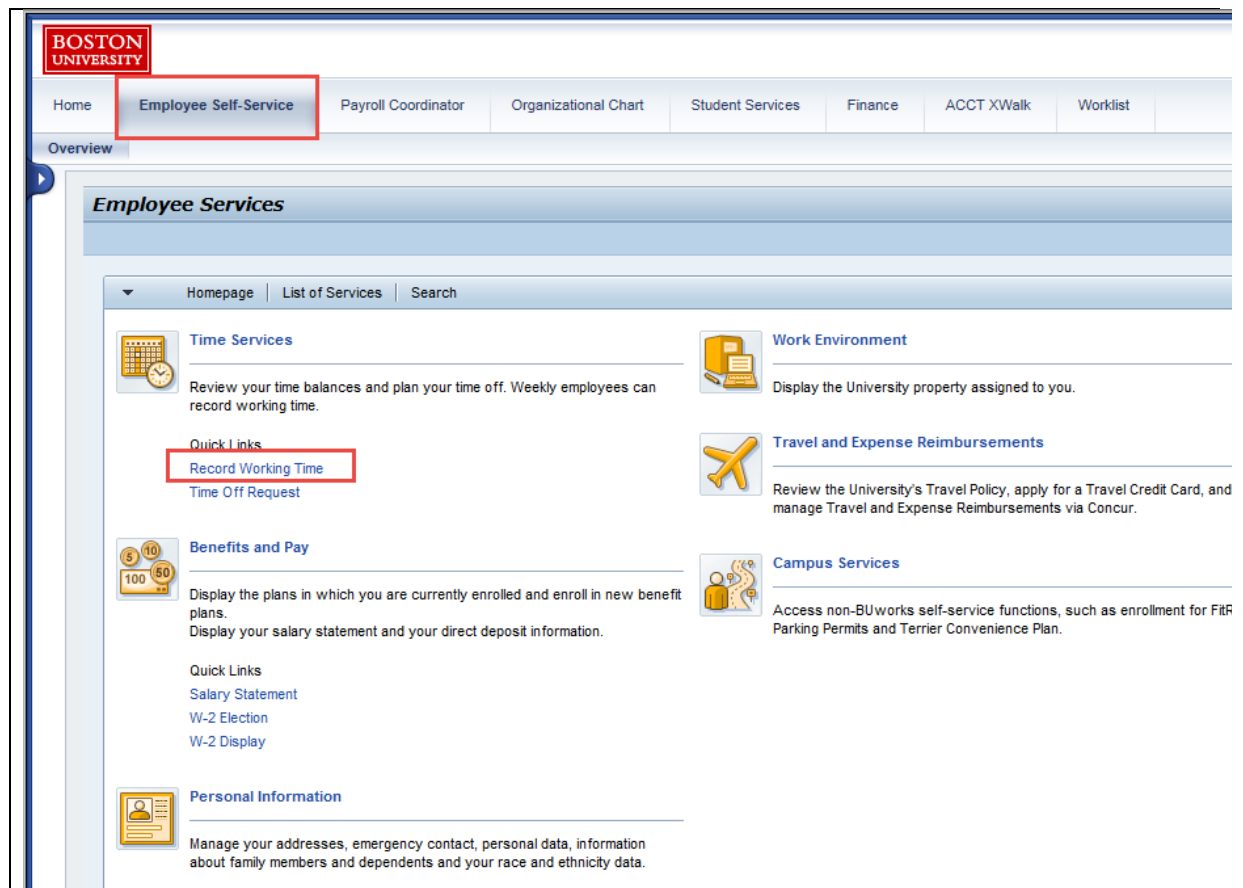


Quick Reference Guide: Timesheet Entry

Here are instructions on how to enter your weekly hours using online timesheets.

1. Once you navigate your web browser to www.bu.edu/buworkscentral and complete the DUO authentication login procedure, please click on the “Employee Self Service” tab.
2. Click on the “Record Working Time” link to access your timesheet.



- If you work on a standard Monday – Friday work schedule, at 7.5 hours per day, with a half an hour unpaid lunch break, show the break by entering two rows of time for each day. Choose the option “Hours Worked” in the Att/Abs.Type drop down menu. As an example, enter 9 as the start time and 12 as the End Time. Click on the “Apply” button.

