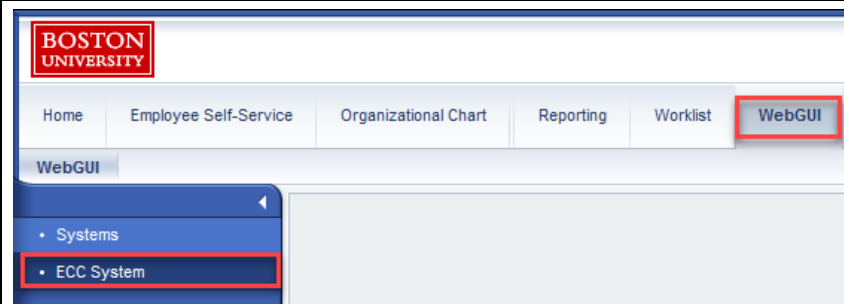
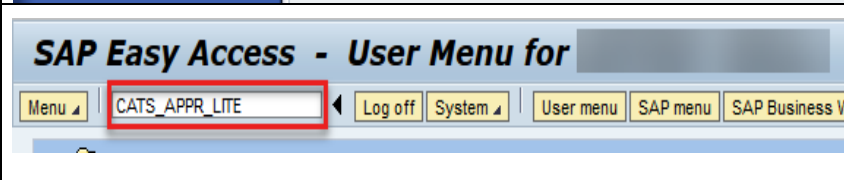
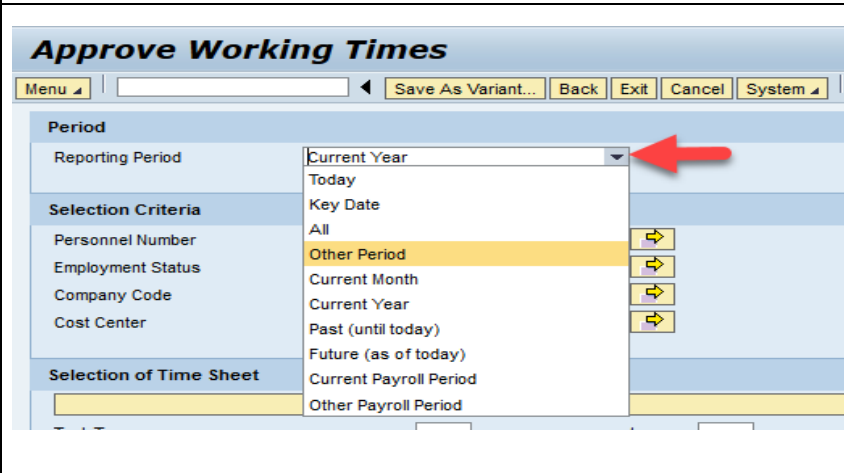


# Approving Working Time Instructions-Quick Reference Guide

Timekeepers can approve and/or enter hours for the non-exempt employees in the department, if needed. Your responsibility as a department Timekeeper is to make sure that all non-exempt hours have been approved by the weekly payroll deadline, which is typically at noon on Tuesdays for the previous pay period (which runs from Monday-Sunday). You would also serve as an emergency back-up to Managers who are not able to approve time on time. This instruction guide explains how you can approve hours for the weekly-paid employees in your department using the CATS\_APPR\_LITE transaction.

	<ol style="list-style-type: none"> <li>1. Log on to <b>BUworks Central</b>: <a href="https://ppo.buw.bu.edu">https://ppo.buw.bu.edu</a></li> <li>2. Click on the <b>WebGUI</b> tab</li> <li>3. Click on <b>ECC System</b></li> </ol>
	<ol style="list-style-type: none"> <li>4. Enter the transaction code <b>CATS_APPR_LITE</b> in the command window. Press the <b>Enter</b> key. (You may also select "Approve Working Times" from your user menu)</li> </ol>
	<ol style="list-style-type: none"> <li>5. Select "Other Period" from "Reporting Period" drop-down</li> </ol>

# Approving Working Time Instructions-Quick Reference Guide

**Approve Working Times**

Menu | Save As Variant... | Back | Exit | Cancel | System | **Execute** | Get Vari

**Period**

Reporting Period: Other Period | 09/11/2017 - 09/17/2017

**Selection Criteria**

Personnel Number: [Red Box] [Yellow Arrow]

Employment Status: [ ] [Yellow Arrow]

Company Code: [ ] [Yellow Arrow]

Cost Center: [Red Box] [Yellow Arrow]

6. **Reporting Period** - Enter the **dates of the pay period** that you wish to approve hours

