

Reminders for Hour Entry

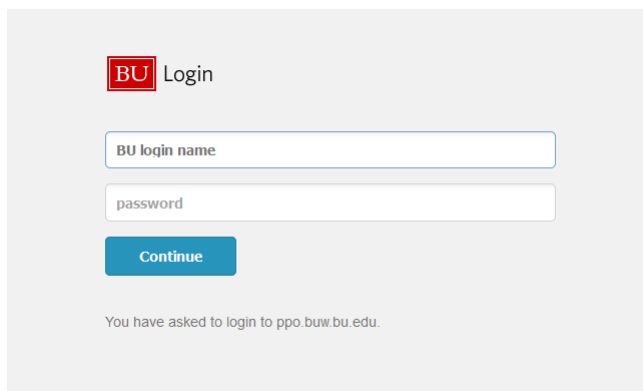
- On any given day that you work more than six continuous hours, you must take an unpaid break of 30 minutes and indicate the break on your timesheet. Each day worked must have at least two lines of entry to reflect your break.
- You must account for all hours within your standard work schedule in your timesheet. For example, if your work schedule is 35 hours per week you must account for 7 hours per day and 35 hours for the week, even if some of it was Unpaid Time Off.
- If your schedule is Monday through Friday, you must enter and release your time each Friday by noon. If your schedule includes working weekends, you must enter and release your time by the end of your final shift for the week.
- Please note that the hours you work this week will be paid the following Friday; there is a one week lag.

If you have any questions please contact the Payroll Coordinator for BU School of Law at lawpay@bu.edu.

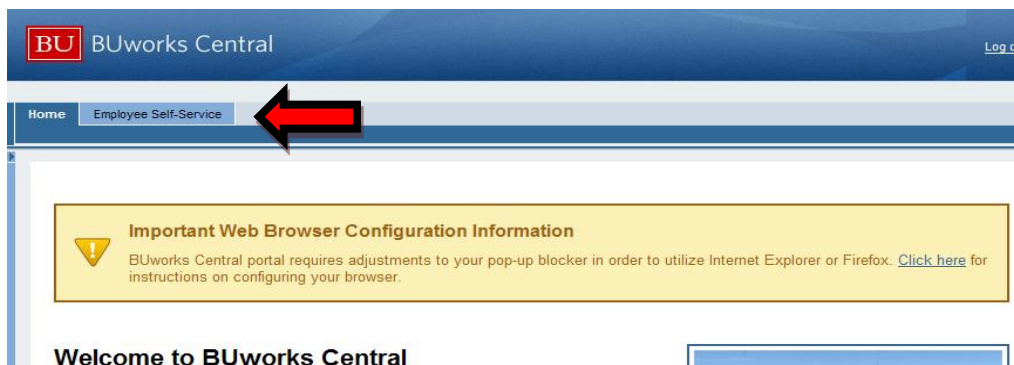
How to Enter Hours

Step 1: Using Internet Explorer or Firefox, go to <https://ppo.buw.bu.edu>

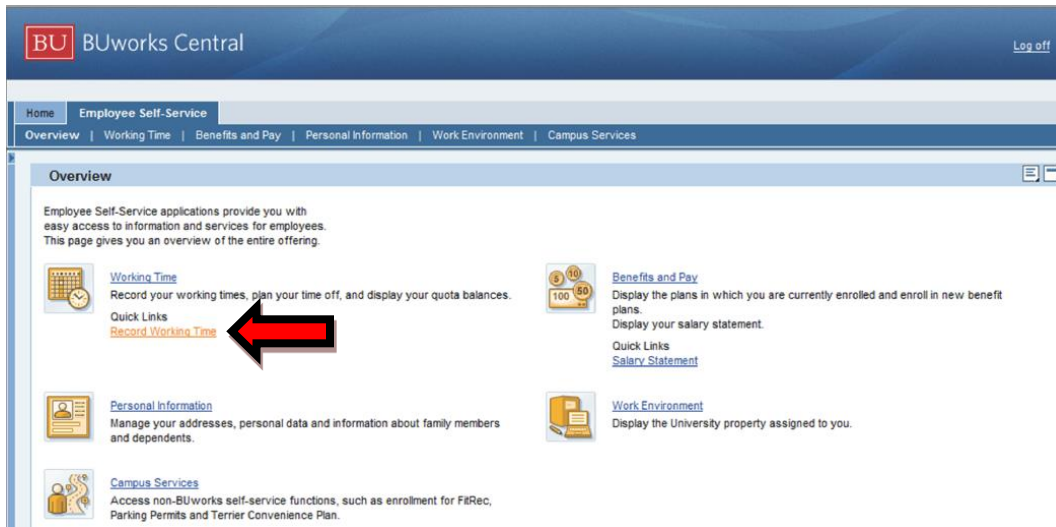
Step 2: Log in with your BU login name and Kerberos password.

A screenshot of the BU Login page. It features a red square logo with 'BU' in white, followed by the text 'Login'. Below this are two input fields: 'BU login name' and 'password'. A blue 'Continue' button is positioned below the password field. At the bottom, a small message reads 'You have asked to login to ppo.buw.bu.edu.'

