Timesheet Entry-Quick Reference Guide

Weekly paid employees need to enter hours worked every week to get paid for that week. Time needs to be entered in 24 hour Military format.(e.g. 8:30 AM in Military Time is 08:30, 4:30PM is 16:30 and 5:00 PM is 17:00)

1. Log on to **BUworks Central** https://ppo.buw.bu.edu

2. Click on **Employee Self Service**

3. Click on **Record Working Time**

NOTE: The BU work week starts on a Monday and ends on the following Sunday. To ensure that you are paid correctly, enter hours worked and absences taken in a week. You must save and release hours in a timely manner so that your manager/time administrator can approve your timesheet before the weekly payroll deadline
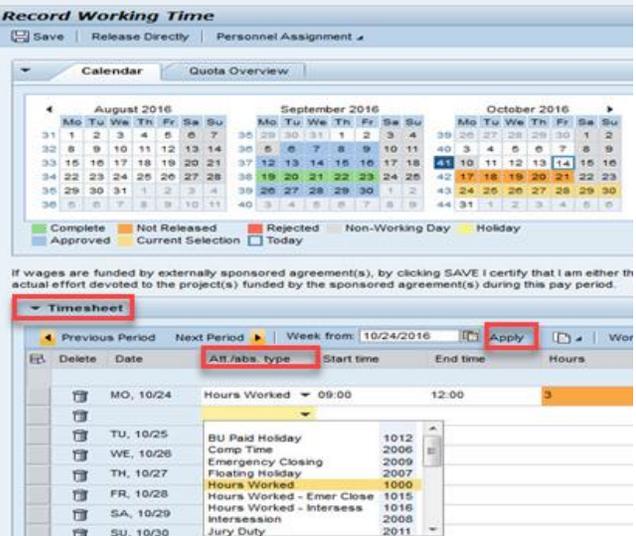
4. A three month color coded calendar is displayed in the upper half of the screen showing current and past time entry history. The timesheet is shown in the lower half of the screen and allows you to record your hours for the week

Make sure you are in the appropriate pay period to record your working hours (note the dates in the "Week From" box). 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.

Select the option **Hours Worked** from the Att/Abs.Type drop-down menu

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5. 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. (e.g. Enter 9 as the Start time and 12 as the End Time)

6. It is necessary to enter the time for the meal break. You will need to insert a new row to show the time that you took for your meal break. To insert a row, first highlight the row that you just completed entering time for by clicking on it. Then, click on the **Insert Row** button

7. 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
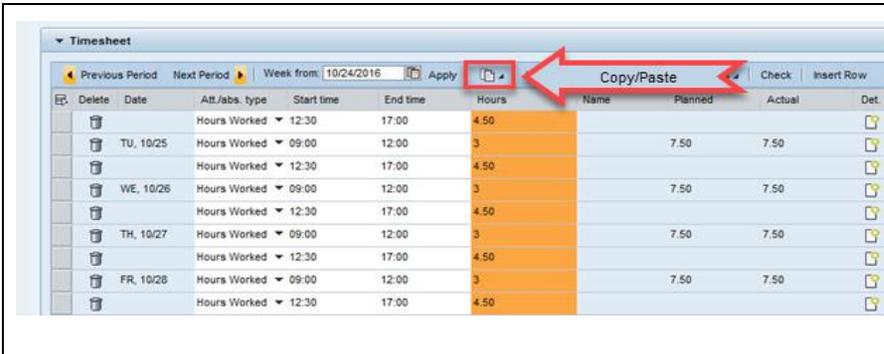
8. **Repeat the procedure** for Tuesday, Wednesday, Thursday and Friday by copying and pasting the time entered for Monday and inserting additional rows for each subsequent day of the week. Click on the **Apply** button
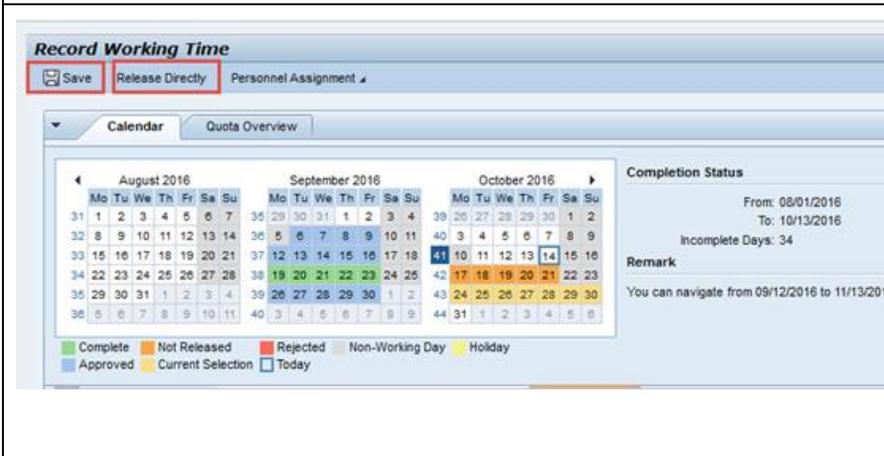
9. Click on the **Save** button at the top left corner of your screen. You will receive a message stating that your hours have been saved

10. 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

Congratulations! You have entered your timesheet successfully.

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Creating a Favorites Template:

Click on the drop-down in Favorites on the option "Save with Time". Name your template when the pop-up box appears and click on the "Save with time". (e.g. You can title the template **Regular Work Week**)

Copying from Previous Period:

To simply copy your entries from the previous pay per 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

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

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