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 BUworks Central Portal can be accessed at http://bu.edu/buworkscentral. It gives users access to modules Org. Management actions, they can create Org Units (Departments) and Human Capital Management 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 Finance and working time for non-exempt staff. Reporting Requests made by managers for OM and PA actions go through a workflow Shopping & Procurement and are examined and approved by Budget/HR/Compensation departments. The default MSS view is the Request Tracking screen that allows Managers to Once a BU employee logs in to BUworks Central, the following screen is displayed: track requests they have made for OM and PA actions.

Services	Request Tracking
Employee Information	Search
<u>General Information</u>	Tracking# From To To Request Type All Requests 🔹 Status: All 💌 Search
Employee Working Times Approve Timesheet Data Display Working Times	Specific Search
 Approve Time Off 	
Time Off Exception Report	
Time Of Exception Report Hiting Forms	Poster D (200000) Better D (Search Mr Organization Management Actions (Prester D) BND (Search D) (S

BUworks Central Overview

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/subgroup 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

BUworks Central Overview

BU BUworks Central		6 <u>Loc</u>
Home Enclose Self-Service Manager Self-Service Payroll Coordinator Organizational Char	t Finance ACCT XWalk Reporting Worklist Web	SU
Learn the System BUworks Online Help can show you the way. BUworks Online Help offers a variety of options to help you get up to speed quickly including:		
Introductory Video Clips	Quick Links	
Process Guides Work Instructions Guick Reference Guides Glossary Workshops/Labs Access the training page on the About BUworks website for more information on	About BUworks BUworks Online Help Business Link Financial Affairs Forms Employee Guide - Procure-To-Pay	

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.

•	Homepage List of Services Search	***************************************	•
5 10 100 50	Time Services 1 Review you think balances and plan your time off. Weekly employees can record working time. Image: Control of the control outcl Links Outcl Links Image: Control of the control of the control outcl Links Image: Control of the control of the control outcl Links Benefits and Pay Image: Control of the contr	Work Environment 4 Display the University propenty assigned to you. 5 Travel and Expense Reimbursements 5 Review the University's Travel Policy, apply for a Travel Credit Concur. 6 Concurs 6	Please take a moment to ensure that your Emergency Contact information on file is current and if you have not already done so, please provide your Race and Ethnicity da Please selet the Personal Information link to review and make the necessary updates. Boston University colleds Race and Ethnich data of the workforce for the purpose of reporting to government agencies. This data is considered confidential and will be used for University operations only.
	Display your salary statement and your direct deposit information. Quick Links Balary Distancent Personal Information 3 Manage your addresses, emergency contact, personal data, rece and emergined table members and dependents and your	Access non-BUworts self-service functions, such as encolment for FiRece, Parking Permats and Termer Convenience Plan.	