Step 3: Click the Employee Self-Service tab.

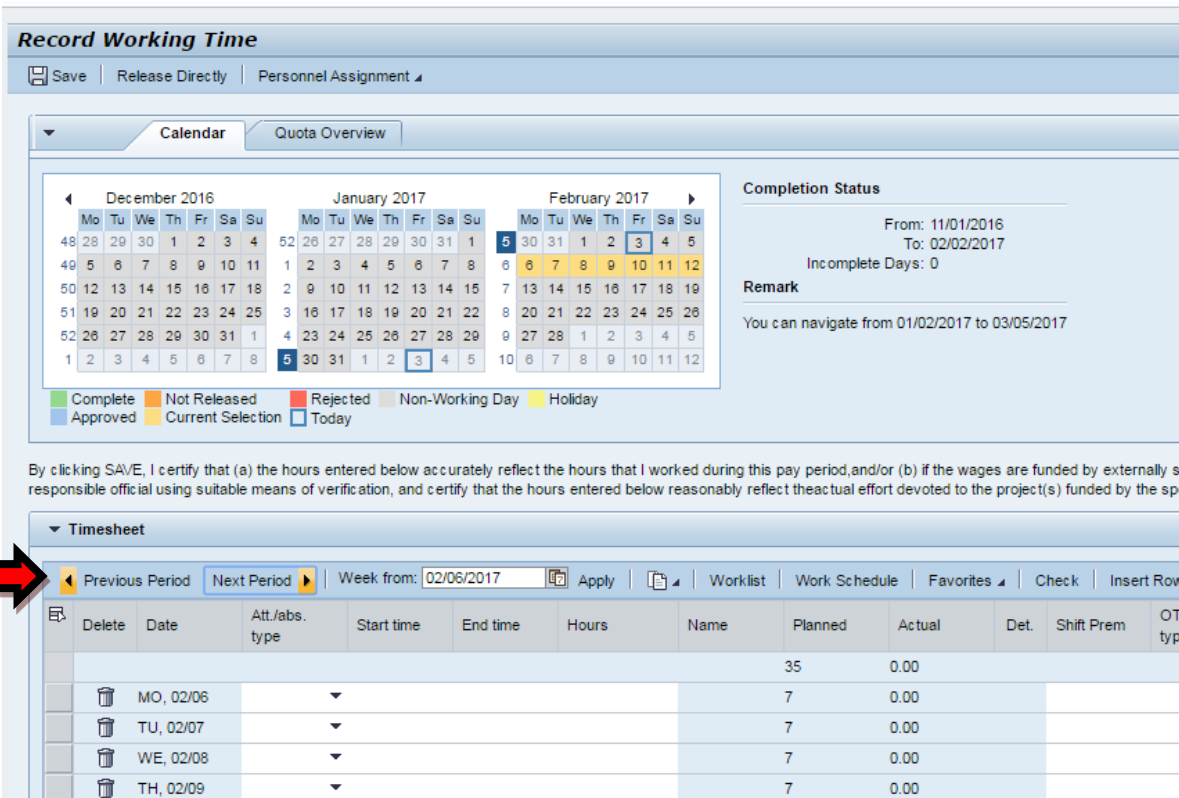


Step 4: Click on Record Working Time.



The screenshot shows the BUworks Central Overview page. The navigation bar includes Home, Employee Self-Service, Overview, Working Time, Benefits and Pay, Personal Information, Work Environment, and Campus Services. The Overview section contains several quick links: Working Time (Record your working times, plan your time off, and display your quota balances), Benefits and Pay (Display the plans in which you are currently enrolled and enroll in new benefit plans. Display your salary statement.), Personal Information (Manage your addresses, personal data and information about family members and dependents.), and Campus Services (Access non-BUworks self-service functions, such as enrollment for F&Rec, Parking Permits and Terrier Convenience Plan.). A red arrow points to the 'Record Working Time' link under the Working Time section.

Step 5: Check to make sure that you are entering hours in the correct week. Click the Previous Period or Next Period buttons to change weeks.



The screenshot shows the 'Record Working Time' interface. The top bar includes Save, Release Directly, and Personnel Assignment. The main section is divided into Calendar and Quota Overview. The Calendar view shows a grid of dates for December 2016, January 2017, and February 2017. A red arrow points to the 'Previous Period' button in the Timesheet section. The Timesheet section includes a table with columns: Delete, Date, Att./abs. type, Start time, End time, Hours, Name, Planned, Actual, Det., Shift Prem, and OT type. The table shows data for the week of 02/06/2017.

Delete	Date	Att./abs. type	Start time	End time	Hours	Name	Planned	Actual	Det.	Shift Prem	OT type
							35	0.00			
	MO, 02/06				7		7	0.00			
	TU, 02/07				7		7	0.00			
	WE, 02/08				7		7	0.00			
	TH, 02/09				7		7	0.00			

Step 6: Next to the day that you need to enter hours for, click the first drop down arrow in the Att./abs. type column. Select Hours Worked (1000) to enter working hours. If you were out of the office, select the appropriate absence type.

