users access to modules

- Human Capital Management
- Finance
- Reporting
- Shopping & Procurement

Once a BU employee logs in to BUworks Central, the following screen is displayed:



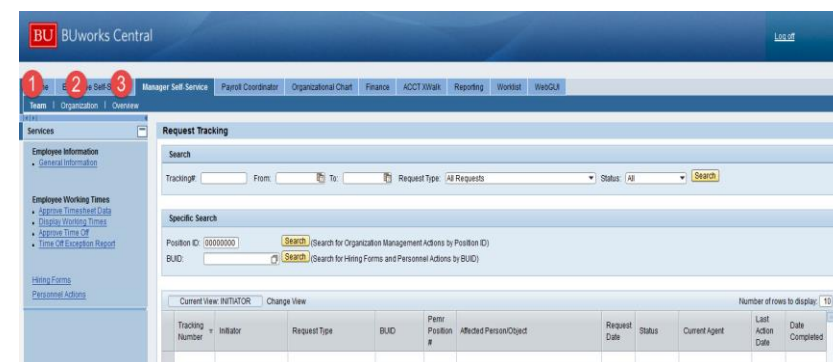
1. All users can access Employee Self Service (ESS) within Human Capital Management. Through Employee Self Service, monthly salaried employees can enter absences through the Time Services link. Weekly paid employees can enter and release working time by filling out electronic timesheets. Employees can also access and enter information related to Benefits & Pay such as entering Direct Deposit Information or viewing the salary statement.



BUworks Central Overview

2. Users can either see Manager Self-Service (MSS) tab or Payroll Coordinator tab based on the SAP role assigned to them. Managers can perform Org. Management actions (OM) and Personnel Actions (PA). As part of Org. Management actions, they can create Org Units (Departments) and Positions and maintain as well as delimit (remove them) from the SAP system. They can hire faculty/staff. Managers can approve absences for exempt staff and working time for non-exempt staff.

Requests made by managers for OM and PA actions go through a workflow and are examined and approved by Budget/HR/Compensation departments. The default MSS view is the Request Tracking screen that allows Managers to track requests they have made for OM and PA actions.



3. Organizational Chart allows employees to view Organization and Staffing Display with the Nakisa Org. Chart tool. To view detailed information about org units (departments), positions and employees such as employee group/sub-group assignment, personnel area assignment, cost distributions etc. employees would use the PPOSE transaction in the ECC system accessed by using WebGUI tab.

4. Worklist provides access to work items awaiting approval. Typically, managers would have tasks related to approving time on their worklist.

5. WebGUI provides employees access to backend SAP system through ECC system. Managers/Payroll coordinators may be able to access information about employees and positions and also execute select transactions.

6. To log off from BUworks Central click on Log Off located at the upper right corner of the BUworks central screen.

12/21/2015