Record Working Time

Save | Release Directly | Personnel Assignment

Calendar | Quota Overview

August 2016 | September 2016 | October 2016

Completion Status
From: 08/01/2016
To: 10/13/2016
Incomplete Days: 34

Remark
You can navigate from 09/12/2016 to 11/13/2016

If wages are funded by externally sponsored agreement(s), by clicking SAVE I certify that I am either the covered individual, PI or other responsible official who has provided the actual effort devoted to the project(s) funded by the sponsored agreement(s) during this pay period.

Timesheet

Previous Period | Next Period | Week from: 10/24/2016 | Apply | Worklist | Work Schedule | Favorites | Check

Delete	Date	Att./abs. type	Start time	End time	Hours	Name	Planned	Actual
	MO, 10/24	Hours Worked	09:00	12:00	3		37.50	3.00
							7.50	3.00
	TU, 10/25	BU Paid Holiday	1012				7.50	0.00
	WE, 10/26	Comp Time	2006				7.50	0.00
	TH, 10/27	Emergency Closing	2009				7.50	0.00
	FR, 10/28	Floating Holiday	2007				7.50	0.00
	SA, 10/29	Hours Worked - Emer Close	1015				7.50	0.00
	SU, 10/30	Hours Worked - Intersess	1016				0	0.00
		Intersession	2008				0	0.00
		Jury Duty	2011				0	0.00

- It is necessary to add a new row so that you can show the time that you took for your meal break. Insert a row by highlighting the row that you just completed for Monday. Click on the “Insert Row” button.

Record Working Time

Save | Release Directly | Personnel Assignment

Calendar | Quota Overview

August 2016 | September 2016 | October 2016

Completion Status
From: 08/01/2016
To: 10/13/2016
Incomplete Days: 34
Remark
You can navigate from 09/12/2016 to 11/13/2016

If wages are funded by externally sponsored agreement(s), by clicking SAVE I certify that I am either the covered individual, PI or other responsible official using suitable means actual effort devoted to the project(s) funded by the sponsored agreement(s) during this pay period.

Timesheet

Previous Period | Next Period | Week from: 10/24/2016 | Apply | Worklist | Work Schedule | Favorites | Check | **Insert Row**

Delete	Date	Att./abs. type	Start time	End time	Hours	Name	Planned	Actual	Det.
							37.50	3.00	
	MO, 10/24	Hours Worked	09:00	12:00	3		7.50	3.00	
	TU, 10/25						7.50	0.00	
	WE, 10/26						7.50	0.00	
	TH, 10/27						7.50	0.00	
	FR, 10/28						7.50	0.00	
	SA, 10/29						0	0.00	
	SU, 10/30						0	0.00	

- If you took a break from 12 noon to 12:30pm, enter 12:30 as the Start time and the number 17 as the End time which represents 5:00 in “military time”. Again, click on the “Apply” button.

Timesheet

Previous Period | Next Period | Week from: 10/17/2016 | Apply | Worklist | Work Schedule | Favorites | Check | Insert Row

Delete	Date	Att./abs. type	Start time	End time	Hours	Name	Planned	Actual	Det.
							37.50	7.50	
	MO, 10/17	Hours Worked	09:00	12:00	3		7.50	7.50	
		Hours Worked	12:30	17:00	4.50				

- Repeat the procedure for Tuesday, Wednesday, Thursday and Friday by copying and pasting the time entered for Monday and inserting additional rows for each subsequent day of the week. Click on the “Apply” button.

7. Click on the “Save” button at the top left corner of your screen. You will receive a message stating that your hours have been saved.
8. Click on the “Release directly” button. This is necessary so that your hours are “released” and “sent” to your manager for approval. You will receive a message saying that your hours have been released.

Record Working Time

Save

Release Directly

Personnel Assignment ▾

Calendar

Quota Overview

August 2016

Mo

Tu

We

Th

Fr

Sa

Su

31

1

2

3

4

5

6

7

September 2016

Mo

Tu

We

Th

Fr

Sa

Su

35

29

30

31

1

2

3

4

October 2016

Mo

Tu

We

Th

Fr

Sa

Su

39

26

27

28

29

30

1

2

32

8

9

10

11

12

13

14

36

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6

7

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9

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11

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23

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31

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3

4

39

26

27

28

29

30

1

2

43

24

25

26

27

28

29

30

36

5

6

7

8

9

10

11

40

3

4

5

6

7

8

9

44

31

1

2

3

4

5

6

Complete

Not Released

Rejected

Non-Working Day

Holiday

Approved

Current Selection

Today

Completion Status

From: 08/01/2016

To: 10/13/2016

Incomplete Days: 34

Remark

You can navigate from 09/12/2016 to 11/13/2016

If wages are funded by externally sponsored agreement(s), by clicking SAVE I certify that the individual, PI or other responsible official using suite actual effort devoted to the project(s) funded by the sponsored agreement(s) during the