The screenshot shows the 'Timesheet' interface with a table containing columns: Delete, Date, Att./abs. type, Start time, End time, Hours, Name, Planned, Actual, Det., and Shift Prem. The table has rows for dates from Monday, 01/30 to Sunday, 02/05. The 'Att./abs. type' dropdown for Monday, 01/30 is open, showing options like BU Paid Holiday, Comp Time, Emergency Closing, Floating Holiday, Hours Worked (1000), Hours Worked - Emer Close (1015), Hours Worked - Intersess (1016), Intersession (2008), and Jury Duty (2011). A red arrow points to the 'Hours Worked' option.

Step 7: Enter the time that you began working and the time that you ended working in the Start Time and End Time columns. Hours must be rounded to the nearest quarter hour and entered in 24-hour format (i.e. 2:00PM = 14:00). If you are entering time off, do not enter start and end times; only enter the total number of hours.

The screenshot shows the 'Timesheet' interface with the same table as before. The 'Start time' and 'End time' columns for Monday, 01/30 are now populated with '0800' and '1200' respectively. A red arrow points to the 'End time' column.

Step 8: Click Insert Row and repeat the process on subsequent lines in order to account for any breaks. Repeat steps 6-8 for other days of the week as needed.

The screenshot shows the 'Timesheet' interface with the same table as before. The 'Insert Row' button is visible in the top right corner of the interface. A red arrow points to the 'Insert Row' button.

Step 9: Once you have finished entering your hours click Check. If there is an issue with any entry, the hours will turn red. If all entries are complete, the hours will turn orange.

▼ Timesheet

Previous Period Next Period Week from: 01/30/2017 Apply Worklist Work Schedule Favorites **Check**

Delete	Date	Att./abs. type	Start time	End time	Hours	Name	Planned	Actual	Det.	Shift Prem	OT cc type
							35	35.00			
MO, 01/30	Hours W...	▼ 08:00	12:00	4		7	7.00				
	Hours W...	▼ 13:00	16:00	3							
TU, 01/31	Hours W...	▼ 08:00	13:15	5.25		7	7.00				
	Hours W...	▼ 15:15	17:00	1.75							
WE, 02/01	Hours W...	▼ 08:00	13:00	5		7	7.00				
	Hours W...	▼ 14:00	16:00	2							
TH, 02/02	Hours W...	▼ 08:00	13:15	5.25		7	7.00				
	Hours W...	▼ 15:15	17:00	1.75							
FR, 02/03	Hours W...	▼ 09:00	13:00	4		7	7.00				

Step 10: If you will be entering more hours for the week at a later point click Save. If you have completed entering hours for the week click Release Directly. You must remember to release your timesheet each week. Releasing the timesheet indicates the hours are ready for approval.

Record Working Time

Save Release Directly **Release Directly** Comment

☒ Your data has been released
☒ No data was changed

Display Message Log

▼ Calendar Quota Overview

November 2016 December 2016 January 2017

Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
44	31	1	2	3	4	5	48	28	29	30	1	2	3	52	26	27	28	29	30	31
45	7	8	9	10	11	12	49	5	6	7	8	9	10	1	2	3	4	5	6	7
46	14	15	16	17	18	19	50	12	13	14	15	16	17	2	9	10	11	12	13	14
47	21	22	23	24	25	26	51	19	20	21	22	23	24	3	16	17	18	19	20	21
48	28	29	30	1	2	3	52	26	27	28	29	30	31	4	23	24	25	26	27	28
49	5	6	7	8	9	10	1	2	3	4	5	6	7	5	30	31	1	2	3	4

☒ Complete ☐ Not Released ☐ Rejected ☐ Non-Working Day ☐ Holiday
☐ Approved ☐ Current Selection ☐ Today

Completion Status

From: 11/01/2016
To: 02/02/2017
Incomplete Days: 0

Remark

You can navigate from 01/02/2017 to 03/05/2017

By clicking SAVE, I certify that (a) the hours entered below accurately reflect the hours that I worked during this pay period, and/or (b) if the wages are funded by external responsible official using suitable means of verification, and certify that the hours entered below reasonably reflect the actual effort devoted to the project(s) funded by the

▼ Timesheet

Previous Period Next Period Week from: 01/30/2017 Apply Worklist Work Schedule Favorites Check Insert

Delete	Date	Att./abs. type	Start time	End time	Hours	Name	Planned	Actual	Det.	Shift Prem	OT cc type
							35	35.00			
MO, 01/30	Hours W...	▼ 08:00	12:00	4		7	7.00				
	Hours W...	▼ 13:00	16:00	3							
TU, 01/31	Hours W...	▼ 08:00	13:15	5.25		7	7.00				
	Hours W...	▼ 15:15	17:00	1.75							
WE, 02/01	Hours W...	▼ 08:00	13:00	5		7	7.00				
	Hours W...	▼ 14:00	16:00	2							
TH, 02/02	Hours W...	▼ 08:00	13:15	5.25		7	7.00				
	Hours W...	▼ 15:15	17:00	1.75							