7. **Personnel Number** - Enter the personnel number of the employee you wish to approve. You can enter multiple personnel numbers by clicking on the yellow box with the arrow icon to the right of the personnel number field. Once they have been entered, click the green checkmark with the clock behind it to close the pop-up

**NOTE:** Do not enter both personnel numbers AND the cost center number...enter one or the other.

8. Click on **Execute** button

**Selection of Time Sheet**

Basic Data

Task Type	[ ]	to	[ ]	[Yellow Arrow]
Task level	[ ]	to	[ ]	[Yellow Arrow]
Task component	[ ]	to	[ ]	[Yellow Arrow]
Activity Type	[ ]	to	[ ]	[Yellow Arrow]
Stat. key figure	[ ]	to	[ ]	[Yellow Arrow]
Att./Absence type	[ ]	to	[ ]	[Yellow Arrow]
Wage Type	[ ]	to	[ ]	[Yellow Arrow]
Display Unit/Measure	[ ]	to	[ ]	[Yellow Arrow]
Number (unit)	[ ]	to	[ ]	[Yellow Arrow]
<b>Processing status</b>	<b>20</b>	to	[ ]	[Yellow Arrow]
Short Text	[ ]	to	[ ]	[Yellow Arrow]

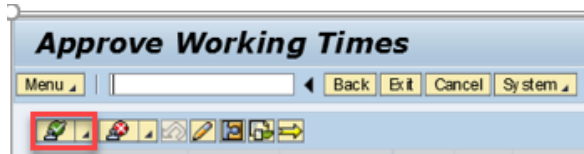
9. Remove the 20 in the Processing Status and you will be able to see all the statuses of the hours including the “released for approval” status

# Approving Working Time Instructions-Quick Reference Guide

Employee/Dept Name	Start Date	Status	Number	Unit	Rate	Actual Type	Created on	Time	Created by	Last change	Time	Charged	Start time	End time
	09/15/2017	△	3	M	1000		09/14/2017	12:30:40	09/15/2017	09:30:51			14:00:00	17:00:00
	09/14/2017	△	4,000	M	1000		09/14/2017	12:30:40	09/15/2017	09:30:51			08:30:00	13:00:00
	09/14/2017	△	3	M	1000		09/14/2017	12:30:40	09/15/2017	09:30:51			14:00:00	17:00:00
	09/14/2017	△	4,000	M	1000		09/14/2017	12:30:40	09/15/2017	09:30:51			08:30:00	13:00:00
	09/13/2017	△	3	M	1000		09/14/2017	12:30:40	09/15/2017	09:30:51			14:00:00	17:00:00
	09/13/2017	△	4,000	M	1000		09/14/2017	12:30:40	09/15/2017	09:30:51			08:30:00	13:00:00
	09/13/2017	△	3	M	1000		09/14/2017	12:30:40	09/15/2017	09:30:51			14:00:00	17:00:00
	09/13/2017	△	4,000	M	1000		09/14/2017	12:30:40	09/15/2017	09:30:51			08:30:00	13:00:00
	09/13/2017	△	3	M	1000		09/14/2017	12:30:40	09/15/2017	09:30:51			14:00:00	17:00:00
	09/13/2017	△	4,000	M	1000		09/14/2017	12:30:40	09/15/2017	09:30:51			08:30:00	13:00:00
			37,000 M											
	09/15/2017	△	3,000	M	2001		09/15/2017	08:53:38	09/15/2017	08:53:58			08:00:00	08:00:00
	09/14/2017	△	4	M	1000		09/15/2017	08:53:38	09/15/2017	08:53:58			08:00:00	08:00:00
	09/14/2017	△	7,000	M	1000		09/15/2017	08:53:38	09/15/2017	08:53:58			08:00:00	08:00:00
	09/13/2017	△	7,000	M	1000		09/15/2017	08:53:38	09/15/2017	08:53:58			08:00:00	08:00:00
	09/13/2017	△	7,000	M	1000		09/15/2017	08:53:38	09/15/2017	08:53:58			08:00:00	08:00:00
	09/13/2017	△	7,000	M	1000		09/15/2017	08:53:38	09/15/2017	08:53:58			08:00:00	08:00:00
			37,000 M											

10. The rows with the yellow triangle next to them are ready for approval

**Tip:** To select multiple rows, select the first row (click anywhere within the row), hold down the **Shift** key, select the last row and then left-click. The rows will then be highlighted.



11. Click on the **Approve** button. All of the time entries will be approved!

**NOTE:** If an entry or entries do not look right to you, please select those entries and hit the “reject” button located to the right of the Approve button. Notify the employee so they can resubmit their hours.