COPY / PASTE

Timesheet

Previous Period

Next Period

Week from: 10/24/2016

Apply

Worklist

Work Schedule

Favorites ▾

Check

Insert

Delete	Date	Att./abs. type	Start time	End time	Hours	Name	Planned	Actual
		Hours Worked ▾	12:30	17:00	4.50			
	TU, 10/25	Hours Worked ▾	09:00	12:00	3		7.50	7.50
		Hours Worked ▾	12:30	17:00	4.50			
	WE, 10/26	Hours Worked ▾	09:00	12:00	3		7.50	7.50
		Hours Worked ▾	12:30	17:00	4.50			
	TH, 10/27	Hours Worked ▾	09:00	12:00	3		7.50	7.50
		Hours Worked ▾	12:30	17:00	4.50			
	FR, 10/28	Hours Worked ▾	09:00	12:00	3		7.50	7.50
		Hours Worked ▾	12:30	17:00	4.50			

Tips & Tricks

Using Favorites Template

Click on the drop-down menu in Favorites and select the option “Save with Time”. Name your template when the pop-up box appears and click on the “Save with time” option.

Record Working Time

Save

Release Directly

Personnel Assignment

Calendar

Quota Overview

August 2016

September 2016

October 2016

31	1	2	3	4	5	6	7	35	29	30	31	1	2	3	4	39	26	27	28	29	30	1	2
32	8	9	10	11	12	13	14	36	5	6	7	8	9	10	11	40	3	4	5	6	7	8	9
33	15	16	17	18	19	20	21	37	12	13	14	15	16	17	18	41	10	11	12	13	14	15	16
34	22	23	24	25	26	27	28	38	19	20	21	22	23	24	25	42	17	18	19	20	21	22	23
35	29	30	31	1	2	3	4	39	26	27	28	29	30	1	2	43	24	25	26	27	28	29	30
36	5	6	7	8	9	10	11	40	3	4	5	6	7	8	9	44	31	1	2	3	4	5	6

Complete

Not Released

Rejected

Non-Working Day

Holiday

Approved

Current Selection

Today

Completion Status

From: 08/01/2016

To: 10/16/2016

Incomplete Days: 35

Remark

You can navigate from 09/19/2016 to 11/20/2016

If wages are funded by externally sponsored agreement(s), by clicking SAVE I certify that I am either the covered individual, PI or other responsible official using suitable means actual effort devoted to the project(s) funded by the sponsored agreement(s) during this pay period.

Timesheet

Previous Period

Next Period

Week from: 10/17/2016

Apply

Worklist

Work Schedule

Favorites

Check

Insert Row

Delete	Date	Att./abs. type	Start time	End time	Hours	Name	P	Det.
	MO, 10/17	Hours Worked	09:00	12:00	3			
		Hours Worked	12:30	17:00	4.50			

Save Favorite with Times

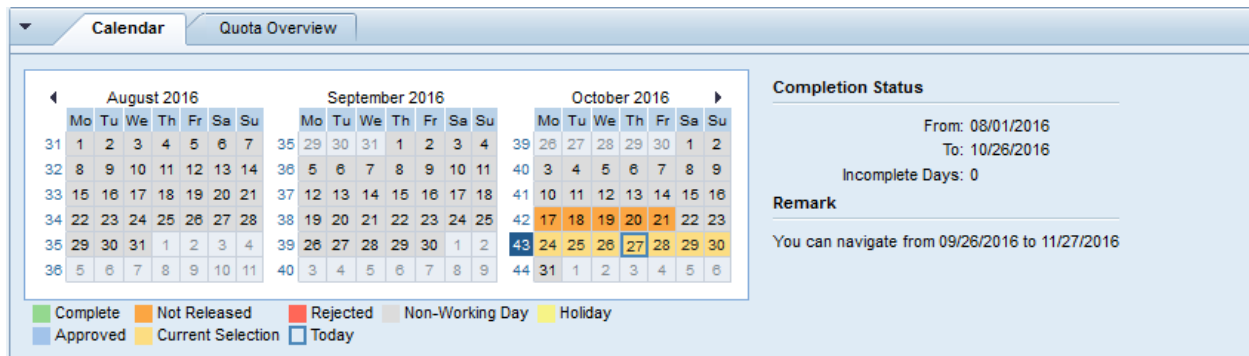
* Name:

