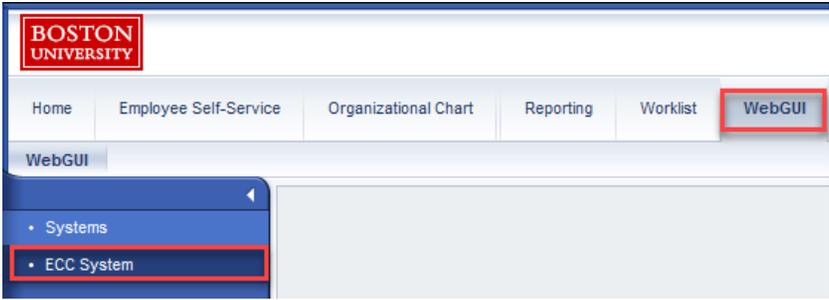
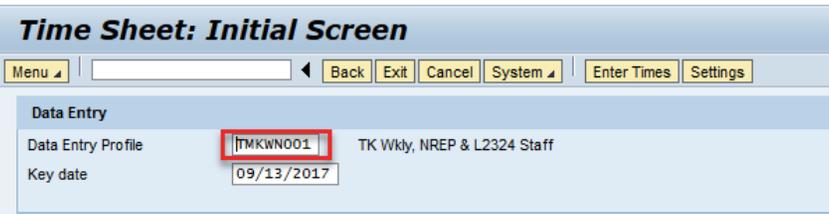
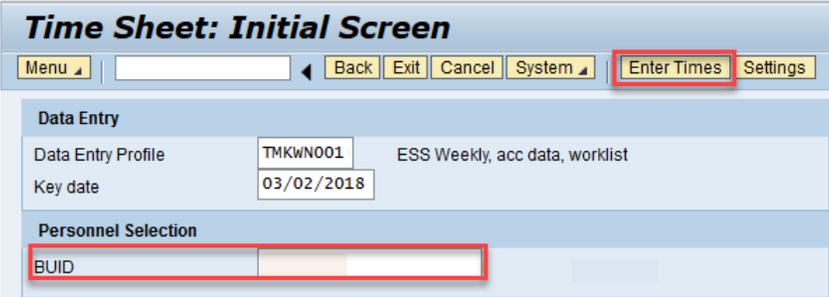


Entering Time on Behalf of an Employee-Quick Reference Guide

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 to enter hours for the weekly-paid employees in your department using CAT2 transaction.

	<ol style="list-style-type: none"> 1. Log on to BUworks Central: https://ppo.buw.bu.edu 2. Click on the WebGUI tab 3. Click on ECC System
	<ol style="list-style-type: none"> 4. Enter the transaction code CAT2 in the command window. Press the Enter key. (You may also select “Time Sheet: Maintain Times” from your user menu)
	<ol style="list-style-type: none"> 5. Select the option TMKWN001 from the Data Entry Profile drop-down. Click on the green check button. The Key date will default to the current pay period. There is no need to change the pay period unless you are entering hours for a future or retroactive pay period
	<ol style="list-style-type: none"> 6. Enter the BUID in the selected text box and press Enter. The employee’s information will populate in the grid below. Select the silver box on the far left to highlight the employee 7. Click on Enter Times button to see the employee’s timesheet

Entering Time on Behalf of an Employee-Quick Reference Guide

Time Sheet: Data Entry View

Menu | Save | Back | Exit | Cancel | System | Select All | Deselect All | Sort Ascending | Sort Descending | Totals Row On/Off | Target Hours On/Off | Weekdays

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

BUID: [] Name: [] Vac: 292.36 Sick: 1040.00 Comp: 0.00 Pers: 0.00 Position: HR BUS ALYST WSR: F08M01N1

Date Range: [a] 09/11/2017 - 09/17/2017 [b] [c] 37.2017

Data Entry Area

LT	Pers.As.	Rec. Cctr	Rec. Order	A/A	RR	PS group	Lv	OC Name	Total	MO ... From To	TU ... From To	WE ... From To	TH ... From To	FR ... From To
		[d]		[e]					40	808:00 16:00	808:00 16:00	808:00 16:00	808:00 16:00	808:00 16:00
									0	0	0	0	0	0

[f] [g]

8. Here are some key components to the timesheet:
- a. The BUID# and name of the employee
 - b. The current pay period of the timesheet
 - c. The amount of paid time off the employee has available
 - d. The Rec. Cctr defaults to Home Cost Center. If hours are to be charged to a different department, enter that department's cost center on a separate row from your cost center's hours. The Rec. Order column is used if you are paying any hours via a grant
 - e. The A/A column is short for "Absence/Attendance." Every row of hours must have their own absence or attendance code. (e.g. hours worked – 1000). You can view the full list of codes by clicking your cursor in the box under "A/A" from the 3rd row down
 - f. Is a static row and shows the employees total working hours for the week as well as their daily scheduled working hours
 - g. Is a static row that shows the total amount of hours entered for the week as well as for each day

Entering Time on Behalf of an Employee-Quick Reference Guide

Data Entry Area

LT	Pers...	Rec. Cctr	Rec. Order	A/A...	PR	PS group	Lv	OC Name	Total	MO ...	From	To	TU ...	From	To	WE ...	From	To	TH ...	From	To	FR ...	Fro
									40	808:00	16:00		808:00	16:00		808:00	16:00		808:00	16:00		808:	
									40	8			8			8			8				8
				1000				Hours Worked	16	8			8										
				2000				Vacation	16							8			8				
				2001				Sick Pay	8														8

Time Sheet: Data Entry View

Menu | Save | Back | Exit | Cancel | System | Select All | Deselect All | Sort Ascending | Sort Descending | Totals Row On/Off | Target Hours On/Off | Weekdays

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

BUD: Name: Vac: 292.36 Sick: 1040.00 Comp: 0.00 Pers: 0.00 Position: HR BUS ALYST WSR: F08M01N1

Data Entry Period: 09/11/2017 - 09/17/2017 Week: 37.2017

Data Entry Area

LT	Pers...	Rec. Cctr	Rec. Order	A/A...	PR	PS group	Lv	OC Name	Total	MO ...	From	To	TU ...	From	To	WE ...	From	To	TH ...	From	To	FR ...	Fro
									40	808:00	16:00		808:00	16:00		808:00	16:00		808:00	16:00		808:	
									40	8			8			8			8				8
				1000				Hours Worked	16	8			8										
				2000				Vacation	16							8			8				
				2001				Sick Pay	8														8

9. This employee is scheduled to work 40 hours per week. In the example shown, he worked on Monday and Tuesday, took vacation days on Wednesday and Thursday. He was out sick on Friday

NOTE: Each row (starting on the third row) must have its own A/A code entered and the hours coinciding on the same row as illustrated

Tip: Using your enter key after entering anything on the timesheet will automatically update/total the hours. When you have completed entering all of the hours necessary, click on the enter key. You should see the total hours updated

10. Review your entries and click on the **Save** button. You have entered and saved hours on behalf of the employee!