

Manager Timesheet Approval–Quick Reference Guide

As a Manager you are responsible for approving timesheets saved and released by your weekly paid direct reports in a timely manner every week.

BOSTON UNIVERSITY Home Employee Self-Service Manager Self-Service Team Organization Overview Team Organization Overview • Services Employee Information • General Information • General Information Employee Working Times • Approve Timesheet Data	 Log on to BUworks Central <u>https://ppo.buw.bu.edu</u> Click on Manager Self Service. Under Employee Working Times, Click on Approve Timesheet Data
Approve Time Sheets Options * Save	 4. On the "Approve Time Sheets page, you will see the names of all of your direct reports, the pay period in which hours were entered for, and the "recorded time" which are the total hours submitted for approval 5. The hours that you see are an actual link. Click on them to view a detailed breakdown of the days and hours that the employee worked during the pay period
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Individual Approval										7. If all of the hours look correct, you may approve each individual block of time on this page, then click on the "save									
Save and Back Cancel																			
India Jananai for Employee 709. Period From 11792/0145 Decorded 10:500 H Tarnet Time: 17:50									and back" button to complete the approval process										
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11/29/2016	739	TEST TIMESHEET	1000	Hours Worked	12:30	17:00			4.500 H	Approve 🔻	of time on this screen								
11/30/2016	739	TEST TIMESHEET	1000	Hours Worked	09:00	12:00			3 H	Approve									
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Approve Time Sheets									9. Click on the Save button. A confirmation message will be										
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