Regular work week

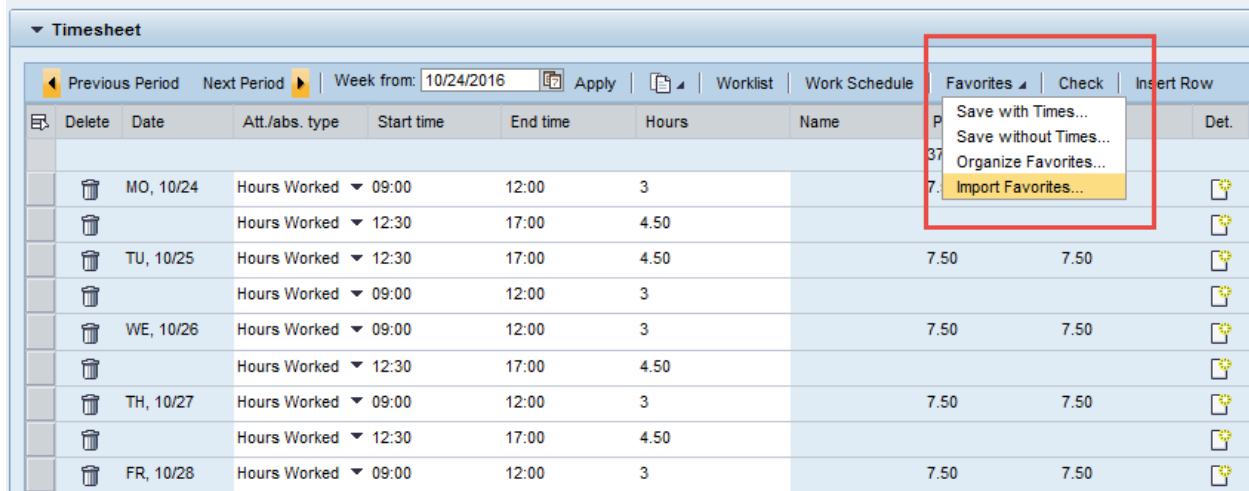
Save

Cancel

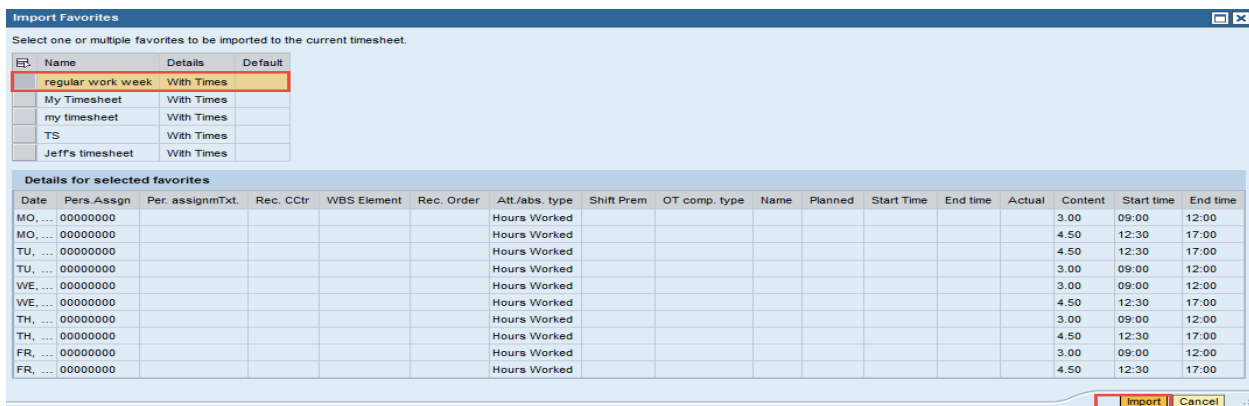
To import a favorite, Click on the Favorites menu and click on the “Import Favorites” option.



If wages are funded by externally sponsored agreement(s), by clicking SAVE I certify that I am either the covered individual, PI or other responsible official using suitable means actual effort devoted to the project(s) funded by the sponsored agreement(s) during this pay period.



A pop-up box will appear and you can choose a favorite to import from the available options. Click on “Import” at the bottom of the screen.



Date	Pers. Assgn	Per. assignmTxl	Rec. Cctr	WBS Element	Rec. Order	Att./abs. type	Shift Prem	OT comp. type	Name	Planned	Start Time	End time	Actual	Content	Start time	End time
MO, ...	00000000					Hours Worked								3.00	09:00	12:00
MO, ...	00000000					Hours Worked								4.50	12:30	17:00
TU, ...	00000000					Hours Worked								4.50	12:30	17:00
TU, ...	00000000					Hours Worked								3.00	09:00	12:00
WE, ...	00000000					Hours Worked								3.00	09:00	12:00
WE, ...	00000000					Hours Worked								4.50	12:30	17:00
TH, ...	00000000					Hours Worked								3.00	09:00	12:00
TH, ...	00000000					Hours Worked								4.50	12:30	17:00
FR, ...	00000000					Hours Worked								3.00	09:00	12:00
FR, ...	00000000					Hours Worked								4.50	12:30	17:00

Copying from previous period function:

- To simply copy your entries from the previous pay period, go to the next pay period that has a blank timesheet and click on the “copy” button and select “Copy from previous period.” Your entries from the previous period will automatically populate your timesheet and you can make any adjustments that are necessary.

Calendar Quota Overview

August 2016 September 2016 October 2016

Completion Status: From: 08/0 To: 10/2 Incomplete Days: 0

Remark: You can navigate from 09/26/20

Legend: Complete (green), Approved (blue), Not Released (orange), Current Selection (yellow), Rejected (red), Today (light blue), Non-Working Day (grey), Holiday (yellow)

If wages are funded by externally sponsored agreement(s), by clicking SAVE I certify that I am either the covered individual, PI or other resp actual effort devoted to the project(s) funded by the sponsored agreement(s) during this pay period.

Timesheet

Previous Period Next Period Week from: 10/31/2016 Apply

Delete	Date	Att./abs. type	Start time	End time	Planned
	MO, 10/31				37.50
	TU, 11/01				7.50
	WE, 11/02				7.50
	TH, 11/03				7.50
	FR, 11/04				7.50
	SA, 11/05				0
	SU, 11/06				0

Copy Line
Copy from Previous Period
Copy from Target Hours

Important features of the record working times area

- The calendar gives you a view of your current and past time entry history over a span of three months. You can move to future and past months by using the left and right arrows.
- The timesheet has a color-coding system that will allow you to view the status of your hours - past, present and future.

Record Working Time

Save Release Directly Personnel Assignment

Calendar Quota Overview

August 2016 September 2016 October 2016

Completion Status: From: 08/01/2016 To: 10/13/2016 Incomplete Days: 34

Remark: You can navigate from 09/12/2016 to 11/13/2016

Legend: Complete (green), Approved (blue), Not Released (orange), Current Selection (yellow), Rejected (red), Today (light blue), Non-Working Day (grey), Holiday (yellow)

- For example, the calendar is showing the current selection (or current week) in light orange. It is important to make sure that you are in the appropriate pay period while entering your hours. If you are not in the correct pay period, you can toggle to future or previous weeks by clicking on the “previous period” and “next period” buttons.

Record Working Time

Save | Release Directly | Personnel Assignment

Calendar | Quota Overview

August 2016 | September 2016 | October 2016

Completion Status

From: 08/01/2016
To: 10/13/2016
Incomplete Days: 34

Remark

You can navigate from 09/12/2016 to 11/13/2016

Legend:

- Complete (green)
- Not Released (orange)
- Rejected (red)
- Non-Working Day (grey)
- Holiday (yellow)
- Approved (blue)
- Current Selection (light orange)
- Today (light blue)

If wages are funded by externally sponsored agreement(s), by clicking SAVE I certify that I am either the covered individual, PI or other responsible official actual effort devoted to the project(s) funded by the sponsored agreement(s) during this pay period.

Timesheet

Previous Period | Next Period | Week from: 10/24/2016 | Apply | Worklist | Work Schedule | Favorites | Check

- It is also important to note that your work week in BUworks **starts on Monday and ends on the following Sunday**. This is important to realize when you are entering your attendance times, as well as your absence times to ensure that you are paid correctly.
- Whether you are entering your hours manually, using the Favorites function or the Copy function, please make sure that you save and release your hours so that your timesheet gets approved successfully by your manager.

Congratulations! You have completed your timesheet successfully.